



January 28, 2015

Jessica Zambrano, Supervisor
Town of Cicero
8236 South Main Street
Cicero, New York 13039

RE: Planning Board Engineering Retainer Agreement

Dear Supervisor Zambrano:

O'Brien & Gere is pleased to have been appointed to represent the Town of Cicero Planning Board for 2015. As part of the services to the Planning Board our office provides miscellaneous advice and consultation and attends meetings at the request of the Planning Board Chairman, Planning Board Members and Codes Enforcement Office. These services will be provided for the period from January 1, 2015 through December 31, 2015 at an annual rate of \$3,500.00 to be paid in monthly installments of \$291.67 in accordance with the Professional Master Services Agreement between the Town of Cicero and O'Brien & Gere.

If agreeable, please sign and return a copy of this agreement to the undersigned at your convenience.

Very truly yours,

O'BRIEN & GERE ENGINEERS, INC.

Mark C. Parrish, P.E.
Managing Engineer

Accepted by:

TOWN OF CICERO

Jessica Zambrano, Supervisor

Date: _____

cc: Robert Smith, Chairman – Town of Cicero Planning Board
Heidi Lalone – Code Enforcement Office - Town of Cicero
Gary D. Cannerelli, P.E. – O'Brien & Gere
Stephen Snell, P.E. – O'Brien & Gere

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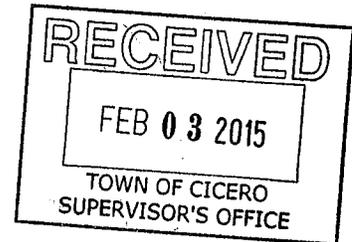
333 West Washington Street, PO Box 4873, Syracuse, NY 13221-4873 | p 315-956-6100 | f 315-463-7554 | www.obg.com

More than Engineering Solutions

**CICERO TOWN
CLERK'S OFFICE**

Memo

To: Town Board
From: Tracy
Date: Tuesday, February 3, 2015
Re: Town Clerk Office Annual Software Support/Maintenance Agreement



I respectfully ask the board for approval for the annual Software Support/Maintenance Agreement with Business Automation Services, Inc. for the Town Clerk's Office. This is the software system that the Town Clerk's Office uses for all daily business. The annual amount is \$1,290.00. Please find attached a review of what the support/maintenance includes.

If you have any questions, please feel free to contact me before the town board meeting on February 11, 2015.

Thank you
Tracy

Move the adoption of the resolution to approve the annual Software Support/Maintenance Agreement with Business Automation Services, Inc., for the Town Clerk's Office at an annual expenditure of \$1,290.00.



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Clerk Licensing System Notes:

1. The Licensing System will be initialized with dog data via a current electronic file from the municipality.
2. The Annual Software Maintenance fee covers any State mandated changes and other software enhancements as well as unlimited telephone and remote assistance support.
3. System configuration and training hours are invoiced at our standard rate of \$960/day. Training will be conducted at your location, unless otherwise instructed. Travel expenses includes, but is not limited to, personal vehicle transportation at the Federal/State Mileage Rate; train/air fare; lodging; parking; tolls and per diem meal expenses.
4. The BAS professional rate for consulting, systems analysis, custom software development or technical support is \$140 per hour; estimates will be provided in advance for client approval before this type of work would be initiated.
5. The software will run on supported Windows operating systems; prospective purchasers should carefully review the BAS Software Hardware/Network Guidelines for more details.
6. To upgrade from single-user to a network version or to add additional network workstations, please call for pricing and additional information.
7. Internet Access is required for downloading software updates, email support and web-based technical support. BAS utilizes remote connection technology for off-site support; no 3rd party communications software is needed.
8. Installation support and training is normally completed within approximately 30-60 days after receipt of a confirmed order; however, the actual schedule is dependent on receiving confirmation that the client's computer system meets the BAS Windows Software Hardware/Network Guidelines.
9. To order the software, a 50% down payment is needed along with a signed purchase order or letter of commitment.



Business Automation Services, Inc

661 Plank Road
Clifton Park, NY 12065
Phone 518-371-6869

*** INVOICE ***

DATE	INVOICE #
2/1/2015	APR15-15

BILL TO
Ms. Tracy Cosilmon Town Clerk Town of Cicero 8236 Brewerton Rd Cicero, NY 13039-6401

DUE DATE
3/31/2015

SOFTWARE & SERVICES	AMOUNT
The BAS Clerk Licensing System: Annual Software Support/Maintenance Fee (for the period 4/1/15 - 3/31/16)	1,290.00

<i>Thank you for your business.</i>	Total Due \$1,290.00
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Date: February 11th, 2015

Highway Department Agenda Items

Move the adoption of a resolution to approve the following:

(A) PURCHASE: 20 Rubber cutting edge plow blades

VENDOR: Oswego Tool & Steel (state bid)

AMOUNT: \$7000.00

ACCOUNT CODE: DB513055

AGENDA
February 11, 2015

TO: Town Board
FROM: Jody L. Rogers, Director
DATE: February 5, 2015
RE: AGENDA ITEMS

Accept Mowing Bids:

Move to approve a 3-year Cemetery Mowing Contract for the years 2015, 2016, 2017 AAA Quick Plows and Lawns, Inc. for \$10, 205/year.

