

Hamburg Town Board Work Session

Catherine A. Rybczynski, Town Clerk

6.21.2021

James Shaw, Supervisor	(Present)
Shawn Connolly, Councilmember	(Present)
Elizabeth Farrell, Councilmember	(Present)
Karen Hoak, Councilmember	(Present)
Michael Petrie, Councilmember	(Present)

ALSO PRESENT: Catherine A. Rybczynski, Town Clerk; Walter Rooth III, Town Attorney; Jennifer Robertson, IT Director; Martin C. Denecke, Director of Youth, Recreation & Senior Services; Jennifer Kosmowski, Director, Domestic Violence, Jennifer Robertson, Director, IT; Cami Jarrell, P.E., Town Engineer; Tom Lardo, Engineering Inspector; Dan Stanford, Town Assessor; Pat Ryan, Director Buildings & Grounds; Samantha Tarczynski, Finance Director; Ted Casey, Highway Superintendent; Amanda Lyle, Director of Human Resources; Sara desJardins, Planning Consultant; Paul McQuillen, Health & Safety Coordinator

The meeting was opened with the Pledge of Allegiance at 5:31 PM.

1.

RESOLVED, that the Town Board opens the Work Session at 5:31 P.M.

On a motion of Supervisor Shaw, seconded by Councilwoman Hoak, the following resolution was

ADOPTED	Ayes	5	Shaw, Connolly, Farrell, Hoak, Petrie
	Noes	0	
	Abstained	0	

Supervisor Shaw informed the Town Board that an offer has been made to purchase the McKinley Mall by McKinley Mall, LLC, an LLC created for the purpose of purchasing the mall by Kohan Retail Investment Group (KRIG). The bank and KRIG have filed a petition with the court requesting approval of the sale. Supervisor Shaw stated that although the town may not have standing they do have “friend of the court status” and may offer comments.

Councilman Connolly replied that the town needs to continue to push throughout the process to make sure the town is involved and heard regarding the future of the mall.

Councilman Petrie stated that “It’s a done deal” and the sale should be pushed through as soon as possible to get the project moving.

Supervisor Shaw commented that he has some concerns resulting from the preliminary research he conducted on KRIG and their record with similar situations. He continued that they had a “checkered history” with some of their properties.

Councilwoman Farrell asked if KRIG has given any indication as to what plans they have for the mall. Supervisor Shaw responded that no indication has been given yet and at the moment can only look at their record.

Councilwoman Hoak inquired as to what their track record in other areas looks like. Supervisor Shaw stated that some properties owned by KRIG are in distressed areas and some communities are unhappy with their performance.

Supervisor Shaw stated that he asked the attorney retained by the town for this purpose to have a memo written to the Judge and to be read by the receiver, prospective buyer, all attorneys involved detailing the towns concerns and fears so that they are clear.

Supervisor Shaw closed the discussion on the McKinley Mall and introduced Jen Robertson to discuss the Memorandum detailing the IT infrastructure progress while stating that he was unsure how much of the proposed would be covered by the “American Rescue Plan” and adding that there was yet a long way to go to get everything ready by the July 9th deadline.

Please see attached Memo written by IT Director, Jennifer Robertson, below.

Councilman Connolly stated that it has been over a decade since any attention has been paid to upgrading technology and it is a long overdue expenditure.

Councilwoman Farrell stated that the upgrades are needed to support other efforts and initiatives within the town.

Supervisor Shaw asked about the third paragraph, first page, stating that certain personnel would have laptop work stations. Ms. Robertson replied that although the town has no work from home policy at present that providing portability with work stations the town will have options moving forward. Also, detectives would be able to take their actual computer on the road with them.

Supervisor Shaw asked for the status of the time clocks that have been sitting for some time. Currently they are not in use, but most are ready to be put in place. Supervisor Shaw asked for a memo with a timeline for implementation.

Councilwoman Farrell brought up a “late resolution” for highway repair, work and striping for Brompton and Smith Roads for possible consideration at the meeting. The topic was discussed last meeting and further information, including an account number, were needed.

Councilwoman Farrell stated that the account number was the last item needed and was not received from Finance until today causing the delay in getting it on the agenda for this meeting.

Supervisor Shaw stated that the item in question was addressed at the previous meeting despite the work having already been completed. He asked why the board was hearing about this an hour before the meeting. Councilwoman Farrell stated that she was not given the account number by Samantha Tarczynski until that evening.

Supervisor Shaw stated that he would not block the approval of the item, but pointed to the lack of willingness by the Highway Superintendent to adhere to the rules, ask for special consideration, provide a report as directed in the bond resolution, and the “same old stuff all the time.”

Councilwoman Hoak asked for clarification as to what the delay has been preventing the project from moving forward. Councilwoman Farrell replied that the quotes were in, although they weren't on hand at the previous meeting, but it was the lack of an account number for the bond that prevented the approval last meeting.

