

**TOWN OF BRIGHTON TOWN BOARD
FINANCE AND ADMINISTRATIVE SERVICES COMMITTEE
MEETING AGENDA**

Meeting Date: Wednesday, July 2, 2025 (8:30 a.m.)

Location: Empire State University Room #159

1. Approval of Minutes – Receive and file minutes from June 18, 2025.
2. Request for the Town Board to approve the NYSDOT Supplemental Agreement Adjustment/Calculations Worksheet for the 2024/2025 snow season (Highway) – Request from Bill Haefner for Town Board to approve and authorize the Town Supervisor to execute a supplemental agreement to the NYSDOT Snow & Ice Agreement for the 2024/2025 snow season as this amendment will add approximately \$22,878.81 to the base contract amount as illustrated on the worksheet bringing the 2024/2025 contract estimate to \$285,853.68 due to the severity of the winter season for snow and ice removal (see letter from W. Haefner).
3. Request for Town Board to accept the resignation of Animal Control Officer Juliana Wilde with the Town of Brighton effective July 9, 2025 (Police) – Request from Chief Catholdi for Town Board action to accept the resignation, with regret, of Animal Control Officer Juliana Wilde effective July 9, 2025 (see letter from D. Catholdi).
4. Request for Town Board to approve disposal of fixed asset items per town policy for IT items that have no remaining value (IT) – Request from Jeremy Lutz for Town Board action to dispose of fixed assets per town policy as detailed because they are no longer needed to support departmental operations (see letter from J. Lutz).
5. Town Hall Renovation progress update (ongoing when necessary).

EXECUTIVE SESSION – Discuss employment of a particular person

**The next regularly scheduled meeting of the FASC will be held on
WEDNESDAY, July 16, 2025, at 8:30 a.m.**

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****



Highway Department

Highway Superintendent – William Haefner

Amy Banker
Accountant

June 23, 2025

The Honorable Finance and Administrative Services Committee
Town of Brighton
2300 Elmwood Avenue
Rochester, NY 14618

Re: Snow and Ice Control Agreement Amendment B
New York State Department of Transportation (NYSDOT)
2024/2025 Season

Dear Chairman Salzmon and Committee Members:

The Town of Brighton provides snow and ice control for New York State roads via an agreement with the NYS Department of Transportations. Due to the severity of the winter during the 2024/2025 season the Town of Brighton is requesting that the Municipal Snow and Ice Agreement estimated expenditure be revised to reflect the addition land mile of state road that were plowed/treated during the winter season as shown in Amendment B, attached. I am requesting that said agreement with the NYSDOT be amended per the attached document which was provided by the NYSDOT. Therefore, I recommend that the Finance and Administrative Services Committee recommend that the Supervisor execute the attached agreement amendment.

As always, thank you for your consideration.

Sincerely,

Amy Banker

Amy Banker
Accountant

Attachment

Cc: W. Haefner
G. Layton
E. Johnson
B. Monroe

Contract No.: D014786
Supplemental Agreement No.: 4
Date Prepared: _____

SUPPLEMENTAL AGREEMENT No. 4 to Contract No. D014786

This Supplemental Agreement is by and between:

the New York State Department of Transportation ("NYSDOT"), having its principal office at 50 Wolf Road, Albany, NY 12232, on behalf of New York State ("State"); and the

TOWN OF BRIGHTON ("Municipality")
Acting by and through the _____.

This amends the existing Municipal Snow and Ice Agreement between the parties in the following respects only (*check all that apply*):

- ☐ Amending the contract end date ONLY
- ☐ Amending the number of lane miles/specific roads covered under Paragraphs 7 and 9 of the Original Agreement (revised map attached)
- ☒ Amending the estimated expenditure for the 24/25 season by:
 - ☒ adding funding due to exceeding the Estimated Expenditure for the above-mentioned season (required Amendment B attached with a copy of the final snow & ice voucher, if applicable)
 - ☐ adding funding to adjust the Estimated Expenditure to account for increases in labor, materials, equipment, and/or overall costs, per the terms in Paragraphs 9 and 10 in the Original Agreement (Adjustment Worksheet and Municipal Resolution attached)
- ☐ Extending the Agreement attached hereto and incorporated herein for an additional 5-year period (Extension No. ____ of a maximum of 3)
- ☐ Amends a previously adopted Agreement by replacing the Appendix A dated October 2019 with the Appendix A dated June 2023
- ☐ Other: _____

Contract No.: D014786
Supplemental Agreement No.: 4
Date Prepared: _____

IN WITNESS THEREOF, the parties have caused this Agreement to be executed by their duly authorized officials as of the date first above written.

