

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Tuesday February 14, 2012 Meeting

Attendees: Councilmembers Christopher Werner (as Chair) and Jason DiPonzio, Supervisor William Moehle, Gary Brandt, Tim Keef, Mark Henderson, Mike Guyon, Dan Aman, Elaine Ainsworth, Matt Beeman, 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:

Request to Solicit Proposals for Consultant (Public Works) - The FASC discussed with Mike Guyon his request for Town Board authorization to solicit proposals for professional consulting services for the Monroe Avenue Green Street Project. The Town has been awarded a \$1,565,000 grant to fund improvements such as trees, sidewalk, gardens, and buffers along Monroe Avenue between Westfall Rd. and Elmwood Ave.

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

Grant Authorizations and Acceptances:

No matters for this meeting.

Contracts and Contract Change Orders:

Contract for Background Checks (Recreation Dept.) - The FASC discussed with Matt Beeman his request for Town Board action to authorize the Supervisor to execute a contract with Castle Branch, Inc. for employee background checks for 2012 at a rate of \$28 per search. Cost estimates the Recreation Department for 2012 for these services are expected to be between \$700 and \$840. This service contract will also be utilized by the Town Clerk's Department and the Brighton Memorial Library. Castle Branch was the lowest of three proposals received.

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

Contract for Interpreter Services (Recreation Dept.) - The FASC discussed with Matt Beeman his request for Town Board action to authorize the Supervisor to execute a contract with Kyla Edelman to provide interpreting services when requested for Recreation Programs. Ms. Edelman was the lowest of three proposals received at \$60 per hour or \$45 per hour for sessions lasting longer than two hours.

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

Purchase Order Agreement for Certiorari Appraisal Services on W. Henrietta Rd.

(Assessor) - The FASC discussed with Elaine Ainsworth her request for Town Board action to authorize a purchase order agreement with Midland Appraisal Associates, Inc. for preliminary certiorari appraisals for 2654 and 2700 W. Henrietta Road for a total of \$5,000.

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

Purchase Order Agreement for Certiorari Appraisal Services at Linden Oaks (Assessor) - The FASC discussed with Elaine Ainsworth her request for Town Board action to authorize a purchase order agreement with GAR Associates Inc. for preliminary certiorari appraisals for 70 and 80 Linden Oaks for a total of \$3,000.

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

Intermunicipal Agreement - Monroe County Home Improvement Loan Program (Public Works) - The FASC discussed with Tim Keef his request for Town Board authorization of the Supervisor to execute an intermunicipal agreement (IMA) with Monroe County to allow town residents to apply for the Home Improvement Loan Program.

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

Contract and Resolution for Winton Road Sidewalk "Betterment" Project (Public Works) - The FASC discussed with Mike Guyon his request for Town Board adoption of three resolutions relating to a "betterment" project with NYSDOT to install approximately 800 linear feet of concrete sidewalks along the west side of Winton Road South. This work would be done in conjunction with the NYSDOT Diverging Diamond project. Funding for this project is available through an already awarded Monroe County Community Development Block Grant (CDBG) in the amount of \$41,750.

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

Contract and Resolution for Federal Aid for Corwin Road Bridge Preventative Maintenance Project (Public Works) - The FASC discussed with Mike Guyon his request for Town Board adoption of a resolution identifying authorized staff to execute agreements, certifications, and reimbursement requests along with an understanding of said agreement and funding of 80% Federal and 20% local share for the engineering phase of the Corwin Road Bridge Preventative Maintenance Project

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

Budget Amendments and Transfers:

No matters for this meeting.

Personnel Matters:

Add Micro Computer Support Technician Position (Finance Dept.) - The FASC

discussed with Suzanne Zaso the idea to create a part-time (20 hours per week) position under Information Systems in the Finance Department to support the current one-person IT staff. The duties of this position would include assistance in the purchase, installation, management, and support of the Town's computers (of which there is approximately 145), printers, networking equipment, software, and telecommunications system. After discussion, the FASC recommended that this item go to the full Town Board for action to add the part-time Civil Service position of Micro Computer Support Technician to the Town's authorized titles and to place this position on the Town's part-time permanent and season employee wage schedule with a rate range of \$19.98 to \$24.32 per hour. The FASC recommends the Town Board take favorable action on this matter.

Other Matters for Action of the Town Board:

Boarding Fees for Seized Animals (Town Clerk) - The FASC discussed with Daniel Aman his request for Town Board action to increase the boarding fees for seized animals from \$11.50 to \$13.00 per day as a result of increased boarding fees charged by Pittsford Animal Hospital.

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

Disposal of Fixed Assets (Highway Dept.) - The FASC discussed with Tim Keef the request from Tim Anderson for Town Board authorization to dispose of as junk miscellaneous plows that are no longer needed by the department nor have any remaining value.

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

Other Matters for Discussion Only:

The FASC discussed with Mike Guyon and Suzanne Zaso financing alternatives available to residence of Collingsworth Drive to fund the approximately \$52,000 cost to construct sanitary sewers to six residential homes. In order to make this project affordable to the residence, long-term financing (approximately 30 years) would need to be available. While the Town's fiscal advisors and bond council have noted the difficulty is marketing a bond this size for a long period of time, an alternative would be to borrow from an existing Town reserve with prevailing interest rates being charged. While it is unknown at this time if the residence of Collingsworth Drive plan to move forward with a petition for this project and to form a special district, the financing alternative to borrow from a Town reserve was one that the FASC would be willing to present to the full Board if the project does go forward.

Matters Tabled for Research and/or Discussion:

No matters for this meeting.

Executive Session:

At 5:05 p.m. Councilmember Jason DiPonzio moved to go into executive session to discuss the employment of a particular person. The move was seconded by Councilmember Christopher Warner.

At 5:40 p.m. Councilmember Christopher Werner moved to come out of executive session. The move was seconded by Councilmember Jason DiPonzio.

Next Meeting:

The next meeting of the Town Board's Finance and Administrative Services Committee is scheduled for **Tuesday March 6, 2012 beginning at 3:30 pm** and will be held in the Stage Conference Room at Town Hall.