Supervisor Shaw reiterated the failure to follow the steps put forth in the bond resolution as the underlying reason the item could not move forward.

Councilman Connolly stated that he takes issue with approving the highway item. He stated on one hand Ms. Robertson spoke with the six (6) members of the IT Committee, got feedback, and has the quote put together, but has been told she would have to wait for the next meeting. On the other hand the highway item was brought forth with no recommendation, as required, from the two (2) members of the Highway/Paving Committee, no account number, etc. He continued that the Board owes it to the tax payers to make sure these expenditures are fully vetted and approving a \$200,000.00 item without any formal documentation does not do the process justice.

Councilwoman Farrell disagreed stating that the project has been discussed numerous times at the Traffic Safety Committee and Highway Committee meetings over the months and that she has communicated the content of those discussions to the Board.

Councilwoman Hoak asked if the Highway Committee could communicate their intentions in writing to the Board. Councilwoman Farrell replied that if her report does not suffice that she would have them provide something in writing to the Board, but added that this further delays the project.

Supervisor Shaw and the Town Board shifted their attention and the discussion to the items on the agenda for the Regular Meeting.

Supervisor Shaw first discussed items 16 – 19, Alivana Aesthetics and DATO rezoning. No issues were brought up by the Board.

Item #4 - 3rd Quarter Meeting schedule – Councilman Connolly stated that he may be out of town on September 13th.

Item #7 – Historic Preservation Advisory Board - Public Hearing was held and no objections were raised.

Item #8 – Coalition for Equity and Inclusion – reappointments to the Board along with an amendment to change the start date to January 1 or reorganizational meeting held at the first (1st) meeting of the year.

Item #13 – Assist the town in lawsuits through interviewing, investigating, etc. They have been working for the Town for approximately six (6) years. Contract is for three (3) years.

Item #14 – 18 Mile Creek Golf concessions – Approves the Recreation Department to negotiate a one (1) year contract.

Item #20 – Engineering Part-Time help – Councilman Connolly stated that Ms. Robertson was supposed to assist Engineering with some functions, but that help never materialized, and Engineering will now have to do inspections formerly done by the Highway Department. Two (2) positions, part-time and for eight (8) weeks. Funds will come from a transfer from the Building and Code Enforcement Department. Camie Jarrell, PE, Town Engineer, stated that required inspections are falling behind from 3 – 5 years. Engineering has two (2) full time staff and one clerical staff member and are unable to do the work of 300 plus inspections. No inspections have been done over the past few years. Fines may be levied if the updates are not completed. Councilman Petrie asked if Roger Gibson had been asked about the transfer.

Councilwoman Farrell added that Mr. Gibson has been proactive about asking for additional staff or risk falling behind, too. Supervisor Shaw said Mr. Gibson had not been conferred with and will not be happy because he asked for the use of the money for replacing vehicles. He continued that this was “found money” and not intended for his budget, but rather an accounting error. It may not be used for personnel as it is not budgeted that way according to Samantha Tarczynski, Finance Director.

Supervisor Shaw stated that in all fairness to Mr. Gibson and the department that during budget deliberations his fleet needs to be looked at. Vehicles are 10, 11, 12 plus years old.

Item #21 – Skatepark - \$110K in matching grant funds.

2.

RESOLVED, that the Town Board adjourns the Work Session to enter into an Executive Session at 6:49 P.M. to discuss negotiations.

On a motion of Supervisor Shaw, seconded by Councilwoman Farrell, the following resolution was

ADOPTED	Ayes	5	Shaw, Connolly, Farrell, Hoak, Petrie
	Noes	0	
	Abstained	0	

The Work Session was brought to a close at 6:49 PM.

Open Meetings Law, Public Officers Law, Article 7, §106. Minutes.

Minutes shall be taken at all open meetings of a public body which shall consist of a record or summary of all motions, proposals, resolutions and any other matter formally voted upon and the vote thereon.

These minutes are an unofficial copy unless the original signature of the Town Clerk is affixed below. The original official paper minutes are stored in the Town’s vault.

Catherine A. Rybczynski, R.M.C.
Town Clerk

Memo

To: Town Board Members

From: Jennifer Robertson

Date: 6/21/21

Re: Infrastructure Upgrade

Hello,

On 6/20/20, a resolution was passed to purchase Thin Clients as the computer hardware replacements throughout the Town. However, as a result of new NYS mandates on police, the need to work from home due to COVID-19 and the uncertainty of new technological needs within departments, it was determined that the Thin Clients were no longer the best solution. The Thin Clients were returned, and the Town was fully credited the cost of \$55,930.50. The Technology Committee has agreed that the below proposed computer hardware replacements will not only satisfy the needs of the Town now but be able to accommodate evolving technology needs in the future.

