

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

**Meeting Date: Tuesday, December 14, 2021 (3:30 p.m.)
Location: Auditorium, Brighton Town Hall**

1. Approval of Minutes – Receive and file minutes of the November 30, 2021 meeting.
2. Authorize/Approve a new Medicare Advantage Base Plan with AETNA effective April 1, 2022 for post 65 retirees (Finance/Personnel Depts.) – Request from Paula Parker and Tricia VanPutte for Town Board action to approve the new Medicare Advantage Plan 4, as negotiated by FLMHIT, as the Town's new base plan for the over 65 retirees effective April 1, 2022. The new plan either meets or exceeds the Town's current base Medicare Advantage plan through Excellus at a significantly reduced monthly premium. This plan was negotiated by the Finger Lakes Municipal Health Insurance Trust (FLMHIT) for all of its members for their retirees. The Town has selected the AETNA plan 4 which most either closely mirrors or is better than our current base plan (see letter from P. Parker & T. VanPutte).
3. Contract renewal with Brighton Volunteer Ambulance (Finance Dept.) – Request from Paula Parker for Town Board action to approve and authorize the Supervisor to execute a renewal agreement with Brighton Volunteer Ambulance for 2022 to provide emergency medical services in the Town in an amount not to exceed \$360,000. Contract contingent upon Town Attorney's approval (see letter from P. Parker).
4. Final 2022 FASC meeting schedule attached.
5. **EXECUTIVE SESSION:** Discuss the employment of particular people.

The next regularly scheduled meeting of the FASC will be held on MONDAY, JANUARY 3, 2022 immediately following the Town Board Organizational meeting in the **AUDITORIUM at Brighton Town Hall.**
All members of the public are invited to attend FASC meetings.
****AS PER THE REGULAR SCHEDULE (Room Change)****

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Tuesday, November 30, 2021 Meeting

ATTENDEES

FASC Committee members:

Jason DiPonzo (Chair)
Supervisor William Moehle
Paula Parker (Staff to the Committee)

Other Town Councilmembers:

Christine Corrado

Department Heads/Other attendees:

David Catholdi (Police Chief)
Mike Guyon (Highway/Public Works)

The Town Board's Finance and Administrative Services Committee (the FASC) met at 3:30 p.m. and reviewed a number of contractual, procurement, finance and/or budget, and personnel related matters referred by Town departments and is prepared to make recommendations to the full Town Board as follows:

Approval of Minutes: Approval of Minutes – Received and filed the minutes of the November 16, 2021 meeting.

Town Bid/Proposal Authorizations and Awards:

No matters for this meeting.

Grant Authorizations and Acceptances:

No matters for this meeting.

Contracts and Contract Change Orders:

Approve contract with Bruckner, Tillett, Rossi, Cahill & Associates for legal services related to certiorari cases (Assessor's Office) – The FASC discussed with Susan Wentworth her request for town board action to authorize the Supervisor to execute a contract with Bruckner, Tillett, Rossi, Cahill & Associates for preliminary appraisals and court ready appraisals for certiorari cases as identified. Total cost of the contract will not exceed \$16,000. Funds have been budgeted in the 2022 budget for these services (See letter from S. Wentworth). The FASC recommends the Town Board take favorable action on this matter.

Budget Amendments and Transfers:

No matters for this meeting.

Other Matters for Action of the Town Board:

Declare items as surplus in the Police Department to be sold at the online or upcoming municipal auction in the spring of 2022 (Police Dept.) – The FASC discussed with Police Chief David Catholdi his request for Town Board action to declare the following items in the Police Department as surplus:

2008 Chevy Impala Police Car (#91) VIN: 2G1WS583281334619

2001 Smart Unit Speed Sign Serial #:1K9BL1015K118069

to be sold at either the municipal online auction or the Spring 2022 live Municipal auction. Both items are in need of replacement (see letter from D. Catholdi). FASC recommends the Town Board take favorable action on this matter.

Personnel Matters:

EXECUTIVE SESSION ITEMS (Employment of a particular persons)

Discuss matters related to the employment of particular people. There was a motion by Supervisor Moehle to enter an executive session at 3:40 pm to discuss matters related to the employment of particular people. This was seconded by Jason Diponzio and all voted aye.

The committee discussed the matters a listed below, relating to the employment of particular people.

At 3:57 pm, a motion was made by Supervisor Moehle to end the executive session and continue the regular meeting. This was seconded by Jason DiPonzio and all voted aye. The regular meeting continued.

*Advance salary of an employee in the Police Department to Step 2 (\$38,074.40 annually) effective January 1, 2022 with all other future increases to occur on the original anniversary date of August 16 (Police Dept.) – Request from Police Chief David Catholdi for Town Board action to advance an employee's salary in Group 2 from Step 1 to Step 2 (\$38,074.40) effective January 1, 2022. All further step increases will be given on the employee's anniversary date of August 16th beginning on August 16, 2022. This employee's performance has been exemplary (see letter from D. Catholdi)

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

*Approve appointment to fill vacant laborer position in the Highway Department effective January 3, 2022(Highway Dept.) – Request from Mike Guyon for Town Board action to approve an appointment to the position of laborer full-time in the Highway Department. This appointment will be effective January 3, 2022 at the starting hourly wage rate of \$20.23 with all other terms and conditions as outlined in the current CSEA collective bargaining agreement. This positon is noncompetitive and will be subject to the successful competition of a 52 week probationary period (see letter from M. Guyon).

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

Executive Session:

(see items under Personnel Section above)

Other Matters for Discussion Only:

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

Matters Tabled for Research and/or Discussion:

No matters for this meeting

**The FASC meeting was adjourned at 4: 20 pm.

The next regularly scheduled meeting of the FASC will be held on Tuesday, DECEMBER14, 2021 at 3:30 p.m. in the AUDITORIUM at Brighton Town Hall.

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

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



Finance Department

Paula Parker
Director of Finance

Brighton

December 10, 2021

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

Re: Medicare Health Plan for April 1, 2022

Dear Board Members:

The Finger Lakes Municipal Health Insurance Trust (FLMHIT) has negotiated a new Medicare Advantage plan and rate for their member's retiree groups (over 65). Attached are the renewal rates effective April 1, 2022 for the AETNA Medicare Advantage plan Option 4 that we would like to designate our base plan and offer through the Town to eligible post-65 retirees and post-65 retiree spouses effective April 1, 2022.

