

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

**Meeting Date: Wednesday July 3, 2018 (8:30 a.m.)
Location: Stage Conference Room, Brighton Town Hall**

1. Approval of Minutes – Receive and file minutes of the June 20, 2018 meeting.
2. Amend Contract with Stantec for Traffic Impact Study update (Public Works Dept.) – Request from Mike Guyon for Town Board action to authorize the Supervisor to sign an amendment with Stantec in an amount not to exceed \$24,880 to review and update the University of Rochester's traffic impact study. The U of R has issued a check to the Town in that amount. Also approval to amend the budget revenue account A.DPW.8020.2560 and expense account A.DPW.8020.4.52 each in the same amount (see letter from M. Guyon).
3. Authorized change order for Storage Building Metal Siding Replacement Project (Highway Dept.) – Request from Chad Roscoe for Town Board action to authorize the Supervisor to sign a change order with Spring Sheet Metal & Roofing in the amount of \$12,152.58. This is 11% over the original contract amount of \$110,700 – bringing the total contract amount to \$122,852.50. There is a total of \$12,152.58 remaining in the Capital Projects budget to cover theses costs (see letter from C. Roscoe).
4. Award contract for 2018 Cured in Place Pipe (CIPP) service (Sewer District) – Request from Evert Garcia for Town Board action to award the bid for Cured in Place Pipe (CIPP) service to Skanex Pipe Services, Inc. at pricing as outlined in the bid. Contract amount not to exceed \$192,900 for this service, which represents the budgeted amount for this services as approved by the 2018 CIP and Budget. The contract also includes the option to renew for up to four additional 12 month terms at the sole discretion and approval of the Town Board (see letter from E. Garcia).
5. Appointment to Laborer position in Facilities Department (Public Works Dept.) – Request from Mike Guyon for Town Board action to appoint one full time laborer at \$15.98/hour 35 hours per week (\$29,083.60 annually) to fill a vacancy in the Facilities Department (see letter from M. Guyon).

6. Promotion of Investigator to Sergeant in the Police Department (Police Dept.) – Request from Chief Mark Henderson for Town Board action to promote Investigator Timothy Karch to Sergeant effective July 14th, 2018 with an annual salary of \$104,895 and a 26 week probationary period (see letter from M. Henderson).
7. Budget transfer in Police / Animal Control department budgets (Police Dept.) – Request from Chief Mark Henderson for Town Board action to approve a transfer in the amount of \$5,000 from account A.POLCE.3120 4.65 to account A.POLCE.3510 4.65. This transfer is needed to fund unforeseen repairs to the animal control vehicle, which is proposed for replacement in the 2019 CIP (see letter from M. Henderson).
8. Amend Clerk fee schedule for dog boarding fees (Town Clerk) – Request from Town Clerk, Dan Aman, to amend the current fee schedule for dog boarding fees at the White Spruce facility from \$26/day to \$28/day to match the January 1, 2018 Pittsford Animal Contract amount (see memo from D. Aman).
9. Amend the Seasonal Wage Rate schedule effective 12/31/2018 to match the New York State minimum wage (Finance Dept.) – Request from Paula Parker for Town Board action to approve and adopt, effective 12/31/2018, the increase to the New York State minimum wage rate (\$10.40 to \$11.10 per hour). This will only impact the wage schedule for the seasonal employees (see letter from P. Parker).

Reminder: Bond Resolution for Parkland Acquisition and use of reserve funds will be on the Town Board meeting agenda on July 11, 2018 as recommended by the FASC on June 20, 2018

The **next regularly scheduled meeting of the FASC will be held on WEDNESDAY, JULY 18, 2018 at 8:30 a.m.** in the Stage Conference Room of the Brighton Town Hall. All members of the public are invited to attend FASC meetings.

