

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

**Meeting Date: Tuesday, March 6, 2018 (3:30 p.m.)
Location: Town Hall Auditorium, Brighton Town Hall**

1. Approval of Minutes – Receive and file minutes of the February 16, 2018 meeting.
2. Declare Equipment as Junk (Assessor) – Request from Sue Wentworth for Town Board action to declare one touchscreen kiosk that is no longer serviceable as junk and to authorize disposal (see memo from S. Wentworth).
3. Declare Equipment as Junk (Info Systems) – Request from Jeremy Lutz for Town Board action to declare various computer equipment that is no longer serviceable as junk and to authorize disposal (see memo from J. Lutz).
4. Declare Equipment as Surplus for Auction (Info Systems) – Request from Jeremy Lutz for Town Board action to declare various computer equipment as surpluses and to authorize disposal via online auction and to further authorize donation or disposal of unsold items (see memo from J. Lutz).
5. Equipment Lease Agreement and Trade-In (Public Works) – Request from Evert Garcia for Town Board authorization of the Supervisor to enter into a lease agreement for a wide format plotter along with authorization to declare as surplus and trade in one wide format copier (see letter from E. Garcia).
6. Executive Session – employment of particular people.

The next regularly scheduled meeting of the FASC will be held Tuesday, March 20, 2018 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
2300 ELMWOOD AVENUE
ROCHESTER, NEW YORK 14618
(585) 784-5214 Fax (585) 784-5373

2a.

MEMORANDUM

To: The Honorable Town Board
Attn.: Finance and Administrative Services Committee
Subject: Recommended Disposal of Certain Fixed Assets

From: Susan Wentworth, Deputy Assessor *Acw*

Date: March 5, 2018

In accordance with the Town Board's Fixed Asset Policy and Procedures (as amended), I am requesting that Your Honorable Body authorize the disposal of certain fixed asset items in my care and custody as listed on the attached Fixed Assets/Inventory Update Sheet(s). The item(s) listed are no longer needed or available to support departmental operations. In this particular instance:

The item(s) listed have remaining value, are serviceable, and should be sold to the highest bidder by auction to be conducted by the Town, or by the Town's authorized agent.

The item(s) listed have remaining value, are serviceable, and should be sold to the highest bidder by means of a sealed bid.

The item(s) have no remaining value and/or are no longer serviceable and should be disposed of as junk.

The item(s) listed have been lost or destroyed and should be removed from the Town's fixed asset and inventory records.

The formal action being requested of the Town Board is the declaration as surplus or junk (as indicated above) of the item(s) listed on the attached. As the department head responsible for the care and custody of the item(s) listed, I would be happy to respond to any questions the Committee, or other members of the Town Board may have.

Copy to: S. Zaso, Finance Department

Attached: Fixed Assets/Inventory Update Sheet

TOWN OF BRIGHTON
DISPOSAL OF FIXED ASSET

DEPT. Assessor

REQUESTING EMPLOYEE

Susan Wentworth

DATE March 5, 2018

DEPT. HEAD SIGNATURE

Susan A. Wentworth

* For vehicles use the last 6 characters of the VIN number.

Finance Office

Use: _____ Town Board Authorization Date _____ Insurance Notification Date _____

Insurance Notification Date

Fixed Asset Disposal.xls

26.



3a.

MEMORANDUM

To: The Honorable Town Board
Attn.: Finance and Administrative Services Committee
Subject: Recommended Disposal of Certain Fixed Assets
From: Jeremy Lutz, IT Coordinator
Date: March 6, 2018

In accordance with the Town Board's Fixed Asset Policy and Procedures (as amended), I am requesting that Your Honorable Body authorize the disposal of certain fixed asset items in my care and custody as listed on the attached Fixed Assets/Inventory Update Sheet(s). The item(s) listed are no longer needed or available to support departmental operations. In this particular instance:

The item(s) listed have remaining value, are serviceable, and should be sold to the highest bidder by online Ebay auction with local pickup only. Items that do not sell within a reasonable amount of time will be disposed of as junk or donated to a non-profit agency.

