

**Brighton Town Board**  
**Finance and Administrative Services Committee**  
**Meeting Notes from the Tuesday, September 20, 2022 Meeting**

**ATTENDEES**

**FASC Committee members:**

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

**Other Town Councilmembers:**

Christine Corrado

**Department Heads/Other attendees:**

Mike Guyon (Highway/Public Works)  
David Catholdi (Police Department)

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 – Receive and file the minutes of the September 6, 2022 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:**

Approve Agreements for professional services for the Annual Rabies Clinic (Police Dept.) – The FASC discussed with Police Chief Catholdi his request for Town Board action to authorize the Supervisor to enter into agreements for professional services for two veterinarians (\$60/hour each) and two veterinary technicians (\$25/hour each), or any combination thereof, for the services to be performed on Saturday, October 8, 2022 at the annual Rabies Clinic. Total of all contracts will not exceed \$510 (no changes in terms or rates from the 2021 contracts). Funding is available in the Animal Control Budget (see letter from D. Catholdi).

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

Authorize agreement with Bero Architects to review the condition of the Entry Monuments for the Home Acres Neighborhood in the amount of \$3,600 (Public Works Dept.) – The FASC discussed with Mike Guyon his request for Town Board action to authorize the Supervisor to execute and agreement with Bero Architects for the assessment of the entry monuments for the Home Acres Neighborhood. Bero will evaluation the condition of the existing monuments and provide a list of recommended repairs and their associated costs. The contract amount will not exceed \$3,600 and funds are available in the 2022 Home Acres District (see letter from M. Guyon).  
The FASC recommends the Town Board take favorable action on this matter.

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

No matters for this meeting.

### **Personnel Matters:**

Authorize the promotion of Nick Valenti from Motor Equipment Operator (MEO) to Construction Equipment Operator (CEO) effective on October 3<sup>rd</sup>, 2022 (Highway Dept.) – The FASC discussed with Mike Guyon his request for Town Board action to approve the promotion of Nick Valenti from a Motor Equipment Operator (MEO) to Construction Equipment Operator (CEO) in the Highway Department. The promotion will be effective October 3<sup>rd</sup>, 2022, and is subject to a 26 week probationary period and is in accordance with the CSEA contract (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:**

Approval of the certificate of bonding for the collection of 2023 taxes per NYS Town Law section 25 (Town Clerk) – The FASC discussed the request from Dan Aman for Town Board action to approve the certificate of bonding for the collection of the 2023 taxes. This is done pursuant to New York State Town Law Section 25. The certification and sample resolution are attached (see letter from D. Aman).  
The FASC recommends the Town Board take favorable action on this matter.

Recommend adoption of the 2023 – 2025 Capital Improvement Plan. The plan has been reviewed by the Budget Review Task Force. The Sustainability Committee will also review this plan. The plan will serve as a financial planning too for our 2023 budget preparation, and therefore is subject to change (see letter from P. Parker).  
The FASC recommends the Town Board take favorable action on this matter.

Set Public Hearings to consider the 2023 Special Districts Budgets, to review the Assessment Rolls for Special District charges and improvements and for Sewer Rents and to consider the 2023 Preliminary Town Operating and Capital Budgets. Hearings to be set on October 12th and October 26th, 2022 (see letter from P. Parker).  
The FASC recommends the Town Board take favorable action on this matter.

Set Public Hearing for Local Law to exceed the Tax Cap (Finance Dept.) – Review with the committee the Tax Cap data for 2023. After discussing the challenges with the 2023 Town Budget, the FASC recommends taking favorable action on this matter.

**Other Matters for Discussion Only:**

No matters for this meeting.

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

No matters for this meeting.

**Executive Session:**

No matters for this meeting.

The meeting was adjourned at 4:30 pm.

**The next regularly scheduled meeting of the FASC will be held on  
Tuesday, October 4<sup>th</sup>, 2022 at 1:00 PM**

in the **AUDITORIUM\*\*** at Brighton Town Hall.

All members of the public are invited to attend FASC meetings.

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

**\*\*NOTE TIME CHANGE\*\***