

**Brighton Town Board**  
**Finance and Administrative Services Committee**  
**Meeting Notes from the Tuesday, September 4, 2018 Meeting**

Attendees: Councilmembers Chairman Jason DiPonzio, Robin Wilt, Supervisor William Moehle, Police Chief Mark Henderson, Mike Guyon, and Paula Parker (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:

**Approval of Minutes:** Approved minutes, as amended, of the August 15, 2018 meeting, with a date change as noted.

**Town Bid/Proposal Authorizations and Awards:**

Authorization to solicit a request for professional qualification statement (RFQ) (Highway Dept.) – The FASC discussed with Mike Guyon his request for Town Board action to authorize a professional qualification statement to be used to select a geotechnical firm to evaluate the feasibility of installing dry wells to address ongoing drainage issues on Washington Drive. Funds are available in account D.HWY.5110.2.80 (see letter from M. Guyon).  
The FASC recommends the Town Board take favorable action on this matter.

Authorization to solicit a request for professional qualification statement (RFQ) (Highway Dept.) – The FASC discussed with Mike Guyon his request for Town Board action to authorize a professional qualification statement to be used to select a consulting firm to assist the Town in evaluating and developing options for upgrading the existing lighting system at the Town Operations Center to LED lighting. This will include identifying and obtaining NYSERDA rebates and developing a capital cost for the proposed improvements. Funds are available in A.HWY.5132.2.30 (see letter from M. Guyon).  
The FASC recommends the Town Board take favorable action on this matter.

Bid Award for Trees, Shrubs, Perennials and Ornamental Grasses (Public Works) – The FASC discussed with Mike Guyon his request for Town Board action to award the contract for Trees, Shrubs, Perennials and Ornamental Grasses as follows:

Schichtel's Nursery, Inc.:	Group 1 – Deciduous Trees
Horticultural Associates of Rochester:	Group 2 – Shrubs and
	Group 3 – Perennials and Ornamental Grasses.

The bid requested unit prices for the three groups of various landscaping materials for the Monroe Avenue GIGP project (see letter from M. Guyon)  
The FASC recommends the Town Board take favorable action on this matter.

### **Grant Authorizations and Acceptances:**

Authorization for Supervisor to execute the SAM grant documents relating to the Year Round Farmer's Market Project (DPW / Parks Depts.) – The FASC discussed with Mike Guyon his request for Town Board action to authorize the Supervisor to execute the Grant Disbursement Agreement for the Farmer's Year Round Market State and Municipal Facilities Grant Program (SAM). The grant amount is \$500,000. Further authorization for the Attorney to the Town to review the Agreement and prepare and Opinion of Counsel as required by DASNY (see letter from M. Guyon).

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

Authorization for the Town Justice Court to apply for 2018-2019 JCAP Grant funds for up to \$30,000 (Court) – The FASC reviewed the request from Colleen Rogers for Town Board action to authorize a JCAP grant application/request for up to \$30,000. The request will be for a 65 inch large screen television, new locking file cabinets and other needed court equipment (see letter from Colleen Rogers).

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

### **Contracts and Contract Change Orders:**

No matters for this meeting.

### **Budget Amendments and Transfers:**

Authorize a budget appropriation in the Town-Wide Lighting Department (Public Works Dept.) – The FASC discussed with Mike Guyon the request from Tim Anderson for Town Board authorization to appropriate \$4,279.87 to revenue and expense accounts as follows: Revenue account: A.DPW.5182.2680 (Insurance Recovery) to Expense account: A.DPW.5182.4.49 (Contract Services). This as a result of a driver that struck the pole located at 1427 Monroe Avenue. The insurance funds have been received (see letter from T. Anderson).

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

Authorize a budget transfer for the construction of the Edgewood Ave. pedestrian crossing (Public Works Dept.) – The FASC discussed with Mike Guyon his request for Town Board authorization to transfer \$10,000 from account A.DPW.8510.2.66 (Streetscape Site Development) to A.DPW.5410.2.65 (Townwide Sidewalk construction/repair). Funds will be used to construct a pedestrian crossing on Edgewood Avenue and begin to address the concerns identified in the BikeWalk Brighton (see letter from M. Guyon).

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

## **Personnel Matters:**

Due to the employment of particular people, these personnel items were discussed in Executive Session (see below). The below is the recommendation of the committee:

Executive Session – Discuss employment of a particular person (Police Dept.) – Appointment of a Police Officer effective October 13, 2018, conditional of successful completion of all testing, evaluation and other approvals. The salary will be set per the Police Bargaining Agreement and the employee will serve a 26 week probationary period (see letter from M. Henderson). Due to the sensitive nature of this matter, this was discussed in Executive session. The FASC recommends the Town Board take favorable action on this matter.

Executive Session – Discuss employment of a particular person (Police Dept.) – Appointment of a Part-Time Clerk IV effective September 17, 2018, at a pay rate of \$14.08/hour as per Group III Step 1 of the Part-Time Permanent and Seasonal Employee Wage Schedule. This position will serve a 52 week probationary period (see letter from M. Henderson). Due to the sensitive nature of this matter, this was discussed in Executive session. The FASC recommends the Town Board take favorable action on this matter. Two other personnel items discussed in Executive Session (see below).

## **Other Matters for Action of the Town Board:**

Capital Improvement Plan (CIP) for 2019–2021 – The FASC reviewed the current CIP plan with Mike Guyon and Paula Parker. The plan will be updated and sent to all Town Board members and the Budget Review Task Force members. The FASC discussed with Paula Parker her request for Town Board action to adopt the proposed 2019-2021 Capital Improvement Plan (CIP) for the Town Operating Funds and Special Districts at the September 12<sup>th</sup>, Town Board Meeting (see letter from P. Parker). The FASC recommends the Town Board take favorable action on this matter.

Due to the employment of particular people and collective bargaining, the following item was discussed in Executive Session (see below). The below is the action taken by the committee:

Executive Session – Set public hearing – Set public hearing for September 26, 2018 for proposed local law adding a new chapter to the Town Code(see letter from K. Gordon). Due to the sensitive employment and collective bargaining nature of this, this was discussed in Executive session. 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:**

### **\*\*From the August 1, 2018 Meeting Agenda and Notes\*\***

\*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 September 18<sup>th</sup> FASC meeting to be reviewed. This item remained tabled.

### **Executive Session:**

There was a motion by Robin Wilt and a second by Supervisor Moehle to enter executive session to discuss the employment of a particular employee(s) and a matter related to both employment of particular people and collective bargaining. All voted aye. Due to the sensitive nature of these discussions, notes are not contained herein. There was a motion by Supervisor Moehle and a second by Robin Wilt to come out of executive session. All voted aye. The recommendations by the FASC are recorded in the related sections of these notes.

### **Next Meeting:**

The **next regularly scheduled meeting of the FASC will be held TUESDAY, September 18<sup>th</sup>, 2018 at 3:30 p.m.** in the Stage Conference Room of the Brighton Town Hall. All members of the public are invited to attend FASC meetings.

**\*\*NOTE DAY AND TIME AS PER THE REGULAR SCHEDULE\*\***