

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

**Meeting Date: Tuesday, December 2, 2014 (3:30 pm)
Location: Stage Conference Room, Brighton Town Hall**

1. Contract for Telecommunication System Maintenance (Info Systems) – Request from Sue Wentworth for Town Board action to authorize the Supervisor to execute an agreement with RelComm, Inc. for telecommunication system maintenance through NYS contract (see memo from S. Wentworth).
2. Renewal Contract for Senior Transportation (Recreation) – Request from Rebecca Cotter for Town Board authorization of the Supervisor to execute a renewal agreement with Park Place Limousine Services to provide transportation for the Seniors program for 2015 with a decrease in rate (see letter from R. Cotter).
3. Budget Transfers (Highway) – Request from Tim Anderson for Town Board authorization to transfer \$22,000 from highway road repair account to highway machinery account to cover vehicle and equipment repairs (see letter from T. Anderson).
4. Bid Award for Salt Barn Roof (DPW Operations) – Request from Chad Roscoe for Town Board action to award a bid to Ontario Exteriors in the amount of 96,010 (with alternatives) to replace the salt barn roof at the DPW Operations Center. Additional authorization is requested to allow the Supervisor to execute any change orders up to 10% (collectively) of the award price (see letter from C. Roscoe).
5. Discussion – Renovations at Brighton Town Park Carmen Clark Lodge.
6. Discussion - Vehicle maintenance and repair contract with Twelve Corners Mobil for 2015.
7. Discussion - Vehicle collision repair contract with Austin Spencer Collision for 2015.
8. Contract Extension for Uniform Cleaning/Laundrying (Police Dept.) - Request from Chief Mark Henderson for Town Board action to extend the current contract with Town & Country Cleaners for uniform cleaning and laundrying for 2015 (see letter from M. Henderson).

9. Contract Renewal for Geese Control services (Police Dept./Animal Control) – Request from Chief Mark Henderson for Town Board action authorizing the Supervisor to execute a renewal contract with Geese Control of New York for geese control services for the period of April through November 2015 (no service for the month of July) at a monthly cost of \$650 (see letter from M. Henderson).
10. Agreement for Animal Boarding and Veterinary Services (Police Dept.) – Request from Chief Mark Henderson for Town Board action to authorize the Supervisor to execute an agreement for boarding and veterinary services with the Animal Hospital of Pittsford for 2015 (see letter from M. Henderson).
11. Appropriate Seized Funds for Computer Tablets (Police Dept.) – Request from Chief Mark Henderson for Town Board authorization to appropriate \$18,000 from seized funds for the purchase of 25 computer tablets and software (see letter from M. Henderson).
12. Contract Renewal for Workers' Compensation (Personnel) – Request from Gary Brandt for Town Board authorization of the Supervisor to execute a renewal contract with PERMA/NEAMI for workers' compensation insurance for 2015 (see letter from G. Brandt).
13. Procurement Guidelines and Procedures Revision (Finance) – Request from Suzanne Zaso for Town Board action to amend the Town's Procurement Guidelines and Procedures to incorporate the Town's recent local law for best value pricing and to amend the thresholds for requiring quotes (see letter from S. Zaso).

The next regularly scheduled meeting of the FASC will be held **Tuesday, December 16, 2014 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
2300 ELMWOOD AVENUE
ROCHESTER, NEW YORK 14618
(585) 784-5390 Fax (585) 784-5396

(1a.)

MEMORANDUM

To: The Honorable Finance Committee
From: Susan Wentworth, Coordinator of Data Processing
Date: December 2, 2014
Subject: Request Town Board action to Authorize the Town Supervisor to execute the Telecommunication System Maintenance Agreement with RelComm, Inc.

The Town of Brighton's Mitel phone system is covered under a support agreement with RelComm, Inc.

The Telecommunication System Maintenance Agreement describes the existing equipment to be covered for support. All pricing is on NY State contract through January 6, 2018.

There is no increase in cost from 2014. The monthly cost will continue to be \$795 per month from January 1, 2015 through December 31, 2015. The contract will auto-renew on the anniversary for a duration of 12 months unless the Town provides a written cancellation notice with a 30 day notice.

