



TOWN OF CAIRO

GENERAL/REGULAR MEETING AGENDA

FEBRUARY 8, 2012 @ 4PM

Location: Town Hall, Cairo

Call to Order

Pledge of Allegiance

Attendance

Meeting Notifications

Approval of Minutes: postponed

Reports

- **Supervisor**
- **Highway Superintendent**
- **Library**
- **Assessor**
- **Ambulance Department**
- **Police Department**
- **Other Department(s)**

Appointments & Resolutions

- **Res 1 Appointing Deputy Director of Parks, Buildings, & Grounds**
- **Res 2 Appointing Special Counsel to the Library Project**
- **Res 3 Authorizing Amendments to the Library's Capital Fund Project Form E**
- **Res 4 Authorizing Inter-Municipal Agreement with Greene County**
- **Res 5 Authorizing Municipal Agreement with Greene County Youth Fair**
- **Other(s)**

Unfinished Business

- **Fee Schedule**
- **Employee Manual Update/Revision**
- **Schedule Board Zoning Work Sessions**
- **Committee Work Assignments**
- **Planning Board Interviewing**
- **Fire Department**
- **Financial Report**

New Business

- **Accountant**
- **FedEx**

- **Technology Services**
- **Website**
- **Employee Meeting**
- **Graphic Work/Design**
- **Picture**
- **Reservoir**
- **Clothing Bins**

Correspondence

Adjournment



TOWN OF CAIRO

SUPERVISOR'S REPORT

FEBRUARY 8, 2012 @ 4PM

Location: Town Hall of Cairo-Meeting Room

Notification of Work Session:

- **Daily Mail Calendar**
- **PSA Midhudson Cablevision**
- **Great American PSA Recording**
- **Town Clerk's Board**
- **Front & Rear doors of Town Hall**
- **Post Office Bulletin Board**

Meetings:

- **Employee meeting held 2/3/12 @ 10am-see attached info**
- **Meeting with the Library on 2/1/12**
- **Meeting with the Park Committee/Task Force 2/1/12**
- **Public Forum: Governor's Commissioner 2/2/12**
- **Library Construction Meeting 1/30/12**
- **Meeting with the Labor Attorney 1/25/12**
- **Other meetings: multiple meetings via phone, in office, etc**

Committee Appointments/Liaisons 2012:

Meet with your respective departments & committees, evaluate, set & improve standards & performance and report monthly at the Work Sessions

- **Parks, Buildings, & Grounds: Banta & Ostrander**
- **Insurance: Joyce & Suttmeier**
- **Police: Puorro & Ostrander**
- **Ambulance: Suttmeier & Banta**
 - o **Greene County EMS: Joyce**
- **Highway: Puorro & Banta**
- **Building Dept: Ostrander & Puorro**
- **Assessor: Banta & Suttmeier**
- **Planning Board: Joyce & Puorro**
- **Library: Banta & Ostrander**
- **Water & Sewer: O'Connor & Joyce**
- **Court: Banta & Ostrander**

Economic Development:

- **Eastern Gateway(Rt 23 to Mountain Ave): Banta & Joyce**
- **Historic Hamlet(Mountain Ave to Fountain): Banta & Suttmeier**
- **Western Gateway(Fountain to Rt 23): Puorro & Ostrander**

Zoning:

- **Meeting monthly or bimonthly?**

Technology:

- **Second IT Evaluation: see assessments/evaluations from ITS-Technology Company**

Website:

- **Training today 2/8**
- **Launch on or about 2/10**

Fire Dept:

○

Graphic Design:

- **Waiting on domain & email confirmations**

Picture:

- **Set time on 2/22 for picture prior to Town Board Meeting?**

Reservoir:

- **Report in progress**

Correspondence:

- **See attached correspondence received from resident**

TOWN OF CAIRO

February 8, 2012

RESOLUTION NO. _____

“Appointing Deputy Director of Parks, Buildings, & Grounds”

Councilperson _____ offered the following resolution and moved its adoption:

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby appoint Debra Sommer as Deputy Director of Parks, Buildings, & Grounds and will perform duties on behalf of the Director of Parks, Buildings, & Grounds for no additional pay.

SECONDED BY COUNCILPERSON _____

COUNCILPERSON JOYCE	AYE	NAY
COUNCILPERSON OSTRANDER	AYE	NAY
COUNCILPERSON PUORRO	AYE	NAY
COUNCILPERSON SUTTMEIER	AYE	NAY
SUPERVISOR BANTA	AYE	NAY

AYE _____ NAY _____ ABSENT _____ CARRIED _____ DEFEATED _____

TOWN OF CAIRO

February 8, 2012

RESOLUTION NO. _____

“Appointing Special Counsel to the Library Project”

Councilperson _____ offered the following resolution and moved its adoption:

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby appoint Jim Keefe as Special Counsel to the Library Project *pro bono publico*.

SECONDED BY COUNCILPERSON _____

COUNCILPERSON JOYCE	AYE	NAY
COUNCILPERSON OSTRANDER	AYE	NAY
COUNCILPERSON PUORRO	AYE	NAY
COUNCILPERSON SUTTMEIER	AYE	NAY
SUPERVISOR BANTA	AYE	NAY

AYE _____ NAY _____ ABSENT _____ CARRIED _____ DEFEATED _____

TOWN OF CAIRO

February 8, 2012

RESOLUTION NO. _____

“Authoring Amendments to the Library’s Capital Fund Project Form E”

Councilperson _____ offered the following resolution and moved its adoption:

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby authorize the following amendments to the Library’s Capital Fund Project Form E:

1. Increase Line 1.a. to incorporate the \$11,715.42 (\$10,000 design fee plus reimbursements) BRMA invoiced to the Library to create the preliminary SD Submission to the USDA for project approval.
2. Increase Line 1.e. by \$2,598.38 to include additional design services from the Site Engineer to design the water line connection work that was originally to be provided by the Town.
3. Increase Line 1.e. By \$3,000.00 to accommodate remaining special testing and reporting.
4. Add new line item 1.h. for Technology Consulting in the amount of \$9,600.00.
5. Under C. Construction Increase Line 2.b. By \$22,000.00 for the purchase of IT/Data package.
6. These increases total \$48,913.80, and will reduce the Contingency to \$509,622.20

SECONDED BY COUNCILPERSON _____

COUNCILPERSON JOYCE	AYE	NAY
COUNCILPERSON OSTRANDER	AYE	NAY
COUNCILPERSON PUORRO	AYE	NAY
COUNCILPERSON SUTTMEIER	AYE	NAY
SUPERVISOR BANTA	AYE	NAY

AYE _____ NAY _____ ABSENT _____ CARRIED _____ DEFEATED _____

TOWN OF CAIRO

February 8, 2012

RESOLUTION NO. _____

**“Authoring Supervisor to Sign Inter-Municipal Agreement with
The County of Greene”**

Councilperson _____ offered the following resolution and moved its adoption:

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby authorize the Town Supervisor for the Town of Cairo, Ted Banta to sign the Inter-Municipal Assistance Agreement with The County of Greene intended to cover recent flood damages and future catastrophic events

SECONDED BY COUNCILPERSON _____

COUNCILPERSON JOYCE	AYE	NAY
COUNCILPERSON OSTRANDER	AYE	NAY
COUNCILPERSON PUORRO	AYE	NAY
COUNCILPERSON SUTTMEIER	AYE	NAY
SUPERVISOR BANTA	AYE	NAY

AYE ____ NAY ____ ABSENT ____ CARRIED ____ DEFEATED ____

TOWN OF CAIRO

February 8, 2012

RESOLUTION NO. _____

“Authoring Supervisor to Sign the Municipal Agreement with The Greene County Youth Fair”

Councilperson _____ offered the following resolution and moved its adoption:

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby authorize the Town Supervisor for the Town of Cairo, Ted Banta to sign the Municipal Agreement with The Greene Youth Fair for 2013 – 2014.