We have reviewed this plan with our current base plan and the benefits are the same or better than our current base plan with Excellus at a significant savings to the Town and its participants. There is a brief summary benefit comparison for your information following this communication. This plan is also fully portable – meaning it can be utilized nationwide.

I am recommending that the Town Board authorize this plan as the base plan effective April 1, 2022 and authorize the Supervisor to sign any related documents with AETNA and/or FLMHIT. Due to the portability of this plan as well as the better benefit structure, we also recommend this be the only plan offered to our over 65 retirees effective April 1, 2022.

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

Sincerely,

Paula Parker
Director of Finance

Tricia Van Putte
Director of Personnel

CC: S. Zaso

TOB_vs_AETNA FLMHIT_MA COST+BENEFIT comparison

2021 HMO vs.FLMHIT Plans+Rates

	88 Enrolled (71%)* Excellus Community Rated Risk Pool Package/Shelf Plan	FLMHIT AETNA									
		Consortium Rated Custom Owned Plan									
Network	Blue HMO \$20 Copay \$5/30/75 2.5x	88	71%	Plan 1 PPO	Plan 2 PPO	Plan 3 PPO	Plan 4 PPO	Plan 5 PPO			
Primary Care Physician	HMO			\$0	\$10	\$15	\$15	\$20			
Specialist Physician	\$20-InNetwork/20%-OONetwork			\$0	\$10	\$15	\$15	\$20			
Physical/Occupational/Speech Therapy	\$20-InNetwork/20%-OONetwork			\$0	\$10	\$15	\$15	\$20			
Chiropractor	\$20-InNetwork/20%-OONetwork			\$0	\$10	\$15	\$15	\$20			
X-Ray	\$20-InNetwork/20%-OONetwork			\$0	\$10	\$15	\$15	\$20			
Ambulance	\$65			\$0	\$10	\$15	\$15	\$20			
Emergency Room	\$65			\$0	\$10	\$50	\$50	\$65			
Eyewear Allowance	\$100 Allowance per year			\$100 once every 12 months							
Hearing Aid Allowance	\$699 Copay for Advance Hearing Aids or \$999 Copay for Premium Hearing Aids (2/yr limit) at TruHearing location only			\$2,000 once every 12 months							
In-Patient Hospital	\$250-InNetwork/20%-OONetwork			\$0	\$0	\$100	\$100	\$250			
Out-Patient Surgery	\$50-InNetwork/20%-OONetwork			\$0	\$10	\$50	\$50	\$50			
Durable Medical Equipment	20%			\$0	20%	20%	20%	20%			
Rx (30 day retail)**	\$5/\$30/\$75			\$5/\$5/\$5	\$5/\$15/\$30/\$30	\$5/\$25/\$50/\$50	\$5/\$30/\$75/\$75	\$5/\$35/\$80/\$80			
Rx (90 day mail order)**	\$12.50/\$75/\$187.50/NA			\$5/\$5/\$5/NA	\$5/\$15/\$30/NA	\$5/\$25/\$50/NA	\$5/\$30/\$75/NA	\$5/\$35/\$80/NA			
Rx coverage gap	Yes (\$4,130 to \$6,550)			No Gap (Full Coverage)							
Rx waive step therapy & prior auth	NO - Not Available			YES	YES	YES	YES	YES			
Wondr Health (formerly Naturally Slim)	NO - Not Available			NO	NO	NO	NO	NO			
Deductible	None			None	None	None	None	None			
Co-Insurance	None-InNetwork/20%-OONetwork			None	None	None	None	None			
Medical Out-of-Pocket Max:	\$3,400-InNetwork / \$5,000- OONetwork Max Coverage			\$0	\$800	\$2,100	\$3,900	\$3,900			
Combined In&Out of Network (excludes Rx, eyewear & hearing aids)											

*The above plan summaries contain only a general description of the coverage and does not constitute a policy contract. For complete information including exclusions, limitations and conditions, refer to the policy document. Neither the carrier nor Brown & Brown will be held responsible for typographical or clerical errors.

2021~Excellus Community Rated Risk Pool Monthly Rate

Retiree	\$290.63	88	\$259.58	\$203.38	\$165.38	\$133.88	\$117.08
Monthly Savings (\$)			-\$31.05	-\$87.25	-\$125.25	-\$156.75	-\$173.55
Monthly Savings (%)			-11%	-30%	-43%	-54%	-60%
Annual Savings (\$)			-\$373	-\$1,047	-\$1,503	-\$1,881	-\$2,083

*Enrollment is based on the Excellus April 2021 Invoice dated 3.16.2021

** Rx tiers: generic/preferred brand/non-preferred brand/specalty

FLMHIT - 2022 AETNA Rate Proposals for Custom Owned Benefit Plans



Town of
Brighton

October 5, 2021

Personnel Department

Tricia Van Putte
Director of Personnel

*Previously Adopted
(through 3/31/2021)*

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

Re: Medicare Health Plan Renewals for 2022

Dear Board Members:

Attached are the renewal rates and plan summaries for 2022 for the Medicare Health plans that are currently offered through the Town to eligible post-65 retirees and post-65 retiree spouses.

I am recommending that the Town Board authorize these plan options for 2022 and authorize the Supervisor to sign any related documents with the insurance carriers, Excellus BCBS and MVP Health Care.

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

Sincerely,

Tricia Van Putte
Director of Personnel

CC: P. Parker

Town of Brighton 2021 vs. 2022 Monthly Premiums for Post-65 (Medicare) Plans

Coverage	2021 Monthly Premium	2022 Monthly Premium	\$ change	% change
Medicare Blue Choice \$20 (base plan) *	\$ 290.63	\$ 305.08	\$ 14.45	4.97%
Medicare PPO Option D	\$ 360.16	\$ 375.63	\$ 15.47	4.30%
Medicare Supplemental N (out of Town) w/\$5 Rx***	\$ 500.72	334.42+?	#VALUE!	#VALUE!
MVP USA Care PPO (West Region)**	\$ 306.47	\$ 311.14	\$ 4.67	1.52%

* base plan driving Town's cost-share

** this plan replaces MVP Gold Anywhere

*2022 rate is not yet available

Note: The above amounts are the full-monthly premium for each plan.
 Your individual contribution towards the premium is based on the
 agreement you retired under.



