

**Brighton Town Board**  
**Finance and Administrative Services Committee**  
**Meeting Notes from the Wednesday July 17, 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:**

Mike Guyon (Highway/Public Works)  
Evert Garcia (Public Works)  
Sherman Gittens (Public Works)  
Suzanne Zaso (Finance Department)

The Town Board's Finance and Administrative Services Committee (the FASC) met at 8:30 a.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 July 3, 2019 meeting.

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

Bid/Contract Award for Construction Services for the Reserve Subdivision (Public Works) – The FASC discussed with Evert Garcia his request for Town Board action to award the bid to RoadTek, LLC for the construction services related to the Reserve Subdivision. Further authorization for the Supervisor to execute all related documents associated with this contract award. It was noted that RoadTek was the low bidder on all the optional services as outlined in the bid specifications. Funds are available in account TA.30.RESEC1 and change orders will not exceed the amount of funds available in the TA account (see letter from E. Garcia).

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

**Grant Authorizations and Acceptances:**

Accept Grant Award for NYS Governor's Traffic Safety Committee "Buckle Up New York (BUNY) Campaign" (Police Dept.) – The FASC Discussed the request from Chief Mark Henderson for Town Board action to accept the NYS BUNY grant in the amount of \$10,360 effective October 1, 2019 and to authorize the Supervisor to execute any related documents. Further authorization requested to amend the related accounts in the 2019 and 2020 budget (A.POLCE.3120.3320 – revenue) when appropriate (see letter from M. Henderson).

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

## **Contracts and Contract Change Orders:**

Extend contract for Skanex for sanitary sewer relining services (Sewer Dept.) – The FASC discussed with Evert Garcia his request for Town Board action to extend the current contract with Skanex Pipe Services, Inc for the 2019/2020 sanitary sewer cured-in-place relining program with no changes in pricing. This is the first of four allowable contract extensions beginning on July 11, 2019 through July 10, 2020 with no other changes in terms and conditions (see letter from E. Garcia).

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

## **Budget Amendments and Transfers:**

Budget Transfer in Highway Department for the new radio system maintenance/service fees – The FASC discussed with Mike Guyon the request from Tim Anderson for Town Board action to transfer funds in the Highway Fund Departments as follows:

From: D.HWY.5110.2.80 Road Repair \$ 1,929.60

To: D.HWY.5140.4.49 Other Contracted Services \$ 1,929.60

This transfer needed to cover the cost of the maintenance and other fees for the new radio system in the Highway Department (see letter from T. Anderson).

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

## **Personnel Matters:**

No matters for this meeting.

## **Executive Session:**

At 8:50 am there was a motion to enter an executive session to discuss a matter with HIPAA/medically sensitive information regarding a West Brighton Fire Department Volunteer's application requesting a pre-entitlement benefit related to a disability via the Length of Service Awards Program (LOSAP) by Robin Wilt. This was seconded by Supervisor Moehle and all voted aye. Due to the sensitive nature and medically sensitive information discussed during the discussion, notes are not contained herein.

At 9:05 am, there was a motion by Supervisor Moehle to end the executive session and continue the regular meeting. This was seconded by Robin Wilt and all voted aye.

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

Approve and authorize a West Brighton Fire Department Length Of Service Awards Program (LOSAP) participant a pre-entitlement benefit as related to a total and permanent disability (Finance Dept.) – After discussion in executive session (HIPAA related information) the FASC approved West Brighton Fire Department Volunteer and LOSAP participant Stephen Holbrook's application for a pre-entitlement disability lump sum payout. The exact amount of the lump sum payout will be determined by the Penflex actuarial but is estimated at approximately \$13,000 and will be paid out of the LOSAP funds (see letter from S. Zazo).

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

**Other Matters for Discussion Only:**

No matters for this meeting.

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

No matters for this meeting.

\*\*The FASC meeting was adjourned at 9:20 am.

The **next regularly scheduled meeting of the FASC will be held on Wednesday, August 7, 2019 at 8:30 a.m.** in the Stage Conference meeting room of the Brighton Town Hall. All members of the public are invited to attend FASC meetings.

**\*\*SUMMER DAY / TIME AS PER THE REGULAR SCHEDULE\*\***