

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Wednesday, September 3, 2025 Meeting

FASC Members:

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

Other Town Councilmembers:

Christine Corrado
Chris Werner

Department Heads/Other attendees:

Bill Haefner (DPW)
Jason Haremza (Public Works)
Glen Layton (Public Works)

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 August 20, 2025 meeting.

Town Bid/Proposal Authorizations and Awards:

No matters for this meeting.

Grant Authorizations and Acceptances:

Request for Town Board to authorize the Town Supervisor to accept donations to the Town of Brighton Highway Department in the amount of \$300.00 for the 3rd Annual Mighty Motors event (Highway) – The FASC reviewed a request from Amy Banker for Town Board to authorize the Town Supervisor to accept these donations from OTM Utility Locating Services (\$100), Underground Pipe Company (\$100) and UDig (\$100) for the 3rd Annual Mighty Motors Event which will be coded to D.HWY.5140.2770 (see letter from A Banker).

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

Contracts and Contract Change Orders:

Request for Town Board to approve a one-year contract with Bero Architecture for the purpose of providing the Town Preservation Board with cultural resource surveys and updates of cultural resource surveys (Historic Preservation Committee) – The FASC reviewed a request from Jason Haremza for Town Board action to approve one-year contract and the option of a one-year extension with Bero Architecture for the purpose of providing the Town Preservation Board with cultural resource surveys and updates of cultural resource surveys (see letter from J. Haremza).

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

Request for the Town Board to authorize the Town Supervisor to sign an intermunicipal agreement with Monroe County DOT for the purpose of installing Rectangular Rapid Flashing Beacons (RRFBs) at two designated pedestrian crossings (Highway) – The FASC reviewed a request from William Haefner for the Town Board to authorize the Town Supervisor to sign an intermunicipal agreement with Monroe County DOT for the purpose of installing Rectangular Rapid Flashing Beacons (RRFBs) at designated pedestrian crossings located on Clover Street at Esplanade Drive and on Edgewood Avenues at Wintergreen Way (see letter from W. Haefner).

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 in order to complete additional plumbing work (PCO#15) which would exceed the approved 10% authorization (DPW) – The FASC reviewed a request from Glen Layton for the Town Board to authorize the Town Supervisor to sign a change order with Landry Mechanical in the amount of \$1,862.08 in order to complete additional plumbing work (PCO#15) which would exceed the approved 10% authorization to exceed the base bid (see letter from G. Layton).

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

Budget Amendments and Transfers:

No matters for this meeting.

Personnel Matters:

No matters for this meeting.

Other Matters for Action of the Town Board:

Request for Town Board to authorize the Town Supervisor to sign any necessary documents to comply with the Electronic Signatures and Records Act (ESRA) (Finance) – The FASC reviewed a request from Earl Johnson for the Town Board to authorize the Town Supervisor to sign any necessary documents to comply with the Electronic Signatures and Records Act (ESRA) as directed by the New York State and Local Retirement System (see letter from E. Johnson).

Discussion regarding the Town Board's Final Draft of the Capital Improvement Plan for 2026-2028+ and the request for its adoption during the Town Board Meeting on September 10th, 2025. The FASC reviewed the request to adopt the 2026-28+ Capital Improvement Plan (Earl Johnson, Director of Finance).

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

Other Matters for Discussion Only:

Discussion regarding the Town Board's Tentative Draft of the Town & Special District Budgets for 2026. (Earl Johnson, Director of Finance).

Town Hall Renovation progress update (brief update of progress provided (no materials)).

Matters Tabled for Research and/or Discussion:

No matters for this meeting.

Executive Sessions:

FASC entered into Executive Session at 10:00 am for a discussion regarding the employment of a particular person.

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

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

**The next regularly scheduled meeting of the FASC will be held on
Wednesday, September 17, 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****