

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Wednesday, June 20, 2018 Meeting

Attendees: Councilmembers Chairman Jason DiPonzo, Robin Wilt, Supervisor William Moehle, Chris Werner, Mike Guyon, 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 6, 2018 meeting.

Town Bid/Proposal Authorizations and Awards:

Reject all bids for barn renovation for Winter Farmer's Market (DPW) – The FASC discussed with Mike Guyon his request for Town Board action to reject all bids for the renovation of the block barn at 1435 Westfall Road for the Winter Farmer's Market. The scope and specifications for the renovation were reduced, rebid and opened on June 7th. All bids far exceeded our current budget. Also request authorization to again revise the scope of the project and re-bid (see letter from M. Guyon). It was noted that the grant from Ag & Markets related to this project has been extended and the project should be done by the Spring of 2019.

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 NYS Snow & Ice Control Agreement for 2017/18 Snow Season (Highway Dept.) – The FASC discussed with Mike Guyon his request for Town Board action to authorize the Supervisor to sign Amendment B increasing the NYS Snow & Ice Contract by \$41,991.21 to a total of \$263,314.54. Also authorized the amendment to account D.HWY.5140.2305 increasing that line by \$41,990 (see letter from M. Guyon).

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

Budget Amendments and Transfers:

Appropriation of funds in Highway Department for truck dump body replacement (Highway Dept.) – The FASC discussed with Mike Guyon his request for Town Board action to appropriate funds from the Highway assigned, unappropriated fund balance (account D.909) to account D.HWY.5130.2.30 in the amount of \$96,384 for the purchase of two new dump bodies for trucks #58 and #63 (see letter from M. Guyon).

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

Personnel Matters:

Amend Table of Organization for Finance Department (Finance Dept.) – The FASC discussed with Paula Parker her request for Town Board action to amend the Finance Departments table of organization to add one (1) position of Junior Accountant, to be place in Group 3 on the Non-represented Employees' Salary and Wage Schedule. This position has been approved by Civil Service and will be hired provisionally as no current list exists. (see letter from P. Parker). Due to the sensitive nature of this subject, the committee entered an executive session (see Executive Session section).

Other Matters for Action of the Town Board:

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.

Other Matters for Discussion Only:

DISCUSSION ITEM ONLY – Parkland purchase and related expenses and Reserve Usage breakdown (Finance Dept.) – Discuss with FASC the estimated expense and “down payment” for the Parkland acquisition. This discussion will also identify the Capital Reserves available and the priority of utilization. (see letter from P. Parker). These reserves will be utilized and become part of the above noted bond resolution for the July 11th, 2018 meeting.

DISCUSSION ITEM ONLY: Communication Retirement of Police Sergeant effective July 7, 2018 (Police Dept.) – Communication from Chief Mark Henderson was read notifying the Town Board of the resignation of a Police Sergeant effective July 7th, 2018 (see letter from M. Henderson).

Matters Tabled for Research and/or Discussion:

No matters for this meeting.

Executive Session:

There was a motion by Supervisor Moehle to enter an executive session at 9:28 am to discuss the employment history of a particular person(s). This was seconded by Committee Chair DiPonzo and all voted aye. There was a motion by Committee Chair DiPonzo and a second by Supervisor Moehle to come out of executive session at 10:07 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 TUESDAY, JULY 3RD, 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.

****NOTE NEW DAY AND TIME AS PER THE FOURTH OF JULY HOLIDAY AND THE SUMMER SCHEDULE****