

Work Session Agenda

TOWN OF WALLKILL
DATE: June 2, 2021

Work Session
TIME: 7:00 PM

- Topics: Additional Zoning Code Revisions
Building Department Vehicle Lease Continued Conversation
Town Of Wallkill Soccer Club Tournament

- Announcements: NONE

- Resolutions:
 1. Resolution Of The Town Board Of The Town Of Wallkill Authorizing The Town Supervisor To Sign A Memorandum Of Understanding With The Orange County Rape Crisis Organization
 2. Resolution Of the Town Board Of The Town Of Wallkill Appointing A Minority Business Officer For Town Projects Involving The New York State Environmental Facilities Corporation Drinking Water State Revolving Fund And Other Related Funds
 3. Resolution Of The Town Board Of The Town Of Wallkill Authorizing The Supervisor To Execute A Lease Agreement With Respect To New Town Vehicles
 4. Resolution Of The Town Board Of The Town Of Wallkill Authorizing The Transfer Of Funds
 5. Resolution Of The Town Board Of The Town Of Wallkill Authorizing The Town Supervisor To Execute An Agreement For Additional Software Payroll Processing Services
 6. Resolution Of The Town Board Of The Town Of Wallkill Appointing A Part-Time Bus Driver

- Motion to Adjourn:

Executive:

Resolution No. : ___ of 2021

**THE TOWN OF WALLKILL
TOWN BOARD**

ROLL CALL VOTE

The following was presented

By: _____

Sec'd by: _____

Date of Adoption: _____

Names	Ayes	Noes	Abstain	Absent
<i>Councilman</i> Mr. Coyne				
<i>Councilman</i> Mr. Valentin				
<i>Councilman</i> Mr. Meyer				
<i>Councilman</i> Mr. Johnson				
<i>Supervisor</i> Mr. DenDanto III				
TOTAL				

**RESOLUTION OF THE TOWN BOARD OF THE TOWN OF WALLKILL
AUTHORIZING THE TOWN SUPERVISOR TO SIGN A MEMORANDUM OF
UNDERSTANDING WITH THE ORANGE COUNTY RAPE CRISIS ORGANIZATION**

WHEREAS, Orange County Rape Crisis (“OCRC”), a program of Mental Health Association in Orange County, Inc. has instituted a program to coordinate with local law enforcement agencies to assist victims of sexual assault crimes, provide training to local law enforcement as well to aid in the prosecution of such crimes; and

WHEREAS, the Town of Wallkill wishes to have its police department included in the Orange County Sexual Assault Response Team, and it is in the public interest, health, safety and welfare for the Town to join the response team and

WHEREAS, as part of the Town of Wallkill’s participation in the newly instituted program, it is necessary for the Town to enter into a Memorandum of Understanding with OCRC to set forth the rights and responsibilities of the Town and OCRC,

NOW, THEREFORE, IT IS HEREBY

RESOLVED, that the Town Board of the Town of Wallkill hereby authorizes the Town Supervisor, or his designee, to sign a Memorandum of Understanding with on behalf of the Town with Orange County Rape Crisis, a program of Mental Health Association in Orange County, Inc. a copy of which is annexed hereto, subject to final review by the Town Attorney.

**THE TOWN OF WALLKILL
TOWN BOARD**

ROLL CALL VOTE

Names	Ayes	Noes	Abstain	Absent
<i>Councilman</i> Mr. Coyne				
<i>Councilman</i> Mr. Valentin				
<i>Councilman</i> Mr. Meyer				
<i>Councilman</i> Mr. Johnson				
<i>Supervisor</i> Mr. DenDanto				
TOTAL				

The following was presented

By: _____

Sec'd by: _____

Date of Adoption: _____

**RESOLUTION OF THE TOWN BOARD OF THE TOWN OF WALLKILL
APPOINTING A MINORITY BUSINESS OFFICER FOR TOWN PROJECTS
INVOLVING THE NEW YORK STATE ENVIRONMENTAL FACILITIES
CORPORATION DRINKING WATER STATE REVOLVING FUND AND OTHER
RELATED FUNDS**

