

**Brighton Town Board**  
**Finance and Administrative Services Committee**  
**Meeting Notes from the Wednesday, December 17, 2025 Meeting**

**FASC Members:**

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

**Other Town Councilmembers:**

Chris Werner

**Department Heads/Other attendees:**

Dennis Meitz, (BVA President)  
Bill Hockenberry (BVA Chief of Operations)  
David Catholdi (Police)  
Rebecca Cotter (Recreation)  
William Haefner (Highway)  
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 December 3, 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 sign another contract with UR Medicine EAP of the University of Rochester Medical Faculty Group for the 2026 & 2027 Employee Assistance Program (EAP) (Personnel) – The FASC reviewed a request from Tricia VanPutte for the Town Board to Authorize the Town Supervisor to sign another contract with UR Medicine EAP of the University of Rochester Medical Faculty Group for the Employee Assistance Program effective January 1, 2026 through December 31, 2027 at the rate of \$4,650 annually (\$31.00 per employee) based on a total of 150 employees (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 (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 \$64,598.00 in order to complete additional general construction work (PCO #52,53,56 & 57) 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:**

Request for Town Board to approve the transfer of \$200,000.00 from the general Fund to the Town Hall Renovation Capital Project (Finance) – The FASC reviewed a request from Earl Johnson for Town Board to approve the transfer of \$200,000.00 from the general Fund to the Town Hall Renovation Capital Project in the event it is necessary to accommodate future change orders and/or purchases, as well as make any applicable budget amendment, based upon the estimated surplus for 2025 (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:**

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 when the new fee schedule is finalized.**

**Other Matters for Discussion Only:**

Discussion regarding the next Brighton Volunteer Ambulance vehicle purchase with Dennis Meitz, President of the BVA (Finance) – Discussion regarding the next Brighton Volunteer Ambulance vehicle purchase, due during the Spring of 2026, and the difference between a regular Van-style Ambulance and a Mod-style Ambulance with Dennis Meitz, President of the BVA, and Bill Hockenberry, Chief of Operations for the BVA.

Discussion regarding the NYS changes to the limited income senior exemption law (Supervisor) – Discussion regarding recent changes to NYS law for handling the limited income senior exemption.

Discussion regarding the Community Choice Aggregation Settlement (Supervisor) – Discussion regarding the Community Choice Aggregation Settlement as it relates to the Roctricity partner who was providing customer service for the program.

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 9:45 am for a discussion regarding the employment of particular person(s).

FASC adjourned the Executive Session returning to Open Session at 9:55 am.

Chair Nathaniel Salzman adjourned the meeting at 9:55 am.

**The next regularly scheduled meeting of the FASC will be held on  
Wednesday, January 7, 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\*\***