

SUPERVISORS NOTEBOOK

A Digest of Legislative Activities

For the Month of

July 2019

The following minutes were not available at the time this packet was published:

Planning, Economic Development, Environmental and Intergovernmental Affairs – 5/23/19, 6/20/19

Highway, Buildings, and Grounds – 6/11/19, 6/26/19

Government Operations – 6/27/19

Finance, Ways and Means – 9/28/17, 10/26/17, 11/16/17, 12/5/17, 12/19/17, 6/11/19, 6/27/19

Administration and Oversight – 6/20/19

Criminal Justice, Public Safety and Emergency Communications – 6/20/19, 6/28/19

Solid Waste and Recycling – 6/25/19

Health and Human Services – 6/25/19

Public Utility Service – 4/18/19, 5/21/19 (2), 5/22/19, 6/20/19

MADISON COUNTY BOARD OF HEALTH
Monday, May 20, 2019
Madison County Health Department, Wampsville, NY

BOARD OF HEALTH MEMBERS PRESENT

Rachel Elder, MD
Jennifer Meyers, MD
Sam Barr, DMD
Wendy Cary – Vice President
Travis Hall, Clinical Psychologist
John Endres, DVM – President

NOT PRESENT

Ofrana Reid, MD
Alex Stepanski, Board of Supervisors Representative (Excused)

OTHERS PRESENT

Eric Faisst, Public Health Director
Dr. R. Seelan Newton, Medical Consultant
Aaron Lazzara, Assistant Director of Environmental Health
Shawn Prievo, Director of Administrative Services
Rosanne Lewis, Director of Children with Special Health Care Needs
Deanna Matt, Confidential Secretary to the Director of Public Health

Wendy Cary called the meeting to order at 6:32pm indicating that there was a quorum. The Board reviewed the April 2019 minutes. Motion to approve the minutes, with addition of Eric Faisst to the excused absence list, was made by Dr. Barr, seconded by Dr. Hall, and approved by all.

Audit of Claims

The record of claims was distributed for review and discussion.

- Pre-School is on schedule
- EI down due to early meeting this month
- Prevent is up due to replacement vaccine cost, should be back to normal next month
- EH not much change
- Vaccine fridge had some preventive maintenance done

Motion to approve the Audit of Claims made by Dr. Hall, seconded by Dr. Meyers, and approved by all

Strategic Items

- Healthy Workplace
 - Pilot site meeting held last week
 - HP Hood was unable to attend
 - Oneida Healthcare and Madison County PH were in attendance

- Both still collecting data – MCDOH has a data management meeting scheduled to determine the data we want to collect, and to start collecting it.
 - OHC has identified initiatives and are implementing them at the extended care facility in addition to collecting data.
 - Eric had a call with the team at Harvard, and they will provide questions to assist the pilot teams that may be experiencing some challenges with the project
 - Conference Planning
 - Working on finding a free/inexpensive registration system
 - Drafting letter to gain sponsorships
 - Many speakers have been secured
- Dental Health
 - There have not been any recent work group meetings
 - Oral Health Profile has been completed and provided to BOH Members at this meeting
 - This document is being used to move forward the dental health initiatives
 - There may be funding available through the CNY Community Foundation through a training program they are providing.
 - If the CHA process identifies dental health as one of the 3 priority issues, the profile will serve as the in depth analysis and framework for initiatives.
- Individual Water Systems
 - 4 interviews completed for the vacant IWS position
 - Identified a candidate – references are being checked – hoping for a start date of June 17th
 - Pete is continuing to fill in until new person is secured – there have been 5 recent calls
- CHA/CHIP
 - Community Themes & Strengths assessment is underway with Zogby assessment to come soon.
 - Will combine pending Themes & Strengths data with other assessment results to identify final priority issues.

