

Presiding Supervisor Jacobs called the Special Town Board Meeting, County of Wayne, State of New York, held at the Walworth Town Hall, 3600 Lorraine Drive, Walworth, NY to order at 6:02 PM.

<b><u>PRESENT:</u></b>	Susie C. Jacobs	Supervisor
	Vaughn Pembroke	Councilman
	Larry Ruth	Councilman
	Cody Phillips	Councilman
	Karel Ambroz	Councilman
	Aimée Phillips	Town Clerk

<b><u>ABSENT:</u></b>	Tim Vendel	Highway Superintendent
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**OTHERS PRESENT:** One (1) Town newspaper reporter and one (1) member of the public were present.

**OTHER BUSINESS:**

**RESOLUTION 200-19: TO RESCIND RESOLUTION 198-19: AUTHORIZE THE TOWN SUPERVISOR TO SIGN THE AGREEMENT WITH WEST WALWORTH FIRE DEPARTMENT FOR FIRE PROTECTION SERVICES**

Councilman Phillips offered the following Resolution 200-19 and moved its adoption. Seconded by Councilman Pembroke to wit:

**WHEREAS**, the Walworth Town Board adopted Resolution 198-19: Authorize the Town Supervisor to sign the agreement with the West Walworth Fire Department for Fire Protection Services at a meeting held on October 3, 2019; and

**WHEREAS**, the stated mandated amount of \$4500.00 for its cancer screening policy was not included in the original contract amount;

**THEREFORE, BE IT RESOLVED** that the Town Board hereby rescinds Resolution 198-19 to allow the contract to reflect the increased amount.

Adopted this 10<sup>th</sup> day of October, 2019 at the meeting of the Town Board.

Roll call vote:	Councilman Ruth	Aye
	Councilman Pembroke	Aye
	Councilman Ambroz	Aye
	Councilman Phillips	Aye
	Supervisor Jacobs	Aye

Resolution carried.

**RESOLUTION 201-19: AUTHORIZE PUBLIC HEARING FOR THE WEST  
WALWORTH FIRE DEPARTMENT 2020 CONTRACT**

Councilman Ruth offered Resolution 201-19 and moved its adoption. Seconded by Councilman Ambroz to wit:

**BE IT RESOLVED**, that a public hearing is scheduled for Thursday, October 17, 2019 at 7:15 PM for the purpose of hearing comments regarding the West Walworth Fire Department 2020 Contract.

Adopted this 10<sup>th</sup> day of October, 2019 at a meeting of the Town Board.

Roll call vote:	Councilman Ruth	Aye
	Councilman Pembroke	Aye
	Councilman Ambroz	Aye
	Councilman Phillips	Aye
	Supervisor Jacobs	Aye

Resolution carried.

**BUDGET DISCUSSIONS:**

Supervisor Jacobs distributed the “2020 Town of Walworth Budget Update” packet to the members of the Town Board and to the members of the public. She reviewed the information on each page and discussion ensued regarding PILOTs, special districts, Highway funds and the percentages of increases indicated on each page.

Supervisor Jacobs also distributed and reviewed a summary sheet of 2020 Preliminary Budget changes. She gave an update on the fund balances for the Highway and Sewer departments and explained the policies for those funds.

A brief discussion regarding overtime pay for personnel and departments ensued. Councilman Pembroke asked for confirmation that all employees were receiving a 1.75% increase in pay this year, including non-union employees, elected officials, etc. Supervisor Jacobs confirmed the increase.

**DISCUSSION:**

Supervisor Jacobs acknowledged the request by Councilman Ruth to add a discussion regarding the procedure for setting and distributing the agenda onto the agenda for the meeting being held on October 17, 2019, and asked that he research procedures of other municipalities, etc. concerning this topic.

**RESOLUTION 202-19: AUTHORIZE PRE-PAY TO SCARLET THREAD IN THE  
AMOUNT OF \$275.00**

Councilman Ambroz offered Resolution 202-19 and moved its adoption. Seconded by Councilman Pembroke to wit:

The following was submitted:



October 9, 2019

For the Attention of:  
Supervisor Jacobs and the Walworth Town Board  
Cheri LeMay, Town of Walworth Comptroller

With regards to resolution 183-19, the pre-pay to Scarlet Thread of \$250.00 is an incorrect amount. The correct amount for Scarlet Thread should be \$275.00.

