

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Wednesday, April 16, 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:

Jose Caraballo (Police)
Bill Haefner (Highway)
Ken Hurley (DPW)
Sara Krusenstjerna (Supervisor)
Tricia VanPutte (Personnel)

The Town Board's Finance and Administrative Services Committee (the FASC) met at 8:35 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 April 2, 2025 meeting.

Town Bid/Proposal Authorizations and Awards:

Request for the Town Board to authorize the Town Supervisor to sign the Bridge NY Culvert Local Project Agreement, contract D041639, for the Chelmsford Lane Culvert Project (DPW) – The FASC reviewed a request from Ken Hurley for the Town Board to authorize the Town Supervisor to sign the Bridge NY Culvert Local Project Agreement, contract D041639, which provides \$810,000 for the design, construction and inspection services for the project, and for finance to complete any necessary budget transfers and amendments.

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

Request for the Town Board to authorize the Town Supervisor to sign a Bridge NY Culvert Local Project Agreement, contract D041781, for the Chelmsford Lane Culvert Project (DPW) – The FASC reviewed a request from Ken Hurley for the Town Board to authorize the Town Supervisor to sign the Bridge NY Culvert Local Project Agreement, contract D041781, which authorizes the NYSDOT to perform right-of-way acquisition for an estimated fee of \$30,000, and for finance to complete any necessary budget transfers and amendments.

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

Grant Authorizations and Acceptances:

Request for the Town Board to authorize the Town Supervisor to accept the 2023 BridgeNY grant funding which was approved for funding in July 2024 in the amount of \$840,000 funding 100% of the design and construction for the Chelmsford Lane Culvert Project (DPW) – The FASC reviewed a request from Ken Hurley for the Town Board to authorize the Town Supervisor to accept the 2023 BridgeNY grant funding which was approved for funding in July 2024 in the amount of \$840,000 funding 100% of the design and construction now that the right-of-way acquisition can be completed (see letter from K. Hurley).

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

Contracts and Contract Change Orders:

Request for the Town Board to authorize the Town Supervisor to sign an agreement with SWBR Architects to provide professional services to prepare construction documents for the Allen's Creek Sewer project at a cost not to exceed \$102,301 with change orders of up to 10% (DPW) – The FASC reviewed a request from Ken Hurley for the Town Board to authorize the Town Supervisor to sign an agreement with SWBR Architects, after the RFP process was completed, to provide professional services to prepare construction documents for the Allen's Creek Sewer project at a cost not to exceed \$102,301 with change orders of up to 10% as the Capital Budget allowed for a study of up to \$175,000 as needed (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 Ravi Engineering to provide construction inspection services for the French Road Bridge Repair Project at a cost not to exceed \$120,000 with change orders of up to 10% (DPW) – The FASC reviewed a request from Ken Hurley for the Town Board to authorize the Town Supervisor to sign an agreement with Ravi Engineering to provide construction inspection services for the French Road Bridge Repair Project at a cost not to exceed \$120,000 with change orders of up to 10% now that the construction contract has been awarded to CP ward (see letter from K. Hurley).

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

Budget Amendments and Transfers:

No matters for this meeting.

Personnel Matters:

Request for Town Board to accept the retirement of Investigator Ryan Lehigh after almost twenty years of service with the Town of Brighton effective April 30, 2025 (Police) – The FASC reviewed a request from Chief Catholdi for Town Board action to accept the retirement, with regret, of Investigator Ryan Lehigh after almost twenty years of service earning numerous commendations with the Town of Brighton effective April 30, 2025 (see letter from D. Catholdi).

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

Other Matters for Action of the Town Board:

Request for Town Board to give permission to declare a police vehicle and a Utility Trailer as surplus and prepare them for auction (Police) – The FASC reviewed a request from Chief Catholdi for the Town Board to give permission to the Chief of Police to declare the listed 2020 vehicle and 2003 utility trailer as surplus and prepare them for auction; if appropriate one vehicle may be repurposed to another town department (see letter from D Catholdi).

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

Request for Town Board to approve disposal of two Parks Department vehicles declared as surplus and sold through auction or sale (Parks) – The FASC reviewed a request from Matt Beeman for Town Board action to dispose of two Parks vehicles (2006 Jeep Liberty and 2012 Ford F250) that are no longer needed or able to support departmental operations and are ready for auction or sale. (see letter from M. Beeman).

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

Other Matters for Discussion Only:

Town Hall Renovation ARPA obligation update (see letter from E Johnson)

A brief Town Hall Renovation Project update was provided regarding recent progress (no formal correspondence).

Presentation of the Supervisor's 2025 Town Budget Report for the Three-month Period Ended March 31, 2025 (E Johnson, Director of Finance).

Matters Tabled for Research and/or Discussion:

No matters for this meeting.

Executive Sessions:

FASC entered into Executive Session at 9:15 am for a discussion regarding the employment of particular persons.

FASC adjourned the Executive Session returning to Open Session at 10:40 am.

Chair Nathaniel Salzman adjourned the meeting at 10:40 am.

**The next regularly scheduled meeting of the FASC will be held on
Wednesday, May 7, 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 UPDATED SCHEDULE****