

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Wednesday, May 7, 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:

Michael DeBadts (MMB CO+)
Marcia Adams (Finance)
Matt Beeman (Parks)
Bill Haefner (Highway)
Ken Hurley (DPW)
Sara Krusenstjerna (Supervisor)
Glen Layton (Public Works)
Brendan Ryan (Public Works)
Jennifer Staudenmayer (Finance)
Anthony Vallone (Public Works)
Tricia VanPutte (Personnel)

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 April 16, 2025 meeting.

Town Bid/Proposal Authorizations and Awards:

Request for Town Board action to authorize the Supervisor to execute a contract with Bero Architecture for the final design and preparation of bid documents for the rehab of Home Acres Neighborhood monuments for that Special District (Public works Dept.) – The FASC reviewed a request from Brendan Ryan for Town Board action to authorize the Supervisor to execute a contract with Bero Architecture for the final design and preparation of bid documents for the rehab of Home Acres Neighborhood monuments for that Special District in the amount of \$27,295 with change orders of up to 10% (see letter from B. Ryan).
FASC recommends the Town Board take favorable action on this matter.

Request for Town Board to award Landfill Yard Waste Processing & Disposal Services for 2025 (Public Works Dept.) – The FASC reviewed a request from Chad Roscoe for Town Board action to award the bid for Landfill Yard Waste Processing & Disposal Services for 2025 to the lowest responsible bidder, Green Renewables, Inc. Green Renewable Inc. will provide the services as outlined in the bid at a total base bid of \$25,000. This service used to be provided at no cost due to the value of the material, however, this year the bid is a cost to the town which was not anticipated or budgeted. Therefore, this request also includes a budget amendment to cover the cost of these services and is an ask to authorize the Supervisor to execute two one-year renewal options (see letter from C. Roscoe).

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

Request for Town Board to award bid and authorize the Supervisor to execute a contract with Plant Concepts, Inc. for the GIGP Monroe Avenue maintenance (Public works Dept.) – The FASC reviewed a request from Chad Roscoe for Town Board action to award the bid for the Monroe Avenue GIGP green infrastructure maintenance to Plant Concepts, Inc. in an amount not to exceed \$42,350. This contract will be effective immediately through May 1, 2026. This is the same cost as last year and this amount has been budgeted for 2025. There is also the option to renew this contract for two additional periods at the sole discretion of the Town (see letter from C. Roscoe).

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

Grant Authorizations and Acceptances:

No matters for this meeting.

Contracts and Contract Change Orders:

Request for Town Board to authorize the Town Supervisor to execute a contract with Young Explosives for the 4th of July 2025 celebration (Parks) – The FASC reviewed a request from Matt Beeman for Town Board action to authorize the Town Supervisor to execute a contract with Young Explosives to provide the 2025 4th of July fireworks display. The cost of this contract will not exceed \$17,000 (2024 rate was \$16,500) and Young Explosives will provide all the necessary insurance information naming the Town of Brighton as additionally insured. Funds are available in the 2025 celebrations budget (see letter from M. Beeman).

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

Request for Town Board to authorize the Town Supervisor to execute a contract with the Skycoasters for the 4th of July 2025 celebration (Parks) – The FASC reviewed a request from Matt Beeman for Town Board action to authorize the Town Supervisor to execute a contract with the Skycoasters to provide music at the 2025 4th of July celebration. The cost of this contract will not exceed \$4,000 (2024 rate was \$4,000) and Skycoasters will provide all the necessary insurance information naming the Town of Brighton as additionally insured. Funds are available in the 2025 celebrations budget (see letter from M. Beeman).

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

Request for Town Board to authorize the Town Supervisor to sign a change order with Landry Mechanical to provide water to the library without disruption which would exceed the approved 10% authorization (DPW) – The FASC reviewed a request from Ken Hurley for the Town Board to authorize the Town Supervisor to sign change order with Landry Mechanical to provide water to the library without disruption for \$41,827.47 which would exceed the approved 10% authorization (see letter from K. Hurley).

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

Request for Town Board to authorize the Town Supervisor to sign a change order with IN/Ex Architecture to provide foundation testing which would exceed the approved 10% authorization (DPW) – The FASC reviewed a request from Ken Hurley for the Town Board to authorize the Town Supervisor to sign a change order with IN/Ex Architecture to provide foundation testing through Foundation Design for \$14,500.00 which would exceed the approved 10% authorization (see letter from K. Hurley).

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

Request for Town Board to authorize the Town Supervisor to sign a change order with IN/Ex Architecture to complete the Town Hall Sitework Design which would exceed the approved 10% authorization (DPW) – The FASC reviewed a request from Ken Hurley for the Town Board to authorize the Town Supervisor to sign a change order with IN/Ex Architecture to complete the Town Hall Sitework Design through EDR Landscape and Civil for \$65,000.00 which would exceed the approved 10% authorization (see letter from K. Hurley).

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

Budget Amendments and Transfers:

Request for Town Board to approve a budget amendment related to the debt service transfer made in 2025 (Finance) – The FASC reviewed a request from Earl Johnson for Town Board action to authorize a \$2,415 budget amendment to accommodate a higher transfer from the Debt Service Reserve accounts to help cover a portion of the Debt Service Payments in 2025 due to updated calculations (see letter from E. Johnson).

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

Request for Town Board to approve the Capital Project Closeout for the 2023 Highway Bond to the corresponding Debt Service Fund for 2025 (Finance) – The FASC reviewed a request from Earl Johnson for Town Board action to authorize a \$1,901.63 Transfer of Funds, plus any 2025 interest earned and budget amendment necessary to close the Capital Project remaining balance for the 2023 Highway Bond to save in that Debt Reserve account to be used to help pay future Debt Service payments on that bond (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:

Reviewed the Executive Summary of the final draft 2024 audited financial statements – The FASC received the audit report presented by Michael DeBadts, CPA, P.C. a partner with Mengal Metzger Barr & Co+, LLP (see Financial Executive Summary).

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

Request for Town Board to authorize the purchase of a Sewer Dump Truck to replace the 2012 Mack Truck #29 due to age and repair history (Sewer) – The FASC reviewed a request from William Haefner for Town Board action to authorize the purchase of a Sewer Dump Truck to replace the 2012 Mack Truck #29 due to age and repair history and that future building requirements will increase the cost of replacement whereas the available replacement is now \$140,397.90 with the next cost after 2012 sales estimated to be \$100,000 which will require a budget amendment and/or partial use of Sewer Equipment Reserve as proposed (see letter from A. Banker).

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

Other Matters for Discussion Only:

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

Matters Tabled for Research and/or Discussion:

No matters for this meeting.

Executive Sessions:

FASC entered into Executive Session at 9:35 am for a discussion regarding the employment of particular persons.

FASC adjourned the Executive Session returning to Open Session at 09:45 am.

Chair Nathaniel Salzman adjourned the meeting at 09:45 am.

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

Wednesday, May 21, 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****