

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Wednesday, September 20, 2023 Meeting

ATTENDEES

FASC Committee members:

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

Other Town Councilmembers:

Christine Corrado

Department Heads/Other attendees:

Dan Aman (Town Clerk)
Matt Beeman (Parks)
Chief Catholdi (Police)
Rebecca Cotter (Recreation)
Evert Garcia (Public Works)
Brendan Ryan (Public Works)
Pamela Post (Assessor)

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 September 6, 2023 meeting.

Town Bid/Proposal Authorizations and Awards:

No matters for this meeting

Grant Authorizations and Acceptances:

Request for the Town Board to authorize the Town Supervisor to accept a NYS Grant from the NYS Office of Children and Family Services Workforce Retention program supporting the Recreation Department's Afterschool Program

(Recreation) – The FASC discussed Rebecca Cotter's request for Town Board action to authorize the Town Supervisor to accept the above titled grant for the purpose of the retention and recruitment of afterschool program staff and authorize the necessary budget amendments as needed when grant funds are received which will total \$21,904.00(see letter from R Cotter).

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

Request for the Town Board to authorize the Town Supervisor to enter into an agreement with the County of Monroe to accept STOP-DWI funding (Police) – The FASC discussed Chief Catholdi's request for the Town Board to authorize the Town Supervisor to enter into STOP-DWI agreements with the County of Monroe for the 2023 High Visibility Campaign for \$4,614.81 and 2024 Enhanced Enforcement for \$8,049 and accept any additional STOP-DWI funding between October 1, 2023 and September 30, 2024 (see letter from C Catholdi).
FASC recommends the Town Board take favorable action on this matter.

Contracts and Contract Change Orders:

Request for the Town Board to authorize the Town Supervisor to enter into an agreement with Ravi Engineering & Land Surveying to conduct a structural evaluation on the Milk Barn and Salt Shed (Public Works) – The FASC discussed Brendan Ryan's request for the Town Board to authorize the Town Supervisor to enter into an agreement with Ravi Engineering & Land Surveying, not to exceed \$1,000, for the purpose of evaluating the condition of the Milk Barn and Salt Shed structures and recommending possible repairs (see letter from B Ryan).
FASC recommends the Town Board take favorable action on this matter pending approval of the contract by Brighton Town Attorney.

Request for the Town Board to authorize the Town Supervisor to enter into an agreement with Wise Home Energy to install an air source heat pump system at Carmen Park Lodge at their winning quote of \$19,699 (Public Works) – The FASC discussed Brendan Ryan's request for the Town Board to authorize the Town Supervisor to enter into an agreement with Wise Home Energy, which will be partially paid for by the \$10,000 NYSERDA grant, to install the heat pump system and also add insulation as recommended through energy modeling and authorize the Finance Department to make any necessary budget amendments to proceed with this project with a final cost of \$9,699 (see letter from B Ryan).
FASC recommends the Town Board take favorable action on this matter pending approval of the contract by Brighton Town Attorney.

Request for the Town Board to accept a \$5,000 Clean Energy Communities (CEC) grant for the purpose of leveraging other green energy incentives to install solar photovoltaics on Carmen Clark Lodge (Public Works) – The FASC discussed Brendan Ryan's request for the Town Board to accept the CEC grant in the amount of \$5,000 and use the NY-SUN incentive of approximately \$2,800 with a 30% Inflation Reduction Act direct pay benefit so that solar photovoltaics can be installed at Carmen Clark Lodge for a final cost of \$10,211 which would help reduce utility costs by 80% and authorize the Finance department to make necessary amendments to proceed with this project (see letter from B Ryan).
FASC recommends the Town Board take favorable action on this matter pending approval of the contract by Brighton Town Attorney.

Budget Amendments and Transfers:

No matters for this meeting

Personnel Matters:

Discussed during Executive Session

Other Matters for Action of the Town Board:

Request for the Town Board to review the Income Limits for the Limited Income Senior and Disability Exemption as New York State has changed program definitions (Assessor) – The FASC discussed Pamela Post's request for the Town Board to review the Limited Income Program and provide direction while the Town has the option to set limits for the 2024 year (see letter from P Post). **FASC recommends the Town Board continue using the income limits that are currently in place.**

Request for the Town Board to approve the disposal of equipment from the DPW, Sewer and Highway Departments that are no longer needed to support departmental operations (Public Works) – The FASC discussed Steve Zimmer's request for the Town Board to approve the disposal of unneeded equipment including the DPW's 2010 Ford Focus, the Sewer's 2000 Trailer #120 and the Highway's 1989 Case Excavator (see letter from S Zimmer). **FASC recommends the Town Board take favorable action on this matter.**

Request for the Town Board to approve the disposal of equipment from the Police Department that is no longer needed to support departmental operations (Police) – The FASC discussed Chief Catholdi's request for the Town Board to approve the disposal of unneeded equipment which is the 2011 Chevy Caprice and is end-of-life needing of costly repair (see letter from C Catholdi). **FASC recommends the Town Board take favorable action on this matter.**

Request for the Town Board to approve the disposal of equipment from the Parks Department that is no longer needed to support departmental operations (Parks) – The FASC discussed Matt Beeman's request for the Town Board to approve the disposal of unneeded equipment which is a 2004 Chevy Tahoe that is no longer usable (see letter from M Beeman). **FASC recommends the Town Board take favorable action on this matter.**

Executive Session:

FASC entered into Executive Session at 9:40am to discuss the employment of two particular persons. FASC discussed the appointments. **FASC recommends the Town Board take favorable action on both matters.**

FASC adjourned the Executive Session and returned to Open Session at 9:55

Other Matters for Discussion Only:

Presentation of the Town of Brighton's Tentative 2024 Operating and Capital Budgets. (Earl Johnson, Director of Finance).

FASC accepted the report and discussed the 2024 Town Budget.

Matters Tabled for Research and/or Discussion:

No matters for this meeting.

The meeting was adjourned at 10:20 am.

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

Wednesday, October, 4th, 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****