

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Wednesday August 21, 2019 Meeting

ATTENDEES

FASC Committee members:

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

Other Town Councilmembers:

Department Heads/Other attendees:
Mike Guyon (Highway/Public Works)
J. P. O'Brien (Police Dept.)

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: Approval of Minutes – Received and filed the minutes of the August 7, 2019 meeting.

Town Bid/Proposal Authorizations and Awards:

****The Supervisor excused himself and was not present for the discussion and recommendation on the following matter****

Award and authorize the contract for the CCA Administrator (Public Works) – The FASC discussed with Mike Guyon the request for Town Board action to award the Community Choice Aggregation Program Administrator contract to Joule Assets. Further, the Supervisor should also be authorized to execute any related documents as well. There will be no budget impact and/or cost to the Town (see letter from M. Guyon). It was noted that the Attorney to the Town will be reviewing all documents related to this contract.

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:

No matters for this meeting.

Budget Amendments and Transfers:

Salary/wage schedule change for Part-Time Police Officer Positions (Police Dept.) – The FASC discussed with J.P. O'Brien the request from Police Chief Mark Henderson for Town Board action to amend the Part-Time Police Officer Salary Schedule to more closely mimic the Monroe County Sheriffs part-time Deputy Sheriffs wage schedule (see letter from M. Henderson). As a follow up, these rates will be set and unchanged through the 2020 calendar year. The FASC recommends the Town Board take favorable action on this matter.

Personnel Matters:

No matters for this meeting.

Executive Session:

No matters for this meeting.

Other Matters for Action of the Town Board:

Re-open investment account with NYCLASS (Finance Dept.) – The FASC discussed with Paula Parker her request for Town Board action to authorize the Supervisor to execute documents with the NYCLASS program to re-open the Town of Brighton's investment account(s) and name alternate key contacts. Also requested was to amend the Town's Investment Policy to reflect the current NY CLASS name. The investment interest is very attractive and will add to the Town's ability to maximize on interest earnings (see letter from P. Parker). 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 8:55 am.

The next regularly scheduled meeting of the FASC will be held on Tuesday, September 3rd, 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****