Town of
Brighton

Finance Department

Paula Parker
Director of Finance

December 13, 2021

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

RE: Brighton Volunteer Ambulance 2022 Contract Renewal

Dear Board Members:

I am recommending that your Honorable Body authorize the Supervisor to execute a contract for 2022 with Brighton Volunteer Ambulance, Inc., in an amount not to exceed \$360,000, to provide emergency medical services within the Town of Brighton. Contract will be effective from January 1, 2022 through and including December 31, 2022.

The details of the 2022 contract are currently being finalized; however, the total amount of the contract will not exceed \$360,000 and funds have been budgeted in the 2022 budget. This renewal will be contingent upon the Town Attorney's approval.

Also note that the Town will still retain \$25,000 to be applied towards fuel usage by BVA in 2022. This retention continues to be based on the annual, projected fuel usage by BVA as well as forecasts in fuel prices.

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,


Paula Parker
Director of Finance

CONTRACT FOR AMBULANCE SERVICE

This Agreement, effective as of January 1, 2022, between the Town of Brighton, acting for and on behalf of the Brighton Ambulance Services District with offices at 2300 Elmwood Avenue, Rochester, NY 14618, (hereinafter known as the "Town"), and the Brighton Volunteer Ambulance, Inc., a not-for-profit New York corporation with its principal place of business at 1551 Winton Road South, Rochester, NY 14618, (hereinafter known as "BVA").

WHEREAS, the Town desires to provide emergency medical service within the Town of Brighton; and

WHEREAS, in furtherance of that end, the Town has formed the Brighton Ambulance Services District (hereinafter known as the "District") pursuant to Article 12-A of the Town Law, such District consisting of all premises within the boundaries of the Town of Brighton; and

WHEREAS, BVA is an independent contractor duly authorized by the New York State Department of Health to provide emergency medical service, and is willing to provide such service within the District pursuant to the terms and conditions of this Agreement; and

WHEREAS, the Town Board of the Town pursuant to Section 198(10)(f) of the Town Law, and by Resolution of the Board has authorized such an Agreement.

NOW, THEREFORE, in consideration of the covenants and agreements hereinafter mentioned, the parties agree as follows:

1. Work Statement

BVA agrees to provide, or cause to be provided, emergency medical service within the District. Such service shall consist of all personnel and equipment necessary to promptly and safely transport injured or ill persons from within the District to a hospital or other emergency medical facility as is necessary under the circumstances in accordance with good and accepted ambulance practice, and inclusive of Basic Life Support and Advanced Life Support services to ill and injured persons in connection therewith. Such service shall be subject to the standards as may be set forth by the New York State Department of Health and the Monroe-Livingston Emergency Medical Service Council. Such service shall be provided only in circumstances of medical emergency as generally defined by law and customary usage in such cases. BVA's right to provide such services pursuant to this Agreement shall be non-exclusive. BVA and the Town may rely on the Brighton Fire Department, Henrietta Fire District, other fire departments as determined by the Town, and/or commercial ambulance service providers to provide first response services as part of the overall protocol and services plan for EMS services provided in the Town.

2. Standards of Performance

a. **Certifications.** BVA shall maintain New York State certification of its ambulance service as defined in Section 3006 of Article 30 of the Public Health Law of the State of New York and shall at all times comply with the standards required for such certification, during the period of this Agreement and shall provide evidence of such certification to the Town upon request.

b. **BLS Standards of Care.** BVA shall comply at all times with the latest Monroe-Livingston Regional Emergency Medical Service Comprehensive Emergency Medical Care Standards, as they may be amended during the period of this Agreement. Said standards shall be incorporated herein by reference as if included in full.

c. **Quality Assurance.** BVA shall develop, maintain and provide to the Town on execution of this agreement, a quality assurance program acceptable to the Town which shall at least maintain standards and certifications as at present.

d. **Medical Director.** BVA shall obtain the services of a suitably-qualified medical director in connection with the delivery of any services where such medical director is required by New York State Law or regulation.

e. **Response Time.** BVA shall exert its best efforts to ensure that calls are responded to within the standards set by the New York State Department of Health and the Monroe-Livingston Regional Emergency Medicine Council. Copies of such standards shall be provided to the Town by BVA upon the execution of this contract and updates, if any, to such standards shall be promptly provided to the Town after they are received by BVA. This provision shall not bind BVA to guarantee a response time for any individual call, nor shall it require BVA to guarantee the performance of other emergency medical services agency responding pursuant to mutual aid arrangements as specified in paragraph 2(f). BVA shall not be held responsible for delay or failure to reach the scene of a request for service due to reasons beyond BVA's control, lack of crew or equipment or hazardous road conditions.

f. **Mutual Aid.** BVA shall maintain arrangements with other emergency medical services, either commercial or volunteer, to respond to requests for emergency medical service within the District in the event that BVA is unable to respond. Pursuant to the mutuality provisions of such arrangements, BVA may respond at its discretion to requests from other emergency medical agencies for BVA's services outside the District. BVA shall provide to the Town on or before March 31st of each year a copy of all mutual aid agreements it has entered into with all other responding agencies, and BVA shall provide to the Town by said date detailed data showing the number of calls for the prior calendar year which were covered through mutual aid by other responding agencies in the Town of Brighton and the number and priority of each such call covered by such other responding agency for a Brighton resident.

g. Public Access. The parties hereto agree that due to certain technical features incorporated therein, the Monroe County Enhanced 911 service offers the public the preferred means of accessing emergency service. In its advertising, listing of emergency numbers in the "emergency number" section of the Telephone Directory, and its promotional material including the distribution of stickers for attachment to telephones, BVA shall list "911" as the telephone number for accessing BVA's emergency medical services.

h. Advanced Life Support. The parties hereto understand that BVA agrees to provide Advanced Life Support (hereinafter known as "ALS") service with its own resources, to the extent such services are available using BVA's ALS technicians.

