



**TOWN OF BRISTOL
SPECIAL MEETING
MAY 26, 2021 6:30 PM**

PRESENT: Supervisor Robert A. Green, Jr., Councilman David Parsons, Councilman Christopher Hart, Councilwoman Lauren Bolonda, Highway Superintendent Ronald Wilson, Town Clerk Karen Maczynski, Zoning Sec. Mrs. Sandra Riker.
Absent: Councilman Frederick Stresing.

Town Board Meeting held via Zoom hybrid process; a format in accord with Executive Orders from the Governor's office of NYS. Special meeting of the Town Board call to order at 6:32 PM by Supervisor Green Jr., followed by a statement concerning Executive Orders from the Governor's office: *As current events (COVID-19) have placed requirements on crowd assemblies and restrictions on social distancing, we ask for the public's patience in meeting those requirements. The technology for such requirements presents a new technological format. We are adjusting to meeting the public needs while not placing our residents at risk.*

I. Town Bookkeeping and Accounting:

Supervisor Green discussed the retirement of the Town's bookkeeper and the difficulty in finding the skill set in one individual to fulfill the many bookkeeping tasks needed at a small municipality. Supervisor Green proposed the hiring of a service to serve the Town's accounting and payroll needs.

Presentation by Ms. Tina DeNigro:

Ms. Tina DeNigro, Director of EFPR Solutions, LLC. 100 S. Clinton Avenue, suite 1500, Rochester NY 14604, addressed the board regarding municipal accounting services EFPR would provide if retained including the fee structure; as outlined in proposal dated May 28, 2021; initial accounting data conversion, one-time fee: \$1700; and Town Accounting annual fee: \$23,400. Town accounting services to comprise: monthly bookkeeping & voucher support, bank account reconciliation, payroll preparation & payroll tax reporting, AUD (annual update document) creation and filing, monthly accounting reporting to the Board, annual budget preparation, with tax cap computation and filing, certified payrolls submitted quarterly and Workers Comp. to Ontario Co., and NYS retirement reporting.

Ms. DeNigro reviewed expertise the company has developed over 7 years servicing 28 municipalities. Ms. DeNigro stated a representative would always be available for Town board meetings as needed. EFPR services require read only access to Town bank accounts and will not have authority to make bank transactions.

Payroll will use ADP and vouchers & accounting will use ACCUFUND.

Board discussion followed.

Motion by Councilman Parsons to accept the proposal dated May 28, 2021 and retain EFPR Solutions, LLC to serve as town account/bookkeeper, seconded by Councilman Hart and motion carried no opposed, Councilman Stresing absent.

II. **Motion to Adjourn** by Supervisor Green and seconded by Councilman Parsons and carried 7:34 PM.

Respectfully submitted

Karen Maczynski
Town Clerk