

**Dawne Kelly**

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**From:** Jennifer Mulligan  
**Sent:** Monday, August 26, 2013 10:43 AM  
**To:** Dawne Kelly  
**Subject:** September 12th agenda

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

**Categories:** Red Category

Hi Dawne – Can you add the following resolution? Laberge has billed for services related to assisting the Town with analyzing the sale of water to EG under the general wastewater addendum. Since that addendum only addresses wastewater, we need a resolution to amend to include water services.

Original Resolution:#13-125: Authorize Supervisor Dowds to execute and administer Professional Services Proposal dated April 10, 2013, Addendum No. 04 with Laberge Group, LLC relative to wastewater in the Town in an amount not to exceed \$10,000.00.

**Proposed Resolution:** Amend Resolution No. 2013-125 to include services related to wastewater and water.

Since the billing explicitly states that the services are water related, I am unable to process the bill under the wastewater contract. The Town has requested the services and it must be paid, therefore I do not see an issue with this minor language change. Also there will be future services that will be billed.

Thanks,  
Jen

*Jennifer L. Mulligan, CPA, Comptroller*

Town of Schodack | 265 Schuurman Road | Castleton, New York 12033  
Ph: 518-477-7919 ext. 319 | Fx: 518-477-6546 | email: [jennifer@schodack.org](mailto:jennifer@schodack.org)  
web: [www.schodack.org](http://www.schodack.org)

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**Dawne Kelly**

2013-157

**From:** Kathleen Blake  
**Sent:** Thursday, July 18, 2013 11:59 AM  
**To:** Dawne Kelly  
**Subject:** FW: Price Decrease for ADP Pay Expert  
**Attachments:** PL2 0056 3 Yr Price Agreement.pdf

Hi Dawne - The worst case scenario would be if we cancelled with ADP. A (3) month processing fee would then be invoked.

Kathy Blake  
Payroll & Personnel Clerk  
Town of Schodack  
265 Schuurman Rd.  
Castleton, NY 12033  
Ph (518) 477-3628  
Fax (518) 477-9594  
[kathleen@schodack.org](mailto:kathleen@schodack.org)

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**From:** Kathleen Blake  
**Sent:** Wednesday, July 17, 2013 8:57 AM  
**To:** Dennis Dowds; James Bult ([jamesbult@gmail.com](mailto:jamesbult@gmail.com)); Curtis, Frank ([FCurtis@renesco.com](mailto:FCurtis@renesco.com)); [m.kenney9@verizon.net](mailto:m.kenney9@verizon.net); [scottswar@gmail.com](mailto:scottswar@gmail.com)  
**Subject:** Price Decrease for ADP Pay Expert

Happy Wednesday Everyone:

I am happy to announce the following per the attached agreement:

7/13 no increase  
7/14 2.5  
7/15 2.5

They were originally asking for 4.5% increase this year.

Have a Great Day!

Kathy

Kathy Blake  
Payroll & Personnel Clerk  
Town of Schodack  
265 Schuurman Rd.  
Castleton, NY 12033  
Ph (518) 477-3628  
Fax (518) 477-9594

[kathleen@schodack.org](mailto:kathleen@schodack.org)

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**From:** Potts, Sue A [<mailto:Sue.Potts@adp.com>]  
**Sent:** Tuesday, July 16, 2013 10:05 AM  
**To:** Kathleen Blake  
**Subject:** ADP Case 026233002 Price Agreement

Dear Kathie,

Your concern in relation to the price increase % is understandable in the current economy and we appreciate you giving us the opportunity to work with you on this. I can offer to reduce the increase to 2%, or we can exclude you completely with a signed agreement like the one I have attached. Signing this would allow me to rescind this year's increase and limit increases for the next two years to a maximum of 2.5%, please contact me at your convenience and let me know your thoughts. I am available Monday – Friday 8:30 – 5:00, to address your concerns. We appreciate your business and look forward to working with you.

Thank you for choosing ADP to be your service provider.

