

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Thursday, January 2, 2020 Meeting

ATTENDEES

FASC Committee members:

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

Other Town Councilmembers:

Chris Werner
Christine Corrado

Department Heads/Other attendees:

Chief David Catholdi (Police Dept.)
Lisa Pavlovych (Town Courts)
Bridget Monroe (Supervisor's Office)
Mike Guyon (Public Works/Highway Departments)
Ramsey Boehner (Planning/Public Works)
Dan Aman (Town Clerk's Office)

The Town Board's Finance and Administrative Services Committee (the FASC) met at 1:50 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 December 3rd, 2019 meeting.

Town Bid/Proposal Authorizations and Awards:

Authorization to solicit bids as necessary for goods and services as indicated and included in the 2020 budget (Public Works/Highway/Sewer Depts.) – The FASC discussed with Mike Guyon his request for Town Board action to authorize solicitation of bids for goods and services as indicated in the attached communication. All goods and services to be bid have been included in the 2020 budget and State, County, City or other bids will be utilized when in the best interest of the Town (see letter from M. Guyon).

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

Authorization to solicit bids as necessary for goods and services for Town Facilities as indicated and included in the 2020 budget (Public Works/Facility Dept.) – The FASC discussed with Mike Guyon his request for Town Board action to authorize solicitation of bids for goods and services for Town Facilities as indicated in the attached communication. All goods and services to be bid have been included in the 2020 budget and State, County, City or other bids will be utilized when in the best interest of the Town (see letter from M. Guyon). The FASC recommends the Town Board take favorable action on this matter.

Award Professional Services Agreement to Cohen Law Group for Wireless Telecommunication Regulations Update (Public Works Dept.) – The FASC discussed with Ramsey Boehner his request for Town Board action to award the RFP for Telecommunications/Small Cell Regulations Update to Cohen Law Group in an amount not to exceed \$19,800. Further authorize the Supervisor to execute any contractual documents as well as authorize the necessary budget amendments to cover the cost of this service (see letter from R. Boehner). The FASC recommends the Town Board take favorable action on this matter.

Grant Authorizations and Acceptances:

Authorize/Accept STOP DWI 2020 activity funding (Police Dept.) – The FASC discussed with Chief David Catholdi his request for Town Board action to authorize the Supervisor to execute an agreement with the County of Monroe and accept the 2020 Stop DWI funding for Enhanced Enforcement (\$21,427.30) and Crackdown Weekend (\$4,625.00) activities (see letter from D. Catholdi). The FASC recommends the Town Board take favorable action on this matter.

Contracts and Contract Change Orders:

Authorize new contract agreement with Geese Control of New York (Police Dept.) – The FASC discussed with Chief David Catholdi his request for Town Board action to authorize the Supervisor to execute an agreement with Geese Control of New York for services from April 1, 2020 through November 30, 2020 at \$650 per month for Geese Control Services. There is not increase in the 2020 monthly rate (see letter from D. Catholdi). The FASC recommends the Town Board take favorable action on this matter.

Authorize new contract agreement with Animal Hospital of Pittsford for 2020 Boarding and Veterinary Services (Police Dept.) – The FASC discussed with Chief David Catholdi his request for Town Board action to authorize the Supervisor to execute a contract with Animal Hospital of Pittsford for veterinary and boarding services. The fees for services will remain the same as 2019, however there is some minor contract language to review (see letter from D. Catholdi). The FASC recommends the Town Board take favorable action on this matter.

Authorize new contracts with three towing vendors with renewal options for up to an additional three years (Police Dept.) – The FASC discussed with Chief David Catholdi his request for Town Board action to authorize the Supervisor to execute contracts with the following towing vendors:

- Eastridge Collision, Inc., dba Murray's Towing
- Twelve Corners Towing/Blue Lighting Enterprises, Inc.
- Sutherland Service Center Ltd./Sutherland Auto Group, LLC

All pricing follows the current pricing structure with the Monroe County Sheriff's Department pricing, dated February 1, 2019 (see letter from D. Catholdi). The FASC recommends the Town Board take favorable action on this matter.

