

DATE: SEPTEMBER 26, 2019

KIND OF MEETING: TOWN BOARD

WHERE HELD: SCHODACK TOWN HALL

CLERK: DEBRA L. CURTIS

PRESIDING OFFICER: DAVID B. HARRIS

MEMBERS PRESENT: SCOTT SWARTZ
MICHAEL KENNEY
TRACEY REX

MEMBERS ABSENT: JAMES E. BULT

ATTORNEY: CHRISTOPHER LANGLOIS, ESQ.

COMPTROLLER: PAUL HARTER

OTHERS PRESENT: DAWNE KELLY, ASSISTANT TO THE SUPERVISOR

Supervisor Harris called the September 26, 2019 Town Board Meeting to order at 7:00 p.m. with the Pledge of Allegiance and dispensed with roll call. All present as noted. C. Bult was absent.

Agenda Items

1. **Paylocity:** P. Harter said an analysis had been done for three companies that offer payroll services. He noted that in the analysis, Paylocity was the highest cost, followed by Workforce Go! and the current payroll company, ADP, was the lowest. He explained that ADP had very poor customer service which he attributed to their acquisition of many companies that they combined into one and Workforce Go! was not able to do the water and sewer time allocations for Shawn Zinzow and Brian Brehm. He said Paylocity was able to do the allocations which would take the time consuming burden off Laura Palmer, Assistant Comptroller. He noted added benefits of the company included a dedicated sales representative and an online platform for new employees to complete forms, saving time for Sue Pilipczuk, Accountant, and Kerrie Joiner, Human Resources Manager, during the Schodack Summer Camp. C. Swartz asked for an explanation of the first year costs found on the handout. P. Harter said the annual cost for Workforce Go! was \$15,528.60; however, when you add the cost of implementation, the first year cost increases to \$23,528.60. By choosing Paylocity, the annual costs including the implementation would be \$18,200.88. This is a savings of \$5,000.00 the first year with only an added cost of approximately \$300.00 between the two companies. C. Rex asked what security measures would be in place to ensure that an issue such as seen with My Payroll HR was not encountered. Rebecca Caruso, from Paylocity, explained that My Payroll HR was a small company that was not held to the same standards as the company she represents. She noted that they are not only regulated by the SCC but also investors and a Board of Directors that provide checks and balances. She added that unlike other companies, Paylocity utilizes their own platform for their payroll needs. S. Harris asked why a tablet needed to be purchased. Ms. Caruso

explained that if Paylocity supplied the equipment, it would be more expensive than the town buying on their own. This would be the most cost-effective route for Schodack. P. Harter said the current biometric clock for time-keeping would be returned to ADP and an iPad would be purchased for the Highway Department as well as for Shawn Zinzow to enter their time. Ms. Caruso said the platform would be available online for use on a personal computer as well. C. Swartz asked why this change was being brought up now and not during a budget workshop. P. Harter explained that Paylocity would need approximately ten weeks to mirror ADP to run audits side by side to ensure that everything was running smoothly. Once complete, Paylocity would go live in January. Ms. Caruso added that the main component, which is the formulas for the water/sewer allocation needed to be built. The ten weeks would allow for the information to be extracted and run properly. P. Harter said if the board was in favor of the switch, a resolution could be added to the October 10th meeting for approval. C. Kenney asked that an analysis be done to show the number of hours saved by switching. Mr. Harter agreed to do so.

