

AUGUST 12, 2015
SPECIAL TOWN BOARD MEETING

Town Hall

5:00 P.M.

Greg Post, Supervisor led the pledge to the flag.

Roll Call

Present: Supervisor Post
Deputy Supervisor Underhill
Councilwoman Michalak
Councilman Lang

Absent: Councilman Zambito

Others

Present: Town Clerk Morasco
Sharon White, Planning Board Secretary

The Supervisor called the meeting to order at 5:10 P.M.

RESOLUTION NO. 168:

Councilman Lang offered the following:

30 DAY LIQUOR LICENSE WAIVER NOTICE
BOHN'S RESTAURANT
C & D BALLROOM CORPORATION

WHEREAS, the New York State Liquor Law requires an applicant who is applying for a liquor license to give the local municipality a 30 day advance notice; and

WHEREAS, Charyleah Cordone, President of C&D Ballroom Corporation is purchasing Bohn's Restaurant and is requesting a waiver of the thirty (30) day advance notice (request attached).

NOW, THEREFORE, BE IT

RESOLVED, the Batavia Town Board hereby authorizes the waiver of the thirty (30) day advance notice of C&D Ballroom Corporation- Bohn's Restaurant, intent to apply for a liquor license; and

BE IT FURTHER RESOLVED, the Town Clerk is hereby authorized and directed to notify Charyleah Cardone, President of C&D Ballroom Corporation and the New York State Liquor Authority indicating that the Town has no objections to the application of C&D Ballroom Corporation and the waiver of such thirty (30) day notification.

Second by: Councilwoman Michalak
Ayes: Lang, Michalak, Underhill, Post
APPROVED by unanimous vote (4-0)

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RESOLUTION NO. 169:

Deputy Supervisor Underhill offered the following:

JANITORIAL SERVICES

WHEREAS, the janitorial contract with New York State Industries for the Disabled, Incorporated expired on June 30, 2015; and

WHEREAS, the Town of Batavia will be hiring a part-time cleaner for janitorial services for the Town Hall and Highway Facility, effective August 17, 2015; and

WHEREAS, the Town of Batavia received a quote from the NYS Industries for the Disabled Inc. for janitorial services effective July 1, 2015 through August 14, 2015 at a monthly cost of one thousand, five hundred, fifty-five dollars and thirteen cents (\$1,555.13) (quote attached).

NOW, THEREFORE, BE IT

RESOLVED, the Batavia Town Board hereby retains New York State Industries for the Disabled, Inc., who represents Genesee County ARC, to perform janitorial services at the Batavia Town Hall, 3833 West Main Street Road, Batavia, New York, effective from July 1, 2015 to August 15, 2015 at a monthly cost of one thousand, five hundred, fifty-five dollars and thirteen cents (\$1,555.13) and be it

FURTHER RESOLVED, the Supervisor is hereby authorized to execute the attached proposal; and be it

FURTHER RESOLVED, that Genesee County ARC must provide the Town of Batavia a Certificate of Liability Insurance and a Certificate of Workers Compensation Insurance naming the Town as additional insured, and be it

FURTHER RESOLVED, the specifications for the cleaning of the Town Hall is attached.

Second by: Councilman Lang

Ayes: Underhill, Lang, Michalak, Post

APPROVED by unanimous vote (4-0)

**TOWN OF BATAVIA
SPECIFICATIONS
FOR
JANITORIAL SERVICES**

1. SERVICE LOCATION - Batavia Town Hall, 3833 West Main Street Road, Batavia, New York, 14020

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2. SERVICES:

- a. Clean sinks, toilets and mirrors.
- b. Refill toilet paper, towel and soap dispensers. (Town to provide supplies).
- c. Empty wastebaskets; place trash in bags provided by the Town. Vendor to dispose of trash and recyclables.
- d. Clean conference tables, lobby table, windowsills, baseboards, chairs, door trim and doors-so as to be free of dust and dirt.
- e. Vacuum all rugs and spot clean when necessary.
- f. Front lobby and bathroom floors to be kept free of dust and dirt, and proper finishes applied (as necessary).
- g. Sweep entrances.
- h. All windows with blinds are to be dusted bi-weekly and washed when necessary.
- I. Wash interior and exterior windows two (2) times per year; Spring and Fall. Clean all glass entrance doors and interior doors with glass weekly.
- j. Clean light fixtures (as needed).
- k. Painted surfaces to be cleaned and free of fingerprints and black marks. Walls and ceilings to be free of cob webs.