The item(s) listed have remaining value, are serviceable, and should be sold to the highest bidder by means of a sealed bid.

The item(s) have no remaining value and/or are no longer serviceable and should be disposed of as junk.

The item(s) listed have been lost or destroyed and should be removed from the Town's fixed asset and inventory records.

The formal action being requested of the Town Board is the declaration as surplus or junk (as indicated above) of the item(s) listed on the attached. As the department head responsible for the care and custody of the item(s) listed, I would be happy to respond to any questions the Committee, or other members of the Town Board may have.

Copy to: S. Zaso, Finance Department

Attached: Fixed Assets/Inventory Update Sheet

**TOWN OF BRIGHTON
DISPOSAL OF FIXED ASSET**

DEPT. A.INFOSYS.1680

DATE March 6, 2018

REQUESTING EMPLOYEE

Barbara Snyderman

DEPT. HEAD SIGNATURE

TOWN I.D. # *	ITEM DESCRIPTION	MANUFACTURER	MODEL	YEAR	VIN or SERIAL NUMBER	COST	COMMENTS
005368	Firewall	SonicWall	NSA 220	2013	C0EAE42D7E54	\$2,005.71	Recycle
005580	Router	Adtran	Net Vanta 1335	2014	LBADTN1316AC359	\$1,110.00	Recycle
005579	Router	Adtran	Net Vanta 1335	2014	LBADTN1333AD108	\$1,110.00	Recycle
005087	Network Storage	Dell	Power Vault 745N	2004	JJNRP51	\$2,888.69	Recycle
003341	Printer	Okidata	24 Pin Dot Matrix	1996	N/A	\$404.54	Recycle
005516	Server	Dell	PowerEdge T610	2010	1B9YPM1	\$7,432.11	Recycle
00539	Server	Dell	PowerEdge T11	2011	H7LJCP1	\$1,713.58	Recycle
005620	Server	Dell	PowerEdge T310	2011	2K5Y7S1	\$4,334.21	Recycle
005500	Server	Dell	PowerEdge T31	2009	GRX85L1	\$5,201.10	Recycle
005518	Server	Dell	PowerEdge T41	2011	2G32BP1	\$6,281.12	Recycle
005611	Computer	Dell	OptiPlex 790	2011	394X1R1	\$1,422.75	Recycle
005522	Computer	Dell	Precision T170C	2014	9S6YH02	\$1,249.98	Recycle
005605	Computer	Dell	OptiPlex 390	2012	JP6VHS1	\$1,179.86	Recycle
005603	Computer	Dell	OptiPlex 390	2011	GW2DXR1	\$1,155.65	Recycle

Finance Office

Use:

Town Board Authorization Date

Insurance Notification Date

Fixed Asset Disposal.xls

10/09/2018

MEMORANDUM

To: The Honorable Town Board
Attn.: Finance and Administrative Services Committee
Subject: Recommended Disposal of Certain Fixed Assets
From: Jeremy Lutz, IT Coordinator
Date: March 6, 2018

In accordance with the Town Board's Fixed Asset Policy and Procedures (as amended), I am requesting that Your Honorable Body authorize the disposal of certain fixed asset items in my care and custody as listed on the attached Fixed Assets/Inventory Update Sheet(s). The item(s) listed are no longer needed or available to support departmental operations. In this particular instance:

The item(s) listed have remaining value, are serviceable, and should be sold to the highest bidder by online Ebay auction with local pickup only. Items that do not sell within a reasonable amount of time will be disposed of as junk or donated to a non-profit agency.

The item(s) listed have remaining value, are serviceable, and should be sold to the highest bidder by means of a sealed bid.

The item(s) have no remaining value and/or are no longer serviceable and should be disposed of as junk.

The item(s) listed have been lost or destroyed and should be removed from the Town's fixed asset and inventory records.