*Susan Potts*

Susan Potts | Relationship Specialist

**ADP** Major Accounts | Northeast Service Center

866 951 4274 ext. 6904511 | [sue.potts@adp.com](mailto:sue.potts@adp.com)

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Maximum and base charges apply only to the first billable year.													
Total Proposed Annual Cost Before Discount(s): \$6,688.90													
Total Proposed Annual Cost With Discount(s): \$6,688.90													
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Autopay II													
Proposed Pricing													
Effective Date: 7/1/2013													
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AUTOMATIC DATA PROCESSING, INC.  
GUARANTEED  
THIRTY-SIX MONTH  
PRICE AGREEMENT

**Client Information:**

Client Name: Town of Schodack Effective Date: 7/1/2013  
Service Center: 0056  
Parent Company Code: 10PL2 Expiration Date: 7/1/2016  
Requested By: Sue Potts

Related Company Codes:	<u>N/A</u>								

**Contact Information:**

Contact: Kathie Blake Phone: (518) 477-3628 Address: 265 Schuurman Road  
City: Castleton State: NY Zip: 12033

ADP, Inc. ("ADP") is pleased to provide Town of Schodack ("Client") with a guaranteed price agreement covering the Client's ADP services for the next thirty-six months, subject to the terms and conditions set forth in this agreement. This agreement encompasses all listed codes and any future codes that may be added under the above listed parent code. In consideration of the mutual agreements set forth below, ADP and Client agree as follows:

1) **Price Increase:** For the next thirty-six month period commencing with the effective date of 7/1/2013, ADP will increase prices per the schedule below on Payroll processing services provided to Client ("Services").

Increase Date	Increase %
<u>7/1/2013</u>	No Increase
<u>7/1/2014</u>	2.50
<u>7/1/2015</u>	2.50

Items specifically excluded from this agreement are delivery, reverse wire fees, jurisdiction fees, maintenance fees and year-end services. In the month following the completion of the guaranteed price period, Client's prices will be subject to the same price increases applied to its other clients of similar size and product utilization unless a renewal agreement is signed by both parties.

2) **Guaranteed Term:** As consideration for the thirty-six month guaranteed price period, Client agrees to purchase the services for a minimum guaranteed term of thirty-six months commencing with the effective date, and thereafter. Client's agreement to purchase the services shall remain in effect until cancelled by Client or ADP with ninety days prior written notice.

3) **Termination Fee:** If Client terminates this agreement to purchase services prior to the end of the minimum guaranteed term of no less than thirty-six months, Client agrees to pay ADP a termination fee of three months of average monthly processing fees for the services (based on an average of the last three months of processing prior to the date of termination). Following the thirty-six month guaranteed price period, standard termination policy applies based on initial terms and conditions signed by Client. If Client fails to pay the early termination fee or other amounts due hereunder, Client shall reimburse ADP for any expenses incurred, including interest and reasonable attorney fees, in collecting amounts due ADP hereunder that are not under good faith dispute by Client. The termination fee will be waived in the event the company is sold, merged or in the event there is a material breach of ADP's service commitment. In the event of a service breach ADP shall be notified in writing as to the specific service issue and shall be granted sixty days to resolve all issues to the Client's satisfaction.

THE ADP SERVICES COVERED BY THIS AGREEMENT ARE PROVIDED IN ACCORDANCE WITH THE TERMS AND CONDITIONS SET FORTH IN THE AGREEMENT(S) BETWEEN CLIENT AND ADP COVERING THE SPECIFIC SERVICES. THIS AGREEMENT SUPPLEMENTS AND DOES NOT SUPERSEDE ANY OF THOSE TERMS AND CONDITIONS. THIS AGREEMENT IS NOT VALID UNLESS SIGNED BY BOTH PARTIES.

<u>ADP Representative</u>	<u>Town of Schodack</u>
Name: <u>David Ganch</u>	Name: _____
Signature: _____	Signature: _____
Title: <u>VP Relationship Mgmt</u>	Title: _____
Date: _____	Date: _____

NOTE: ONLY THE DIVISION VICE PRESIDENT OR FINANCE EXECUTIVE OF THE AFFECTED REGION IS AUTHORIZED TO EXECUTE THIS PRICE AGREEMENT ON BEHALF OF ADP.