The maintenance has been an ongoing shared expense for the following budgets: Highway (A.HWY.5132), Court (A.JSTCE.1110), Police (A.POLCE.3120), Recreation (A.REC.7020), Facilities (A.DPW.1620) and Library (L.LIBRY.7410).

This request is for authorization for the Town Supervisor to approve the attached maintenance agreement with Rel Comm, Inc.

Thank you for your consideration.

Susan A. Wentworth



②

TOWN OF BRIGHTON
RECREATION, PARKS & COMMUNITY SERVICE DEPARTMENT

220 Idlewood Road
Rochester, NY 14618
<http://www.townofbrighton.org>

(585) 784-5260
Fax: (585) 784-5365
TTY: (585) 784-5381

December 1, 2014

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

Dear Finance Committee Members:

I respectfully request your permission to authorize the Supervisor to renew our day to day transportation service with Park Place Corporation Services for 2015. We are pleased to renew this contract at a rate of \$86.38 per hour. This is a \$3.60 decrease from the rate charged for 2014 of \$89.98 per hour. We average 3 hours of service on a normal program day.

The term of this renewal will be for a period of one year. Funding for this service is provided in the 2015 budget.

The Seniors have been satisfied with the quality of transportation services provided by Park Place. I will be happy to answer any questions you may have regarding this matter.

Respectfully,

Rebecca J. Cotter
Recreation Director
Town of Brighton



Town Of Brighton

Operations Center

1941 Elmwood Ave. / Rochester, New York 14620 / Phone (585) 784 - 5280 Fax (585) 784 - 5385

3

November 25, 2014

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

Re: Transfer of funds - Machinery

Honorable Members:

I recommend that a transfer be approved from the following:

Highway – Road Repair – Masonry Supplies (D.HWY.5110 4.06) in the amount of \$2,500
and
Highway – Road Repair – Storm Sewer Repair Materials (D.HWY.5110 4.07) in the amount of \$6,000
and
Highway – Road Repair – Road Materials (D.HWY.5110 4.16) in the amount of \$13,500

To the following:

Highway – Machinery – Vehicle Parts (D.HWY.5130 4.08) in the amount of \$11,000
and
Highway – Machinery – Vehicle Maint/Repair (D.HWY.5130 4.65) in the amount of \$11,000

The funds are proposed to be used to cover repairs to Highway Truck 27 and Rubber Tire Excavator (Drott) 100 along with covering increase costs of vehicle parts purchases for the year. I am available to answer any questions if needed.

Sincerely,

Timothy J. Anderson
Deputy Highway Superintendent

Cc: M. Hussar
S. Zaso
T. Keef
A. Banker



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

(H.A.)

11/20/14

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

Re: Award of Bid
2014 Operations Center Salt Barn Roof Replacement

Dear Councilperson Werner and Committee Members:

The bids for the above referenced project were publicly advertised and publicly opened on November 20, 2014 at 2:00 PM, all as required by law. A copy of the bid advertisement is attached for your reference. Three bids were received and are shown in Table – 1.

Table – 1 Bid Results Summary

Bidder	Base Bid	Alternate No. 1, Prep and Recoat Bearing Plates	Alternate No. 2, Prep and Recoat Gusset Plate Fasteners	Base Bid plus Alternate No.1 & Alternate No. 2	Unit Price for Plywood Replacement, 4' x 8' sheet
Ontario Exteriors	\$76,970.00	\$ 9,870.00	\$ 9,170.00	\$ 96,010.00	\$ 85.00
Gudabri, Inc.	\$90,800.00	\$ 5,288.00	\$ 8,181.00	\$ 104,269.00	\$ 275.00
Upstate Roofing and Painting	\$78,780.00	\$ 22,410.00	\$ 39,500.00	\$ 140,690.00	\$ 80.00

Town Staff and SWBR reviewed the bids for completeness and accuracy and concluded that the low bid submitted by Ontario Exteriors is a true representation of the costs to complete the project and the contractor is qualified to complete the works of the Contract. Attached is a recommendation letter dated 11/24/14 from SWBR supporting the decision to use Ontario Exteriors. Therefore, I am requesting that FASC recommend that the Town Board award the base bid, plus Alternate No. 1 and Alternate No. 2 for the Operations Center Salt Barn Roof Replacement to the low, responsible and responsive bidder, Ontario Exteriors for a cost not to exceed \$96,010.00. I further recommend that the Supervisor be authorized to execute any necessary change orders that do not collectively exceed ten percent of the awarded contract price.