SECONDED BY COUNCILPERSON _____

COUNCILPERSON JOYCE	AYE	NAY
COUNCILPERSON OSTRANDER	AYE	NAY
COUNCILPERSON PUORRO	AYE	NAY
COUNCILPERSON SUTTMEIER	AYE	NAY
SUPERVISOR BANTA	AYE	NAY

AYE _____ NAY _____ ABSENT _____ CARRIED _____ DEFEATED _____

PATTISON, KOSKEY, HOWE & BUCCI, CPAs, P.C.

45 Five Mile Woods Road, Suite #1
Catskill, New York 12414
Phone: (518) 943-4502 Fax: (518) 943-6532
Website: www.pkhbcpa.com

Reginald H. Pattison, CPA (1910-2002)
Richard P. Koskey, CPA
Jon Rath, CPA, PFS (Retired)
Ned Howe, CPA
A. Michael Bucci, CPA
Carol Olsta, CPA (Retired)
Suzanne E. Muldoon, CPA
Nancy K. Patzwahl, CPA
Bradley W. Cummings, CPA, CVA
Susan L. True, CPA
Matthew VanDerbeck, CPA

Glenn E. Bohan, CPA
Carol LaMont Howe, EA

Members:

American Institute of
Certified Public Accountants

New York State Society of
Certified Public Accountants

Tentative and Preliminary

DRAFT

**to be used for
Discussion Purposes Only**

January 16, 2012

To the Town Supervisor Ted Banta
and the Town of Cairo Board Members:

During January, 2012, we visited the Town of Cairo Justice Court and performed agreed-upon procedures of the cash receipts taken in from January 1, 2011 through December 31, 2011 by Town Justices Miller and Sirago.

Our agreed upon procedures included obtaining monthly Form AC-1030 submitted to the Office of the State Comptroller - Bureau of Justice Court Fund for two months and tested its accuracy to cash received during those periods. We also reviewed the Justices' bank statements to assure compliance with requirements outlined in Office of the State Comptroller, Handbook for Town and Village Justices, 2010 update.

As a result of our procedures we noted the following findings of noncompliance:

- We were unable to reconcile the bank accounts to the bail balance for Justice Miller at the end of the year and there were excess funds in Justice Sirago's bank accounts.

The following suggestions are made to assure the Justices are in compliance with the NYS Comptroller's requirements:

- The Court Justice's clerk has taken our previous years recommendation and is currently in the process of reconciling the bail accounts and are in contact with NYS Comptroller's Office regarding the necessary steps to be taken to return old bails.

We appreciate this opportunity to be of assistance to the Town of Cairo and would like to thank the Town's personnel for their full cooperation and assistance during our engagement.

This report is intended solely for the information and use of the Supervisor and Members of the Board of the Town of Cairo, New York and is not intended to be and should not be used by anyone other than these specified parties.

Tentative and Preliminary
Very truly yours,

DRAFT

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January 16, 2012

To Town Supervisor Ted Banta and
Town of Cairo Board Members:

During January 2012, we visited the Town of Cairo and performed agreed upon procedures of the cash receipts taken in from January 1, 2011 through December 31, 2011 by Town Clerk Tara Rumph. Our agreed upon procedures included the following:

Obtained monthly Town Clerk reports, monthly and daily cash receipt reports, check register and bank statements. We randomly selected the months of June 2011 and September 2011, and performed the following procedures:

- a. Compared monthly Town Clerk reports to monthly and daily cash receipt reports, agreeing amounts and noting timeliness of deposits.
- b. Traced amounts remitted to the Town Supervisor and other government entities, per monthly Town Clerk reports, to cancelled checks and agreeing amounts paid.
- c. Traced amounts received from fees to pre-numbered receipts, noting sequential order of receipts remitted and agreeing amounts.
- d. Reviewed building permits issued, noting sequential order, agreeing total collected and selecting and testing a sample to verify fees charged were correctly calculated.
- e. Reviewed monthly bank reconciliations for proper preparation and timely filing.

During our review of internal control procedures and examination of cash receipts for June and September we noted the following exceptions:

1. The Town Clerk was late on seven of eight selected deposits of receipts exceeding \$250 during June and September. The Town Clerk is required to make a deposit within three business days of receipts exceeding \$250. We suggest deposits be made at least 2-3 times a week to ensure compliance.

2. In addition to the fees collected by the Clerk's office, the Clerk also deposits receipts collected from the Building Department. Of the four deposits received from the Building Department, two of these were deposited late.
3. Bank reconciliations were not performed on a timely basis and the check register was not posted correctly. All of the bank reconciliations for the year were performed in December of 2011. The bank reconciliations for June and September were incorrect as they did not reflect deposits in transit, thus the check register balance was off as well. In addition, the ending bank balance for June and September did not zero out as required. It is important that reconciliations be performed monthly and within 72 hours of receiving the bank statement. This ensures that errors are found and corrected in a timely basis. It is also important that activity is posted to the check register when it occurs and not based on the date of the bank statement. Had deposits been recorded when they were received, the deposits in transit for June and September would have been picked up in the bank reconciliation.
4. The Building Department was late on all four selected deposits of receipts exceeding \$250 for June and September. The Building Department is required to make a deposit within three business days of receipts exceeding \$250. In addition some of the September receipts were from August.
5. Payments to the Town and State are required to be made by a certain number of days following the end of the month. The Clerk was late eight times on payments to the Town and State.
6. There were two payments electronically withdrawn by the NYS Department of Conservation that exceeded the amount reported in the Town Clerk's monthly report. We suggest that the Town Clerk contact the NYS Department of Conservation and investigate why excess funds were withdrawn.

We appreciate this opportunity to be of assistance to the Town of Cairo and would like to thank Town personnel for their full cooperation and assistance during our engagement.

This report is intended solely for the information and use of the Supervisor and Town Board of the Town of Cairo, New York and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours, **Tentative and Preliminary**

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January 16, 2012

To Town Supervisor Ted Banta and
Town of Cairo Board Members:

During January 2012, we visited the Town of Cairo and performed agreed upon procedures on the receipts and disbursements for the period January 1, 2011 through December 31, 2011 by the Town Tax Collector, Emily Feeney. Our procedures included the following:

1. Obtained bank statements and reviewed dates of cash receipts per computer ledger to deposit dates to determine timely deposits.
2. Obtained the Tax Collector's computer cash receipts ledger, agreed those amounts to the deposit slip and to the deposit per bank statement.
3. Obtained a copy of the 2011 Town Budget and agreed warrant amounts to amounts remitted to the Town Supervisor.
4. Reviewed bank carrying balances to determine timely remittances of taxes collected to the Town Supervisor and County Treasurer.
5. Reviewed computer cash receipts ledger for calculations of penalties, totaled all penalties collected and compared amount to remittances to Town Supervisor.
6. Reviewed bank statements for interest earned and compared amount to remittance to Town Supervisor.
7. Obtained a copy of the County Treasurer's reconciliation of the Town warrant and reviewed for any discrepancies.

Our procedures noted the following exceptions:

1. We checked 25 deposits and there were four instances where the deposits were not made within 24 hours of receipt, however they were deposited within 48 hours of receipt. The Tax Collector is required to make a deposit within 24 hours of receipt.

2. The final payment made to the Town was not itemized. The balance due to the Town at the end of the year should have been for penalties and interest, however the total payment exceeded the balance due for penalties and interest. If the difference includes an overpayment from a taxpayer that could not be contacted, then the NYS Comptroller's Office should be contacted as the proper steps to be taken rather than turning these monies over to the Town Supervisor.
3. The Tax Collector is required to make weekly payments to the Town Supervisor as soon as collections start in January. We noted however, those payments were not made until February 9th. We also noted that upon first payment that there were excess funds in the account that could have been used to pay the Town in full.
4. The Tax Collector is required to pay the County Treasurer on the 15th of the month once the Town has been paid in full. However we noted that the February payment was made on the 22nd of the month. In addition the Tax Collector is required to pay as much as possible each time a payment is made. In April there were excess funds in the account after the payment was made to the County Treasurer that could have been included with the April payment.

We appreciate this opportunity to be of assistance to the Town of Cairo and would like to thank town personnel for their full cooperation and assistance during our engagement.

This report is intended solely for the information and use of the Supervisor and the Town Board of Cairo, New York and is not intended to be and should not be used by anyone other than these specified parties.

