

**Brighton Town Board**  
**Finance and Administrative Services Committee**  
**Meeting Notes from the Tuesday, January 15, 2019 Meeting**

**ATTENDEES**

**FASC Committee members:**

Jason DiPonzio (Chair)  
Robin Wilt  
Supervisor William Moehle  
Paula Parker (Staff to the Committee)

**Other Town Councilmembers:**

Christine Corrado

**Department Heads/Other attendees:**

Chief Mark Henderson (Police Dept.)  
Mike Guyon (Public Works/Highway Depts.)  
Suzanne Zaso (Finance Dept.)

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 January 2, 2019 meeting.

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

Award contract for 2019 Bucket Truck Rental with Qualified Operator (Public Works Dept.) – The FASC discussed with Mike Guyon his request for Town Board action to award a contract for the rental of a bucket truck with qualified operator to the lowest responsible bidder, The F.A.Bartlett Tree Expert Company at an hourly rate of \$136.50. The total contract will be in an amount not to exceed \$32,760 for 240 hours of service (see letter from M. Guyon). The FASC recommends the Town Board take favorable action on this matter.

**Grant Authorizations and Acceptances:**

Acceptance of Wind Storm Recovery Support – SAM Grant #15699 in the amount of \$25,000 (Highway/DPW Depts.) – This FASC discussed with Mike Guyon his request for Town Board action to accept the State and Municipal Facility Program Grant SAM) in the amount of \$25,000 for (March 8, 2017) Wind Storm Recovery Support and further to authorize the Supervisor to execute all related documents. The Dormitory Authority of the State of New York (DASNY) administers the SAM grants for the State of New York (see letter from M. Guyon). The FASC recommends the Town Board take favorable action on this matter.

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

Authorization to renew/extend contract for 2019 Town Arborist Services with The F. A. Bartlett Tree Expert Company (Public Works Dept.) – The FASC discussed with Mike Guyon the request from Chad Rosco for Town Board action to authorize and approve a one-year contract renewal/extension with The F.A. Bartlett Tree Expert Company for 2019 Town Arborist Services. Amount of the contract has increased by 3% over the 2018 year and will not exceed \$3,500 (see letter from C. Roscoe).

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

Authorization to renew/extend contract for 2019 with Holfoth Risk Management for Independent Risk Management Services (Finance Dept.) – The FASC discussed with Suzanne Zaso the request from Paula Parker for Town Board action to authorize and approve a one-year contract renewal/extension with Holfoth Risk Management for Independent Risk Management Services. The hourly rate has increase from \$130/hour to \$135/hour or 3.8%. Total amount of contract will not exceed \$10,000 as reflected in the 2019 Adopted Town Budget (see letter from P. Parker).

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

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

Accept 2019 Federal Railroad Administration Pilot Test Program Grant (Police Dept.) – The FASC discussed with Chief Mark Henderson his request for Town Board action to accept the 2019 Federal Railroad Administration Pilot Test Program Grant in the amount of \$4,000; and further to authorize the Supervisor to sign all related documents for this grant. Also Town Board action requested to amend the 2019 budget as follows:

To revenue line A.POLCE.3120.4589	Federal Aid	\$4,000
To expense line A.POLCE.3120.1.30	Overtime	\$4,000

This grant will cover the wages as related to performing rail trespassing enforcement related activities (see letter from M. Henderson).

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

### **Personnel Matters:**

Appointment to the Geographic Information System Analyst position (Public Works Dept.) – Request from Mike Guyon for Town Board action to approve the appointment of the GIS Analyst position effective date to be determined at an annual salary of \$45,845.80 as set on the Non-represented Employee Salary Schedule Group 4, Step 1. This appointment is provisional contingent on the successful passing of the Monroe County Civil Service exam AND the successful completion of the 52 week probationary period with the Town (see letter from M. Guyon).

**Due to the sensitive nature of this discussion the Committee adjourned into an executive session. Discussion of this item is not contained in these notes.**

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

Declare certain Highway vehicles and equipment as surplus for disposal at auction or as junk (radios only) (Highway Dept.) – The FASC discussed with Mike Guyon the request from Tim Anderson for Town Board action to declare three Highway vehicles as surplus to be disposed at the May 2019 Roy Teitsworth Municipal Auction; and one radio system as junk to be disposed of (electronic recycling). All items are identified in the attached communication (see letter from T. Anderson).

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:**

There was a motion Appointment by Robin Wilt to enter an executive session to discuss the employment of particular people subject to the Geographic Information System Analyst position (Public Works Dept.) at 3:50 pm. This was seconded and all voted aye.

**Due to the sensitive nature of this discussion the Committee adjourned into an executive session. Discussion of this item is not contained in these notes.**

At 4:00 pm there was a motion by Supervisor Moehle to come out of executive session and adjourn the meeting. All voted aye.

**The next regularly scheduled meeting of the FASC will be held on TUESDAY, February 5, 2019 at 3:30 p.m.** in the Stage Conference meeting room of the Brighton Town Hall. All members of the public are invited to attend FASC meetings.

**\*\*AS PER THE REGULAR SCHEDULE\*\***