

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

**Meeting Date: Wednesday, November 30, 2021 (3:30 p.m.)
Location: Auditorium, Brighton Town Hall**

1. Approval of Minutes – Receive and file minutes of the November 16, 2021 meeting.
2. Approve contract with Bruckner, Tillett, Rossi, Cahill & Associates for legal services related to certiorari cases (Assessor's Office) – Request from Susan Wentworth for town board action to authorize the Supervisor to execute a contract with Bruckner, Tillett, Rossi, Cahill & Associates for preliminary appraisals and court ready appraisals for certiorari cases as identified. Total cost of the contract will not exceed \$16,000. Funds have been budgeted in the 2022 budget for these services (See letter from S. Wentworth).
3. Declare items as surplus in the Police Department to be sold at the online or upcoming municipal auction in the spring of 2022 (Police Dept.) – Request from Police Chief David Catholdi for Town Board action to declare the following items in the Police Department as surplus:
2008 Chevy Impala Police Car (#91) VIN: 2G1WS583281334619
2001 Smart Unit Speed Sign Serial #:1K9BL1015K118069
to be sold at either the municipal online auction or the Spring 2022 live Municipal auction. Both items are in need of replacement(see letter from D. Catholdi).

EXECUTIVE SESSION ITEMS (Employment of a particular persons)

4. Advance salary of an employee in the Police Department to Step 2 (\$38,074.40 annually) effective January 1, 2022 with all other future increases to occur on the original anniversary date of August 16 (Police Dept.) – Request from Police Chief David Catholdi for Town Board action to advance an employee's salary in Group 2 from Step 1 to Step 2 (\$38,074.40) effective January 1, 2022. All further step increases will be given on the employee's anniversary date of August 16th beginning on August 16, 2022. This employee's performance has been exemplary (see letter from D. Catholdi)
5. Approve appointment to fill vacant laborer position in the Highway Department effective January 3, 2022(Highway Dept.) – Request from Mike Guyon for Town Board action to approve an appointment to the position of laborer full-time in the Highway Department. This appointment will be effective January 3, 2022 at the starting hourly wage rate of \$20.23 with all other terms and conditions as outlined in the current CSEA collective bargaining agreement. This position is noncompetitive and will be subject to the successful competition of a 52 week probationary period (see letter from M. Guyon).

6. Review 2022 FASC Meeting Schedule – Review schedule to be adopted at the January 3rd, 2022 organizational meeting.

The next regularly scheduled meeting of the FASC will be held on TUESDAY, DECEMBER 14, 2021 at 3:30 p.m. in the AUDITORIUM at Brighton Town Hall.
All members of the public are invited to attend FASC meetings.

****AS PER THE REGULAR SCHEDULE (Room Change)****

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Wednesday, November 16, 2021 Meeting

ATTENDEES

FASC Committee members:

Jason DiPonzio (Chair)
Robin Wilt
Supervisor William Moehle
Paula Parker (Staff to the Committee)

Other Town Councilmembers:

Christine Corrado

Department Heads/Other attendees:

Dan Aman (Town Clerk)
Tricia VanPutte (Personnel)

The Town Board's Finance and Administrative Services Committee (the FASC) met at 3:30 p.m. and reviewed a number of 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 3, 2021 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:

Approve new copier purchase contract with Toshiba (Town Clerk's Office) – The FASC discussed with Daniel Aman, Town Clerk, his request for Town Board action to authorize the Supervisor to execute a lease/purchase contract via the East Suffolk BOCES contract for multiple Toshiba copiers via a 48 month purchasing agreement. The contract includes all maintenance and supplies on each machine with the exception of paper and staples, with all copies (B&W and Color) billed monthly at the agreed upon rates. (See memo from D. Aman). The FASC recommends the Town Board take favorable action on this matter.

Authorize Professional Services Agreement (renewal) for Financial Services (Finance Dept.) – The FASC discussed with Paula Parker her request for Town Board action to authorize the Supervisor to execute a professional services agreement with Municipal Solutions, Inc. for borrowing and fiscal advising services. There is no increase in Serial Bonds or Bond Anticipation Note fees. However the hourly rate for other services did increase from \$130 to \$135 per hour. This contract will have a term not to exceed 5 years and is contingent on the approval of the Town Attorney (see letter from P. Parker). The FASC recommends the Town Board take favorable action on this matter.

Authorize Professional Employment Placement Services contract with Robert Half International, Inc. (Finance & Personnel Depts.) – The FASC discussed with Paula Parker and Tricia VanPutte the request for Town Board action to authorize the Supervisor to execute a professional services agreement with Robert Half International, Inc. for employment placement services. The cost for these services will be 25% (twenty-five percent) of the successful candidate's first year annual salary, if selected. If the successful candidate is NOT selected utilizing services provided by Robert Half, no fee will be paid (see letter from P. Parker). The FASC recommends the Town Board take favorable action on this matter. (Note: This matter was not on the Town Board Agenda for November 23rd)

Budget Amendments and Transfers:

No matters for this meeting.

