WEST SENECA TOWN OFFICES
1250 Union Road
West Seneca, NY 14224

TOWN BOARD PROCEEDINGS
Work Session
September 16, 2013

Supervisor Meegan called the work session to order at 3:00 P.M. with the Pledge of Allegiance to the Flag led by Highway Supt. Matthew English.

ROLL CALL: Present -

Sheila M. Meegan	Supervisor
Eugene P. Hart	Councilman
John F. Rusinski	Councilman
Shawn P. Martin	Town Attorney
Jacqueline A. Felser	Town Clerk
Jeffrey Schieber	Code Enforcement Officer
Matthew D. English	Highway Supt.
Daniel Denz	Police Chief
Laura Landers	Finance Director
Jason Foote	Town Engineer
Mary Josefiak	Senior Services Director
Craig Kroll	Recreation Director
Kandace Wittmeyer	Assessor

Supervisor Meegan read the Fire Prevention Code instructing the public where to exit in case of a fire or an emergency.

I-EVOLVE TECHNOLOGY SERVICES

Kevin Kelly of I-Evolve Technology Services presented the attached overview of their work for the town with regard to background, objectives, approach, benefits, services currently provided, historical costs to I-Evolve, cost comparisons, next step and recommendations.

Councilman Hart noted the Police Department does not use I-Evolve and requested a comparison of other towns without their Police Departments. He further commented that he recently received an email from the Engineering Department concerning slow response time they had experienced on a service ticket.

Mr. Kelly asked Councilman Hart to forward the email to him so he can check into it and stated slow response time is not normal.

Supervisor Meegan commented that I-Evolve is at the town almost every Tuesday and they float to the different buildings to check on any outstanding issues and address any current problems.

Councilman Rusinski questioned the average number of service tickets this year and how many required an onsite visit.

Mr. Kelly responded the average number of service tickets is 200 and about half required an onsite visit. The majority of service tickets are the result of an antiquated server and the continual move to hosted desktops will eventually eliminate that.

Councilman Rusinski questioned the size of I-Evolve and their purchasing power.

Mr. Kelly stated they have 26 employees in two locations (Buffalo & Rochester) and they buy millions of dollars of equipment each year. The thin clients are only about $300 each and with the cloud computing infrastructure environment there is not a lot of hardware to buy.

Councilman Hart questioned the advantage of leasing over purchasing.

Mr. Kelly responded that leasing a desktop is better, but the hosted desktops last five to seven years or longer and any changes/updates are done at their office.

NYS DEPARTMENT OF ENVIRONMENTAL CONVERSATION

Timothy Spierto, Senior Wildlife Biologist with the NYSDEC, discussed programs available to control the deer population in town.

- Contraception (expensive and doesn't work)
- Fencing/netting around shrubs
- Deer repellent products (has to be reapplied after rain & doesn't always work)
- Plant shrubs the deer won't eat
- Manipulate population of deer
  - ✓ Trap and transfer (expensive, time consuming, not allowed due to chronic wasting disease)
  - ✓ Trap & kill
  - ✓ Bait & shoot - Explained procedure to follow for town to institute bait & shoot program.

Chief Denz stated the number of car vs. deer accidents has steadily fallen since 2009 and there are already several people in core areas that have nuisance permits to shoot deer (i.e. – Gardenville area, Buffalo AirPark, nurseries, etc.). Chief Denz commented on the controversial nature of this issue and cautioned the Town Board to look at the whole picture before getting into a program as it needs to be very well thought out and very restrictive. He further commented on the expense to his department in ammunition and overtime if officers are used for the bait and shoot program.

Councilman Rusinski commented on the need for public education with regard to feeding the deer and also suggested polling the public on the town website for their feelings on this issue.

Paula Minklei questioned if the bait and shoot operation is instituted, will it be done strictly on public land and will permission be required from a property owner to go on their property.

Mr. Spierto responded that a resident of the town can agree to allow the operation to take place on their property. If the bait and shoot program is being done on public property and the point of discharge is within 500' of a dwelling, they need to have permission from the property owner.

ASSESSOR KANDACE WITTMEYER

- Everyone with a basic star exemption should have gotten a letter from NYS Taxation Department and must respond by the end of the year online or by phone. A power point presentation is available on the town's website to help residents. NYS will send reminders to property owners that do not respond. Councilman Rusinski suggested posting a notice on the electronic sign.

