

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Wednesday, September 4, 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:

Rebecca Cotter (Recreation)
Ken Hurley (Public Works)
Brendan Ryan (Public Works)
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 August 21st, 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:

Request for the Town Board to authorize the Town Supervisor to sign an agreement with TYLin to provide Clerk of the Works/Inspection Services for the Town Hall Renovations (Public Works) – The FASC reviewed a request from Ken Hurley for Town Board action to authorize the Town Supervisor to sign an agreement with TYLin to provide Clerk of the Works/Inspection Services for the Town Hall Renovations at an amount not to exceed \$900,000 (see letter from K Hurley).

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

Budget Amendments and Transfers:

Request for the Town Board to approve a budget amendment to transfer funds for the purpose of updating Microsoft Server and SQL licensing to the current version (2022) to upgrade the New World accounting system (IT/Finance) – The FASC reviewed a request from Earl Johnson for Town Board action to approve a budget amendment to transfer funds for the purpose of updating Microsoft Server and SQL 2012 licensing to the current version to upgrade the New World accounting system and not budget for 2025 (see letter from E Johnson).

Increase:

A.INFO.1680.4.15 Computer SW	\$30,000.00
A.UNDST.2401 Interest Earnings	\$30,000.00

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

Request for the Town Board to approve a budget amendment to record the DCJS grant award portion to be spent during the 2024 fiscal year (Police) – The FASC reviewed a request from Earl Johnson for Town Board action to approve a budget amendment to transfer funds accounting for the 2024 portion of the Division of Criminal Justice Law Enforcement Technology Grant (\$879,150.00) accepted by the Town Board on June 28, 2024 (see letter from E Johnson).

Increase:

A.POLCE.3120.2.13 Computer Equip	\$9,045.00
A.POLCE.3120.2.14 Audio/Visual Equipment	\$25,540.00
A.POLCE.3120.2.16 Photographic Equipment	\$63,780.00
A.POLCE.3120.2.17 Law Enforcement Equipment	\$303,225.00
A.POLCE.3120.2.28 Trailers	\$8,000.00
A.POLCE.3120.4.14 Law Enforcement Supplies	\$270.00
A.POLCE.3120.4.15 Computer Software/Supplies	\$30,000.00
A.POLCE.3120.4.22 Telephone Service Charges	\$1,490.00
A.POLCE.3120.4389 Federal Aid – DCJS Grant	\$441,350.00

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:

Request for Town Board to approve disposal of fixed asset items declared as surplus for lighting systems no longer needed and ready for disposal (Police) – The FASC reviewed a request from Chief Catholdi for Town Board action to dispose of five lighting systems determined by our police department as surplus no longer needed and ready for disposal per our usual process as these 2011 lighting systems have been determined to have no remaining value (see letter from D Catholdi).

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

Request for the Town Board to approve using the Special Revenue Amenity Payment Fund to cover the unbudgeted costs related to the Sustainability Oversight Committee (SOC) five priority projects largely covered by the accepted NYSERDA Clean Energy Grant (Finance) – The FASC discussed a request from Earl Johnson for Town Board action to approve using the Special Revenue Amenity Payment Fund for SOC project costs including needed roof repairs and the other costs that may exceed the Clean Energy Grant as outlined in the letter which also details the allowable used of the Special Revenue Amenity Funds (see letter from E Johnson).

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

Other Matters for Discussion Only:

Discussion regarding Town Board opportunity to sign an agreement with Troy & Banks to perform a Cable Franchise Fee Audit for the Town of Brighton (Finance) – Request from Earl Johnson for Town Board action to look into authorizing the Town Supervisor to sign an agreement with Troy & Banks to perform an audit at no base cost to the town with a 40% share of the recovery total to the vendor (see letter from E Johnson).

Additional research was recommended by the Town Board for this matter.

Discussion regarding the Final Draft of the 2025-2027 Capital Improvement Plan (CIP) Budget (E Johnson, Director of Finance).

There was no recommendation for the Town Board on this matter.

Discussion regarding the Town Board's Tentative Draft of the Town & Special District Budgets for 2025. (Earl Johnson, Director of Finance).

There was no recommendation for the Town Board on this matter.

Matters Tabled for Research and/or Discussion:

No matters for this meeting.

Executive Sessions:

FASC entered into Executive Session at 9:45 am to discuss the employment of two particular persons.

FASC adjourned the Executive Session returning to Open Session at 9:55 am.

Chair Nathaniel Salzman adjourned the meeting at 9:55 am.

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

Wednesday, September 18, 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****