Personnel Matters:

Approve the provisional appointment of Gidget Williams to the position of Senior Payroll Clerk in the Finance Department effective December 13, 2021 (Finance Dept.) – The FASC discussed with Paula Parker her request for Town Board action to approve the provisional appointment of Gidget Williams to the position of Senior Payroll Clerk effective December 13, 2021. This salary for this position will be set at \$54,496 annually as consistent with Group 4 Step 1 of the Non-Represented Employee Salary schedule for 40 hours/week. This appointment is provisional and classified by Civil Service as competitive and requires the applicant to meet minimum qualifications and pass an examination. Upon permanent appointment, the employee must complete a 52 week probationary period. All other terms, benefits and conditions as outlined in the non-represented policies will apply to this position (see letters from P. Parker & T. VanPutte).

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

Other Matters for Action of the Town Board:

Declare 2013 Mercedes Sprinter Ambulance as surplus to be sold at auction (Ambulance District) – The FASC discussed with Paula Parker the request from JulieRay Romano Business Manager for the Brighton Volunteer Ambulance to declare the 2013 Mercedes Sprinter Ambulance as surplus to be sold utilizing either the Municipal online auction or the Municipal live auction this coming spring. This ambulance was replaced late in 2021 (see letter from J. Romano & P. Parker).

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

Executive Session: to discuss the employment of particular people.

Although this item was on the agenda, the committee did not go into any executive session this meeting.

Other Matters for Discussion Only:

Review 2022 FASC Meeting Schedule – Review schedule to be adopted at the January 3rd, 2022 organizational meeting. The 2022 schedule was reviewed. Several changes were made. An updated schedule will be presented at the next FASC meeting for consideration.

Matters Tabled for Research and/or Discussion:

No matters for this meeting

****The FASC meeting was adjourned at 4: 30 pm.**

The next regularly scheduled meeting of the FASC will be held on Tuesday, NOVEMBER 30, 2021 at 3:30 p.m. in the AUDITORIUM at Brighton Town Hall.

All members of the public are invited to attend FASC meetings.

****AS PER THE REGULAR SCHEDULE (Room Change)****



Assessor's Office

Susan Wentworth
Town Assessor

November 30, 2021

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

RE: Appraisals for Certiorari Cases:

E2020005383, River Road Hospitality Associates LLC - 717 East Henrietta Rd (Holiday Inn Express)
E2020005444, Brighton Lodging Associates LLC - 797 East Henrietta Rd (Country Inn & Suites)

Dear Honorable Town Board Members:


Counsel for the Town for the Certiorari cases listed above has requested appraisals be completed for both hotel properties for the 2020 and 2021 Assessment Rolls. Counsel for the Plaintiff has already completed appraisals.

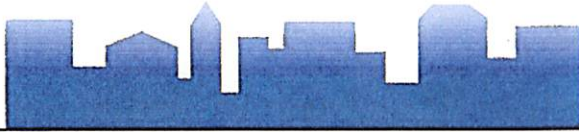
Quotes were received from four firms that complete commercial appraisals in Monroe County.
Summary of quotes:

Appraisal Firm	Preliminary Restricted w/Inspections	Court Ready Appraisals	Total for Both
Bruckner, Tillett, Rossi Cahill & Associates	\$5,000/Property for 2020 & 2021 \$10,000 total	\$3,000/Property \$6,000 total	\$16,000
Gar Associates	\$3,500/Property for 2020 & 2021 \$7,000 total	\$12,000/Property \$24,000 total	\$31,000
Midland Appraisal Associates, Inc.	\$9,000/Property for 2020 & 2021 \$18,000 total	\$8,000/Property \$16,000 total	25% discount \$25,500
Rynne, Murphy & Associates, Inc.	Only supplied an hourly rate of \$250/hour without a time estimate	Same hourly rate of \$250/hour	N/A

This request is for Town Board approval to engage services with Bruckner, Tillett, Rossi, Cahill & Associates for the Preliminary Appraisals and Court Ready Appraisals (if necessary) of the above referenced properties for a total fee not to exceed \$16,000. Funds are available in the 2022 Budget A.ASSOR.1355 4.54.

Respectfully,


Susan Wentworth
Town Assessor
Enclosures

**BRUCKNER, TILLET, ROSSI, CAHILL & ASSOCIATES**

A full-service real estate appraisal, analysis and consulting group

Christopher S. Tillett, MAI, SRA
Kevin L. Bruckner, MAI, CCIM
Patrick W. Cahill, SRA
Justin R. Martin, MAI, CCIM
Andrew R. Kniesel, SRA
Bethany W. Coleman, MAI
Alfred T. Rossi, SRA (Ret.)

November 9, 2021

Susan Wentworth
Town Assessor
Town of Brighton
2300 Elmwood Avenue
Rochester, New York 14618

Dear Ms. Wentworth:

Per your request, the following is a fee quote for the certiorari appraisals of 717 East Henrietta Road (Holiday Inn Express) & 797 East Henrietta Road (Country Inn & Suites), Town of Brighton, Monroe County, New York.

