

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Wednesday, May 15, 2024 Meeting

FASC Members:

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

Other Town Councilmembers:

Christine Corrado
Chris Werner

Department Heads/Other attendees:

Michael DeBadts, Partner with MMB
Marcia Adams (Finance)
Amy Banker (Finance/Highway/DPW)
Chief Catholdi (Police)
Rebecca Cotter (Recreation)
Jim Sprague (Public Works)
Jennifer Staudenmeyer (Finance)

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 May 1st, 2024 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:

Authorize the Town Supervisor to execute a proposed lease amendment on the current agreement with Crown Castle to expand the leased cell tower area located at the highway department facility at 1941 Elmwood Avenue (Public Works) – The FASC reviewed a request from James Sprague to authorize the Town Supervisor to execute a proposed lease agreement with Crown Castle to expand the leased cell tower area located at the highway department facility at 1941 Elmwood Avenue (see letter from J Sprague).

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:

Reviewed the Executive Summary of the final draft 2023 audited financial statements – The FASC received the audit report presented by Michael DeBadts, CPA, P.C. a partner with Mengal Metzger Barr & Co., LLP (see Financial Executive Summary).

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

Adopt Bond Resolution in the amount of \$375,000 for the purchase of one Plow Truck for the Highway Department as approved in the 2024-2026 Capital Improvement Plan (Finance) – The FASC reviewed the request from Earl Johnson for Town Board action to adopt a bond resolution in the amount of \$375,000 for the purchase of one plow truck which has been prepared by the Town's Bond Council and will be subject to both permissive referendum and estoppel periods (see letter from E. Johnson).

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

Adopt Bond Resolution in the amount of \$293,000 for the purchase of one Loader Truck with Plow Package for the Highway Department as approved in the 2024-2026 Capital Improvement Plan (Finance) – The FASC reviewed the request from Earl Johnson for Town Board action to adopt a bond resolution in the amount of \$293,000 for the purchase of one loader truck with plow package which has been prepared by the Town's Bond Council and will be subject to both permissive referendum and estoppel periods (see letter from E. Johnson).

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

Other Matters for Discussion Only:

No matters for this meeting.

Matters Tabled for Research and/or Discussion:

Discussion of the Sustainability Oversight Committee's (SOC) recommendation to establish a Sustainability Fund to be used in the implementation of pending sustainability projects (SOC) – The FASC discussed a request from the SOC to establish a Sustainability fund based upon the NYS Department of Environmental Conservation's (DEC) recommendation through their Climate Smart Community Program for municipalities to create a financial mechanism to fund government sustainability projects (see letter from SOC Secretary B. Ryan).

There was further research recommended on this matter.

Executive Session:

FASC entered into Executive Session at 9:30 am to discuss three personnel matters.

FASC adjourned the Executive Session returning to Open Session at 9:45 am.

Chair Nathaniel Salzman adjourned the meeting at 9:45 am.

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

Wednesday, June 5th, 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****