As always, thank you for your consideration. A representative from our department will be in attendance at your regularly scheduled December 2, 2014 meeting in the event that you have any questions regarding this matter.

Respectfully,

Chad J. Roscoe
Junior Engineer

Attachments

cc: S. Zaso, T. Keef, M. Hussar, Tim Anderson



S | W
B | R

SWBR ARCHITECTS

ROCHESTER NY
387 East Main Street
Rochester NY 14604
Voice: 585.232.8300
SYRACUSE NY
309 South Franklin Street
Syracuse NY 13202
Voice: 315.488.5635
www.swbr.com

November 24, 2014

Mr. Michael Guyon, P.E.
Town Engineer
Town of Brighton Department of Public Work
2300 Elmwood Avenue
Rochester, NY 14618

Re: Town of Brighton Salt Barn Roof Replacement
Contract: General Construction
SWBR Architects Project No. 14525.00

Dear Mike:

On Thursday, November 20, 2014 at 2:00 p.m. EST, the Town of Brighton closed bidding for the above mentioned project. Shortly following this, the sealed bids received were opened and publicly read aloud. A total of three bid proposals were received and read aloud for the Roof Replacement General Construction Contract, the results of which are recorded on the attached Bid Tabulation Sheet. All bidders were cross-referenced to New York State Department of Labor's "List of Employers Ineligible to Bid On or Be Awarded Any Public Work Contract", and it was verified that none of these bidders are currently on this list.

Ontario Exteriors, Inc. of Fairport, NY was the apparent low bidder, with a total bid of \$96,010.00, including Bid Alternates No. 1 and 2. I interviewed Ontario Exteriors' Project Manager, Todd Jones, by telephone this afternoon to review project scope, discuss his comfort with his bid and Alternate amounts, and discuss any other issues or questions they might have. Todd expressed that they are comfortable with their bid and with the scope of work involved.

Ontario Exteriors, Inc. has been in the roofing business for 19 years, and has applied hundreds of thousands of square feet of laminated shingle roofing, the specified system for this project. They are prepared to enter into an agreement with the Town of Brighton, based on their November 20, 2014 proposal for the Base Bid work, both Bid Alternates, and Unit Price No. 1.

Ontario Exteriors, Inc. submitted the required Bid Security Form, Certification of Bidder Responsibility, Non-Collusive Bidding Certificate, MacBride Fair Employment Certificate, Site Investigation Certificate, and required Bonds with their proposal. No addenda were issued during the bidding period. To the best of our knowledge, no issues were identified.

(4c.)

Mr. Michael Guyon, P.E.
Town of Brighton Department of Public Work
SWBR Project No. 14525.00
November 24, 2014
Page 2

Based on the review of their proposal, our discussion with their Project Manager, and other pertinent information, we recommend the award of the General Construction Contract to Ontario Exteriors, Inc. for the sum of **\$96,010.00**, the amount of their Base Bid amount plus Alternates No. 1 and 2.

Sincerely,



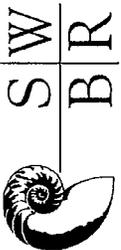
Randal R. Sickler, AIA, LEED Green Associate
Senior Associate

RRS/pav

xc: David Beinetti – SWBR Architects

Attachments: Bid Tabulation Sheet
Copy of Ontario Exteriors, Inc. Roofing Proposal

J:\2014\14525.00 TOWN OF BRIGHTON SALT BARN ROOF3-PROJECT MGT\2.07_HIDDINGLETTER OF REC_11-24-14.DOCX



SWBR ARCHITECTS

ROCHESTER, NY
 587 East Main Street
 Rochester NY 14604
 Voice: 585-232-8300
 SYRACUSE, NY
 309 South Franklin Street
 Syracuse NY 13202
 Voice: 315-488-5636
 WWW.SWBR.COM