Thank you,  
*Jacqueline VanLare*  
Jacqueline VanLare  
Director of Parks and Recreation



**BE IT RESOLVED**, that the prepayment to Scarlet Thread is hereby authorized in the amount of \$275.00.

Adopted this 10<sup>th</sup> day of October, 2019 at a meeting of the Town Board.

Roll call vote:	Councilman Ruth	Aye
	Councilman Pembroke	Aye
	Councilman Ambroz	Aye
	Councilman Phillips	Aye
	Supervisor Jacobs	Aye

Resolution carried.

Supervisor Jacobs distributed a procedure for review. This document was not shared with the public as it dealt with the security of the staff in the Town Hall complex. She also distributed the proposed 2020 Town Fee schedule for review.

**RESOLUTION 203-19: TO AUTHORIZE THE TOWN SUPERVISOR TO SIGN AGREEMENT WITH INTEGRATED SYSTEMS FOR THE REPLACEMENT OF 9 COMPUTERS, INSTALLATION AND MEMORY UPGRADES IN THE AMOUNT OF \$10,706.00**

Councilman Phillips offered the following Resolution and moved its adoption. Seconded by Councilman Pembroke to wit:

**WALWORTH TOWN BOARD – SPECIAL MEETING  
10 OCTOBER 2019**

203-19

**integrated systems**  
 Integrated Systems  
 Phone: (885) 524-8842  
 Fax: (885) 524-8842  
 50 Victor Heights Parkway  
 Victor, NY 14564

**Quote**  
 No.: **7044**  
 Date: 10/9/2019

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Prepared for: Teresa Malott 315-986-1400 X-3  
 Town of Walworth  
 3600 Lorraine Drive  
 Walworth, NY 14568 U.S.A.

Prepared by: Dave F. O'Hare  
 Account No.: 44  
 Phone: (315) 986-1400  
 Fax: (315) 986-1440

Quantity	Item ID	Description	UOM	Sell	Total
These Computers will be drop shipped and invoiced to the Town. Installation and Integration of equipment scheduled with technical team after receipt of equipment.					
5.00	* Quoted Item	Lanovo ThinkCentre M70G Desktop Computer - Core I7 I7-8700 - 8 GB RAM - 1 TB HDD - Tower - Windows 10 Pro 64-bit - DVD-Writer - English US	EA	\$96.00	\$480.00
9.00	* Quoted Item	Lanovo Premier Support - 3 Year Extended Warranty (Upgrade - Memory - On-site - Maintenance - Parts & Labor - Physical, Electronic)	EA	\$89.00	\$801.00
9.00	* Quoted Item	MS Office 365 - 1 Yr Subscription	EA	\$99.00	\$891.00
1.00	* Quoted Item	Installation and Integration 4 hours per PC billed to the Town PSA	EA	\$0.00	\$0.00
				<b>Your Price:</b>	<b>\$16,666.00</b>
				<b>Total:</b>	<b>\$16,666.00</b>

Prices are firm until 10/24/2019 Terms: Upon Receipt

Prepared by: Dave F. O'Hare, dave@integratednet.com Date: 10/9/2019

Integrated Systems

Product Family: ThinkCentre M70G  
 Processor Speed: 3.20 GHz  
 Form Factor: Tower  
 VGA: Yes  
 Operating System: Windows 10 Pro  
 Product Type: Desktop Computer  
 Processor Type: Core i7  
 Processor Model: I7-8700  
 Operating System Language: English  
 Total Number of USB Ports: 8  
 Brand Name: Lanovo  
 Limited Warranty: 3 Year  
 Total Hard Drive Capacity: 1 TB  
 Keyboard Localization: English (US)  
 DisplayPort: Yes  
 Operating System Architecture: 64-bit  
 Processor Manufacturer: Intel  
 Number of DisplayPort Outputs: 2  
 Operating System Platform: Windows  
 Optical Drive Type: DVD-Writer  
 Standard Memory: 8 GB

