

**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 7th, 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

3b

TOWN OF BRIGHTON POLICE DEPARTMENT
INTEROFFICE MEMORANDUM

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

Chief Henderson,

I am respectfully requesting permission to declare two police vehicles surplus and prepare them for the Fall Auction on October 7th, 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
MRTX
9/6/2017



Town of
Brighton

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
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

F. Cindy Baire, President/Partner

David M. Barnett

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

COPY

Cc: S. Zaso, Finance Director.

Administrative Court Clerk
Colleen Rogers
Sincereley,
Colleen M. Rogers

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

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.

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.

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): .

Dear Supervisor Moehle and Town Board Members,

RE: Justice Court Assistance Program Grant 2017-2018

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

September 12, 2017

MARY KELLENBERGER
ASSISTANT COURT CLERK
COLLEEN M. ROGERS
COURT ADMINISTRATOR

2300 ELMWOOD AVENUE, ROCHESTER, NY 14618
MONROE COUNTY
TOWN OF BRIGHAM
<http://www.townofbrighton.org>
PHONE: (585) 784-5152 FAX: (585) 784-5388

JOHN A. FALK
KAREN MORRIS
JUSTICES

Justice Court Assistance Program Grant Application Page 4 of 6
 2017-18
 Brighton Town Court, Monroe County

[Previous Page](#)[Next Page](#)[Save for Later](#)

If you need
later and
application
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4

Pass
M

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:*

Ms.

First Name:*

Colleen

Last Name:*

Rogers

Phone:*

585-784-5158

Title:*

Court Clerk

Email: * Use nycourts.gov email address

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

	Criminal:*	Civil:*	VTL:*	Jury Trials*
Year 2016:	501-750 <input type="text"/>	201-500 <input type="text"/>	10,000-15,000 <input type="text"/>	0-30 <input type="text"/>
Year 2015:	201-500 <input type="text"/>	201-500 <input type="text"/>	10,000-15,000 <input type="text"/>	0-30 <input type="text"/>
Year 2014:	201-500 <input type="text"/>	201-500 <input type="text"/>	5,001-7,500 <input type="text"/>	0-30 <input type="text"/>

Has your court had a security assessment 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.

[Previous Page](#)[Next Page](#)[Save for Later](#)

5c

Justice Court Assistance Program Grant Application

Page 5 of 6

2017-18

Brighton Town Court, Monroe County

[Previous Page](#)[Next Page](#)[Save for Later](#)**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	Item	Qty	Price
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 equipment. 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 one. They are used for court hearings.

1	Furniture	Save Category	File cabinets	2 \$152.99
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Please note OCA's Division of Technology provides computer equipment such as desktops, laptops, network and personal equipment. 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 we use a 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 equipment. 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:

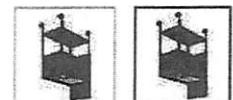
		Save Category		
<p>Please enter comments: </p>				

CUSTOMERS WHO VIEWED THIS ITEM ALSO VIEWED

[Add to Favorites](#)[View Full Product Details](#)

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

Product Details



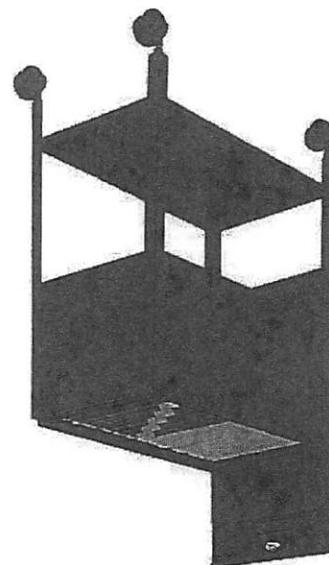
- Free Pick Up in Store
- Special Financing Available

(\$100-\$199.99)
Staples Furniture Assembly \$100.00

499.99)
3-Yr Furniture Protection (\$100- \$29.99

Also Consider

Not Sold in Stores



Delivered within 2 - 8 Business Days
This item ships free

\$152.99

1

[ADD TO CART](#)

Delivery

Black with Lock, 28 1/4" H

[\(13\) | Write a Review](#)

Item: 517233 Model: 5362BL

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

[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

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SHOP BY	SHOP SERVICES	SHOP DEALS	INK & TONER	FINDER	EASY	MY ACCOUNT	REORDER	rondequist, ...	Please Sign In	0 ITEM(S)
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Home	Need Help?	Weekly Ad	Store Locator	10+ Employee Businesses	Track Order
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BACK TO SCHOOL CENTRE

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chromebook

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

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)**

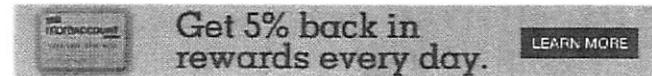
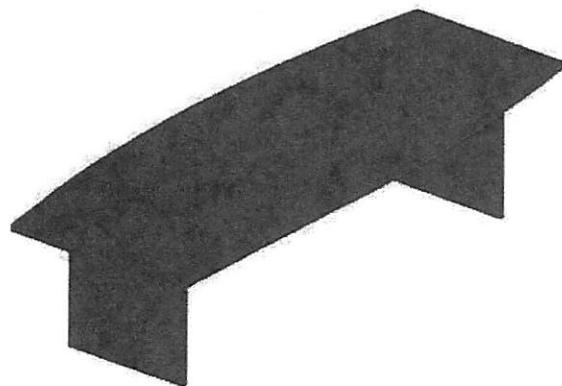
Search over 1.7 million products and services

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

**Delivery**

1

ADD TO CART**\$949.99**

Each

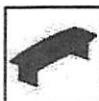
Delivered within 14 - 28 Business Days
This Item Ships Free

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