

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Tuesday, November 5, 2019 Meeting

ATTENDEES

FASC Committee members:

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

Other Town Councilmembers:

Department Heads/Other attendees:

Susan Wentworth (Assessor)
Dan Aman (Town Clerk's Office)
Tricia VanPutte (Personnel Office)
Mike Guyon (Highway/Public Works)
Suzanne Zaso (Finance Office)

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 15th, 2019 meeting.

Town Bid/Proposal Authorizations and Awards:

****Item added on at meeting****

Award bid / approve contract for refuse collection to Waste Management (Public Works Dept.) – The FASC discussed with Mike Guyon the request from Chad Roscoe for Town Board action to award the bid / approve the contract to Waste Management of New York LLC. The effective date of the contract is January 1 2020 through December 31, 2020 at a rate of \$250.56 annually per unit with four additional renewal options as the sole discretion of the Town of Brighton (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:

Approve MVP and Excellus 2020 rates and authorize related contracts – The FASC discussed with Tricia VanPutte her request for Town Board action to approve the health insurance for both active employees and retirees (pre-65 and post-65 plans) as related to MVP and Excellus for 2020. Also authorize the Supervisor to execute any agreements as needed for these benefit plans (see letters from T. VanPutte). It was noted that MVP rates were very favorable for 2020 and the post 65 retiree rates were a bit lower than anticipated. The FASC recommends the Town Board take favorable action on this matter.

Authorize Professional Services Agreement (renewal) for Financial Services (Finance Dept.) – The FASC discussed with Paula Parker her request for Town Board action to authorize the Supervisor to execute a professional services renewal agreement with Municipal Solutions, Inc. for borrowing and fiscal advising services. There is no increase in Serial Bonding fees, however Bond Anticipation Note fees did increase slightly (see letter from P. Parker). The FASC recommends the Town Board take favorable action on this matter.

Approve the NYS Snow and Ice Agreement for 2019/2020 snow season (Highway Dept.) – The FASC discussed with Mike Guyon his request for Town Board action to approve and authorize the Supervisor to execute the 2019/2020 snow and ice control agreement with the NYS Dept. of Transportation. The term of this agreement is July 1, 2019 and ends on June 30, 2024 with annual renewals for the Town and the State (see letter from M. Guyon). The FASC recommends the Town Board take favorable action on this matter.

Budget Amendments and Transfers:

Approve transfer of \$ 3,780 in the Assessors budget (Assessor's Dept.) – The FASC discussed with Susan Wentworth her request for Town Board action to approve the transfer of funds in the Assessor's budget as follows:

From: A.ASSOR.1355.4.54 Appraisal Fees	
\$3,780	To: A.ASSOR.1355.2.12 Office Furniture
\$3,780	

For the purchase of new filing cabinets to replace older cabinets that have reached their end of life (see letter from S. Wentworth).

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

Approve transfer of \$ 2,935 in the Information Technology budget (IT Dept.) – The FASC discussed with Paula Parker the request from Jeremy Lutz for Town Board action to transfer funds in the IT budget as follows:

From: A.INFO.1680.2.13 Computer Equipment	\$1,728.43
A.INFO.1680.4.15 Computer Software/Supply	406.57
A.INFO.1680.4.74 Memberships/Training	800.00
To: A.INFO.1680.2.12 Office Furniture	\$2,935.00

For the purchase of office furnishings needed for the relocation of the IT offices to the former server room and to the consolidation of the server equipment to a single space (see letter from J. Lutz).

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

Approve transfer of \$ 1,000 to the Farmer's Market Project in the Capital Projects fund for additional engineering services (Public Works Dept.) – The FASC discussed with Mike Guyon his request for Town Board action to approve the transfer of \$1,000 of funds from the General Fund to the Capital Projects fund as follows:

From: A.DPW.1490.4.52 Engineering Services \$1,000

To: H.PARKS.FMRKT.4.52 Engineering Services \$1,000

Transfer to fund the unforeseen engineering services that may arise during the 2019 budget year (see letter from M. Guyon).

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

Approve transfer of \$ 5,159 in the Highway Fund budget (Highway Dept.) – Request from Tim Anderson for Town Board action to transfer funds in the Highway budget as follows:

From: D.HWY.5110.2.19 Tools \$2,955

D.HWY.5110.2.30 Equipment \$2,204

To: D.HWY.5130.2.29 Set up Costs \$2,879

D.HWY.5130.2.30 Equipment \$2,280

The funds are to be used to purchase a lift gate for a new pickup truck and a pick up broom for the skid steer loaders (see letter from T. Anderson).

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

Authorize an amendment to the **2020 Adopted Budget** to redistribute the levy in various departments as related to the increase in the refuse collection charges (Finance Dept.) – The FASC discussed with Paula Parker the request to amend the 2020 Adopted Budget. The overall changes will NOT impact the tax cap. There will be a reallocation of \$107,175 to the Refuse Districts from the General, Highway, Library and Sewer Funds due to the refuse collection bid coming in at a greater annual amount than budgeted (see letter from P. Parker). A full list of transactions will be attached to the communication and resolution.

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

Personnel Matters:

Appointment of a Laborer to the Facilities Department to fill a current vacancy (Public Works Dept.) – The FASC discussed with Mike Guyon his request to appoint Peter Massoth to the current vacant position of laborer in the Facilities Department. Starting date effective November 18, 2019 at \$16.30 per hour for a 35 hour workweek. The 52 week probationary period will be effective as of the date of hire (see letter from M. Guyon).

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

Appointment of a Laborer to the Highway Department to fill a current vacancy (Highway Dept.) – The FASC discussed with Mike Guyon his request to appoint Calvin Lee to the current vacant laborer position in the Highway Department. Starting date effective November 18, 2019 at \$18.50 per hour for a 40 hour workweek in accordance with the CSEA agreement. The 52 week probationary period will be effective as of the date of hire. All other terms a conditions as set forth in the CSEA bargaining unit agreement (see letter from M. Guyon).

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

Other Matters for Action of the Town Board:

Approve a policy to waive the Town fee on marriage licenses for active duty members of our Armed Forces (Clerk's Office) – The FASC discussed with Town Clerk Dan Aman is request for Town Board action to follow suit with the State of New York and waive the Town portion of the fee on marriage licenses for all active duty members of our Armed Forces (see memo for D. Aman). It was noted that most all Towns are following the lead of New York State on this item. The FASC recommends the Town Board take favorable action on this matter.

Declare Highway Plow Truck and related Equipment as surplus to be sold to Brighton School District (Highway Dept.) – The FASC discussed with Mike Guyon the request from Tim Anderson for Town Board action to declare one 1996 Mack Dump/Plow Truck, Everest front plow, Everest wing plow and material spreader as surplus. Further authorize to sell these surplus items to the Brighton Central School District for an agreed amount of \$12,000 (see letter from T. Anderson). This request will be reviewed by the Attorney to the Town. The FASC recommends the Town Board take favorable action on this matter.

Other Matters for Discussion Only:

The 2020 proposed FASC meeting schedule was presented for consideration. The committee made the final review and the updated schedule will be adopted at the Town's Organizational 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 4:45 p.m.

The next regularly scheduled meeting of the FASC will be held on Tuesday, November 19th, 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****