

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

**Meeting Date: Tuesday, September 19, 2017 (3:30 p.m.)  
Location: Stage Conference Room, Brighton Town Hall**

1. Approval of Minutes – Receive and file minutes of the September 5, 2017 meeting.
2. Appropriate Seized Funds for Networking Equipment (Police Dept.) – Request from Chief Mark Henderson for Town Board action to appropriate \$10,000 from seized funds for the purchase of computer networking equipment (see letter from M. Henderson).
3. Declare Vehicle as Surplus for Auction (Police Dept.) – Request from Chief Mark Henderson for Town Board action to declare two 2013 Chevy Caprices as surplus and authorize disposal through auction (see letter from M. Henderson).
4. Contract with of Scheduling Software (Assessor) – Request from Sue Wentworth for Town Board action to authorize the Supervisor to execute an agreement with Gar Associates LLC for proprietary scheduling software for the Town-wide assessment update project (see letter from S. Wentworth).
5. Grant Application for Tables & File Carts (Justice Court) – Request from Colleen Rogers for Town Board authorization to pursue a Justice Court Assistance Program Grant (JCAP) for tables and rolling files to be used in the court rooms (see letter from C. Rogers).

**The next regularly scheduled meeting of the FASC will be held Tuesday, October 3, 2017 at 3:30 p.m.** in the Stage Conference Room of the Brighton Town Hall. All members of the public are invited to attend FASC meetings.



# Town of Brighton

## POLICE DEPARTMENT

2300 Elmwood Avenue  
Rochester, New York 14618-2196



Mark T. Henderson  
Chief of Police

Emergency 911  
Administrative (585) 784-5150  
Fax: (585) 784-5151

September 19, 2017

Honorable Town Board  
Finance and Administrative Services Committee  
Town of Brighton  
2300 Elmwood Avenue  
Rochester, NY 14618

### RE: PURCHASE USING SEIZED FORFEITURE ASSET ACCOUNT

Dear Board Members:

Mr. Jeremy Lutz, Information Systems Director for the Town of Brighton, recently conducted a review of the Town's computer network. An issue was discovered with the current equipment that extends into the police department; the equipment and configuration are a cause of computer network bottlenecks.

Mr. Lutz is proposing that the current infrastructure in the Police Department network room, that consists of several pieces of networking equipment be upgraded and replaced.

I hereby request that an amendment be approved to the 2017 Police Department operating budget to provide for sufficient appropriations for the computer network upgrade.

I propose that the Proceeds of Forfeited Property be used to fund this purchase. I request that appropriations in account **A.POLCE.3125.2.13 (Computer Equipment)** be increased by an amount not to exceed **\$10,000.00**. The total expenditure will be supported with the use of Forfeited Property account **A.889.JSTCE**. I have consulted with the United States Attorney's Office and they concur that the use of seized forfeiture asset funds for the purpose of this purchase is appropriate.

Respectfully,

Mark T. Henderson  
Chief of Police



# Town of Brighton

**POLICE DEPARTMENT**  
2300 Elmwood Avenue  
Rochester, New York 14618-2196



**Mark T. Henderson**  
Chief of Police

Emergency 911  
Administrative (585) 784-5150  
Fax: (585) 784-5151

September 7, 2017

Honorable Town Board  
Finance/Administrative Services Committee  
Town of Brighton  
2300 Elmwood Avenue  
Rochester, NY 14618

**RE: Vehicle Surplus**

Dear Board Members:

In recent years, the Police Department has utilized the Annual Municipal Equipment Auction to dispose of our used vehicles. The advertising campaign and size of this auction has allowed us to sell our vehicles for considerably more than if we had disposed of them ourselves.

The auction will be held on October 7<sup>th</sup>, 2017 and I request that the vehicles listed below be declared surplus. These vehicles listed have been used beyond their serviceable life and are in need of replacement.

Cntrl#	Year	Make	Vin#
109	2013	Chevy Caprice	6G1MK6U38DL820825
110	2013	Chevy Caprice	6G1MK5U21DL825784

With your declaration, the Police Department will make the arrangements necessary to prepare and transport the vehicles to the auction site. Thank you for your consideration and I would be happy to answer any questions you may have regarding this request.