WHEREAS, the Town Board of the Town of Wallkill, is presently applying for funding from the New York State Environmental Facilities Corporation Drinking Water State Revolving Fund and other funds for various grants in amounts to be determined for the Town's water systems projects; and

WHEREAS, potential recipients of New York State Clean Water and Drinking Water State Revolving Fund (SRF) are required to designate a Minority Business Officer. The designated individual must possess the necessary operational resources and authority to effectively administer the Minority and Women-Owned Business Enterprise, Disadvantaged Business Enterprise, and Equal Employment Opportunity requirements of the SRF program.

WHEREAS, the Town Board wishes to appoint Commissioner of Public Works Louis J. Ingrassia, Jr. as the Town's Minority Business Officer for all projects within the Town involving the New York State Environmental Facilities Corporation Drinking Water State Revolving Fund,

NOW THEREFORE, IT IS HEREBY

RESOLVED, that the Town Board hereby appoints Commissioner of Public Works Louis J. Ingrassia, Jr. as the Minority Business Officer for all projects within the Town involving the New York State Environmental Facilities Corporation Drinking Water State Revolving Fund and related funds and directs him to adhere to all guidelines and requirements of said position, and it is further

RESOLVED, that the Town Clerk forward a certified copy of this Resolution to the New York State Environmental Facilities Corporation confirming said appointment.

**THE TOWN OF WALLKILL
TOWN BOARD**

ROLL CALL VOTE

The following was presented
 By: _____
 Sec'd by: _____
 Date of Adoption: _____

Names	Ayes	Noes	Abstain	Absent
<i>Councilman</i> Mr. Coyne				
<i>Councilman</i> Mr. Valentin				
<i>Councilman</i> Mr. Meyer				
<i>Councilman</i> Mr. Johnson				
<i>Supervisor</i> Mr. DenDanto, III				
TOTAL				

**RESOLUTION OF THE TOWN BOARD OF THE TOWN OF WALLKILL
AUTHORIZING THE SUPERVISOR TO EXECUTE A LEASE AGREEMENT WITH
RESPECT TO NEW TOWN VEHICLES**

WHEREAS, the Town of Wallkill has a need to lease certain vehicles for use by the Town Building Department to include i) two (2) 2021 Ford Explorers for use beginning in the 2021 calendar year and ii) four (4) 2022 Ford Explorers for use beginning in the 2022 calendar year; and

WHEREAS, the most efficient manner in which to procure these vehicles is through a lease agreement rather than a lump sum purchase; and

WHEREAS, Enterprise Fleet Management (“Enterprise”) has made a proposal to finance the aforesaid vehicles through a five (5) year lease program; and

WHEREAS, it is the opinion of the Town Board that it is in the best interests of the Town to proceed with this vehicle acquisition program for the efficient operation of the Town Building Department,

NOW THEREFORE, IT IS HEREBY

RESOLVED, that the Town Board of the Town of Wallkill hereby authorizes the Town Supervisor to execute all lease documents with Enterprise Fleet Management for i) two (2) 2021 Ford Explorers for use beginning in the 2021 calendar year and ii) four (4) 2022 Ford Explorers for use beginning in the 2022 calendar year, copies of which documents are annexed hereto, all of which shall be subject to final approval of the Town Attorney.

**THE TOWN OF WALLKILL
TOWN BOARD**

ROLL CALL VOTE

Names	Ayes	Noes	Abstain	Absent
<i>Councilman</i> Mr. Coyne				
<i>Councilman</i> Mr. Valentin				
<i>Councilman</i> Mr. Meyer				
<i>Councilman</i> Mr. Johnson				
<i>Supervisor</i> Mr. DenDanto				
TOTAL				

The following was presented:

By:

Sec'd by:

Date of Adoption:

**RESOLUTION OF THE TOWN BOARD OF THE TOWN OF WALLKILL
AUTHORIZING THE TRANSFER OF FUNDS**

IT IS HEREBY RESOLVED, that the Town Board hereby authorizes and directs the Town Comptroller to transfer funds with respect to the 2021 Town Budget as follows:

1) GENERAL FUND

	Account:	Description:	Debit (From):	Credit (To):
From:	A1990.4	General Fund Contingency	1,100.00	
To:	A1220.21	Supervisor Computer Equipment		1,100.00

This transfer will cover the cost of a new desktop computer and monitor for the newly created position of Deputy Comptroller.

