

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Tuesday, March 19, 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
Chris Werner

Department Heads/Other attendees:

Suzanne Zaso (Finance Dept.)
Mike Guyon (Public Works/Highway Depts.)
Captain Dave Catholdi (Police Dept.)
Tricia VanPutte (Personnel Dept.)
Bridget Monroe (Supervisor's Office)
Gary Donofrio (Facilities 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 March 5, 2019 meeting.

Town Bid/Proposal Authorizations and Awards:

Award and authorize contract with Plant Concepts, Inc. for maintenance and watering services for the Monroe Avenue GIGP area (Highway/Public Works Dept.) – The FASC discussed with Mike Guyon the request from Chad Roscoe for Town Board action to award and authorize the Supervisor to execute a contract with Plant Concepts, Inc. to provide maintenance and watering services to the GIGP area. Contract will be effective April, 1, 2019 – March 31, 2020 and will be in an amount not to exceed \$40,000 annually for all services as bid. Further the contract can be renewed for two additional years at the discretion of the Town (see letter from C. Roscoe).

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 the Supervisor to execute fee agreements with Interprettek and Sign Language Connections for sign language services during Town Board meetings (Supervisor's Office) – The FASC discussed with Bridget Monroe and Supervisor Moehle the request for Town Board action to approve and authorize the Supervisor to execute fee agreements/contracts with Interprettek and Sign Language Connections to provide sign language interpreters at Town Board meetings. Both agreements have the same fee structure. Fee agreements/contracts will be effective immediately for the remainder of 2019. Further authorize the Finance Director to make the necessary budget modifications for this service. Quotes were solicited for all local providers of this service (see letter from B. Moehle).

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

Budget Amendments and Transfers:

Budget Amendment for use of seized & forfeited assets (Police Dept.) – The FASC discussed with Police Captain David Catholdi the request from Police Chief Mark Henderson for Town Board action to approve budget appropriation from Seized & Forfeited Asset account to allow for the funding of the installation of new Police radios for the patrol cars.

To account: A.POLCE.3125.2.29 Vehicle Set Up Costs \$10,000

From account: A.889.JSTCE Forfeited Property Account 10,000

Note: Monroe County has paid for the cost of upgrading the radio system infrastructure and the new radios (see letter from M. Henderson).

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

Appropriate / Re-appropriate Capital Projects Budgets (Finance) – The FASC discussed with Suzanne Zaso her request to appropriate the approved 2019 budgeted capital projects; to re-appropriate the remaining budget estimates of unrealized revenues and expenses for the Capital Projects authorized prior to 2019; and to appropriate interest earned (excluding borrowed funds) (see memo and list from Suzanne Zaso).

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

Personnel Matters:

Executive Session for matters concerning the employment of particular people. See details under the Executive Session section of these notes.

Other Matters for Action of the Town Board:

No matters for this meeting.

Other Matters for Discussion Only:

There was discussion regarding the I.D.E.A. RFQ/P proposals. There are two finalist firms that are being considered. References have been done on both firms. The quotes from both firms were discussed. There are some differences regarding the hours needed to perform tasks and the hourly rates. There will be follow up done so both firms can further clarify the hours allocated for deliverables. This may be referred to the Town Board on March 27th for action pending the responses of the finalist firms.

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, potential litigation, and a police investigatory programs at 3:40 pm. This was seconded by Supervisor Moehle, with all voting 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 4:22 pm there was a motion by Robin Wilt to come out of executive session and continue the regular meeting. This was seconded by Supervisor Moehle and all voted aye. The regular meeting resumed.

The next regularly scheduled meeting of the FASC will be held on Tuesday, April 2, 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****