

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Tuesday March 6, 2012 Meeting

Attendees: Councilmembers Christopher Werner (as Chair) and Jason DiPonzio, Supervisor William Moehle, Tim Keef, Mark Henderson, 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:

Bid Award for New Backhoe Loader and Declare Existing Backhoe Loader Surplus (Highway) - The FASC discussed with Tim Keef his request for Town Board award of a bid to Milton Cat for a backhoe loader in the amount of \$84,214 less trade-in of existing Town loader in the amount of \$77,489 for a net cost of \$6,725. Town Board action is also requested to declare 2011 backhoe loader (s/n DAN00712) as surplus. Funds are available in the 2012 budget for this purchase.

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

Bid Award for Pick-Up Truck (Sewer) - The FASC discussed with Tim Keef his request for Town Board award of a bid to Toyota of Batavia for a new 2012 pick-up truck for the Sewer Department in the amount of \$28,477. Funds are available in the 2012 budget for this purchase.

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:

Amendment to Mowing and Landscaping Services Contract (Parks/Highway) - The FASC discussed with Tim Keef his request for Town Board action to amend the 2012 contract with Rochester Plow Inc. to include services in the Monroe Avenue Corridor between Westfall Road and Clover Street. Any costs associated with this amendment would be reimbursed by the property owner at 2875 Monroe Avenue per the agreement with the Town and 2875 Monroe Avenue, LLC.

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

Contract with PERMA for Administration of Worker's Compensation Tail Claims (Finance/HR Depts.) - The FASC discussed with Suzanne Zaso her request for

Town Board action to authorize the Supervisor to execute a no cost contract with PERMA for the administration and management of the Town's pre-2010 worker's compensation claims (tail claims).

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

Bank Contracts for Third Party Custodial Agreements and Account Agreement (Finance) - The FASC discussed with Suzanne Zaso her request for Town Board authorization of the Supervisor to execute agreements with Canandaigua National Bank and M&T Bank for third party custodials to secure uninsured deposits. Authorization is also requested of the Supervisor to execute an agreement with Canandaigua National Bank governing rules and regulations of deposits.

The FASC recommends the Town Board take favorable action on this matter and authorize the Supervisor to execute the agreements upon review by the Attorney to the Town.

Professional Services Contract with Harris Beach PLLC 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 agreement with Harris Beach, PLLC to provide legal bond counsel services to the Town. The fees proposed are favorable when benchmarked against other firms providing the same service.

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

Budget Amendments and Transfers:

Appropriation of Forfeited Property Funds (Police Dept.) - The FASC discussed with Chief Mark Henderson his request for Town Board action to authorize the appropriation of \$16,597.44 to expense account A.POLCE.3125 2.17 (law enforcement equipment) to be fully supported by a transfer from seized property funds (A 889.JSTCE). This appropriation will be used to purchase fifteen Taser electronic control devices with holsters and thirty cartridges. The US Attorney's Office has concurred with the use of these funds for this purpose.

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

Authorize a Contribution to the Sewer Equipment Capital Reserve (Finance Dept.) - The FASC discussed with Suzanne Zaso her request for Town Board action to authorize a contribution in the amount of \$60,000 from the Sewer Fund unreserved fund balance (SS 909) to the Sewer Equipment Capital Reserve (SS 878.EQSWR). This will provide for the balance of a contribution to the reserve as planned in the CIP for the 2011 replacement of a ten-wheel dump truck.

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

Budget Amendment for Ongoing Capital Projects (Finance Dept.) - The FASC discussed with Suzanne Zaso her request for Town Board authorization to amend the 2012 Capital Budgets by re-appropriating the unexpended balances of appropriations provide for in the ongoing capital projects and to budget for anticipated revenues. This accounting function is required at the beginning of

each year as the Town's financial system it set-up to close out the fund at year end thereby not leaving the unexpended appropriations within the specific capital projects.

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:

Cash Donation (Police Dept.) - The FASC discussed with Chief Mark Henderson his request for Town Board action to accept a donation in the amount of \$50 from Mr. Roy T. Bruno to the Brighton Police Department.

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

Other Matters for Discussion Only:

No matters for this meeting.

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 March 20, 2012 beginning at 3:30 pm** and will be held in the Stage Conference Room at Town Hall.