

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

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

1. Accept Donation and Appropriate Funds (Police Dept.) – Request from Chief Mark Henderson for Town Board action to accept a donation in the amount of \$2,559.20 from the Community Overdose Prevention Program and to appropriate same for the purchase of naloxone kits (see letter from M. Henderson).
2. Professional Services Agreement for Veterinarians and Veterinary Technicians for Rabies Clinic (Police Dept.) – Request from Chief Mark Henderson for Town Board action to authorize the Supervisor to execute agreements for professional services with two veterinarians and two veterinary technicians for services at the annual rabies clinic on Saturday, October 4, 2014. Total amount for these services are not to exceed \$520 (see letter from M. Henderson).
3. Accept Funding for Bullet Proof Vests (Police Dept.) – Request from Chief Mark Henderson for Town Board action to accept the terms and conditions of the NYS Attorney General's Office inVEST Partnership Award for reimbursement of 50% of the purchase price of bullet proof vests in 2015 (see letter from M. Henderson).
4. Declare Items as Surplus (Info Systems) – Request from Sue Wentworth for Town Board authorization to declare 14 computers and laptops as surplus as they have no or minimal value and are no longer useful for Town purposes (see memo from S. Wentworth).
5. Donation of Surplus Equipment (Info Systems) – Request from Sue Wentworth for Town Board authorization to donate 13 computers and related items that have no or minimal value and are no longer useful for Town purposes to Action for a Better Community to benefit their Micrecycle program that repurposes such equipment into the community (see memo from S. Wentworth).
6. Budget Transfer for Part-Time Wages (Recreation) – Request from Rebecca Cotter for Town Board authorization to transfer \$13,000 from contractual instructor fees to part-time wages under the Sr. Citizen Program to account for the change in paying some instructors as a contractor to an employee (see letter from R. Cotter).
7. Bid Request and Appropriate Reserves for Pick-up Truck (Highway) – Request from Tim Keef for Town Board authorization to seek bids to replace one pick-up truck with plow in the highway department that needs extensive repairs. Authorization is also requested to appropriate up to \$40,000 from highway equipment reserve funds for such purpose. This appropriation is subject to a permissive referendum (see letter from T. Keef).

8. Budget Transfers (Highway) – Request from Tim Anderson for Town Board authorization to transfer \$13,912.25 from various highway department accounts to the vehicle parts budget in the Highway Machinery department to purchase various vehicle parts (see letter from T. Anderson).
9. Half-Pay Sick Leave Policy for Part-Time Permanent Employees (Personnel) – Request from Gary Brandt for Town Board action to adopt a half-pay sick leave policy for qualifying part-time permanent employees. This item was originally discussed at the 8/5/13 FASC meeting (see memo from G. Brandt).
10. Sick Leave Policy Revision for Full-Time Employees (Personnel) – Request from Gary Brandt for Town Board action to adopt a revision to the Town's sick leave policy for non-represented full-time employees to allow for the limited use of available sick time for parental leave upon the birth or placement of a child. This item was originally discussed at the 8/5/14 FASC meeting (see memo from G. Brandt).
11. Comp Time Policy Revision for Full-Time Employees (Personnel) – Request from Gary Brandt for Town Board action to adopt a revision to the Town's comp time policy for non-represented full-time employees to include new titles and limit the amount of comp time allowed to be banked. This item was originally discussed at the 8/5/14 FASC meeting (see memo from G. Brandt).
12. Business Associate Agreement with EBS-RMSCO, Inc. (Personnel) – Request from Gary Brandt for Town Board authorization of the Supervisor to sign an annual Business Associate Agreement with EBS-RMSCO, Inc., the Plan Administrator for the Town's FSA and COBRA benefit programs, to comply with HIPPA, HITECH, and PHI laws (see letter from G. Brandt).
13. Amend Organization Table and Reclassify Title (Town Clerk/Central Services) – Request from Dan Aman for Town Board action to amend the Organizational Table for the Central Services Department to eliminate the part-time Security Worker position and to move the on-call Security Worker position to the Flat Salary/Wage Positions Schedule (see memo from D. Aman).

