

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Wednesday, October 2, 2024 Meeting

FASC Members:

Nathaniel Salzman (Chair)
Robin Wilt
William Moehle
Marcia Adams (Staff to the Committee)

Other Town Councilmembers:

Christine Corrado (8:45)

Department Heads/Other attendees:

David Catholdi (Police)
Rick DiStefano (Public Works)
Ken Hurley (Public Works)
Jim Sprague (Public Works)
John Mancuso (Attorney to the Town)
Brendan Ryan (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 September 18, 2024 meeting.

Town Bid/Proposal Authorizations and Awards:

No matters for this meeting.

Grant Authorizations and Acceptances:

Request for Town Board to authorize the Town Supervisor to accept a Police Traffic Services Program grant in the amount of \$11,424.00 (Police) – The FASC reviewed a request from Chief Catholdi for Town Board to authorize the Town Supervisor to accept this grant used to increase seat belt usage and reduce dangerous driving behaviors in an effort to reduce serious injury and death from traffic crashes which will be coded to A.POLCE.3120.3320 in the amount of \$11,424.00 (see letter from D Catholdi).

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

Request for Town Board to authorize the Town Supervisor to accept donations to the Town of Brighton Highway Department in the amount of \$300.00 for the 2nd Annual Mighty Motors event (Highway) – The FASC reviewed a request from Amy Banker for Town Board to authorize the Town Supervisor to accept these donations from OTM Utility Locating Services (\$200), Bagel Land (\$50) and Weider's Hardware (\$50) for the 2nd Annual Mighty Motors Event which will be coded to D.HWY.5140.2770 (see letter from A Banker).

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

Contracts and Contract Change Orders:

Request for Town Board to authorize the Town Supervisor to amend the contract with Skanex Pipe Services by an additional \$21,000 (Highway) – The FASC Reviewed a request from Brendan Ryan for Town Board to authorize the Town Supervisor to amend the contract with Skanex Pipe Services by an additional \$21,000 to \$250,000 to cover the sewer relining needed by both the Sewer and Highway departments (see letter from B Ryan).

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

Request for the Town Board to authorize the Town Supervisor to sign an agreement with Ravi Engineering to supply a qualified Construction Inspector for the East Avenue Sidewalk Project (Public Works) – The FASC reviewed a request from Ken Hurley for Town Board action to authorize the Town Supervisor to sign an agreement with Ravi Engineering to supply a qualified Construction Inspector for the East Avenue Sidewalk Project at an amount not to exceed \$29,828.82 and that the Town Supervisor be authorized to execute any necessary change orders that do not collectively exceed ten percent of the awarded contract price (\$2,982.88) (see letter from K Hurley).

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

Request for the Town Board to authorize the Town Supervisor to sign an agreement with the low, responsible and responsive bidder to install sidewalks as identified in the East Avenue Sidewalk Project (Public Works) – The FASC reviewed a request from Ken Hurley for Town Board action to authorize the Town Supervisor to sign an agreement with the low, responsible and responsive bidder to install sidewalks as identified in the East Avenue Sidewalk Project per the bid opening on October 1st (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 replacing all (6) cylinders on the fuel island to be compliant with NFPA standards (Public Works) – The FASC reviewed a request from Amy Banker for Town Board action to approve a budget amendment to transfer funds for the purpose of replacing all (6) cylinders on the fuel island which were found deficient during the semi-annual inspection in order to be compliant with NFPA standards (see letter from A Banker).

Expense Acct	A.HWY.8160.4.45	Landfill Equip Rental	(1,000.00)
Expense Acct	A.HWY.8160.4.63	Landfill Tires	(3,900.00)
Expense Acct	A.HWY.8160.4.81	Landfill Postage	(2,000.00)
Expense Acct	A.HWY.5132.4.41	Highway Facility Maint	\$6,900.00

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

Request for the Town Board to approve a budget amendment to transfer funds for the purpose of furnishing the Town Clerk's Office at the Empire State University temporary location (Town Clerk) – The FASC reviewed a request from Dan Aman for Town Board action to approve a budget amendment to transfer funds for the purpose of furnishing the Town Clerk's Office at the Empire State University temporary location which will utilize ARPA Town Hall relocation funds and the furniture will be utilized when the office returns to the renovated Town Hall (see letter from D Aman).

Expense Acct	A.UNDST.1911.2.12	Office Furniture	\$9,562.50
Revenue Acct	A.UNDST.4289	Federal Aid - Other	\$9,562.50

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 regarding the Affordable Housing Project amenities qualifications being reviewed by the planning board (J Mancuso, Attorney-to-the-Town)
There was no recommendation for the Town Board on this matter.

Discussion regarding the proposed 2025 Special District Tax Levies and Tax rates (M Adams, Assistant 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 9:20 am to discuss the employment of a particular person.

FASC adjourned the Executive Session returning to Open Session at 9:26 am.

Chair Nathaniel Salzman adjourned the meeting at 9:26 am.

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

Wednesday, October 16, 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****