

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Tuesday, June 18, 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)
Jeremy Lutz (IT)
Pamela Post (Assessor)
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 June 5th, 2024 meeting.

Town Bid/Proposal Authorizations and Awards:

No matters for this meeting.

Grant Authorizations and Acceptances:

Authorize the Police Department to accept a donation from Warren & Susan Simon in the amount of \$250.00. (Police) – The FASC reviewed a request from Chief David Catholdi for Town Board action to authorize the Town Supervisor to accept this generous donation with thanks in the amount of \$250.00 and record as revenue to account A.POLCE.3120.2705 Gifts and Donations (see letter from D Catholdi).

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

Authorize the Police Department to accept a one-time Division of Criminal Justice Services (DCJS) Law Enforcement Technology (LETECH) Grant in the amount of \$879,150. (Police) – The FASC reviewed a request from Chief David Catholdi for Town Board action to authorize the Town Supervisor to accept this DCJS Grant in the amount of \$879,150 for various technology related purposes to be determined with proper budget amendments made in conjunction with the finance department as needed (see letter from D Catholdi).

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

Contracts and Contract Change Orders:

Authorize the Town Supervisor to enter into an agreement with Dominick & Daughters to replace beams at the Buckland Park Concessions Building as needed in an amount not to exceed \$27,000.00 (DPW) – The FASC reviewed a request from Brendan Ryan, Assistant Engineer, for Town Board action to authorize Supervisor Moehle to enter into an agreement with Dominick & Daughters to replace beams at the Buckland Park Concessions Building as needed and determined by a Ravi Engineering study as described and the required budget amendment below (see letter from B Ryan).

Expense:	A.PARKS.7115.2.60	Facility Improv	\$27,000.00
Expense:	A.PARKS.7115.4.11	Maint Supplies	(\$2,000.00)
Expense:	A.PARKS.7115.4.21	Gas & Electric	(\$7,000.00)
Expense:	A.UNDST.1990.4.90	Contingency	(\$18,000.00)

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

Budget Amendments and Transfers:

Amend budget to approve the Police Department to use approximately \$95,000 in forfeited property funds to renovate 34 year old locker rooms. (Police) – The FASC reviewed a request from Chief David Catholdi for Town Board action approving a budget amendment to use \$95,000 in forfeited property funds to renovate locker rooms as approved by the United States Attorney's Office as follows (see letter from D Catholdi):

Expense:	A.POLCE.3125.2.60	Facility Improv	\$95,000.00
From:	A.889.TREAS	Reserve	\$95,000.00

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:

Discussion and possible update of the current Fund Balance Policy last updated in 2014 (Finance) – The FASC discussed updating the Fund Balance Policy draft as presented by the Director of Finance, Earl Johnson, based upon current NYSGFOA recommendations and setting new Unassigned Fund Balance ranges (see draft policy 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:

No matters for this meeting.

Executive Sessions:

FASC entered into Executive Session at 8:35 am to discuss a matter of litigation and a matter related to the lease of real property.

FASC adjourned the Executive Session returning to Open Session at 9:15 am.

FASC entered into a second Executive Session at 9:35 am to discuss the employment of a particular person.

FASC adjourned the Executive Session returning to Open Session at 9:50 am.

Chair Nathaniel Salzman adjourned the meeting at 9:50 am.

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

Wednesday, July 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****