

**Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Tuesday February 14, 2017 Meeting**

Attendees: Councilmembers Jason DiPonzo and Jim Vogel, Supervisor William Moehle, Chief Mark Henderson, Tricia VanPutte, Tim Keef, Chris Roth, Elaine Ainsworth, and Suzanne Zaso (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 from the January 31, 2017 meeting.

Town Bid/Proposal Authorizations and Awards:

Bid Award for Street Light Maintenance (Public Works) – The FASC discussed with Tim Keef his request for Town Board action to award a bid to M.L. Caccamise Electric Corporation in an amount not to exceed \$9,400 to provide electrical maintenance services to Town street lights for 2017 and to authorize up to three one-year renewals administratively.

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:

No matters for this meeting.

Budget Amendments and Transfers:

Budget Amendment (Fire Marshal) – The FASC discussed with Tim Keef his request for Town Board action to transfer \$250 within the Fire Marshal 2017 budget for the replacement of a printer/scanner/fax machine.

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:

Declare Truck Surplus for Auction and Trade-In Two Bobcat Skid Steer Loaders - (Sewer) – The FASC discussed with Tim Keef the request from Tim Anderson for Town Board action to declare one dump truck as surplus for auction and to trade-in two Bobcat skid steer loaders for new loaders as part of the Bobcat Equipment Buy Back Program for a net cost of \$8,289.20.

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

Bond Resolution for Drainage District Improvements (Finance Dept.) – The FASC discussed with Suzanne Zaso her request for Town Board action to adopt a bond resolution in the amount of \$23,000 to support drainage improvements in the newly created Susquehanna Road & Northumberland Road Drainage District as per the map, plan and report as part of the district formation.

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

Other Matters for Discussion Only:

The FASC discussed with Tim Keef the Sewer Department's intent to recruit for a part-time Clerk II (25 hours per week) as authorized in the 2017 adopted budget.

The FASC discussed with Elaine Ainsworth the exemption from Real Property Taxes for solar and wind energy farms. If the Town wishes to opt out of this exemption for Brighton property owners, a local law will need to be prepared and a public hearing set on the proposed law and adoption.

Matters Tabled for Research and/or Discussion:

No matters for this meeting.

Executive Session:

The FASC went into executive session at 3:35 pm (motioned by Jason DiPonzo, seconded by William Moehle) to discuss the employment of particular people. The FASC exited executive session at 4:20 pm (motioned by Jason DiPonzo, seconded by Jim Vogel).

Next Meeting:

The next REGULAR meeting of the Town Board's Finance and Administrative Services Committee is scheduled for **Tuesday, February 28, 2017 beginning at 3:30 pm** and will be held in the **Downstairs Meeting Room** at Town Hall.