3. Gasoline and Fuel Rights

a. As a form of consideration for services provided pursuant to this Agreement, and as a portion of the total consideration provided, the Town and District authorize BVA during the term of this Agreement to utilize gasoline and/or diesel fuel from the Town's dispensing station in accordance with procedure established by the Town.

b. The value of the fuel to be provided to BVA under this Agreement will be the actual cost to the Town per gallon of fuel, as determined by the Town, plus 7% of the total cost of fuel as an administrative reimbursement.

c. The estimated annual value associated with the provisions of fuel is \$25,000 and, this amount will be deducted from the total amount due BVA for services provided. A detailed record of actual fuel use, and its associated value, will be kept by the Town and provided to BVA. In the event that any of the BVA vehicles can use E85 or other alternative fuels, consistent with manufacturer warranties and recommendations, and such alternative fuels are made available by the Town, BVA agrees to use such alternative fuels to the extent possible.

No later than 60 days following the close of the year, an annual accounting of actual vs. estimated value of fuel will be prepared by the Town. In the event less than \$25,000 of fuel value is used by BVA, the Town and District will process a claim for payment to BVA of the difference between \$25,000 and the actual value of fuel used. In the event BVA utilizes more than \$25,000 of fuel value, BVA will reimburse the Town and District, no later than 30 days after the accounting is provided to BVA, the difference between the actual value of fuel used and \$25,000.

For each succeeding year of this Agreement, in January, the Town and District will estimate the value of fuel as partial consideration for services rendered, and so advise BVA of the computation. Such estimate will be based on actual usage in the prior year and a projection of the cost per gallon of fuel to be provided.

d. The Town and District reserve the exclusive right to cease providing fuel as partial consideration for services. In the event the Town is no longer able to make use of its

dispensing station, for whatever reason, an accounting to date of cessation of service will be performed, and BVA will be paid in the normal course of business for any remaining value assigned to the provision of fuel under this Agreement. However, if the Town and District decide to no longer provide fuel for some other reason, provision of fuel cannot be stopped without 60 days prior written notice of the Town's and District's intention.

e. Each party represents to the other that it has in force, policies of liability insurance protecting against exposures arising out of or in connection with this Agreement and the actions which it may take under this Agreement. Each party agrees to indemnify as to its negligence the other against liability for the negligent use of vehicles, apparatuses, or supplies including gasoline and diesel fuel under this Agreement.

f. In consideration of the services to be performed hereunder, the District shall pay BVA the amount authorized to be paid to BVA by the Town Council in adopting the annual operating budget for the District for the subject fiscal year, less the value assigned for the provision of fuel under Section 3 of this Agreement. The net amount payable to BVA will be paid in one installment no earlier than March 1 and no later than April 15th, upon presentation by BVA of a properly executed Town claim voucher submitted to and approved by the Town Supervisor.

4. Compensation

In consideration of the furnishing of its equipment, personnel, and services in the manner detailed herein, BVA shall receive from the Town an annual compensation amount of Three Hundred Sixty Thousand (\$360,000.00) less the value assigned for the provision of fuel under section 3 of this Agreement plus the use of ambulance and emergency response vehicles through the Brighton Volunteer Ambulance District. Such compensation is intended to compensate BVA for out-of-pocket expenses that Town residents would be obligated to pay for any bill for ambulance services, including all coinsurance amounts that residents would otherwise be responsible to pay if not for the provisions of paragraph 5 below prohibiting billing of Brighton residents. In the event this Agreement is terminated by either party prior to December 31, 2022, pursuant to the provisions of Paragraph 10 hereof, BVA shall refund to the Town the pro rata share of the cash compensation previously paid for the year in which termination occurs.

5. Financial Procedures

a. BVA shall diligently continue its voluntary fund-raising drive(s) and third party billing, provided however that BVA agrees that it will not bill any amount of money, including a co-payment not covered by insurance, Medicare or Medicaid coverage, costs for ambulance service provided to Town residents during the terms hereof. Any statement of charges provided by BVA or its billing company to a Brighton resident shall clearly state that "NO PAYMENT IS DUE" and shall be in the

form of the statements attached to this Agreement. BVA shall promptly refund to any and all Brighton Residents all funds paid by a Brighton Resident to BVA or its billing company for ambulance service fees and/or co-payments. BVA shall provide to the Town Finance Department a detailed quarterly fiscal report on or before December 31 (for Sept-Nov), March 31 (for Dec - Feb), June 30 (for Mar - May) and September 30 (for June - Aug) setting forth the amount of each individual charge or expense which BVA has not charged to Brighton Residents pursuant to the provisions of this paragraph and for each said charge or expense, said report shall detail the following information: 1) The amount of the charge or expense; 2) Reason for the charge or expense (e.g. Co-Pay, Treat/Release, Deductible; No Transport, etc.); 3) Resident overpayment if any; 4) Patient Street; 5) Primary Insurance; 6) Type of Insurance; 7) Total Charge for call; 8) Other Payments and Insurance Adjustments. Any invoices sent to Brighton Residents that result in a payment by a Brighton Resident to BVA shall be reported to the Town within 30 days of receipt by BVA or its billing agent of said payment. The cost of preparing and distributing the quarterly financial reports shall be paid for by BVA.

b. As part of the Town's annual budgeting process, BVA agrees to:

- (i) abide by the budget preparation and review schedule of the Town,
- (ii) to provide a "line item" operating budget proposal with explanation and justification for each line item,
- (iii) to provide and annually update a five-year capital plan as part of the budget preparation process,
- (iv) to attend all budget "workshops", public hearings, and Town Board meetings as determined appropriate by the Town to respond to questions of the Town Board, Administration, and general public served in the District by BVA.

c. In the event that operating revenues exceed operating expenditures in any given year, even after budgeted transfers to reserve accounts have been made, BVA may retain such surplus operating funds.

d. BVA agrees that it will submit to the Town, no later than January 31st of each year, an audited financial statement for the previous fiscal year, prepared and certified by a certified public accountant, and BVA shall pay the costs of the same. Said audited financial statements shall at a minimum set forth total operating revenues, detailed revenues by source (e.g. compensation from Town, insurance payments, donations, private pay, co-pays, etc.), total operating expenses, detailed expenditures (e.g. wages, benefits, supplies, equipment, etc.) and deposits into BVA's reserve or savings accounts, fiscal year end balances of all accounts. The expense of preparation and distribution of the annual audit shall be paid for by BVA.