The fee for a preliminary restricted appraisal for the 2020 and 2021 assessment rolls is \$5,000 per property for a total fee of \$10,000. If it is necessary to convert the appraisals to a court-ready appraisal, an additional \$3,000 per property will be charged (\$6,000 total). My fee for court prep and testimony is \$250 per hour.

Thank you for the opportunity to provide this quote. If you have any questions or need additional information, please feel free to give me a call.

Sincerely,
BRUCKNER, TILLET, ROSSI,
CAHILL & ASSOCIATES


Justin R. Martin, MAI, CCIM
NYS Certified Gen'l R.E. Appraiser #46-50070



Jay J. Loson, MAI
David H. Rogachefsky, MAI, SRA
James A. LeGrett
Stephen V. Ferrara, SRA
Jeffrey S. James, MAI
David R. Ciroula
Nathan T. Gabbert, SRA, IAO

David C. Schwaner, MAI
of Counsel

Proposal/Engagement Letter

November 3, 2021

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

RE: Country Inn & Suites Hotel
Holiday Inn Express Hotel
797 & 717 East Henrietta Road
Town of Brighton, NY

Dear Ms. Wentworth:

Thank you for your request to provide a proposal for the above captioned properties in conjunction with a tax grievance proceeding. Pursuant to your request for Restricted Appraisals including the 2020 and 2021 tax year and the potential necessity of Court Ready Appraisals, I refer you to the attached breakdown of fees.

Complete financial and operating data for the subject properties for the prior five years will be required. A comprehensive list of other items will be provided. A 30% retainer will be required at commencement of the assignment with the balance due upon receipt of the final report. You may authorize commencement by signing, dating and returning a copy of this transmittal letter along with the retainer.

Thank you for the opportunity of providing this fee proposal estimate.

Very truly yours,

MIDLAND APPRAISAL ASSOCIATES, INC.

JEFFREY S. JAMES, MAI

AGREED TO AND ACCEPTED BY:

DATE: _____

	East Henrietta Road	
	<u>#717</u>	<u>#797</u>
Restricted Report (Single yr.)	\$6,500	\$6,500
Additional yr. (Restricted)	\$2,500	\$2,500
Upgrade to Court Ready	\$6,000	\$6,000
Additional yr. Upgrade	<u>\$2,000</u>	<u>\$2,000</u>
Total Individual	\$17,000	\$17,000
Discount for Combined (Court Ready w/ added yr.)	25%	\$25,500
Combined Court Ready (Single yr.)		\$18,750
Combine Restricted (w/ added yr.)		\$13,500
Combined Restricted (Single yr.)		\$9,750
Smith Travel Report		\$500
Hourly Rate for Consultation and Court Appearance		\$250



GAR Associates LLC
EST. 1961

Real Estate Appraisers and Consultants

Ronald J. Rubino, MAI
President, Commercial Division



November 3, 2021

Ms. Susan Wentworth
Town of Brighton, Assessor
2300 Elmwood Avenue
Rochester, NY 14618
susan.wentworth@townofbrighton.org

Re: Request for Appraisal of:
717 East Henrietta Road, SBL# 149.09-1-1.102
Brighton, NY 14623
GAR File No.:B-22598*

Dear Ms. Wentworth,

Pursuant to your request we can provide **Real Estate Appraisal Services** regarding the above-referenced property with fees and timing dependent upon the scope of services needed.

The client is the Town of Brighton. The "intended use" of the appraisal is for "tax certiorari" purposes. The "intended users" of the appraisal will also depend upon the scope of work and type of appraisal ordered. For a preliminary appraisal, the intended users would include the client and the municipality. For a court-ready appraisal, the intended users would also include the Court.

The property entails a 105-room Holiday Inn Express hotel located on 2.54+/- acres.

The scope of work would include the 2020/2021 and 2021/2022 tax years.

Our fees to prepare a "Preliminary" and an upgrade to a "Court-Ready" appraisal report, along with our rates for pre-trial preparation and court testimony are as follows:

A) Preliminary Appraisal:	\$3,500, 6 week turnaround
B) Upgrade to Court-Ready Appraisal:	\$12,000 additional, 2 month turnaround
C) Pre-Trial Preparation:	\$200/hour
D) Court Testimony & Trial:	\$250/hour

Attached is a copy of our standard engagement contract, which you or your client is to sign and return in order to formally engage us.

CORPORATE OFFICE:

5500 MAIN STREET, SUITE 347, WILLIAMSVILLE, NY 14221 TEL.716-691-7100 FAX.716-691-7770 TOLL FREE: 1.800.836.0382

ALBANY OFFICE:

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



Ms. Susan Wentworth, Assessor
November 3, 2021

Page 2

Information that we would need in order to complete the assignment would include the following:

- 1) Article 7 Petition(s)
- 2) Complaint on Real Property Assessment
- 3) Rent Roll(s) as of the taxable status date(s)
- 4) 3 Years of Income & Expenses (P&Ls and/or tax returns)
- 5) Leases and Amendments
- 6) Franchise Agreement
- 7) Personal Property List (cost new and depreciated)
- 8) Occupancy Reports
- 9) Average Daily Rates
- 10) 2013 Purchase Contract
- 11) Major capital improvements over the past 10 years (items and costs)
- 12) Deferred maintenance / capital needs (items and costs)
- 13) Any other documentation provided to petitioner's appraiser
- 14) Opportunity to discuss financials with owner representative

Please do not hesitate to contact me if you have any questions pertaining to this proposal and thank you for considering GAR Associates for your real estate appraisal and consulting needs.

