



# The Town of East Greenbush

225 Columbia Turnpike, Rensselaer, New York 12144

## TOWN BOARD MINUTES SPECIAL MEETING February 14, 2024

The following is a summary of the Town Board Special Meeting as recorded by the Town Clerk.

To view a recording of the full meeting, please see Town Hall Streams link below:

[https://townhallstreams.com/stream.php?location\\_id=119&id=58641](https://townhallstreams.com/stream.php?location_id=119&id=58641)

Or visit Town of East Greenbush Facebook page:

<https://www.facebook.com/TownofEG/videos/todays-live-video/406592051841707>

**Call to Order** 6:06 PM  
**Pledge of Allegiance**  
**Town Board Meeting:**

### Members of Town Board

Present	Absent	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Supervisor J. Conway
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Councilor H. Kennedy
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Councilor E. Nestler
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Councilor R. Matters
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Councilor J. McHugh

### Schedule of Meeting:

The Town Board of the Town of East Greenbush will hold a Special Meeting at 6:00 p.m. on February 14, 2024 at the East Greenbush Town Hall, 225 Columbia Turnpike in the Town of East Greenbush for the purpose of contracting with an Information Technology vendor, approving an architect to design updates to the Upper Pavilion in the Town Park, and any other business that may be brought to the Board's attention. The meeting will begin with the previously scheduled public hearing and will include the agenda review of the monthly Pre-Board Meeting.

**Open Public Privilege:** None.

**Presentation:** Complete Network Information Technology Vendor

**24-2024 A Resolution Approving the Supervisor to Sign a Task Order for the Town Park Building Modifications Project**

**WHEREAS**, the Commissioner of Public Works, in coordination with the Recreation Supervisor and Purchasing Clerk, are working to complete upgrades to the Upper Pavilion in the Town Park; the Commissioner contacted Adirondack Mountain Engineering, PC (AME), to provide design and bidding plans for the modifications of the Upper Pavilion in accordance with the requirements outlined in AME’s Town Designated Engineer Master Services Agreement; and

**WHEREAS**, the scope will include Task 1.0 – Design and Preparation of Specifications in which AME will prepare civil and structural drawings for the modifications to the pavilion to include changes to the restrooms for ADA compliance, façade modifications, replacement and relocation of the stairs and new decking; and

**WHEREAS**, having engineered design plans allows for contractors to bid on detailed plan specs which will result in more accurate and consistent bid submissions from contractors; and

**WHEREAS**, the Director of Finance confirms Upgrades to the Upper Pavilion were planned for in the 2024 budget and this task order of \$14,000 will be charged to account 71104.01.004, Parks CE;

now, therefore, be it

**RESOLVED**, that the Town Board does hereby approve the Supervisor to sign the task order with Adirondack Mountain Engineering for an amount not to exceed \$14,000.00 for the design and preparation of specifications in relation to the Upper Pavilion Building Modification Project.

The foregoing resolution was duly moved by Councilor McHugh and seconded by Councilor Nestler and brought to a vote resulting as follows:

Councilor J. McHugh	VOTED: YES
Councilor E. Nestler	VOTED: YES
Supervisor J. Conway	VOTED: YES
Councilor H. Kennedy	VOTED: ABSENT
Councilor R. Matters	VOTED: YES

**25-2024 A Resolution to Approve a Two Year Contract with Complete Network Services LLC to Provide Town-Wide Information Technology (IT) Support**

**WHEREAS**, all of the Town’s departments rely on computer systems to conduct Town business; and

**WHEREAS**, the hardware, software, and network platforms of these computer systems are each complex and unique requiring the need for professional Information Technology (IT) service and consultation expertise; and

**WHEREAS**, the Town went out to bid for IT managed services with RFP 23-09; and

**WHEREAS**, the evaluation team, which consisted of representatives from the Police Department, the Department of Public Works, the Finance Office, the Planning Office, the Town Comptroller, the Town Supervisor and one other Town Board member, reviewed the nine (9) submitted bids, interviewed three (3) companies and brought back two (2) for final interviews; and

**WHEREAS**, the evaluation team has chosen Complete Network Services LLC as the most qualified IT company to serve the needs of the Town; and

**WHEREAS**, the quoted price will be \$122 per user per month and \$5,995 for onboarding services; and

**WHEREAS**, the Director of Finance confirms that IT services are budgeted for in the 2024 Budget; however, after onboarding, budget amendments will be needed; now, therefore, be it

**RESOLVED**, that the proposal by Complete Network Services LLC, be and hereby is approved by the Town Board and be it further

**RESOLVED**, that the Town Supervisor is hereby authorized to enter into said agreement;

and be it further

**RESOLVED**, that this resolution shall take effect immediately.

The foregoing resolution was duly moved by Supervisor Conway seconded by Councilor Matters and voted as follows:

Supervisor J. Conway	VOTED: YES
Councilor R. Matters	VOTED: YES
Councilor H. Kennedy	VOTED: ABSENT
Councilor E. Nestler	VOTED: YES
Councilor J. McHugh	VOTED: YES

**ADJOURNMENT – 6:18 PM**

Motion to adjourn by Supervisor Conway and seconded by Councilor Nestler and brought to a vote as follows:

Supervisor J. Conway	VOTED: YES
Councilor E. Nestler	VOTED: YES
Councilor H. Kennedy	VOTED: ABSENT
Councilor R. Matters	VOTED: YES
Councilor J. McHugh	VOTED: YES

Respectfully submitted,

Ellen Pangburn  
East Greenbush Town Clerk