6. Other Reporting Requirements

BVA shall annually prepare and present to the Town Board no later than March 31st (at a regularly scheduled Town Board meeting) a narrative and statistical report describing operations during the previous fiscal year, including but not limited to data on the number and types of calls received and responded to, a calculation of the average response time experience, mutual aid activity, and a list of BVA's current officers and directors.

7. Additional Audits by the Town

BVA agrees to allow the Town to conduct periodic audits of its financial records, including patient billings as deemed necessary and advisable by the Town. Said audits shall be at the expense of the Town.

8. Indemnification and Insurance

a. BVA agrees to protect, defend, indemnify and hold the Town and its employees free and harmless from and against any and all losses, claims, liens, demands and causes of action of every kind and character, including the amount of judgments, penalties, interest, court costs and legal fees incurred by the Town in defense of same, arising in favor of any party, including governmental agencies or bodies, on account of claims, liens, debts, personal injuries, including personal injuries sustained by employees of the Town, death or damage to property, including property of the Town, and without limitation by enumeration, all other claims or demands of every character occurring or in any way incident to the services which BVA hereby agrees to provide, hereafter all jointly being referred to as "claims".

b. Notwithstanding the foregoing, BVA shall not be liable, nor shall BVA have to indemnify the Town or hold the Town harmless for claims resulting from the sole negligence of the Town.

c. The Town shall give BVA prompt notice of every claim received by the Town for which claim BVA is, in whole or in part, liable.

d. BVA, at its sole expense, agrees to investigate, handle, respond to, or provide defense for and defend any claim made against the Town for which claim BVA is claimed to be in whole or in part, liable, and BVA agrees to bear all other costs and expenses related thereto even if such claim is groundless, false, or fraudulent.

e. BVA shall maintain insurance to protect the Town and BVA from and against any and all claims, injury or damage to persons or property, both real and personal, arising from the services herein contracted for such types and in such amounts as is customarily maintained by

volunteer ambulance companies serving comparable communities, all as reasonably approved by the Town.

f. BVA shall obtain and maintain, at its sole expense, and at a minimum, the following insurance coverage:

1. Comprehensive General Liability with an each occurrence limit of \$1,000,000 and \$2,000,000 aggregate for bodily injury and property damage. Such coverage is to include contractual liability and errors and omissions coverage.
2. Automobile Liability with a limit of \$1,000,000 for bodily injury and property damage including mutual aid coverage.
3. Excess Umbrella Liability with a combined single limit of at least \$2,000,000 for bodily injury and property damage.
4. Workers Compensation Benefits with mandatory limits of coverage.

g. The Town shall be named as an additional named insured on each policy.

h. BVA shall obtain and maintain the required insurance coverage in such forms and with such insurance carriers as are approved by the Town, and the Town shall not unreasonably withhold such approval. BVA will provide and furnish to the Town certificates of insurance showing the above required insurance to be in full force and effect.

i. Each policy providing coverage hereunder shall provide that said policy can neither be canceled nor materially changed except upon sixty (60) days written notice, by certified mail, return receipt requested, to the Town.

j. The form and substance of the insurance provided by BVA to the Town may be reviewed and is subject to the approval of the Town Attorney.

9. Status of BVA

BVA expressly agrees that its status is that of an independent contractor, and that none of its officers, directors, or members are employees of the Town by virtue of this Agreement.

10. Term

This Agreement shall be effective from January 1, 2022 to and including December 31, 2022 and it shall be renewed upon the same basis each year thereafter for an additional term of one year, except that the amount of said contract, and fuel to be included therein, shall be set pursuant to the public budget process of the Town, unless one of the contracting parties shall notify the other in writing sent by personal delivery, or by first class mail, on or before October 1st that it elects to terminate this Agreement on December 31st of that year. If this Agreement shall be

deemed to continue pursuant to the terms of the preceding sentence, the parties agree to execute and deliver an amendment incorporating an amended contract amount, and such other changes in terms and conditions as are agreeable to both parties.

This Agreement may also be terminated by either party immediately upon the issuance of written notice provided by the party wishing to terminate the Agreement to the other party, such written notice sent by personal delivery, or by first class mail, in the event that either (a) BVA ceases all or substantially all operations or announces its intention to do so, or (b) BVA is in default hereunder which default is not cured within such ninety (90) day period.

11. Assignment

BVA shall not assign, transfer, or convey any right, title, or interest in this Agreement or any part thereof without the previous approval in writing of the Town.

12. Vehicle Acquisition

In addition to the foregoing, the District has previously purchased ambulance vehicles, and it is the District's present intention to purchase additional vehicles for use of the BVA in providing services to the District. In consideration, BVA agrees and understands that it shall be responsible to house, operate, repair and maintain the Vehicles, so as to provide services hereunder and maintain the Vehicles in good operating order, and in compliance with all of the provisions of all warranties provided on the Vehicles by its manufacturer and/or equipment provider. Personal liability and/or property and casualty insurance with respect to such Vehicles shall, at the District's sole option, be maintained by the District or may be the responsibility of BVA if the District so desires. In the event BVA is responsible for such insurance, it shall be for amounts of coverage consistent with that maintained by the Town of Brighton on other emergency response vehicles. The cost of such insurance, if obtained by the District, shall be invoiced to BVA by the District, and paid within thirty (30) days after the date of such invoice, or, but only if so directed by BVA, deducted from the funds paid to the BVA under this Contract through the Town's budget process.

BVA intends to retain use of five (5) of the District's ambulances; four (4) active and one (1) in reserve as a backup. Upon the acquisition of any new ambulances, older ones will be taken out of service and returned to the District for disposal. BVA and the Town hereby agree that BVA may continue the arrangement to house one of the older current ambulances vehicles at a remote location to be mutually agreed by BVA and the Town as a backup vehicle, available for use when one or more of the ambulances are unavailable.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first written above.

TOWN OF BRIGHTON

By: _____
Supervisor

Date: _____

Attest: _____ Date: _____
Town Clerk

BRIGHTON VOLUNTEER AMBULANCE, INC.

By: _____ By: _____
Secretary President

Date: _____ Date: _____

CONTRACT FOR AMBULANCE SERVICE

This Agreement, made effective as of January 1, 2022²⁴, between the Town of Brighton, acting for and on behalf of the Brighton Ambulance Services District with offices at 2300 Elmwood Avenue, Rochester, NY 14618, (hereinafter known as the "Town"), and the Brighton Volunteer Ambulance, Inc., a not-for-profit New York corporation with its principal place of business at 1551 Winton Road South, Rochester, NY 14618, (hereinafter known as "BVA").