Sincerely yours, **Tentative and Preliminary**

DRAFT

**to be used for
Discussion Purposes Only**

Pattison, Koskey, Howe & Bucci, CPAs, P.C.

INTER-MUNICIPAL AGREEMENT BY AND BETWEEN

THE COUNTY OF GREENE

AND

THE TOWN OF CAIRO

THIS AGREEMENT made by and between the **COUNTY OF GREENE**, New York, (hereinafter referred to as “County”, “Provider”, “Providing Entity”, “Requester” or “Requesting Entity”) and the **TOWN OF CAIRO** (hereinafter referred to as “Town”, “Requester”, “Requesting Entity”, “Provider” or “Providing Entity”).

W I T N E S S E T H:

WHEREAS, this agreement is made pursuant to the Article 5-G, Section 119-o, of the New York General Municipal Law and the inherent authority of the Provider and the Requesting Entity; and

WHEREAS, pursuant to Federal and State law the Provider and the Requester are allowed to enter into Mutual Aid Agreements to assist in times of emergency; and

WHEREAS, the Provider and the Requester desire to enter into a post and pre-event Mutual Aid Agreement; and

WHEREAS, the Provider and the Requester have been subjected to winds, rains, flooding and damage caused by Hurricane Irene and other associated rainfalls necessitating emergent responses and mutual aid and in the future may have similar catastrophic natural disasters; and

WHEREAS, the parties intend this agreement to facilitate the reimbursement of expenses incurred by the Providing Entity by the Requester through the Federal Emergency Management Agency (“FEMA”).

NOW, THEREFORE, in exchange for valuable consideration received from the other IT IS MUTUALLY AGREED between the parties as follows:

1. Purpose and Scope. Due to a significant emergency such as fire, earthquake, flood, tornado, hurricane, hazardous material incident, terrorist incident or other such man-made or natural emergency disaster or public safety need, the highest ranking official of any political subdivision or public safety agency or their designee may render aid to or request aid from any jurisdiction, agency or organization. A public safety need, as used in this agreement, shall include any event or incident necessitating the mutual aid assistance from another public safety agency.

2. Laws Governing. When responding to mutual aid or emergency aid requests, political subdivisions or public safety agencies shall be subject to all provisions of the law as if it were providing service within its own jurisdiction. Requesting Entity and Providing Entity agree to be bound by the terms, covenants and conditions set forth in this agreement.

3. Eligible Expenses. The labor force expenses of a Providing Entity will be treated as contract labor, with regular and overtime wages or salaries and certain benefits eligible for reimbursement in accordance with FEMA policies, rules and procedures.

4. Examples of Emergency Mutual Aid. Emergency mutual aid work covered by this agreement includes, but is not limited to, the following:

- a) Search and rescue, sandbagging, emergency medical care, debris removal;
- b) Reasonable supervision and administration in the receiving party that is directly related to eligible emergency work;
- c) The cost of transporting equipment and personnel by the Providing Entity to the incident site.
- d) Provide labor personnel, equipment and machinery necessary for department of public works functions;
- e) Law enforcement;
- f) Costs incurred in the operation of the Incident Command System (ICS), such as operations, planning, logistics and administration, provided such costs are directly related to the performance of eligible work on the disaster or fire to which such resources are assigned;
- g) State Emergency Operations Center or Joint Field Office assistance in the receiving party to support emergency assistance;
- h) Assistance at the National Response Coordination Center (NRCC) and Regional Response Coordination Center (RRCC), if requested by FEMA (labor, per diem and transportation);
- i) Dispatch operations in the receiving party;
- j) Donations warehousing and management (eligible only upon approval of the Assistant Administrator of the Disaster Assistance Directorate);
- k) Firefighting activities;
- l) Dissemination of public information authorized; and

m) Work associated with the performance of grantee's responsibilities as the grant administrator.

5. Eligibility for Reimbursement. Only Requesting Entities are eligible applicants for FEMA assistance. A Providing Entity must submit its claim for reimbursement to a Requesting Entity. Parties may be eligible applicants where statewide mutual aid agreements or compacts authorize the party to administer the costs of mutual aid assistance on behalf of local jurisdictions.

6. Reimbursement Limitations. Reimbursement for services rendered under this agreement shall be in accordance with any local, state and federal guidelines. Any political subdivision or public safety agency providing assistance shall receive appropriate reimbursement according to those guidelines. To be eligible for reimbursement by FEMA, the mutual aid assistance should have been requested by a Requesting Entity or in response to a declaration of emergency, major disaster or fire. Reimbursement shall be made in accordance with FEMA policies, rules and procedures.

7. Records. Both parties agree to keep detailed records of services requested and received and provide those records as part of the supporting documentation for a reimbursement request.

8. Benefits. Applicable benefits normally available to personnel while performing duties for their jurisdiction are also available to such persons when an injury or death occurs when rendering assistance to another political subdivision or public safety agency under this section.

9. Liability. For the purposes of liability, all members of any political subdivision or public safety agency responding under operational control of the requesting political subdivision or a public safety agency are deemed employees of such responding political subdivision or public safety agency are subject to the liability and worker's compensation provisions provided to them as employees of their respective political subdivision or public safety agency. In addition, both parties agree not to seek reimbursement from the other for any monies not reimbursed from a third party.

10. No Liability For Failure To Respond. Neither party to this agreement shall be liable to the other for failure to respond to any call by the other, or delay, negligence or mistake in receiving or responding to any call, nor shall this agreement ever be interpreted as being an agreement for the benefit of any third party.

11. Consideration. The consideration for this agreement shall be the service given for the protection of lives and property by the Requesting Entity and by the Providing Entity, and no compensation, except eligible reimbursement as herein provided, shall accrue or be paid by either party to the other by reason of this agreement.

12. Termination. Either party may cancel this agreement by giving sixty (60) days' written notice to the other party.

13. Counterparts. This agreement may be executed in counterparts.

14. Effective Date. **This agreement is effective as of _____.**

IN WITNESS WHEREOF, the County of Greene has caused this agreement to be executed by the Chairman of its Legislature and the Town of Cairo has caused this agreement to be executed by its Supervisor.

COUNTY OF GREENE

Dated: _____

By: _____
Wayne C. Speenburgh, Chairman

TOWN OF CAIRO

Dated: _____

By: _____
Ted Banta, Supervisor



eQuote
eQuote Number:535

Payment Terms:
Expiration Date:02/29/2012

Quote Prepared For

Ted Banta
Town of Cairo
512 Main Street
Cairo , NY 12413
Phone:(518) 622-9970
tedbanta3@yahoo.com

Quote Prepared By

Joseph Wolodkevich
intelligent technology solutions, inc.
47 South River Street
Coxsackie, NY 12051
Phone:518-731-9766
Fax:518-731-9767
jwolodkevich@intellitechsolutions.com

ITEM#	QUANTITY	ITEM NAME	UNIT PRICE	EXTENDED PRICE
Yearly Items				
1)	1	Basic Service Contract - Greene - 7% discount on all services - Full Internally Accessible Help Desk System - Unlimited Phone & Remote Support - Online Help Desk and Knowledgebase - Inventory Management and Reporting - Reduced Travel - Priority Access to Technicians - Quarterly Updates and Workstation Maintenance - Mission Critical System Monitoring - Full Monitoring of up to 10 Systems 24/7 - Up to 10 Computers – Additional Computers @ \$225/Unit - 8a - 6p Standard Support - SLA o 24 Hour Response Time for non-critical systems o 12 Hour Response Time for critical systems/issues Standard Non-Emergency: \$79.05/Hr Block Time – 5 Hour Increments: \$382.50 or \$76.50/Hr Standard Emergency – Normal Business Hours: \$79.05/Hr After Hours Emergency: \$125/Hr Travel on All Service Visits: \$15 for Office Visits or 50% of billable rate for travel beyond 30 Mins.	\$2,500.00	\$2,500.00
2)	8	Additional Computer - Basic Service Contract - Greene Add-on Computer to Basic Service Contract	\$225.00	\$1,800.00
3)	1	Additional Server - Basic Service Contract - Greene Add-on Server to Basic Service Contract - Greene	\$500.00	\$500.00
			YearlyTotal	\$4,800.00
Comment:			SubTotal	\$4,800.00
			Total	\$4,800.00

