

**MINUTES OF TOWN BOARD MEETING OF MAY 9, 2016
HELD AT THE TOWN HALL, 8529 MAIN ST., CAMPBELL, NEW YORK**

PRESENT: **Town Board Members:** Michael D. Austin John R. Tschantre; Jeffrey Horton, Terry E. Wheat and James F. Drumm; **Town Clerk:** Sandra M. Austin; and **Highway Supt:** Thomas A. Austin.

ABSENT: None.

GUESTS: Wayne Cosier, Joe McUmbert, Chris Baird, Glenn Vogel & Karen Miller of Campbell Fire Dept., Ira Hale & Scott Devine of Boy Scout Troop 2042, Dave & JoAnne Pruden, Daniel Miller of E.C. Fire Dept., Wendy Oman, Linda Baird, Tim Olszowy, Brenda & John DeGraw, several Boy Scouts of Troop 2042: Aiden Gonzalez, Luke Pepper, Robert Nadjadi, Stacy Nadjadi and Nicholas Reed.

Call To Order/Pledge /Roll Call/ Prior Minutes.

Mr. Austin called the regular monthly meeting to order at 6 p.m. at the meeting room of the Campbell Town Hall and led the pledge of allegiance. The Town Clerk then took roll call. The minutes of April 11, 2016 were noted. RESOLUTION #1 was offered by Horton and seconded by Wheat to accept the minutes referenced above as written. Adopted by vote: Horton-Aye; Drumm-Aye; Wheat-Aye; Tschantre-Aye; and Austin-Aye.

Public Comment.

Joe McUmbert of Campbell Fire Dept., reported on fire calls.
Dan Miller of E. Campbell Fire Dept., reported on fire calls.

Reports Filed.

Reports of Water Operator, Assessor & Codes & Dogs were received and filed.

Highway CHIPS/ Pave NY.

Mr. Tom Austin noted that this year in CHIPS / Pave NY funds he expects \$159,672.97 and he had in the past relied on the general fund to fund some of the projects until we can get the reimbursements. Discussion was had as to whether this was feasible this year.

RESOLUTION #2, was offered by Wheat and seconded by Tschantre to authorize a loan from the General Fund to cover \$80,000.00 of expenses for CHIPS work so we can pay the invoices and submit copies of the cancelled checks to get reimbursed. Adopted by vote: Horton-Aye; Drumm-Aye; Wheat-Aye; Tschantre-Aye; and Austin-Aye.

Town Clerk.

The Town Clerk noted that she had set up the annual rabies clinic for June 2nd at the Highway Garage.

Update On 4-Way Stop.

We had previously been concerned about the safety at the Center Street/ County Route 333 and County Route 125 intersection which is called the four-corners in the Campbell Hamlet. Mike noted that in his conversations with the County Highway personnel that they decided to do illuminated lights at each stop sign at the four-way intersection and also put reflector strips on the posts on all 4 signs.

Update on E. Campbell Town Park Upgrades.

John Tschantre noted that he had worked with BOCES and they have made two 8-foot tables to put at the Town park.

Also, regarding the NYSEG work order for lighting, a resident, Tim Olszowy, offered to work on a plan.

Update on Waste Water Engineering Study Project.

It was noted that Sandy had attended the last Waste water meeting which was at Erwin on May 5th. She explained that Erwin is willing to work with us on this project and listed several issues that would have to be worked out. Also there are two properties, presently, that want to hook on to the CPLA Sewer that are Campbell properties. These hook-ups would be Care First and

Bookkeeping Issues.

Our bookkeeping coordinator on staff, Wendy Oman, discussed with the Board some issues we are having with our out-sourced bookkeeper, Baldwin Business Services. She had checked into the Williamson Law Book program which we had been using 2 or 3 years ago. This also works with the Town Clerk vouchers system which we have been using for a number of years.

Our capital asset listing in the past has been handwritten and we found this to be unacceptable to the auditors, however, we did have it in handwritten format. The Williamson program includes this in the program.

Williamson also covers the payroll and we can do that in house or, they offer it as a service separately if we want to go with that.

DISCUSSED WAS

PROPOSAL B FROM WILLIAMSON LAW SERVICES

- 1. Accounting in-house
 - a. 1 time fee for software and installation \$1,825.00
 - b. Annual Support \$ 998.00
 - c. 1 time training package \$ 836.68*
- 2. Payroll - SERVICE WITH WILLIAMSON
 - a. 1 time fee for software and installation \$ 995.00
 - b. Annual Support \$ 495.00
 - c. Cost per employee/payroll \$6.27 \$3,075.00**
(\$260.00 / month)
- 3. Capital Asset Program
 - a. 1 time fee for software and installation \$1,450.00
 - b. Annual Support \$ 375.00
 - c. 1 time training package \$ 170.00*

* Based on 4 hours of in house training.