TOWN ENGINEER JASON FOOTE

- Phase II & III sewer rehabilitation project is progressing and will go throughout winter; currently working in Center Road area; will update on a weekly basis the areas that have been done.
- Ice rink flooring is complete.
- Road reconstruction is ongoing on Cardinal, Greenbranch, Larkwood & Woodmar; should be paving shortly.
- Bids were opened for Senior Center parking; construction to begin in a few weeks and is scheduled to be done by the end of October; Highway Department is doing their part now.

CHIEF DENZ

- West Seneca Police Department received reaccreditation for five years.

TOWN CLERK JACQUELINE FELSER

- Town Board agenda will be paperless except for Town Board members; department heads can access the agenda on the town website.
- Commented on the number of correspondence from department heads and board members that come in past the agenda deadline and suggested possibly changing the deadline for submission of agenda items. After discussion, it was decided that items submitted after the agenda will be transmitted electronically only to the board members.

SENIOR RECREATION THERAPIST OF SENIOR SERVICES MARY JOSEFIAK

- October is the 35th anniversary for the senior center building; a luncheon is scheduled for the first Friday of October.

COUNCILMAN HART

- Questioned the budget for the Metz House & restroom/storage building at the Burchfield Center; Supervisor Meegan stated money was budgeted for in the bond resolution and further referred to Brian Kulpa's suggestion for the pre-fab restrooms and also reaching out to local union workers for volunteering labor on the project.
- Questioned the status of the Seneca Mall feasibility study; Supervisor Meegan stated the expenditure was approved by the board and when the board members agree on a firm they can award the contract.
- Questioned the status of the request for proposals for a human resources person; Town Attorney Shawn Martin stated only one bid was received and one follow up call from another interested party.
- Questioned the status of the YES program interviews; Supervisor Meegan stated the board will discuss this position at an Executive Session.
- Questioned when the proposed 2014 budget will be available; Finance Director Laura Landers stated the budget will be filed by October 5th with the Town Clerk; Supervisor Meegan will provide board members with copies.
- Questioned the proposal from Danforth for an energy contract; Supervisor Meegan stated she has to meet with Town Engineer Richard Henry on this issue.
- Questioned if the vacant trailer on East Center Road was removed; Code Enforcement Jeffrey Schieber confirmed that it was.
- Questioned appointment of a stormwater management officer; Town Engineer Jason Foote stated he contacted the WNY coalition and they are looking into it.
- Questioned Highway Supt. Matthew English's suggestion for a sidewalk program; Mr. English suggested asking concrete contractors to submit prices on what they would charge residents for replacing sidewalks per block and post the information on the town's website.
- Questioned only receiving one bid for the senior center parking lot; Town Engineer Jason Foote stated the job was not appealing to contractors because it is small and also due to the time of year, but the bid is under his estimate.

COUNCILMAN RUSINSKI

- Will be meeting with Bryant & Stratton about potential help with the town's website.

SUPERVISOR MEEGAN

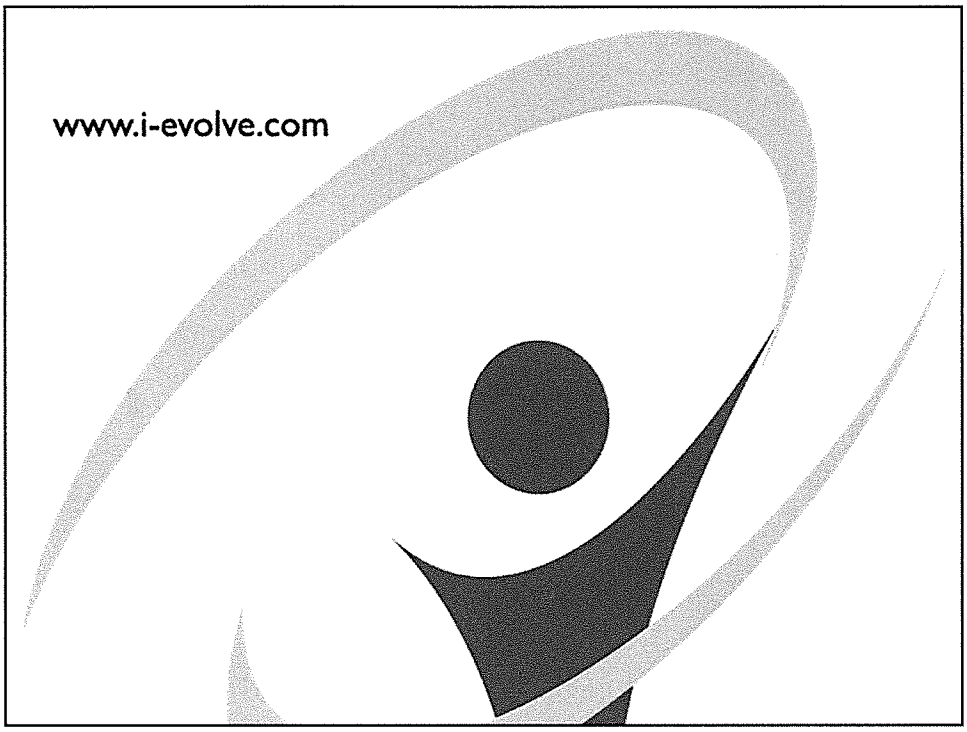
- Cross country events and others events held at town parks must have Town Board approval and provide a certificate of insurance. She will be meeting with school representatives to discuss reimbursing the town.
- Reappointment of Assessor Kandace Wittmeyer will be on the September 30th agenda.
- A resolution is forthcoming concerning demolition of a home on Seneca Street; they are awaiting proper notification of the leinholders.
- Will be meeting concerning the boat launch; confirmed that $50,000 is in the dormitory.