ITEM#	QUANTITY	ITEM NAME	UNIT PRICE	EXTENDED PRICE
Optional Items				
4)	1	Enhanced Service Contract - Greene - 15% discount on all services - Full Internally Accessible Help Desk System - Unlimited Phone & Remote Support - Online Help Desk and Knowledgebase - Inventory Management and Reporting - Annual Budgeting & Technology Planning - Reduced Travel - Priority Access to Technicians - Dedicated Technicians - Dedicated Account Manager - Monthly Updates and Workstation Maintenance - Mission Critical System Monitoring - Full Monitoring of up to 10 Systems 24/7 - 10 Hours of Prepaid Time o 8 Hours Business Day & 2 Hours Emergency - Up to 10 Computers – Additional Computers @ \$325/Unit - 8a - 6p Standard Support - SLA o 8 Hour Response Time for non-critical systems o 4 Hour Response Time for critical systems/issues Standard Non-Emergency: \$72.25/Hr Block Time – 5 Hour Increments: \$340 or \$68/Hr Standard Emergency – Normal Business Hours: \$72.25/Hr After Hours Emergency: \$125/Hr Travel on All Service Visits: \$15 for Office Visits or 50% of billable rate for travel beyond 30 Mins.	\$3,500.00	\$3,500.00
5)	8	Additional Computer - Enhanced Service Contract - Greene Add-on Computer to Enhanced Service Contract	\$325.00	\$2,600.00
6)	1	Additional Server- Enhanced Service Contract - Greene Add-on Server to Enhanced Service Contract	\$750.00	\$750.00
			OptionalTotal	\$6,850.00
			Including Optional Quote Items	
			SubTotal	\$11,650.00
			Total	\$11,650.00

Authorizing Signature _____

Date _____

Interest Charges on Past Due Accounts and Collection Costs Overdue amounts shall be subject to a monthly finance charge. In addition, customer shall reimburse all costs and expenses for attorney's fees incurred in collecting any amounts past due. Additional training or Professional Services can be provided at our standard rates.



eQuote
eQuote Number:537

Payment Terms:
Expiration Date:02/29/2012

Quote Prepared For

Ted Banta
Town of Cairo
512 Main Street
Cairo , NY 12413
Phone:(518) 622-9970
tedbanta3@yahoo.com

Quote Prepared By

Joseph Wolodkevich
intelligent technology solutions, inc.
47 South River Street
Coxsackie, NY 12051
Phone:518-731-9766
Fax:518-731-9767
jwolodkevich@intellitechsolutions.com

ITEM#	QUANTITY	ITEM NAME	UNIT PRICE	UNIT DISCOUNT	ADJUSTED UNIT PRICE	EXTENDED PRICE
Monthly Items						
1)	1	Backup - Business - 200GB 200GB space, 2 Server or Workstation / Free Exchange Addon (Store)	\$99.95	\$0.00	\$99.95	\$99.95
2)	1	Email - Basic Email with Spamfilter 25 email accounts 1 Domain on Spamguard	\$22.95	\$0.00	\$22.95	\$22.95
MonthlyTotal						\$122.90
One-Time Items						
3)	1	Router - Watchguard XTM 330 w/ 3YR Security Bundle 3 years Gateway AV/IPS, Application Control, spamBlocker, WebBlocker, Reputation Enabled Defense, LiveSecurity Service Subscriptions Town Hall	\$2,510.00	\$300.00	\$2,210.00	\$2,210.00
4)	1	Router - Watchguard - XTM 22 with 3 YR UTM WatchGuard XTM 2 Series 22 - Security appliance - 6 ports - Ethernet, Fast Ethernet, Gigabit Ethernet with 3 years UTM	\$1,345.00	\$150.00	\$1,195.00	\$1,195.00
5)	3	EnGenius ECB 9500 11N Wireless Gigabit Client Bridge 1 for Police 1 for Town Hall 1 for Assessor	\$135.99	\$0.00	\$135.99	\$407.97
6)	1	APC 1500 - SUA1500REFURB Refurbished APC 1500 Smart UPS with new Batteries & 6 Month Warranty TOWN HALL	\$595.00	\$325.00	\$270.00	\$270.00
7)	1	APC 750 - SUA750REFURB Refurbished APC 750 Smart UPS with new	\$329.00	\$125.00	\$204.00	\$204.00

ITEM#	QUANTITY	ITEM NAME	UNIT PRICE	UNIT DISCOUNT	ADJUSTED UNIT PRICE	EXTENDED PRICE
Batteries & 6 Month Warranty						
POLICE						
8)	1	Battery Backup - APC - BE550G 8 Outlet Battery Backup & Surge Protection with Telephone/DSL Surge Protection	\$79.99	\$0.00	\$79.99	\$79.99
ASSESSORS						
9)	1	Memory Upgrade 12 Gig Memory Upgrade	\$475.00	\$0.00	\$475.00	\$475.00
10)	6	Re-Certified SCSI 80 Pin Hard Drives Seagate 80 PIN 10k RPM Hard Drives	\$150.00	\$0.00	\$150.00	\$900.00
Replace existing RAID 5 Array in Super Micro Server to RAID 10 Array of 6 x 73 GB SCSI						
6 Month Warranty						
11)	2	External HDD - Western Digital - 2 TB Western Digital Elements - 2 TB External HD via USB 2.0	\$199.00	\$15.00	\$184.00	\$368.00
1 for POLICE 1 for TOWN HALL						
12)	19	Symantec Endpoint Protection Suite - Competive Upgrade - 3YR Symantec Endpoint Protection Suite - Competive Upgrade 3 Year Renewal	\$75.00	\$16.00	\$59.00	\$1,121.00
13)	12	OLP OFFICESTD 2010 SNGL NL CHRTY Office 2010 Standard Open Licensing for Non-Profits & Charity	\$80.00	\$0.00	\$80.00	\$960.00
Includes Word, Excel, Outlook, Publisher, Powerpoint						
14)	5	OLP OFFICEPROPLUS 2010 SNGL NL CHRTY Microsoft Office 2010 Pro Plus via Open Licensing for Charity & Non-Profits	\$125.00	\$0.00	\$125.00	\$625.00
Includes Word, Excel, Outlook, Publisher, Powerpoint & Access						
15)	1	SYM BUE 2010 - SBS SVR - UPGRADE w/ 1 YR Essential Symantec Backup Exec 2010 for Windows Server - Crossgrade License + 1 Year Essential Support - 1 server - upgrade from Backup Exec for Windows Servers Small Business Server	\$700.48	\$0.00	\$700.48	\$700.48
TOWN HALL						
16)	1	Sym BUE 2010 - Win SVR - UPGRADE w/ 1 YR ESSENTIAL Symantec Backup Exec 2010 for Windows Server - Competitive upgrade license + 1 Year Essential Support - 1 server	\$831.82	\$0.00	\$831.82	\$831.82
POLICE						
17)	1	OLP MS2K11 SBS Stand Microsoft Windows Small Business Server	\$250.00	\$0.00	\$250.00	\$250.00

ITEM#	QUANTITY	ITEM NAME	UNIT PRICE	UNIT DISCOUNT	ADJUSTED UNIT PRICE	EXTENDED PRICE
		2011 Standard - License - 1 server, 5 CALs				
18)	1	OLP MS2k11 SBS CAL 20 Pack of User CALS for Small Business Server 2011	\$330.00	\$0.00	\$330.00	\$330.00
19)	12	Tier I - Greene - Town Workstation Updates Normalize Workstations for Security, Performance, and management. Actual Time Billed, Estimating 45 Min Per PC	\$85.00	\$12.75	\$72.25	\$867.00
20)	20	Tier I - Greene - Town Server Reload Install & Configure Windows Small Business Server Standard 2011 includes Exchange for in-house E-Mail & Calendar	\$85.00	\$12.75	\$72.25	\$1,445.00
21)	8	Tier I - Greene - Police Server Updates Verify Server Licensing and implement SJS & TRACS in Client/Server Configuration on Server OS. Additionally configure RAID options on system for redundancy.	\$85.00	\$12.75	\$72.25	\$578.00
22)	6	Tier I - Greene - Police Workstation Updates Configure Workstations to new Client/Server configurations with proper software.	\$85.00	\$12.75	\$72.25	\$433.50
One-TimeTotal						\$14,251.76
Comment:					SubTotal	\$14,374.66
					Total	\$14,374.66