## Dawne Kelly

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**From:** Jennifer Mulligan  
**Sent:** Monday, August 26, 2013 10:43 AM  
**To:** Dawne Kelly  
**Subject:** September 12th agenda

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

**Categories:** Red Category

Hi Dawne – Can you add the following resolution? Laberge has billed for services related to assisting the Town with analyzing the sale of water to EG under the general wastewater addendum. Since that addendum only addresses wastewater, we need a resolution to amend to include water services.

Original Resolution:#13-125: Authorize Supervisor Dowds to execute and administer Professional Services Proposal dated April 10, 2013, Addendum No. 04 with Laberge Group, LLC relative to wastewater in the Town in an amount not to exceed \$10,000.00.

**Proposed Resolution:** Amend Resolution No. 2013-125 to include services related to wastewater and water.

Since the billing explicitly states that the services are water related, I am unable to process the bill under the wastewater contract. The Town has requested the services and it must be paid, therefore I do not see an issue with this minor language change. Also there will be future services that will be billed.

Thanks,  
Jen

*Jennifer L. Mulligan, CPA, Comptroller*  
Town of Schodack | 265 Schuurman Road | Castleton, New York 12033  
Ph: 518-477-7919 ext. 319 | Fx: 518-477-6546 | email: [jennifer@schodack.org](mailto:jennifer@schodack.org)  
web: [www.schodack.org](http://www.schodack.org)

**Confidentiality Notice:**

This message (including any attachments) is intended for the use of the individual or entity to whom it is addressed and may contain information that is privileged and confidential. If you are not the intended recipient, or the employee or agent responsible for delivering it to the intended recipient, you shall not disseminate, distribute or copy this information and communication to any individual(s) not specifically identified in the above address headings.

AGREEMENT

Agreement made this \_\_\_\_\_ day of \_\_\_\_\_, 2013, by and between THE TOWN OF \_\_\_\_\_, NEW YORK, hereinafter referred to as "Town" and RENSSELAER COUNTY, NEW YORK, with offices located at 1600 Seventh Avenue, Troy, New York hereinafter referred to as "County".

1. On selected County Roads as listed on Schedule "A", the Town will provide all snow plowing and sanding from October 1, 2013 to April 30, 2014. The County will reimburse the Town actual costs for labor, materials and equipment as follows.
  - Labor - hourly wages, regular and overtime plus the cost of all benefits.
  - Material - actual costs for all salt and sand applied to County Roads.
  - Equipment - hourly rental rates for the equipment rental as established by the New York State Department of Transportation.
2. Except as provided hereinafter, the County shall be responsible for any loss with respect to any tort claim arising from or occasioned by the manner of performance of the functions under this Agreement, provided, however, that the Town shall, within ten (10) days, notify the County of any action, proceeding, claim or demand arising hereunder. The County shall, at its option, either elect to defend any action brought against the Town or call upon the Town to defend such action. In the event that the Town defends the action the County shall reimburse the Town for all necessary expenses, including litigation expenses incurred by the Town. In no event shall the County be obligated to defend or indemnify the Town, or any insurer thereof, in any action, proceeding, claim or demand arising out of the actual operation of a Town owned or operated vehicle, whether such vehicle shall be insured or subject to self insurance, while engaged in the operation of snow and ice control functions under this Agreement.
3. The County shall not unreasonably interfere with the Town's attempts to safely plow said area.



4. The Town acknowledges and agrees that the services to be furnished by the Town to the County are furnished as an independent contractor and not as an agent or as officers or employees of the County.
5. This agreement has been executed on behalf of the County pursuant to Resolution G/pending/13 of the Rensselaer County Legislature.

THE TOWN OF

, NEW YORK

\_\_\_\_\_  
Supervisor

THE COUNTY OF RENSSELAER, NEW YORK

\_\_\_\_\_  
County Executive

STATE OF NEW YORK                    )  
COUNTY OF RENSSELAER            ) SS.:

On this \_\_\_\_\_ day of \_\_\_\_\_, 2013, before me personally came Kathleen M. Jimino, to me personally known, who, being by me duly sworn, did say that(s)he resides at \_\_\_\_\_, New York; that(s)he is the County Executive of the County of Rensselaer, New York, the municipal corporation described in and which executed the within instrument; that the same was so executed pursuant to resolution of the County Legislature; that the seal affixed to said instrument is such corporate seal and that the same was so affixed pursuant to such resolution.

