

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

ATTENDEES

FASC Committee members:

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

Other Town Councilmembers:

Christine Corrado

Department Heads/Other attendees:

Marcia Adams (Finance)
Dan Aman (Town Clerk)
Matt Beeman (Parks)
Evert Garcia (Public Works)

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 November 1, 2023 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:

Request for the Town Board to approve contract extension with Burke Group for Actuarial Services for Other Post-Employment Benefits (OPEB) per GASB 75 (Finance) – The FASC discussed Marcia Adams' request for Town Board action to approve and authorize the Town Supervisor to execute a renewal contract with the Burke Group for the years ending 2024 – 2027 for these services. The base fee for the full years' valuations will be \$4,000 (no increase since 2012) and \$2,250 for the interim valuation years (no change since 2019). Funding for these services has been budgeted for 2023 and 2024 (see letter from M. Adams).
FASC recommends the Town Board take favorable action on this matter.

Budget Amendments and Transfers:

Request for the Town Board to approve a budget amendment to transfer funds for the purpose of purchasing a standing desk and file cabinets (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 a standing desk, cabinets and office equipment as quoted (see letter from D Aman).

From:	Exp Acct	A.CLERK.1410.4.82	Delivery Charges	\$3,450.00
To:	Exp Acct	A.CLERK.1410.2.12	Office Furniture	\$3,450.00

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

Request for the Town Board to approve budget amendments to transfer funds for the purpose of completing a facility improvement and two equipment purchases for the Parks Department (Parks) – The FASC discussed Matt Beeman's request for Town Board action to approve a budget amendment transferring funds between Parks accounts for the completion of a window installation at Buckland park Lodge, a new flail mower attachment for Buckland Park, and an air compressor for the Buckland Farmhouse (see letter from M Beeman).

From:	Exp Acct	A.PARKS.7115.4.21	Utilities	\$2,500.00
To:	Exp Acct	A.PARKS.7115.2.60	Facility Improv	\$2,500.00
From:	Exp Acct	A.PARKS.7115.4.21	Utilities	\$1,800.00
To:	Exp Acct	A.PARKS.7115.2.40	Maint Equipment	\$1,800.00
From:	Exp Acct	A.PARKS.7122.4.11	Maint Supplies	\$3,000.00
To:	Exp Acct	A.PARKS.7116.4.41	Maint Repair	\$3,000.00
From:	Exp Acct	A.PARKS.7126.4.11	Maint Supplies	\$2,500.00
To:	Exp Acct	A.PARKS.7116.4.41	Maint Repair	\$2,500.00

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

Request for the Town Board to approve budget adjustments for planned 2023 purchases based on the approved Capital Improvement Plan (CIP) for 2024 (Finance) – The FASC discussed Earl Johnson's request for Town Board action to approve the budget adjustments for approved CIP purchases in 2023 based upon the 2024 CIP approved on 10 25 23 which uses additional 2023 interest income to fund the following items (see letter from E Johnson):

- Fuel Island Terminal Replacements \$21,340
- IT User Endpoints (Laptops, Desktops, Monitors) \$40,150
- IT Infrastructure Replacements \$52,500
- Police Vehicle Replacement \$51,000

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:

Request for the Town Board to set 202-B Public Hearing for Sewer District Improvements/Equipment purchases for December 27, 2023 at 7:00 pm (Sewer)
– The FASC discussed Evert Garcia’s request for Town Board action to set a 202-B hearing for the Sewer District’s purchase of consisting of (i) the lease of a Sewer Pump Station Utility Truck with Crane replacement truck at an annual amount not to exceed \$32,000 over 4 years and the selected AME (aftermarket equipment) at a cost up to \$45,000 (total project cost of \$173,000); (ii) the purchase (one-half of the cost) of a Pole Camera to be shared with the Highway Department in an amount not to exceed \$20,510; (iii) the purchase (one-half of the cost) of Mobile Columns for the vehicle lift to be shared with the Highway Department in an amount not to exceed \$26,345; (iv) the purchase of a new GPS unit in an amount not to exceed \$20,680; (v) the purchase of a new trench box in an amount not to exceed \$20,720; (vi) the design for Corbett’s Glen Aerial Sewer in an amount not to exceed \$100,000; and (vii) a Ford F350 replacement truck in an amount not to exceed \$58,200 (collectively, the “Projects”); Funds were approved to be appropriated by the Town Board at their November 8, 2023, meeting when the Special District Budgets were approved and no bonding will be necessary (see letter from E Garcia).

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

Request for the Town Board to approve the Library Roof Project Close Out and transfer of remaining funds to the Debt Service Fund (Finance) – The FASC discussed Earl Johnson’s request for Town Board action to approve closing out the Library Roof Project with revenues of \$715,000.00 and expenses of \$714,953.53 and transfer the remaining funds to the Debt Service Fund set aside to pay debt service for the library roof (see letter from E Johnson).

H.LIBRY.ROOF.9.20	Dr	\$46.47
H.201.20 (Cash)	Cr	\$46.47
V.201.20 (Cash)	Dr	\$46.47
V.DEBT.5055.ROOF	Cr	\$46.47

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

Request for the Town Board to approve the dissolution of the unrecognized Other Post Employment Benefits (OPEB) Reserve (Finance) – The FASC discussed Earl Johnson’s request for Town Board action to approve the dissolution of the unrecognized OPEB reserve based upon NYS not recognizing this reserve (created by the town in 2006) as a legal reserve meaning it does not appear as a reserve on our Audited Financial Statements. As these funds were set aside by board resolution in 2006, a new resolution would be required to address this change internally and return these funds to the General Fund unassigned Fund Balance where they are formally reported.

To Asset Acct: A.909 Unreserved Fund Balance	\$517,046.22 (updated)
From Asset Acct: A.909.OPEB Fund Bal-OPEB	\$517,046.22 (updated)

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

Executive Session:

No matters for this meeting.

Other Matters for Discussion Only:

No matters for this meeting.

Matters Tabled for Research and/or Discussion:

No matters for this meeting.

The meeting was adjourned at 9:15 am.

**The next regularly scheduled meeting of the FASC will be held on
Wednesday, December 6th, 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****