Respectfully,

GAR Associates LLC

Ronald J. Rubino, MAI
President, Commercial Division

RJR:cmh

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November 3, 2021

Ms. Susan Wentworth
Town of Brighton, Assessor
2300 Elmwood Avenue
Rochester, NY 14618
susan.wentworth@townofbrighton.org

Re: Request for Appraisal of:
717 East Henrietta Road, SBL# 149.091-1.102
Brighton, NY 14623
GAR File No.:B-22598*

- | | |
|--------------------------------------|---|
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| D) Court Testimony & Trial: | \$250/hour |

*When sending payment, **please be sure to note the GAR Bid Number* on the check.** The balance will be due and payable 30 days upon submission of the report. There will be a 1.5% interest charge per month on late invoices. Please note we also accept credit cards as a method of payment.*

ACKNOWLEDGEMENT

The undersigned is a duly authorized representative for the property and the requested assignment, for the intended use and agrees to be fully responsible for payment of the total fee, unless other arrangements have been made. Further, the undersigned agrees to engage GAR Associates LLC to undertake the analysis in accordance with the scope of services defined in the above listed proposal and subject to the attached limiting conditions.

Payment is due within 30 days of completion of the appraisal report, unless other prearrangements have been made.

Date: _____ Signature: _____

Name (print): _____

Title: _____

NOTE: Please retain one copy for your files and return one signed copy to GAR ASSOCIATES LLC. Thank you.

CORPORATE OFFICE:

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**STATEMENT OF BASIC
ASSUMPTIONS AND LIMITING CONDITIONS**

FOR THE PURPOSE OF THIS APPRAISAL IT IS ASSUMED:

1. That the title to the property is marketable.
2. That the property is free and clear of all liens.
3. That there are no encumbrances or defects of title.
4. That there is and will continue to be responsible ownership and competent management.

THE APPRAISAL IS MADE SUBJECT TO THE FOLLOWING LIMITING CONDITIONS:

1. No responsibility is assumed for matters of a legal nature.
2. Unless otherwise stated in this report, no responsibility is assumed for subsurface soil conditions; soil conditions are presumed stable and free of any natural or man-made contaminants.
3. If improved, the building is assumed free of any hazardous building materials (e.g., asbestos, urea formaldehyde) unless otherwise stated in this report.
4. Information, estimates, and opinions furnished to the appraiser and contained in the report were obtained from sources considered reliable and believed to be true and correct. However, no responsibility for accuracy of such items furnished the appraiser can be assumed by the appraiser.
5. No engineering survey of the property was made, and the appraiser assumes no responsibility in this connection. The sketches in this report are approximate only, included to assist the reader in visualizing the property.
6. This appraisal was made for the purpose stated and should not be used for any other purpose.
7. The values assigned to the land and improvements are their value in relation to each other and should not be used separately.
8. The appraiser is not required to give testimony or attendance in Court or any hearing unless arrangements have been made in advance of the acceptance of the appraisal assignment and the fees are based upon this knowledge by the Appraiser. If this knowledge is not known at the time of employment, then negotiations must be made with Appraiser at the time the knowledge becomes known or the Appraiser may decline to testify and permission to use the appraisal for any purpose may be withdrawn.

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**STATEMENT OF BASIC
ASSUMPTIONS AND LIMITING CONDITIONS
(continued)**

9. In instances of new construction, additions, rehabilitations and remodeling of improvements, we assume compliance with State and local building codes with respect to design and construction materials.
10. The analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the requirements of Uniform Standards of Professional Appraisal Practice and the code of Professional Ethics set forth by the Appraisal Institute.
11. The use of this report is subject to the requirements of the Appraisal Institute, relating to review of its duly authorized representatives.
12. Neither all nor any part of the contents of this report (especially any conclusions as to value, the identity of the appraisers or the firm with which they are connected, or any reference to the Appraisal Institute, or to the MAI, RM, SRPA, SRA designations), shall be disseminated to the public through advertising media, public relations media, news media, sales media or any other public means of communication without the prior written consent and approval of the Appraiser. We are aware that the report may be submitted to individuals requesting a copy under the Freedom of Information Act.
13. MARKET VALUE is the most probable price which a property should bring in a competitive and open market under all conditions requisite to a fair sale, the buyer and seller, each acting prudently, knowledgeably, and assuming the price is not affected by undue stimulus. Implicit in this definition is the consummation of a sale as of a specified date and the passing of title from seller to buyer under conditions whereby:

(1) Buyer and seller are typically motivated; (2) both parties are well informed or well advised, and each acting in what he considers his own best interest; (3) a reasonable time is allowed for exposure in the open market; (4) payment is made in terms of cash in U.S. dollars or in terms of financial arrangements comparable thereto; and (5) the price represents the normal consideration for the property sold unaffected by special or creative financing or sales concessions granted by anyone associated with the sale.