2) GENERAL FUND

	Account:	Description:	Debit (From):	Credit (To):
From:	A1990.4	General Fund Contingency	2,300.00	
To:	A1220.22	Supervisor Office Equipment		2,300.00

These funds will be used to purchase a desk, bookcase/cabinet and chair for the Human Resources Office.

3) TRUST FUND

	Account:	Description:	Debit (From):	Credit (To):
From:	TA80	Events/Celebrations	700.00	
To:	A7550.4815	Fishing Derby		700.00

This amendment utilized funds donated for town events to cover costs associated with the upcoming Fishing Derby.

4) GENERAL FUND

	Account:	Description:	Debit (From):	Credit (To):
From:	A1990.4	General Fund Contingency	22,000.00	
To:	A1670.455	LaserFiche		22,000.00

This transfer will cover the cost of LaserFiche to streamline the FOIL request process and improve record-keeping/storage for all departments.

5) GENERAL FUND

	Account:	Description:	Debit (From):	Credit (To):
From:	A1990.4	General Fund Contingency	2,750.00	
To:	A1680.4213	Payroll Billing		2,750.00

This transfer covers the cost of obtaining the ADP bi-weekly payroll in a report formatted to upload electronically, eliminating the manual entry of expenses.

Resolution No. : ___ of 2021

ROLL CALL VOTE

**THE TOWN OF WALLKILL
TOWN BOARD**

Names	Ayes	Noes	Abstain	Absent
<i>Councilman</i> Mr. Coyne				
<i>Councilman</i> Mr. Valentin				
<i>Councilman</i> Mr. Meyer				
<i>Councilman</i> Mr. Johnson				
<i>Supervisor</i> Mr. DenDanto III				
TOTAL				

The following was presented

By: _____

Sec'd by: _____

Date of Adoption: _____

**RESOLUTION OF THE TOWN BOARD OF THE TOWN OF WALLKILL
AUTHORIZING THE TOWN SUPERVISOR TO EXECUTE AN AGREEMENT FOR
ADDITIONAL SOFTWARE PAYROLL PROCESSING SERVICES**

WHEREAS, ADP currently provides payroll and related processing services to the Town of Wallkill; and

WHEREAS, ADP has offered to provide the Town with an additional software solution that will streamline and automate the processing of payroll entries to the Town's general ledger; and

WHEREAS, the Town Board has determined that it is in the overall best interests of the Town to acquire the aforesaid software solution,

NOW THEREFORE, IT IS HEREBY

RESOLVED, that the Town Board of the Town of Wallkill hereby authorizes the Town Supervisor, or his designee to execute an agreement with ADP to furnish and implement software to streamline and automate the processing of payroll entries to the Town's general ledger for the total annual sum of \$2,483.00 with a one-time setup fee of \$250.00 in accordance with the proposal annexed hereto, along with any other appropriate documents to effectuate the intent of this Resolution, all of which shall be subject to review and approval by the Town Attorney.