****NOTE NEW TIME AS PER THE SUMMER SCHEDULE****



Town of
Brighton

2a Public Works Department

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

Michael Guyon,
P.E.
Town Engineer

June 28, 2018

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

Re: University of Rochester
South Campus Rezoning
Review Traffic Impact Study Update

Dear Councilperson DiPoncio and Committee Members:

The Finding Statement for the University of Rochester Institutional Planned Development South Campus Rezoning requires that the University of Rochester update the regional Traffic Impact Study every five years to monitor potential traffic impacts and identify commensurate traffic mitigation. Additionally, the Finding Statement indicates that the Town of Brighton's fees to review this update will be paid for by the University.

The University of Rochester is currently preparing the traffic impact study update and we anticipate that the update will be available for review this summer or early fall. The Town of Brighton entered into an agreement with Stantec to conduct the initial review of the project. We are proposing to amend this contract to include the review of the traffic impact study update. Stantec provided a proposal to review the update for a cost not to exceed \$24,880.00. We are requesting that FASC recommend that the Town Board authorize the Town Supervisor to execute a contract amendment with Stantec to complete the review of the traffic impact update as described in the attached proposal for a fee not to exceed \$24,880.

The University of Rochester has provided a check to the Town in the amount of \$24,880 to reimburse the costs associated with Stantec's review. Therefore, this request will not impact the Town of Brighton budget.

As always, thank you for your consideration. Ramsey Boehner will be in attendance at your regularly scheduled July 3, 2018 meeting in the event that you have any questions regarding this matter.

Respectfully,

Michael E. Guyon, P.E.
Town Engineer

cc: P. Parker
R. Boehner

Amend:

Revenue: A.DPW. 8020. 2560

Expense: A.DPW. 8020. 4.52

\$ 24880.7



Stantec Consulting Services Inc.
61 Commercial Street Suite 100, Rochester NY 14614-1009

2b

June 11, 2018

**Attention: Mr. Mike Guyon, PE
Commissioner of Public Works**

Town of Brighton
2300 Elmwood Avenue
Rochester, New York 14618

Dear Mike:

**Reference: Fee Proposal for Traffic Impact Study Review – University of Rochester
IPD/PD10 Update**

Stantec is pleased to submit this letter proposal to you for the above referenced project. Our proposal includes a description of our proposed scope/approach, along with a fee breakdown for each task. Please note that Stantec does not have any Conflicts of Interest with the Applicant.

Scope/Approach:

Stantec will review the traffic impact study document and evaluate the content, including assumptions, figures, tables, volume calculations, trip generation and distribution, capacity analysis results, and recommendations to determine if it adequately meets standard traffic engineering practice, as well as NYSDOT and Monroe County standards. We will also compare the current study to the 2013 study to verify that methodology and assumptions are consistent and note changes. The following tasks are anticipated:

1. Stantec will review existing capacity analysis results for approximately eleven (11) intersections that are within or adjacent to the Town. Anticipated intersections include:
 - Study Intersection #6 - South Avenue @ Elmwood Avenue
 - #14 - Kendrick Road @ East River Road
 - #15 - I-390 Ramps @ East River Road
 - #16 - East River Road @ Laser Drive
 - #19 - E. Henrietta Road @ Westfall Road
 - #24 - E. Henrietta Road @ MCC/Crittenden Road
 - #26 - W. Henrietta Road @ Crittenden Road
 - #27 - W. Henrietta Road @ Sunnyside Drive
 - #28 - W. Henrietta Road @ Brighton Campus Park
 - TBD - Elmwood or Westfall corridor
 - TBD - Elmwood or Westfall corridor

If necessary we will request electronic copies of all analysis files, including Synchro models to evaluate the adequacy of calculations and model inputs such as volume, peak hour factors, heavy vehicle percentages, lane widths,



June 11, 2018
Mr. Mike Guyon
Page 2 of 3

2c

**Reference: Fee Proposal for Traffic Impact Study Review – University of Rochester
IPD/PD10 Update**

roadway geometry, signal timing and phasing, among others, to ensure that the traffic analysis models accurately reflect existing field conditions.