The next regularly scheduled meeting of the FASC will be held **Tuesday, September 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

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



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

**Mark T. Henderson**  
Chief of Police

September 2, 2014

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

## **Re: Donation and Appropriation**

Dear Board Members:

Recently, the Police Department received funding from the New York State Attorney General's Office, Eric Schneiderman for the Community Overdose Prevention Program. This program provides training, supplies and equipment to the Brighton Police Department with nasally-administered naloxone.

I request that the Town Board authorize the acceptance of this funding. I further request that the 2014 Police Department Operating Budget be amended to increase expenditures in **A.POLCE 3120 4.14 Program Supplies** by \$2,559.20 to be fully supported by an increase in revenues A.POLCE.3120 3330 NYS Aid-Drugs & Alcohol of the same amount.

Sincerely,

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

August 8, 2014

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

Dear Board Members:

I recommend that the Supervisor be authorized to execute an agreement for professional services between the Town of Brighton and two veterinarians, as well as two veterinary technicians, for veterinary and related services to be performed at our annual Rabies Clinic on Saturday, October 4, 2014. The terms and rates for the services provided pursuant to this agreement are unchanged from last year, with a total amount for services not to exceed \$520.00. There is sufficient funding in the 2014 Animal Control budget to support this request.

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

Sincerely,

A handwritten signature in black ink that reads "Mark T. Henderson". The signature is written in a cursive style with a long horizontal line extending to the right.

Mark T. Henderson  
Chief of Police

MTH:dm

c: Captain David Catholdi  
Bruce Blackman, Animal Control Supervisor



# 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

August 7, 2014

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

**RE: NYS Attorney General inVEST Partnership Award**

Dear Board Members:

New York State Attorney General Eric Schneiderman recently announced that his office is funding a Bullet Proof Vest (inVEST) Partnership. The program is similar in nature to the Department of Justice (DOJ) Bulletproof Vest Partnership (BVP) wherein participating law enforcement agencies receive reimbursement for fifty percent of the purchase price for bulletproof vests. The status of the DOJ funding is currently awaiting congressional approval. Due to the uncertainty of the federal program (*of which we have been a participant in for a number of years*) we applied for 2015 reimbursement through the New York State Attorney General's Office.

On August 4, 2014 we received formal notification that the Brighton Police Department has been selected to receive vest reimbursement funding from the inVEST Partnership. The Office of Attorney General will reimburse the Brighton Police Department fifty percent of the purchase price of 33 protective vests, or up to \$15,320.00.

I hereby request that the police department be allowed to accept the terms and conditions of the NYS Attorney General's Office inVEST Partnership Award for purchase of bulletproof vests in 2015.

Respectfully,

Mark T. Henderson  
Chief of Police



TOWN OF BRIGHTON  
 2300 ELMWOOD AVENUE  
 ROCHESTER, NEW YORK 14618  
 (585) 784-5390 Fax (585) 784-5396

4a.

MEMORANDUM

To: The Honorable Town Board  
 Attn.: Finance and Administrative Services Committee  
 From: Susan Wentworth, Coordinator of Data Processing *AW*  
 Subject: Recommended Disposal of Certain Fixed Assets  
 Date: August 29, 2014

In accordance with the Town Board's Fixed Asset Policy and Procedures (as amended), I am requesting that Your Honorable Body authorize the disposal of certain fixed asset items in my care and custody as listed on the attached Fixed Assets/Inventory Update Sheet(s). The item(s) listed are no longer needed or available to support departmental operations. In this particular instance:

The item(s) listed have remaining value, are serviceable, and should be sold to the highest bidder by auction to be conducted by the Town, or by the Town's authorized agent.

The item(s) listed have remaining value, are serviceable, and should be sold to the highest bidder by means of a sealed bid.

The item(s) have no or minimal remaining value and/or are no longer serviceable and should be disposed of as junk.

The item(s) listed have been lost or destroyed and should be removed from the Town's fixed asset and inventory records.

The formal action being requested of the Town Board is the declaration as surplus or junk (as indicated above) of the item(s) listed on the attached. As the department head responsible for the care and custody of the item(s) listed, I would be happy to respond to any questions the Committee, or other members of the Town Board may have.