2. **Street Light:** D. Kelly explained all intersections on North Old Post Road have street lights with the exception of Sally K Lane. She said an arm would need to be mounted on the closest pole to the intersection for the installation of an LED street lamp. The light would cost an additional \$6.00 per month and would be included in the general street lamp cost for the town. She noted that an upfront cost for the arm and lamp would be charged to the town. S. Harris said they were waiting to hear from National Grid for a total cost of installation.
3. **Speed Survey:** S. Harris said there are currently no speed limits for Strawberry Fields, Castleridge and Maple Crest. By law, with no set speed limit, the speed is 55 mph. He said the police had received many reports of unsafe speed and asked to give authorization to Ken Holmes, Highway Superintendent to have NYS DOT conduct a speed survey to set a reasonable speed. He added that a section of Clove Road would also be surveyed. C. Rex asked if other roads could be added to the list and questioned if the speed is set by the Building Department or the Planning Board when a development is constructed. S. Harris said only NYS DOT can set speeds. C. Kenney recommended checking with K. Holmes to see if any roads could be added. C. Swartz said he had spoken to NYS DOT about reducing the speed on Route 9 by Pilot with no success. C. Rex recommended looking at as many roads as possible. S. Harris said he would ask K. Holmes if any could be added.
4. **Substitute Attorney:** S. Harris said there currently was no substitute attorney for the Planning Board and Zoning Board of Appeals. It was brought to his attention that there may be a time when an alternate would be needed and it was his recommendation for Atty. Langlois to fill in. Atty. Langlois noted that the Town Board has Deputy Atty. Danaher to fill in in his absence and said in the event Atty. Crist was not available, there was no substitute. He felt it was not wise to leave either board without legal representation. He added that since he was already paid a salary for legal services with the town, there would be no additional charge.
5. **Image Permission:** Atty. Langlois said he was contacted by Diane Hutchinson, Town Historian, regarding an email she received to digitize an article with an image of Elsie the Cow that had been published in 2007. This matter was initially reviewed

by Atty. Mullahy last year and as it has no economic value to the town, he saw no harm in creating an agreement to give authorization.

6. **Curtis Lumber:** S. Harris said Curtis Lumber had submitted an application to the Planning Board to construct a new store front which would be located at the front of their property. The current building would become warehouse space. He noted a resolution would be on the next meeting to concur that the Planning Board was lead agency.

Open Discussion

Image Data Contract: The town clerk asked the board to consider giving permission for her to sign an agreement with NYSID and Image Data to obtain NYS OGS pricing for the next phase of the ongoing scanning of building permits. She noted this was a time sensitive request as it took almost three months to obtain pricing previously. C. Swartz asked why the scanning could not be done in house. The town clerk said each file has various sizes of paper and they are unable to scan documents larger than 8.5"x14". She said she had been looking into an option of a scanner for some in-house scanning but was having an issue finding one that had a document feeder and did up to 11"x17". She noted the cost per page for the last set of scanning was \$2.29. Once scanned, the information comes back on a flash drive and is able to be downloaded into Laserfiche. The information is also put onto microfilm as a backup to the digital platform. C. Swartz asked if this was an annual budgeted cost. The town clerk said yes and added that this was the second round for 2019. All board members agreed to give permission to the clerk to sign the agreement to obtain pricing.

Briefing of Resolution

S. Harris asked P. Harter to explain why the option to pay upfront was in the best interest of the town (2019-257). P. Harter stated, as the town is currently earning one to two percent from Pioneer Bank, it was more economical to pay upfront for the lighting project rather than take the option of zero percent for twelve months. This option would also guarantee the town a ten percent discount. C. Kenney asked if the resolution needed to be passed by this meeting to obtain the additional \$2,000.00 savings. D. Kelly said yes as the deadline is September 30th. She said she had contacted National Grid regarding an extension; however, they could not guarantee it would be offered in October.

Public Comment (Resolution Only): None.

Adoption of Resolution

The resolutions voted upon reflect additions, deletions and amendments approved by the consensus of the majority Board.

EXPLANATION: Bracketed and strikethrough indicates language that was stricken from the resolution when adopted. Underlined indicates language that was added to the resolution when adopted. A WITHDRAWN resolution is so noted and italicized.

S. Harris made a motion to adopt the following resolution, as amended, seconded by C. Swartz:

**NOW, THEREFORE, BE IT RESOLVED THAT THE TOWN BOARD
OF THE TOWN OF SCHODACK DOES HEREBY:**

2019-257) Authorize Supervisor Harris to execute and administer agreement dated August 9, 2019 with Potentia Management Group LLC, Partners with National Grid, NYSEG, Central Hudson and NYSERDA to convert fixtures at Town Hall, Police Station and Highway Garage to high efficiency LEDs as provided in Option 1 in an amount not to exceed \$32,176.00.

4 Ayes 0 Noes. **MOTION CARRIED.** Ayes – M. Kenney, S. Swartz, T. Rex, D. Harris. Noes – 0.

ADJOURNMENT

As there was no further business before the Board, C. Swartz made a motion to adjourn the 09/26/19 Town Board meeting at 7:34 p.m., seconded by C. Kenney. Meeting adjourned.

Respectfully Submitted,

Debra L. Curtis
Schodack Town Clerk