2. The trip generation will be reviewed for all three (3) campus locations. We will verify assumptions on the chosen trip generation rate for each campus and note any deviations from the 2013 study.
3. Trip distribution results from the GTC Regional Travel Demand Model will be reviewed to ascertain the reasonableness of the results. Our review will be focused primarily on Town of Brighton critical corridors; however, we will need to look at the entire study area to verify how volumes within the Town of Brighton were generated. Again, we will compare 2018 trip distributions for each campus and note any deviations from the 2013 study. We will ask applicant for additional information/clarifications if significant deviations between 2013 and 2018 are noted.
4. After conducting a thorough assessment of study documentation, calculations, and analysis models in Tasks 1-3, Stantec will evaluate the eleven (11) study area intersections with regard to existing and proposed geometry, site conditions, level of service, existing and future geometry, and pedestrian, transit, and bicycle use and amenities. We will assess the traffic analysis models to determine if they were developed in a manner that is consistent with the existing field conditions, and that future condition models adequately reflect anticipated roadway improvements. In addition, we will review the mode split calculations to determine if they are reasonable for the available pedestrian, bicycle, and transit infrastructure.
5. Stantec will assess the effectiveness of the proposed recommendations at the eleven (11) study area intersections. We will identify the need for additional mitigation measures and will identify potential negative impacts of the proposed mitigation measures on vehicle, pedestrian, and bicycle operations and safety. If proposed mitigation measures have unanticipated negative impacts, we will identify potential modifications to the mitigation measures.
6. Stantec will evaluate the trip generation and distribution analysis to identify intersections within the Town that could potentially experience measurable impacts, but were not included in the traffic analysis. These intersections may be located within corridors like Elmwood Avenue and Westfall Road. Depending on the degree of existing congestion at an intersection, an increase of more than 100 vehicles could indicate the need to evaluate impacts further. A field assessment will be conducted to evaluate existing congestion at these intersection, and if warranted, Stantec will recommend intersections for further analysis.



2d

June 11, 2018
Mr. Mike Guyon
Page 3 of 3

**Reference: Fee Proposal for Traffic Impact Study Review – University of Rochester
IPD/PD10 Update**

7. Stantec will develop draft review comments and will meet with Town staff to present and discuss the comments. Following a meeting with the Town, Stantec will formalize the comments and submit a final review letter. We will review subsequent submissions from the applicant's traffic engineer to ensure that comments have been adequately addressed. Stantec anticipates attending up to two (2) staff meetings and two (2) interagency meetings. Stantec will also assist the Town by analyzing and reviewing additional information received from MCDOT, NYSDOT and City of Rochester.

Our "Not to Exceed" fee for this project is **\$24,880** Stantec will not exceed this fee unless additional analysis is required per your prior direction and authorization. If the Traffic Study is in relatively "good shape", fewer reviews than we estimated will be needed, hence a lower fee than will be realized.

| Summary of Hours and Cost | | | | | | | | | | |
|---|--------------|--------|--------|--------|--------|--------|--------|--------|-----------------|--|
| Position | Billing Rate | Task 1 | Task 2 | Task 3 | Task 4 | Task 5 | Task 6 | Task 7 | Total Cost | |
| <i>Engineering/Project Manager</i> | \$160 | 6 | 1 | 4 | 8 | 8 | 8 | 4 | \$6,240 | |
| <i>Senior Traffic Planner/Senior Traffic Engineer</i> | \$140 | 10 | 2 | 4 | 12 | 12 | 12 | 16 | \$9,520 | |
| <i>Traffic Engineer</i> | \$95 | 24 | 4 | 8 | 24 | 6 | 24 | 6 | \$9,120 | |
| <i>Technical Typist</i> | \$60 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | \$0 | |
| <i>Reimbursable Expenses</i> | - | 0 | - | | | | | | \$0 | |
| Total | | | | | | | | | \$24,880 | |

Assumptions:

- A total of four (4) meetings are assumed.
- A maximum of eleven (11) intersections will be reviewed.
- Two (2) revisions of the traffic study are assumed.
- Synchro files will be provided if necessary.