Highway  
 Town Clerk Counter  
 Lauren

Laptop - PR - Kevin  
 Linda  
 Jackie

Assessor  
 Assessor Clerk

Phil - Code Enforcement  
 9 total  
 Replacements

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**Quote**  
 No.: **7044**  
 Date: 10/9/2019

Number of USB 2.0 Ports: 4  
 Number of USB 3.1 Ports: 4

Accepted by: Justin Clawson Date: 10/11/19

**integrated systems**  
 Integrated Systems  
 Phone: (885) 524-8842  
 Fax: (885) 524-8842  
 50 Victor Heights Parkway  
 Victor, NY 14564

**Quote**  
 No.: **7045**  
 Date: 10/9/2019

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Prepared for: Teresa Malott 315-986-1400 X-3  
 Town of Walworth  
 3600 Lorraine Drive  
 Walworth, NY 14568 U.S.A.

Prepared by: Dave F. O'Hare  
 Account No.: 44  
 Phone: (315) 986-1400  
 Fax: (315) 986-1440

Quantity	Item ID	Description	UOM	Sell	Total
1.00	* Quoted Item	Memory Upgrade add 8GB RAM to Dell PC	EA	\$30.00	\$30.00
2.00	* Quoted Item	Memory Upgrade 8GB RAM to Dell Laptop Add (2) 8GB DRAM	EA	\$55.00	\$110.00
1.00	* Quoted Item	Installation and Integration time billed to PSA	EA	\$0.00	\$0.00
1.00	* Quoted Item	System Restore to Windows 10 - Time billed to PSA	EA	\$0.00	\$0.00
				<b>Your Price:</b>	<b>\$140.00</b>
				<b>Total:</b>	<b>\$140.00</b>

Prices are firm until 10/24/2019 Terms: Upon Receipt

Prepared by: Dave F. O'Hare, dave@integratednet.com Date: 10/9/2019

Integrated Systems

Accepted by: Justin Clawson Date: 10/11/19

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**BE IT RESOLVED** that the Town Supervisor is hereby authorized to sign the agreement with Integrated Systems for the replacement of 9 computers, installation and memory upgrades in the amount of \$10,706.00.

Adopted this 10<sup>th</sup> day of October, 2019 at the meeting of the Town Board.

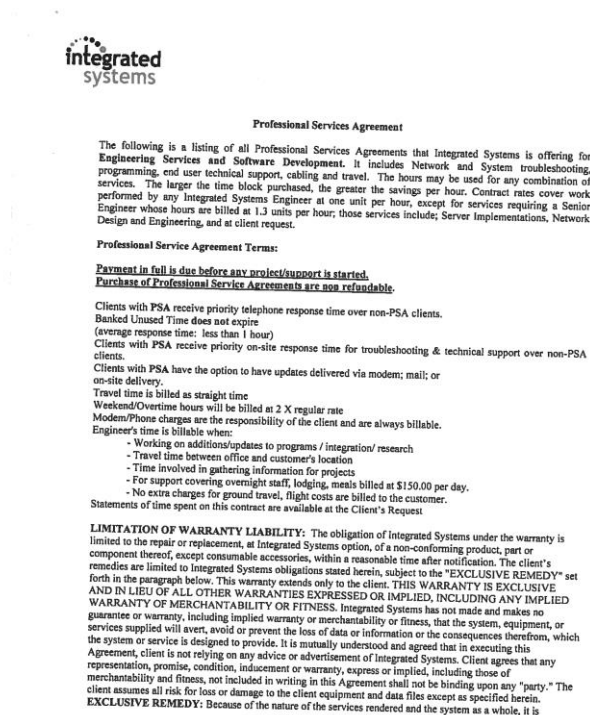
Roll call vote:	Councilman Ruth	Aye
	Councilman Pembroke	Aye
	Councilman Ambroz	Aye
	Councilman Phillips	Aye
	Supervisor Jacobs	Aye

Resolution carried.

