

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Tuesday, September 18, 2018 Meeting

Attendees: Councilmembers Chairman Jason DiPonzio, Robin Wilt, Supervisor William Moehle, Mike Guyon, Suzanne Zaso, 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 of the September 4, 2018 meeting.

*There was a motion by Supervisor Moehle and a second by Robin Wilt to amend the agenda to add an item requesting a transfer in the Police Department Budget. All voted aye and the item was added to the agenda.

Town Bid/Proposal Authorizations and Awards:

No matters for this meeting.

Grant Authorizations and Acceptances:

No matters for this meeting.

Contracts and Contract Change Orders:

Authorize lease agreement with Monroe County Water Authority for water infrastructure serving the Town (Public Works/Water Dept.) – The FASC discussed with Mike Guyon the request for Town Board action to authorize the Supervisor to execute an extension of the lease agreement with Monroe County Water Authority for the operation of the infrastructure serving the Town's water districts (see letter from M. Guyon). It was noted by Supervisor Moehle that this is a forty-year lease and has been approved by the Attorney to the Town. The FASC recommends the Town Board take favorable action on this matter.

Budget Amendments and Transfers:

TABLED FROM AUGUST 1, 2018 MEETING: 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 updated 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 this type of mobile column lift would be more beneficial, add more flexibility, and have a longer life that a traditional in place lift. (see letters from M. Guyon and T. Anderson).

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

Authorize the closing of the completed capital projects and transfer any unutilized funds to the corresponding debt reserve fund (Finance Dept.) – The FASC discussed with Suzanne Zaso her request for Town Board action to close the completed capital projects as listed and make the appropriate accounting and budget entries to move any remaining funds to the corresponding debt service fund. These funds will be used to offset future debt services payments as directly related to each project (see letter from S. Zaso).

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

**The following item added to the agenda as noted above:*

Authorize the transfer of fund in the Police Department to purchase the animal control vehicle in the current budget year (Finance Dept.) – The FASC discussed with Paula Parker her request for Town Board action to transfer \$35,000 within the Police Department's 2018 budget lines. This is being done due to the availability of funds in the 2018 budget and to reduce the impact on the 2019 budget (see letter from P. Parker).

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:

No matters for this meeting.

Other Matters for Discussion Only:

DISCUSSION ONLY – Shredding event quote from Eco Green Park LTD for the October 13, 2018 event. Pricing is the same \$400 with all conditions the same as the May 2018 event.

Matters Tabled for Research and/or Discussion:

No matters for this meeting.

Executive Session:

There was a motion by Jason DiPonzio and a second by Robin Wilt to enter executive session to discuss litigation. 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 Jason DiPonzio to come out of executive session. All voted aye.

Next Meeting:

The next regularly scheduled meeting of the FASC will be held **TUESDAY, October 2nd, 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****