

**Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Tuesday, December 3, 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:

Mike Guyon (Public Works/Highway Departments)

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 November 19th, 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:

Contract renewal with Brighton Volunteer Ambulance (Finance Dept.) – The FASC discussed with Paula Parker her request for Town Board action to approve and authorize the Supervisor to execute a renewal agreement with Brighton Volunteer Ambulance for 2020 to provide emergency medical services in the Town in an amount not to exceed \$310,000 (no changes from the 2019 contract) (see letter from P. Parker).

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

Contract renewal with Compensation Alliance for two years for Workers' Compensation Insurance (Finance/HR Dept.) – The FASC discussed with Paula Parker her and Trisha VanPutte's request for Town Board action to approve and authorize the Supervisor to sign a two (2) year renewal agreement – 1/1/2020 through 12/31/2021 – with Comp Alliance for Workers' Compensation Insurance for a total of \$414,362 for the two year period **plus** any New York State Assessments (currently estimated at approximately \$38,000). This contract will also include third party administration by Wright Risk Management of any pre-existing Workers' Compensation claims for the Town (see letter from P. Parker). The FASC recommends the Town Board take favorable action on this matter.

Budget Amendments and Transfers:

Approve budget transfer of \$ 33,000 in the Highway Fund budget (Highway Dept.) – The FASC discussed with Mike Guyon the request from Tim Anderson for Town Board action to transfer funds in the Highway budget as follows:

From:	D.HWY.5110.4.16	Road Materials	\$5,500
	D.HWY.5130.4.62	Diesel Fuel	\$27,500
To:	D.HWY.5142.4.09	Salt & Abrasives	\$33,000

The funds are to be used to purchase road salt for the upcoming snow/ice season (see letter from T. Anderson).

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

*****NOTE: Subsequent to this meeting and prior to the Town Board meeting, a new communication was done to reduce the total amount to D.HWY.5142 4.09 \$22,500 and reduce D.HWY.5130 4.62 to an amount of \$17,000. This will be reflected on the resolution for the December 11, 2019 Town Board meeting.***

Approve budget transfer not to exceed \$45,000 in the DPW Street Lighting to the Highway/Sewer Facility for garage lighting improvements (Public Works/Highway Depts.) – Request from Mike Guyon for Town Board action to transfer funds in the amount not to exceed 45,000 from A.DPW.5182.2.30 Equipment to A.HWY.5132.2.60 Facility Improvement. Funds to be utilized to install LED lighting in the interior of the Highway/Sewer Facility (garage area). Quotes have been obtained via an existing Monroe County Contract and will be updated prior to the Town Board meeting. The transfer will mirror the final quote but will not exceed \$45,000 (see letter from M. Guyon).

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:

***Cancel the FASC meeting on December 17th, 2019 (No Town Board meetings planned until January 2, 2020). The next FASC meeting will be on Thursday, January 2nd immediately following the Town's Organizational meeting at noon on that day.**

The 2020 FASC meeting schedule was updated and handed out to each committee member.

This is the FASC meeting schedule that will be adopted at the Town's Organizational meeting.

Matters Tabled for Research and/or Discussion:

No matters for this meeting.

Executive Session:

There was a motion by Councilmember Wilt at 3:50 pm to enter an executive session to discuss litigation and a matter relating to real estate. This was seconded by Supervisor Moehle and all voted aye.

Due to the sensitive nature of these discussions, notes are not contained herein. There was a motion by Supervisor Moehle at 4:30 to end the executive session and adjourn the meeting. This was seconded by Councilmember Wilt and all voted aye.

**The FASC meeting was adjourned at 4:30 p.m.

The next regularly scheduled meeting of the FASC will be held on Thursday, January 2nd, 2020 at 1:00 pm (or immediately following the Town Organizational meeting) 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****