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Ronald J. Rubino, MAI
President, Commercial Division



November 3, 2021

Ms. Susan Wentworth
Town of Brighton, Assessor
2300 Elmwood Avenue
Rochester, NY 14618
susan.wentworth@townofbrighton.org

Re: Request for Appraisal of:
797 East Henrietta Road, SBL# 149.09-1-14.6
Brighton, NY 14623
GAR File No.:B-22599*

Dear Ms. Wentworth,

Pursuant to your request we can provide **Real Estate Appraisal Services** regarding the above-referenced property with fees and timing dependent upon the scope of services needed.

The client is the Town of Brighton. The "intended use" of the appraisal is for "tax certiorari" purposes. The "intended users" of the appraisal will also depend upon the scope of work and type of appraisal ordered. For a preliminary appraisal, the intended users would include the client and the municipality. For a court-ready appraisal, the intended users would also include the Court.

The property entails an 89-room Country Inn and Suites hotel located on 2.89+/- acres.

The scope of work would include the 2020/2021 and 2021/2022 tax years.

Our fees to prepare a "Preliminary" and an upgrade to a "Court-Ready" appraisal report, along with our rates for pre-trial preparation and court testimony are as follows:

A) Preliminary Appraisal:	\$3,500, 6 week turnaround
B) Upgrade to Court-Ready Appraisal:	\$12,000 additional, 2 month turnaround
C) Pre-Trial Preparation:	\$200/hour
D) Court Testimony & Trial:	\$250/hour

Attached is a copy of our standard engagement contract, which you or your client is to sign and return in order to formally engage us.

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Ms. Susan Wentworth, Assessor
November 3, 2021

Page 2

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- 1) Article 7 Petition(s)
- 2) Complaint on Real Property Assessment
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- 11) Major capital improvements over the past 10 years (items and costs)
- 12) Deferred maintenance / capital needs (items and costs)
- 13) Any other documentation provided to petitioner's appraiser
- 14) Opportunity to discuss financials with owner representative

Please do not hesitate to contact me if you have any questions pertaining to this proposal and thank you for considering GAR Associates for your real estate appraisal and consulting needs.

Respectfully,

GAR Associates LLC

Ronald J. Rubino, MAI
President, Commercial Division

RJR:cmh

CORPORATE OFFICE:

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President, Commercial Division



November 3, 2021

Ms. Susan Wentworth
Town of Brighton, Assessor
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Rochester, NY 14618
susan.wentworth@townofbrighton.org

Re: Request for Appraisal of:
797 East Henrietta Road, SBL# 149.09-1-14.6
Brighton, NY 14623
GAR File No.:B-22599*

- | | |
|--------------------------------------|---|
| A) Preliminary Appraisal: | \$3,500, 6 week turnaround |
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ACKNOWLEDGEMENT

The undersigned is a duly authorized representative for the property and the requested assignment, for the intended use and agrees to be fully responsible for payment of the total fee, unless other arrangements have been made. Further, the undersigned agrees to engage GAR Associates LLC to undertake the analysis in accordance with the scope of services defined in the above listed proposal and subject to the attached limiting conditions.

Payment is due within 30 days of completion of the appraisal report, unless other prearrangements have been made.

Date: _____ Signature: _____

Name (print): _____

Title: _____

NOTE: Please retain one copy for your files and return one signed copy to GAR ASSOCIATES LLC. Thank you.

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**STATEMENT OF BASIC
ASSUMPTIONS AND LIMITING CONDITIONS**

FOR THE PURPOSE OF THIS APPRAISAL IT IS ASSUMED:

1. That the title to the property is marketable.
2. That the property is free and clear of all liens.
3. That there are no encumbrances or defects of title.
4. That there is and will continue to be responsible ownership and competent management.

THE APPRAISAL IS MADE SUBJECT TO THE FOLLOWING LIMITING CONDITIONS:

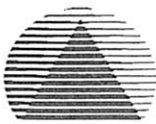
1. No responsibility is assumed for matters of a legal nature.
2. Unless otherwise stated in this report, no responsibility is assumed for subsurface soil conditions; soil conditions are presumed stable and free of any natural or man-made contaminants.
3. If improved, the building is assumed free of any hazardous building materials (e.g., asbestos, urea formaldehyde) unless otherwise stated in this report.
4. Information, estimates, and opinions furnished to the appraiser and contained in the report were obtained from sources considered reliable and believed to be true and correct. However, no responsibility for accuracy of such items furnished the appraiser can be assumed by the appraiser.
5. No engineering survey of the property was made, and the appraiser assumes no responsibility in this connection. The sketches in this report are approximate only, included to assist the reader in visualizing the property.
6. This appraisal was made for the purpose stated and should not be used for any other purpose.
7. The values assigned to the land and improvements are their value in relation to each other and should not be used separately.
8. The appraiser is not required to give testimony or attendance in Court or any hearing unless arrangements have been made in advance of the acceptance of the appraisal assignment and the fees are based upon this knowledge by the Appraiser. If this knowledge is not known at the time of employment, then negotiations must be made with Appraiser at the time the knowledge becomes known or the Appraiser may decline to testify and permission to use the appraisal for any purpose may be withdrawn.

