

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Wednesday, January 15, 2025 Meeting

FASC Members:

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

Other Town Councilmembers:

Christine Corrado
Chris Werner

Department Heads/Other attendees:

Chief Catholdi (Police)
William Haefner (Highway)
Ken Hurley (Public Works)
Tricia VanPutte (Human Resources)

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 December 18, 2024 meeting.

Town Bid/Proposal Authorizations and Awards:

Authorization to solicit bids as necessary for goods and services as indicated and included in the 2025 budget (Public Works/Highway/Sewer Depts.) – The FASC reviewed a request from Jim Sprague for Town Board action to authorize solicitation of bids for goods and services as indicated in the attached communication. All goods and services to be bid have been included in the 2025 budget and State, County, City or other bids will be utilized when in the best interest of the Town (see letter from J Sprague).

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

Authorization to solicit bids as necessary for goods and services for Town Facilities as indicated and included in the 2025 budget (Public Works/Facility Dept.) – The FASC reviewed a request from Jim Sprague for Town Board action to authorize solicitation of bids for goods and services for Town Facilities as indicated in the attached communication. All goods and services to be bid have been included in the 2025 budget and State, County, City or other bids will be utilized when in the best interest of the Town (see letter from J Sprague).

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

Grant Authorizations and Acceptances:

Request for the Town Board to authorize the Police Department to accept a donation from Howard and Daphne Cohen in the amount of \$500 (Police) – The FASC reviewed a request from Chief David Catholdi for the Police Department to accept this generous donation from Howard and Daphne Cohen with great appreciation and make the necessary budget amendment to accept this donation (see letter from D Catholdi).

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

Request for the Town Board to authorize the Police Department to accept a donation from Marjorie Alaimo in the amount of \$1,000 (Police) – The FASC reviewed a request from Chief David Catholdi for the Police Department to accept this generous donation from Marjorie Alaimo with great appreciation and make the necessary budget amendment to accept this donation (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 Byrne Memorial Justice Assistance Grant in the amount of \$189,273. (Police) – The FASC reviewed a request from Chief David Catholdi for Town Board action to authorize the Town Supervisor to accept this JAG Grant in the amount of \$189,273 to purchase a fence to separate our police patrol vehicle parking lot from the public, replacement of external ballistic vests, trauma kit replacements, new E-bikes for our bicycle patrol unit, storage drawer units for our police vehicles, a new identification card printer upgrade, an electronic whiteboard for major case investigations, and a roadside field sobriety testing kit and approve making the appropriate Budget Amendment when appropriate costs and accounts are determined (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 extend the consulting services agreement with former Deputy Commissioner Steve Zimmer (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 \$65.00 per hour on an as needed basis through June 30, 2025 (see letter from T Van Putte).

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

Request for the Town Board to authorize the Town Supervisor to sign the Cyber Insurance Policy renewal at an annual rate of \$15,070 (Town Clerk) – The FASC reviewed a request from Earl Johnson and Dan Aman for Town Board action to approve the annual cyber insurance renewal contract and premium of \$15,070 (a decrease of 5%, or \$780, from the 2024 calendar year (see letter from E. Johnson).

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

Authorize the extending the total abatement removal contract with DSA services up to \$1,000,000 due to additional discovered areas in need of remediation (DPW) – The FASC reviewed a request from Ken Hurley for Town Board action to authorize extending total abatement removal contract with DSA services up to \$1,000,000 (from \$643,000) due to additional discovered areas in need of remediation with updates being provided at each FASC meeting on the progress of this abatement and demolition work (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 12 Corners LED Replacement Project for 2025 to convert town light fixtures to more energy efficient lights and provide for the necessary Budget Amendment (DPW) – The FASC reviewed a request from Brendan Ryan/Earl Johnson for Town Board action to approve a 12 Corners LED Replacement Project using “Brighton-style” harp lamps for 2025 in the amount of up to \$44,333.87 using \$24,333.87 in remaining grant funds and a Budget Amendment for \$20,000.00 as follows (see letter from E Johnson).

A.DPW.5182.3989	NYS AID (Revenue)	\$24,333.87
A.DPW.5182.4.21	Gas & Electric (Expense)	(\$20,000.00)
A.DPW.5182.2.60	Facility Improvements (Expense)	\$44,333.87

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 adopt the 202-B Sewer District Improvements/Equipment purchases resolution in consideration of the publicly noticed meeting held on January 22, 2025 at 7:00 pm (Sewer) – The FASC reviewed a request from Earl Johnson for Town Board action to adopt the proposed 202-B Sewer District resolution 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:

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 9:20 am to discuss the employment of particular persons.

FASC adjourned the Executive Session returning to Open Session at 10:00 am.

Chair Nathaniel Salzman adjourned the meeting at 10:00 am.

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

Thursday, February 5, 2025 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****