

**Brighton Town Board  
Finance and Administrative Services Committee  
Meeting Notes from the Tuesday, April 16, 2019 Meeting**

**ATTENDEES**

**FASC Committee members:**

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

**Other Town Councilmembers:**

Chris Werner

**Department Heads/Other attendees:**

Melissa Duerr & Raymond Wager from  
Mengel Metzger Barr & Co., LLP  
Suzanne Zaso (Finance Dept.)  
Bridget Monroe (Supervisor's Office)  
Mark Henderson (Police Dept.)

The Town Board's Finance and Administrative Services Committee (the FASC) met at 2:30 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 April 2, 2019 meeting.

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

No matters for this meeting.

**Grant Authorizations and Acceptances:**

No matters for this meeting.

**Contracts and Contract Change Orders:**

No matters for this meeting.

**Budget Amendments and Transfers:**

No matters for this meeting.

**Personnel Matters:**

No matters for this meeting.

**Other Matters for Action of the Town Board:**

Declare vehicles and equipment as Surplus for Auction (Police Dept.) – The FASC discussed with Police Chief Mark Henderson his request for Town Board action to declare a 2010 Ford F250 and a 2010 Jeep Cherokee as well as other equipment as surplus to be disposed of at the May 2019 Roy Teitsworth, Inc. municipal auction (see letter from M. Henderson).

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

Amend Deposit and Investment Policy (Finance Dept.) – The FASC discussed with Paula Parker her request for Town Board action to amend the 2019 Deposit and Investment Policy to add the NYLAF (New York Liquid Asset Fund) as managed by the Royal Bank of Canada to both the Deposit and Investment sections of the Policy. Further authorization for the Supervisor to execute any and all documents as required by the financial institution (see letter from P. Parker).

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

**Other Matters for Discussion Only:**

The FASC reviewed with Ray Wager and Melissa Duerr the Executive Summary of the draft 2018 audited financial statements as prepared by the independent audit and accounting firm of Mengel Metzger Barr & Co. LLP (Raymond F. Wager CPA, P.C) along with reports on agreed upon procedures for the Town Clerk/Receiver of Taxes, Justice Court, and Special Reviews. Ray Wager will present the audit at the Town Board meeting on April 24, 2019.

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

No matters for this meeting.

**Executive Session:**

No matters for this meeting.

**The next regularly scheduled meeting of the FASC will be held on Tuesday, April 30, 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\*\***