3. SCHEDULE:

Services to be provided on a semi-weekly basis two (2) times per week on days and times agreed by vendor and Town, and with provision for holidays to be made on an occurrence basis.

4. CLEANING MATERIALS:

Vendor will provide all cleaning materials necessary to provide the required services as specified above.

5. INSURANCE REQUIRED:

Throughout the full term specified, the vendor is required to maintain, and provide evidence to the Town of a public liability insurance policy with a minimum three-hundred thousand dollar (\$300,000.00) single limit insuring the contractor (vendor) and Town for all operations performed under

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the agreement.

6. TERM AND EFFECTIVE DATES:

The term during which the specified services are to be provided is for a one (1) year period; effective dates are July 1, 2015 through August 14, 2015 inclusive.

RESOLUTION NO. 170:

Supervisor Post offered the following:

**RESOLUTION TO ESTABLISH LINE ITEM AND MODIFY
2015 TOWN BUDGET**

RESOLVED, the Batavia Town Board hereby establishes line item A1620.101; and be it further

RESOLVED, the Batavia Town Board hereby authorizes the following Budget Transfer:

General Fund:

| From | Amount | To |
|-----------|------------|-----------------------------|
| A1620.403 | \$4,400.00 | A1620.101 Cleaner Personnel |

Second by: Councilman Lang

Ayes: Post, Underhill, Lang, Michalak

APPROVED by unanimous vote (4-0)

RESOLUTION NO. 171:

Councilwoman Michalak offered the following:

RESOLUTION TO HIRE PART-TIME CLEANER

WHEREAS, the Town of Batavia created a Cleaner position at the June 17, 2015 meeting; and

WHEREAS, applications were accepted and reviewed for this position; and

WHEREAS, Brianna Zuch satisfies the requirements and qualifications of the position of Cleaner.

NOW, THEREFORE, BE IT

RESOLVED, the Batavia Town Board hereby authorizes the hiring of Brianna Zuch as part-time Cleaner at a salary of eleven dollars per hour (\$11.00 /hour) not to exceed 16 hours per week with a start date on or after August 17, 2015; and be it

FURTHER RESOLVED, as per the Town of Batavia policy, Ms. Zuch is subject to a physical, background and driver's license check and drug and alcohol testing; and be it

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FURTHER RESOLVED, the expense will be expended from line item A11620.101; and be it

FURTHER RESOLVED, there is a six month probationary period for this position, at which time an evaluation of performance will be accessed for an increase in pay or dismissal of duties.

Second by: Deputy Supervisor Underhill
Ayes: Michalak, Underhill, Lang, Post
APPROVED by unanimous vote (4-0)

RESOLUTION NO. 172:

Councilman Lang offered the following:

PURCHASE OF OFFICE 365 FOR WATER/WASTEWATER DEPARTMENT

RESOLVED, the Batavia Town Board hereby authorizes the purchase of 5 annual licenses of Microsoft Office 365 from Dell, New York State Contract PT 64100, contract number 47ABU at a cost of \$300.90 annually (quote attached) for the Water/Wastewater Department; and be it further

RESOLVED, the expenditure will be appropriated from line items SW8340.400, SS18120.400, and SS28120.400.

Second by: Councilwoman Michalak
Ayes: Lang, Michalak, Underhill, Post
APPROVED by unanimous vote (4-0)

ADJOURNMENT:

Motion Councilman Lang, second Deputy Supervisor Underhill to adjourn the Special Town Board Meeting at 5:12 P.M.

Aye: Lang, Underhill, Michalak, Post
MOTION CARRIED by unanimous vote (4-0)

Respectfully submitted,
Teresa M. Morasco
Town Clerk