

**Brighton Town Board**  
**Finance and Administrative Services Committee**  
**Meeting Notes from the Wednesday, December 4, 2024 Meeting**

**FASC Members:**

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

**Other Town Councilmembers:**

Christine Corrado

**Department Heads/Other attendees:**

Gary Donofrio (Facilities)  
Sara Krusenstjerna (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 November 20, 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 approve a two-year contract with New York State Municipal Workers' Compensation Alliance effective January 1, 2025 (Finance) –

The FASC reviewed a request from Earl Johnson for Town Board action to approve a new/renewal contract with New York State Municipal Workers' Compensation Alliance for two years effective January 1, 2025, and ending on December 31, 2026. The total cost of the contract for the two-year period is \$362,752 (\$181,376 annually). This new contract is slightly less than the prior two-year contract despite an increase of payroll over the period of 12% (see letter from E Johnson).

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

Request for the Town Board to extend the current agreement with NYS Department of Transportation (NYSDOT) to provide snow and ice services for local New York State roads (Highway) – The FASC reviewed a request from William Haefner for Town Board action to approve and authorize the Supervisor to execute a renewal agreement with the NYS Department of Transportation (NYSDOT) to provide snow and ice services for New York State roads which was first contracted in 2019 and allows for three, five-year renewals with no changes in funding or costs at this time (see letter from W Haefner).

**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 June 30, 2024 (see letter from T Van Putte).

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

### **Budget Amendments and Transfers:**

Request for the Town Board to approve transferring funds from the Special Revenue Amenity Payment Fund to cover the Farmer's Market Capital Project's non-reimbursable costs from the very beginning of the project through Sept 30, 2024 (Finance) – The FASC reviewed a request from Earl Johnson for Town Board action to approve the transfer of Special Revenue Amenity Payment Funds to the Farmer's Market Capital Project Fund in order to cover project costs that are non-reimbursable from 2015 through September 30, 2024 to bring the project into balance through that date (see letter from E Johnson).

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

Request for the Town Board to approve a budget amendment to allocate funds for the purpose of encumbering ARPA funds obligated for the Town Hall Relocation Project as directed by the Town Board through signed contracts (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 encumbering ARPA funds obligated for the Town Hall Relocation Project as directed by the Town Board through signed contracts as required by ARPA legal requirements directing funds be obligated by December 31, 2024 (see letter from E Johnson).

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

Request for the Town Board to approve a Town Hall Renovation Capital Budget for the purpose of budgeting funds for the Town Hall Renovation Project as directed by the Town Board through signed contracts (Finance) – The FASC reviewed a request from Earl Johnson for Town Board action to approve a Town Hall Renovation Capital Budget for the purpose of budgeting funds for the Town Hall Renovation and encumbering ARPA funds obligated for the Town Hall Renovation Project as directed by the Town Board through signed contracts as required by ARPA legal requirements directing funds be obligated by December 31, 2024 (see letter from E Johnson).

**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 the Town Board to authorize the Facilities Department to declare selected town hall furniture as surplus and available for disposal (Facilities) – The FASC reviewed a request from Gary Donofrio for the Town Board to authorize the Facilities Department, in conjunction with Vargas Associates, to dispose of the town hall furniture marked as fair and poor while storing furniture assessed as still in good condition for reuse after the renovation (see letter from G Donofrio).

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

Request for the Town Board to set 202-B Public Hearing for Sewer District Improvements/Equipment purchases for December 11, 2024 at 7:00 pm (Sewer) – The FASC reviewed a request from Earl Johnson for Town Board action to set a 202-B hearing for the Sewer District's purchase of consisting of (i) the purchase (one-third of the cost) of Vehicle Inspection Platforms to be shared with the Highway Department in an amount not to exceed \$6,600 and (ii) the design for Allen's Creek Road Sanitary Sewer project in an amount not to exceed \$175,000 (collectively, the "Projects"); Funds were approved to be appropriated by the Town Board at their November 13, 2024, meeting when the Special District Budgets were approved and no bonding will be necessary (see letter from E Johnson).

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

### **Other Matters for Discussion Only:**

Discussion regarding vehicle re-assignments December 2024 (see letter from E 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:**

No matters for this meeting.

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

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

**Wednesday, December 18, 2024 at 8:30 AM**

**In ROOM #159 at Empire State University, 680 Westfall Road.**

**All members of the public are invited to attend FASC meetings.**

**\*\*AS PER THE REGULAR SCHEDULE\*\***