

**DATE: October 1, 2015**                      **KIND OF MEETING: Town Board Special Meeting**

**WHERE HELD: Chazy Town Hall**                      **PRESIDING OFFICER: Mark Henry Supervisor**

	<b>MEMBERS PRESENT</b>	<b>MEMBERS ABSENT</b>
Supervisor - Mark Henry	x	
Councilor - Daniel Vesco	x	
Councilor - Jerry Deno	x	
Councilor - Cathy Devins	x	
Councilor - Willie Giroux		x
Clerk - Philip Beauharnois	x	
Attorney - William Favreau		x
Hwy. Supt. - Timothy Lamica	x	

**OTHERS PRESENT:**                      S. Patnode, Leo Oliver-Budget Officer

Town Supervisor Mark Henry opened the meeting with the Pledge Alliance to the Flag.

Supervisor Mark Henry called the 10/1/2015 Town Board Special Meeting to order at 4:30 PM.

**2016 TOWN TENTATIVE BUDGET**

A legal notice was placed in the official newspaper as follows:

**NOTICE OF TENTATIVE BUDGET MEETING**

The Supervisor of the Town of Chazy has called for a Special Town Board Meeting on Thursday, October 1, 2015 at 4:30 PM. The purpose of said meeting is to discuss the Tentative 2016 Budget and anything else that may come before the board. The meeting is open to the public.

Dated: September 25, 2015

Philip F. Beauharnois

Philip F. Beauharnois

Clerk of the Board

The 2016 Tentative Budget was reviewed by the Board.

No-one chose to address the Town Board

**AUTHORIZATION TO APPLY FOR 2016 JUSTICE COURT ASSISTANCE PROGRAM GRANT**

**Resolution: 15-117**                      **10/01/2015**

Motion by:    Councilor Cathy Devins

**WHEREAS**, in October 2015 the Action Plan for the Justice Courts was introduced by the State of New York Unified Court System, providing inter alia, for monetary grants to the Town and Village Courts through the Justice Court Assistance Program (JCAP); and

**WHEREAS**, the Justice Court Assistance Program (JCAP) provides for annual grants of up to \$30,000 for Justice Court related construction, furniture and/or equipment needs, the 2016 application deadline of which is October 16, 2015, and

**WHEREAS**, the Town of Chazy continues to aggressively search for and secure funding Assistance for the Town Court, and

**WHEREAS**, the Town of Chazy Justices have identified a funding opportunity and need to acquire certain equipment, and

**WHEREAS**, the Justice Court Assistance Program (JCAP) grant application requires a resolution of the Town of Chazy Board authorizing the application;

**NOW, THEREFORE BE IT RESOLVED**, that the Town of Chazy hereby authorizes the Town Supervisor and the Town Justices to execute and apply for the 2016 Justice Court Assistance Program (JCAP) grant from the State of New York Unified Court System, to include reimbursement for the installation of two (2) Peerless Boilers in the amount of \$17,688.00.

Seconded by: Councilor Jerry Deno

Discussion: Yes

**ROLL CALL:**

	<u>Yes</u>	<u>NO</u>
		Absent
<b>Willie Giroux</b>		
<b>Jerry Deno</b>	x	
<b>Cathy Devins</b>	x	
<b>Daniel Vesco</b>	x	
<b>Mark Henry</b>	x	

**Carried: YES**

**AUTHORIZATION TO APPROVE RENE’S REPAIR TO INSTALL A NEW BOILER SYSTEM IN THE CHAZY TOWN HALL**

**Resolution: 15-118 10/01/2015**

Motion by: Councilor Jerry Deno

**WHEREAS**, The Town of Chazy office building located at 9631 Rt. 9 in the Hamlet of Chazy, NY requires a new boiler; and

**WHEREAS**, in accordance with Town internal policies, procedures and purchasing requirements, five (5) vendors were contacted to provide RFP’s (Request for Proposals) estimates for the cost of installing the new boiler system and removal of the existing hot air furnace and two fuel oil tanks; and