Reports

- County – No report
- Director's Report
 - Working on Corporate Compliance Electronic Health Record Policy
 - Department specific policy is being drafted by Shawn
 - Drafting the County level policy that will cover Mental Health and Public Health EHR use.
 - Identified a potential new BOH member – to be discussed further in Old Business
 - Working with Health Statistician on the ACES profile
 - Dr. Meyers & Dr. Hall are reviewing and providing feedback

- City of Oneida – No Report
- Medical Director's Report
 - Flu is no longer prevalent in Madison County
 - There are 3 Physicians up for renewal for credentialing – paperwork provided and signed by VP Cary
 - QA meeting July 25th
- President's Report
 - Oklahoma State is conducting a study regarding ticks on dogs tested to determine what diseases the ticks are carrying. This is an effort to identify any developing diseases that may be seen in humans in the future. Dr. Endres hopes to receive feedback later this year.
 - Eric pointed out that the Disease Surveillance committee here at PH want to add canine sentinel surveillance – there will be questions to follow
 - If the public bring in ticks collected from pets Dr. Endres will collect and provide them to the study. Ensure they are retrieved from pets/animals not humans – and include what it came off, and where it is from
 - Further discussion occurred in regards to ticks surveillance and systems being used.
 - Katie identified speaker option from CME to present about ticks – she will reach out

Old Business

- Dr. Reid
 - Letter was sent previously, no response
 - A draft letter was reviewed notifying Dr. Reid of the BOH's request for termination being presented to the BOS for the June 11th meeting.
 - Edits to the letter should include verbiage reflecting BOH request for termination of Dr. Reid's appointment – BOS to make official decision – draft resolution also included for review. Letter to Dr. Reid will be sent after BOS meeting and decision
 - Eric will look into the option for future meetings to have phone-in capabilities

New Business

- New Board Member option
 - Gerry Edwards, MD is a family practitioner from Cazenovia affiliated with St. Joseph's Hospital – he is interested in being a member of the Board
 - He is a founding member of the Rural Health Council
 - Active in the community with the "Girls on the Run" & "Walk with a Doc" events
 - The BOH requested his background information – Eric will ask for his CV and provide to the BOH as soon as he is able.
 - Request also made for Dr. Edwards to come to the next meeting to introduce himself
 - Motion made to draft a resolution for the BOS to appoint Dr. Gerald Edwards to the BOH made by Dr. Elder, 2nd by Dr. Meyers, all in favor

- Non-Medical Exemptions for Vaccinations
 - Resolution template provided by NYSACHO.
 - Edits need to be made to reflect Madison County, and address the BOH concerns including.
 - Define the setting in which this is required
 - Who is the audience of the bill?
 - Definition of medical exemptions in current state law
 - Determine if this eliminates the burden on school Superintendents to make the decision on exemption requirements
 - Adjustments to be made, letter sent to BOH members to review and edit before next meeting.
 - Once finalized and approved the letter will be sent to the following area representatives:
 - Assemblymen
 - State Senators
 - Governor's Office
 - NYS DOH
- Mosquito testing will resume when intern Dan Peck returns next week
- Dr. Meyers presented to the concern for rise in suicide attempts due to access to lethal means. She has suggested more guidance to be available to the public, and would like to find out if there are any free/low cost trigger locks available, or any programs that provide this option to the public. Eric will research this. Inquiries to the Sheriff and others did not identify any current local programs. Dr. Meyers noted a video made years ago between child advocates and gun advocates – to be located and shared with the BOH.

Motion to adjourn made by Dr. Endres, 2nd by Dr. Hall, All in Favor – 7:30 pm

Next Meeting June 24, 2019 @ 6:30 pm

Madison County Department of Health – Large Conference Room

Respectfully submitted by Deanna Matt

Criminal Justice, Public Safety and Emergency Communications Committee

Meeting Minutes

May 23, 2019

PRESENT: Chairman Pete Walrod
Vice Chairman Roger Bradstreet
Supervisor Loren Corbin

ALSO: Board Chairman John Becker
County Administrator Mark Scimone
Chief Assistant District Attorney Robert Mascari
First Assistant County Attorney Jeff Aumell
County Attorney Intern Joseph Mellek
Emergency Management Director Ted Halpin
Probation Director Joanne Miller
Sheriff Todd Hood
Public Information Officer Samantha Field
Supervisor Cliff Moses

ABSENT: Supervisor Dan Degear
Supervisor Tom Boylan

The meeting was called to order by Chairman Pete Walrod at 9:02 a.m. in the Supervisors Large Conference Room.

Minutes:

The minutes of the April 18, 2019 meeting were unanimously approved on the motion of Chairman Pete Walrod and second of Supervisor Loren Corbin.