Sincerely,

STANTEC CONSULTING SERVICES INC.

Michael Flanigan

STANTEC CONSULTING SERVICES INC.

Jon Hartley, P.E.



3a Public Works Department

Commissioner of Public Works – Michael Guyon, P.E.

Chad Roscoe
Junior Engineer

6/29/2018

The Honorable Finance and Administrative Service Committee
Town of Brighton
2300 Elmwood Avenue
Rochester, NY 14618

Re: Change Order One for
Town of Brighton Operations Center Complex
Storage Building Metal Siding Replacement

Dear Councilperson DiPonzo and Committee Members:

Spring Sheet Metal & Roofing, LLC has been working on replacing the siding on the Storage Building located at the Ops Center (1941 Elmwood Ave). During the replacement of the siding, Spring discovered several areas of severe corrosion and deterioration. These findings will require some additional remedial work. The approved budget for this project is \$116,235.00 which includes the 5% (\$5,535) change order allowance.

Attached is a recommendation letter from Clark Patterson Lee for the unforeseen work and the cost associated to correct it. The proposed remedial work exceeds the 5% threshold and therefore we are requesting that FASC approve “Change Order One” for the proposed work outlined in the attached proposal from Clark Patterson Lee.

12,152.58

The Total cost of the change order is \$12,255.46 which is approximately 11% of the approved budget. With the additional cost of the change order the total project cost is \$122,955.46. There is a total of \$127,995.58 available in HDPWOPSIDE.263 account which are earmarked for unforeseen repairs.

122,852.58

As always, thank you for your consideration. I will be in attendance at your regularly scheduled meeting in the event that you may have any questions.

Sincerely,

Chad Roscoe

Chad Roscoe
Junior Engineer

Cc: M. Guyon
P. Parker
T. Anderson

Engineer Clark 16,120
Bonding Fees 1027.42
Spring Contract 110,700
Spring Change Order: 12,152.58
Total: 140,000



June 28, 2018

3b
* to be amended*

TOWN OF BRIGHTON
2300 ELMWOOD AVE
ROCHESTER, NEW YORK 14818

reduced by 102.88

ATTN: Tim Anderson

RE: **REVIEW AND RECOMMENDATION
FOR ADDITIONAL COSTS FOR
OPERATIONS CENTER STORAGE BUILDING
SIDING REPLACEMENT**

1. **Overhead Door - Header Jamb:** The original construction documents required that the existing sheet metal be patched and covered with brake metal trim. It was discovered that there was hidden corrosion that made the door header unusable. New metal was put into place to replace the existing metal. This repair was required at 5 locations. We have reviewed the cost for the work and find it to represent the work in place. We recommend payment for the work at a cost of \$7,066.10
2. **Overhead Door – Spring Mounting Plate:** The mounting plates were secured to the header jamb which required replacement. New mounting plates were fabricated because the old would not fit the newly prepared Header Jamb. This repair was required at 6 locations. We have reviewed the cost for the work and find it to represent the work in place. We recommend payment for the work at a cost of \$610.08
3. **Eave Strut /Girt replacement:** It was discovered during the demolition of the siding the eave strut the connect the roofing and siding was corroded would not provide proper anchoring of the siding system at the roof eave. The existing strut was re-worked or removed and a modified eave strut was added at these locations. The work was required at 2 locations. We have reviewed the cost for the work and find it to represent the work in place. We recommend payment for the work at a cost of \$4,862.94
4. **Add Wood Blocking:** The original contract documents required reuse of the base metal channel to secure the siding system. It was discovered in 2 areas that the corrosion of this base channel would not allow for proper securement of the siding system. A pressure treated wood plate was added to these locations. We have reviewed the cost for the work and find it to represent the work in place. We recommend payment for the work at a cost of \$274.48.
5. **Wall Clips for Masonry Wall:** During the demolition of the siding system it was discovered when the siding flashing system was detached from the wall the wall became unstable. Clips were added to a steel column and secured to the masonry wall to provide the additional support for the wall. This was required at one location. We have reviewed the cost for the work and find it to represent the work in place. We recommend payment for the work at a cost of \$974.00



