

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Wednesday, January 17, 2024 Meeting

ATTENDEES

FASC Members:

Nathaniel Salzman (Chair)
Robin Wilt
William Moehle
Earl Johnson (Staff to the Committee)

Other Town Councilmembers:

Chris Werner
Christine Corrado

Department Heads/Other attendees:

Dan Aman (Town Clerk)
Evert Garcia (Public Works)
Ken Hurley (Public Works)
Rebecca Cotter (Recreation)

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 January 3rd, 2024 meeting.

The FASC meeting went into Executive Session at 8:35am.

Executive Session:

The FASC discussed two personnel matters and one legal matter.

FASC recommends all three matters be brought before the Town Board as Executive Session items.

Executive Session was adjourned at 8:50am and returned to regular session.

Town Bid/Proposal Authorizations and Awards:

No matters for this meeting.

Grant Authorizations and Acceptances:

Request for the Town Board to accept a donation from the United States Tennis Association (Recreation) – The FASC discussed Rebecca Cotter's request for Town Board action to accept a \$977.89 donation from the United States Tennis Association's (USTA) School Youth Tennis Initiative to be used in the development of a tennis program as part of the Recreation Department's Afterschool Program (see letter from R. Cotter).

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 sign the Cyber Insurance Policy renewal at an annual rate of \$15,850 (Town Clerk) – The FASC discussed Earl Johnson and Dan Aman’s request for Town Board action to approve the annual cyber insurance renewal contract and premium of \$15,850 (an increase of 1,5%, or \$260, from the 2023 calendar year (see letter from E. Johnson).

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

Request for the Town Board to authorize the Town Supervisor to sign a Service Agreement with Sirness Vending Services to provide Vending Services at mutually agreed upon town locations for 2024 - 2025 (Facilities) – The FASC discussed Earl Johnson & Gary Donofrio’s request for Town Board action to authorize the Town Supervisor to sign a vending agreement with Sirness Vending for two years, renewable for another two years with written agreement of each party, and which pays the town \$400.00 annually (see letter from E. Johnson).

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

Request for the Town Board to authorize the Town Supervisor to sign an engagement letter with Mengal Metzgar Barr & Co, LLP for all audit services for 2023 & 2024 (Finance) – The FASC discussed Earl Johnson’s request for Town Board action to authorize the Town Supervisor to sign an engagement letter for all audit services with Mengal Metzgar Barr & Coy, LLP for the 2023 & 2024 audits at a 4% increase each year as opposed to the original quote for 2023 at an 8% increase for audit services (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:

Request for Town Board authorization to declare the Recreation Department’s 2008 Chevy Impala LT as surplus and authorize its disposal (Recreation) – The FASC discussed Rebecca Cotter’s request for Town Board action to authorize the disposal of the Recreation Department’s 2008 Chevy Impala via the next Roy Teitsworth municipal auction (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 sign a Memo of Understanding (MOU) with Nazareth College to allow Graduate Level Art Therapy Students to provide programming (Recreation) – The FASC discussed Rebecca Cotter's request for Town Board action to authorize the Town Supervisor to sign an MOU with Nazareth College to allow Graduate Level Art Therapy Students to provide programming focusing on wellness strategies to Brighton Recreation Program Participants at no cost to the Town of Brighton (see letter from R. Cotter).

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

Executive Session:

No matters for this meeting.

Other Matters for Discussion Only:

Request for the Town Board to discuss the scope of work for the Town Hall Project and review of the provided documents for consideration (Public Works).

The FASC discussed the Town Hall Project as presented by Evert Garcia.

FASC recommends the Town Board accelerate planning on this project.

Matters Tabled for Research and/or Discussion:

No matters for this meeting.

The meeting was adjourned at 9:55 am.

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

Wednesday, January 17th, 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****