Copy to: S. Zaso, Finance Department

Attached: Fixed Assets/Inventory Update Sheet

5a.



TOWN OF BRIGHTON  
2300 ELMWOOD AVENUE  
ROCHESTER, NEW YORK 14618  
(585) 784-5250 Fax (585) 784-5373

MEMORANDUM

To: The Honorable Town Board  
Attn.: Finance and Administrative Services Committee  
From: Susan Wentworth, Coordinator of Data Processing  
Subject: Recommended Disposal of Certain Fixed Assets  
Date: August 29, 2014

The Town has utilized the auction site, [www.propertyroom.com](http://www.propertyroom.com) for disposal of surplus computers and peripherals. In 2012, the Town Board authorized the auction of the following functioning equipment: 22 computers, 25 LCD monitors and 3 printers. The total revenue to the Town from the online auction was \$61.73. The equipment that did not sell after 60 days was sent to an electronics disposal company.

The IT department has identified an agency that would accept the functioning computers, monitors and printers as a donation. The Action for a Better Community Agency has a program called Micrecycle that refurbishes donated computers and provides them at a low cost to low-income residents of Monroe County as well as agencies, organizations, day care centers, after-school programs, and schools who serve the low-income population.

I am requesting for the Town Board to authorize the donation of the following computers to The Action for a Better Community Agency's Micrecycle program. Based on past auction history, these systems would net the Town less than \$50 in revenue.

Make	Model	Serial Number
Dell	OptiPlex GX620	23JMCC1
Dell	OptiPlex GX520	2GX7691
Dell	OptiPlex 740	2SV2VH1
Dell	OptiPlex 755	2T74YH1
Dell	OptiPlex GX520	4GX7691
Dell	Precision 390	59MPKF1
Dell	OptiPlex 755	6T74YH1
Dell	OptiPlex GX620	91M8691
Dell	OptiPlex GX620	B2JMCC1
Dell	OptiPlex 745	C5NPBD1
Dell	OptiPlex 760	DJ69TJ1
Dell	Precision T5400	F0JB6J1
Dell	OptiPlex 755	J9R7RH1

Thank you for your consideration.

*Susan A. Wentworth*

5b.

"building new beginnings for people in poverty"

# ACTION FOR A BETTER COMMUNITY



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  - Home Weatherization Services
  - Computer Purchase and Repair**
  - Income Tax Assistance
  - Volunteer
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Home Community Services **Computer Purchase and Repair**

## Micrecycle

**Description of Services:** Micrecycle is a volunteer-based program that refurbishes donated computers, and provides them at low cost to low-income families, individuals and organization.

Micrecycle is a Microsoft Registered Refurbisher.

**NOTE:** Micrecycle also offers technical training for youth. Please see Technical Training for Youth under Youth Services.

**Target Population / Eligibility Criteria:** Micrecycle serves all low-income residents of Monroe County as well as those who serve low-income people, including agencies, organizations, day care centers, after-school programs, schools and more.



**Hours of Operation and Service Delivery:** Micrecycle is open Monday-Friday from 8:30 am to 5:00 pm. We accept delivery of donations from 9:00 am to 4:30 pm.

**Location of Services:** Micrecycle is located at 49 Stone Street, which runs from E. Broad Street. to East Main Street in downtown Rochester.

**Contact Information:**

(585) 224-4040

[micrecycle@abcinfo.org](mailto:micrecycle@abcinfo.org)

[www.micrecycle.org](http://www.micrecycle.org)

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©2000-2012 Action for a Better Community, Inc.  
550 E. Main Street | Rochester, NY 14604  
(585) 325-5116 | (585) 325-9108 - fax



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## 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

6.

August 27, 2014

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

I respectfully request your permission to authorize the budgetary transfer of funds in the amount of \$13,000 to cover remaining part time wages for 2014. Money is available in the 2014 budget to support this transfer. \$13,000 will transfer from A. Rec. 6772 4.51(Contractual Instructors) to A. Rec. 6772 1.20 (Part Time Wages). This transfer is necessary due to departmental shifts in how instructors were being paid for services. Shifting from contractual basis to an hourly wage basis.