Authorizing Signature _____

Date _____

Interest Charges on Past Due Accounts and Collection Costs Overdue amounts shall be subject to a monthly finance charge. In addition, customer shall reimburse all costs and expenses for attorney's fees incurred in collecting any amounts past due. Additional training or Professional Services can be provided at our standard rates.



eQuote
eQuote Number:536

Payment Terms:
Expiration Date:02/29/2012

Quote Prepared For

Ted Banta
Town of Cairo
512 Main Street
Cairo , NY 12413
Phone:(518) 622-9970
tedbanta3@yahoo.com

Quote Prepared By

Joseph Wolodkevich
intelligent technology solutions, inc.
47 South River Street
Coxsackie, NY 12051
Phone:518-731-9766
Fax:518-731-9767
jwolodkevich@intellitechsolutions.com

ITEM#	QUANTITY	ITEM NAME	UNIT PRICE	UNIT DISCOUNT	ADJUSTED UNIT PRICE	EXTENDED PRICE
Monthly Items						
1)	1	Backup - Business - 200GB 200GB space, 2 Server or Workstation / Free Exchange Addon (Store)	\$99.95	\$0.00	\$99.95	\$99.95
MonthlyTotal						\$99.95
One-Time Items						
2)	2	Router - Linksys - VPN - RV082 Managed Firewall/Router providing basic security upgrades over existing home based WRT54G (Town Hall) or DLink (Police)	\$399.00	\$0.00	\$399.00	\$798.00
3)	1	EnGenius ECB 9500 11N Wireless Gigabit Client Bridge 1 for Police	\$135.99	\$0.00	\$135.99	\$135.99
4)	1	APC 1500 - SUA1500REFURB Refurbished APC 1500 Smart UPS with new Batteries & 6 Month Warranty TOWN HALL	\$595.00	\$325.00	\$270.00	\$270.00
5)	1	APC 750 - SUA750REFURB Refurbished APC 750 Smart UPS with new Batteries & 6 Month Warranty POLICE	\$329.00	\$125.00	\$204.00	\$204.00
6)	1	Battery Backup - APC - BE550G 8 Outlet Battery Backup & Surge Protection with Telephone/DSL Surge Protection ASSESSORS	\$79.99	\$0.00	\$79.99	\$79.99

ITEM#	QUANTITY	ITEM NAME	UNIT PRICE	UNIT DISCOUNT	ADJUSTED UNIT PRICE	EXTENDED PRICE
7)	1	Memory Upgrade for Server 2 Gig Memory Upgrade	\$175.00	\$0.00	\$175.00	\$175.00
8)	19	Symantec Endpoint Protection Suite - Competitive Upgrade - 3YR Symantec Endpoint Protection Suite - Competitive Upgrade 3 Year Renewal	\$75.00	\$16.00	\$59.00	\$1,121.00
9)	2	External HDD - Western Digital - 2 TB Western Digital Elements - 2 TB External HD via USB 2.0	\$199.00	\$15.00	\$184.00	\$368.00
10)	12	Tier I - Greene - Town Workstation Updates Normalize Workstations for Security, Performance, and management. Actual Time Billed, Estimating 45 Min Per PC	\$85.00	\$12.75	\$72.25	\$867.00
11)	20	Tier I - Greene - Town Server Updates Properly Configure Windows 2003 Server for Roaming Profiles, Centralized File & Print Services. Migrate all applications to server for Storage and Backup including Tax, Clerk, Bookkeeping, Ambulance, & Assessor. Actual Time to be billed.	\$85.00	\$12.75	\$72.25	\$1,445.00
12)	8	Tier I - Greene - Police Server Updates Verify Server Licensing and implement SJS & TRACS in Client/Server Configuration on Server OS. Additionally configure RAID options on system for redundancy.	\$85.00	\$12.75	\$72.25	\$578.00
13)	6	Tier I - Greene - Police Workstation Updates Configure Workstations to new Client/Server configurations with proper software.	\$85.00	\$12.75	\$72.25	\$433.50
14)	2	OLP WINPRO 7 SNGL UPGRD NL CHRTY Windows 7 Upgrade Licensing via Open Licensing for Charity & Non-Profits	\$199.00	\$124.00	\$75.00	\$150.00
15)	2	System Reload Fresh Install of Operating System and Software with Full Backup of existing configurations & migration of user data to Client Server	\$340.00	\$155.00	\$185.00	\$370.00

ITEM#	QUANTITY	ITEM NAME	UNIT PRICE	UNIT DISCOUNT	ADJUSTED UNIT PRICE	EXTENDED PRICE	
configuration.							
One-TimeTotal						\$6,995.48	
Comment:						SubTotal	\$7,095.43
						Total	\$7,095.43
Optional Items							
16)	3	Re-Certified SCSI 80 Pin Hard Drives Seagate 80 PIN 10k RPM Hard Drives Expand/Replace existing RAID 5 Array in Super Micro Server	\$150.00	\$0.00	\$150.00	\$450.00	
17)	12	OLP OFFICESTD 2010 SNGL NL CHRTY Office 2010 Standard Open Licensing for Non-Profits & Charity Includes Word, Excel, Outlook, Publisher, Powerpoint	\$80.00	\$0.00	\$80.00	\$960.00	
18)	5	OLP OFFICEPROPLUS 2010 SNGL NL CHRTY Microsoft Office 2010 Pro Plus via Open Licensing for Charity & Non-Profits Includes Word, Excel, Outlook, Publisher, Powerpoint & Access	\$125.00	\$0.00	\$125.00	\$625.00	
19)	2	OLP WINSVRSTD 2008R2 SNGL NL CHRTY Microsoft Windows Server Standard 2010 via Open Licensing for Charity & Non-Profit POLICE	\$199.00	\$0.00	\$199.00	\$398.00	
OptionalTotal						\$2,433.00	
Including Optional Quote Items							
SubTotal						\$9,528.43	
Total						\$9,528.43	

Authorizing Signature _____

Date _____

Interest Charges on Past Due Accounts and Collection Costs Overdue amounts shall be subject to a monthly finance charge. In addition, customer shall reimburse all costs and expenses for attorney's fees incurred in collecting any amounts past due. Additional training or Professional Services can be provided at our standard rates.



Ted Banta, Supervisor
Doug Ostrander, Deputy Supervisor

Town of Cairo
512 Main Street
Cairo, NY 12413

i.t.s. Managed Services Evaluation & Service Contract Proposal

Ted & Doug,

The plans we recommend to our customers are based on the business objectives of their operations not our profit goals. Everything we present is based on a **Return On Investment** or R.O.I. model and what it will mean/achieve for you.

Sometimes the answer is a paperclip.....

The service contracts we provide are priced and based on the anticipated needs of an organization and averaged throughout. By implementing the on demand help desk function we look to eliminate the wait for an employee to have something fixed. This waiting is the single biggest drain on a company's profitability = DOWNTIME.

We strive to be a progressive organization, if you have a question please do not hesitate to ask. It is our expectation that we will be held accountable for our recommendations and performance. The services we provide are meant to support your business objectives and goals. In short, we work for you, supporting your business needs and objectives.

We see it as our job to make sure your systems are running and you have real security and not a false sense of it. Our reputation and proven ability to provide solutions is second to none.

Systems under management by i.t.s. do have a lower cost of operation and less unplanned expenses. Does this mean that i.t.s. will be the cheapest? No, but the solutions recommended and implemented by i.t.s. will be the best fit for your budget and needs.

Additionally our Service Contract clients are provided with online access to Help Desk and Service History for all activities relating to their account. If they wish they are able to page a technician, create a ticket for assistance, or just check on the status of our activities.