CORPORATE OFFICE:

5500 MAIN STREET, SUITE 347, WILLIAMSVILLE, NY 14221 TEL.716-691-7100 FAX.716-691-7770 TOLL FREE: 1.800.836.0382

ALBANY OFFICE:

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



**STATEMENT OF BASIC
ASSUMPTIONS AND LIMITING CONDITIONS
(continued)**

9. In instances of new construction, additions, rehabilitations and remodeling of improvements, we assume compliance with State and local building codes with respect to design and construction materials.
10. The analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the requirements of Uniform Standards of Professional Appraisal Practice and the code of Professional Ethics set forth by the Appraisal Institute.
11. The use of this report is subject to the requirements of the Appraisal Institute, relating to review of its duly authorized representatives.
12. Neither all nor any part of the contents of this report (especially any conclusions as to value, the identity of the appraisers or the firm with which they are connected, or any reference to the Appraisal Institute, or to the MAI, RM, SRPA, SRA designations), shall be disseminated to the public through advertising media, public relations media, news media, sales media or any other public means of communication without the prior written consent and approval of the Appraiser. We are aware that the report may be submitted to individuals requesting a copy under the Freedom of Information Act.
13. MARKET VALUE is the most probable price which a property should bring in a competitive and open market under all conditions requisite to a fair sale, the buyer and seller, each acting prudently, knowledgeably, and assuming the price is not affected by undue stimulus. Implicit in this definition is the consummation of a sale as of a specified date and the passing of title from seller to buyer under conditions whereby:

(1) Buyer and seller are typically motivated; (2) both parties are well informed or well advised, and each acting in what he considers his own best interest; (3) a reasonable time is allowed for exposure in the open market; (4) payment is made in terms of cash in U.S. dollars or in terms of financial arrangements comparable thereto; and (5) the price represents the normal consideration for the property sold unaffected by special or creative financing or sales concessions granted by anyone associated with the sale.

CORPORATE OFFICE:

5500 MAIN STREET, SUITE 347, WILLIAMSVILLE, NY 14221 TEL.716-691-7100 FAX.716-691-7770 TOLL FREE: 1.800.836.0382

ALBANY OFFICE:

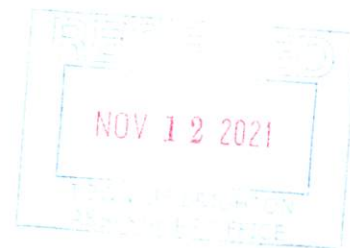
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RYNNE, MURPHY & ASSOCIATES, INC.

Real Estate Appraisals and Consultations

November 9, 2021



Ms. Susan A. Wentworth
Town Assessor
Town of Brighton
2300 Elmwood Avenue
Rochester, New York 14618

RE: Certiorari Appraisal Quote

Dear Ms. Wentworth:

At your request, I am outlining a fee proposal for appraisal services in connection with Tax Certiorari Roll Years 2020 and 2021 on the Holiday Inn Express located at 717 East Henrietta Road, identified by Tax Map Number 149.09-1-1.102 and the Country Inn & Suites located at 797 East Henrietta Road, identified by Tax Map Number 149.09-1-14.6 in the Town of Henrietta, Monroe County, New York.

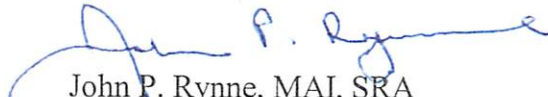
We can completed a restricted appraisal report for each property for a fee based upon \$250.00/hour. The frame for completion would be 6 weeks. If a trial ready report is needed, the fee is based upon \$250.00/hour with a time frame of an additional 6-8 weeks for completion.

Consultation and appearance along with any necessary preparation work will be an additional fee to the appraisal fee charged at any hourly rate of \$250.00/hour. This is the hourly rate for me (John Rynne) which includes the staff participation which is all encompassing.

Three (3) bound copies will be provided in the fees. Should further copies be necessary, there will be an additional fee.

We appreciate the opportunity to submit this proposal for your consideration. Feel free to contact me with any questions.

Sincerely,


John P. Rynne, MAI, SRA
President
NYS Certified General Real Estate
Appraiser #46000004052

JPR:amh



BRUCKNER, TILLET, ROSSI, CAHILL & ASSOCIATES

A full-service real estate appraisal, analysis and consulting group

CONTRACT FOR APPRAISAL AND/OR CONSULTING SERVICES

This contract between Bruckner, Tillett, Rossi, Cahill & Associates ("BTRCA") and the Client, hereinafter identified, shall define the scope of appraisal and/or consulting services and terms of payment for those services.