Respectfully,

Mark T. Henderson  
Chief of Police

MTH:jpo

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**TOWN OF BRIGHTON POLICE DEPARTMENT**  
**INTEROFFICE MEMORANDUM**

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**TO: CHIEF MARK HENDERSON**  
**FROM: LIEUTENANT MICHAEL R. DESAIN**  
**SUBJECT: REQUEST TO DECLARE VEHICLES SURPLUS**  
**DATE: 09-05-17**

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Chief Henderson,

I am respectfully requesting permission to declare two police vehicles surplus and prepare them for the Fall Auction on October 7<sup>th</sup>, 2017.

- 1.) 2013 Chevrolet Caprice, (control #109), formerly the 770 car, VIN #6G1MK5U38DL820825.
- 2.) 2013 Chevrolet Carice, (control #110), formerly the 771 car, VIN #6G1MK5U21DL825784.

Respectfully,

  
Lt. Michael R. DeSain

OK  
MGT  
9/6/2017

4a



## Assessor's Office

Susan Wentworth  
Deputy Assessor

September 19, 2017

Honorable Town Board  
Finance and Administrative Services Committee  
Town of Brighton  
2300 Elmwood Avenue  
Rochester, NY 14618

RE: Single Vendor Source Scheduling Software for Assessment Town-wide Update

Dear Honorable Town Board Members:

The Town's 2018 Assessment Roll Update Project is underway. The Commercial Valuation Production has been completed. The scheduling for the informal hearings was completed with the Town Clerk's staff managing the phone calls. We were unable to find an acceptable electronic method that would prevent accidental duplicate scheduling so we used a master paper schedule for the Commercial Hearings.

Scheduling for the Residential Informal Hearings, Stipulation Meetings and Grievance Day will require a better method due to the higher anticipated volumes.

We have researched software scheduling products that would eliminate errors in scheduling and provide the best access to the residents. Most products in the market are geared to appointment scheduling for businesses like medical, beauty salons and restaurants and would be difficult to fit to our needs.

GAR Associates, LLC, a local Real Estate Appraisal and Consultant company has a custom designed Multi-User Web based program that they license for a first year fee of \$3,500, which includes installation, set-up and training. Continued use after year one would be \$1,500 annually. There are no other programs that integrate with RPSV4 that provide the following features:

- Assist staff in processing appointments for informal reviews
- Allows property owners to schedule their appointments through the Town's website
- Allows residents to submit support data (appraisals, sales, photos) through the website
- Integrates with RPSV4, automatically prefills in parcel ID, owner information
- Ability to print schedules and prefilled review sheets for each Hearing Panel.

This request is for Town Board approval to authorize the Supervisor to execute the attached Authorization to Retain GAR Associates for a one year license use of the On-Line Appointment Scheduler Program. Funds are available in the project fund H.REVAL.UPD18 4.49.

Respectfully,

  
Susan Wentworth

Deputy Assessor

cc: Elaine Ainsworth, Assessor  
Suzanne Zaso, Director of Finance

**GAR ASSOCIATES LLC**  
Real Estate Appraisers and Consultants

September 6, 2017

Ms Susan Wentworth  
Deputy Assessor  
Town of Brighton  
2300 Elmwood Avenue  
Rochester, NY 14618

RE: Proposal – License  
On-Line Appointment Scheduler Program

Dear Susan:

As per you request, GAR Associates can offer the Town of Brighton a license to use our exclusive On-Line Appointment Scheduler Program. This program was custom designed to assist staff in processing appointments for informal reviews and allow property owners to schedule appointments via the Internet/website.

I understand you have had the opportunity to test the program with the assistance of David Barnett from our office. As you know this program works in concert with RPSV4 and retrieves property information, including SBL, owner and property type.

