

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

**Meeting Date: Tuesday, September 3, 2013 (3:30 pm)  
Location: Stage Conference Room, Brighton Town Hall**

1. Contract for Assessment Software Services (RPS V4) (Assessor's Dept.) – Request from Elaine Ainsworth for Town Board action to authorize the Supervisor to execute an agreement with David Miller dba Assessment and Valuation Services (AVS) to provide consulting and updating services for the RPS V4 software. The flat fee for this contract is \$3,000, with an additional fee of \$525 per day if needed (see memo from E. Ainsworth).
2. Budget Transfer (Public Works) – Request from Mike Guyon for Town Board authorization to make a budget transfer in the Public Works Department of \$400 from Office Supplies and \$300 from Computer Software/Supplies with the total of \$700 going to Office Equipment to purchase two desktop scanners (see letter from M. Guyon).
3. Contract Amendment for Construction Observation Services at the Reserve (Public Works) – Request from Mike Guyon for Town Board action to amend the contract with Chatfield Engineering to provide construction observation services for Phase 2 of the Reserve Subdivision. These expenses will be fully reimbursed by the developer (see letter from M. Guyon).
4. Declare Vehicle as Surplus (Public Works) – Request from Tim Keef for Town Board action to declare a 2003 Ford Crown Victoria as surplus and dispose of at auction. This vehicle was originally purchased by the Police Dept. but most recently has been utilized by the Assistant Fire Marshals (see letter from T. Keef).
5. Declare Equipment as Surplus (Highway) – Request from Tim Anderson for Town Board action to declare a 2000 Sterling Dump Truck with Plow and Wing and a Stone Tow-behind Concrete Mixer as surplus and dispose of at auction (see letter from T. Anderson).
6. Contracts for Service Awards Program Funds Trustee and Paying Agent (Finance/WBFPD) – Request from Suzanne Zaso for Town Board action to authorize the Supervisor to execute contracts with RBC Wealth Management and Comerica Bank to provide trustee and paying agent services, respectively, for the Service Awards Program in the W. Brighton Fire Protection District. The current provider, Bank of America, is exiting this service (see memo from S. Zaso)

The next regularly scheduled meeting of the FASC will be held **Tuesday, September 17, 2013, at 3:30 pm**, in the Stage Conference Room of the Brighton Town Hall. All members of the public are invited to attend FASC meetings.

1a.

TOWN OF BRIGHTON  
ASSESSOR'S OFFICE  
2300 Elmwood Avenue  
Rochester, NY 14618  
(585) 784-5216

August 23, 2013

To: Supervisor Moehle  
Finance Committee  
Finance Director, Suzanne Zaso  
Town Board

From: Elaine K. Ainsworth, Assessor

Re: Request to open 2013 Purchase Order  
Assessment and Valuation Services (AVS)

I am requesting permission to process a 2013 Purchase Order for \$3,000, payable to AVS, per the attached quote.

AVS provides RPS V4 consulting and updating services to most of the towns in Monroe County and interfaces with the County of Monroe Real Property and the Batavia Office of Taxation and Finance, Office of Real Property Services for the State of New York. No other vendor in Western New York provides the level of service and expertise offered by AVS.

Keeping the work we have done to the valuation module of the V4 up -to-date ensures that we can perform single parcel valuation now, and minimized our up front costs as we prepare for our next town wide assessment roll update project.

Please authorize the Supervisor to enter into a contract for the detailed services and for me to process the required Purchase Order to facilitate payment for those services. I will make every attempt to answer any questions you may have.

Thank you.

16.

TOWN OF BRIGHTON  
ASSESSOR'S OFFICE  
2300 Elmwood Avenue  
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**Contract Addendum  
2012 AVS Professional Services to Town of Brighton**

The 2012 Municipal Appraisal Agreement between Assessment and Valuation Services (aka AVS) and the Town of Brighton will be extended to include services for 2013, under the same terms and conditions; copy attached herewith and made a part of this addendum.

**Town of Brighton**

By: \_\_\_\_\_  
Supervisor William Moehle

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

**Assessment and Valuation Services/AVS**

By: \_\_\_\_\_  
David P. Miller

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



1c.