Client: Town of Brighton

Property Identification: Holiday Inn Express, 717 E Henrietta Road, Town of Brighton, Monroe County, New York

Property Type: Hotel

Scope of Services: Estimate the market value of the leased fee estate and report the findings, analysis and conclusions in a form Appraisal Report format.

Intended Use: A tax certiorari matter.

Intended Users: The Town of Brighton and its legal representation.

Delivery: Approximately 6 weeks from engagement.

Total Fee: \$5,000.00

Notes: Fee is for a preliminary restricted report for the 2020 and 2021 tax years. If it is necessary to convert to a court-ready report, the fee is an additional \$3,000. Any trial prep and testimony is billed at \$250/hour.

Terms: Net 30 days (BTRCA reserves the right to charge interest on overdue balances at the rate of 1.5% per month)

Default on Payment: *If Client fails to make full payment by the due date, BTRCA shall also be entitled to recover all of its costs and expenses, including without limitation, disbursements and legal fees, regardless whether litigation ensues. BTRCA's rights and remedies shall be cumulative and in addition to any other rights and remedies available to BTRCA.*

The laws of New York State shall exclusively govern this Agreement and its interpretation (without any presumption as to draftsmanship), and Client consents to jurisdiction and venue in the New York State Supreme Court for Monroe County as the sole forum for resolving any dispute arising hereunder or in any other way from the parties' relationship or the underlying events

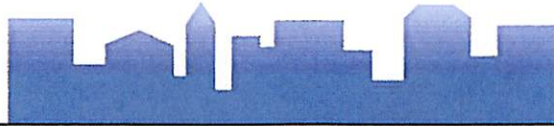
Acknowledgement: **By executing this contract, Client agrees to abide by the terms of payment and acknowledges that payment is NOT contingent upon the amount of the appraised value or the results of the consulting services.**

Signature & Date: _____ Print Name: _____

Mailing Address: _____

Phone: _____ E-mail: _____

Sign and return via fax to (585)383-4509 or e-mail to Justin@btrca.com.
Direct all questions to Justin R. Martin, MAI, CCIM at (585)383-4508 (office) or (585)506-7204 (cell).



BRUCKNER, TILLET, ROSSI, CAHILL & ASSOCIATES

A full-service real estate appraisal, analysis and consulting group

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This contract between Bruckner, Tillett, Rossi, Cahill & Associates ("BTRCA") and the Client, hereinafter identified, shall define the scope of appraisal and/or consulting services and terms of payment for those services.

Client: Town of Brighton

Property Identification: Country Inn & Suites, 797 E Henrietta Road, Town of Brighton, Monroe County, New York

Property Type: Hotel

Scope of Services: Estimate the market value of the leased fee estate and report the findings, analysis and conclusions in a form Appraisal Report format.

Intended Use: A tax certiorari matter.

Intended Users: The Town of Brighton and its legal representation.

Delivery: Approximately 6 weeks from engagement.

Total Fee: \$5,000.00

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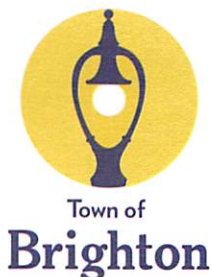
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Signature & Date: _____ Print Name: _____

Mailing Address: _____

Phone: _____ E-mail: _____

Sign and return via fax to (585)383-4509 or e-mail to Justin@btrca.com.
Direct all questions to Justin R. Martin, MAI, CCIM at (585)383-4508 (office) or (585)506-7204 (cell).



Brighton Police Department

2300 Elmwood Avenue
Rochester, New York 14618
(585) 784-5150



David Catholdi
Chief of Police

November 16, 2021

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.

I am requesting the vehicles listed below be declared surplus, as it's been determined they are in need of replacement. The auction will be held in the spring of 2022.

Control #	Year	Make	Vin #
91	2008	Chevy Impala	2G1WS583281334619
N/A	2001	SMART Unit	1K9BL1015K118069

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. I would be happy to answer any questions you may have regarding this request.

Respectfully,

David Catholdi
Chief of Police

CDC:ksk



Brighton Police Department

2300 Elmwood Avenue
Rochester, New York 14618
(585) 784-5150



David Catholdi
Chief of Police

MEMORANDUM

To: Chief Catholdi

From: Sgt. K.E. Woodard

Subject: Request to Declare Vehicle Surplus

Date: 11/4/21

Chief Catholdi,

I am respectfully requesting permission to declare the following police vehicle as surplus and prepare it for auction.

2008 Chevrolet Impala color grey. VIN (2G1WS583281334619) Control # 91. The mileage is 102,216. The NADA of the vehicle is approximately \$2200. The vehicle was diagnosed with needing a new oil coolant system replacement by Elmer's Garage. The estimated cost of repair from Elmer's was approximately \$3000.