- Referred to a letter from Senator Gallivan & Assemblyman Gabryszak regarding the industrial development agency (IDA) and the Community Choice Act (town shares an IDA with another town); Supervisor Meegan requested that they attend a future work session to discuss this issue.
- Town Attorney Shawn Martin to draft a resolution for all fixed assets at the senior center that are of no use to the town to transfer property from one municipality to another so they can be moved to the Erie County Warehouse.

The work session concluded at 4:55 P.M.

Jacqueline A Felser

JACQUELINE A FELSER, TOWN CLERK



Town of West Seneca

IT Overview
9/16/2013
Work Session
Kevin Kelly – President I-Evolve

Background

2009 Challenges

- Aging and unstable IT Infrastructure
- Productivity Issues
- Limited I.T. Budget (No Capex)
- No I.T. Resources on Staff
- Space issues at Town Hall

Objective

While mitigating the challenges listed, update the Town of West Seneca's technology infrastructure to provide greater

- Uptime
- Control
- Manageability
- Redundancy so that town employees could effectively service the town's residents.

Approach

Leverage the Town's relationship and current expense with Verizon FiOS to migrate to a centralized cloud computing environment where the processing power and data are securely housed in redundant carrier grade data centers.

IT Overview
9/16/2013

Benefits

Minimal Capital Expenditure
Built in technology refresh
Scalability (add/remove users easily)
Remote manageability and support
No additional F.T.E's on Town payroll

IT Overview
9/16/2013

Services Currently Provided by I-Evolve

- Server Management & Support
- Network Management and Support
- Desktop Management & Support
- Data backup and recovery
- Mail Filtering
- Website Hosting and Support
- Hosted Desktops
- Internet Access for Town Hall
- Voice over IP (Senior and Rec Center)
- Hardware & Software Procurement
- IT Consulting
- Support of 97 Networked Devices

IT Overview
9/16/2013

Historical Costs to I-Evolve

- 2010 $82,169.03
- 2011 $67,193.03
- 2012 $102,220.04
- 2013 $61,465.13*

YTD as of 7/11/2013

IT Overview
9/16/2013

Cost Comparisons

- Town of Cheektowaga 2013 Budget
  - Central Data Processing $700,345.00
    - ($293,853 in Payroll Costs)
- Town of Amherst 2013 Budget
  - Central Computer Services $508,196.58
- Town of Hamburg 2012 Adopted Budget
  - GF and Various Computer Related Expenses $329,025.00

IT Overview
9/16/2013

Evolve
Technology Services

2013 Cost Distribution

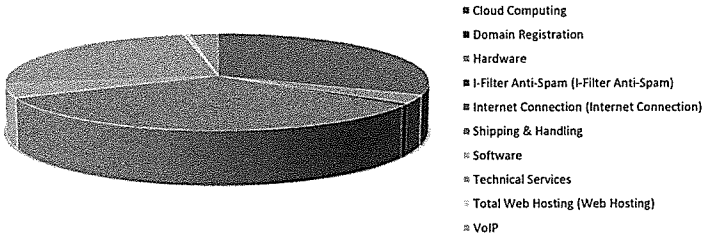
ITEM	Sum of Amount
Cloud Computing	$ 19,286.44
Domain Registration	$ 75.00
Hardware	$ 1,651.10
I-Filter Anti-Spam (I-Filter Anti-Spam)	$ 490.00
Internet Connection (Internet Connection)	$ 20,223.00
Shipping & Handling	$ 72.93
Software	$ 2,785.09
Technical Services	$ 15,049.00
Total Web Hosting (Web Hosting)	$ 299.00
VoIP	$ 1,533.57
Grand Total	**$ 61,465.13**

IT Overview
9/16/2013

Evolve
Technology Services

2013 Graphical Cost Distribution

2013 YTD Total
as of 7.11.2013



IT Overview
9/16/2013

Evolve Technology Services

Next Steps and Recommendations

- Replace Citrix Server with Hosted Desktops for remaining Citrix Users
- 27 Total Users remain on Citrix
  - Highway Dept.
  - Senior Center
  - Rec Dept.
  - Dog Warden
  - Sewer Dept.

