

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

**FASC Members:**

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

**Other Town Councilmembers:**

Christine Corrado

**Department Heads/Other attendees:**

Chief Catholdi (Police)  
William Haefner (Highway)  
Glen Layton (Public Works)  
Sara Krusenstjerna (Supervisor)

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 November 19, 2025 meeting.

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

No matters for this meeting.

**Grant Authorizations and Acceptances:**

No matters for this meeting.

**Contracts and Contract Change Orders:**

Request for the Town Board to authorize the Town Supervisor to approve a contract renewal with CivicPlus to provide Recreation Management Software including an External Management Processor Activity Fee (Finance) – The FASC reviewed a request from Earl Johnson for Town Board action to approve and authorize the Supervisor to execute a contract renewal with CivicPlus to provide Recreation Management Software including an External Management Processor Activity Fee for 2026 in an amount not to exceed \$10,153.10 pending approval by the Attorney for the Town (see letter from E. Johnson).

**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 #48 & 50) 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 \$46,239.75.00 in order to complete additional general construction work (PCO #48 & 50) 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 the Town Board action to approve and authorize the Town Supervisor to award a contract to Stark Tech Operating Company as the sole source provider of Schneider Electric components in the region under the New York State contract (DPW) – The FASC reviewed a request from Glen Layton for Town Board action to approve and authorize the Town Supervisor to award a contract to Stark Tech Operating Company as the sole source provider of Schneider Electric components in the region under the New York State contract in an amount not to exceed \$158,641.82 in order to control the HVAC systems at Town Hall in an energy efficient manner (see letter from G. Layton).

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

Request for the Town Board action to approve and authorize the Town Supervisor to execute an agreement between Brighton Collision and the Town of Brighton for the provision of vehicle collision repair services (Police) – The FASC reviewed a request from Chief Catholdi for Town Board action to approve and authorize the Town Supervisor to execute an agreement between Brighton Collision and the Town of Brighton for the provision of vehicle collision repair services as the lowest price per hour bidder at \$55.00 and for the period of January 1, 2026 through December 31, 2026 with the option to renew for up to three years(see letter from D. Catholdi).

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

### **Budget Amendments and Transfers:**

Request for Town Board to approve creating the Capital Budget for the Chelmsford Lane over Buckland Creek Culvert Project (Finance) – The FASC reviewed a request from Earl Johnson for Town Board to approve creating the Capital Budget for the Chelmsford Lane over Buckland Creek Culvert Project in the amount not to exceed \$840,000 which is the amount of the previously approved NYSDOT grant for said project (see letter from E. Johnson).

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

Request for Town Board to approve a Budget Amendment to cover four additional departmental equipment purchases before the end of 2025 based on estimated fund balances (Finance) – The FASC reviewed a request from Earl Johnson for Town Board to approve a Budget Amendment to cover four additional departmental equipment purchases before the end of 2025 based on estimated fund balances in the amount not to exceed \$175,000 (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:**

Request for the Town Board to approve conveying a portion of Landfill Road Right-of-Way for Sidewalk Construction to the New York State Department of Transportation (Highway) – The FASC reviewed a request from William Haefner for Town Board to approve conveying a portion of Landfill Road Right-of-Way for Sidewalk Construction to the New York State Department of Transportation in the amount of \$4,925.00 which is the highest approved appraisal so that a public sidewalk can be constructed (see letter from W. Haefner).

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

Request for the Town Board to set 202-B Public Hearing for Sewer District Improvements/Equipment purchases for December 30, 2025 at 12:00 pm (Sewer) – The FASC reviewed a request from Earl Johnson for Town Board action to set a 202-B hearing for the Sewer District's purchase of consisting of (i) the purchase of an Excavator in an amount not to exceed \$82,000 for the Sewer Fund and (ii) the design for the Winton Road Pump Station project in an amount not to exceed \$131,770 (collectively, the "Projects"); Funds were approved to be appropriated by the Town Board at their October 22, 2025, meeting when the Special District Budgets were approved and no bonding will be necessary for these projects (see letter from E Johnson).

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

Discuss update of various fees related to DPW services for 2026 (DPW) – The FASC discussed the updating of various fees related to DPW services that were included in the 2026 budget planning.

**FASC recommends the Town Board take favorable action on this matter if the new fee schedule is finalized by the next Town Board Meeting.**

**Other Matters for Discussion Only:**

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:**

No matters for this meeting.

Chair Nathaniel Salzman adjourned the meeting at 9:30 am.

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