The formal action being requested of the Town Board is the declaration as surplus or junk (as indicated above) of the item(s) listed on the attached. As the department head responsible for the care and custody of the item(s) listed, I would be happy to respond to any questions the Committee, or other members of the Town Board may have.

Copy to: S. Zaso, Finance Department

Attached: Fixed Assets/Inventory Update Sheet

TOWN OF BRIGHTON
DISPOSAL OF FIXED ASSET

DEPT. A.INFOSYS.1680

DATE March 6, 2018

REQUESTING EMPLOYEE

Barbara Snyderman

DEPT. HEAD SIGNATURE

Finance Office
Use:

Town Board Authorization Date

Insurance Notification Date

Fixed Asset Disposal.xls

46.



Town of
Brighton

5a Public Works Department

Commissioner of Public Works – Tim Keef, P.E.

Evert Garcia
Assistant Engineer

February 21, 2018

The Honorable Finance and Administrative Services Committee
Town of Brighton
2300 Elmwood A venue
Rochester, New York 14618

Re: Wide Format Plotter
Department of Public Works
Real Lease Application and Leasing Agreement

Dear Councilperson DiPonzo and Committee Members:

In accordance with our Procurement Policy, multiple price quotes were obtained for the lease-purchase of a wide format plotter which has been included in the Town of Brighton's Fiscal Year 2018 budget for use in the Department of Public Works. The procurement of a new wide format plotter is intended to replace an old HP Design Jet 5500 wide format plotter which was deemed no longer functional on April 20, 2017 and subsequently recycled.

Four vendors submitted proposals for a replacement wide format plotter. Table-1 lists the vendors and their corresponding lease-purchase quotations. Eastern Managed Solutions, a Xerox Company, was deemed as the lowest priced vendor for the lease-purchase of a wide format plotter.

Table-1

Vendor Name	Price Quote (per Month)	Lease Term (Months)
Canon Solutions of America	\$276.00	36
Eastern Managed Solutions	\$254.21	36
HP Direct	\$287.56	36
Toshiba	\$288.22	36

The price quote provided by Eastern Managed Solutions is for the lease-purchase of an HP DesignJet T2530 wide format plotter system with a \$1 Buyout at the end of the thirty-six (36) month term for a price of \$254.21 USD per month, or a total purchase price of \$9,151.56 USD by the end of the lease-purchase term. The lease-purchase procurement mechanism allows for annual renewal or termination of the agreement. Additionally, the pricing provided by the vendor is contingent upon the trade-in of an outdated, Oce branded, wide format copier currently owned by the Department of Public Works. The wide format copier which will be traded in is of single purpose, has reached the end of its usable life and is ready to be submitted for disposal approval per the Town's Fixed Asset Policy and Procedure. The new HP DesignJet T2530 wide format plotter system from Eastern Managed Solutions will serve the purpose of a wide format Scanner, Plotter and Copier all in a single footprint system.

The quoted amount equates to \$3,050.52 USD annually and is less than the amount budgeted this fiscal year for the leasing of a wide format plotter at \$4,380.00. Therefore, I am requesting that FASC recommend that the Town Board authorize the Supervisor to endorse the attached Real Lease Application, which is the initial step in procuring the wide format plotter system via the lease-purchase procurement mechanism. Following the processing

of the Real Lease Application, a lease-purchase agreement must be implemented between the Town of Brighton and Eastern Managed Solutions. A copy of sample language for the lease-purchase agreement is attached for your reference. I further request that the Supervisor be authorized to execute said lease-purchase agreement following review and approval by the Town's Finance Department. Additionally, I am requesting that FASC recommend that the Town Board authorize the disposal of an Oce wide format copier, Asset Tag 004730, which will be traded in to the vendor as part of the lease-purchase agreement.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled March 6, 2018 meeting in the event that you have any questions regarding this matter.

Respectfully,



Evert Garcia
Assistant Engineer

cc: T. Keef
M. Guyon
S. Zaso
M. Hussar