

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Wednesday, June 5, 2024 Meeting

FASC Members:

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

Other Town Councilmembers:

Christine Corrado

Department Heads/Other attendees:

Chief Catholdi (Police)
Bridget Monroe (Town Supervisor)
Jim Sprague (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 May 15th, 2024 meeting.

Town Bid/Proposal Authorizations and Awards:

Authorize the Town Supervisor to execute an agreement with Ravi Engineering for professional services to provide a wetland delineation study (DPW) The FASC reviewed a request from Ken Hurley for Town Board action to authorize Supervisor Moehle to sign an agreement with Ravi Engineering for a cost not to exceed \$4,690 to provide a wetland delineation study and flag the limits of wetlands over a 5 acre area so that a gravel parking area may be added to the Farmers Market location (see letter from K Hurley).

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

Grant Authorizations and Acceptances:

No matters for this meeting.

Contracts and Contract Change Orders:

Authorize the Town Supervisor to execute a fee agreement with Interpretek for the provision of American Sign Language (ASL) services (Town Supervisor) – The FASC reviewed a request from Bridget Monroe for Town Board action to authorize Supervisor Moehle to sign a fee agreement with Interpretek American Sign Language Interpreting Services. The agreement increases fees by \$4 per hour across every category. Funds are available in the 2024 budget to cover the increased cost of services dependent upon the actual hours of service used (see letter from B Monroe).

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 reviewed a request from Tricia Van Putte for Town Board action to authorize the Town Supervisor to extend the agreement at the rate of \$72.00 per hour on an as needed basis through December 31, 2024 (see letter from T Van Putte). **FASC recommends the Town Board take favorable action on this matter.**

Budget Amendments and Transfers:

Amend budget to reflect an increase in NYS transportation related funding streams for the 2024-2025 State Fiscal Year (Highway) – The FASC reviewed a request from Jim Sprague and Amy Banker for Town Board action to authorize a budget amendment to increase the amounts in the Highway Department accounts as follows:

Revenue:	D.HWY.5140.3501 CHIPS	\$27,022.71
	D.HWY.5140.3501 PAVE NY	\$5,463.19
	D.HWY.5140.3501 Extreme Winter	\$5,140.40
	D.HWY.5140.3501 P O P	\$1,975.46
Expense:	D.HWY.5110.4.16 Road Materials	\$39,601.36

The additional revenue will allow the expense account to be increased and the additional funds will be utilized to complete maintenance repairs on our roads and bridges that are not part of the New York State Highway system (see letter from A Banker).

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:

No matters for this meeting.

Other Matters for Discussion Only:

Discussion and possible update of the current Fund Balance Policy last updated in 2014 (Finance) – The FASC discussed possibly updating the Fund Balance Policy draft presented by the Director of Finance, Earl Johnson, based upon current NYSGFOA recommendations (see draft policy from E Johnson).

FASC will review the draft Fund Balance Policy.

Matters Tabled for Research and/or Discussion:

No matters for this meeting.

Executive Session:

FASC entered into Executive Session at 8:35 am to discuss a personnel matter.

FASC adjourned the Executive Session returning to Open Session at 8:40 am.

Chair Nathaniel Salzman adjourned the meeting at 9:05 am.

**The next regularly scheduled meeting of the FASC will be held on
Tuesday, June 18th, 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****