WHEREAS, the Town desires to provide emergency medical service within the Town of Brighton; and

WHEREAS, in furtherance of that end, the Town has formed the Brighton Ambulance Services District (hereinafter known as the "District") pursuant to Article 12-A of the Town Law, such District consisting of all premises within the boundaries of the Town of Brighton; and

WHEREAS, BVA is an independent contractor duly authorized by the New York State Department of Health to provide emergency medical service, and is willing to provide such service within the District pursuant to the terms and conditions of this Agreement; and

WHEREAS, the Town Board of the Town pursuant to Section 198(10)(f) of the Town Law, and by Resolution of the Board has authorized such an Agreement.

NOW, THEREFORE, in consideration of the covenants and agreements hereinafter mentioned, the parties agree as follows:

1. **Work Statement**

BVA agrees to provide, or cause to be provided, emergency medical service within the District. Such service shall consist of all personnel and equipment necessary to promptly and safely transport injured or ill persons from within the District to a hospital or other emergency medical facility as is necessary under the circumstances in accordance with good and accepted ambulance practice, and inclusive of Basic Life Support and Advanced Life Support services to ill and injured persons in connection therewith. Such service shall be subject to the standards as may be set forth by the New York State Department of Health and the Monroe-Livingston Emergency Medical Service Council. Such service shall be provided only in circumstances of medical emergency as generally defined by law and customary usage in such cases. BVA's right to provide such services pursuant to this Agreement shall be non-exclusive. BVA and the Town may rely on the Brighton Fire Department, Rochester Fire DepartmentHenrietta Fire District, other fire departments as determined by the Town, and/or commercial ambulance service providers to provide first response services as part of the overall protocol and services plan for EMS services provided in the Town.

2. Standards of Performance

a. **Certifications.** BVA shall maintain New York State certification of its ambulance service as defined in Section 3006 of Article 30 of the Public Health Law of the State of New York and shall at all times comply with the standards required for such certification, during the period of this Agreement and shall provide evidence of such certification to the Town upon request.

b. **BLS Standards of Care.** BVA shall comply at all times with the latest Monroe-Livingston Regional Emergency Medical Service Comprehensive Emergency Medical Care Standards, as they may be amended during the period of this Agreement. Said standards shall be incorporated herein by reference as if included in full.

c. **Quality Assurance.** BVA shall develop, maintain and provide to the Town on execution of this agreement, a quality assurance program acceptable to the Town which shall at least maintain standards and certifications as at present.

d. **Medical Director.** BVA shall obtain the services of a suitably-qualified medical director in connection with the delivery of any services where such medical director is required by New York State Law or regulation.

e. **Response Time.** BVA shall exert its best efforts to ensure that calls are responded to within the standards set by the New York State Department of Health and the Monroe-Livingston Regional Emergency Medicine Council. Copies of such standards shall be provided to the Town by BVA upon the execution of this contract and updates, if any, to such standards shall be promptly provided to the Town after they are received by BVA. This provision shall not bind BVA to guarantee a response time for any individual call, nor shall it require BVA to guarantee the performance of other emergency medical services agency responding pursuant to mutual aid arrangements as specified in paragraph 2(f). BVA shall not be held responsible for delay or failure to reach the scene of a request for service due to reasons beyond BVA's control, lack of crew or equipment or hazardous road conditions.

f. **Mutual Aid.** BVA shall maintain arrangements with other emergency medical services, either commercial or volunteer, to respond to requests for emergency medical service within the District in the event that BVA is unable to respond. Pursuant to the mutuality provisions of such arrangements, BVA may respond at its discretion to requests from other emergency medical agencies for BVA's services outside the District. BVA shall provide to the Town on or before March 31st of each year a copy of all mutual aid agreements it has entered into with all other responding agencies, and BVA shall provide to the Town by said date detailed data showing the number of calls for the prior calendar year which were covered through mutual aid by other responding agencies in the Town of Brighton and the number and priority of each such call covered by such other responding agency for a Brighton resident.

g. Public Access. The parties hereto agree that due to certain technical features incorporated therein, the Monroe County Enhanced 911 service offers the public the preferred means of accessing emergency service. In its advertising, listing of emergency numbers in the "emergency number" section of the Telephone Directory, and its promotional material including the distribution of stickers for attachment to telephones, BVA shall list "911" as the telephone number for accessing BVA's emergency medical services.

h. Advanced Life Support. The parties hereto understand that BVA agrees to provide Advanced Life Support (hereinafter known as "ALS") service with its own resources, to the extent such services are available using BVA's ALS technicians.

3. **Gasoline and Fuel Rights**

a. As a form of consideration for services provided pursuant to this Agreement, and as a portion of the total consideration provided, the Town and District authorize BVA during the term of this Agreement to utilize gasoline and/or diesel fuel from the Town's dispensing station in accordance with procedure established by the Town.

b. The value of the fuel to be provided to BVA under this Agreement will be the actual cost to the Town per gallon of fuel, as determined by the Town, plus 7% of the total cost of fuel as an administrative reimbursement.

c. The estimated annual value associated with the provisions of fuel is \$25,000 and, this amount will be deducted from the total amount due BVA for services provided. A detailed record of actual fuel use, and its associated value, will be kept by the Town and provided to BVA. In the event that any of the BVA vehicles can use E85 or other alternative fuels, consistent with manufacturer warranties and recommendations, and such alternative fuels are made available by the Town, BVA agrees to use such alternative fuels to the extent possible.

No later than 60 days following the close of the year, an annual accounting of actual vs. estimated value of fuel will be prepared by the Town. In the event less than \$25,000 of fuel value is used by BVA, the Town and District will process a claim for payment to BVA of the difference between \$25,000 and the actual value of fuel used. In the event BVA utilizes more than \$25,000 of fuel value, BVA will reimburse the Town and District, no later than 30 days after the accounting is provided to BVA, the difference between the actual value of fuel used and \$25,000.