Salt Barn Roof Replacement
 Town of Brighton
 SWBR Project No. 14/14525
 Bids Received November 20, 2014

BID TABULATION SHEET

General Construction Contract						
Contractor	Base Bid	Alternate No. 1 Prep & Recoat Bearing Plates	Alternate No. 2 Prep & Recoat Gusset Plate Fasteners	Total of Base Bid + both Alternates	Unit Price No. 1 Replace Plywood Sheathing	Add. #1 Bond
1. Ontario Exteriors Inc.	\$76,970.00	\$9,870.00	\$9,170.00	\$96,010.00	\$85.00	N/A
2. Secor Building Solutions	\$90,800.00	\$5,288.00	\$8,181.00	\$104,269.00	\$275.00	N/A
3. Upstate Roofing & Painting, Inc.	\$78,780.00	\$22,410.00	\$39,500.00	\$140,690.00	\$80.00	N/A

4d.

(4e)

Works
2300 Elmwood Avenue
Rochester, New York 14618
Date: Thursday, November 20, 2014
Time: 2:00 P.M. Local Time
The work consists principally of replacement of asphalt shingle roofing on the existing gambrel-roofed structure, including full removal of the existing roofing system.
The foregoing is a general outline of work only and shall not be construed as a complete description of the work to be performed under each contract. Paper copies of the Plans and Specifications are available for inspection at the above location or you can request a digital copy of the plans from Chad Roscoe at chad.roscoe@townofbrighton.org. Paper copies of the Plans and Specifications may be obtained upon payment of twenty-five (\$25.00) dollars (non-refundable) for each set of documents requested.
The check for the Plans and Specifications shall be made payable to the Town of Brighton.
Although no formal scheduled site walk of the project site will be held, the Town of Brighton will allow prospective bidders to inspect the existing conditions upon request. Please contact Tim Anderson at 784-5288 to schedule a site visit. The Town requires any and all bidding contractors to review existing conditions prior to submission of bids.
Bids must be made in writing on the forms furnished and shall be accompanied by a bid guarantee for an amount not less than five percent (5%) of

the amount bid in accordance with the INSTRUCTIONS TO BIDDERS.
The Town of Brighton is exempt under New York State Tax law, and therefore, no sales tax on the cost of materials incorporated into the project shall be included in the bid.
All prices bid shall be good for a period of sixty (60) days after opening. The Town of Brighton reserves the right to consider bids for sixty (60) days after their receipt before awarding any contract. The Town of Brighton further reserves the right to reject any and all bids and to accept any Proposal or individual item or items, which it may deem to be the most favorable to its best interests.
A noncollusive bidding certificate shall be included with each bid.
The attention of the Bidder is called to the requirements as to the conditions of employment and the minimum wage rates to be paid under this contract.
The Contractor, by bidding on the contract, acknowledges his or her understanding and support of this policy and pledges to fully cooperate within the Town of Brighton in meeting State requirements as set forth in the Bidding and Contract Documents.
Dated: November 6, 2014
Timothy Keef, P.E.,
Town Of Brighton
Commissioner of Public Works
(585)784-5250
Nv 6
02546140

**STATE OF NEW YORK
Monroe County**

with being duly sworn, deposeth and saith that she is the bookkeeper for
BRIGHTON-PITTSFORD POST
Newspaper
Town of Pittsford, County of Monroe and State of New York
A foresaid and that a notice of which the
ed is a printed copy, was published in the said
Paper once in each week

**NOVEMBER 6, 2014
ENDING ON
NOVEMBER 6, 2014**

Robert Simon
Foreman of the Publisher

Subscribed and sworn on before me,
this 7TH day Of NOVEMBER 2014

Barbara S. Connelly
Notary Public, State of NY

LEGAL NOTICE
SECTION 00030
ADVERTISEMENT FOR BIDS
The Town of Brighton, Monroe County, New York will receive sealed bids for the SALT BARN ROOFING REPLACEMENT
Sealed Bids will be received and bids publicly opened and read at the following place and time:
Place: Town of Brighton
Dept. of Public

BARBARA S. CONNELLY
Notary Public In The State Of New York
Monroe County
Commission Expires Jan 21, 2018



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

November 21, 2014

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

Re: 2015 Police Vehicle Maintenance Contract

Dear Board Members:

On December 31st, 2014, the vehicle maintenance agreement with the Police Department and Twelve Corners Mobil will expire. In the original agreement, dated July 24th, 2013, we set forth an option to renew the contract for up to three years at the mutual consent of both parties.

