

**Brighton Town Board**  
**Finance and Administrative Services Committee**  
**Meeting Notes from the Thursday, March 20, 2024 Meeting**

**FASC Members:**

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

**Other Town Councilmembers:**

Christina Corrado

**Department Heads/Other attendees:**

Rebecca Cotter (Recreation)  
Jeremy Lutz (IT)  
Peggy Lull (Town Clerk)  
Lisa Pavlovich (Town Court)  
Chad Roscoe (Public Works)  
Jim Sprague (Public Works)  
Tricia Van Putte (Personnel)

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 March 6th, 2024 meeting.

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

No matters for this meeting.

**Grant Authorizations and Acceptances:**

Request for Town Board to accept a grant award from the Justice Administration Program in the amount of \$6,874.97 (Justice Court) – The FASC reviewed Lisa Pavlovych's request for Town Board action to accept a grant award from the Justice Administration Program in the amount of \$6,874.97 which will be used for a stand-alone door key fob access system for the court's front reception office door and back hallway door which will require a budget amendment increasing the revenue account A.JSTCE.1110.3390 - NYS Aid and increase the expense account A.JSTCE.1110.2.60 - Facility Improvements (see letter from L. Pavlovych).

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

### **Contracts and Contract Change Orders:**

Request for the Town Board to approve the NYSDOT Agreement Adjustment/Calculations Worksheet for the 2023/2024 snow season (Highway) – The FASC reviewed Steve Zimmer's request for Town Board to approve and authorize the Town Supervisor to execute a supplemental agreement to the 2019 NYSDOT Snow & Ice Agreement for the 2023/2024 snow season as this amendment will add approximately \$43,720.12 to the base contract amount as illustrated on the worksheet bringing the 2023/2024 contract estimate to \$269,247.95 (see letter from S. Zimmer).

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

Request for the Town Board to approve the renewal of the Town of Brighton Sidewalk Repair Program contract with Pro Construction which is at the sole discretion of the Town of Brighton (DPW) – The FASC reviewed Chad Roscoe's request for Town Board to approve and authorize the Town Supervisor to execute the renewal of the Town of Brighton Sidewalk Repair Program contract with Pro Construction which is at the sole discretion of the Town of Brighton and includes an increase of 12% to \$419,324.42 constrained by the 2024 Budget which approves spending up to \$299,520.00 from the SK.SWLKD.5411.2.65 account and \$36,000.00 from the A.DPW.5410.4.49 account (see letter from C. Roscoe).

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

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

Request for the Town Board to approve the forthcoming Budget Amendment for the Town Eclipse Celebration planned for April 8<sup>th</sup>, 2024 (Recreation) – The FASC reviewed Rebecca Cotter's request for Town Board Action to approve the forthcoming Budget Amendment for the Town Eclipse Celebration planned for April 8<sup>th</sup>, 2024 (see letter from E Johnson for R Cotter).

**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 Town Board to approve disposal of fixed asset items per town policy for IT items that have no remaining value (IT) – The FASC reviewed Jeremy Lutz's request for Town Board action to dispose of fixed assets per town policy as detailed because they are no longer needed to support departmental operations (see letter from J. Lutz).

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

Request for Town Board to approve disposal of a fixed asset item per town policy for a DPW items that has no remaining value (Highway) – The FASC reviewed Amy Banker's request for Town Board action to dispose of a fixed asset (ice maker) per town policy because it is no longer working or needed to support departmental operations (see letter from A. Banker).

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

**Executive Session:**

FASC entered into Executive Session at 8:50 am to discuss two personnel matters.

FASC adjourned the Executive Session returning to Open Session at 9:00 am.

**Other Matters for Discussion Only:**

No matters for this meeting.

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

No matters for this meeting.

Chair Nathaniel Salzman adjourned the meeting at 9:00 am.

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

**Wednesday, April 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\*\***