

**Brighton Town Board**  
**Finance and Administrative Services Committee**  
**Meeting Notes from the Tuesday, October 15, 2019 Meeting**

**ATTENDEES**

**FASC Committee members:**

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

**Other Town Councilmembers:**

Christine Corrado

**Department Heads/Other attendees:**

Dan Aman (Town Clerk's Office)  
Mike Guyon (Highway/Public Works)

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:** Approval of Minutes – Received and filed the minutes of the October 2<sup>nd</sup>, 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:**

Authorize Intermunicipal Agreement with Monroe County regarding Cooperation to Reduce Storm Pollution and Protect Water Quality (Public Works Dept.) – The FASC discussed with Mike Guyon his request for Town Board action to approve and authorize the Supervisor to execute a contract with Monroe County regarding the Cooperation to Reduce Pollution and Project Water Quality Agreement. This agreement will be effective January 1, 2020 through December 31, 2024 with the fee determined annually by the Coalition's Executive Committee (see letter from M. Guyon).

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

Authorize renewal contract with Penflex, Inc. as TPA for West Brighton Fire Protection District LOSAP – The FASC discussed with Paula Parker the request from Suzanne Zaso for Town Board action to authorize the Supervisor to execute a renewal contract with Penflex, Inc. for third party administration services are related to the West Brighton Fire Protection District's Length of Service Award Program. The contract is for a one year period 11/1/2019 – 10/31/2020 with a base fee of \$3,800, GASB 73 fee of \$950, and certification and trustee directive letters are \$125 each (no change in contract pricing from the previous year.) (see letter from S. Zaso).

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

### **Budget Amendments and Transfers:**

Transfer of funds in the Town Clerk's 2019 Budget (Town Clerk) – The FASC discussed with Dan Aman his request for Town Board action to approve the following transfer of funds in the Town Clerk's budget:

From: A.CLERK.1610.4.49 Supplies/Contctual Exp \$1,049.17  
To: A.CLERK.1410.2.12 Office Furniture \$1,049.17

To transfer funds to allow for the replacement of four (4) office chairs for the Town Clerk's Office (see letter from D. Aman).

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

Transfer of funds in the 2019 Highway Department for Town tree removal services (Highway Dept.) – The FASC discussed with Mike Guyon the request from Tim Anderson for Town Board action to approve the following transfer of funds in the Highway budget (General Fund):

From: A.HWY.7110.2.30 Equipment \$ 400.00  
A.HWY.7110.4.41 Maintnce./Repair Service 5,475.00  
A.HWY.7110.4.45 Equipment Rental 1,200.00  
A.HWY.7110.4.74 Memberships/Training 500.00  
A.HWY.8160.4.81 Postal Charges 2,690.00  
A.HWY.8160.4.83 Printing/Copy Charges 800.00  
To: A.DPW.8560.4.43 Tree Replacement 11,065.00

The funds to be used for additional emergency removals of Town trees within the Town's right-of-way that could pose a hazard to the traveling public (see letter from T. Anderson).

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

### **Personnel Matters:**

No matters for this meeting.

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

No matters for this meeting.

### **Other Matters for Discussion Only:**

The 2020 proposed FASC meeting schedule was presented for consideration. The committee will review and finalize at a future meeting.

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

No matters for this meeting.

**Executive Session:**

No matters for this meeting.

**\*\*The FASC meeting was adjourned at 4:00 p.m.**

**The next regularly scheduled meeting of the FASC will be held on Tuesday, November 5<sup>th</sup>, 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\*\***