Maximum up-front costs (to switch)	\$5,276.68
2016 July through December cost of new	\$2,471.50
	\$7,748.18

** Many variables to this figure - this is the maximum annual cost.

Annual Support Package will equal to \$4,943.00 for next year's budget.

In reviewing the contract we have with Baldwin, there is no consequence in ending the service, as we are paid up to the end of June.

Baldwin Business Services.

Following discussion, RESOLUTION #5, was offered by Horton and seconded by Wheat to authorize ending the bookkeeping arrangement with Baldwin Business Services as of June 30th. Adopted by vote: Horton-Aye; Drumm-Aye; Wheat-Aye; Tschantre-Aye; and Austin-Aye.

Williamson Law Book.

RESOLUTION #6, was offered by Horton and seconded by Wheat to authorize a contract with Williamson Law Book per Proposal B as outlined above for the accounting program and do the accounting portion in-house and Williamson will take over the payroll service. Adopted by vote: Horton-Aye; Drumm-Aye; Wheat-Aye; Tschantre-Aye; and Austin-Aye.

Cyber Security - CPE.

CPE Technology Services --Wendy noted that to satisfy the Cyber security we need to upgrade our services with an off-site technology service. CPE has installed and maintain all computers presently at the Town Hall (except the court system) and also the server, Wi-Fi and internet. We have been using CPE for a long time now and it was thought that to upgrade, would be the most cost effective and the fact that CPE always responded when needed by phone or onsite. We need to upgrade for the Cyber security issue by having a service that backs up our entire systems to a separate off site facility. CPE has that; they have 2 quotes:

Rio Vista and they are right at the ends of their lines. This would have to be worked out with an inter-municipal agreement.

Water #1 Extension—Request For Qualifications.

It was noted that we had printed a legal ad in The Leader regarding obtaining engineering qualifications for work on the Engineering study for Water District #1 Extension. The ad was printed in The Leader on April 20th with a return date of April 29th; [affidavit of publication is on file]. The Town Clerk reported that we had received only 1 submittal which was from Hunt Engineers. The letter was reviewed along with the proposed project approach / listing of tasks involved and timeline. No action was taken.

Pay Off Water Project #3—Close Out.

It was anticipated that we can finally close out the Water #3 Project on or about May 23 or 24th.

RESOLUTION #3: The following resolution was offered by Horton, who moved its adoption, seconded by Council, Tschantre, to-wit:

RESOLUTION OF THE TOWN BOARD, TOWN OF CAMPBELL, STEUBEN COUNTY, NEW YORK, accepting Revisions to the "WATER IMPROVEMENTS PROJECT, Water District No. 3"; Capital Project as administered through USDA Rural Development. The Town Board hereby modifies the following Administrative budget items to the upcoming FINAL Form E #9:

- A.1** Legal - \$9,857.20 move to contingency;
- A.2** Bonding - \$2,662.40 move from contingency;
- A.3** Net Interest Expense - \$10,057.84 move from contingency;
- A.4** Fiscal Coordination - \$4,345 move from contingency;
- A.7** Miscellaneous - \$720.35 move from contingency;

The reason for these modifications are to increase Bonding, Net Interest Expense, Fiscal Coordination and Miscellaneous due to the additional BAN borrowings and decrease Legal for unused monies to close out project.

THIS BUDGETARY MODIFICATION RESULTED IN AN DECREASE OF CONTINGENCY BY \$7,928.39 FOR THE ADMINISTRATIVE BUDGET ITEMS.

WHEREAS, the Town of Campbell, Town Board has reviewed the Form E Capital Outlay Budget category, and

NOW, THEREFORE, THE TOWN OF CAMPBELL, TOWN BOARD HEREBY RESOLVES AS FOLLOWS: To accept the revisions as above-outlined.

The following vote was taken and recorded in the public or open session of said meeting: Adopted by vote: Horton-Aye; Drumm-Aye; Wheat-Aye; Tschantre-Aye; and Austin-Aye.

Water District No. 3--Project Completion.

RESOLUTION #4:

WHEREAS, the Town of Campbell has completed construction of improvements to the Water District No. 3; and

WHEREAS, the Town Board of the Town of Campbell has received notice of final completion for Water District No. 3; NOW, therefore be it

RESOLVED, that the Town Board of the Town of Campbell accepts the Water District No. 3 as complete and authorizes final payment to the contractor as well as professional services.

Adopted by vote: Horton-Aye; Drumm-Aye; Wheat-Aye; Tschantre-Aye; and Austin-Aye.

Bookkeeping Issues.

Our bookkeeping coordinator on staff, Wendy Oman, discussed with the Board some issues we are having with our out-sourced bookkeeper, Baldwin Business Services. She had checked into the Williamson Law Book program which we had been using 2 or 3 years ago. This also works with the Town Clerk vouchers system which we have been using for a number of years.

