

**Brighton Town Board**  
**Finance and Administrative Services Committee**  
**Meeting Notes from the Tuesday, April 17, 2018 Meeting**

Attendees: Councilmembers Chairman Jason DiPonzio, Robin Wilt (3:30pm), Supervisor William Moehle, Jim Vogel, Tom Zuber and Melissa Duerr From Mengel Metzger Barr & Co. LLP, Suzanne Zaso, Amy Bunker, Colleen Rogers, Mike Guyon, Dennis Meitz, Barb Sforza, and Cody Dean of Brighton Volunteer Ambulance, Police Chief Mark Henderson and Paula Parker (as Staff to the Committee).

The Town Board's Finance and Administrative Services Committee (the FASC) met at 2:30 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 April 3, 2018 meeting.

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

Authorization for the solicitation of bids for sewer pipe relining (Public Works) – The FASC discussed with Mike Guyon his request for Town Board action to authorize the solicitation of bids for sewer pipe relining. Bids will return to FASC for further action when appropriate (see memo from M. Guyon).

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

Bids for Replacement Ambulance (Finance Dept.) – The FASC discussed with Dennis Mietz, Cody Dean and Barb Sforza from Brighton Volunteer Ambulance their request Town Board authorization to seek bids for one replacement ambulance for the Ambulance Services Special District. Specifications were presented for the purchase of one type II Mercedes Benz Sprinter. BVA's Vehicle Replacement Technical Advisory Group (TAG) prepared the current vehicle specifications by placing equal weight on safety, industry needs, and BVA personnel input. Barb Sforza will contact Paula Parker to work out the details of advertising and bid opening (see letter from P. Parker and BVA Ambulance specification sheets).

The FASC recommends the Town Board take favorable action in 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:**

Authorize use of the Insurance Reserve to replace a damage 2009 Chevrolet Impala (Police Department) – The FASC discussed with Chief Henderson his request for Town Board action to approve the use of \$30,000 for the insurance reserve account A.863 to replace a 2009 Chevrolet Impala (Mileage: 48,750) that sustained damage in an accident. The estimated repair costs are more than the value of the vehicle. The Board action will also include the appropriation to the accounts in the Police Department 2018 budget as well as declare the vehicle as surplus to be sold at the annual municipal auction to be held on May 12<sup>th</sup>, 2018 (see memo from M. Henderson).

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

### **Personnel Matters:**

Add Deputy Court Administrator / Leave Office Clerk II Vacant (Town Court) – The FASC discussed with Colleen Rogers her request for Town Board action to add one additional position of Deputy Court Administrator (full-time) to the Town Court System's Table of Organization. This will leave one position of Office Clerk II as vacant upon the retirement of the current employee in that position. It was noted the both positions are on the same salary grade (3). Once the new Deputy Court Administrator is filled, the Town Court System's Table of Organization will be amended to remove the Office Clerk II positon (see memo from C. Rogers).

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

Authorization of the addition of a part-time seasonal laborer and amend the Facilities Operations Department Organizational Table (Public Works) – The FASC discussed with Mike Guyon his request for Town Board action to authorize the addition of one part-time seasonal position to the table of organization for the Facilities Operations Department. Salary/wage to be set at \$10.40 per hour. This position is necessary to provide coverage for an employee out on a medical leave (see memo from M. Guyon).

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

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

No matters for this meeting.

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

The FASC reviewed with Tom Zuber and Melissa Duerr the Executive Summary of the draft 2017 audited financial statements as prepared by the independent audit and accounting firm of Mengel Metzger Barr & Co. LLP (Raymond F. Wager CPA, P.C) along with reports on agreed upon procedures for the Town Clerk/Receiver of Taxes, Justice Court, and Special Reviews. Ray Wager will present the audit at the Town Board meeting on April 25, 2018.

Authorize hire date for Deputy Court Administrator one week prior to Office Clerk II Retirement (Town Court) – The FASC discussed with Colleen Rogers her request to approve the hire date for Deputy Court Administrator one week prior (7/24/18) to the retirement of June Schirmer (Office Clerk II) effective 7/31/2018 to provide one week of overlap for training purposes. There will be adequate funds available to satisfy this request (see memo from C. Rogers).  
The FASC approved this request.

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

No matters for this meeting.

**Executive Session:**

No matters for this meeting.

**Next Meeting:**

The next REGULAR meeting of the Town Board's Finance and Administrative Services Committee is scheduled for **Tuesday, May 1, 2018 beginning at 3:30 p.m.**, and will be held in the Stage Conference Room at Town Hall.