

**Brighton Town Board**  
**Finance and Administrative Services Committee**  
**Meeting Notes from the Tuesday, December 4, 2018 Meeting**

Attendees: Councilmembers Chairman Jason DiPonzio, Robin Wilt, Supervisor William Moehle, Rebecca Cotter, Chief Mark Henderson, Mike Guyon, Suzanne Zaso, Bridget Monroe, 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 November 20, 2018 meeting.

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

No matters for this meeting.

**Grant Authorizations and Acceptances:**

Authorize contract with Rochester-Monroe County Youth Bureau (Recreation Dept.) – The FASC discussed with Rebecca Cotter her request for Town Board action to accept and authorize the Supervisor to execute the 2018 Youth Bureau funding reimbursement award of \$7,085. Further authorize the Supervisor to execute all documents related to this funding. Funding is used in the development of our Positive Youth Development/Community Service Initiative (see letter from R. Cotter).

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

**Contracts and Contract Change Orders:**

Authorize contract for 2019 Boarding and Veterinary Services (Police Dept.) – The FASC discussed with Chief Mark Henderson his request for Town Board action to authorize the Supervisor to execute an agreement with the Animal Hospital of Pittsford for the provision of boarding and veterinary services as per the fee schedule contained in the agreement (see letter from M. Henderson). The FASC recommends the Town Board take favorable action on this matter.

Authorize contract for 2019 Vehicle Maintenance and Repair Services (Police Dept.) – The FASC discussed with Chief Mark Henderson his request for Town Board action to authorize the Supervisor to execute an agreement with Elmer's Brighton Garage for the provision of vehicle maintenance and repair services. The Supervisor is also authorized to execute the three additional renewal options contained therein (see letter from M. Henderson).

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

Authorize the continuation of services with Lifetime Benefit Solutions, Inc (Personnel Dept.) – The FASC discussed with Paula Parker the request from Tricia VanPutte for Town Board action to authorize the continuation of the administration of the employee flexible benefit spending accounts, and authorize the Supervisor to execute all related documents. 2019 pricing will remain unchanged from the 2018 pricing (annual compliance fee of \$325 and \$3.15 per month per participant) (see letter from T. VanPutte).

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

Contract Renewal with Brighton Volunteer Ambulance – The FASC discussed with Paula Parker her request for Town Board action to authorize the Supervisor to execute a renewal agreement with Brighton Volunteer Ambulance for 2019 to provide emergency medical services in the Town in an amount not to exceed \$310,000 (see letter from P. Parker).

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

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

Authorize Budget Transfer in Highway (Highway Dept.) – The FASC discussed with Mike Guyon the request from Tim Anderson for Town Board action to approve the following transfer:

|      |                 |                      |             |
|------|-----------------|----------------------|-------------|
| From | D.HWY.5110.4.16 | Road Materials       | \$42,000.00 |
| To:  | D.HWY.5130.4.11 | Maintenance Supplies | \$42,000.00 |

Transfer needed to cover the cost of truck and equipment parts and repairs (see letter from T. Anderson). The FASC requested more details as related to this transfer.

The FASC tabled any recommendation until more details are receive from Tim Anderson regarding the items that will be needed for this requested budget transfer.

Authorize preliminary 2018 Budget Transfers (Finance Dept.) – The FASC discussed with Paula Parker her request for Town Board action to approve the preliminary 2018 budget transfers (list to be provided). Transfers needed to fund account categories that are in the negative (See letter from P. Parker).

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 two upright pianos as surplus and authorize disposal (Recreation Dept.) – The FASC discussed with Rebecca Cotter her request for Town Board action to declare two upright pianos as surplus and authorize their disposal. The pianos have served their purpose and are no longer needed (see letter from R. Cotter).

Rebecca will contact the Attorney to the Town of seek advice on listing a minimum bid price and the procedure for the sale of these items.

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

Fixed Asset Policy amendment – The FASC discussed with Suzanne Zaso her request for Town Board action to authorize the amended Fixed Asset Policy. As recommended by the Town's independent auditors, the threshold for capitalized fixed assets will be raised from \$1,000 to \$5,000. This change will not significantly impact the current asset values (see letter from S. Zaso). The FASC recommends the Town Board take favorable action on this matter.

Declare 2009 Chevy G4500 Road Rescue Ambulance as surplus (BVA/Finance Dept.) - The FASC discussed with Paula Parker (at the request of Brighton Volunteer Ambulance) her request for Town Board action to declare the 2009 Chevy ambulance as surplus to be sold either via the online municipal auction or at the municipal auction held in the Spring of 2019 (see letter by P. Parker). The FASC recommends the Town Board take favorable action on this matter.

**Other Matters for Discussion Only:**

REMINDER: The FASC meeting scheduled for December 18<sup>th</sup> has been cancelled.

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

No matters for this meeting.

**Executive Session:**

There was a motion at 4:25 pm to enter an executive session to discuss the ongoing CSEA labor negotiations by Supervisor Moehle and a second by Robin Wilt. All voted aye.

Executive Session – Due to the sensitive nature of these discussions, notes are not contained herein.

There was a motion at 4:32 pm to end the executive session by Supervisor Moehle and a second by Robin Wilt. All voted aye. The meeting was adjourned.

**Next Meeting:**

**\*\*The regularly scheduled meeting for Tuesday, December 18<sup>th</sup>, 2018 has been canceled.\*\***

**The next regularly scheduled meeting of the FASC will be held WEDNESDAY, January 2<sup>nd</sup>, 2019 at 1:00 p.m. (immediately following the Town Board Organizational meeting) 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\*\***