

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Wednesday, August 1, 2018 Meeting

Attendees: Councilmembers Chairman Jason DiPonzio, Robin Wilt, Chris Werner, Supervisor William Moehle, Captain Dave Catholdi, Mike Guyon, Tricia VanPutte, Dan Aman, Steve Smith (Budget Review Task Force Member), and Paula Parker (as Staff to the Committee).

The Town Board's Finance and Administrative Services Committee (the FASC) met at 8:00 a.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 of the July 18th and July 20th, 2018 meetings.

CIP review continued: Continue review of the CIP 2019 – 2021 requests:

Information Systems (IT)	Finance
Assessor	Police/Animal Control
Parks	Recreation
Library	Ambulance District
Sidewalk District	

Town Bid/Proposal Authorizations and Awards:

Authorize going to bid for Tree Maintenance and Removal Services for the remainder of 2018 (Public Works Dept.) – The FASC discussed with Mike Guyon the request from Chad Roscoe for Town Board action for authorization to solicit bids for Tree maintenance and removal services for the Town of Brighton for the remainder of the 2018 calendar year. Our current supplier of these services cannot commit to any of the proposed work for the Town (see letter from Chad Roscoe). There was discussion regarding the County's contract with the current approved supplier and any requirement within that contract to provide service to the Town. Mike Guyon will follow with the Attorney to the Town for an opinion. 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:

Approve Agreements for professional services for the Annual Rabies Clinic (Police Dept.) – The FASC discussed with Captain Catholdi the request from Chief Henderson for Town Board action to authorize the Supervisor to enter into agreements for professional services for two veterinarians (\$60/hour each) and two veterinary technicians (\$25/hour each) for the services to be performed on Saturday, October 6, 2018 at the annual Rabies Clinic. Total of all contracts will not exceed \$510 and the rate remains unchanged from the previous year.

Funding is available in the Animal Control Budget (see letter from M. Henderson). The event will be held at the Brighton Police Department this year and not at the Highway Facility.

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

Authorize contract extension with Waste Management of New York (Public Works Dept.) – The FASC discussed with Mike Guyon the request from Chad Roscoe for Town Board action to approve and authorize the Supervisor to execute a contract extension amendment with Waste Management for refuse and recycling services provided to the Refuse Districts. The increase will be at a rate of \$2.12% (\$208.04 to \$212.45 annually) and is permitted within the contract (see letter from C. Roscoe). There was a brief discussion regarding going to covered totes for comingled recycling materials. Composting and possible composting projects were discussed. Discuss the possibility of combining organic yard waste with other organic materials.

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

Authorize change order #2 with Spin-Rite, Inc. contract and amend budget for consolidated sidewalk district (Public Works Dept.) – The FASC discussed with Mike Guyon his request for Town Board action to approve change order #2 with Spin-Rite, Inc. in the amount of \$1,167.85 for the Over/Under unit costs for the 2017 replacement program. Funds are available in Fund balance (SK.909) as \$2,082 was left over from the previous year. Funds to be appropriated to SK.SWLKD.5411.2.65 (see letter from M. Guyon).

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

Budget Amendments and Transfers:

Use of Forfeited Funds to purchase Evolis Radar Speed Sign and related budget modification (Police Dept.) – The FASC discussed with Captain Catholdi the request from Chief Henderson for Town Board action to amend the budget to purchase two (2) Evolis mobile radar speed signs and bi-directional traffic data collection units. Proposed funding for this purchase will be via the “Proceeds of Forfeited Property”. The budget will be amended to appropriate \$6,000 to account A.POLCE.3125.2.17 with a reduction in the same amount from the reserve account A.889.JSTCE (see letter from M. Henderson).

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

Personnel Matters:

All Items discuss in Executive Session (see below).

Other Matters for Action of the Town Board:

No matters for this meeting.

Other Matters for Discussion Only:

Retirement of Police Sergeant (Police Dept.) – Communication from Police Chief Mark Henderson accepting, with regret, the retirement of Police Sergeant David Molisani effective August 18, 2018 (see letter from M. Henderson).

Matters Tabled for Research and/or Discussion:

Budget Transfer for funds needed to purchase a mobile column vehicle lift (partially funded by 2018 CIP) (Highway Dept.) – The FASC discussed with Mike Guyon the request from Tim Anderson for Town Board action to transfer funds with in the Highway (D) Fund totaling \$12,931 to allow for the purchase of a mobile lift rather than a fixed lift. It was determined that due to some infrastructure issues in the garage area the mobile unit was a better solution than the traditional lift (see letter from T. Anderson). After discussion, some questions were asked and more research and follow up is needed. This item will be placed on the agenda for the August 15th FASC meeting to be reviewed.

Executive Session:

There was a motion by Supervisor Moehle and a second by Robin Wilt to enter executive session to discuss the employment of a particular employee(s). All voted aye. Due to the sensitive nature of these discussions, notes are not contained herein. There was a motion by Robin Wilt and a second by Supervisor Moehle to come out of executive session. All voted aye.

Next Meeting:

The **next regularly scheduled meeting of the FASC will be held Wednesday, August 15st, 2018 at 8:30 a.m.** in the Stage Conference Room of the Brighton Town Hall. All members of the public are invited to attend FASC meetings.

****NOTE NEW TIME AS PER THE SUMMER SCHEDULE****