For each succeeding year of this Agreement, in January, the Town and District will estimate the value of fuel as partial consideration for services rendered, and so advise BVA of the computation. Such estimate will be based on actual usage in the prior year and a projection of the cost per gallon of fuel to be provided.

d. The Town and District reserve the exclusive right to cease providing fuel as partial consideration for services. In the event the Town is no longer able to make use of its

dispensing station, for whatever reason, an accounting to date of cessation of service will be performed, and BVA will be paid in the normal course of business for any remaining value assigned to the provision of fuel under this Agreement. However, if the Town and District decide to no longer provide fuel for some other reason, provision of fuel cannot be stopped without 60 days prior written notice of the Town's and District's intention.

e. Each party represents to the other that it has in force, policies of liability insurance protecting against exposures arising out of or in connection with this Agreement and the actions which it may take under this Agreement. Each party agrees to indemnify as to its negligence the other against liability for the negligent use of vehicles, apparatuses, or supplies including gasoline and diesel fuel under this Agreement.

f. In consideration of the services to be performed hereunder, the District shall pay BVA the amount authorized to be paid to BVA by the Town Council in adopting the annual operating budget for the District for the subject fiscal year, less the value assigned for the provision of fuel under Section 3 of this Agreement. The net amount payable to BVA will be paid in one installment no earlier than February 14thMarch 1 and no later than MarchApril 1st15th, upon presentation by BVA of a properly executed Town claim voucher submitted to and approved by the Town Supervisor.

4. Compensation

In consideration of the furnishing of its apparatusequipment, personnel, and services in the manner detailed herein, BVA shall receive from the Town an annual compensation amount of Three Hundred SixtySixty Thousand -(\$360,000360,000.00), less the value assigned for the provision of fuel under section 3 of this Agreement plus the use of ambulance and emergency response vehicles through the Brighton Volunteer Ambulance District. A portion of sSuch compensation will is intended to compensate BVA forever out-of-pocket expenses that Town residents would be obligated to pay for any bill for ambulance services, including all coinsurance amounts that residents would otherwise be responsible to pay if not for the provisions of paragraph 5 below prohibiting billing of Brighton residents. In the event this Agreement is terminated by either party prior to December 31, 2022, pursuant to the provisions of Paragraph 10 hereof, BVA shall refund to the Town the pro rata share of the cash compensation previously paid for the year in which termination occurs.

5. Financial Procedures

a. BVA shall diligently continue its voluntary fund-raising drive(s) and third party billing, provided however that BVA agrees that it will not bill any amount of money, including a co-payment not covered by insurance, Medicare or Medicaid coverage, costs for ambulance service provided to

Town residents during the terms hereof. Any statement of charges provided by BVA or its billing company to a Brighton resident shall clearly state that "NO PAYMENT IS DUE" and shall be in the form of the statements attached to this Agreement. BVA shall promptly refund to any and all Brighton Residents all funds paid by a Brighton Resident to BVA or its billing company for ambulance service fees and/or co-payments. BVA shall provide to the Town Finance Department a detailed quarterly fiscal report on or before December 31 (for Sept-Nov), March 31 (for Dec – Feb), June 30 (for Mar – May) and September 30 (for June – Aug) setting forth the amount of each individual charge or expense which BVA has not charged to Brighton Residents pursuant to the provisions of this paragraph and for each said charge or expense, said report shall detail the following information: 1) The amount of the charge or expense; 2) Reason for the charge or expense (e.g. Co-Pay, Treat/Release, Deductible; No Transport, etc.); 3) Resident overpayment if any; 4) Patient Street; 5) Primary Insurance; 6) Type of Insurance; 7) Total Charge for call; 8) Other Payments and Insurance Adjustments. Any invoices sent to Brighton Residents that result in a payment by a Brighton Resident to BVA shall be reported to the Town within 30 days of receipt by BVA or its billing agent of said payment. The cost of preparing and distributing the quarterly financial reports shall be paid for by BVA.

b. As part of the Town's annual budgeting process, BVA agrees to:

- (i) abide by the budget preparation and review schedule of the Town,
- (ii) to provide a "line item" operating budget proposal with explanation and justification for each line item,
- (iii) to provide and annually update a five-year capital plan as part of the budget preparation process,
- (iv) to attend all budget "workshops", public hearings, and Town Board meetings as determined appropriate by the Town to respond to questions of the Town Board, Administration, and general public served in the District by BVA.

c. In the event that operating revenues exceed operating expenditures in any given year, even after budgeted transfers to reserve accounts have been made, BVA may retain such surplus operating funds.

d. BVA agrees that it will submit to the Town, no later than March-January 31st of each year, an audited financial statement for the previous fiscal year, prepared and certified by a certified public accountant, and BVA shall pay the costs of the same. Said audited financial statements shall at a minimum set forth total operating revenues, detailed revenues by source (e.g. compensation from Town, insurance payments, donations, private pay, co-pays, etc.), total operating expenses, detailed expenditures (e.g. wages, benefits, supplies, equipment, etc.) and deposits into BVA's reserve or savings accounts, fiscal year end balances of all accounts. The expense of preparation and distribution of the annual audit shall be paid for by BVA.

6. Other Reporting Requirements

BVA shall annually prepare and present to the Town Board no later than March 31st (at a regularly scheduled Town Board meeting) a narrative and statistical report describing operations during the previous fiscal year, including but not limited to data on the number and types of calls received and responded to, a calculation of the average response time experience, mutual aid activity, and a list of BVA's current officers and directors.

7. Additional Audits by the Town

BVA agrees to allow the Town to conduct periodic audits of its financial records, including patient billings as deemed necessary and advisable by the Town. Said audits shall be at the expense of the Town.