**WHEREAS**, the five responses were received and reviewed by the Town Supervisor and the Town Board and they have determined that the lowest responsible proposal was submitted by Rene’s Repair; and

**WHEREAS**, a notice was published in the paper of record on August 31, 2015 which was within ten days after the adoption by the town board. The public notice specified that Resolution #15-97 dated 9/27/2015 to transfer up to \$18,000.00 in funds from the General Building Capital Reserve fund to Building and Maintenance Equipment Fund 16202.01.002 was adopted by the Chazy Town Board and was subject to a permissive referendum; and

**WHEREAS**, the required 30 days have passed and no signed petitions, regarding the purchase of a new boiler system, have been filed with the Town Clerk.

**NOW, THEREFORE, BE IT RESOLVED**, that the Chazy Town Board does hereby authorize Rene’s Repair to install the new boiler system in the Chazy Town Hall.

Seconded by: Councilor Daniel Vesco

Discussion: Yes

<b>ROLL CALL:</b>	<u>Yes</u>	<u>NO</u>
		<b>Absent</b>
Willie Giroux		
Jerry Deno	x	
Cathy Devins	x	
Daniel Vesco	x	
Mark Henry	x	

Carried: YES

**AUTHORIZATION TO APPROVE PURCHASE OF FINANCIAL AND PAYROLL SOFTWARE FROM BUSINESS AUTOMATION SERVICES INC.**

**Resolution: 15-119 10/01/2015**

Motion by: Councilor Cathy Devins

**WHEREAS**, The Town of Chazy offices, located at 9631 Rt. 9 in the hamlet of Chazy, NY requires a new fully integrated financial/payroll management software program; and

**WHEREAS**, in accordance with Town internal policies, procedures and purchasing requirements, five (5) vendors were contacted to provide RFP (Request for Proposal) estimates for the cost of Accounting/Budget and Payroll Software programs, Annual Support costs, installation and training; and

**WHEREAS**, the five responses were received and reviewed by the Town Supervisor and the Town Board and they have determined that Business Automation Services Inc. submitted the best proposal as determined by Best Value in the amount of \$16,560.00 for IFM Accounting & Payroll Software Services, including Implementation Services and first year software support and Maintenance fee; and

**WHEREAS**, thereafter Annual Software Support and Maintenance Fee will be \$3,200.00 per year; and

**WHEREAS**, the criteria used for determining Best Value was; superior 24/7 Support Service, Town Clerk, Tax Collector and Codes Officer are currently very familiar with using BAS system, the Town of Chazy’s IT support person is also very familiar with BAS system and potential firewall issues, BAS system is same day posting, and the BAS contact person has 31 years experience as a municipal bookkeeper in New York State; and

**WHEREAS**, the new accounting system will be paid for with 2015 budget transfers from Highway and General Accounts to Professional Services and Computer. **NOW, THEREFORE, BE IT RESOLVED**, that the Chazy Town Board does hereby select based on Best Value Business Automation Services Inc. to install, implement and support the Financial/payroll management software program and authorizes Town Supervisor, Mark R. Henry to enter into and sign a contract Business Automation Services Inc. in the amount of \$16,560.00 plus training and travel expenses.

Seconded by: Councilor Jerry Deno

Discussion: Yes

		<u>Yes</u>	<u>No</u>
<b>Roll Call:</b>	<b>Willie Giroux</b>		<b>Absent</b>
	<b>Jerry Deno</b>	x	
	<b>Cathy Devins</b>	x	
	<b>Daniel Vesco</b>	x	
	<b>Mark Henry</b>	x	

**Carried: YES**

Town Supervisor Mark Henry asked for a motion to adjourn

**ADJOURNMENT**

Councilor Cathy Devins made a motion, seconded by Councilor Daniel Vesco to adjourn the 10/1/2015 Town Board Special meeting at 6:59 PM.

Respectfully yours,

Philip F. Beauharnois  
Philip F. Beauharnois  
Clerk of the Board