Please let me know if you have any questions or concerns regarding this request.

Thank you for your consideration,

Rebecca J. Cotter  
Recreation Director  
Town of Brighton

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Town Of Brighton

Operations Center

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

August 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 – Parks – Maintenance Supplies (A.HWY.7110 4.11) in the amount of \$600
- and Highway – Road Repair – Equipment (D.HWY.5110 2.30 in the amount of \$587.25
- and Highway – Road Repair – Sewer Construction/Repair (D.HWY.5110 2.80) in the amount of \$6,500
- and Highway – Road Repair – Drainage Materials/Supplies (D.HWY.5110 4.05) in the amount of \$1,500
- and Highway – Road Repair – Sewer Repair Materials (D.HWY.5110 4.07) in the amount of \$3,000
- and Highway – Machinery – Tools (D.HWY.5130 2.19) in the amount of \$1,725
- To: Highway – Machinery – Machinery – Vehicle Parts/Comp D.HWY.5130 4.08 in the amount of \$13,912.25

The funds are proposed to be used to cover vehicle parts purchases for the remainder of the year.

Sincerely,

Timothy J. Anderson  
Deputy Highway Superintendent

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

9a.



**TOWN OF BRIGHTON**  
MONROE COUNTY, NEW YORK

**TO: Christopher Werner, Chair, Finance & Administrative Services Committee**  
**FROM: Gary Brandt, Director of Personnel & HR**  
**DATE: August 27, 2014**  
**RE: Half Pay Sick Leave Policy Amendment**

I am requesting that the Town Board authorize an extension of the existing Half Pay Sick Leave Policy for Permanent Full Time employees (attached) to include Permanent Part Time employees who work a minimum of 20 hours per week.

The Town offers both long term disability (LTD) insurance and short term disability (STD) insurance through a group plan with CIGNA as arranged by Brown & Brown of NY. However these group plan policies require that eligible employees must work a minimum of 30 hours per week which prohibits the Permanent Part Time employees access to these policies.

The half pay sick leave is not an employee benefit that is frequently used. In the past 5 years, only 3 Permanent Full Time employees of our total eligible Full Time employees have applied for and been approved for this benefit due to an extended medical issue which prevented them from working, e.g. surgery, extended illness, etc.

If approved by the Town Board, Permanent Part Time employees would be eligible for this benefit under the following schedule:

- One year of Service = 2 Weeks of Half Pay Sick Leave**
- Two years of Service = 4 Weeks of Half Pay Sick Leave**
- Three years of Service = 6 Weeks of Half Pay Sick Leave**
- Four years of Service = 8 Weeks of Half Pay Sick Leave**
- Five years of Service = 10 Weeks of Half Pay Sick Leave**
- Six years of Service = 12 Weeks of Half Pay Sick Leave**

**Prior to using Half Pay Sick Leave benefits, an employee must use all existing accrued leave time in their leave time bank, with the exception of 5 days leave which may be applied to the**



96.

**waiting period to access this benefit policy. This is consistent with the existing Half Pay Sick Leave policy.**

**If approved for this benefit, the half pay sick leave for Permanent Part Time employees can only be accessed ~~once~~ during employment with the Town of Brighton.**  
*for a total of 12 weeks*

**All prior Half Pay Sick Leaves have been supported by qualifying specific medical documentation. All other provisions of the existing Half-Pay Sick Leave policy for permanent full time employees shall apply to this amended policy.**

**Attached is the current Town policy and the City of Rochester policy on Half Pay Sick Leave.**

**The current Town of Brighton Half Pay Sick policy was last reviewed in April, 2004.**

**w/attachments**

**c: Wm. Moehle**

**Suzanne Zaso**

*Requesting policy retro to 9/1/14*

10a.