3c

6. **Structural Steel Column Repair:** During the demolition of the siding system it was discovered that structural steel column and base plate were severely corroded. This required replacement of the bottom section of the structural steel column. A section of column, base and splice plates were added, and new anchor bolts provided to secure the column. We have reviewed the cost for the work and find it to represent the work in place. We recommend payment for the work at a cost of \$2,090.75
7. **Contract Allowance:** The original Contract contained a monetary allowance of \$2000.00 for small repairs. This amount is applied to the added work to offset the cost of the extra work.
8. **Delete Wood Purlin:** A wood purlin was indicated to be installed near the eave to provide additional face area for screw attachment of the siding. Once the siding was removed it was discovered that the existing purlin would have adequate face area for screw attachment and the added wood purlin would not be required. A credit in the amount of \$ 1,622.89 is applied to the added work to offset the cost of the extra work.

The summary of additional cost and credit is as follows:

| | |
|---------------------------|--------------|
| Total of additional work. | \$15,878.00 |
| Credit for Wood Purlin | \$ -1,622.89 |
| Credit Contract Allowance | \$ -2,000.00 |

Total Cost of Change **\$12,255.46**

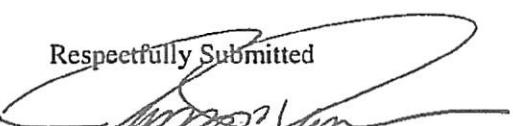
CPL recommends approval of the proposed change order in the amount of \$12,255.46

See Attached Back-up supplied by the contractor.

If you have any questions regarding this proposed change order please contact us.

- 102.88
12,152.58

Respectfully Submitted


James Parlavecchio
Project Manager

3d

Spring Sheet Metal & Roofing

CHANGE LOG

PROJECT : Town Of Brighton Operations Center Siding Replacement

PROJECT # 3464

Date: 6/25/2018

| Item # | Item Description | Qty | U/C | Costs | Proposal Status | Work Status |
|--------|---|-----|------------|-------------|-----------------|-------------|
| 1 | OH Door Headers | 5 | \$1,413.22 | \$7,066.10 | Complete | Complete |
| 2 | OH Door Spring Mounting Plates | 6 | \$101.68 | \$610.08 | Complete | Complete |
| 3 | Eave Strut/Girt (Revised with no roofing) Replacement | 2 | \$2,431.47 | \$4,862.94 | Complete | Complete |
| 4 | Wood blocking at rotted base metal | 2 | \$137.24 | \$274.48 | Complete | Complete |
| 5 | Wall Clip - Masonry 3 Wall Clips | 1 | \$974.00 | \$974.00 | Complete | Complete |
| 6 | Structural Steel Column Repair | 1 | \$2,090.75 | \$2,090.75 | Complete | Complete |
| 7 | Credit Bid Wood Blocking not used | 310 | -\$5.24 | -\$1,622.89 | Complete | Complete |

\$14,255.46 Total to Date

Less 2000.00
Allowance
$$\begin{array}{r}
 - 2000 \\
 \hline
 12,255.46
 \end{array}$$

- 102.88

$$\hline
 \rightarrow 12,152.58 \leftarrow$$



Town of
Brighton

4a Public Works Department

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

Evert Garcia
Assistant Engineer

June 28, 2018

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

Re: 2018 CIPP Lining Project
Contract Award

Dear Councilperson DiPonzo and Committee Members:

The 2018 Cured in Place Pipe (CIPP) Lining Project was publicly advertised and opened on June 28, 2018. One (1) contractor and three (3) bid distribution firms downloaded the contract documents for this project, however, only one contractor, Skanex Pipe Services Inc., submitted a bid proposal. Attached is a copy of the public notice along with the Bid Result.

