

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

**Meeting Date: Tuesday, January 3, 2017 (1:00 pm)  
Location: Stage Conference Room, Brighton Town Hall**

1. Approval of Minutes – Receive and file minutes of the December 20, 2016 meeting.
2. Request for Bids for Highland Crossing Trail AND Agreement for Construction Administration and Inspection Services (Public Works) – Request from Mike Guyon for Town Board authorization to seeks bids for construction services for Highland Crossing Trail and authorization of the Supervisor to enter into a supplemental agreement with Fisher Associates to provide construction administration and inspection services (see letter from M. Guyon).
3. Adjust Dog Boarding Fees (Town Clerk) – Request from Daniel Aman for Town Board action to adjust the fees charged for dog boarding to match those in the 2017 contract with the Animal Hospital of Pittsford (see memo from D. Aman).
4. Contract for Mail Processing Services (Town Clerk) – Request from Daniel Aman for Town Board authorization to execute an agreement with IMS, Inc. to provide mail pickup and metering services (see memo from D. Aman).
5. Renewal Agreement for Fuel Dispensing Services (Finance/Public Works) – Request from Suzanne Zaso for Town Board action to renew the 2006 agreement between the Town and the Brighton Fire District for fuel dispensing at the Town's fuel depot (see letter from S. Zaso).

The next regularly scheduled meeting of the FASC will be held **Tuesday January 17, 2017 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.



# 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

Qa.

January 3, 2017

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

Re: Highland Crossing Trail  
Solicit a Request for Bidders.

Dear Councilperson Diponzo and Committee Members:

The Town Board at their April 13, 2016 meeting authorized the supervisor to execute the NYSDOT Supplemental Agreement #4 to Master Federal Aid/Marchiselli Aid Project. This supplemental agreement allows the NYSDOT to reimburse the Town of Brighton eighty percent of the construction and construction inspection fees for this project. The remaining 20% of the project cost will be shared between the City of Rochester and the Town of Brighton.

Fisher Associates has completed the final construction bid documents for the above referenced project. We continue to pursue the final easements along Sawgrass Blvd. Permits from the NYSDEC and USACOE have been obtained and plans have been submitted to the NYSDOT and MCDOT for review and approval. Once the easements are secured and the DOT approvals obtained we would like to advertise the project for bid. Additionally, Fisher Associates has provided a Supplemental Agreement to provide construction administration and inspection services for the above referenced project.

The total construction and construction inspection costs for the project is estimated to be \$1,674,000.00 of which \$1,331,200.00 is funded by a federal Transportation Enhancement Program, TEP, grant. The remaining balance \$342,800 represents the local match and will be reimbursed by the Town of Brighton and the City of Rochester. The construction bid documents will be developed to identify the cost of construction within the City and the cost of construction in the Town. The City and Town share distribution will be based on the costs identified in the bidding documents. Fisher Associates prepared a probable cost of construction which suggests that the Town share will be 63% and the city share will be 37% or \$215,964 and \$126,836 respectively.

I am requesting that the FASC recommend that the Town Board provide authorization to solicit a request for bidders to provide those construction services necessary to build the



Highland Crossing Trail

January 3, 2017

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proposed Highland Crossing Trail referenced above. Additionally, I am requesting that the FASC authorize the Supervisor to endorse the Supplemental Agreement with Fisher Associates to provide construction administration and inspection services for a maximum amount payable of \$254,000. No action as to awarding a contract to construct the trail will be considered without returning to this committee.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled January 3, 2017 meeting in the event that you have any questions regarding this matter.

Respectfully,

A handwritten signature in black ink, appearing to read "M. E. Guyon".

Michael E. Guyon  
Town of Brighton

cc: S. Zaso  
T. Keef  
Mary Ann Hussar



**Brighton**

## Office of the Town Clerk

**Daniel Aman, RMC**  
Town Clerk & Receiver of Taxes

*Ba.*

### MEMORANDUM

To: Honorable Town Board  
Attn: Finance and Adminstrative Services Committee  
From: Daniel Aman, Town Clerk and Receiver of Taxes  
Date: December 29, 2016  
Subject: Stray/Injured Dog Boarding Fees

At the December 14 meeting, the Town Board approved a new contract with the Animal Hospital of Pittsford. In that contract, the boarding fees are as follows: \$26 per day at Veterinary Specialist and Emergency Service (nights & weekend boarding on White Spruce Blvd) and \$13 per day at the Animal Hospital of Pittsford.

I am seeking permission to adjust the fees in the Town Clerk's Office to match the fees in the new contract. Animal Control will advise the Clerk's Office how many days the animal was boarded at which location. This is only a minor paperwork change from current procedures.

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

Cc: MAH

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## SCHEDULE OF FEES FOR PROFESSIONAL SERVICES

Leased space and proposed fees for the boarding of stray/injured animals and professional veterinary services for the Town of Brighton Are as follows:

1. Sheltering of animals to include caging, food, and limited exercise (calculated on a 24 hr basis).

Dogs--\$26.00 per day at Veterinary Specialists and Emergency Service  
Dogs--\$13.00 per day at Animal Hospital of Pittsford

Cats--\$16.00 per day at Veterinary Specialists and Emergency Service  
Cats--\$8.00 per day at Animal Hospital of Pittsford

2. Emergency care at the Veterinary Specialists and Emergency Services with Animal Control Officer having direct access to the facility and a veterinarian available in residence 24 hours a day including all weekends and holidays, physical examinations, and recommendations for further diagnosis and treatment.

