

Work Session Agenda

TOWN OF WALLKILL
DATE: 11/16/2022

WORK SESSION
TIME: 7:00pm

Topics:

- Approve Warrants

Resolutions:

1. Resolution – Authorizing Town Supervisor to Execute An Outside Vendor Contract For Information Technology Services
2. Resolution – Authorizing Town Supervisor to Execute an Outside Vendor Contract with The Humane Society Of Middletown, Inc.
3. Resolution – Authorizing The Commissioner of Public Works To Accept BIDS In Connection With The Bloomingburgh Rural Cemetery For Mowing, Snowplowing & Other Related Services
4. Resolution – Authorizing The Commissioner Of Public Works To Accept The Annual Highway BIDS For Materials & Services For 2023
5. Resolution – Approving A Policy With Respect To Nepotism Within Town Departments
6. Resolution- Budget Amendments

Executive Session:

Motion to Adjourn:

Resolution No. :__ of 2022

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. Serrano				
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 OUTSIDE VENDOR
CONTRACT FOR INFORMATION TECHNOLOGY SERVICES**

WHEREAS, Edmunds GovTech (“Edmunds”) has made a proposal to install and configure new software to process the Town’s online water and sewer billing payments; and

WHEREAS, the professional services to be provided by Edmunds are not subject to competitive bidding procedures; and

WHEREAS, the Town Board has determined that it is in the overall best interests of the Town to enter into a the contract with Edmunds for the aforesaid services,

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 a contract with Edmunds to furnish all labor and materials necessary to install software to process the Town’s online water and sewer billing payments 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.

**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. Serrano				
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 OUTSIDE VENDOR
CONTRACT WITH THE HUMANE SOCIETY OF MIDDLETOWN, INC.**

WHEREAS, the Town of Wallkill wishes to renew the contract for the services of the Humane Society of Middletown, Inc., which will continue to provide housing and care to stray animals within the Town of Wallkill; and

WHEREAS, the professional services to be provided by the Humane Society of Middletown, Inc. are not subject to competitive bidding procedures; and

WHEREAS, the Town Board has determined that it is in the overall best interests of the Town to enter into a contract with the Humane Society of Middletown, Inc. for the aforesaid stray animal services for the calendar year 2023,

NOW THEREFORE, IT IS HEREBY

RESOLVED, that the Town Board of the Town of Wallkill hereby authorizes the Town Supervisor to execute a certain agreement with the Humane Society of Middletown, Inc. for the housing and care of stray animals within the Town of Wallkill pursuant to the annexed contract for the 2023 calendar year, 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.

**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>Supervisor</i> Mr. Coyne				
<i>Councilman</i> Mr. Valentin				
<i>Councilman</i> Mr. Meyer				
<i>Councilman</i> Mr. Johnson				
<i>Supervisor</i> Mr. Serrano				
TOTAL				

**RESOLUTION OF THE TOWN BOARD OF THE TOWN OF WALLKILL
AUTHORIZING THE COMMISSIONER OF PUBLIC WORKS TO
ACCEPT BIDS IN CONNECTION WITH THE BLOOMINGBURG RURAL CEMETERY FOR
THE MOWING, SNOWPLOWING AND OTHER RELATED SERVICES**

WHEREAS, the Town Board of the Town of Wallkill previously authorized the Commissioner of Public Works to solicit bids from vendors to supply services for the mowing, snowplowing and other related services for the Bloomingburg Rural Cemetery; and

WHEREAS, the Town is required under New York State Law to award such a contract to the lowest responsible bidders; and

WHEREAS, bids for said services were solicited, opened and reviewed; and

WHEREAS, the lowest responsible bidders has been identified;

NOW, THEREFORE, LET IT BE HEREBY

RESOLVED, that the Town Board hereby authorizes and directs the Town of Wallkill Commissioner of Public Works to accept the following bids:

Mowing & Related Services – Morgie’s Mowing & Landscaping in the amount of \$21,500/yr.

RESOLVED, that the Town Supervisor, or his designee, is hereby authorized to execute all documentation necessary to effectuate this Resolution, subject to approval of the form and content of such documentation by the Town Attorney.