The base bid requested unit prices for the lining and repair of the most commonly encountered pipe sizes in the Town sewer system. Table-1 provides a summary of the unit prices submitted by the contractor as part of the base bid.

Table-1

| PAY ITEM | ITEM DESCRIPTION | UNIT | UNIT PRICE |
|----------|--|------|-------------|
| 740 | SERVICE LATERAL CONNECTION BY REMOTE | Ea | \$ 250.00 |
| 741 | REPAIR PROTRUDING LATERAL CONNECTIONS | Ea | \$ 250.00 |
| 742A | TEMPORARY BYPASS PUMPING - 6"-12" IN DIAMETER | Day | \$ 500.00 |
| 742B | TEMPORARY BYPASS PUMPING - 15"-24" IN DIAMETER | Day | \$ 1,000.00 |
| 702 | 8" DIAMETER CIPP (FULL SECTION REHAB) | LF | \$ 40.00 |
| 704 | 12" DIAMETER CIPP (FULL SECTION REHAB) | LF | \$ 58.00 |
| 705 | 15" DIAMETER CIPP (FULL SECTION REHAB) | LF | \$ 69.00 |
| 706 | 18" DIAMETER CIPP (FULL SECTION REHAB) | LF | \$ 79.00 |

Town staff reviewed the bid for completeness and accuracy and concluded that the unit price quotes provided by Skanex Pipe Services Inc. is representative of the costs necessary to complete the project and the contractor is qualified to perform the proposed work. The total cost to complete the maintenance work will depend on the linear feet of sewer repaired multiplied by the unit price.

4b

Account SS.SEWER.8120.280 includes \$192,900.00 which has been budgeted in 2018 for the rehabilitation of the sanitary sewer system via the cured-in-place pipelining methodology. Therefore, I am requesting that FASC recommend that the Town Board award the bid to provide rehabilitation services for the sanitary sewer system to the low, responsible and responsive bidder, Skanex Pipe Services, Inc. The total amount expended during this term will not exceed the budgeted amount of \$192,900.00.

The 2018 Town of Brighton CIPP Lining Project contract document includes a one-year term with the option to renew the contract up to four additional twelve-month periods at the sole discretion of the Town of Brighton. Future contract extensions will be presented to FASC prior to authorization.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled July 3, 2018 meeting in the event that you have any questions regarding this matter.

Respectfully,



Evert Garcia
Assistant Engineer

cc: M. Guyon
P. Parker
A. Borsa



Town of Brighton

POLICE DEPARTMENT
2300 Elmwood Avenue
Rochester, New York 14618-2196



Mark T. Henderson
Chief of Police

6
Emergency 911
Administrative (585) 784-5150
Fax: (585) 784-5151

June 18, 2018

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

Re: Promotion of Investigator Timothy Karch to Sergeant

Dear Board Members,

With the retirement of Sergeant Walter Bruzda on July 7, 2018 there will exist a vacancy at the rank of Sergeant. I am recommending that Investigator Timothy Karch be promoted to fill this vacancy. Investigator Karch is currently ranked 3rd on the Civil Service list of eligible candidates for the rank of Police Sergeant.

Investigator Karch has been with the Brighton Police Department since June 16, 2003. Investigator Karch has received three Excellent Police Service Awards. Investigator Karch has a Bachelor's Degree in Criminal Justice from the University of Maryland.

Investigator Karch is the advisor to the Brighton Police Youth Explorer Program and has been very active in community events.

I request that the Honorable Town Board approve the promotion of Investigator Timothy Karch to the rank of Sergeant, effective July 14, 2018 for a probationary period of twenty-six (26) weeks, at an annual salary of \$104,895. I am confident that Tim, will demonstrate exemplary standards of leadership as a Sergeant in the Brighton Police Department.