I have been very satisfied with their past service and I would recommend that the Town Board renew this contract with Twelve Corners Mobil for 2015.

Respectfully,

A handwritten signature in black ink that reads "Mark T. Henderson".

Mark T. Henderson
Chief of Police

MTH:jpo



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

November 21, 2014

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

Re: 2015 Police Vehicle Collision Repair Contract

Dear Board Members:

On December 31st, 2014, the vehicle collision repair agreement with the Police Department and Austin Spencer will expire. In the original agreement, dated July 24th, 2013, we set forth an option to renew the contract for up to three years at the mutual consent of both parties.

I have been very satisfied with their past service and I would recommend that the Town Board renew this contract with Austin Spencer for 2015.

Respectfully,

A handwritten signature in black ink that reads "Mark T. Henderson".

Mark T. Henderson
Chief of Police

MTH:jpo



Mark T. Henderson
Chief of Police

Town of Brighton

R

SUZANNE
FASE



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

November 21, 2014

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

Re: 2015 Police Dry Cleaning Contract

Dear Board Members:

On October 20, 2010, the Police Department opened and publicly read the only bid received for dry cleaning and laundering of uniforms for the year 2011. As you know, the bid received was from Town and Country Cleaners and it included an option to extend the contract up to four additional years at the mutual consent of both parties.

I have been very satisfied with their past service and I would recommend that the Town Board renew this contract with Town and Country Cleaners for 2015.

Respectfully,

A handwritten signature in black ink that reads "Mark T. Henderson".

Mark T. Henderson
Chief of Police

MTH:jpo



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

November 21, 2014

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

RE: 2015 Geese Control Contract

Dear Board Members:

I recommend that the Supervisor be authorized to execute an agreement between Geese Control of New York and the Town of Brighton for the provision of geese control in the Town of Brighton. This contract is for the period beginning April 1, 2015 through November 30, 2015, with no service for the month of July.

I hereby recommend acceptance of the agreement as presented by Geese Control of New York for services to the Town for the stated time period. Geese Control of NY will keep the rates the same as 2014 at \$650 per month. There are no other vendors in the area that provide this service.

Thank you for your consideration. I will be happy to answer any questions you may have regarding this request.

Sincerely,

Mark T. Henderson
Chief of Police

MTH:jpo
attachment

c: Captain David Catholdi
Bruce Blackman, Animal Control Supervisor

(9b)

**2015 CONTRACT FOR
CANADA GOOSE CONTROL
TOWN OF BRIGHTON**

**GEESE CONTROL OF NY
3325 BAILEY RD.
BLOOMFIELD NY 14469**

Environmentally safe Canada goose control with trained Border collies

Thank you very much for your past business. We will exclude July for molt as requested for 2015. Contract will cover April thru June, August thru November. 7 months @ \$650 per month, (Total \$4,550). The price is based on 24 visits per month at the Town Park on Westfall Road. This price includes visits to the Town of Brighton's three other sites, Lac Deville, Meridian Centre and Buckland Park. We will still monitor all the sites daily as before and encourage calling in any information concerning bird habitation and timing. The handler is available 7 days a week and can normally be on site within one hour, and there is no extra charge for call in visits if needed.

Invoices are generated once a month. A service report will be handed in at the end of each period with dates, times and approx. number of geese on property. Contracts may be dissolved for any reason up to fifteen days after work has begun. (a prorated bill will apply). Visits may vary from month to month at GCNY's discretion, per geese habits, molting status, etc., with notification to Animal Control of any variations or changes. To my knowledge and that of the D.E.C. we are still the sole provider of this service in the area.