Respectfully,

Sgt. Keith E. Woodard



Town of
Brighton

Brighton Police Department

2300 Elmwood Avenue
Rochester, New York 14618
(585) 784-5150



David Catholdi
Chief of Police

MEMORANDUM

To: Chief Catholdi

From: Sgt. K.E. Woodard

Subject: Request to Declare Vehicle Surplus

Date: 11/4/21

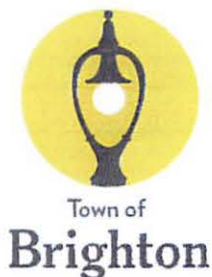
Chief Catholdi,

In reference to Captain Caraballo's memorandum regarding the SMART Unit, I am respectfully requesting permission to declare it as surplus and prepare it for auction.

For reference it is a 2001 Kustom Signals SMART Unit. VIN 1K9BL1015K118069.

Respectfully,

Sgt. Keith E. Woodard



Brighton Police Department

2300 Elmwood Avenue
Rochester, New York 14618
(585) 784-5150



David Catholdi
Chief of Police

November 24, 2021

Finance & Administrative Services Committee
Honorable Town Board
Town of Brighton
2300 Elmwood Avenue
Rochester, New York 14618

re: [REDACTED] Office Clerk 3 - Proposed Step Increase

Dear Board Members:

As you are aware the former secretary to the Chief of Police retired in August 2021 was an Office Clerk 1. During that same period, we had two openings for Office Clerk 3 in Records and were interviewing for those positions. [REDACTED] was interviewed and selected to work as an Office Clerk 3 in our records division.

Due to the immediate need to find a replacement as Secretary to the Chief of Police, [REDACTED] was willing to step into that role even though she was originally slated to work in our records division as an Office Clerk 3 with much less responsibilities. During her tenure as secretary to the Chief of Police, she has performed in an exemplary manner without any interruption of service to my office.

Therefore I am requesting [REDACTED] who is currently an Office Clerk 3 in group 2 at the step 1 wage of \$35,471.80 be advanced to step 2 effective January 1, 2022, at a rate of \$38,074.40. The step advancement increasing her wage is commensurate with her assigned duties. Her remaining step increases will resume on her anniversary date of August 16th per the personnel policy of the Town of Brighton. Sufficient funding is available in the Police Department's 2022 adopted budget for personnel wages to cover (fund) this request.

Thank you for your consideration and I would be happy to answer any questions you may have.

Respectfully,

David Catholdi
Chief of Police

c: Paula Parker, Finance Director
Tricia Van Putte, Director of Personnel



Public Works Department

Mike Guyon, P.E.
Commissioner of Public
Works

November 24, 2021

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

Re: Proposed Permanent Hiring
Laborer Position (Highway Department)

Dear Chairperson DiPonzio and Committee Members:

The Highway Department has been seeking to fill two vacant laborer positions. We continue to look for qualified candidates and we feel that [REDACTED] has the necessary experience and construction background to immediately assist our crews with their daily workload. Therefore, I am recommending:

- 1) [REDACTED] Rochester NY 14624 be appointed to the position of laborer subject to Town Board action;
- 2) the effective date of hire will be Monday January 3, 2022 with the starting wage to be \$20.23/hour (40 hours/week) in accordance with the current collective bargaining agreement with the Brighton CSEA unit;
- 3) the appointment is subject to a 52-week probationary period effective as of the date of hire;
- 4) the other terms of hiring and employment shall also be in accordance with the current CSEA contract as well as other necessary documentation that shall be provided to our Human Resources Department.

This appointment and position is classified as "noncompetitive" by the Monroe County Civil Service Commission. This position and salary has been accounted for in the 2022 budget. [REDACTED] is a well-qualified candidate as demonstrated in the interview process and his references.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled November 30, 2022 meeting in the event that you have any questions regarding this matter.

Sincerely,

Michael E. Guyon
Commissioner of Public Works

cc: S. Zimmer
P. Parker
B. Monroe
T. Van Putte
K. Gordon

FINANCE AND ADMINISTRATIVE SERVICES COMMITTEE
2022 MEETING SCHEDULE

All meetings are scheduled for the Stage Conference Room or the
Town Auditorium

At 3:30 p.m. (unless otherwise noted)

Monday, January 3 @ following TB meeting

Tuesday, January 18

Tuesday, February 1

Tuesday, February 15

Tuesday, March 1

Tuesday, March 15

Tuesday, April 5

Tuesday, April 19

Wednesday, May 4 @ 8:30 am

Wednesday, May 18 @ 8:30 am

Wednesday, June 1 @ 8:30 am

Wednesday, June 15 @ 8:30 am

Wednesday, July 6 @ 8:30 am

Wednesday, July 20 @ 8:30 am

Wednesday, August 3 @ 8:30 am

Wednesday, August 17 @ 8:30 am

Tuesday, September 6

Tuesday, September 20

Tuesday, October 4 @ 1:00 pm

Tuesday, October 18

Tuesday, November 1

Tuesday, November 15

Tuesday, December 6

Tuesday, December 20

***Have communications and documents to Director of Finance by noon on the Friday before with originals to the Assistant to the Supervisor.**