

**DATE:** MAY 25, 2017

**KIND OF MEETING:** TOWN BOARD

**WHERE HELD:** SCHODACK TOWN HALL

**CLERK:** DONNA L. CONLIN

**PRESIDING OFFICER:** DENNIS E. DOWDS

**MEMBERS PRESENT:** JAMES E. BULT  
MICHAEL KENNEY  
SCOTT SWARTZ  
TRACEY REX

**MEMBERS ABSENT:**

**ATTORNEY:** DAVID GRUENBERG, ESQ.

**COMPTROLLER:**

**OTHERS PRESENT:** WILLIAM OSOLINSKI, IT CONSULTANT  
(EXECUTIVE COMPUTING)

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Supervisor Dowds called the May 25, 2017 Town Board Meeting to order at 7:03 p.m. with the Pledge of Allegiance and dispensed with roll call. All present as noted above.

### **Presentation**

The Supervisor opened the meeting by introducing William Osolinski, the Town's IT Consultant, who was going to address the Board about cybersecurity. This is a serious issue that impacts residents, businesses and government agencies. Mr. Osolinski, who is a certified Information Systems Security Professional, has been managing the Town's computer network for approximately 15 years.

He began his presentation by giving a brief background on his credentials and work experience. The key points addressed were:

- 1) Security advances in 2016 - The security advances include increased use of secure sockets layer/TLS encryption, simply put more sites are now encrypted so they are safer and fewer viruses are being written.
- 2) Cybercriminal advances in 2016 - Ransomware has increased about 600% over last year. When a computer is infected with ransomware the criminals demand payment via a bit coin. About a year ago a bit coin cost approximately \$400.00 and now it costs about \$2,400.00. Cyber criminals have targeted large and small organizations. The "Internet of Things" has created a new territory for cyber criminals. This is essentially software that controls your home (turns lights off/on, security, televisions, etc.).
- 3) Predictions for 2017 - The internet community predicts that encrypted malware will increase, as will ransomware. However, exploit kits will remain low.
- 4) How phishing jeopardizes users - Phishing is not malware. It is the practice of sending an email from a fraudulent source with a message designed to entice the recipient to open it. The email does not contain any malicious programs but it does contain links to malicious websites. Another form of phishing appears as

ads or news stories on legitimate web sites and if you click on them it brings you to a malicious web site. A lot of this stuff can be blocked with controls but it also requires some diligence on the part of the user to avoid it.

- 5) Steps taken to secure the Town Hall –
  - a) Anti-malware software is installed on every computer.
  - b) The firewall blocks a lot of malware before it can get to the computers.
  - c) Updated versions of Windows, the operating system (OS), has been installed on every computer as lower versions are not supported by Windows.
  - d) Passwords must be complex and changed every six months.
  - e) Data is backed up nightly and a copy of the backup is stored in the vault.
  - f) Daily management reports are created to verify the status of backups.
  - g) Anti-malware software and other software is updated regularly.
  - h) Wi-Fi access is protected and transmissions encrypted.
  - i) The email system was changed from the town's server to the cloud, which gives us the latest spam filtering technology in our email and more anti-virus scanning.

He explained that everything that has been done has created a layered system which increases security. With regard to increasing security he recommended:

- 1) Upgrading the firewall to a new generation one which has the ability to block internet traffic from foreign countries.
- 2) Purchase an anti-malware software management program because currently we don't know if infections have been detected or when someone last scanned their computer unless someone actually performs the functions
- 3) Add the Wi-Fi password to our password policy;
- 4) Create an "acceptable use" policy.
- 5) Create an "incident response" policy. An incident response policy is a document that outlines what happens if our information is breached, essentially who should get informed and how you document it. The more diligence you can prove the better off you are.
- 6) Noted several government resources regarding cybersecurity management, but felt that they may be a little too comprehensive for the size of our town as they were written for the federal government and cities as large as New York, but they were still helpful sites.