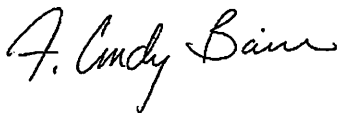
GAR can offer you a one (1) year multi-user license to the program for a fee of \$3,500. Included in this fee, GAR will assist in the installation and set-up and offer training to your staff. In the event the Town would like to continue to license the program after the first year, the fee would be \$1,500/annually.

If this proposal is agreeable to you, please sign the attached acknowledgement and return to us. David Barnett will then coordinate with you for installation.

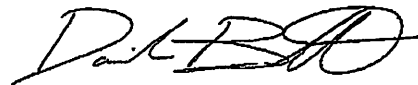
Thank you for your interest in our program. We look forward to continuing to work with the Town of Brighton and we wish you all the success with the reassessment project.

Sincerely,

GAR Associates LLC



F. Cindy Baire, President/Partner



David M. Barnett, Vice President

CORPORATE OFFICE:

2399 SWEET HOME ROAD AMHERST, NEW YORK 14228 TEL.716-691-7100 FAX.716-691-7770 TOLL FREE: 1.800.836.0382

CAPITAL REGION OFFICE:

632 PLANK ROAD SUITE 203 CLIFTON PARK, NEW YORK 12065 TEL.518.579.3770 FAX.518.579.3773 TOLL FREE: 1.800.836.0382

4c.

**GAR ASSOCIATES LLC**  
Real Estate Appraisers and Consultants

**AUTHORIZATION TO RETAIN GAR ASSOCIATES LLC  
BY THE  
TOWN OF BRIGHTON**

The undersigned is the duly authorized representative for the municipality to be subjected to the services set forth above. Further the undersigned agrees to engage GAR Associates LLC to undertake the proposed services/products/licenses and fees captioned above in accordance with the scope of services outlined in the proposal submitted.

Payment of the above services/products/license (On-Line Appointment Scheduler Program) is due as follows:

½ fee due upon signing	\$1,750
Balance due when installation complete	\$1,750

Sharing of software or unauthorized use of software is strictly prohibited.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Name \_\_\_\_\_

Title: \_\_\_\_\_

**CORPORATE OFFICE:**

2399 SWEET HOME ROAD AMHERST, NEW YORK 14228 TEL. 716-691-7100 FAX. 716-691-7770 TOLL FREE: 1.800.836.0382

**CAPITAL REGION OFFICE:**

632 PLANK ROAD SUITE 203 CLIFTON PARK, NEW YORK 12065 TEL. 518.579.3770 FAX. 518.579.3773 TOLL FREE: 1.800.836.0382

# JUSTICE COURT

TOWN OF BRIGHTON

MONROE COUNTY

2300 ELMWOOD AVENUE, ROCHESTER, NY 14618  
PHONE: (585) 784-5152 FAX: (585) 784-5380  
<http://www.townofbrighton.org>

JUSTICES  
KAREN MORRIS  
JOHN A. FALK

COURT ADMINISTRATOR  
COLLEEN M. ROGERS  
ASSISTANT COURT CLERK  
MARY KELLENBERGER

September 12, 2017

Supervisor William Moehle  
Town Board Members  
2300 Elmwood Avenue  
Rochester NY 14618

**RE: Justice Court Assistance Program Grant 2017-2018**

Dear Supervisor Moehle and Town Board Members,

I am requesting permission to pursue a 2017-2018 JCAP Grant up to the amount of \$30,000.00 for the purchase of the following items for the Court (see attached): .  
Four Attorneys' Tables: A variable number of attorneys and litigants regularly appear before the court, therefore provisions should be made for them. The tables we currently have do not accommodate the need.

Safco Tub Files with Locks, These are on wheels. Currently our files are transported to the courtroom in a cardboard box, carried by the staff.

Thank you in advance for your support given to the Justice Court.

Sincerely,

*Colleen M. Rogers*  
Colleen Rogers  
Administrative Court Clerk

Cc: S. Zaso, Finance Director.