**TO:** Christopher Werner, Chair, Finance & Administrative Services Committee  
**FROM:** Gary Brandt, Director of Personnel & HR  
**DATE:** August 27, 2014  
**RE:** Revised Non-Represented Employee Sick Leave Policy and FMLA Policy

I am requesting that the Town Board amend the current Sick Leave Policy for Non-Represented Permanent Full Time employees to allow for greater flexibility in the use of accumulated Sick Leave time. I recommend amending the current Sick Leave policy to permit a maximum use of 50% of accumulated Sick Leave from the current maximum use of 25% of accumulated Sick Leave, for use in parental FMLA leave, to a maximum of 20 Sick Leave days usage in any 12 month period. As per existing policy, employees are granted one (1) sick day per month, and they may accumulate up to 120 sick days in their time bank. Accumulated Sick Leave is NOT paid out at retirement or when leaving Town employment prior to retirement.

I am also requesting that the Town Board amend the current Family Medical Leave Act policy to permit the use of accumulated Sick Leave for the non-disability period of spousal child birth and adoption.

History-

In 1997 the Town Board authorized the current policy of permitting employees to use up to 25% of their accumulated Sick Leave time for attendance of ill family members (see attached letter from January 29, 1997.) This policy change was most likely due to the expanded use of Family Medical Leave Act (FMLA) absences, as many employers sought to allow employees greater use of accumulated Sick Leave for use as paid FMLA leave time. Parental Leave was not included in this prior policy amendment.

I. Recommended Revision to Sick Leave policy- (see attached current policy)

Amend the current Sick Leave policy to add the following in the paragraph "Definition":

*"Employee Parental leave constitutes absence for reasons of childbirth by the employee's spouse, (spouse as defined by NYS Law) within 30 days of the newborn birth date, or adoption by a qualified agency or adoption contract, within 30 days of the placement of the child."*

Amend the current Sick Leave policy to use the following paragraph for replacing the current paragraph "Sick Leave Allocation for Family Illness":

*"Up to fifty percent (50%) of the employee's total sick leave bank may be used in any 12 month period for Parental Leave or immediate family illness. Parental Leave shall be limited to 20 Sick Days usage in any 12 month period."*

II. Recommended Revision to Town Family Medical Leave Act (FMLA) Policy- (see attached current policy)

The Town FMLA policy, approved in 1993 and revised in 2001, states the following with regard to Qualifying Leaves Under FMLA: Leave for newborns and newly adopted children placed for adoption or foster care-

*"The Town requires employees taking such leave to use available vacation, personal leave and compensatory time credits during the non-disability period of the leave. During the disability period, the Town also requires employees to use available sick leave as set forth in the contract agreement or in the Personnel Policy, whichever applies."*

The recommendation is to revise the above policy by adding the words "Sick Leave", so the first paragraph, second sentence of the policy will read:

*"The Town requires employees taking such leave (i.e. for newborns and newly adopted children) to use available SICK LEAVE, vacation, personal leave and compensatory time credits during the non-disability period of the leave."*

All other provisions of the policy remain the same, including the requirements of medical and/or legal documentation to establish Parental Leave status. This revised policy shall be retroactive to August 1<sup>st</sup>, 2014.

w/ attachments

*Requesting policy retro to 8/1/14*

11a.

**TO:** Christopher Werner, Chair, Financial & Administrative Services Committee  
**FROM:** Gary Brandt, Director of Personnel & HR   
Suzanne Zaso, Director of Finance  
**DATE:** August 28, 2014  
**RE:** Revisions to Comp Time Policy

Below please see the planned revisions to the Comp Time Policy for employees, which was last amended in March, 2002. All questions and concerns from our prior discussion of this policy on August 5<sup>th</sup> have been addressed in the language below.

**Policy:**

*It is the policy of the Town of Brighton to conform to the Fair Labor Standards Act, as amended for public sector employers. Pursuant to these rules the Town provides most full-time, non-represented employees compensatory time off in lieu of overtime pay.*

**Administration:**

*For all approved hours worked over the scheduled work week up to forty (40) hours, affected employees will be awarded compensatory time at straight time. For all approved hours worked in excess of forty (40) hours, the affected employees will be awarded compensatory time at one and one-half (1.5) hours for each overtime hour worked. (29 U.S.C. Section 207(o); C.F.R. Section 553.20)*