P.O. Box 428

North Chili, NY 14514

Email: avs@rochester.rr.com

Fax & voice mail: 585-889-9772

To: Elaine Ainsworth; Assessor, Town of Brighton, NY

From: David Miller; AVS

Date: 06-21-12

Dear Elaine,

In response to our discussion regarding services for 2013, I am pleased to provide the following information and quote for the scope you indicated using RPSV4 as your valuation system:

**AVS:**

- \* **V4 Assistance:** 6 days of v4/valuation assistance including, but not limited to: **Residential Valuation Model; Residential Valuation / Comparables Set-Up / Commercial Valuation Assistance and VFF updating**

**Town:**

- \* **Assessment Functions:** all normal assessment functions including, but not limited to, timely updating of splits, combinations, posting of sales, all data entry, clerical updating of RPS files, etc.
- \* **Hardware/Software:** the Assessor's office will allow the use of its computer and access to the files [RPS/TSL/V4] on its network necessary to complete the updates and analysis.
- \* **Sales Verification:** field check and verify all new sales and any questionable sales data prior to being used for valuation analysis. Assessor will have validated or invalidated sales to be used for valuation on county file before providing to AVS for valuation/comp set-up.
- \* **Advisory Appraisals:** the Assessor will request advisory appraisals for utility properties, as usual, from ORPS. Should ORPS not be able to provide the appropriate appraisals, or they are not requested, then utility values will be the responsibility of the Assessor's Office.
- \* **Miscellaneous Costs:** All miscellaneous costs such public relations materials; postage and envelopes for any required mailings, change of assessment notices, large printings, etc. would be the responsibility of the Town.

**ORPS:**

- \* Utility values [Assessor needs to request from ORPS].
- \* Standards and guidelines for annual reassessment.
- \* On-going review of procedures and documentation to assure compliance with reimbursement.

Id.

Based on the above scope of services, AVS would charge as follows:

6 days of consulting/v4 work: \$3,000

Additional days of assistance@ \$525/day.

Please let me know if you have any questions on any of the above items.



# Town of Brighton

MONROE COUNTY, NEW YORK

## DEPARTMENT OF PUBLIC WORKS

2300 ELMWOOD AVENUE ★ ROCHESTER, NEW YORK 14618 ★ PHONE (585)784-5250 ★ FAX (585)784-5368

2.

September 3, 2013

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

Re: 2013 Budget Amendment  
Purchase Scanners

Dear Councilperson Werner and Committee Members:

The 2013 Budget included \$825 for three scanners to help facilitate the department's efforts in moving records to a digital format. The funds were mistakenly placed into account A.DPW.1490 4.12, Office Supplies. During the budget adoption process the funding request for this account was adjusted and did not provide sufficient funds to purchase the scanners. The current balance of account A.DPW.1490 4.12 is \$562.18.

We recently obtained a quote of \$321.78 for a desktop scanner. Therefore, in lieu of 3 scanners we are proposing the purchase of two scanners. I am requesting that the FASC recommend that the Town Board authorize a budget transfer in the amount of \$400.00 from account A.DPW.1490 4.12 and \$300 from account A.DPW.1490 4.15 Computer Software/Supplies to account A. DPW. 1490 2.11, Office Equipment, which would provide for the purchase of two personal scanners to be used at employee workstations. Account A.DPW.1490 4.15 includes surplus funds, approximately \$1,380, that were initially earmarked for ink for the department's large format plotter, but that unit is no longer operational so there is no longer the need for the ink.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled September 3, 2013 meeting in the event that you have any questions regarding this matter.

Respectfully,

Michael E. Guyon, P.E.  
Town Engineer

cc: S. Zaso  
T. Keef  
Mary Ann Hussar



# Town of Brighton

MONROE COUNTY, NEW YORK

DEPARTMENT OF PUBLIC WORKS

2300 ELMWOOD AVENUE \* ROCHESTER, NEW YORK 14618 \* PHONE (585)784-5250 \* FAX (585)784-5368

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August 29, 2013

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

Re: The Reserve Subdivision  
Construction Observation Services Phase 2

Dear Councilperson Werner and Committee Members:

The Town of Brighton prepared requests for proposal for construction observation services to oversee the construction of Phase 1 of the Reserve Subdivision in July 2012. Chatfield Engineers, P.C., the low bidder, was awarded the construction observation contract at the August 22, 2012 Town Board meeting. Phase I of The Reserve Subdivision project is nearing completion and we anticipate that the construction of the infrastructure and roadway serving Phase 2 will begin later this fall. Phase 2 includes the construction of approximately 171 residential units, public and private roadways and public watermain, sanitary sewers and storm sewers.