Mr. Osolinski responded to questions from the Board and public. C. Swartz asked if the new firewall blocks outgoing as well as incoming transmissions. Response – yes. With regard to an "Acceptable Use Policy", C. Swartz didn't want it so stringent that it would inhibit the necessary daily work flow. C. Bult asked what operating system the town hall was on and how long will it be effective. Response - Windows 7 which will be supported until 2020. He explained that one of the issues that we have, is that every office has proprietary software and often those programs lag in support, unlike Word, Excel, etc., which is why we try to stay about one level behind for the operation system. If we run a version of windows that the private vendors don't support we would have major issues. M. Sherwood asked Mr. Osolinski if he monitored all the government sites in the Town (i.e. – highway, police, Transfer Station). Response – He has not been personally involved in the management of the computers at the police station so he can't speak to their security layers.

S. Dowds asked Mr. Osolinski if he had any “acceptable use” and incident reporting policies that he could share. He replied that he had some and suggested that the Board look at the state Comptroller’s website. Even though the information is about five years old, it would be a good starting place.

### **Review of Resolutions**

The Supervisor gave a brief overview of the resolutions. He explained that resolution [2017-157] was necessary because the person initially hired quit after a few days. Due to the type of job, Mr. Zink was put to work immediately. Resolution [2017—158] was to ratify posting and advertising the Assistant to the Assessor position which was already initiated.

### **Public Comment**

**Resolution [2017-158]:** F. Curtis said when the former Assessor retired he left at a very inopportune time (grievance time). Karen Justus, the former assistant, was recently appointed Sole Assessor and has been handling the office by herself during this busy season. Since he was a former Schodack Assessor and the Director of Real Property Services, he had offered his services to the Town, similar to what Gary Ziegler did for the building department, to aid in the transition. However, he has since heard that false statements were made about him and he wanted to clear the record. It was purported that he was removed from the county position for improper behavior. He said that was a lie. When he retired from that position he did it on his terms and left on his own free will. When he left he was presented with a commendation from the County Executive recognizing and acknowledging 40 years of public service to the County of Rensselaer and Town of Schodack. He said in July of 2015, when he did his county budget, every department head was asked to cut 5% from their budget to maintain tax stability. He had been training his successor for three years (part-time) and he felt that Mr. Film was ready so he volunteered to be the 5% cut in that department. He felt these allegations, which impugned his reputation, also hindered the new Assessor in getting qualified help quickly.

### **Adoption of Resolutions**

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.**

C. Swartz made a motion to adopt the following resolution, seconded by C. Bult:

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

**2017-157)** Ratify and affirm appointing Lawrence J. Zink as Summer Grounds person, under the direction of Kenneth Holmes, Highway Superintendent, at an hourly rate set forth in the 2017 annual budget. (to fill vacancy)  
5 Ayes 0 Noes. **MOTION CARRIED.** Ayes – J. Bult, M. Kenney, S.

Swartz, T. Rex, D. Dowds. Noes – 0.

C. Rex made a motion to adopt the following resolution, seconded by S. Dowds:

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

**2017-158)** Ratify and affirm authorizing Human Resources Manager to post internally the full-time position of Assistant to Assessor and to advertise in the official Town newspaper, The Record, and additionally in the Albany Times Union as necessary.

5 Ayes 0 Noes. **MOTION CARRIED.** Ayes – J. Bult, M. Kenney, S. Swartz, T. Rex, D. Dowds. Noes – 0.

**Items to Be Discussed:**

- 1) There will be public hearings on June 8<sup>th</sup> regarding the Consolidated Water District 101 and Sewer District 6 extensions (Valente property – Rt. 150/Questar & Distribution Center).
- 2) There will be a public hearing on June 8<sup>th</sup> regarding Operation and Maintenance rents for Sewer District 7 (former Hamilton Printing, currently Cell-nique). The number of units is 12 and the Comptroller is recommending a reduction to two units based on current use.
- 3) The June 8<sup>th</sup> agenda will consider the temporary employees for the Summer Youth Recreation Program.
- 4) **Battisti Water District:** The Supervisor said Laberge received a phone call from Mr. Keller's (owner of the Battisti Water District) attorney (Joe Kay) regarding the water system. As Board members were aware of the different recommendations from the State, he made the recommendation that we ask Laberge to suggest to Mr. Kay & Mr. Keller that they should upgrade the system and then turn it over to the Town.  
**Discussion:** C. Swartz said that would be great, but wondered about the reality of it happening. C. Kenney said if they consider that option, they should be informed that it would need to be upgraded to our standards. While it would be expensive, it would be less costly for them to do it because they are a private entity so it doesn't have to be a public works project which requires prevailing wage. Atty. Gruenberg said since ultimately the homeowners have to bear the costs, they might want to have some input into the decision and wondered if the Board should have a public meeting and let them know what is under consideration. Also, the Board should have Laberge present who could offer some kind of cost estimates. C. Rex asked if there was a timeline that we had to meet. S. Dowds said no. **Determination:** It was the consensus of the Board to have the Supervisor contact Laberge and ask him to speak with Mr. Kay regarding their discussion to have Mr. Keller upgrade the system. Most Board members didn't think he would agree but it's worth asking.
- 5) **Fund Balance Surplus:** The Supervisor said that there is a surplus in the fund balance which was generated as a result of unanticipated increased revenues from 2016 and opened discussion on areas where the Board might want to use of those funds. He suggested paving the Town Hall parking lot. Additionally, he questioned the feasibility of sharing the backhoe between the highway and the transfer station and suggested