Respectfully,

Mark T. Henderson
Chief of Police

xc: Tricia Van Putte, Director of Personnel
Paula Parker, Finance Director
Daniel Aman, Town Clerk



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

June 25, 2018

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

RE: Budget Appropriation

Dear Board Members,

The police department requests that an amendment be approved to the 2018 operating budget. Due to unforeseen circumstances, the Animal Control Vehicle had to have extensive repairs done since January 2018. These repairs have exceeded the budget for the Animal Control Vehicle Maintenance and Repairs account (A.POLCE.3510.4.65).

I have reviewed the budget and found sufficient funds remaining in the Police Vehicle Maintenance account (A.POLCE.3120.4.65) to support this budget transfer. My recommendation to the Town Board is to approve the transfer of **\$5,000** as follows:

From Account: A.POLCE.3120 4.65 **POLICE VEHICLE MAINTENANCE**
To Account: A.POLCE.3510 4.65 **ANIMAL CONTROL VEHICLE MAINTENANCE**

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



Town of
Brighton

Office of the Town Clerk 8a

Daniel Aman, RMC
Town Clerk & Receiver of Taxes

To: The Honorable Town Board
From: Daniel Aman, Town Clerk / Receiver of Taxes
Date: July 2, 2018
Subject: Boarding Fees

The new contract with Pittsford Animal Hospital that the Board approved in January increased the boarding fees at White Spruce to \$28 per day. Following past practices, I am requesting that the Board approve my request to increase the fee my office is charging to match the new contractual rate.

Respectfully,

Daniel Aman
Town Clerk / Receiver of Taxes

Memorandum

To: Captain David Catholdi
From: Bruce Blackman, Animal Control Supervisor
Date: December 26, 2017
Re: Pittsford Animal Hospital Contract Renewal

The boarding contract that the Town of Brighton has with the Pittsford Animal Hospital is due to be renewed on January 1, 2018.

The proposed contract includes increases in some fees from 2017. The changes are as follows:

Dogs - 2017 at Pittsford animal hospital \$13/day to 2018 15/day

2017 at 825 White spruce \$26/day to 2018 \$28/day

Cats – 2017 at Pittsford Animal Hospital \$8.00/day to 2018 \$9.00/day

2017 at 825 White Spruce \$16/day to \$17/day.

Emergency exam 2017 \$45 new fee \$50

Euthanasia – 2017 standard fee of \$21.00 to 2018 standard fee of \$22.00

Cremations – 2017 \$60 per dog \$35 per cat to 2018 \$65 per dog \$40 per cat.

All other fees in the proposed contract are the same as the 2014 contract. I have included a copy of the existing contract if you want to review it.

The remainder of the contract is identical to the existing contract.

As you know, we have researched possible alternatives to Pittsford Animal Hospital in past years, however, no other animal hospital offers a 24 emergency services site to compare to Veterinary Specialists of Rochester. VSR is a division of Pittsford Animal Hospital.

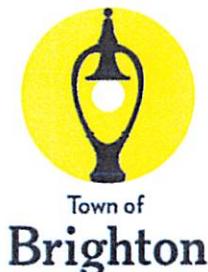
Please contact me if you have any questions regarding the contract.

CONFIDENTIAL

9a

Finance Department

Paula Parker
Director of Finance



July 3, 2018

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

RE: New Seasonal Employee Wage Rates Effective 12-31-2018

Dear Honorable Members:

The New York State minimum wage will be increasing on December 2018 from \$10.40 per hour to \$11.10 per hour. To meet this new minimum requirement, a revised schedule for seasonal employees is being proposed. Attached is a schedule showing the existing hourly rates for seasonal employees along with the proposed new hourly rates for these positions beginning December 31, 2018.

My formal request to the Town Board is to adopt the attached wage rates to be effective on December 31, 2018 for seasonal Town employees.

I will be happy to respond to any questions you may have regarding this matter.