8. Indemnification and Insurance

a. BVA agrees to protect, defend, indemnify and hold the Town and its employees free and harmless from and against any and all losses, claims, liens, demands and causes of action of every kind and character, including the amount of judgments, penalties, interest, court costs and legal fees incurred by the Town in defense of same, arising in favor of any party, including governmental agencies or bodies, on account of claims, liens, debts, personal injuries, including personal injuries sustained by employees of the Town, death or damage to property, including property of the Town, and without limitation by enumeration, all other claims or demands of every character occurring or in any way incident to the services which BVA hereby agrees to provide, hereafter all jointly being referred to as "claims".

b. Notwithstanding the foregoing, BVA shall not be liable, nor shall BVA have to indemnify the Town or hold the Town harmless for claims resulting from the sole negligence of the Town.

c. The Town shall give BVA prompt notice of every claim received by the Town for which claim BVA is, in whole or in part, liable.

d. BVA, at its sole expense, agrees to investigate, handle, respond to, or provide defense for and defend any claim made against the Town for which claim BVA is claimed to be in whole or in part, liable, and BVA agrees to bear all other costs and expenses related thereto even if such claim is groundless, false, or fraudulent.

e. BVA shall maintain insurance to protect the Town and BVA from and against any and all claims, injury or damage to persons or property, both real and personal, arising from the

services herein contracted for such types and in such amounts as is customarily maintained by volunteer ambulance companies serving comparable communities, all as reasonably approved by the Town.

f. BVA shall obtain and maintain, at its sole expense, and at a minimum, the following insurance coverage:

1. Comprehensive General Liability with an each occurrence limit of \$1,000,000 and \$2,000,000 aggregate for bodily injury and property damage. Such coverage is to include contractual liability and errors and omissions coverage.
2. Automobile Liability with a limit of \$1,000,000 for bodily injury and property damage including mutual aid coverage.
3. Excess Umbrella Liability with a combined single limit of at least \$2,000,000 for bodily injury and property damage.
4. Workers Compensation Benefits with mandatory limits of coverage.

g. The Town shall be named as an additional named insured on each policy.

h. BVA shall obtain and maintain the required insurance coverage in such forms and with such insurance carriers as are approved by the Town, and the Town shall not unreasonably withhold such approval. BVA will provide and furnish to the Town certificates of insurance showing the above required insurance to be in full force and effect.

i. Each policy providing coverage hereunder shall provide that said policy can neither be canceled nor materially changed except upon sixty (60) days written notice, by certified mail, return receipt requested, to the Town.

j. The form and substance of the insurance provided by BVA to the Town may be reviewed and is subject to the approval of the Town Attorney.

9. Status of BVA

BVA expressly agrees that its status is that of an independent contractor, and that none of its officers, directors, or members are employees of the Town by virtue of this Agreement.

10. Term

This Agreement shall be effective from January 1, 2022 to and including December 31, 2022 and it shall be renewed upon the same basis each year thereafter for an additional term of one year, except that the amount of said contract, and fuel to be included therein, shall be set pursuant to the public budget process of the Town, unless one of the contracting parties shall notify the other in writing sent by personal delivery, or by certified mail return receipt requested first

class mail, on or before October 1st that it elects to terminate this Agreement on December 31st of that year. If this Agreement shall be deemed to continue pursuant to the terms of the preceding sentence, the parties agree to execute and deliver an amendment incorporating an amended contract amount, and such other changes in terms and conditions as are agreeable to both parties.

This Agreement may also be terminated by either party upon ninety (90) days immediately upon the issuance of written notice provided by the party wishing to terminate the Agreement to the other party, such written notice sent by personal delivery, or by certified mail return receipt requested first class mail, in the event that either (a) BVA ceases all or substantially all operations or announces its intention to do so, or (b) BVA is in default hereunder which default is not cured within such ninety (90) day period.

11. Assignment

BVA shall not assign, transfer, or convey any right, title, or interest in this Agreement or any part thereof without the previous approval in writing of the Town.

12. Vehicle Acquisition

In addition to the foregoing, the District has previously purchased ambulance vehicles, and it is the District's present intention to purchase additional vehicles for use of the BVA in providing services to the District. In consideration, BVA agrees and understands that it shall be responsible to house, operate, repair and maintain the Vehicles, so as to provide services hereunder and maintain the Vehicles in good operating order, and in compliance with all of the provisions of all warranties provided on the Vehicles by its manufacturer and/or equipment provider. Personal liability and/or property and casualty insurance with respect to such Vehicles shall, at the District's sole option, be maintained by the District or may be the responsibility of BVA if the District so desires. In the event BVA is responsible for such insurance, it shall be for amounts of coverage consistent with that maintained by the Town of Brighton on other emergency response vehicles. The cost of such insurance, if obtained by the District, shall be invoiced to BVA by the District, and paid within thirty (30) days after the date of such invoice, or, but only if so directed by BVA, deducted from the funds paid to the BVA under this Contract through the Town's budget process.

BVA intends to retain use of five (5) of the District's ambulances; four (4) active and one (1) in reserve as a backup. Upon the acquisition of any new ambulances, older ones will be taken out of service and returned to the District for disposal. BVA and the Town hereby agree that BVA may continue the arrangement to house one of the older current ambulances vehicles at a remote location to be mutually agreed by BVA and the Town as a backup vehicle, available for use when one or more of the ambulances are unavailable. BVA will not staff the West Henrietta Road

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Fire House, and will otherwise adhere to the requirements of this Section 12 to operate, repair, maintain and insure such vehicles during the term hereof. Also, the 2009 Chevy Tahoe Fly Car will be owned by the District and treated in the same manner as the District owned ambulances.

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IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first written above.

TOWN OF BRIGHTON

By: _____
Supervisor

Date: _____

Attest: _____ Date: _____
Town Clerk

BRIGHTON VOLUNTEER AMBULANCE, INC.

By: _____ By: _____
Secretary President

Date: _____ Date: _____

FINANCE AND ADMINISTRATIVE SERVICES COMMITTEE
2022 MEETING SCHEDULE

**All meetings are scheduled for the Stage Conference Room or the
Town Auditorium**
At 3:30 p.m. (unless otherwise noted)

Monday, January 3 @ following TB meeting

Tuesday, January 18

Tuesday, February 1

Tuesday, February 15

Tuesday, March 1

Tuesday, March 15

Tuesday, April 5

Tuesday, April 19

Wednesday, May 4 @8:30 am

Wednesday, May 18 @8:30 am

Wednesday, June 1 @ 8:30 am

Wednesday, June 15 @ 8:30 am

Wednesday, July 6 @ 8:30 am

Wednesday, July 20 @ 8:30 am

Wednesday, August 3 @ 8:30 am

Wednesday, August 17 @ 8:30 am

Tuesday, September 6

Tuesday, September 20

Tuesday, October 4 @ 1:00 pm

Tuesday, October 18

Tuesday, November 1

Tuesday, November 15

Tuesday, December 6

Tuesday, December 20

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