

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Tuesday, February 5, 2019 Meeting

ATTENDEES

FASC Committee members:

Jason DiPonzo (Chair)
Robin Wilt
Supervisor William Moehle
Paula Parker (Staff to the Committee)

Other Town Councilmembers:

Christine Corrado

Department Heads/Other attendees:

Tom Zuber and Melissa Duerr (CPAs)
Representing Raymond F. Wager, CPA, P.C.
A Division of Mengel Metzger Barr & Co., LLP

Chief Mark Henderson (Police Dept.)
Mike Guyon (Public Works/Highway Depts.)
Suzanne Zaso (Finance Dept.)

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 January 15, 2019 meeting.

Town Bid/Proposal Authorizations and Awards:

Award and approve contract for Mayer Paint & Hardware (Public Works Dept.) – The FASC discussed with Mike Guyon the request from Chad Roscoe for Town Board action to award the contract for the purchase of hardware supplies and tools at a discount of 15% off public prices for all Town Departments. Contract can be renewed, administratively by the Supervisor, for 4-one year terms (see letter from C. Roscoe).

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

Award bid and approve contract for Highland Park/Canalway Trail with Concrete Applied Technologies Corp (Public Works Dept.) – The FASC discussed with Mike Guyon his request for Town Board action to award the bid for the Highland Park/Canalway Trail for trail construction services to the lowest responsible bidder, Concrete Applied Technologies Corp – dba CATCO in an amount not to exceed \$1,812,973.90. Further authorized the Supervisor to execute all contracts and change orders that collectively do not exceed 10% of the total award (\$181,297.40). It is noted that the match amounts for this project will be shared with the City of Rochester (see letter from M. Guyon).

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:

Adopt Monroe County's Tow rates and apply them to current Tow Vendor Contracts (Police Dept.) – The FASC discussed with Chief Mark Henderson his request for Town Board action to adopt the Monroe County Towing Services rates (see attached) effective February 1, 2019 and further to amend the Town's current contracts, effective February 14th, 2019, with our Towing vendors to add those same rates to the contracts in place (see letter from M. Henderson). The FASC recommends the Town Board take favorable action on this matter.

Approve agreement with Electronic Field Productions, Inc. (Supervisor's Dept.) – The FASC discussed with Supervisor Moehle the request from Bridget Monroe for Town Board action to authorize the Supervisor to execute a contract with Electronic Field Productions, Inc. for the provision of providing video production and cable television management services. Contract will be effective January 1 through December 31, 2019 in an annual amount not to exceed \$52,000. Funds are available in the 2019 budget (see letter from B. Monroe). There was discussion regarding closed captioning availability for the completed archived meetings. Electronic Field Productions will be contacted to follow up to see if this is being or can be done and at what additional cost to the Town, if any.

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

Budget Amendments and Transfers:

Authorize appropriations and transfers for the 2018 budget year end processing (Finance Dept.) – The FASC discussed with Paula Parker her request for Town Board action to approve the list of transfers and appropriations necessary to reflect the actual activity that has occurred relative to the 2018 amended budget. This list is a draft and will be updated as needed for any 2018 claims that will be posted to that fiscal year (see letter from P. Parker). A final list will be provided to the Board Members prior to the February 13th Town Board meeting for final approval.

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

Personnel Matters:

Executive Session: Discuss employment of a particular person (Police Dept.) – The FASC discussed with Chief Mark Henderson his request for Town Board action for the appointment of a part-time Police Officer for the Town Court to provide security services. The appointment will be effective on February 18, 2019 and will be paid at an hourly rate of \$20.40 with all other conditions as outline in the part-time employee schedules (see letter from M. Henderson).

Executive Session: Discuss employment of a particular person (Police Dept.) – The FASC discussed with Chief Mark Henderson his request for Town Board action for the appointment of a full-time Police Officer effective March 18, 2019 and this officer will be attending the upcoming police academy. This conditional offer of employment is contingent upon the successful completion of all testing, evaluations, and approvals as outlined in Chief Henderson's communication letter. The salary will be set per the Police Collective Bargaining agreement and the employee will serve a probationary period of fifty-two (52) weeks (see letter from M. Henderson).

Executive Session: Discuss employment of a particular person (Police Dept.) – The FASC discussed with Chief Mark Henderson his request for Town Board action for the appointment of a full-time Police Officer, which will create an "over hire" situation in the Police Department. This hire will be effective March 18, 2019 and this officer would be attending the upcoming police academy. This conditional offer of employment is contingent upon the successful completion of all testing, evaluations, and approvals as outlined in Chief Henderson's communication letter. The salary will be set per the Police Collective Bargaining agreement and the employee will serve a probationary period of fifty-two (52) weeks (see letter from M. Henderson).

Due to the sensitive nature of these discussions, the Committee adjourned into an executive session as noted below. Discussion of these items is not contained in these notes.

The FASC recommends the Town Board take favorable action on the above matters.

Other Matters for Action of the Town Board:

Adopt a resolution to opt into the Federal Employee furlough program to grant an extension for the payment of real property taxes interest free (Clerk's Office) – The FASC discussed with Dan Aman his request for Town Board action to adopt a resolution to opt into the Federal Employee/designated non-pay Federal employees 2019 real property tax payment extension program. The 2019 real property interest free tax payment period will be extended to April 26th, 2019. All residents affected must provide the appropriate documentation (see letter from D. Aman).

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

Other Matters for Discussion Only:

Tom Zuber and Melissa Duerr from Raymond F. Wager, CPA, P.C A Division of Megel, Metzger Barr & Company addressed the FASC regarding the process for the upcoming audit of the 2018 Town Fiscal Year. The discussion touched on several subject areas such as the scope of services, management responsibilities, audit procedures, internal control and compliance, fiscal stress monitoring and GASB pronouncements and other topics. Risk assessments were also discussed related to cyber risk and the best practices involving testing and training employees, handling any data breach and the development of policies.

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 to discuss the employment of particular people subject to the employment of one part-time and two full-time police officers (as noted in the Personnel Matters section above) at 4:00 pm. This was seconded by Supervisor Moehle and all voted aye.

Due to the sensitive nature of this discussion the Committee adjourned into an executive session. Discussion of this item is not contained in these notes.

At 4:10 pm there was a motion by Supervisor Moehle to come out of executive session and continue the regular meeting. This was seconded by Robin Wilt and all voted aye.

The next regularly scheduled meeting of the FASC will be held on THURSDAY, February 21, 2019 at 3:30 p.m. in the Stage Conference meeting room of the Brighton Town Hall. All members of the public are invited to attend FASC meetings.

****AS PER THE REGULAR SCHEDULE****