**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. Serrano				
TOTAL				

**RESOLUTION OF THE TOWN BOARD OF THE TOWN OF WALLKILL
AUTHORIZING THE COMMISSIONER OF PUBLIC WORKS TO ACCEPT THE
ANNUAL HIGHWAY BIDS FOR MATERIALS AND SERVICES FOR THE TOWN OF
WALLKILL FOR 2023**

WHEREAS, the Town Board of the Town of Wallkill previously authorized the Commissioner of Public Works (“DPW”) to solicit bids from vendors for materials and services needed for the calendar year 2023 in the Town of Wallkill Highway Department; and

WHEREAS, on November 14, 2022 all submitted bids were opened and reviewed in accordance with applicable law; and

WHEREAS, as required under New York law and the Town Code, the lowest responsible bidders, which met all specifications, set forth in the Request for Proposals, have been identified.

NOW, THEREFORE, IT IS HEREBY

RESOLVED, that the Town Board of the Town of Wallkill hereby authorizes and directs the Commissioner of Public Works to accept the following bids from the lowest responsible bidders:

CONTRACTOR

PURPOSE

Chemung Supply
Expanded Supply
Ferguson Waterworks

Bid Item #1 - Culvert Pipe

Resolution No. :_of 2022

Resnick Energy
Mirabito Holding

Bid Item #2 – Diesel Fuel & Gas

Callanan Industries
Argi Sales USA

Bid Items #3 – Crushed Stone & Gravel

Woodards Concrete

Bid Item #4 – Precast Catch Basins & Risers

Chemung Supply
Woodards Concrete

Bid Item #5 – Manhole Risers & Cast Iron Frames &
Grates

Garden State Highway Products
Chemung Supply
Vulcan Signs
Lightle Enterprises

Bid Item #6 – Signage Material

Chemung Supply

Bid Item #7 - Guiderail

Each of whom shall furnish all materials and services at the bid prices set forth in their respective submissions to the Town as needed and for the appropriate Town Officials to execute all documents necessary to effectuate the procurement of said materials and services for use by the Town Highway Department as needed during the 2023 calendar year.

**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. Serrano				
TOTAL				

The following was presented

By: _____

Sec'd by: _____

Date of Adoption: _____

**RESOLUTION OF THE TOWN BOARD OF THE TOWN OF WALLKILL
APPROVING A POLICY WITH RESPECT TO NEPOTISM WITHIN THE TOWN
DEPARTMENTS**

WHEREAS, the Town Board of the Town of Wallkill has determined that it is necessary to set forth certain operating policies and procedures with respect to the employment of multiple family members within the same Town departments to establish when such employment is and is not appropriate,

NOW THEREFORE, it is hereby

RESOLVED by the Town Board of the Town of Wallkill that the family employment policy annexed hereto shall become effective immediately; and it is further

RESOLVED, a copy of said policy shall be provided to all employees and elected officials of the Town upon the adoption of this resolution.

Town of Wallkill Family Employment Policy

1. No person within the immediate family of any person employed in a department of the Town of Wallkill government shall be entitled to hold a position of full or part-time employment in the same department of Wallkill government as his or her relation. This policy shall not apply to any positions of employment unless the proposed employee's relation is employed within the direct line of supervision in the subject department.
2. The term immediate family is defined to mean: husband, wife, son, daughter, brother, sister, father, mother, grandfather, grandmother, father-in-law, mother in law, and grandchildren, including step-relations of the same categories (or any other person whose legal residence is that of the employee).
3. With respect to prospective employees who do not fall within the limits of this policy but who are within the immediate family of other Town of Wallkill employees or officers, the hiring official(s) shall exercise sound discretion in employing such individual in order to avoid the appearance of impropriety.

Resolution No. :_of 2022

**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. Serrano				
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 2022 Town Budget as follows:

1) GENERAL FUND

	Account:	Description:	Debit (From):	Credit (To):
From:	A.1220.22	Office Equipment	3,383.74	
To:	A.1220.41	Supplies and Materials		3,383.74

To move funds to purchases computer supplies.

2) HIGHWAY FUND

	Account:	Description:	Debit	Credit
Inc:	DA.2302	Sale of Gas to Other Govt	140,000.00	
Inc:	DA.5112.4633	Gasoline		20,000.00
Inc:	DA.5112.46201	Diesel Fuel		120,000.00

This amendment increases the expenses for the purchase of Gasoline and Diesel. It is offset by increasing the revenue collected on the sale of those items.

Resolution No. :_of 2022

	Account:	Description:	Debit (From):	Credit (To):
From:	DA.5990	Fund Balance	6,500.00	
To:	DA.9090.83	Uniforms		6,500.00

This amendment is to pay for Uniform Allowances and Services.