Investment Summary

Quote Number
02-2021-272870 1



Company Information

Town Of Wallkill
600 Route 211 E
Middletown ,NY10941-1722
United States

Executive Contact

Jill Mendoza
PR-HR Manager
jmendoza@townofwallkill.com
(845) 692-7828



191

Total
Employees



\$250.00

Implementation
Costs



\$2,483.00

Total Annual
Investment

Expiration

5/27/2021

ADP Sales Associate

Dorian Lake
MAS UM CDM
dorian.lake@adp.com
(973) 739-4083

Company Information


Town Of Wallkill
 600 Route 211 E
 Middletown ,NY10941-1722
 United States

Executive Contact


Jill Mendoza
 PR-HR Manager
jmendoza@townofwallkill.com
 (845) 692-7828

Recurring Fees and Considerations

Number of Employees: 191 on Town Of Wallkill , Company Code S6Y

 Per Processing	Count	Min	Base	Rate	Bi-Weekly	Annual
Workforce Now Payroll Solutions <ul style="list-style-type: none"> General Ledger Solution 	191	-	-	\$0.50	\$95.50	\$2,483.00

 Total Annual Investment	Total Annual
Workforce Now Services	<u>\$2,483.00</u>

 Other Considerations	Setup
Implementation <ul style="list-style-type: none"> Implementation for Workforce Now Payroll Solutions 	\$250.00

 Total Other Considerations	Total Setup
Implementation and Setup	\$1,000.00
Implementation Discount Value	(\$750.00)
Estimated Total Net Implementation	<u>\$250.00</u>



Important Project and Billing Information

Promotion

Promotion will be applied to months 7-8 from start date (also referred to as the Promotional Period) applying only to the newly purchased HR Assist, Document Cloud, DataCloud (Analytics and/or Enhanced Insights) and/or InfoLink GLI Services. Actual promotional value may vary based on a number of reasons, including but not limited to: start date and actual number of employees paid during the promotional months.

Other

ADP Fees for service frequency and method will follow that of the parent company code.

Expiration Date: 5/27/2021

Summary

Estimated Annual Net Investment:	<u>\$2,483.00</u>	Total Net Implementation:	<u>\$250.00</u>
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The ADP Services Listed on this Sales Order are provided at the prices set forth herein and in accordance with the ADP Master Services Agreement (or other similar agreement governing ADP's services), which shall include any appendix, exhibit, addendum, schedule or other similar document attached thereto or accompanying this Sales Order. By signing below you are acknowledging and agreeing to such terms and conditions and to the listed prices.

ADP, Inc.

Client: Town Of Wallkill

Signature: _____

Signature: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____



Workforce Now Included Services

General Ledger Solution

Thank you for your consideration

**THE TOWN OF WALLKILL
TOWN BOARD**

ROLL CALL VOTE

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By: _____

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Names	Ayes	Noes	Abstain	Absent
<i>Councilman</i> Mr. Coyne				
<i>Councilman</i> Mr. Valentin				
<i>Councilman</i> Mr. Meyer				
<i>Councilman</i> Mr. Johnson				
<i>Supervisor</i> Mr. DenDanto III				
TOTAL				

**RESOLUTION OF THE TOWN BOARD OF THE TOWN OF WALLKILL
APPOINTING A PART-TIME DIAL-A-BUS DRIVER**

WHEREAS, there exists a vacancy in the Town of Wallkill Dial-A-Bus Department for a part-time driver; and

WHEREAS, Carolina Roman fulfills the civil service requirements of knowledge, skill, and experience for the part-time driver position; and

WHEREAS, the Town of Wallkill Dial-A-Bus Department has a need for a part-time driver for the efficient and cost-effective functioning of that Department; and

WHEREAS, it is the opinion of the Dial-A-Bus Coordinator and the Town Board of the Town of Wallkill that the aforesaid person is qualified to fill said position;

NOW, THEREFORE, BE IT HEREBY

RESOLVED, that the Town Board of the Town of Wallkill hereby appoints Carolina Roman to the position of part-time driver to serve in said capacity at the Town of Wallkill Dial-A-Bus Department at the starting hourly rate of \$18.77/hr., effective as of June 7, 2021, pending completion of the DOT physical, the receipt of a satisfactory background check, passage of all required testing under NYS Vehicle & Traffic Law Article 19-A and the Town of Wallkill Drug and Alcohol Policy as same relates to Bus Drivers, and the submission to and approval by the Orange County Department of Human Resources-Civil Service Department of all appropriate documentation.