

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Tuesday January 31, 2012 Meeting

Attendees: Councilmembers Christopher Werner (as Chair) and Jason DiPonzio, Supervisor William Moehle, Gary Brandt, Tim Keef, Mark Henderson, Ramsey Boehner, Dan Aman, Andrew Robinson, Pat Inzer of West Brighton Fire Department, Larry Pecor of Paris Kirwan, Tom Zuber of Raymond F. Wager, CPA, residents Roger Ristich and Rose Huntress-Ristich, 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:

Town Bid/Proposal Authorizations and Awards:

No matters for this meeting.

Grant Authorizations and Acceptances:

Grant Application - The FASC discussed with Larry Pecor of Paris Kirwan Associates his willingness to submit on behalf of the Town a grant request from NY State HAB to provide safety training funds to Town employees. A similar grant was obtained for 2011/2012 for Town Public Works employees in the amount of \$8,640. This request for the 2012/2013 grant cycle intends to expend on the safety training for Public Works employee and offer additional training to Town office employees in the areas of safety and hazard awareness, office ergonomics, stress, harassment, and workplace violence. In addition, training will be requested for Parks employees in the areas of heat, cold, insect, and toxic mold exposure, chemical safety, and equipment and tool operations along with the areas previously mentioned. There are no costs to the Town associated with this grant.

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

Contracts and Contract Change Orders:

Amendment to Agreement with NYSDOT for Snow and Ice Control (Highway Dept.) - The FASC discussed with Tim Keef his request for Town Board action to authorize the Supervisor to execute an amendment to the agreement with NYSDOT for snow and ice removal services extended through the 2013/2014 season.

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

Budget Amendments and Transfers:

Budget Transfer (Highway Department) - The FASC discussed with Tim Keef his request 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.

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

2011 Budget Transfers and/or Appropriations (Finance Dept.) - The FASC discussed with Suzanne Zaso her request for Town Board action to approve miscellaneous budget transfers and appropriations to the 2011 budget as part of the year-end financial close process.

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

Personnel Matters:

Amend Table of Organization (Police Dept.) - The FASC discussed with Chief Mark Henderson his request for Town Board approval to add two On-Call School Traffic Guards to the table of organization in the Brighton Police Department.

This budget neutral action will enable the department to cover posts with trained, on-call staff when a regular guard position is unable to man the post.

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

Appointment of On-Call School Traffic Guard (Police Dept.) - The FASC discussed with Chief Mark Henderson his request 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.

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

Authorize Extension of Temporary Employment and Increase in Hours (Building/Planning) - The FASC discussed with Ramsey Boehner his request 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.

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

Other Matters for Action of the Town Board:

WBFD Service Awards Program (SAP) 2011 Points Earned (Finance Dept.) - The FASC discussed with Pat Inzer of the West Brighton Fire Department and Suzanne Zaso her request for Town Board action to approve the 2011 Service Awards Program (SAP) points earned for the West Brighton Fire Department Volunteers as certified by Mr. Inzer 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 then posted at the department for a period of 30 days. The listing, along with any changes noted after posting, is then certified by the

Town and submitted to the plan administrator (Penflex, Inc.) for updating and calculating fund contributions due.

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

Donation of Snow Brushes (Police Dept.) - The FASC discussed with Chief Mark Henderson his request 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.

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

Amend Change Fund (Town Clerk) - The FASC discussed with Dan Aman his request to increase the authorized amount in the Town Clerk's Change Fund from \$250 to \$300 to allow ample change on hand for monetary transactions that run through the Town Clerk's office.

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

Deposit and Investment Policy Update (Finance Dept.) - The FASC discussed with Suzanne Zaso her request for Town Board action to amend the Town's Deposit and Investment Policy to increase the maximum limit with M&T Bank to \$25,000,000 with an additional \$15,000,000 during tax collection season.

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

Other Matters for Discussion Only:

Thomas Zuber, Shareholder, Raymond F. Wager, CPA, P.C. discussed the upcoming annual independent audit of the Town's financial records for 2011 and gave an overview of the 2010 Town financials.

Matters Tabled for Research and/or Discussion:

No matters for this meeting.

Executive Session:

No matters for this meeting.

Next Meeting:

The next meeting of the Town Board's Finance and Administrative Services Committee is scheduled for **Tuesday February 14, 2012 beginning at 3:30 pm** and will be held in the Stage Conference Room at Town Hall.