Purchase Approvals:

ITEM: Septic pumping and hauling Central Park for the full season and one time septic clean out Skyway Park
VENDOR: Hahn Septic
AMOUNT: \$2000
Budget Code: A7110.42

ITEM: Disposal of gray water/grease from Central and Skyway Park
VENDOR: Onondaga County Water Environmental Protection
AMOUNT: \$1000
Budget Code: A7110.42

Commission Appointment:

Move to approve upon the recommendation by the Parks and Recreation Commission to appoint Tom Stimson to fill the vacant position on the Parks and Recreation Commission effective February 15, 2015 through 12/31/2018.

TOWN OF CICERO YOUTH BUREAU, PARKS & RECREATION

MOWING BID SHEET

Page 1 of 2

Please fill in all blanks.

OPTION 1: Year One 2015 only

1. Cicero Cemetery	\$ <u>2475.00</u>
2. Taft Settlement Cemetery	\$ <u>2150.00</u>
3. Cicero Center Cemetery	\$ <u>2200.00</u>
4. Riverside Cemetery	\$ <u>2525.00</u>
5. Terpenney Cemetery	\$ <u>925.-</u>

TOTAL Year One (1) 2015 only

\$ 10,275.- Price/Year

OPTION 2: Year Two 2016 only

1. Cicero Cemetery	\$ <u>2450.-</u>
2. Taft Settlement Cemetery	\$ <u>2100.-</u>
3. Cicero Center Cemetery	\$ <u>2200.-</u>
4. Riverside Cemetery	\$ <u>2500.-</u>
5. Terpenney Cemetery	\$ <u>920.-</u>

TOTAL Year Two (2) 2016 only

\$ 10,170.- Price/Year

OPTION 3: Total Contract for 2015 and 2016 Combined

\$ 20,445.- 2-year combined

OPTION 4: Year Three 2017 only

1. Cicero Cemetery	\$ <u>2450.-</u>
2. Taft Settlement Cemetery	\$ <u>2100.-</u>
3. Cicero Center Cemetery	\$ <u>2200.-</u>
4. Riverside Cemetery	\$ <u>2500.-</u>
5. Terpenney Cemetery	\$ <u>920.-</u>

TOTAL Year Three (3) 2017 only

\$ 10,170.- Price/Year

OPTION 5: Total Contract Price for 2015 and 2016 and 2017 Combined

\$ 30,615.- 3-year combined

Move the adoption of a resolution to authorize an expenditure of \$1,083.00 (one thousand eighty three dollars and no cents); or @ \$360.00 per officer, to allow three (3) Codes Enforcement Officers to attend mandatory in-service training, scheduled for March 31 – April 3, 2015. The training will be held locally.

New York State Building Officials Conference, Central Chapter, Inc.

2015 Education Conference Information

10th Annual Educational Conference (2015) Information

**NYSBOC Central Chapter
10th Educational Conference
March 31 - April 3, 2015
Holiday Inn, Electronics Parkway
Liverpool, New York**

TENTATIVE COURSE LISTING
(to be posted in the near future)

24 hours of CEO In Service Credit will be provided
(for attending all 3-1/2 days)

Cost \$360 (full conference) Single day \$150
Registration for each full day includes Continental breakfast and
lunch.

Tuesday's registration includes a dinner with vendors.
Friday- Breakfast buffet.

Easy Registration is available online at www.nysboc.com

See attachments for manual registration form.

Deadline for registration is March 23, 2015
LATE FEE OF \$50.00 FOR PAYMENTS RECEIVED
AFTER 3/17/2015

Project Description
Oneida River, Oneida Lake & Chittenango Creek Drainage Improvement
Contemporary Home Suites
Town of Cicero
Onondaga County, New York

It is proposed that the developer of Contemporary Home Suites, Loscombe Custom Homes, construct approximately 335 lineal feet of 36 inch diameter storm sewers, modify an existing stormwater management facility, and install an outlet structure to accommodate the proposed development.

The facilities will be constructed by the developer and will be dedicated to the Town of Cicero at no cost. Stormwater from the site will be conveyed via swales, private storm sewers and public storm sewers to the modified stormwater management facility and ultimately to Oneida Lake.

In our opinion, the probable construction cost for the public drainage facilities \$40,000.00.

The facilities will service the two proposed apartment buildings consisting of a total of 49 units with garages, an office, and a community building.

The proposed project is shown on the accompanying plan prepared by L.J.R. Engineering, P.C., dated January 22, 2015 and having File No. 952.001.

There will be an annual charge by the Oneida River, Oneida Lake & Chittenango Creek Drainage District for operation and maintenance of the system. The charge in 2015 is \$0.0756 per thousand of assessed value.

L.J.R. ENGINEERING, P.C.
8394 ELTA DRIVE
CICERO, NEW YORK 13039

952.001
1/22/2015