



# Gaines Town Board

December 10<sup>th</sup>, 2018



# Agenda

- Pledge to the Flag and moment of silence
- Approval of minutes of previous meeting
- Appointment to fill town board vacancy
- Town Clerk's Report
- Supervisor's Report
- Highway Superintendent's Report
- Approval of Abstracts

# Agenda

- Award Contract for Information Technology Services
- Authorize Water Study
- Extension of Cleaning Contract

# Approval of Minutes

- Minutes of the October 30<sup>th</sup> and November 8<sup>th</sup> Board Meetings

# Appointment to Fill Vacancy

- Vacancy created upon the resignation of Richard DeCarlo on February 12, 2018
- Town Board chose to leave the position vacant, allowing the replacement to be chosen via the elections process to fill vacancies
- Election was held on Tuesday, with Corey Black being the successful candidate
- Appointing him to the vacant position brings the board back to full strength and gets him started early

# Town Clerk's Report

● Zoning and Building Permits	\$181.05
● Death Certificates	\$10.00
● Marriage Licenses	\$45.00
● Dog Licenses	\$126.00
● Conservation	\$0.55
● Other Fees	\$13.75
● Total Remitted to other entities	\$77.45
● Total Remitted to Town	\$376.35

# Supervisor's Report

- General Fund – Town wide
  - \$273,592.72
- General Fund – Outside Village
  - \$77,675.29
- Highway Fund – Town wide
  - \$335,483.15
- Highway Fund – Outside Village
  - \$143,138.31
- Water District 1: (\$9,632.71)
- Water District 2: \$27,313.96
- Water District 3: \$23,924.39
- Water District 4: \$151,111.83
- Water District 5: \$184,899.20
- Water District 6: \$2,984.90
- Water District 7: \$34,614.02
- Water District 8: \$66,717.77
- Water District 9: \$68,474.61
- Water District 10: \$67,300.44



# Highway Superintendent's Report



# Approval of Abstracts

<b>General Fund</b>	<b>\$62,275.17</b>
<b>Highway Fund</b>	<b>\$9,576.64</b>
<b>Water Fund</b>	<b>\$2,350.54</b>

# Awarding Contract for IT Services

- RFP Responses were due on 12-6-18
- Mandatory Bidders Meeting was held on November 26<sup>th</sup> to allow potential respondents the opportunity to review needs and conduct a brief audit
- Numerous issues were uncovered – Windows Updates not done, consumer grade hardware in use, File Server operating system out of date and server old, out of date applications for MS Office (2007)
- C&H PC was lowest and best response.

# Awarding Contract for IT Services

## C&H PC – Medina, NY

- \$139 per month for routine support of all PC equipment
- Recommendation for a total of \$9,660.09 in upgrades
  - File Server hardware/software
  - Firewall replacement with business class equipment
  - Update Operating Systems
  - Replace Anti-virus with business class software

## Info Advantage – Rochester NY

- \$1,705 per month for routine support of all PC equipment, plus a \$500 setup fee, or a cheaper alternative of \$865 per month
- Did not make recommendations for improvements (RFP requested this)

# Authorize participation in Water Study

- County Shared Services Committee pursuing a study to investigate the feasibility of a regional water system
- Study will be completed by Wendel Engineers
- Will focus on savings and efficiencies – better water flow to reduce flushing needs, sharing services (i.e. Water Plant Operators, Billing) and equipment
- Cost to the town is \$2,000
- Funds are available in General Fund (Contingency) or shared across all water districts.

# Extension of Cleaning Contract

- ARC of Orleans current provider at Highway Garage
- Increase in rate due to increases in minimum wage
- New Rate: \$73.79 per month. Current rate is \$68.96

# Other New Business from the Board

- Setting Date for 2019 Organizational Meeting and other 2019 Meetings
  - Organizational Meeting must occur on or before January 20<sup>th</sup>.
  - Propose we have no special meeting for this – Regular meeting is scheduled for January 14<sup>th</sup>.



# Privilege of the Floor

# Adjournment

- Next meeting of the Gaines Town Board will be a brief year end meeting, being held on **Thursday, December 27, 2018 at 7:00 PM** for the purpose of year end business.
- The next regular meeting of the Town Board will be **January 14<sup>th</sup>, 2019 @ 7:00 PM**
- Thank you for your attendance!