Sincerely,

Paula Parker
Director of Finance

Attachment: Seasonal Employees Hourly Wages

Cc: T. VanPutte, Director of Personnel
A. Bowles, Senior Payroll Clerk
Department Heads

qb

[← New York State's Minimum Wage](#)

New York State's Minimum Wage

New York State's Minimum Wage

New York State's Minimum Wage

As part of the 2016-17 State Budget, Governor Cuomo signed legislation enacting a statewide \$15 minimum wage plan that will lift the earnings of more than 2.1 million New Yorkers, in all industries across the state. The Governor's plan takes the needs of workers and businesses alike into account.

As of December 31, 2016, the first in a series of wage increases will go into effect. Rates will differ based on region and industry because the increases are calibrated to provide businesses ample time to adjust.

General Minimum Wage Rate Schedule

| Location | 12/31/16 | 12/31/17 | 12/31/18 | 12/31/19 | 12/31/20 | 2021* |
|-------------------------------------|----------|----------|----------|----------|----------|---------|
| NYC - Big Employers (of 11 or more) | \$11.00 | \$13.00 | \$15.00 | | | |
| NYC - Small Employers (10 or less) | \$10.50 | \$12.00 | \$13.50 | \$15.00 | | |
| Long Island & Westchester | \$10.00 | \$11.00 | \$12.00 | \$13.00 | \$14.00 | \$15.00 |
| Remainder of New York State Workers | \$9.70 | \$10.40 | \$11.10 | \$11.80 | \$12.50 | * |

* Annual increases for the rest of the state will continue until the rate reaches \$15 minimum wage (and \$10 tipped wage). Starting 2021, the annual increases will be published by the Commissioner of Labor on or before October 1. They will be based on percentage increases determined by the Director of the Division of Budget, based on economic indices, including the Consumer Price Index.

*Tipped food service workers rate is unchanged at \$7.50 until 12/31/2017.

9c

TOWN OF BRIGHTON
SEASONAL EMPLOYEE HOURLY WAGES

FOR 2019 BUDGETING PURPOSES ONLY

| | 2018 Current Rates | | Proposed 12/31/18 | |
|-------------------------------------|--------------------|----------|-------------------|----------|
| | Step A | Step B | Step A | Step B |
| <u>Group III:</u> | | | | |
| Recreation Assistant II (Counselor) | N/A | \$ 10.40 | N/A | \$ 11.10 |
| Clerk IV | | | | |
| Office Clerk IV | | | | |
| Student Intern | | | | |
| <u>Group IV:</u> | \$ 10.40 | \$ 10.80 | \$ 11.10 | \$ 11.50 |
| Recreation Assistant I (Asst Dir) | | | | |
| Animal Control Officer I | | | | |
| Seasonal Laborer | | | | |
| <u>Group V:</u> | \$ 10.90 | \$ 11.30 | \$ 11.60 | \$ 12.00 |
| Recreation Leader III | | | | |
| Clerk III | | | | |
| Office Clerk III | | | | |
| Account Clerk/Typist | | | | |
| <u>Group VI:</u> | \$ 11.40 | \$ 11.80 | \$ 12.10 | \$ 12.50 |
| Lifeguard II | | | | |
| Recreation Leader II (Director) | | | | |
| <u>Group VII:</u> | | | | |
| Recreation Leader I | \$ 11.90 | \$ 12.30 | \$ 12.60 | \$ 13.00 |
| Recreation Supervisor | | | | |
| Supervising Lifeguard | | | | |
| Clerk II | | | | |
| Deputy Receiver of Taxes | | | | |
| Drafting Technician (Seasonal) | | | | |
| Payroll Clerk | | | | |
| <u>Group VIII:</u> | | | | |
| Lifeguard I (WSI) | \$ 12.40 | \$ 12.80 | \$ 13.10 | \$ 13.50 |
| <u>Group IX:</u> | | | | |
| Student Intern (Engineering) | \$ 12.90 | \$ 13.30 | \$ 13.60 | \$ 14.00 |