

**Brighton Town Board**  
**Finance and Administrative Services Committee**  
**Meeting Notes from the Tuesday, February 16, 2018 Meeting**

Attendees: Councilmembers Jason DiPonzo, Robin Wilt, and Jim Vogel, Supervisor William Moehle, Tim Keef, Colleen Rogers, Raymond F. Wager CPA of Mengel Metzger, Barr, 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 February 6, 2018 meeting.

**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:**

Contract Extension with NYS DOT for Snow and Ice Control (Highway) – The FASC discussed with Tim Keef his request for Town Board action to authorize the Supervisor to execute an extension with the NYSDOT for Snow and Ice Control on State roads in the Town for the 2019/20 season.

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

**Budget Amendments and Transfers:**

Budget Transfer for Computer Equipment (Finance Dept.) – The FASC discussed with Suzanne Zaso her request for Town Board action to transfer \$2,400 within the Finance Dept. 2018 budget for the purchase of computer equipment.

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

Budget Transfer for X-Ray Machine (Justice Court) – The FASC discussed with Colleen Rogers her request for Town Board action to transfer up to \$13,000 from the contingent fund for the replacement of an X-ray machine used for court security that is currently not functioning.

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:**

The FASC discussed with Raymond F. Wager, CPA of Mengel, Metzger, Barr the upcoming annual audit of the Town's financial statements along with the GASB Statement No. 75 pronouncement requiring the recognition of the full post-employment medical liability on the Town's entity wide financial statements.

The FASC discussed with Suzanne Zaso making a change to the Town's fixed asset policy by increasing the capitalization limit on equipment from \$1,000 to \$5,000. This potential change will be presented at a future FASC meeting.

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

No matters for this meeting.

**Executive Session:**

The FASC went into executive session at 3:35 p.m. (motioned by Jason DiPonzo, seconded by William Moehle) to discuss employment of particular people. The FASC exited executive session at 3:55 p.m. (motioned by Jason DiPonzo, seconded by William Moehle).

**Next Meeting:**

The next REGULAR meeting of the Town Board's Finance and Administrative Services Committee is scheduled for **Tuesday, March 6, 2018 beginning at 3:30 p.m.**, and will be held in the Stage Conference Room at Town Hall.