This legacy server is responsible for the majority of the service calls

Approximate Cost

Desktop Hardware (Thin Clients)	$12,500
Monthly maintenance support and upgrades	$918.00

IT Overview
9/16/2013

Evolve Technology Services

Next Steps and Recommendations

- ServerApp (KVS and RPS) is outdated, I-Evolve recommends this server be upgraded along with the programs.
  - Cost - This can be performed under the existing maintenance agreement.
- Deploy a dedicated virtual server specific to the GSI application.
  - Cost - $300 per month
- Deploy a dedicated virtual server for TSL tax and BAS – *(Currently TOWSSERVERDOC which was to be used solely for the document management program is running TSL tax and BAS)*
  - Cost - $300.00 Per month

IT Overview
9/16/2013

Next Steps and Recommendations

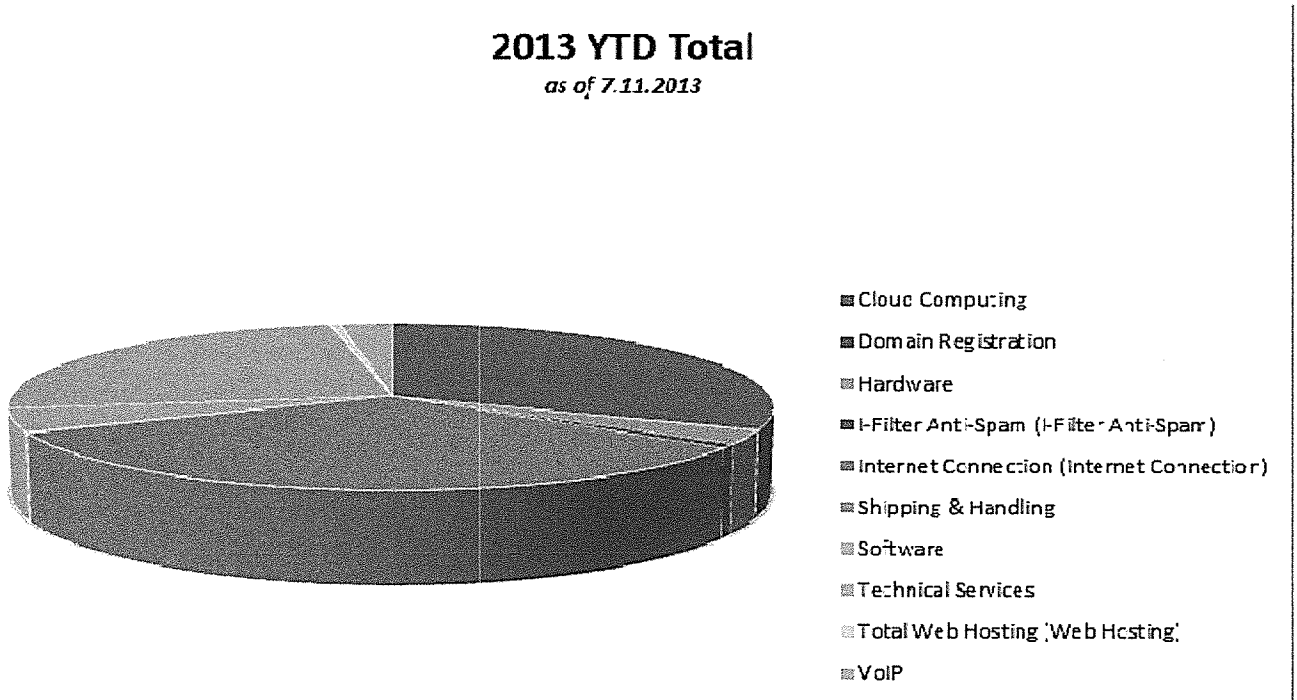
- Upgrade Exchange Server from Server and Exchange 2003 to the current version of Exchange running on a current server OS
  - Cost ~ $700 Per Month
- VoIP Phone system upgrade to replace antiquated digital phone system
  - Cost - TBD

IT Overview
9/16/2013

Attachments

- Executive Summary of Network
- Network Asset Summary

Questions?

IT Services and Costs
I-Evolve

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