At i.t.s. we currently manage the following municipalities and are thoroughly familiar with the software used by the Town of Cairo:

- | | | |
|-----------------------------|----------------------------|------------------------|
| 1) Town of Greenville | 2) Town of Rensselaerville | 3) Town of Catskill |
| 4) Town of Athens | 5) Town of Coeymans | 6) Village of Catskill |
| 7) Village of Athens Police | 8) Village of Coxsackie | |

This gives us a unique insight into the needs of the Town and their operations. Also because we manage and operate our own Hosting, E-Mail, Web Services, & Data Backup services we never have to point fingers or wait for call backs when there is an issue.

We act on your behalf to get the problem solved plain and simple, we in most cases know and document problems before you ever know about them.



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Executive Summary

As for your current state, there are several major things that need to be addressed and a long term strategic plan be put in place.

- Backups
 - o Currently this is done on a case by case basis by individuals
 - **MAJOR ISSUE HERE**
 - o In some cases it's just not being done
 - **BIGGER MAJOR ISSUE HERE**
 - o Need concise scenario of a documented, tested, and managed backup solution

- Centralized Security & Storage
 - o Currently the majority of your town data resides on individual PC's versus the server that sits mostly empty. This includes BAS, iTax, Peachtree, ORPS & IPS as well as most Town documents.
 - **MAJOR ISSUE HERE**
 - o By implementing a new operating system, Small Business Server 2011, we can give you full Business Level Security & Data Continuity.
 - o Existing Server is capable but we need to examine the cost of upgrading vs. replacing
 - **DON'T WANT TO THROW GOOD MONEY AFTER BAD**

- Internet & Network Security
 - o There are no restrictions or real external security in place beyond a 7 Y/O Home based wireless router protecting/safeguarding the Towns network from the outside world.
 - **NOT MUCH BETTER THAN PLUGGING IN DIRECTLY TO THE CABLE MODEM**
 - o Anti-Virus, Malware, and other such software needs to be implemented and standardized
 - **MAJOR ISSUES HERE, ESPECIALLY GIVEN THE LACK OF SECURITY**
 - o There are just certain costs that you will incur but i.t.s. will help to defer/defray them within our abilities and resources
 - **WE REGULARLY WORK WITH CLIENTS TO LOAN CORE EQUIPMENT UNTIL THEY CAN BUDGET**

- Implementation of Policies & Procedures
 - o Acceptable Use of Town Electronic Resources
 - o Equipment Acquisition Standards
 - o User Accounts & Password Standards

In short we found that while your network & operations are in working order at this time you are not using good practices. Basically you are one bad break from major issues but that can be averted, proactive is less expensive than reactive

To date we have not billed for the evaluation time - \$1360 Savings and we have loaned you a battery backup for the server & network area - \$350 as a show of good faith.

Our next step would be to prepare quotes to acquire the recommended software & implement an action plan.



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Physical Inventory and Evaluation

The physical inventory and evaluation of the Town's systems took place over a 2 day period and consisted of a rigorous onsite physical examination of all locatable components of the locations given to us by Ted. It included the Main offices at 512 Main Street, Assessor/Code Offices and the Police Dept.

This evaluation is going to be broken down by physical location and department within each location if applicable. Each area will be further discussed by it's differing sections:

- Network/Internet
- Server/File Storage
- Printers
- Workstations

Town Hall - 512 Main Street

The main network component of the Town's network consists of a series of HUBS/Switches and Router/Firewall that are interconnected throughout the building. There are several problems noted in the current configuration some of which should be corrected immediately and others which can be replaced as equipment fails. Internet connectivity is via MHCable Modem.

Physical Network:

The main issues reported with the physical networks are:

- Lack of adequate Surge/Power Protection on most equipment

While there are surge protectors in use on the network, there is no consistency. Several areas are tied back to the server via a single switch which is both unprotected and uses no battery backup.

- Inappropriate equipment/configuration

The main component of the network is the Netgear Device which provides the main connectivity to the Village's server and interconnects the feeds to the various departments. This device is a 10/100/1000 MB Switch. Currently we are unaware of any special configuration but initial testing shows that it is configured as a flat switch with no segregation or VLAN/Security implemented.

In most cases home equipment is being used in a business setting and while this can be a cost effective way to handle some tasks we believe it is limiting functionality and speed of the network.

- Firewalls/Routers

There is a Linksys WRT54Gs Router in use at the main office however no one has the configuration password/documentation and we weren't able to view it's configuration. The device appears to be 6 plus years old based on its serial number and physical revision when checking w/ the manufacturer. It appears to be functioning normally but when tested. The device is a home based Wireless Router that has had its wireless disabled and the antenna's removed, therefore it is functioning as a basic router. We have to assume that it is running outdated firmware and a vanilla configuration.

We would recommend replacing the Core Router specifically because of their age and lack of management capability. The Switch is functional and with the proper configuration it s/b more than adequate.

- Physical Wiring/Terminations

The existing wiring was run on an as needed basis which can be cost effective however it was run somewhat haphazardly in many regards. During our initial setup of the loaner UPS we rack mounted the Switch & Patch Panel to prevent any loose wires/connections in addition to getting it off the server.



Server/File Storage

The physical server is a SuperMicro X6DVA Server that is no longer under warranty by SuperMicro as it was deployed in July of 2005.

Based on the components however it appears that the server is approx. 6.5 years old. It is running a single Xeon 3.2 Ghz Processor with 2 Gig of RAM with 3 internal Hard Drives in a RAID 5 (Striped) configuration. The operating system is Windows 2003 Standard and there are 5 User Licenses that were installed. There is a DAT72 – DDS 4 Tape Drive that is installed however it doesn't not appear to be useable/functioning.

Issues:

- 1) Memory – 2 Gig for a server is woefully under what it should be however because it isn't really doing anything...
- 2) RAID 5 – 3 73 Gig SCSI Hard Drives running as 1 Big Disk with 2 partitions
 - a. Drives are the original ones deployed with the server, they are beyond their expected life
 - b. Shutting the server down for any extended period of time may cause the drives to seize
- 3) Availability of Parts
 - a. When or if something fails we have no recourse for parts.
- 4) Tape Drive/Backup
 - a. Data that was being backed up was incomplete - No Operating SYSTEM BACK UP was being completed
 - b. We could not verify the last successful backup however because nothing was really being stored on the server it is inconsequential.
- 5) User Data
 - a. Local User Data is not stored or backed up on the server. Essentially is a big workstation
- 6) Security/Licensing
 - a. There are User Accounts created with passwords however they give "GOD" access to the server meaning there is no security
 - b. Only 5 Licenses are installed meaning of the 15 machines connecting to the server only 5 are legal
 - c. It is not acting as a server; it is acting as a share point for users to connect to.
- 7) Antivirus on the server is home based AVG
- 8) The server is functional however misconfigured & lacks software & hardware maintenance.

Printers

Overall printers are fine and adequate. De-Centralized printing increases operating costs exponentially and any opportunity to consolidate should be considered.

Centralizing printers will allow for centralizing costs and reducing replacement expense. Also because printers are attached locally to computers via either USB or Par Ports this means computers must be left on for others which is both a security risk but also an energy waster. Several of your printers may be in place and have been replaced because a particular user always had a printer and when it failed it was replaced.

Inkjets cost on average .18 to .25 cents per page for color. Color Lasers cost on average of .08 to .13 cents per page for color and typically have longer warranties and are more stable.

Most of your printers have network capability however they are connected locally for unknown reasons.



Workstations

The majority of workstations in use at the Town Building range from 3 to 7 years old. There are several new Dell OptiPlex computers as well as mixture of Dimension, ASUS, HP, & White Box pcs.

The systems are installed with a minimum of configuration or optimization in regards to Windows performance or Security. Most systems are running self-installed and out of date Anti-Virus software. These are both security holes as well as performance loss points.

All workstations operate in a Peer to Peer environment connecting to the server for nothing except a few users who have their My Documents and a general share on it. Local User Accounts have no restriction to software or configuration changes.

The machines are generally in good physical health however most are missing basic surge protection and/or Battery Backup. We would strongly recommend these updates being completed...

We are not sure based on our initial review as to the legitimacy of the Operating Systems & Microsoft Office versions of these machines. Most are not reported to have been purchased with MS Office but yet they have OEM licenses installed.

