

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

ATTENDEES

FASC Committee members:

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

Other Town Councilmembers:

Christine Corrado

Department Heads/Other attendees:

Nate Salzman (Councilmember Elect)

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 December 6th, 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 a contract renewal with Brighton Volunteer Ambulance to provide emergency medical services (Finance) – The FASC discussed Earl Johnson's request for Town Board action to approve and authorize the Supervisor to execute a renewal agreement with Brighton Volunteer Ambulance for 2024 to provide emergency medical services in the Town in an amount not to exceed \$360,000. Contract contingent upon Town Attorney's approval (see letter from E. Johnson).

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

Request for the Town Board to approve a contract with Lifetime Benefit Solutions to provide COBRA administration (Finance) – The FASC discussed Earl Johnson’s request for Town Board action to approve and authorize the Supervisor to execute an agreement with Lifetime Benefit Solutions, renewing each year, unless terminated to provide administration for benefits subject to COBRA as coordinated with costs paid for through our benefits broker Brown & Brown of NY, Inc. These services previously provided by LBS under EBS-RMSCO, Inc. (company name change). Contract contingent upon Town Attorney’s approval (see letter from E. Johnson).

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

Authorize the Town Supervisor to extend the consulting services agreement with former Finance Director Paula Parker (Finance) – The FASC discussed Earl Johnson’s request for Town Board action to authorize the Town Supervisor to sign an agreement at the rate of \$72.00 per hour on an as needed basis through June 30, 2024 (see letter from E Johnson).

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

Authorize the Town Supervisor to extend the consulting services agreement with former Assistant Finance Director Suzanne Zaso (Finance) – The FASC discussed Earl Johnson’s request for Town Board action to authorize the Town Supervisor to sign an agreement at the rate of \$72.00 per hour on an as needed basis through June 30, 2024 (see letter from E Johnson).

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

Budget Amendments and Transfers:

No matters for this meeting

Personnel Matters:

No matters for this meeting

Other Matters for Action of the Town Board:

No matters for this meeting.

Executive Session:

FASC entered into Executive Session at 8:40 am to discuss a personnel matter.

FASC adjourned the Executive Session and returned to Open Session at 8:50

Other Matters for Discussion Only:

Approve meeting schedule for 2024 to be included in the 2024 Organizational meeting (Finance) – The FASC reviewed the 2024 FASC meeting schedule and approved for inclusion in the January 2nd, 2024 organizational meeting with one date change (see final draft).

Matters Tabled for Research and/or Discussion:

No matters for this meeting.

The meeting was adjourned at 8:50 am.

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

Wednesday, January 3rd, 2024 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****