

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

Attendees: Councilmembers Chairman Jason DiPonzo, Robin Wilt, Supervisor William Moehle, Suzanne Zaso, Evert Garcia, Chief Mark Henderson, Tricia VanPutte, Susan Wentworth, Rebecca Cotter, and Paula Parker (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 of the October 2, 2018 meeting.

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

Award contract to LED Tomorrow for professional services related to the LED lighting in the Highway Sewer Facility (Public Works Dept.) – The FASC discussed with Evert Garcia his request for Town Board action to award the RFQ for professional services related to the LED lighting project at the Highway/Sewer facility to LED Tomorrow in an amount not to exceed \$9,500. Further action to authorize the Supervisor to sign the agreement with LED Tomorrow for these services (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:**

Authorize renewal agreement with Municipal Solutions, Inc. for professional services in connection with disclosure filings (Finance Dept.) – The FASC discussed with Paula Parker her request for Town Board action to authorize the Supervisor to execute a contract with Municipal Solutions, Inc. for certain bonds (over \$1 million), material event notices (relating to all bond issues), and disclosure of statements (bonds over \$1 million). The cost for each filing will be \$200 as outlined in the contract. This contract is effective for a two year period commencing on October 25<sup>th</sup>, 2018 – October 24<sup>th</sup>, 2020 (see letter from P. Parker)

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

Authorize renewal contract with Penflex, Inc. as TPA for West Brighton Fire Protection District LOSAP – The FASC discussed with Suzanne Zaso her request for Town Board action to authorize the Supervisor to execute a renewal contract with Penflex, Inc. for third party administration services are related to the West Brighton Fire Protection District's Length of Service Award Program. The contract is for a one year period 11/1/2018 – 10/31/2019 with a base fee of \$3,800 (\$100 increase), GASB 73 fee of \$950, and certification and trustee directive letters are \$125 each (no change) (see letter from S. Zaso).

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

Approve MVP, Excellus, and Dental 2019 rates and authorize related contracts – The FASC discussed with Tricia VanPutte her request for Town Board action to approve the health insurance for both active employees and retirees as related to MVP, Excellus, and Dental benefits for 2019. Also authorize the Supervisor to execute any agreements as needed for these benefit plans (see letters from T. VanPutte).

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

Approval for Lacy Katzen Attorneys to utilize Bruckner, Tillett, Rossi, Cahill & Associates for services related to preliminary and court ready appraisals (Real Property Tax Dept.) – The FASC discussed with Susan Wentworth her request for Town Board action to approve John Refermat of Lacy Katzen Attorneys at Law to utilize Bruckner, Tillett, Rossi, Cahill & Associates to provide preliminary and court ready appraisals for two certiorari cases. Total amount not to exceed \$10,000 (see letter from S. Wentworth).

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

### **Budget Amendments and Transfers:**

Appropriation of reimbursement revenue in the Police Dept. budget (Police Dept.) – The FASC discussed with Police Chief Mark Henderson his request for Town Board action to approve the following appropriation: to revenue account A.POLCE.3120 1589 Public Safety Revenue and to expense account A.POLCE.3120 1.30 Overtime both in the amount of \$3,087 for reimbursement from CCSI (Coordinated Care Services, Inc.) for crisis intervention training attended by three Police Officers (see letter from M. Henderson).

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 2002 Chevy Express Passenger Van as surplus to be sold at next Teitsworth Municipal Auction (Recreation Dept.) – The FASC discussed with Rebecca Cotter her request for Town Board action to declare the 2002 Chevy Express Passenger Van as surplus to be sold at the next Roy Teitsworth Municipal Auction (see letter from R. Cotter).

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

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

Discussed and reviewed the 2019 FASC draft meeting schedule. An updated schedule will be submitted at the next meeting for consideration.

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

No matters for this meeting.

**Executive Session:**

No matters for this meeting.

**Next Meeting:**

The **next regularly scheduled meeting of the FASC will be held TUESDAY, November 6<sup>th</sup>, 2018 at 3:30 p.m.** in the Stage Conference Room of the Brighton Town Hall. All members of the public are invited to attend FASC meetings.

**\*\*NOTE DAY AND TIME AS PER THE REGULAR SCHEDULE\*\***