**RESOLUTION 204-19: AUTHORIZE THE TOWN SUPERVISOR TO SIGN THE PROFESSIONAL SERVICES AGREEMENT WITH INTEGRATED SYSTEMS FOR CONTRACT “D”, BUDGETED ITEM FROM A1620.44 FOR AN AMOUNT OF \$7500.00**

Councilman Ambroz offered the Resolution and moved its adoption. Seconded by Councilman Ruth to wit:

The following was submitted:




impractical and extremely difficult to fix the actual damages, if any, which may result from failure on the part of Integrated Systems to perform its responsibilities under this contract. Client does not desire this contract to provide full liability for loss, damage or injury due directly or indirectly to occurrences, or consequences thereof, which the service or system is designed to deter or avert. In the event Integrated Systems should be found liable for loss, damage or injury due to a failure of the equipment or services provided under this Agreement or the equipment in any respect, its liability shall be limited to \$250.00, as the agreed upon liquidated damages and not as a penalty. Such liquidated damages is the exclusive remedy for any failure of services or equipment, and the provisions of this paragraph shall apply if loss, damage or injury, irrespective of cause or origin, results directly or indirectly to a person or property from the performance or nonperformance of any obligation of Integrated Systems from negligence, active or otherwise, of Integrated Systems, its agents or employees. It is intended and expressly agreed that the purpose of the preceding provisions are to set an upper limit to the amount recoverable by the client and to fix liability of Integrated Systems at a specific sum of \$250.00. If client desires additional liability coverage, it shall be his responsibility to secure it from an insurance carrier or other agency of his choice, at his own expense. The client shall bring no suit against Integrated Systems more than one (1) year after the accrual of the cause of action therefore.

The Client agrees that, during the term of this Agreement and for a period of twenty-four (24) months thereafter, it will not actively solicit an Integrated Systems employee as a candidate or possible candidate for any position with the client or potential client, without first obtaining the written permission of Integrated Systems. Due to the difficulty of assessing damages in the event of a breach of this provision, the parties agree that Client will pay Integrated Systems, upon Integrated Systems written notice to the Client, an amount equal to three times the annual wages of any Integrated Systems employee who is referred by Client in violation of this provision. The Client will also reimburse Integrated Systems for any attorney's fees incurred by Integrated Systems in collecting amounts owed under this provision.

Contract	Hours	Rate/Hour	Total Cost	Savings
None		\$ 155.00		None
A	10	\$ 95.00	\$ 950.00	\$ 600.00
B	25	\$ 90.00	\$ 2250.00	\$ 1625.00
C	50	\$ 85.00	\$ 4250.00	\$ 3500.00
D	100+	\$ 75.00	\$ 7500.00+	\$ 8000.00+

Contract Selected: D

I have read the above terms and conditions of the time contracts. I understand and agree to the above conditions and terms of the contract:

Client:  
Address:  
Client Signature:  Date: 10-7-19

Integrated Systems Signature:  Date: 10/2/19

Contract Version 01/2018

Integrated Systems

**BE IT RESOLVED** the Town Supervisor is hereby authorized to sign the professional services agreement with Integrated Systems for Contract “D”, budgeted item from A1620.44 for an amount of \$7500.00

Adopted this 10<sup>th</sup> day of October, 2019 at a meeting of the Town Board.

Roll call vote:	Councilman Ruth	Aye
	Councilman Pembroke	Aye
	Councilman Ambroz	Aye
	Councilman Phillips	Aye
	Supervisor Jacobs	Aye

Resolution carried.

Councilman Phillips inquired as to the large copies/printers in the building. Supervisor Jacobs explained the history of the printers and stated that the older copier needed to be replaced, but the company from whom we lease the copiers agreed to lease the Town both at the same cost. So, one if located in the Parks and Recreation Department and the other is upstairs in the copier room.

**PUBLIC PARTICIPATION:**

Amber Linson addressed the Town Board members regarding the agenda procedure that Councilman Ruth mentioned earlier in the meeting. Discussion ensued and Supervisor Jacobs stated that it will be discussed at the next Town Board meeting.

**ADJOURNMENT:**

Motion by Councilman Ambroz to adjourn. Seconded by Councilman Pembroke.

Roll call vote:	Councilman Ruth	Aye
	Councilman Pembroke	Aye
	Councilman Ambroz	Aye
	Councilman Phillips	Aye
	Supervisor Jacobs	Aye

Motion carried.

Time: 7:25 PM

Respectfully Submitted,

Aimee Phillips  
Town Clerk