THE PEOPLE OF THE STATE OF NEW YORK

MUNICIPALITY:

By: _____
For Commissioner of Transportation

By: _____

Date: _____

Print Name: _____

Title: _____

STATE OF NEW YORK

)ss.:

COUNTY OF ____

On this _____ day of _____, 20____ before me personally came _____ to me known, who, being by me duly sworn did depose and say that he/she resides at _____; that he/she is the _____ of the Municipality described in and which executed the above instrument; that it was executed by order of the _____ of said Municipality pursuant to a resolution that was duly adopted on _____ and which a certified copy is attached and made a part hereof; and that he/she signed his/her name thereto by like order.

Notary Public

APPROVED AS TO FORM
STATE OF NEW YORK ATTORNEY GENERAL

APPROVAL BY NYS COMPTROLLER'S OFFICE

By: _____

By: _____

AMENDMENT B

Contract #	Municipality	Current Ext. Season	Region #
D014786	TOWN OF BRIGHTON	24/25	4
Beginning Date of Contract Period	7/1/2024	Ending Contract Period	6/30/2029

AMENDMENT TO CHANGE THE ESTIMATED EXPENDITURE FOR SNOW & ICE AGREEMENT

Due to the severity of the winter during 2024/25 the MUNICIPALITY requests that the Municipal Snow and Ice Agreement estimated expenditure be revised to reflect the additional lane miles of state roads that were plowed/treated during the winter season. All the terms and conditions of the original contract extension remain in effect except as follows:

ADDITIONAL S&I OPERATIONS					
J-Mile Base	24/25 J-Miles	S&I LM Base	24/25 LM	Pay Factor ¹	Original Estimated Expenditure
133,657	145,259.50	424	424	1.087	\$262,974.87
Pay Factor ¹ = (2425 J-Miles/(24/25 LM))/(J-Mile Base/S&I LM Base)					
Fixed Cost ²		Adjusted Estimated Expenditure ³		Index Adjustment ⁴	
\$0.00		\$262,974.87		\$22,878.81	
Fixed Cost ² = Salt Storage (Barns), Snow Fence					
Adjusted Est. Expenditure ³ = Original Estimated Expenditure – Fixed Cost ²					
Index Adjustment ⁴ = (Adjusted Estimated Expenditure ³ * Pay Factor ¹) - Adjusted Est. Expenditure					
TOTAL REVISED ESTIMATED EXPENDITURE					
Original Estimated Expenditure		Index Adjustment ⁴		Revised Estimated Expenditure ⁵	
\$262,974.87		\$22,878.81		\$285,853.68	
Revised Estimated Expenditure ⁵ = Original Estimated Expenditure + Index Adjustment ⁴					

IN WITNESS WHEREOF, this agreement has been executed by the State, acting by and through the duly authorized representative of the COMMISSIONER OF TRANSPORTATION and the MUNICIPALITY, which has caused this Agreement to be executed by its duly authorized officer on the date and year first written in the original contract extension.

Agency Certification Contract No. D014786

“In addition to the acceptance of this contract, I also certify that original copies of this signature page will be attached to all other exact copies of this contract.”

THE PEOPLE OF THE STATE OF NEW YORK

MUNICIPALITY

BY _____
For Commissioner of Transportation

BY _____

ATTORNEY GENERAL’S SIGNATURE

COMPTROLLER’S SIGNATURE

Dated _____

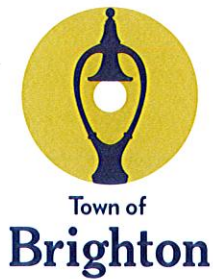
Dated _____

STATE OF NEW YORK)

COUNTY OF _____) SS:

On the _____ day of _____ in the year _____ before me personally came _____ to me known who, being by me duly sworn, did depose and say that (s)he resides in _____, New York; that (s)he is the _____ of _____ the municipality described in and which executed the above instrument; that (s)he executed said instrument by order of the Governing Body of said municipality pursuant to a resolution which was duly adopted on _____; a certified copy of such resolution attached hereto and made a part hereof.

Notary Public



Brighton Police Department

2300 Elmwood Avenue
Rochester, New York 14618
(585) 784-5150



David Catholdi
Chief of Police

June 25, 2025

Honorable Town Board
Town of Brighton
2300 Elmwood Avenue
Rochester, New York 14618

Re: Resignation Juliana Wilde

Dear Board Members:

I recently received notice from Animal Control Officer Juliana Wilde that she is resigning from the Brighton Police Department.

It is with regret that I recommend the acceptance of Animal Control Officer Juliana Wilde's resignation from the Brighton Police Department, effective Wednesday, July 9 2025.