Authorize new/renewal service contracts and pricing with the Justice Court vendors (Justice Court) – The FASC discussed with Lisa Pavlovych her request for Town Board action to authorize the Supervisor to execute contracts/approve pricing with the following interpreter and court reporter vendors:

- M. E. Services Communication, Inc. (interpreter services \$65/hour)
- Tellmorr International Translation Services, LLC (translator services \$60/hour)
- Frank A. Scarcelli (Court reporting services pricing per contract)
- Forbes Court Reporting Services, LLC (pricing per contract)

All pricing for each vendor will follow the contracts executed. Interpreters and translators are fully reimbursed by Monroe County (see letter from L. Pavlovych). The FASC recommends the Town Board take favorable action on this matter.

Authorize contract with Aldrich & Cox, Inc. (formerly known as Holfoth Risk Management) for Risk Assessment Services as needed (Finance Dept.) – The FASC discussed with Paula Parker her request for Town Board action to authorize the Supervisor to sign a contract with Aldrich & Cox, Inc. (formerly known as Holfoth Risk Management) for risk assessment and review services as needed. The hourly rate is increasing by \$5 to \$140 for 2020 (see letter from P. Parker)

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

Approve agreement with Electronic Field Productions, Inc. (Supervisor's Dept.) – The FASC discussed with Bridget Monroe her request for Town Board action to authorize the Supervisor to execute a contract with Electronic Field Productions, Inc. for the provision of providing video production and cable television management services. Contract will be effective January 1 through December 31, 2020 in an annual amount not to exceed \$52,000 (no increase from the previous year). Funds are available in the 2020 budget (see letter from B. Monroe).

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

Approve and accept ALS interpreter rates for 2020 (Supervisor's Office) – The FASC discussed with Bridget Monroe her request for Town Board action to approve the annual rates from Interpretek and (another vendor here) for ALS interpreter services for the Town Board meetings (see letter from B. Monroe). The FASC recommends the Town Board take favorable action on this matter.

Approve Cyber Insurance renewal for 2020 (Town Clerk Dept.) – The FASC discussed with Dan Aman his request for Town Board action to approve the renewal of the Town's cyber insurance with Beasley Insurance Company for Cyber Insurance and to authorize the Supervisor to execute any related documents. Policy is effective January 18, 2020 through January 18, 2021 at an annual premium of \$9,300. This represents a \$2,000 increase from the last year due to an increase in revenues and a recent claim (see letter from D. Aman). The FASC recommends the Town Board take favorable action on this matter.

Budget Amendments and Transfers:

No matters for this meeting.

Personnel Matters:

See matter under Executive Session

Other Matters for Action of the Town Board:

No matters for this meeting.

Other Matters for Discussion Only:

No matters for this meeting.

Matters Tabled for Research and/or Discussion:

No matters for this meeting.

Executive Session:

There was a motion by Supervisor Moehle at 2:00 pm to enter an executive session to discuss the employment of particular people. This was seconded by Councilmember Wilt with all voting aye.

Discussion was had regarding the appointment of a police officer for the Police Department. This hire will be effective 1/18/2020, with a 26 week probationary period, a starting salary of \$70,701 and other benefits in accordance with the Brighton Police Patrol Association bargaining unit agreement. Appointment contingent upon successful completion of all testing, evaluations and Civil Service approvals (see letter from D. Catholdi).

Due to the sensitive nature of this discussion, notes are not contained herein. There was a motion by Supervisor Moehle at 2:10 pm to end the executive session and continue the regular meeting. This was seconded by Councilmember Wilt with all voting aye.

At 2:35 pm there was a motion by Supervisor Moehle to enter an executive session to discuss the Teamsters Bargaining unit negotiations. This was seconded by Robin Wilt and all voted aye.

Due to the sensitive nature of this discussion, notes are not contained herein.

At 2:45 pm there was a motion to end the executive session by Supervisor Moehle. This was seconded by Robin Wilt and all voted aye.

****The FASC meeting was adjourned at 2:45 p.m.**

The next regularly scheduled meeting of the FASC will be held on Tuesday, January 14th, 2020 at 3:30 pm in the **Downstairs Conference meeting room of the Brighton Town Hall. All members of the public are invited to attend FASC meetings.**

****AS PER THE REGULAR SCHEDULE****