GCNY will defend and hold our clients harmless against any penalties, fines, or claims by the federal or state authorities alleging the injury or death of Canada Geese due to GCNY's work. GCNY is fully insured by Dryden Ins. Agency.

Submitted by, Gordon R. Kornbau

Cell/Pager/Voice (585) 414-4419

Date 11/14/14

Gkornbau@rochester.rr.com

Acceptance of Contract

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____ Date _____



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

November 21, 2014

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

RE: 2015 Boarding and Veterinary Services Agreement

Dear Board Members:

I recommend that the Supervisor be authorized to execute an agreement between the Animal Hospital of Pittsford and the Town of Brighton for the provision of boarding and veterinary services. This contract is for the period beginning January 1, 2015 through December 31, 2015. This year's proposed contract represents a slight increase in some of the fees for services provided by the Pittsford Animal Hospital.

Possible alternatives to Pittsford Animal Hospital have been researched; however no other animal hospital offers a 24 hour emergency service site to compare to the Animal Emergency Services. AES is a division of Pittsford Animal Hospital.

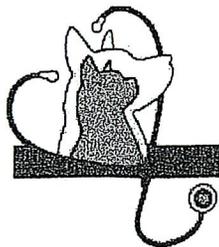
Thank you for your consideration. I would be happy to answer any questions you may have regarding this request.

Respectfully,

Mark T. Henderson
Chief of Police

MTH:jpo
Attachment

c: Captain David Catholdi
Bruce Blackman, Animal Control Supervisor



ANIMAL HOSPITAL OF PITTSFORD
2816 MONROE AVENUE
ROCHESTER, NY 14618
—
TELEPHONE (585) 271-7700
FAX (585) 244-7287
WWW.PITTSFORDVET.COM

HOSPITAL DIRECTORS:

PAUL R. BLACK, DVM
TODD W. WIHLEN, DVM

10b.

November 5, 2014

The following proposal is submitted to **Town of Brighton** Animal Control by Pittsford Animal Hospital (AHOP)/Animal Emergency Service (AES), (hereafter referred to as "provider") for providing leased space for shelter and professional veterinary services under contract with the Town of Brighton.

1. The contract will be for one year, ending **December 31, 2015**.
2. Provider will provide shelter for stray dogs, cats, and/or injured animals picked up by Brighton Animal Control or good Samaritans within the Town of Brighton. Provider will contact Brighton Animal Control when a Good Samaritan or police officer brings an animal to the hospital. The number of animals sheltered at one time will not exceed six without specific approval of the Hospital Director.
3. Animals placed in the shelter will be provided food, water, and exercise on a scheduled basis. Medical treatment will be administered under the supervision of the hospital veterinarians as approved by the Animal Control Officers.
4. Immediate emergency care, on a minimal life support basis, will be provided for any animal in critical condition or experiencing undue suffering at the veterinarian's discretion. In these cases, the Animal Control Officer will be notified as soon as possible.
5. The Brighton Animal Control Officers will communicate directly with the doctor assigned to the injured animal, or Dr. Black or Wihlen at AHOP in regard to the medical care disposition of the animal.
6. Animals with chronic medical problems will not be treated for their problems at Town of Brighton expense.
7. Emergency care for animals picked up after the hospitals are closed will be handled by the Animal Emergency Service at 825 White Spruce Blvd. Well animals picked up by the town may be brought to Pittsford Animal Hospital for impounding on Sundays and holidays when a kennel worker is present to admit the Animal Control Officer to the hospital.
8. All initial communication with the public will be handled through the Brighton Animal Control. This will include initial lost dog inquiries, initial injured animal inquiries, and updated vaccinations information. The hospital will release animals to owners/harborers only when the proper release forms have been obtained, fees have been satisfied, and/or on direct instructions from the Animal Control Officers.
9. Fees to be collected by the Brighton Town Clerks Office or Brighton Animal Control Officers prior to the release of any animals include charges for seizure, boarding, and license fees.
10. All fees owed to the Provider for services rendered, except boarding, will be paid directly to the Hospital by the animal owner/harborer.

100.

11. Provider will bill the Town of Brighton on a monthly basis for boarding, euthanasia, and cremation fees accrued during the month.