Respectfully,

David Catholdi
Chief of Police

Attachment

xc: Dan Aman, Town Clerk
Earl Johnson, Director of Finance
Tricia Van Putte, Director of Personnel



Information Systems

Jeremy Lutz
IT Director

MEMORANDUM

To: Finance Department
Subject: Recommended Disposal of Certain Fixed Assets

From: Jeremy Lutz, IT Director

Date: June 26, 2025

In accordance with the Town Board's Fixed Asset Policy and Procedures (as amended), I am requesting that the Finance Department authorize the disposal of certain fixed asset items in my care and custody as listed on the attached Fixed Assets/Inventory Update Sheet(s). The item(s) listed are no longer needed or available to support departmental operations.

After removing hard drives, we will list the items for sale on the Town Website for a period of 30 days. If the items are not sold, they are not serviceable and should be sent directly to an electronics recycling firm to be disposed of safely.

The formal action being requested of the finance department is the declaration as surplus or junk (as indicated above) of the item(s) listed on the attached. As the department head responsible for the care and custody of the item(s) listed, I would be happy to respond to any questions the finance department may have.

Copy to: E. Johnson, Finance Department

Attached: Fixed Assets/Inventory Update Sheet

**TOWN OF BRIGHTON
DISPOSAL OF FIXED ASSET**

DEPT. A.INFOSYS.1680

REQUESTING EMPLOYEE Barbara Snyderman

DATE June 5, 2025

DEPT. HEAD SIGNATURE _____

TOWN I.D. # *	ITEM DESCRIPTION	MANUFACTURER	MODEL	YEAR	VIN or SERIAL NUMBER	COST	COMMENTS
694	Desktop	Dell	Optiplex 3070	2020	6SMCN23	\$642.47	Recycle
696	Desktop	Dell	Optiplex 3070	2020	6SKDT13	\$642.47	Recycle
697	Desktop	Dell	Optiplex 3070	2020	6SQ8N23	\$642.47	Recycle
698	Desktop	Dell	Optiplex 3070	2020	6S4FT13	\$642.47	Recycle
700	Desktop	Dell	Optiplex 3070	2020	6SJGT13	\$642.47	Recycle
701	Desktop	Dell	Optiplex 3070	2020	6S0BN23	\$642.47	Recycle
702	Desktop	Dell	Optiplex 3070	2020	6SJFT13	\$642.47	Recycle
703	Desktop	Dell	Optiplex 3070	2020	6S57N23	\$642.47	Recycle
713	Desktop	Dell	Optiplex 3070	2020	6SK9N23	\$642.47	Recycle
715	Desktop	Dell	Optiplex 3070	2020	6S4CN23	\$642.47	Recycle
717	Desktop	Dell	Optiplex 3070	2020	6S27N23	\$642.47	Recycle
719	Desktop	Dell	Optiplex 3070	2020	6SR7N23	\$642.47	Recycle
722	Desktop	Dell	Optiplex 3070	2020	6SK7N23	\$642.47	Recycle
725	Desktop	Dell	Optiplex 3070	2020	6S08N23	\$642.47	Recycle
726	Desktop	Dell	Optiplex 3070	2020	6SL8N23	\$642.47	Recycle

Finance Office

Use: _____ Town Board Authorization Date _____ Insurance Notification Date _____

**TOWN OF BRIGHTON
DISPOSAL OF FIXED ASSET**

DEPT. A.INFOSYS.1680

REQUESTING EMPLOYEE Barbara Snyderman

DATE _____

DEPT. HEAD SIGNATURE _____

TOWN I.D. # *	ITEM DESCRIPTION	MANUFACTURER	MODEL	YEAR	VIN or SERIAL NUMBER	COST	COMMENTS
729	Desktop	Dell	Optiplex 3070	2020	6SP7N23	\$642.47	Recycle
730	Desktop	Dell	Optiplex 3070	2020	6SRGT13	\$642.47	Recycle
732	Desktop	Dell	Optiplex 3070	2020	6S49N23	\$642.47	Recycle
736	Desktop	Dell	Optiplex 3070	2020	6SCGT13	\$642.47	Recycle
721	Desktop	Dell	Optiplex 3070	2020	6SK8N23	\$642.47	Recycle
724	Desktop	Dell	Optiplex 3070	2020	6S1GT13	\$642.47	Recycle
728	Desktop	Dell	Optiplex 3070	2020	6SJDT13	\$642.47	Recycle
5563	Auto Mic Mixer	Shure	SCM810	2010		\$1,260.00	Recycle
5564	Auto Mic Mixer	Shure	SCM810	2010		\$1,260.00	Recycle
256	Audio Processor	Shure	DFR22				Recycle

Finance Office

Use: _____ Town Board Authorization Date _____ Insurance Notification Date _____