

**RESOLUTION APPROVING OFFICE RENOVATIONS TO IMPROVE SECURITY
IN TOWN CLERK'S OFFICE**

RESOLUTION 23-

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SECURITY IN TOWN CLERK'S OFFICE**

The following Resolution was duly presented for consideration by the Town Board:

WHEREAS, by recommendation of the Tompkins County Sheriff's Office, the Town Clerk's Office proposes to improve security in the office by installing one-way mirror glass in the door and adjacent counter window, replacing the existing glass; and

WHEREAS, the Town Clerk included \$1,500 in the 2023 budget for this project under the building repairs expense account; and

WHEREAS, the current quote from McPherson Builders is \$2,043, the building repairs expense account has sufficient funds to cover this security improvement; and

WHEREAS, per existing Town Procurement Policy Section IV, all building repairs and maintenance projects exceeding \$1,000 require specific Town Board approval; it is therefore

RESOLVED, that the Town Board affirms that funds from A1620.405 are intended to be used for building repairs and maintenance; and it is further

RESOLVED, that the Town Clerk or her designee be and hereby are authorized to affect the following repair per the Town of Lansing Procurement Policy: McPherson Builders install one-way mirror glass in the door and adjacent counter window, replacing the existing glass in Town Clerk's Office for a total not to exceed \$2,043.