District Attorney:

Chief Assistant District Attorney Robert Mascari informed the Committee about the new discovery law that will take effect in January 2020. Mascari states that the new discovery law would completely change the timing and amount of disclosure required. The problem will be in the timing and the effect it has on our ability to announce ready for trial. The new law will change a fundamental rule of practice as to when and how they are ready for trial. Mascari stated that it would be difficult to assemble all of the discovery in the new time frame. Mascari believes that we are well positioned to comply and with a lower cost impact than some counties. The focus will be on the flow of paperwork from law enforcement to the D.A. First Assistant County Attorney Jeff Aumell asked Mascari how they would get information from local law enforcement, and Mascari replied electronically. Mascari reported that he would be attending a Chief's meeting to talk about how they would deal with the new law locally.

Chairman Pete Walrod suggested a meeting to update Supervisor's on this subject. Mascari agreed and suggested the meeting take place after Labor Day.

Mascari also shared and discussed a handout with the Committee on Discovery and Speedy Trial Reforms.

Probation:

Probation Director Joanne Miller presented the following resolutions to the Committee:

Authorizing an Agreement with the NYS Division of Criminal Justice Services

The Committee unanimously approved the resolution on the motion of Corbin and second of Bradstreet.

Authorizing the Chairman to Renew an Agreement with Automon, LLC

The Committee unanimously approved the resolution on the motion of Bradstreet and second of Corbin.

Emergency Management:

Emergency Management Director Ted Halpin presented the following resolutions to the Committee:

Authorizing the Chairman to Apply for New York State Division of Homeland Security and Emergency Services (DHSES) 2019 State Homeland Security Program Grants

The Committee unanimously approved the resolution on the motion of Bradstreet and second of Corbin.

Authorizing the Modification of the 2019 Adopted County Budget

The Committee unanimously approved the resolution on the motion of Corbin and second of Walrod.

Authorizing the Chairman to Enter into an Agreement with Upstate Emergency Medicine, Inc. for Emergency Medical Services Physician Medical Director Services

The Committee unanimously approved the resolution on the motion of Walrod and second of Bradstreet.

Emergency Management Director Ted Halpin informed the Committee that the public presentation of the 911 study would take place on June 27th at 6:30 p.m. at the Chittenango High School. Halpin stated he would send the summary of the 911 study to the Committee when it is released on June 11th.

Halpin advised the Committee that there would be a tabletop exercise for members of the Courthouse Committee to cover the event of any possible severe storms during the Courthouse Celebration on Saturday May 25th.

Chairman Pete Walrod asked Mr. Halpin to have EMS Coordinator John Barattini discuss EMS chute times with the Committee at the next meeting.

Halpin shared a handout with the Committee on New York State Association of Counties (NYSAC) Countywide Support for EMS Systems regarding a webinar. The handout explains how local EMS organizations are having a harder time staying operational, especially in rural parts of the state.

Halpin also shared a handout from the NYS Canal Corporation on the current conditions of Madison County reservoirs.

Sheriff's Office:

Sheriff Todd Hood presented the following resolutions to the Committee:

Authorizing Chairman to Renew an Agreement with Dietician

The Committee unanimously approved the resolution on the motion of Bradstreet and second of Corbin.

Authorizing Chairman to Renew an Agreement with Psychiatry Faculty Practice

The Committee unanimously approved the resolution on the motion of Corbin and second of Bradstreet.

Authorizing Chairman to Enter into Agreement with Linstar – Door Access

The Committee unanimously approved the resolution on the motion of Bradstreet and second of Corbin.

Authorizing Chairman to Enter into Agreement with Linstar – Datacard Printer

The Committee unanimously approved the resolution on the motion of Walrod and second of Bradstreet.

Authorizing Chairman to Apply for Grant – FY2019 SLETPP

The Committee unanimously approved the resolution on the motion of Bradstreet and second of Corbin.

Authorizing Chairman to Apply for Bulletproof Vest Partnership Program

The Committee unanimously approved the resolution on the motion of Bradstreet and second of Corbin.

Authorizing the Modification of the 2019 Adopted County Budget – Project Lifesaver

The Committee unanimously approved the resolution on the motion of Walrod and second of Corbin.

Authorizing the Modification of the 2019 Adopted County Budget – FY2016 SLETPP

The Committee unanimously approved the resolution on the motion of Bradstreet and second of Corbin.

Authorizing Chairman to Enter into a MOU with Utica PD

The Committee unanimously approved the resolution on the motion of Bradstreet and second of Corbin.

Authorizing the Modification of the 2019 Adopted County Budget – Vehicle Expense

The Committee unanimously approved the resolution on the motion of Bradstreet and second of Walrod.

Sheriff Hood stated they needed to hire a nursing supervisor as they didn't have anyone in charge. This will bring the nursing office up to speed.

