

**Brighton Town Board**  
**Finance and Administrative Services Committee**  
**Meeting Notes from the Wednesday, September 17, 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:**

David Catholdi (Police)  
Glen Layton (Public Works)  
Sara Krusenstjerna (Supervisor)

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 September 3, 2025 meeting.

**Town Bid/Proposal Authorizations and Awards:**

No matters for this meeting.

**Grant Authorizations and Acceptances:**

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

**Contracts and Contract Change Orders:**

Request for Town Board to authorize the Town Supervisor to execute an agreement for veterinary and related services to be performed at our annual Rabies Clinic on October 4, 2025 (Police) – The FASC reviewed a request from Chief Catholdi for Town Board action to authorize the Town Supervisor to execute an agreement for professional services with two veterinarians and two veterinary technicians for veterinary and related services, to be performed at our annual Rabies Clinic on October 4, 2025, at the same terms and rates as last year and funded in this year's Animal Control Budget (see letter from Chief Catholdi).

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

Request for Town Board to authorize the Town Supervisor to sign the contract renewal No. 1 of 4 with Waste Management for Refuse and Recycling Services to the Town and Refuse Districts for 2026 (Public Works/Refuse Districts) – The FASC reviewed a request from Chad Roscoe for Town Board action to authorize the Town Supervisor to renew 2026 refuse contract services with Waste Management based on the agreement authorized at the 11/13/24 Town Board Meeting with a price increase of 4.80% to \$290.51 per unit per year for the refuse districts noting that the Waste Management unit rate does not include the Town's administrative costs for the district (see letter from C. Roscoe).

**After discussion, FASC recommends the Town Board includes this item on the Town Board Meeting agenda.**

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#9,10,11 & 14) 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 orders with Landry Mechanical in the amount of \$29,689.66 in order to complete additional plumbing work (PCO#9,10,11 & 14) 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.**

Request for Town Board to authorize the Town Supervisor to sign a change order with Milestone Construction Partners in order to complete additional general construction work (PCO#33,37,38 & 39) 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 orders with Milestone Construction Partners in the amount of \$22,948.00 in order to complete additional general construction work (PCO#33,37,38 & 39) 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.**

Request for Town Board to authorize the Town Supervisor to execute a change order for Collier's Engineering in the amount of \$5,500 for the preparation of the NY BRICKS grant proposal (Finance) – The FASC reviewed a request from Earl Johnson for Town Board action to authorize the Town Supervisor to execute a change order for Collier's Engineering in the amount of \$5,500 for the preparation of the NY BRICKS grant proposal which was approved at the July 9, 2025 Town Board Meeting (Res07-09-2025-08) and estimated to be \$9,500 where actual cost was \$15,000 (see notice from E Johnson).

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

Request for Town Board to authorize the Town Supervisor to execute an updated professional services agreement with Mancuso Brightman, Attorneys at law, for legal services for the balance of 2025 (Finance) – The FASC reviewed a request from Earl Johnson for Town Board action to authorize the Town Supervisor to execute an updated professional services agreement with Mancuso Brightman, Attorneys at law, for legal services for the balance of 2025 with no change in the retainer amount but revisions to clarify the scope of services (see notice from E Johnson).

**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 approve disposal of Sewer vehicle 2012 Ford F750 fixed asset per town policy for this item that is no longer needed or able to support departmental operations (Sewer) – The FASC reviewed a request from William Haefner for Town Board action to dispose of Sewer vehicle 2012 Ford F750 fixed asset per town policy through online or in person auction for this item that is no longer needed or able to support departmental operations (see letter from W. Haefner).

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

Request for Town Board to approve disposal of Brighton Police Department chairs per town policy for these items that are no longer needed or able to support departmental operations (Police) – The FASC reviewed a request from Chief Catholdi for Town Board action to dispose of Brighton Police Department chairs purchased in 1990 per town policy for these items that are no longer needed or able to support departmental operations and have no remaining value (see letter from D. Catholdi).

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

Request for Town Board to approve disposal of Brighton Police Department cameras per town policy for these items that are no longer needed or able to support departmental operations (Police) – The FASC reviewed a request from Chief Catholdi for Town Board action to dispose of Brighton Police Department cameras purchased in 2015 per town policy for these items that are no longer needed or able to support departmental operations and have no remaining value (see letter from D. Catholdi).

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

Request for Town Board to authorize the Town Supervisor to execute an attestation with NYCLASS regarding their Fixed Rate Investment program and authorizing PMA Financial Network to act on our behalf and affirmations as indicated in the Document Overview (Finance) – The FASC reviewed a request from Earl Johnson for Town Board action to authorize the Town Supervisor Request for Town Board to authorize the Town Supervisor to execute an attestation with NYCLASS regarding their Fixed Rate Investment program (formerly NYLAF) and authorizing PMA Financial Network to act on our behalf and affirmations as indicated in the Document Overview with authorization provided via DocuSign (see notice from E Johnson).

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

**Other Matters for Discussion Only:**

Notice to the Town Board that the Tentative Budget will be filed in the Office of the Town Clerk where it is available for inspection by any interested person during business hours including the proposed salaries of the Town Officers (Finance) – Notice from Earl Johnson to the Town Board that the Tentative Budget will be filed in the Office of the Town Clerk where it is available for inspection by any interested person during business hours, including the proposed salaries of the Town Officers, and the said budget will become the preliminary budget after any modifications approved by the Town Board and that two public hearings are scheduled during the scheduled meetings on October 8, 2025 and October 22, 2025 (see notice from E Johnson).

Presentation of the Tentative 2026 Operating and Capital Budgets (E 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 10:45 am for a discussion regarding the employment of a particular person.

FASC adjourned the Executive Session returning to Open Session at 10:50 am.

Chair Nathaniel Salzman adjourned the meeting at 10:50 am.

**The next regularly scheduled meeting of the FASC will be held on  
Wednesday, October 1, 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\*\***