

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Wednesday, March 15, 2023 Meeting

ATTENDEES

FASC Committee members:

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

Other Town Councilmembers:

Christine Corrado

Department Heads/Other attendees:

David Catholdi (Police)
Steve Zimmer (Highway)
Evert Garcia (Public Works)
Chad Roscoe (Public Works)

The Town Board's Finance and Administrative Services Committee (the FASC) met at 8:30 a.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 March 1, 2023 meeting.

Town Bid/Proposal Authorizations and Awards:

Award Mowing Contract B to Greystone Lawn & Landscape effective April 1, 2023 through March 31, 2024 (Public Works Dept.) – The FASC discussed the request from Chad Roscoe with Evert Garcia for Town Board action to award and authorized the Supervisor to execute a contract with Greystone Lawn & Landscape for mowing services as outlined in section B of the base mowing bid. The approximate annual amount will be \$6,750 and has three additional renewal options (see letter from C. Roscoe).
FASC recommends the Town Board take favorable action on this matter.

Award Mowing Contract C to Greystone Lawn & Landscape effective April 1, 2023 through March 31, 2024 (Public Works Dept.) – The FASC discussed the request from Chad Roscoe with Evert Garcia for Town Board action to award and authorized the Supervisor to execute a contract with Greystone Lawn & Landscape for mowing services as outlined in section C of the base mowing bid. The approximate annual amount will be \$13,325 and has three additional renewal options (see letter from C. Roscoe).
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:

Authorize agreement with Geese Control of New York April 1 – November 30, 2023 – The FASC discussed with Police Chief David Catholdi his request for Town Board action to approve a contract with Geese Control of New York effective April 1, 2023 thru November 30, 2023 and authorize the Town Supervisor to execute the same. The monthly rate is \$670 reflecting a \$20 increase over the \$650 for the 2022 rate. Geese Control of NY is the only vendor in the area that provides geese control services (see letter from D. Catholdi). FASC recommends the Town Board take favorable action on this matter.

Approve quote/proposal with Ravi Engineers for emergency services related to the Chelmsford Lane Culvert (Highway Dept.) – The FASC discussed with Evert Garcia his request for Town Board action to approve and authorize the Supervisor to execute the proposal in an amount not to exceed \$1,940 with Ravi Engineers for the emergency design services related to the Chelmsford Lane Culvert repair/replacement. These services were for the field inspection and the documentation of the deficiencies and occurred prior to the recent awarded design contract with Ravi (see letter from E. Garcia).

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

Budget Amendments and Transfers:

Authorize Budget amendment for use of Forfeited Property Funds in the amount of \$18,500 (Police Dept.) – The FASC discussed with Police Chief David Catholdi his request for Town Board action to amend the 2023 budget as follows:

To expense acct:	A.POLCE.3125.2.21 Automobiles	\$18,500
From reserve acct:	A.889.JSTCE Reserve	\$18,500

The use of these funds has been approved by the US Attorney's office (see letter from D. Catholdi).

It was also noted that the remaining fifty percent of this purchase was approved in the CIP and is funded in the Police 3120 budget.

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:

Adopt Bond Resolution in the amount of \$390,000 for the purchase of a 10-wheel heavy duty snowplow truck for the Highway Department as approved in the 2023-2025 Capital Improvement Plan (Finance Dept.) – The FASC discussed with Paula Parker the request for Town Board action to adopt a bond resolution in the amount of \$390,000 for the purchase of one heavy duty 10-wheel snowplow truck, including snowplow equipment. The bond amount includes all bond related expenses such as closing costs, legal and municipal advisory fees, advertising, and other miscellaneous fees. The Bond Resolution is being prepared by the Town's Bond Council and will be subject to both permissive referendum and estoppel periods (see letter from P. Parker).

It was noted that the timing on selling these bonds will be in relationship to the approximate availability and delivery of said vehicle.

FASC recommends the Town Board take 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:

There was a motion at 9:04 am by Supervisor Moehle to enter an executive session to discuss the employment of particular people. This was seconded by Robin Wilt and all voted aye.

There was a motion at 9:20 am by (Robin Wilt) to end the executive session. This was seconded by (Supervisor Moehle) and all voted aye.

The meeting was adjourned at 9:20 am.

**The next regularly scheduled meeting of the FASC will be held on
Wednesday, April 5th , 2023 at 8:30 AM**

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

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

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