Below are the specs for the proposed computer hardware replacements, in addition to new hardware replacements that are now necessary. If the majority of the cost can be covered under the American Rescue Plan Act (ARPA), it was thought that all necessary items be purchased under one project scope. Below is an explanation of each computer hardware spec breakdown:

The Technology Committee discussed and agreed that department heads, detective bureau positions and determined essential positions would have their current desktops replaced with the HP 440 laptop and HP thunderbolt docks, and all other employees would be set up with the HP ProDesk 600 (See those included in the list below). Additional HP ProDesk workstations and monitors were also included in the proposal to address the need to have specific training workstations at all Town facilities, which has been discussed with the Personnel Department.

While working with the Dispatch Department to upgrade their radio and recording equipment over the last few weeks, it has been determined that a new switch and server is necessary due to the age of the equipment and to provide redundancy.

It is also recommended that all keyboards and mice be replaced with a wireless set, as many employees have old peripherals.

Time and money are of the essence in purchasing the proposed equipment. As of today, the lead time for most of the equipment is 12-19 weeks as a result of COVID. Pricing on some equipment is also projected to increase as early as July 1, 2021.

I have discussed the outstanding balance with the Director of Finance, however; a potential account number has not yet been provided.

I also wanted to provide an update on the IT asset disposal of the Town's old technology equipment under the Erie County Bid, which brought in \$1,345.40. As previously discussed, once the current workstations are replaced, the old equipment will also be disposed of, and all acquired revenue will be put toward the outstanding balance.

I have discussed the proposed project with Mr. Shaw and it is on the agenda to discuss at tonight's work session.

List of Department Heads:

- Assessing - Dan Stanford
- Building and Grounds - Pat Ryan
- Building Inspection - Roger Gibson
- Community Development - Chris Hull
- Court - Brigid Lavelle
- Domestic Violence - Jennifer Kosmowski
- Engineering - Tom Lardo
- Finance - Sam Tarczynski
- Highway - Ted Casey
- IT - Jennifer Robertson
- Legal - Walter Rooth III
- Legal - Mark Walling
- Personnel - Amanda Lyle
- Police - Kevin Trask
- Dispatch - Sean Crotty
- Recreation - Marty Denecke
- Town Clerk - Cathy Rybczynski

List of Employees in Detective Bureau:

- Tim Colling
- Jeffrey Bullard
- Tim Crawford
- William Stowell
- Robert Paas
- Howie Widman
- Jon Wright
- Additional Staff

Other Essential Employees:

- IT - Jason Bock

Computer Hardware Spec Break down:

Workstations:

HP ProDesk 600 Desktop (\$695.36) - For General Employee

- Intel I5 processor
- 8GB RAM
- 256GB NVMe SSD
- W10 Pro 64
- 2 x Dual-Mode DisplayPort 1.4 (DP++)
- Added VGA in Flex Port 1
- 1 x Type-C® SuperSpeed USB 10Gbps, 2 x Type-A SuperSpeed USB 10Gbps, 1 x Type-A SuperSpeed USB 5Gbps signaling rate port, 1 x Type-A SuperSpeed USB 5Gbps signaling rate port (charge support up to 5V/1.5A), 1 x Type-A SuperSpeed USB 5Gbps signaling rate port (Supporting wake from S4/S5 with keyboard/mouse connected and enabled in BIOS), 1 x Type-A SuperSpeed USB 10Gbps signaling rate port (Supporting wake from S4/S5 with keyboard/mouse connected and enabled in BIOS),
- 3YR Parts/3YR Labor/3YR Onsite - Included

TOTAL Units: 150 + 5 spares = 155

COST: \$107,780.80

HP ProBook 440 Laptops (\$1,092.90 w/ 3 YR warranty) - For Department Heads and Detective Bureau

- Intel I5 processor
- 8GB RAM
- 256GB NVMe SSD
- W10 Pro 64
- 720P Webcam
- SuperSpeed USB Type-C, 3 x SuperSpeed USB Type-A 5Gbps, HDMI
- 1YR Parts/1YR Labor/No Onsite

Also Included as extra:

- **Thunderbolt Dock** - supports up to 2 additional displays
 - Front: 1 USB-C™ port with data and power out (15W); 1 USB-C™ cable to connect to host system (0.7 meter cable length)
 - Side: 1 powered USB 3.0 port; 1 combo Audio Jack; 1 Kensington lock slot;
 - Back: 1 Thunderbolt™ port; 1 USB-C™ DisplayPort™ data and power out (15W) port; 2 DisplayPort™ ports; 1 VGA port; 2 USB 3.0 ports; 1 RJ45 port; 1 AC Adapter connector
- **Uplift Warranty to 3YR Parts/3YR Labor/3YR Onsite (\$61.44) - OPTIONAL - *This was included in the above cost***