\_\_\_\_\_  
NOTARY PUBLIC

STATE OF NEW YORK                    )  
COUNTY OF RENSSELAER            )SS.:

On this \_\_\_\_\_ day of \_\_\_\_\_, 2013, before me personally came \_\_\_\_\_, to me personally known, who, being by me duly sworn, did say that (s)he resides at \_\_\_\_\_, New York; that (s)he is the Supervisor of the Town of \_\_\_\_\_, New York, the municipal corporation described in and which executed the within instrument; that the same was so executed pursuant to resolution of the Town Board of such town; that the seal affixed to said instrument is such corporate seal and that the same was so affixed pursuant to such resolution.

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NOTARY PUBLIC

**Rensselaer County**  
**Snow Removal Patrol 2013-2014**

**Town Of Schodack**  
**3776 U.S. Route 20**  
**Nassau, NY 12123**  
**(518)766-4000**



Date:

**EQUIPMENT OPERATOR'S DAILY REPORT**

		Time		1	1.5	2.5	Holidays			
		County Route #8 Stony Point Road		Regular	Overtime	Overtime	Salary	Benefits		TOTAL
Labor/Name		From	To	Total Hours	Total Hours	Total Hours		Rate**	Hourly Rate	Dollars
Tim Haberland							\$ 21.92	12.53	\$ 34.45	
Operator #2							\$ 32.88	12.53	\$ 45.41	
							\$ 54.80	12.53	\$ 67.33	
Frank Ball							\$ 12.66	4.08	\$ 16.74	
Wingman							\$ 18.99	4.08	\$ 23.07	

Equipment / Truck#	Hrs.	Truck/Wing	Plow	Sander		Radio			Hourly Rate	
Truck 30,000 GVWR		\$ 45.00	\$ 18.50	\$ 7.50					\$ 71.00	\$ 71.00

			Base Rate	*Fuel*	TOTAL			TOTAL	
Materials			\$ / Ton	Increase	\$ / Ton			Tons	
SAND			\$ 9.90		\$ 9.90				
SALT		as per State Contract/International Salt	\$ 49.05	Based on 2012-13 Price					\$ -
SAND/SALT MIX									

TOTAL Dollars / Labor / Equipment / Materials

RATE IS DETERMINED EACH WEEK  
FROM THURSDAY-->FOLLOWING WEDNESDAY

*Highway Superintendent*

Weather

*Kenneth J. Holmes*

**Instructions:**

Each patrol will be assigned to a territory. His duty will be to clean all the County Roads in his territory the full width of the roadway.

Snow will be pushed back as far as possible to provide room for later snow falls.

At the end of each day's work this report must be made out and mailed to this office.

No time will be allowed for anyone not regularly assigned to this work and whose names do not appear on this report.

\*\* Benefits Rate paid 57.16% for Full-time Employees

32.20% for Wingman Part-time Employees

**FEDERAL EMERGENCY MANAGEMENT AGENCY**

**APPLICANT'S BENEFITS CALCULATION WORKSHEET**

APPLICANT: Town of Schodack  
 DISASTER NUMBER: \_\_\_\_\_  
 P.A. ID: \_\_\_\_\_  
 PROJECT NUMBER: \_\_\_\_\_

TOTAL PAYROLL IN DOLLARS: \$ 679,094.53

	Dollars and Hours	REGULAR TIME %	OVERTIME % PARTTIME %
Holidays	96	4.62	x
Vacation Leave	132	6.35	x
Sick Leave	104	5.00	x
* Social Security		6.20	* 6.20
* Medicare		1.45	* 1.45
* Unemployment	\$ -	n/a	* n/a
* Workman's Compensation	\$ 52,714.00	8.57	* 8.57
** Retirement	\$ 46,258.00	15.98	** 15.98
Health Benefits	\$ 86,082.63	9.00	x
Life Insurance Benefits	\$ -	0	n/a
Disability		x	x
Total (in % of annual salary)		57.17 %	32.20 %

I CERTIFY THAT THE INFORMATION ABOVE WAS TRANSCRIBED FROM PAYROLL  
 RECORDS OR OTHER DOCUMENTS WHICH ARE AVAILABLE FOR AUDIT.