purchasing a new one for the highway department and sell the used one to the Transfer Station. C. Bult said he spoke with Mr. Holmes about the paving and even though he was quoted the county contract price using the vendor that we normally use for paving, C. Bult felt we should get a few more quotes which Mr. Holmes said he was going to do. With regard to the backhoe, he said we were already half-way through the year and they (highway/transfer station) haven't had a lot of issues. Since it is in the capital plan for next year, he said he would rather use the additional money for this year's road program and do more chip sealing or paving, which, he felt, would provide a bigger benefit for the residents. The Supervisor said that was a good suggestion and offered that if they do that, perhaps they should consider the hydraulics for the backhoe which will be needed for use at the transfer station. The cost is about \$7,500.00. C. Bult felt they could do that in anticipation that it will be used at the transfer station next year. C. Kenney felt using additional funds for the road program was a good idea, but had some concern with paving the parking lot. He suggested that they hold that until budget discussions because they had talked about doing an entrance/exit to the property we were recently acquired which is next to the Town Hall parking lot. He felt they should have some kind of plan if they want to join the properties before they pave the lot. He didn't want to pave it and then dig it up in a few years. C. Rex asked when the last time the parking lot received any attention. The Supervisor said it was sealed in 2010 and is crumbling.

**Determination:** No consensus.

- 6) **Code Enforcement:** The Supervisor said he had been discussing code enforcement with the Mayor of the Village of Nassau. S. Dowds said he didn't believe it was a full-time job and the Mayor of the Village said they would be very interested in sharing a person that would be part-time in both entities for strictly Code Enforcement. Mr. Valente (Village Mayor) suggested that if everyone was in agreement, they could do a contract to have one municipality pay the employee and the other would reimburse them their proportionate share. C. Swartz said it was something to think about.
- 7) **Temporary Building Inspector:** S. Dowds said that Gary Ziegler requested a pay increase to be comparable to what the former Asst. Building Inspector was making. It would be \$5.00/hr. increase. C. Bult asked how many hours he was working. The Supervisor said about 28 hrs. He felt he was very effective and has gotten the department back on track. C. Swartz asked if this would negatively impact that budget. The Supervisor said no. C. Kenney & Rex felt a comparable wage sounded fair. **Determination:** A resolution will be put on the June agenda to increase the hourly rate for Gary Ziegler. This led to a brief discussion about the status of hiring a new building inspector. Interviews have been conducted and C. Bult suggested that since the selection has been narrowed down, the final candidates should be interviewed by the entire Board. **Determination:** It was the consensus of the Board to interview the final candidates for the Building Inspector position at the June 22<sup>nd</sup> meeting.
- 8) **Dunkin Donuts Status Report:** S. Dowds said the Town is waiting for a court date. The readings have continued to be lower than allowed. (It needs to be at 5.5 or higher), so every day they are in violation carries a fine of up to \$250.00, which began on August 18, 2016. The Supervisor said the Board wants the issue resolved by having them install on-site equipment that will treat the effluent to increase the pH before it goes into the sewer. The fine is secondary.

## **ADJOURNMENT**

As there was no further business before the Board, C. Swartz made a motion to adjourn the 05/25/17 Town Board meeting at 8:12 p.m., seconded by C. Rex. Meeting adjourned.

Respectfully Submitted,

Donna L. Conlin RMC/CMC  
Schodack Town Clerk