

TOWN OF MARCELLUS

WORKSHOP MEETING MINUTES

December 27, 2012

The workshop meeting was called to order at 5:15 PM by Supervisor Ross. In attendance were Supervisor Ross and town board members Lathrop and O'Hara. Also, town attorney Gascon and town engineers Kantak and Durand. Also, board member-elect Scanlon and resident MJ Paul. Matters discussed were:

- I. Town Website
Board requested that Ms. Raefield of the web development company attend the January 14th board meeting to discuss proposal to development of the new town website.

- II. Building Items
 - Lighting Needs
Town engineers Kantak and Durand of TDK Engineers were present to discuss lighting needs for the Town Hall. T12 florescent tubes currently in use in the town will no longer be manufactured after 7/1/2013. Town can retrofit or replace current fixtures with LED fixtures. Both options result in energy savings and while replacement is more expensive, energy savings are greatest with LED's. TDK will contact NYSEG about funding options.

 - Building Expansion
After discussing TDK proposal to assist the town in developing a plan to expand the size and improve the security of the town hall meeting room, board agreed to put the proposal on the agenda of the January 14th board meeting.

- III. Procurement Policy
Supervisor Ross presented the board with copies of the 1992 town procurement policy. Policy is based on the suggested policy in Town Law, but needs to be updated. The Supervisor will review the policy with the town attorney and present a revised policy to the board.

- IV. Computer System Security Proposal
Supervisor Ross presented a proposal from Advanced Network Designs, Inc. to license and install anti-virus software on all town computers. Proposal will be considered on the January 14th board meeting agenda.

- V. Highway

VI. Parks

VII. Attorney

Town attorney Gascon reported that the town and the fire department had reached a tentative agreement on a Service Award point system. Question of which agency should contract with the Plan Administrator still needs to be resolved.

X. Other Matters

Resident MJ Paul reported that the village is conducting an informational meeting on the Creek walk project on 1/23 at 6:30 PM at the Marcellus Free Library.

The meeting was adjourned at 6:20 PM.