

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

Meeting Date: Wednesday, January 7, 2026 (8:30 a.m.)

Location: Empire State University Room #159

1. Approval of Minutes – Receive and file minutes from December 17, 2025.
2. Request for the Town Board to authorize the Police Department to accept a donation from Cheryl Overs in the amount of \$25.00 (Police) – Request from Chief David Catholdi for the Police Department to accept this generous donation from Cheryl Overs with great appreciation and make the necessary budget amendment to accept this donation (see letter from D Catholdi).
3. Request for the Town Board to Authorize the Facilities Department to solicit proposals from qualified professional cleaning companies to provide cleaning services (Facilities) – Request from Gary Donofrio for the Town Board to Authorize the Facilities Department to solicit proposals from qualified professional cleaning companies to provide cleaning services for the Police Department location and the Highway/Sewer Departments location (see letter from G. Donofrio).
4. Discuss the proposed professional services agreement with Mancuso Brightman, PLLC for 2026 (Supervisor) – Discussion regarding the agreement with the Attorney for the Town and firm for legal services during the 2026 fiscal year.
5. Discuss update of various fees related to DPW services for 2026 (DPW) – Discussion regarding the updating of various fees related to DPW services that were included in the 2026 budget planning.
6. Town Hall Renovation & Sitework progress update (ongoing when necessary).

**The next regularly scheduled meeting of the FASC will be held on
WEDNESDAY, January 21, 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****



Town of
Brighton

Brighton Police Department

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



David Catholdi
Chief of Police

January 2, 2026

Honorable Town Board
Finance and Administration Services Committee
Town of Brighton
2300 Elmwood Avenue
Rochester, New York 14618

Re: \$25.00 Donation to the Police Department from Cheryl Overs

Dear Board Members:

Recently, the Police Department received a donation of \$25.00 from Cheryl Overs

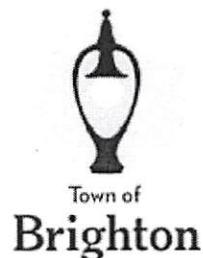
I request that the Town Board authorize the acceptance of this gift, and that the donation be recorded as revenue in **A.POLCE 3120.2705 Gifts and Donations**.

I will be happy to answer any questions you may have. I want to thank Ms. Overs for the very thoughtful donation.

Sincerely,

David Catholdi
Chief of Police

Attachment



Facilities Department

Gary Donofrio
Facilities Manager

January 2, 2026

Honorable Town Board
Town of Brighton
2300 Elmwood Ave.
Rochester, NY 14618

Dear Board Members,

The Facilities Department is seeking to solicit proposals from qualified professional cleaning companies to provide cleaning services for both the Police Department at Town Hall and the Highway and Sewer building at 1941 Elmwood Avenue. The proposed contract(s) will help support the Facilities Department in managing current workloads and maintaining quality services.

The contractual services sought will provide cleaning services for a one-year period, for the Police Department and the Highway and Sewer building, including all offices, hallways, staff areas, locker rooms, restrooms, and holding cells.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled January 7th meeting.

Thank you,

Gary Donofrio