12. All adoptable animals that are not claimed upon completion of the required impound period are to be taken to the Monroe County Humane Society by Brighton Animal Control, dependent upon the Humane Society's willingness to accept the animals.

13. A schedule of fees is attached.

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--\$14.00 for the first day; \$10.50 for each additional day

Cats--\$8.50 for the first day; \$6.25 for each additional day

2. Emergency care at the Animal 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/harbinger--standard hospital charges.

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

4. A standard fee of \$20.00 will be charged for all animal euthanizations, regardless of size, requested by Brighton Animal Control.

5. A standard fee of \$ 1.15 per pound with a minimum fee of \$25.00 per animal will be charged for all animal cremations, up to 100 pounds, requested by Brighton Animal Control.

Paul Black, DVM
Paul Black, D. V. M.
Director, Pittsford Animal Hospital

Supervisor, Town of Brighton



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

November 26, 2014

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

RE: PURCHASE USING SEIZED ASSETS ACCOUNT

Dear Board Members:

I hereby request that an amendment be approved to the 2014 Police Department operating budget to provide for sufficient appropriations for the purchase of the following items:

***25 Lenovo computer tablets, associated software and protective sleeves
Total purchase will not exceed \$18,000.00 (exact amount to be determined).***

I propose that the Proceeds of Forfeited Property be used to fund this purchase. I request that appropriations in account **A.POLCE.3125.2.13 (Computer Equipment)** be increased by ***\$18,000.00**. The total expenditure will be supported with the use of Forfeited Property account **A.889.JSTCE**. I have consulted with the United States Attorney's Office and they concur that the use of seized forfeiture asset funds for the purpose of these purchases is appropriate.

Respectfully,

Mark T. Henderson
Chief of Police



TOWN OF BRIGHTON
MONROE COUNTY, NEW YORK

12a.

TO: Christopher Werner, Chair, Finance & Administrative Services Committee
FROM: Gary Brandt, Director of Personnel & HR 
DATE: November 24, 2014
RE: 2015 NYS Workers' Compensation Coverage with PERMA/NEAMI

Attached is the quote from PERMA (Public Employer Risk Management Assoc) for our 2015 NYS Workers' Compensation coverage. The quote of \$300,103 includes all the 2015 statutory administrative assessments for NYS employers. The Town will realize a 2% savings (\$6,002) if full payment is made to PERMA by January 31, 2015.

Our cost in 2014 was \$280,361, see attached. Thus, with the 2% discount, our increase for 2015 will be a 4.5% increase over 2014. Attached is the loss run totals for 01/01/08 to 11/03/2014 for your review. For 2014 through 11/03/2014, our losses have been \$81,149.

I recommend that you approve acceptance of this bid, and authorize the Supervisor to execute a contract with PERMA/NEAMI, Inc. for 2015.

Jerry Doberstein of Paris Kirwan is in attendance to assist in answering any of your questions regarding this agenda item.

c: Suzanne Zaso ✓

MaryAnn Hussar



Ba.



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

December 2, 2014

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

Re: Town Procurement Guidelines and Procedures
Revision for Best Value Pricing and Thresholds for Quotes

Dear Honorable Members:

Based on prior review and discussions with the Finance and Administrative Services Committee, I am recommending revisions to the Town's Procurement Guidelines and Procedures to incorporate a new local law for best value pricing and to amend the thresholds for requiring price quotes for commodity and equipment purchase, public work contracts, and professional services.

Attached is the latest Town Board adopted Procurement Guidelines and Procedures from February 2013 with the proposed revisions marked. The pricing limit for requiring two (2) quotes for commodities, equipment and professional services is proposed to increase from \$600 to \$1,000 and for public work contracts from \$600 to \$2,000 (to match that already in existence for equipment repair/service). The pricing limit for requiring for three (3) quotes is proposed to increase from \$1,000 to \$2,500 for commodities, equipment and professional services and from \$1,000 to \$5,000 for public work contracts (again to match that already in existence for equipment repair/service).

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

Sincerely,

A handwritten signature in cursive script that reads "Suzanne E. Zaso".

Suzanne E. Zaso
Director of Finance