FOR DETECTIVES ONLY:

- External CD Burner (Approx. $\$23.99 * 8 = \191.92)
 - External DVD Drive, USB 3.0 Portable CD/DVD +/-RW Drive/DVD Player for Laptop CD ROM Burner
- Mobile Hotspot Options for field work (Not calculated into total project cost as this would be a continuous monthly cost)
 - MIFI - \$100 for device - \$38.01 a month/p device
 - Wireless LAN - allows for connection to LTE
 - Hotspot from cellphone

TOTAL Units: 25 + 2 spares = 27

External CD Burner Units - Detectives: 8

COST: \$29,700.22.30

HP CTO Z2 Tower G5 Workstation (\$1,342.23)- For Dispatch Department

- HP CTO Z2 Tower G5 Workstation
- Intel Core i7 10700 2.9GHz 2933MHz 16M 8C 65W CPU
- 32GB (2x16GB) DDR4 3200 UDIMM NECC
- NVIDIA Quadro P400 2GB -3mDP GFX
- 1TB 7200RPM SATA 3.5in WKS

TOTAL Units: 12 + 1 spare = 13

COST: \$17,448.99

HPE ProLiant DL360 Gen10 Server (\$6,506.37) - For Dispatch 911 Call Recording

- DL360 GEN10 4208 1P 16G NC 8SFFS YST SVR
- 16GB 2RX8 PC4-2933Y-R SMART KITMEM
- DL360 GEN10 XEON-S 4208 KIT CHIP
- 1.2TB SAS 10K SFF SC DS HDD INT
- Statement of Work
 - o \$3,465.00

TOTAL Units: 1

COST: \$6,506.37

SOW: \$3,465.00

TOTAL COST: \$9,971.37

Extreme X440 G2 (\$3,045.89) - Redundant switch for Dispatch Radios **Price increase as of 7/1/21**

- X440-G2-24p-10GE4
- EW NBD AHR - 16533 COTERM: This Term: 1825 Days
- XIQ Pilot SaaS EW SaaS Support

TOTAL Units: 1
COST: \$3,045.89

HP Z Workstations (GIS Desktops) (\$1,660.96) - Engineering Department

- Intel Xeon W-1250 / 3.3 GHz (4.7 GHz) (6-core)
- 16GB RAM
- 256GB NVMeSSD
- W10 Pro 64
- Quadro P620 / UHD Graphics P630
- 4 x USB 3.1 Gen 1 (2 front, 2 rear) ; 1 x headphones/microphone (1 in front) (CTIA and OMTP headset support) ; 1 x LAN (Gigabit Ethernet) ; 2 x DisplayPort ; 4 x USB 3.1 Gen 2 (2 front, 2 rear) ; 2 x USB 2.0 ; 1 x audio line-out ; 1 x USB-C 3.1 Gen 2 (1 in front) (charging) ; 4 x Mini DisplayPort
- Additional 4TB HDD
- 2 x Mini DisplayPort (M) to DisplayPort (F)

TOTAL Units: 4 + 1 spares = 5
COST: \$8,304.80

Wireless Keyboard and Mouse Replacement (\$28.71) - All Departments except Dispatch

- Desktops - Built into configuration
- Laptops / Workstations -

TOTAL Units: 190
COST: \$5,454.90

Additional Monitors: HP P22 G\$ 21.5" (\$144.17)

TOTAL Units: 35
COST: \$5,045.95

TOTAL PROJECT COST BREAKDOWN:

Equipment	Department	# of Units	Price p/unit	Total Cost
HP ProDesk 600 Desktop	Town Wide	155	\$695.36	\$107,780.80
HP ProBook 440 Laptop	Dept. Heads and Det. Bureau	27	\$1,092.90	\$29,508.30
External CD Burner	Det. Bureau	8	\$23.99	\$191.92
HP CTO Z2 Tower G5 Workstation	Dispatch	13	\$1,342.23	\$17,448.99
HPE ProLiant DL360 Gen10 Server	Dispatch	1	\$6,506.37	\$6,506.37
HPE ProLiant DL360 Gen10 Server -SOW	Dispatch		\$3,465.00	\$3,465.00
Extreme Switch X440 G2	Dispatch	1	\$3,045.89	\$3,045.89
HP Z Workstations	Engineering	5	\$1,660.96	\$8,304.80
Wireless Keyboard and Mouse	Town Wide	190	\$28.71	\$5,454.90
Monitors	Town Wide	35	\$144.17	\$5,045.95

COST	\$186,752.92
CREDIT	\$55,930.50
PO 4193943	\$20,000.00
PO 4193944	\$543.69
IT 2019 Roll Over of Funds	\$41,589.07
IT Asset Disposal Revenue	\$1,345.40
TOTAL COST	\$67,344.26

Please let me know if you have any questions.

Thank you,
Jennie