 **COPY**

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**Justice Court Assistance Program Grant Application**  
**2017-18**  
**Brighton Town Court, Monroe County**

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Save for Later

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**Part A. APPLICANT INFORMATION** \* indicates required fields

Name of Court: Brighton Town Court, Monroe County

Type of Application: \* ☒ Individual ☐ Joint:

If Joint, please select the name of Joint Applicant: \*

Contact Person:

Salutation: \* First Name: \* Last Name: \* Phone: \*

Ms. Colleen Rogers 585-784-5158

Title: \* Email: \* Use nycourts.gov email address

Court Clerk cmrogers@nycourts.gov

Address Information:	Address: *	City: *	State: *	ZIP: *
Court Mailing Address:	2300 Elmwood Avenue	Rochester	NY	14618
Court's Physical Address:	2300 Elmwood Avenue	Rochester	NY	14618

Same as Court Address

**Part B. CASELOAD: NEW CASE FILINGS FOR 3 YEARS**

Year	Criminal: *	Civil: *	VTL: *	Jury Trials *
Year 2016:	501-750	201-500	10,000-15,000	0-30
Year 2015:	201-500	201-500	10,000-15,000	0-30
Year 2014:	201-500	201-500	5,001-7,500	0-30

Has your court had a security assesment performed by the Dept. Of Public Safety? \*

☒ No ☐ Yes

Did you receive a grant in 2016-2017 ☐ No ☒ Yes

Amount of Award \$2380.00

Did you receive a grant in 2015-2016 ☐ No ☒ Yes

Amount of Award \$10000.00

**QUESTIONS** If you have any questions about JCAP or if you need assistance completing the application, call the Office of Justice Court Support at 1-800-232-0630 or email: jcap@nycourts.gov.

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Save for Later

(5c)

## Justice Court Assistance Program Grant Application

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2017-18

Brighton Town Court, Monroe County

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## C. GRANT ITEMS

Select Priority Level & Item Category, click on Save Category. Then select Item, Quantity and Price. Add New Item to total. Please submit estimates for each item with the other required documentation.

Priority	Item Category	Save Category	Item	Qty	Price Per
1	Furniture	Save Category	Tables	4	\$949.99

\*Please note\* OCA's Division of Technology provides computer equipment such as desktops, laptops, network and personal printers. If you have a question about equipment and whether or not it can be requested through JCAP, please call the Division of Technology.

Please enter comments:

These are conference tables. We currently have four that are not stable. We have 6-7 Attorney's at each on a court

1	Furniture	Save Category	File cabinets	2	\$152.99 Each
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\*Please note\* OCA's Division of Technology provides computer equipment such as desktops, laptops, network and personal printers. If you have a question about equipment and whether or not it can be requested through JCAP, please call the Division of Technology.

Please enter comments:

Safeco Tub File with lock on wheels. These would be used to transport the files from the office to the courtroom. currently in cardboard box, carried by the staff. There are 150 files on average.

		Save Category			
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\*Please note\* OCA's Division of Technology provides computer equipment such as desktops, laptops, network and personal printers. If you have a question about equipment and whether or not it can be requested through JCAP, please call the Division of Technology.

Please enter comments:



Sponsored by chromebook

SHOP NOW

BACK TO SCHOOL CENTER

Safco Tub File with Lock, Black, 24 7/8" Deep, Letter Size - 28 1/4"H x 13 5/8"W | Staples®