Emergency exam--\$45.00

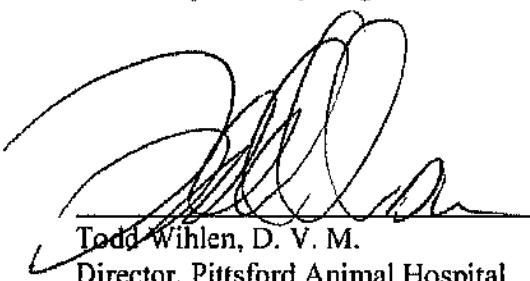
3. Minimal life support will have to be determined on a per case basis dependent on the extent of injuries in need of immediate medical attention. In all cases, Brighton Animal Control will be notified immediately of the anticipated expenses.

If paid by owner/harborer--standard hospital charges.

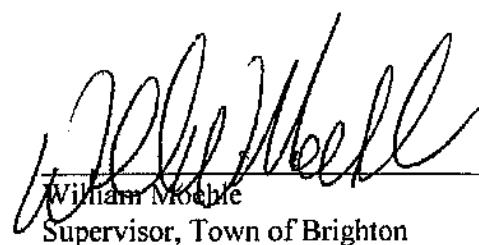
If paid by Town of Brighton--20% professional services discount of standard hospital fees.

4. A standard fee of \$21.00 will be charged for all animal euthanizations, regardless of size, requested by Brighton Animal Control.

5. A standard cremation fee of \$ 60.00 per dog and \$35.00 per cat will be charged for all animal cremations, if requested by Brighton Animal Control.



Todd Wihlen, D. V. M.  
Director, Pittsford Animal Hospital



William McHale  
Supervisor, Town of Brighton



**Brighton**

## Office of the Town Clerk

4a.

**Daniel Aman, RMC**  
Town Clerk & Receiver of Taxes

### MEMORANDUM

To: Honorable Town Board  
Attn: Finance and Adminstrative Services Committee  
From: Daniel Aman, Town Clerk and Receiver of Taxes  
Date: December 29, 2016  
Subject: Mail Services

I am recommending that Your Honorable Body authorize the Supervisor to execute an agreement with IMS, Inc. for processing the Town's mail.

IMS' services include mutually agreed upon daily scheduled mail pickup at approximately 4:00pm, processing certified/registered/return receipt mail, a presort meter rate of \$.419 with \$.01 invoice fee per First Class one and two ounce letter mail, metering all First Class letter mail for \$.03 per piece.

Utilizing IMS' services will allow us to no longer carry a leased postage meter. For the period of January – October 2016, the Town mailed 34,201 pieces of mail. The postage meter cost \$1770 plus \$295 for supplies. My proposed contract with IMS would have cost \$1026 over that same period for a savings of \$1039. There will be additional savings once we begin to send certified and registered mail as we will be saving \$.60 per piece and with our flats as there is no additional per piece charge for that class of mail.

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

Cc: MAH



## Appendix A

The rate for First Class one and two ounce letter mail will be at the current Mixed AADC rate currently set at \$.419 with a \$.01 invoiced fee per letter.

As of January 1<sup>st</sup>, 2017 IMS will meter the Town of Brighton First Class letter mail for \$.03 per letter. There will be no charge for posting flat mail.

The savings for flat mail will be as follows:

5 digit sort:                    \$.12

3 digit sort:                    \$.10

AADC:                            \$.06

Mixed AADC:                    \$.04

There will also be a savings of \$.60 for each Certified Letter once program is set up. Set up will include designating a Town of Brighton specific web based account and the supply of envelope materials. Town of Brighton will download address sheet from website for each Certified letter, place in supplied double window envelope, seal and tray for pick up.

**YOUR COMMUNICATIONS. DELIVERED.**



## Finance Department



Town of  
**Brighton**

**Suzanne Zaso**  
Director of Finance

January 3, 2017

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

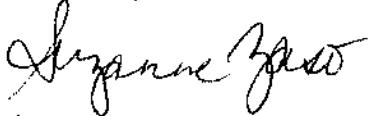
RE: Renewal Agreement with Brighton Fire District for Fuel Dispensing Services

Dear Board Members:

I recommend that Your Honorable Body authorize the Supervisor to execute a renewal agreement to the 2006 Municipal Cooperation Agreement with the Brighton Fire District to provide fuel dispensing services to the District at the Town's fuel depot located at the DPW Operations Center through 12/31/21. The original agreement expired on 12/31/16 and included renewal terms, by mutual agreement, for up to two additional five-year terms. Fees for this service, as detailed in the original agreement, include a calculated cost per gallon dispensed and a four percent (4%) administrative and maintenance fee, payable monthly.

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

Sincerely,



Suzanne Zaso  
Director of Finance

Cc: Tim Keef  
Tim Anderson  
Amy Banker