Software

The software in all the departments is running locally with machines acting as their own servers for all applications. The Clerk, Bookkeeper, Tax Collector, & Ambulance are all responsible for backing up their own data & applications.

There appears to be no concise or planned schema for backups or data storage. Currently there are major concerns with the software running on the local computers as servers.

Assessor/Code Enforcement Office

The 2nd office location that houses these departments consists of 6 workstations which are interconnected to 512 Main Street via an aerial cable feeding from the MDF into a switch located in the Mechanical Room.

Physical Network:

The main issues reported with the physical networks are:

- Lack of adequate Surge/Power Protection on most equipment

While there are surge protectors in use on the network, there is no consistency. Several areas are tied back to the server via a single switch which is both unprotected and uses no battery backup.

- Inappropriate equipment/configuration
- Switch

The D-Link switch is a flat un-managed switch that provides network extension from the Main Street location. It is currently plugged directly into the wall outlet with no Surge or Power Protection. The existing Battery Backup failed some time ago and hasn't been replaced.

- Physical Wiring/Terminations

The existing wiring was run on an as needed basis which can be cost effective however it was run somewhat haphazardly in many regards.

Server/File Storage

N/A – These workstations are operating as their own server for ORPS, IPS, etc.

Backups are managed manually by individual staff/processes.

Workstations

The systems are installed with a minimum of configuration or optimization in regards to Windows performance or Security. Most systems are running self-installed and out of date Anti-Virus software. These are both security holes as well as performance loss points.

All workstations operate in a Peer to Peer environment connecting to the server for nothing. Local User Accounts have no restriction to software or configuration changes.



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The machines are generally in good physical health however most are missing basic surge protection and/or Battery Backup we would strongly recommend these updates being completed... Especially in the Code Enforcement area where 2 UPS's are daisy chained.

Software

The software in all the departments is running locally with machines acting as their own servers for all applications. And users are responsible for backing up their own data & applications.

The Sewer software is not being backed up and has a phone modem hooked directly to it for remote support by the software company. User was unaware of any current backup plan in place for this machine.

There appears to be no concise or planned schema for backups or data storage. Currently there are major concerns with the software running on the local computers as servers.

Police Dept – Angelo Canna Park

The Police Department appears to operate as a separate entity. It currently consists of 4 PC's and a PC acting as a server/domain controller. Users logon both as local administrator & domain accounts for centralized storage of user documents.

Internet connectivity is via MHCable modem with a dynamically Assigned IP address.

Workstations

The PC's in the Police Department are all newer, i.e. less than 3 years old except for an Optiplex 755 which according to the Chief is being disposed of. Additionally the Video Camera & DVR System is only accessible internally. However it is plugged into the network & operates on a Windows PC Platform that should be secured.

Because we were not given the Administrator Account information on the systems we could not perform a full evaluation/inventory.

Physical Network:

While there are surge protectors in use on the network, there is no consistency.

- Inappropriate equipment/configuration

The D Link Wireless Router/Switch is home base Wireless Router with 8 Port Switch. While it is perfectly functional it is not a recommended device for a Police Department.

- Physical Wiring/Terminations

Wiring with the Police Dept is a series of Patch Cables & Wireless with wiring being run around the exterior of the walls, etc.

Server/File Storage

N/A – These workstations are accessing SJS, TRACS, and other software off the OptiPlex 990 which is loaded with Windows 2003 Enterprise. The server is also acting as a Domain Controller with what appears to be general user accounts for Profiles & document storage.

Backups are not determinable as we were not given access to investigate. However our knowledge of the software they use is that the software does a data dump daily.

Our primary concern here is for backup & redundancy of data as well as the legitimacy of the software being used.



Recommendations

We immediately found a number of things that needed/should be addressed provide basic security and data protection.

- 1) Updated Anti-Virus
 - a. Implement Symantec Endpoint Protection across all workstations
 - b. Cost Effective for Deployment & Management

- 2) Standardize Desktop Software/Configurations
 - a. Acquire fully licensed copies for all software
 - b. Add standard Security/Protection software
 - c. Deploy standard Naming Conventions
 - d. Push Software Updates
 - e. Optimize Windows
 - f. Remove Data from Local to Server
 - i. Done after server reconfiguration completed

- 3) Secure/Update Server
 - a. Evaluate full cost of upgrade vs. replacement
 - i. Purchase Windows SBS 2k11 via Open Licensing
 1. Includes internal e-mail, File, Print & Security Services
 - ii. We may use a donated server or upgrade the existing
 1. Town would purchase licensing & pay for services
 - b. Implement Stop Gap Backup Schema via External HD
 - c. Spec/Price out External Offsite for Critical Data
 - i. Anticipated Monthly Cost for 200 Gig - \$99.95/Month
 - ii. Will backup both primary Server @ Main Street & Police Server

- 4) Replace/Update Routers
 - a. Main Office
 - b. Police Dept

We would provide a separate electronic quote for these specific items with installation however these items need to be addressed if we are to provide the Village with a Service Contract.

Our Service Contracts provide for a Service Level Agreement which assumes that we have i.t.s.ified your operations such that we feel comfortable providing the performance guarantees we stipulate in our contracts.

We recommend meeting to discuss these needs and clarifying any questions you have regarding our services or Service Contract offerings.



Based on our standard Managed Service Contract for 10 workstations at a single location would cost \$2,500 annually and includes the full Remote Management Software, 24/7 Notifications and Anywhere Monitoring of your primary system. Additional Server Management licenses may be purchased for secondary servers or key workstations/systems that you identify.

Basic Service Contract Cost: \$2,500 – Includes 9 Computers & 1 Server
Additional Cost per Computer: \$1,800 for 8 Additional Computers @ \$225/Ea
Additional Cost per Server: \$500 for 1 Additional Server @ \$500
Total Contract Cost: \$4,800 Annually

- 7% discount on all services
- Up to 10 Computers – Additional Computers @ \$225/Unit
- 5 x 10 Support
- Mission Critical System Monitoring (1)
- Unlimited Phone & Remote Support
- Online Help Desk and Knowledgebase
- Inventory Management and Reporting
- Reduced Travel
- Priority Access to Technicians
- 5 Hour Block Time Purchase @ 10% Discount
- Quarterly Maintenance of Workstations & Systems
- SLA
 - o 24 Hour Response Time for non-critical systems/issues
 - o 12 Hour Response Time for critical systems/issues

Enhanced Service Contract Cost: \$3,500 – Includes 9 Computers & 1 Server
Additional Cost per Computer: \$2,600 for 8 Additional Computers @ \$325/Ea
Additional Cost per Server: \$500 for 1 Additional Server @ \$500
Total Contract Cost: \$6,600 Annually

- Includes all of Basic Service Contract Plus
- 15% discount on all services
- Up to 10 Computers – Additional Computers @ \$325/Unit
- 10 Hours of Prepaid Time
 - o 8 Hours Business Day & 2 Hours Emergency
- Annual Budgeting & Technology Planning
- Dedicated Account Manager
- Monthly Maintenance of Workstations & Systems
- SLA
 - o 8 Hour Response Time for non-critical systems
 - o 4 Hour Response Time for critical systems/issues

To ease financial expenditures this amount can be billed monthly, quarterly or semi-annually to coincide with your budget cycles.



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Dept.	Loc #	Ttl Computers	
Server	1A	1	
Clerk	1A	4	
Ambulance	1B	1	
Bookkeeper	1B	1	
Tax Collector	1C	1	
Supervisor	1D	2	
Assessor	2A	2	
Code Enforcement	2B	2	
Sewer	2C	1	*Needs to be networked
Police	3	4	**Excludes Opti 755 & DVR
<i>Total Computer Count</i>		19	

Again our goal here is to help you move towards an anticipated budget amount with only planned expenditures. By implementing a proactive rather than reactive management plan you will be able to achieve that goal.

Please feel free to contact with me any questions as I am available to discuss your options and this information in detail.