CERTIFIED

TITLE:

DATE:

SUPERINTENDENT OF HIGHWAYS

The attached Snow Removal Reports reflects a pay increase for 2013  
Benefit percentage has been applied to the same.  
The following chart shows the applicable pay rates with benefits  
for all classes.

2013 Pay Rate X 57.17%				Pay Rate / with Benefits	
Foreman/Senior Mechanic	1	\$ 23.16	13.240572	\$	36.40
	1.5	\$ 34.74	13.240572	\$	47.98
	2	\$ 46.32	13.240572	\$	59.56
	2.5	\$ 57.90	13.240572	\$	71.14
Water Sewer Operator Class C	1	\$ 22.95	13.120515	\$	36.07
	1.5	\$ 34.43	13.120515	\$	47.55
	2	\$ 45.90	13.120515	\$	59.02
	2.5	\$ 57.38	13.120515	\$	70.50
Operator #3	1	\$ 22.03	12.594551	\$	34.62
	1.5	\$ 33.05	12.594551	\$	45.64
	2	\$ 44.06	12.594551	\$	56.65
	2.5	\$ 55.08	12.594551	\$	67.67
Operator #2	1	\$ 21.92	12.531664	\$	34.45
	1.5	\$ 32.88	12.531664	\$	45.41
	2	\$ 43.84	12.531664	\$	56.37
	2.5	\$ 54.80	12.531664	\$	67.33
Operator #1	1	\$ 21.25	12.148625	\$	33.40
	1.5	\$ 31.88	12.148625	\$	44.02
	2	\$ 42.50	12.148625	\$	54.65
	2.5	\$ 53.13	12.148625	\$	65.27
Laborer	1	\$ 19.69	11.256773	\$	30.95
	1.5	\$ 29.54	11.256773	\$	40.79
	2	\$ 39.38	11.256773	\$	50.64
	2.5	\$ 49.23	11.256773	\$	60.48
Wingman	2012 Pay Rate X 32.20%			Pay Rate /	
Wingmen are not paid overtime with the exception of major Holidays				with Benefits	
	1	\$ 12.66	4.07652	\$	16.74

The attached Snow Removal Reports reflects a pay increase for 2014  
Benefit percentage has been applied to the same.  
The following chart shows the applicable pay rates with benefits  
for all classes.

		2014	Pay Rate	57.17%	Pay Rate / with Benefits
<b>Foreman/Senior Mechanic</b>					
	1	\$	23.57	13.474969	\$ 37.04
	1.5	\$	35.36	13.474969	\$ 48.83
	2	\$	47.14	13.474969	\$ 60.61
	2.5	\$	58.93	13.474969	\$ 72.40
<b>Water Sewer Operator Class C</b>					
	1	\$	23.41	13.383497	\$ 36.79
	1.5	\$	35.12	13.383497	\$ 48.50
	2	\$	46.82	13.383497	\$ 60.20
	2.5	\$	58.53	13.383497	\$ 71.91
<b>Operator #3</b>					
	1	\$	22.86	13.069062	\$ 35.93
	1.5	\$	34.29	13.069062	\$ 47.36
	2	\$	45.72	13.069062	\$ 58.79
	2.5	\$	57.15	13.069062	\$ 70.22
<b>Operator #2</b>					
	1	\$	22.30	12.74891	\$ 35.05
	1.5	\$	33.45	12.74891	\$ 46.20
	2	\$	44.60	12.74891	\$ 57.35
	2.5	\$	55.75	12.74891	\$ 68.50
<b>Operator #1</b>					
	1	\$	21.62	12.360154	\$ 33.98
	1.5	\$	32.43	12.360154	\$ 44.79
	2	\$	43.24	12.360154	\$ 55.60
	2.5	\$	54.05	12.360154	\$ 66.41
<b>Laborer</b>					
	1	\$	20.03	11.451151	\$ 31.48
	1.5	\$	30.05	11.451151	\$ 41.50
	2	\$	40.06	11.451151	\$ 51.51
	2.5	\$	50.08	11.451151	\$ 61.53
<b>Wingman</b>					
Wingmen are not paid overtime with the exception of major Holidays		2012	Pay Rate	X 32.20%	Pay Rate / with Benefits
	1	\$	12.88	4.14736	\$ 17.03