Our capital asset listing in the past has been handwritten and we found this to be unacceptable to the auditors, however, we did have it in handwritten format. The Williamson program includes this in the program. Williamson also covers the payroll and we can do that in house or, they offer it as a service separately if we want to go with that. Also, discussed was **PROPOSAL B FROM WILLIAMSON LAW SERVICES:**

- 1. Accounting in-house
 - a. 1 time fee for software and installation \$1,825.00
 - b. Annual Support \$ 998.00
 - c. 1 time training package \$ 836.68*
- 2. Payroll – SERVICE WITH WILLIAMSON
 - a. 1 time fee for software and installation \$ 995.00
 - b. Annual Support \$ 495.00
 - c. Cost per employee/payroll \$6.27 (\$260.00 / month) \$3,075.00**
- 3. Capital Asset Program
 - a. 1 time fee for software and installation \$1,450.00
 - b. Annual Support \$ 375.00
 - c. 1 time training package \$ 170.00*

* Based on 4 hours of in house training.

Maximum up-front costs (to switch)	\$5,276.68
2016 July through December cost of new	\$2,471.50
	\$7,748.18

** Many variables to this figure – this is the maximum annual cost.

Annual Support Package will equal to \$4,943.00 for next year's budget.

In reviewing the contract we have with Baldwin, there is no consequence in ending the service, as we are paid up to the end of June.

Baldwin Business Services.

Following discussion, RESOLUTION #5, was offered by Horton and seconded by Wheat to authorize ending the bookkeeping arrangement with Baldwin Business Services as of June 30th. Adopted by vote: Horton-Aye; Drumm-Aye; Wheat-Aye; Tschantre-Aye; and Austin-Aye.

Williamson Law Book.

RESOLUTION #6, was offered by Horton and seconded by Wheat to authorize a contract with Williamson Law Book per Proposal B as outlined above for the accounting program and do the accounting portion in-house and Williamson will take over the payroll service. Adopted by vote: Horton-Aye; Drumm-Aye; Wheat-Aye; Tschantre-Aye; and Austin-Aye.

Cyber Security – CPE.

CPE Technology Services --Wendy noted that to satisfy the Cyber security we need to upgrade our services with an off-site technology service. CPE has installed and maintain all computers presently at the Town Hall (except the court system) and also the server, Wi-Fi and internet. We have been using CPE for a long time now and it was thought that to upgrade, would be the most cost effective and the fact that CPE always responded when needed by phone or onsite. We need to upgrade for the Cyber security issue by having a service that backs up our entire systems to a separate off site facility. CPE has that ; they have 2 quotes:

- 1. \$4,680.00 annually for full service – meaning remote access and on-site service calls.

2. \$3,900.00 annually for remote-access-only, does not include on-site service calls.

In the past year or so, CPE has only made one on-site visit to replace a part. All other issues were resolved by Don Loomis talking us through how to fix things on the phone. It appears that remote access only is sufficient for our needs. Both include the storage backup for the Cyber security piece.

RESOLUTION #7, was offered by Horton and seconded by Wheat to authorize contracting with CPE Technology Service for remote access service for an annual charge of \$3,900.00. Adopted by vote: Horton-Aye; Drumm-Aye; Wheat-Aye; Tschantre-Aye; and Austin-Aye.

Procurement & vouchering Policy.

Wendy Oman noted that we have been asked by the State Comptroller's Office about our procurement policy and we've been told that we need to adopt a written policy. Mike Austin appointed a committee of Wendy Oman, Sandy Austin, Jamie Drumm, Jeff Horton & Tom Austin to get together and on a proposal concerning the procurement and vouchering policy .

Storm Ready / Hazard Mitigation Plan.

Town Clerk, Sandy Austin, said she is keeping on track with the Storm Ready project which the County is currently working on; noted that we had received their map and were asked to identify critical areas of the Town. The next meeting is June 1st and we have responded with contact persons of Sandy Austin and Tom Austin.

Monthly Reports Filed.

It was noted that a monthly report was received from Marvin Rethmel as per Codes and Dogs; and Town Supervisor's Report dated May 9th, 2016. Copies were filed with the Town Clerk.

Voucher Audit - 7:20 p.m.


Vouchers were submitted and approved as follows:

General Fund Vouchers #139-171 totaling	\$ 39,460.16;
And Highway Vouchers #71-88 totaling	\$ 20,868.25;
Water District Capital Project #4-6	\$ 63,728.76;
Street Lighting Voucher #4 totaling	\$ 1,033.42;
Water District 1 SW Vchrs #22-26	\$ 78,840.15;
Water District 2 SW2-Vchr #11-12	\$ 37.00;
Water District 3 SW3-Vchr #8-9	\$ 62.00;
For a grand total of	\$ 204,029.74.

Adjournment.

There being no further business before the Board, the meeting was, upon motion by Tschantre and seconded by Horton adjourned at 7:25 p.m.

Respectfully submitted,



SANDRA M. AUSTIN
Campbell Town Clerk

DATED: May 20, 2016.