I am requesting authorization to amend the agreement between the Town of Brighton and Chatfield Engineers, P.C. to include the construction observation services for Phase 2 of the Reserve Subdivision. Said services shall be rendered as outlined in a Proposal titled, "Request for Proposal Provide Construction Observation Services for The Reserve Subdivision Town of Brighton, Monroe County New York dated, July 25, 2012". These services shall be rendered at the 2013 hourly rates specified in the July 25, 2012 proposal.

Monies were not specifically earmarked for this particular project however; the cost of these construction observation services will be reimbursed by the developer and obtained prior to the start of Phase 2 construction.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled September 3, 2013 meeting in the event that you have any questions regarding this matter.

Respectfully,

Mike Guyon, P.E.  
Town Engineer

cc: S. Zaso  
T. Keef  
M. Hussar



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# Town of Brighton

MONROE COUNTY, NEW YORK

## DEPARTMENT OF PUBLIC WORKS

2300 ELMWOOD AVENUE ROCHESTER, NEW YORK 14618  
PHONE: (585)784-5250 FAX: (585) 784-5368

August 29, 2013

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

re: Declaration of Surplus Equipment

Dear Chairman Werner and Committee Members:

I request that one 2003 Ford Crown Victoria sedan (2FAFP71W03X112682) be declared surplus and disposed of. This vehicle was previously one of the assigned Fire Marshal pool cars for use by Assistant Fire Marshals and recently supplanted by the generosity of the Police Department. Said vehicle is in need of significant mechanical repairs, most notably the transmission, and is no longer required for service.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled September 3, 2013 meeting in the event that you have any questions regarding this matter.

Very truly yours,



Timothy E. Keef, P.E.  
Commissioner of Public Works

TEK/wp

cc: T. Anderson  
S. Zaso  
A. Banker  
M. Hussar



5.

HIGHWAY/SEWER DEPARTMENT

1941 ELMWOOD AVENUE • ROCHESTER, NEW YORK 14620 • 585-784-5280

August 29, 2013

Honorable Finance Committee  
Town of Brighton  
2300 Elmwood Ave.  
Rochester, NY 14618

Re: Authorize Disposal of Equipment and Material

Honorable Members:

I recommend that the following equipment be declared surplus to our needs:

2000 Sterling Dump Truck 67 (Asset #B53091) with Plow (Asset #10811) and Wing  
(Asset #4709)  
Stone Tow behind concrete mixer (Asset #00941)

I further recommend that I be authorized to dispose of this equipment through Roy Teitsworth, Inc. through an on-line auction or at a municipal auction scheduled for October 5<sup>th</sup>.

Sincerely,

Timothy J. Anderson  
Deputy Highway Superintendent

Cc: S. Zaso  
T. Keef



SUZANNE ZASO, DIRECTOR OF FINANCE  
2300 ELMWOOD AVENUE  
ROCHESTER, NEW YORK 14618  
Phone (585) 784-5210 Fax (585) 784-5396

6,

MEMORANDUM

To: The Honorable Town Board  
Attn.: Finance and Administrative Services Committee  
From: Suzanne Zaso, Director of Finance  
Date: September 3, 2013  
Subject: West Brighton Fire Protection District Service Award Program –  
Trustee and Paying Agent Agreements

I am requesting that the Town Board authorize the Supervisor to execute agreements with RBC Wealth Management to act as trustee of the Service Awards Program in the West Brighton Fire Protection District and with Comerica Bank to act as paying agent for the program. RBC will provide trustee services for free while Comerica will charge a \$400 base annual fee plus \$1.25 per periodic payment and \$15 per lump sum payment (plus all applicable postage). Comerica's services will also include annual 1099s to benefit recipients. This request to change providers is necessitated because the current provider, Bank of America, will no longer be providing this service as of November 1, 2013.

I would be happy to respond to any questions that members of the Committee or other members of the Town Board may have regarding this matter.

Copy to: K. Gordon