

**Brighton Town Board**  
**Finance and Administrative Services Committee**  
**Meeting Notes from the Tuesday, October 2, 2018 Meeting**

Attendees: Councilmembers Chairman Jason DiPonzio, Robin Wilt, Supervisor William Moehle, 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 of the September 18, 2018 meeting.

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

Award bid for tree maintenance and removal services (Public Works) – The FASC discussed with Mike Guyon his request for Town Board action to award the tree maintenance and removal bid and authorize a contract with the lowest responsible bidder Birchcrest Tree and Landscape, Inc. Also authorization requested to administratively renew this contract annually for 2019, 2020, and 2021 (see letter from M. Guyon).

This contract is necessary because Monroe County's selected vendor does not have the time to perform this work for the Town.

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:**

Authorize Snow & Ice Control Services agreement with Monroe County (10/1/18-9/30/19) (Highway Dept.) – The FASC discussed with Mike Guyon his request for Town Board action to authorize the Supervisor to execute the 10/1/2018 through 9/30/2019 Snow and Ice Agreement with the Monroe County Department of Transportation (MCDOT), including annual renewals for up to four (4) additional years (see letter from M. Guyon).

There was some discussion regarding some minor changes in the contract and a question regarding the formulation of rates. Mike Guyon will check on this information and report at the next Board meeting.

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

**Budget Amendments and Transfers:**

Budget Transfer for funds needed to purchase a multi-purpose bucket for #81 loader (Highway Dept.) – The FASC discussed with Mike Guyon the request from Tim Anderson for Town Board action to transfer funds within the Highway (D) Fund totaling \$13,350 and to authorize the purchase of a multi-purpose bucket for Loader #81. Transfer from account D.HWY.5142.4.09 Salt and Abrasives to

account D.HWY.5130.2.30 Highway Equipment in the amount of \$13,350. The existing bucket is a 2005 and has reached the end of its useful life (see letter from T. Anderson).

This loader is on the CIP schedule to be replaced in 2020. A concern was raised that if this bucket is purchased and a new loader is purchased in 2020 will the bucket still fit the new loader. Mike Guyon will follow up.

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

Budget Transfer for computer and maintenance equipment (Public Works Dept.) – The FASC discussed with Paula Parker her request for Town Board action and approval to make the following purchases and transfer funds for these purchases from A.DPW.1490.1.10 in the amount of \$30,390 to the following accounts:

A.DPW.1490.2.13	Computer Equipment	\$ 2,800
A.DPW.1490.4.15	Software/upgrade	\$12,290
A.DPW.8020.2.13	Computer Equipment	\$ 3,800
A.HWY.1490.2.40	Maintenance Equipment	\$11,500

This transfer to facilitate purchases identified during the 2019 budget process to be completed in the current year. Funds are available due to personnel changed in the Public Works Department (see letter from P. Parker).

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

### **Personnel Matters:**

Promotion of Police Officer Keith Woodard to Sergeant effective 10/27/2018 (Police Dept.) – The FASC discussed with Police Chief Mark Henderson his request for Town Board action to approve the promotion of Police Officer Keith Woodard the Sergeant effective October 27, 2018 at an annual salary of \$104,895. Sergeant Woodard will serve a 26 week probationary period (see letter from Chief Henderson).

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

***\*\*This will appear on the October 24<sup>th</sup> Town Board Meeting agenda\*\****

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

Declare certain fixed asset items as surplus and disposal as junk (Highway Dept.) – The FASC discussed with Mike Guyon the request from Tim Anderson for Town Board action and approval to declare one (1) 1998 40 cubic yard roll off container (asset #3730) and two (2) office chairs (asset #2248 and #4651) as surplus to be disposed of as junk (see letter from T. Anderson).

There was discussion about what the roll off container was purchased for back in 1998. Mike will follow up.

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

### **Other Matters for Discussion Only:**

The FASC reviewed the 2019 Operating and Special District budgets. Paula Parker noted the Budget Review Task Force is also meeting tomorrow, October 4<sup>th</sup> at 7:30 am.

**Matters Tabled for Research and/or Discussion:**

No matters for this meeting.

**Executive Session:**

No matters for this meeting.

**Next Meeting:**

The **next regularly scheduled meeting of the FASC will be held TUESDAY, October 16<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\*\***