*Employees may earn unlimited approved compensatory time but may only maintain a maximum of 120 hours of compensatory time in their time bank. Compensatory time earned must be taken in the calendar year when worked and earned. If an employee is unable to schedule to take the time before the end of the calendar year, the department head may grant an extension to the end of the first quarter of the following calendar year. The department head notify the Director of Finance and the Director of Personnel & HR of any extension of the use compensatory time.*

*Times sheets prepared by any employee earning or taking compensatory time must have that time sheet co-signed by the appropriate department head which acknowledges that compensatory time was earned or used. Any hours worked by employees over and above their normal workweek schedule must have approval of the department head.*

Employees may earn compensatory time in one-half (.5) hour increments, and employees may take compensatory time in one hour increments or greater, and with approval of the appropriate department head.

**FLSA Covered Employees:**

The following full time non-represented positions are covered by this policy:

Clerk I, Office Clerk II, Office Clerk III, Office Clerk IV

Coordinator of Data Processing, Senior Network Technician, Budget Officer, Accountant, Senior Account Clerk

Recreation Supervisor, Senior Citizen Program Specialist

Deputy Town Clerk, Deputy Town Clerk-Receiver of Taxes & Assessments

Assistant to the Supervisor, Secretary of the Supervisor

Clerk to the Justice

Administrative Analyst

Town Engineer, Assistant Engineer, Junior Engineer, Engineering Assistant, Maintenance Mechanic, Fire Marshal, Associate Planner, Planner, Building Inspector, Planning Technician, Superintendent of Parks, Deputy Highway Superintendent

*\*Department Heads are covered under a separate policy: Compensatory Time for Dept. Heads*

*\*Unrepresented Labor class employees are paid for overtime as per FLSA*

**Separation from Service:**

Upon an employee's separation from Town service for resignation or retirement, all accrued compensatory time will be paid for time worked in that calendar year at the employee's pay rate at separation. If separation from Town service is for just cause, the Supervisor shall approve any payment of accrued compensatory time paid out.



**TOWN OF BRIGHTON**  
MONROE COUNTY, NEW YORK

12.

**TO: Christopher Werner, Chair, Finance & Administrative Services Committee**

**FROM: Gary Brandt, Director of Personnel & HR**

**Suzanne Zaso, Director of Finance**

**DATE: August 22, 2014**

**RE: Authorization to Execute Annual Business Associate Agreement with  
EBS-RMSCO, Inc. as Plan Administrator for FSA and COBRA Plans**

**Our ongoing relationship with EBS-RMSCO, Inc. requires that we sign an annual Business Associate Agreement with EBS-RMSCO, Inc. to maintain compliance with the federal Health Insurance Portability & Accountability Act of 1996 (HIPPA) and now the Health Information Technology for Economic & Clinical Health Act (HITECH) amendment, as well as 45 CFR 160.103 (Protected Health Information). The Act requires that plan administrators and plan sponsors (the Town) enter into an agreement which stipulates various agency functions and certain responsibilities with regard to the management and confidentiality of medical records (see attached letter and agreement).**

**We request that you authorize the Supervisor to execute this agreement for 2014 as the plan administrator for our FSA and COBRA plans sponsored by the Town.**



13.



**TOWN OF BRIGHTON**  
MONROE COUNTY, NEW YORK

**Daniel Aman**  
Town Clerk/Receiver of Taxes

**David Marcus**  
Deputy Clerk / Deputy Receiver

To: Christopher Werner, Chair, Finance & Admin Services Committee  
From: Daniel Aman, Town Clerk  
Date: August 5, 2014  
Re: Organization Table Changes

Since the Town Board earlier this year added a second full time laborer position, I would like to remove the Security Worker (P.T.) from the Table of Organization. I feel that we have a gap in our coverage as a result and need to have a contingency plan for when the Laborer is out sick or on vacation. I propose that we leave the Security Worker (on-call) in the table, but that the title is moved to Flat/Salaried Positions list on the wage schedule at \$14.32 per hour. This will bring the wages for this position in line with the Court Attendant positions. This on call Security Worker position will ensure that we will have coverage for any outside groups – who typically reserve rooms several months in advance, and not have to cancel reservations at the last minute.