

**Brighton Town Board**  
**Finance and Administrative Services Committee**  
**Meeting Notes from the Wednesday, September 6, 2023 Meeting**

**ATTENDEES**

**FASC Committee members:**

Jason DiPonzio (Chair)  
Robin Wilt  
William Moehle  
Earl Johnson (Staff to the Committee)

**Other Town Councilmembers:**

Christine Corrado  
Chris Werner

**Department Heads/Other attendees:**

Evert Garcia (Public Works)  
Chief Catholdi (Police)

The Town Board's Finance and Administrative Services Committee (the FASC) met at 8:30 a.m. and reviewed all 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 August 16, 2023 meeting.

**Town Bid/Proposal Authorizations and Awards:**

Authorize the Town Board to approve the purchase of a new hybrid vehicle in 2023 through budget amendment (Police) – The FASC discussed Chief Catholdi's request for Town Board action to authorize the purchase of an identified new hybrid vehicle in 2023 through budget amendment to transfer funds between BPD accounts eliminating the need to purchase a vehicle in the 2024 budget year (see letter from Chief Catholdi).

From: Exp Acct A.POLCE.3120.1.10 FT Wages \$46,000.00  
To: Exp Acct A.POLCE.3120.2.21 Automobiles \$46,000.00

**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 the Town Supervisor to execute a contract for Data Works Plus to install the Data Works Plus System "DWP System" on Brighton Police Department desktop applications and MDTs (Police) – The FASC discussed Chief Catholdi's request for Town Board action to authorize the Town Supervisor to execute an intermunicipal agreement with Monroe County for Data Works Plus to install the Data Works Plus System "DWP System", which is a data exchange

system for law enforcement, on Brighton Police Department desktop applications and MDTs (see letter from Chief Catholdi).

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

Authorize the Town Supervisor to execute a contract for a web-based platform Crime Watch for the Brighton Police Department using proceeds of Forfeited Property (Police) – The FASC discussed Chief Catholdi's request for Town Board action to authorize the Town Supervisor to execute a four year subscription for the web-based platform Crime Watch using proceeds for forfeited property approved by the United States Attorney's Office in the amount of \$7,427.40 each year from the A.889.JSTCE account to the A.POLCE.3125.4.49 Contracted Services account not to exceed \$30,000.00 over four years (see letter from Chief Catholdi).

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

Authorize the Town Supervisor to execute an agreement for veterinary and related services to be performed at our annual Rabies Clinic on October 7, 2023 (Police) – The FASC discussed Chief Catholdi's request for Town Board action to authorize the Town Supervisor to execute an agreement for professional services with two veterinarians and two veterinary technicians for veterinary and related services, to be performed at our annual Rabies Clinic on October 7, 2023, at the same terms and rates as last year and funded in this year's Animal Control Budget (see letter from Chief Catholdi).

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

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

Authorize the Town Board to approve a budget amendment allowing for Assessor's Fall Conference Attendance this October 3-6, 2023 (Assessor) – The FASC discussed Pamela Post's request for Town Board action to approve a budget amendment to transfer funds between Assessor accounts, in order to attend the NYSAA Annual Meeting and Conference on Assessment Administration, as follows (see letter from P Post).

From:	Exp Acct	A.ASSOR.1355.4.53	Attorney Fees	\$1,300.00
To:	Exp Acct	A.ASSOR.1355.4.74	Member/Training	\$1,300.00

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

Authorize the Town Board to approve a budget amendment to transfer funds for the purpose of replacing a desk chair (Town Clerk) – The FASC discussed Dan Aman's request for Town Board action to approve a budget amendment to transfer funds between Clerk accounts for the purchase of one desk chair (see letter from D Aman).

From:	Exp Acct	A.CLERK.1410.4.41	Maint/Repair Svc	\$250.00
To:	Exp Acct	A.CLERK.1410.2.12	Office Furniture	\$250.00

**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:**

Authorize the Town Board to set two public hearings for the purpose of allowing for community input regarding the 2024 Town & Special District Budgets, Charges and Assessment Rolls (Finance) – The FASC discussed Earl Johnson's request for Town Board action to set two public hearings during the month of October, as traditionally designated at the regularly scheduled Town Board meetings of October 11, 2023 and October 25, 2023, for the purpose of reviewing the Assessment Rolls for Special District charges and improvements and for Sewer Rents as well as the 2024 Town Operating and Capital Improvement Budgets (see letter from E Johnson).

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

Authorize the Town Board to approve modifying the Highway Department of Authorized Table of Organization allowing for the promotion of a Laborer to a Motor Equipment Operator (Public Works) – The FASC discussed Evert Garcia's request for Town Board to approve modifying the Highway Department of Authorized Table of Organization to better reflect the job titles needed at the Highway Department promoting a Laborer position to a Motor Equipment Operator in 2023 as has been requested in the 2024 Budget (see letter from E Garcia).

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

### **Other Matters for Discussion Only:**

Discussion regarding the Town Board's Final Draft of the Capital Improvement Plan for 2024-2026. (William Moehle, Town Supervisor).

Discussion regarding the Town Board's Tentative Draft of the Town & Special District Budgets for 2024. (William Moehle, Town Supervisor).

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

No matters for this meeting.

### **Executive Session:**

No matters for this meeting.

The meeting was adjourned at 10:30 am.

**The next regularly scheduled meeting of the FASC will be held on**

**Wednesday, September 20th, 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\*\***