

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

**Meeting Date: Tuesday, October 14, 2014 (3:30 pm)  
Location: Stage Conference Room, Brighton Town Hall**

1. Contract Renewal for Stormwater Coalition of Monroe County (Public Works) – Request from Mike Guyon for Town Board authorization of the Supervisor to execute an intermunicipal agreement with the Stormwater Coalition of Monroe County to reduce stormwater pollution and protect water quality in Monroe County (see letter from M. Guyon).
2. Disposal of Fixed Asset (Finance) – Request from Suzanne Zaso for Town Board action to declare as surplus and authorize the disposal of one copier (see memo from S. Zaso).
3. Discussion – Discussion with Suzanne Zaso regarding amending the existing limits in the Town's Procurement Guidelines and Procedures for which competitive quotes are required.
4. Treasury Management Services Agreement (Finance) – Request from Suzanne Zaso for Town Board authorization of the Supervisor to sign the resolution, agreement, and all relating documents with M&T Bank to provide treasury management services (see memo from S. Zaso).
5. Executive Session – Employment of particular people.

The next regularly scheduled meeting of the FASC will be held **Tuesday, November 4, 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

MONROE COUNTY, NEW YORK

DEPARTMENT OF PUBLIC WORKS

2300 ELMWOOD AVENUE ★ ROCHESTER, NEW YORK 14618 ★ PHONE (585)784-5250 ★ FAX (585)784-5368

1a.

October 10, 2014

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

Re: Intermunicipal Agreement Regarding Cooperation to Reduce Stormwater  
Pollution and Protect Water Quality in Monroe County 2015 – 2019

Dear Councilperson Werner and Committee Members:

I am requesting that the Finance and Administrative Services Committee recommend that the Town Board authorize the Supervisor to execute an intermunicipal agreement regarding cooperation to reduce stormwater pollution and protect water quality in Monroe County. The intermunicipal agreement is among approximately 25 local governments and Monroe County. The term of this Agreement shall be from January 1, 2015 through December 31, 2019. The agreement indicates that the Town shall pay an annual membership to fund the implementation of programs. This fee is determined annually by the Coalition's Executive Committee, approved by Coalition, and documented in the meeting minutes. The current fee schedule is included as Exhibit "A". This agreement will allow the Town to work cooperatively with the Monroe County Stormwater Coalition to facilitate compliance with the NYS Stormwater MS4 General Permit requirements, reduce stormwater polluting and improve water quality.

The Town of Brighton entered into a similar agreement with Monroe County in 2010 whose term extended from January 1, 2010 to December 31, 2014. The intermunicipal agreement referenced above replaces the 2010 agreement. The 2015 agreement includes two new provisions:

1. The 2015 agreement indicates that the Monroe County will fund two staff positions through RPWD in lieu of the County paying any Coalition membership fee;
2. The 2015 includes a change in the composition of the Executive Committee by eliminating the reference to four "at large" members and by allowing Executive Committee members to now serve three consecutive two year terms.

The agreement has been review by the Town attorney who indicated that if the two new provisions are acceptable to the Town, then the form of the Agreement is approved.



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I am requesting that the FASC recommend that the Town Board authorize the Supervisor to execute an Intermunicipal Agreement Regarding Cooperation to Reduce Stormwater Pollution and Protect Water Quality with the County of Monroe.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled October 14, 2014 meeting in the event that you have any questions regarding this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "M. Guyon", written over the word "Sincerely,".

Michael E. Guyon

cc: Tim Keef  
S. Zaso  
M. Hussar

Attachment

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**EXHIBIT "A"**

**Stormwater Coalition of Monroe County**

**Membership Fee Schedule**

Member	Base Fee	Population	Supplemental Fee	Total Fee
Brighton	5,000	36,609	5,125	10,125
Brockport	2,500	8,366	1,171	3,671
Chili	5,000	28,625	4,008	9,008
Churchville	1,250	1,961	0	1,250
Clarkson	5,000	6,736	943	5,943
East Rochester	2,500	6,587	922	3,422
Fairport	2,500	5,353	749	3,249
Gates	5,000	28,400	3,976	8,976
Greece	5,000	96,095	13,453	18,453
Hamlin	2,500	9,045	1,266	3,766
Henrietta	5,000	42,581	5,961	10,961
Hilton	2,500	5,886	824	3,324
Irondequoit	5,000	51,692	7,237	12,237
Mendon	5,000	6,478	907	5,907
Monroe County	0	744,344	0	0
Ogden	5,000	16,255	2,276	7,276
Parma	5,000	9,747	1,365	6,365
Penfield	5,000	36,242	5,074	10,074
Perinton	5,000	41,109	5,755	10,755
Pittsford (T)	5,000	28,050	3,927	8,927
Pittsford (V)	2,500	1,335	187	2,687
Riga	2,500	3,629	0	2,500
Rochester	5,000	210,565	0	5,000
RPWD	0	N/A	0	0
Scottsville	2,500	2,001	280	2,780
Spencerport	2,500	3,601	504	3,004
SUNY Brockport	2,500	8,312	0	2,500
Sweden	5,000	5,809	813	5,813
Webster (T)	5,000	37,242	5,214	10,214
Webster (V)	2,500	5,399	756	3,256
<b>Total</b>				<b>181,444</b>

Notes:

- The base fee for MS4 towns is \$5,000 and for MS4 villages \$2,000. The base fee for non-MS4 towns is \$2,000 and for non-MS4 villages is \$1,250.
- Population data is from the 2010 census. In those towns with villages within their boundaries, the population listed does not include the population within the village.
- Non-MS4s are not assessed a supplemental fee.
- The County/RPWD is providing staffing and other in-kind services in lieu of paying a fee.



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

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MEMORANDUM

To: The Honorable Town Board  
Attn.: Finance and Administrative Services Committee  
Subject: Disposal of Fixed Asset *z*  
From: Suzanne Zaso  
Date: October 13, 2014

In accordance with the Town Board's Fixed Asset Policy and Procedures, I am requesting that Your Honorable Body declare as surplus and authorize the disposal of one Xerox copier listed on the attached Disposal of Fixed Assets Sheet.

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

Attachment: Disposal of Fixed Asset Sheet





TOWN OF BRIGHTON  
Suzanne Zaso, Director of Finance  
2300 ELMWOOD AVENUE  
ROCHESTER, NEW YORK 14618  
(585) 784-5210 Fax (585) 784-5396

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MEMORANDUM

To: The Honorable Town Board  
Attn: Finance and Administrative Services Committee  
From: Suzanne Zaso, Director of Finance *SZ*  
Date: October 14, 2014  
Subject: Agreement for Treasury Management Services with M&T Bank

I am recommending that Your Honorable Body authorize the Supervisor to execute a Treasury Management Services Agreement along a Treasury Management Resolution and all related documents with M&T Bank. This agreement will update authorized signers and enable the Town to set-up online banking services for Town accounts at M&T Bank in accordance with the Town's Electronic Banking Policy.

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