

SPECIAL BUDGET MEETING – February 8, 2023 at 4:00 pm at the Village office.

Present: Mayor Scholl, Trustees Bennett, Jarvis, Mullady; Account Clerk-Typist, Kassandra Charland;

Excused: Trustee Akin

Guests: Victoria Marking and Bryan Brayton from LayerEight

Deputy Clerk Kelli Bingel presented a **proposal for outsourcing our IT Services with LayerEight**. The proposal includes a security assessment on our current technology and equipment. The proposal is for 36 months at \$999 per month. Kelli's research indicates a good portion, if not all of this proposal may be covered with ARPA funds. Bryan indicated there would not be a significant reduction in cost in prepaying the entire cost and there are no initial costs as all items have been included in the monthly proposal. This would involve outsourcing the maintenance of our internet, telephone systems, computers and other related hardware, any upgrades necessary to get current equipment where it needs to be, and the purchase of new equipment as outlined. The current proposal is for the Community Center/Village Office only. We may add additional departments which are offsite later, if necessary. Kelli advised the Board there are many government credentials which are necessary to be switch over from the previous Clerk's retirement and it may take some time.

LayerEight discussed the proposal and the **security assessments** that were found. This included the research, results and a plan of action. They also discussed the NY Shield Act, which was put into place during Covid in 2020 and is now beginning to be enforced by the State. The Village is at risk in multiple places of being in violation. Email security, FOIL requests, and access to office computers were discussed. Cameras were also discussed.

The board also reviewed a proposal from Twinstare Technologies and **results from inquiries** to other companies; they will review the proposal and return a decision during the upcoming budget process.

Kelli also presented a **proposal for outsourcing our payroll services utilizing Paychex Flex**. She presented the estimated annual cost of doing the payroll internally compared with the proposals from Paychex and other companies. The Paychex proposal is less and would free up over 50 hours per month of office staff time to accomplish other tasks. In addition, it would allow for time submittal, approval and review utilizing mobile devices, moving from the paper timesheets currently in use. Hopefully, this will also increase the efficiency in submitting payroll. The proposed service will also provide some other human resources capabilities, including scheduling which can be utilized by our EMS department.

Trustee Akin made a motion adjourn the meeting at 7:50 pm; seconded by Trustee Mullady. Motion carried.