9/7/2017

Home Need Help? Weekly Ad Store Locator 10+ Employee Businesses Track Order

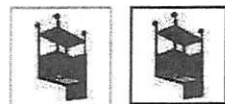
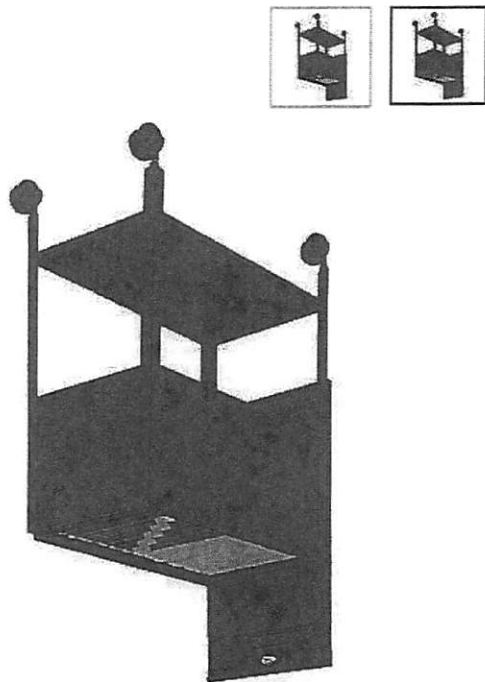
SHOP BY CATEGORY SHOP SERVICES SHOP DEALS INK & TONER FINDER YOUR STORE EASY REORDER MY ACCOUNT Please Sign In 0 ITEM(S)

Search over 1.7 million products and services

Home > Furniture > Carts, Stands & Racks > Carts & Stands > Safco Tub File with Lock, Black, 24 7/8" Deep, Letter Size - 28 1/4"H x 13 5/8"W

Safco Tub File with Lock, Black, 24 7/8" Deep, Letter Size - 28 1/4"H x 13 5/8"W

Item: 517233 Model: 5362BL (13) | Write a Review



### Product Details

- Extra Deep
- Mobile file cart
- 20-gauge steel file box, lid, drawer, and shelf

View Full Product Details

Add to Favorites

- Special Financing Available
- Free Pick Up in Store

3-Yr Furniture Protection (\$100-499.99)	\$29.99
Staples Furniture Assembly (\$100-\$199.99)	\$100.00

### Also Consider

Not Sold in Stores

Delivery  
**\$152.99**  
Cart

Delivered within 2 - 8 Business Days  
This Item Ships Free

ADD TO CART

1

Black with Lock, 28 1/4"H

CUSTOMERS WHO VIEWED THIS ITEM ALSO VIEWED

# BACK TO SCHOOL CENTER

SHOP NOW

Sponsored by  chromebook



Home Need Help? Weekly Ad

Store Locator 10+ Employee Businesses Track Order

SHOP BY  
CATEGORY

SHOP  
SERVICES

SHOP DEALS

INK & TONER  
FINDER

YOUR STORE  
Irondequoit, ...

EASY  
REORDER

MY ACCOUNT  
Please Sign In

0 ITEM(S)

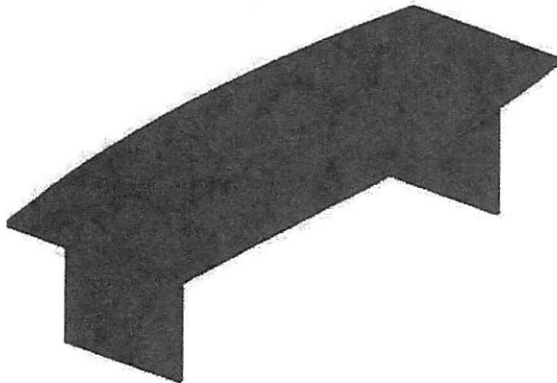
Search over 1.7 million products and services


Home > Furniture > Home & Office Tables > Conference Room Tables > Global 120" Boat Conference Table, Constellation Java (GCT10WBX2BU-CSJ)

## Global 120" Boat Conference Table, Constellation Java (GCT10WBX2BU-CSJ)

Item: 884573 Model: GCT10WBX2BU-CSJ

Be the first to Write a Review



 Get 5% back in rewards every day. [LEARN MORE](#)

Delivery

**\$949.99**  
Each



1

[ADD TO CART](#)

Delivered within **14 - 28 Business Days**  
This Item Ships Free

Not Sold in Stores

### Also Consider

 3-Yr Furniture Protection (\$500 - \$999)	\$74.99
 Staples Furniture Assembly (\$600+)	\$200.00

- Special Financing Available
- Free Pick Up In Store

### Product Details

- Boat-shaped conference table accommodates up to 10 people
- 29"H x 120"W x 48"D
- Constellation java finish adds a striking modern look

[View Full Product Details](#)

[Add to Favorites](#)