Regards,

Joseph Wolodkevich, President
intelligent technology solutions, inc.

cc: File, Christopher Bourguignon

AGREEMENT

THIS AGREEMENT, entered into this day of 2012, by and between the Town of Cairo, New York (“the Town”), a municipal corporation organized and existing under the laws of the State of New York with offices at Main Street, Cairo, NY 12413 and Greene County Agricultural Society (the “Contractor”);

WITNESSETH, that the Town and the Contractor, for the consideration hereinafter named, agree as follows:

ARTICLE 1. WORK TO BE DONE AND CONSIDERATION THEREFOR

The Contractor shall furnish all activities and services in connection with the presentation of the Youth Fair. The Contractor shall have access to and use of the Green Building from the Friday before the fair through and including the Monday after the fair. Additionally, the Contractor shall have use of the building one weekend per month for Cornell or Agricultural Society with a two-week advance notice to the Town and use of the Angelo Canna Town Park for the last week of July. The term of contract shall run from October 31, 2013 through October 31, 2014.

ARTICLE 2. CONTRACTOR’S INSURANCE

The Contractor shall not commence work under this Contract until it has obtained all insurance required under this paragraph and such insurance has been approved by the Town.

(a) Compensation Insurance: The Contractor shall take out and maintain during the life of this Contract Workers’ Compensation Insurance for its employees to be assigned to the work hereunder.

(b) General Liability and Property Damage Insurance: The Contractor shall take out and maintain during the life of this contract such general liability and property damage insurance as shall protect it from claims for damages for personal injury, including accidental death, as well as from claims for property damage which may arise from operations under this Contract. The amounts of such insurance shall be as follows:

General liability insurance in an amount not less than \$500,000 for injuries, including wrongful death to any one person and subject to the same limit for each person, in an amount not less than \$1,000,000 on account of any one occurrence.

Property damage insurance in an amount not less than \$300,000 for damage on account of all occurrences.

The Contractor shall furnish the above insurances to the Town and shall also name the Town as an additional named insured in said policies.

(c) Any accident shall be reported to the office of the Supervisor as soon as possible and not later than twenty-four (24) hours from the time of such accident. A detailed written report must be

submitted to the Town as soon thereafter as possible and not later than three (3) days after the date of such accident.

ARTICLE 3. PERMITS AND REGULATIONS

The Contractor shall procure and pay for all permits and licenses necessary for the services to be rendered hereunder.

ARTICLE 4. INDEMNITY AND SAVE HARMLESS AGREEMENT

The Contractor agrees to indemnify and save the Town, its officers, agents and employees harmless from any liability imposed upon the Town, its officers, agents and/or employees arising from the negligence, active or passive, of the Contractor.

ARTICLE 5. NO ASSIGNMENT

In accordance with the provisions of section 109 of the General Municipal Law, the Contractor is hereby prohibited from assigning, transferring, conveying, subletting or otherwise disposing of this Agreement, or of its right, title or interest in this Agreement, or its power to execute this Agreement, to another person or corporation without the previous consent in writing of the Town.

ARTICLE 6. AUTHORITY FOR EXECUTION ON BEHALF OF THE TOWN

The Supervisor has executed this Agreement pursuant to a Resolution adopted by the Town Board of the Town Cairo at a meeting thereof held on February 8, 2012. Ted Banta, III, Supervisor, whose signature appears hereafter, is duly authorized and empowered to execute this instrument and enter into such an Agreement on behalf of the Town. This instrument shall be executed in duplicate. At least one copy shall be permanently filed, after execution thereof, in the office of the Town Clerk of the Town.

ARTICLE 7. NOTICES

Any and all notices and payments required hereunder shall be addressed as follows, or to such other address as may hereafter be designated in writing by either party hereto:

To Town: Town of Cairo, Town Hall, Main Street, Cairo, NY 12413

To Contractor: Greene County Ag. Society,

ARTICLE 8. WAIVER

No waiver of any breach of any condition of the Agreement shall be binding unless in writing and signed by the party waiving said breach. No such waiver shall in any way affect any

other term or condition of this Agreement or constitute a cause or excuse for a repetition of such or any other breach unless the waiver shall include the same.

ARTICLE 9. MODIFICATION

This Agreement constitutes the complete understanding of the parties. No modification of any provisions thereof shall be valid unless in writing and signed by both parties.

ARTICLE 10. APPLICABLE LAW

This Agreement is governed by the laws of the state of New York.

IN WITNESS WHEREOF, the Town of Cairo has caused its corporate seal to be affixed hereto and these presents to be signed by Ted Banta, III, Supervisor, duly authorized to do so, and to be attested to by Cairo Town Clerk, and the Contractor has caused its corporate seal to be affixed hereto and these presents to be signed by its President or other authorized officer, agent or representative, the day and year first above written.

TED BANTA III, SUPERVISOR

RICHARD BEAR, Greene County Youth Fair

State of New York)
County of Greene) ss.:

On the day of FEBRUARY in the year 2012 before me came, the undersigned, a Notary Public in and for the said State, personally appeared TED BANTA III, SUPERVISOR personally known to me or proved to me on the basis of satisfactory evidence to the individual whose name is subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his capacity, and that by his signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

Notary Public

State of New York)
County of) ss.:

On the day of in the year 2009 before me came, the undersigned, a Notary Public in and for the said State, personally appeared RICHARD BEAR personally known to me or proved to me on the basis of satisfactory evidence to the individual whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his capacity, and that by his signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

Notary Public

January 25th, 2011

Member of the Board,

Last February the Town Board discussed imposing a **USER** fee of \$ 50 to utilize the Acra Community Center. This was in addition to a \$ 50 deposit to be surrendered if the center was not cleaned properly.

I spoke out against this USER fee at that time and it is my understanding that this board is currently working to establish a fee schedule for various departments within the town.

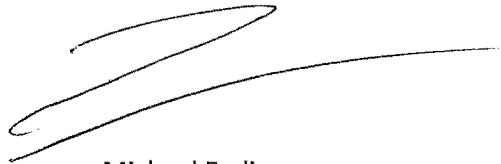
If the board adopts a USER fee, town of Cairo taxpayers would be charged more to utilize the community center than those who do not live within the town.

Cairo residents pay property taxes to support the budget, a portion of those taxes are utilized to support the Acra Community Center and a corresponding portion of the tax paid is further utilized to pay employees of the Town. Built into the budget is the cost of insurance, fuel, and related items associated with the operation of the community center, as well.

Cairo taxpayers already pay to support the community center and should not be required to pay a USER fee to utilize the facility.

Why should Cairo resident / tax payers be penalized?

Very truly yours,

A handwritten signature in black ink, appearing to read 'Michael Esslie', written over a horizontal line.

Michael Esslie

Patricia Steinhauer
19 Fulton Parkway
Cairo
New York 12413

January 31, 2012

Ted Banta (Supervisor)
PO Box 728
Cairo
New York 12413

Dear Ted,

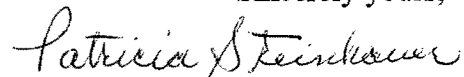
First, I would like to congratulate the crew who plows the streets of Cairo. I feel they do a great job. I want to thank them for that.

Second, you found our homes when it was time for election and that you introduced yourself and we were glad to get to know you.

Now we would like it if you could travel our street again and look at the condition it is in. It needs repairs. I'm sure you would not want any of us falling because of the holes in the street, or having flat tires.

Could you please consider this in your budget. Fulton Parkway is a small Dead End street off Lincoln Drive (south). There are five homes on this street. It is in need of repair and we would appreciate your considering it for repair as soon as possible.

Sincerely yours,



Patricia Steinhauer

Tel. # 518-622-8219



TOWN OF CAIRO
PO Box 728, Cairo, NY 12413
Supervisor: 518 622 2060 Fax: 518 622 0553

Date: February 7, 2012
To: Patricia Steinhauer

Dear Patricia:

I received your letter dated January 31, 2012. Thank you for complementing the Highway Department and I appreciate your request and concern for Fulton Parkway. Your request has been forwarded to our Highway Superintendent, Robert Hempstead and the Deputy Superintendent, Debra Sommer. Both are working diligently assessing our roads and budgeting for the work that our roads desperately need. You're not alone and your road will be considered and placed accordingly.

If you have specific questions, comments, or concerns about your road don't hesitate to contact Robert at the Highway Department at 518 622 9515.

Thank you and best regards,

Ted Banta
Supervisor