

**Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Tuesday, July 3, 2018 Meeting**

Attendees: Councilmembers Chairman Jason DiPonzo, Robin Wilt, Supervisor William Moehle, Chad Roscoe, Evert Garcia, Ramsey Boehner, Gary Donofrio, Steve Zimmer, Dan Aman, Chief Mark Henderson, and Paula Parker (as Staff to the Committee).

The Town Board's Finance and Administrative Services Committee (the FASC) met at 8:30 a.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 June 20, 2018 meeting.

Town Bid/Proposal Authorizations and Awards:

Award contract for 2018 Cured in Place Pipe (CIPP) service (Sewer District) – The FASC discussed with Evert Garcia and Steve Zimmer the request for Town Board action to award the bid for Cured in Place Pipe (CIPP) service to Skanex Pipe Services, Inc. at pricing as outlined in the bid. Contract amount not to exceed \$192,900 for this service, which represents the budgeted amount for this services as approved by the 2018 CIP and Budget. The contract also includes the option to renew for up to four additional 12 month terms at the sole discretion and approval of the Town Board. Also there is an award for CDBG funds in the amount of \$65,000 that will be available sometime this fall to complete addition areas of sewer pipe. The contract will be further amended at that time to include the additional areas (see letter from E. Garcia).

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:

Amend Contract with Stantec for Traffic Impact Study update (Public Works Dept.) – The FASC discussed with Ramsey Boehner the request from Mike Guyon for Town Board action to authorize the Supervisor to sign an amendment with Stantec in an amount not to exceed \$24,880 to review and update the University of Rochester's traffic impact study. The U of R has issued a check to the Town in that amount. Also approval to amend the budget revenue account A.DPW.8020.2560 and expense account A.DPW.8020.4.52 each in the same amount (see letter from M. Guyon).

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

Authorize change order for Storage Building Metal Siding Replacement Project (Highway Dept.) – The FASC discussed with Chad Roscoe his request for Town Board action to authorize the Supervisor to sign a change order with Spring Sheet Metal & Roofing in the amount of \$12,152.06. This is 11% over the original contract amount of \$110,700 – bringing the total contract amount to \$122,852.06. There is a total of \$12,152.58 remaining in the Capital Projects budget to cover these costs leaving the project with a balance of \$.52 (see letter from C. Roscoe).

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

Budget Amendments and Transfers:

Budget transfer in Police / Animal Control department budgets (Police Dept.) – The FASC discussed with Chief Mark Henderson his request for Town Board action to approve a transfer in the amount of \$5,000 from account A.POLCE.3120 4.65 to account A.POLCE.3510 4.65. This transfer is needed to fund unforeseen repairs to the animal control vehicle, which is proposed for replacement in the 2019 CIP (see letter from M. Henderson).

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

Personnel Matters:

Appointment to Laborer position in Facilities Department (Public Works Dept.) – The FASC discussed with Gary Donofrio the request from Mike Guyon for Town Board action to appoint Zackery Czudak to the position of full time laborer in the facilities department, effective July 30th, 2018, at a rate of \$15.98/hour 35 hours per week (\$29,083.60 annually) to fill a vacancy in the Facilities Department (see letter from M. Guyon).

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

Promotion of Investigator to Sergeant in the Police Department (Police Dept.) – The FASC discussed with Chief Mark Henderson his request for Town Board action to promote Investigator Timothy Karch to Sergeant effective July 14th, 2018 with an annual salary of \$104,895 and a 26 week probationary period (see letter from M. Henderson).

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

Amend the Seasonal Wage Rate schedule effective 12/31/2018 to match the New York State minimum wage (Finance Dept.) – The FASC discussed with Paula Parker her request for Town Board action to approve and adopt, effective 12/31/2018, the increase to the New York State minimum wage rate (\$10.40 to \$11.10 per hour). This will only impact the wage schedule for the seasonal employees (see letter from P. Parker).

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

(The following agenda item added during the FASC Meeting)

Appointment of Susan Wentworth to fill the unexpired term of Town Assessor (Supervisor/Finance) – On behalf of the Supervisor the FASC discussed a request per a letter drafted by Paula Parker for Town Board action to appoint Susan Wentworth as Town Assessor for the unexpired term of July 21, 2018 through September 30, 2019. This vacancy is the result of the current Town Assessor Elaine Ainsworth's retirement at the close of business on July 20, 2018. The salary will remain unchanged (see letter from P. Parker on behalf of the Supervisor).

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

Other Matters for Action of the Town Board:

Amend Clerk fee schedule for dog boarding fees (Town Clerk) – The FASC discussed with Town Clerk Dan Aman his request to amend the current fee schedule for dog boarding fees at the White Spruce facility from \$26/day to \$28/day to match the January 1, 2018 Pittsford Animal Contract amount (see memo from D. Aman).

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

(From FASC Meeting on June 20th, 2018 for Town Board Meeting Date: July 11, 2018)

Bond Resolution for Parkland purchase (Winton Road parcel # 150.05-1-1.2), 26.389 acres for \$995,000 (Finance Dept.) – The FASC discussed with Paula Parker her request for Town Board action to adopt a bond resolution in the amount of \$995,000 for the purchase of just over 26 acres adjacent to the current Buckland Park lands. Any amounts over the bond amount will be paid for from town funds, either reserved or unreserved. All bond documents will be prepared by Bond Counsel and this bond is subject to permissive referendum (see letter from P. Parker).

It was noted that this item will be added to the Board Agenda for July 11th, 2018 (not for the June 27th meeting) to allow for the SEQR negative declaration to be finalized.

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 by Robin Wilt to enter an executive session at 9:15 am to discuss the employment history of a particular person(s). This was seconded by Committee Supervisor Moehle and all voted aye. There was a motion by Robin Wilt and a second by Supervisor Moehle to come out of executive session at 9:23 am. All voted aye.

Notes are not contained herein and no decisions were made.

Next Meeting:

The **next regularly scheduled meeting of the FASC will be held Wednesday, JULY 18th, 2018 at 8:30 a.m.** in the Stage Conference Room of the Brighton Town Hall. All members of the public are invited to attend FASC meetings.

Special FACS meeting for review of CIP and BRTF / SOC recommendations ***tentatively scheduled*** for Friday, July 20, 2018 at 8:30 am in the Stage Conference Room.

****NOTE NEW TIME AS PER THE SUMMER SCHEDULE****