Hood also reported to the Committee that the Mayor of Chittenango was looking at options of coming on board with the Madison County Sheriffs, but reported that it was not going anywhere at this time.

Hood invited the Committee to the awards ceremony for the Sheriff's Office at the Hampton Inn in Cazenovia on June 21st at 11:00 a.m.

Sheriff Hood shared a handout with the Committee on how many shifts had been missed by his employees in the Criminal Division since he has taken over in office. Hood wanted to give the Committee a heads up that there may be a need to hire more staff in the near future as the division is short staffed.

Other Committee Business:

Chairman Pete Walrod presented the following resolutions to the Committee:

Appointing Members to the Madison County Traffic Safety Board

The Committee unanimously approved the resolution on the motion of Corbin and second of Bradstreet.

Re-Appointing a Member to the Madison County Traffic Safety Board

The Committee unanimously approved the resolution on the motion of Corbin and second of Bradstreet.

Preferred Agenda:

The Committee unanimously approved including all resolutions in the Committee's Preferred Agenda with the exception of, Authorizing the Modification of the 2019 Adopted County Budget – Vehicle Expense (Sheriff's Office). This will go before Health & Human Services Committee, Highway, Buildings & Grounds Committee and Finance, Ways & Means Committee on a motion of Walrod and second of Bradstreet.

Adjournment:

The Committee adjourned at 10:33 a.m. on the motion of Vice Chairman Bradstreet and second of Supervisor Corbin.

Next Meeting Date:

Thursday, June 20, 2019 at 9:00 a.m.

Respectfully submitted by Tricia Wiley on behalf of Chairman Paul H. Walrod.

Administration and Oversight Committee

Meeting Minutes

May 23, 2019

COMMITTEE: Chairwoman Yvonne Nirelli
Vice Chairman Pete Walrod
Supervisor Ron Bono
Supervisor David Jones

OTHERS: Board Chairman John Becker
Board Vice Chairman Daniel Degear
County Administrator Mark Scimone
County Attorney Tina Wayland-Smith

ABSENT: Supervisor Thomas Boylan

Chairwoman Yvonne Nirelli called the meeting to order at 11:30 a.m. in the Supervisors large conference room.

Approve Minutes:

The minutes of the May 14, 2019 special meeting were unanimously approved on the motion of Vice Chairman Pete Walrod and second of Supervisor Ron Bono.

Other Committee Business:

Chairwoman Yvonne Nirelli met with Finance Director Lou Anne Randall to review the details and mapping of the Town of Cuyler's annexation request. Nirelli shared the fact sheet with the Committee, and the Committee discussed the need to review the logistic, economic and legal implications of such on Madison County.

Executive Session:

A motion was made by Chairwoman Yvonne Nirelli to enter into executive session at 11:40 a.m. to seek legal advice of counsel. Supervisor David Jones seconded the motion and it was unanimously carried.

A motion was made by Supervisor Ron Bono to exit executive session at 11:54 a.m. Chairwoman Yvonne Nirelli seconded the motion and it was unanimously carried.

Next Meeting: Thursday, June 20, 2019 at 11:30 a.m.

Motion to Adjourn: The Committee adjourned at 11:55 p.m. on the motion of Vice Chairman Walrod and second of Supervisor Bono.

Respectfully submitted by Christine Coe for Chairwoman Yvonne Nirelli and approved on June 11, 2019.



**Solid Waste and Recycling Committee Meeting
May 28, 2019 – Supervisors Conference Room,
County Office Building**

The meeting was called to order by Chairman James Goldstein at 9:10 a.m.

Those attending were Chairman James Goldstein, Solid Waste Committee Members, Eve Ann Schwartz, Yvonne Nirelli and Solid Waste Director Amy Miller. Others present were County Attorney Tina Wayland-Smith; County Administrator Mark Scimone; Public Information Officer Samantha Field; Director of the Industrial Development Agency (IDA) Kipp Hicks; and Solid Waste Office Assistant Sarah Gaudin.

Approve Minutes

Motion by E. Schwartz to approve the April 30, 2019 Solid Waste & Recycling Committee meeting minutes as presented, seconded by J. Goldstein and carried.

Resolutions

Motion by E. Schwartz to approve the Extension of Recycling Facility Operation Agreement and Ground Lease, seconded by Y. Nirelli and carried.

Motion by Y. Nirelli to approve entering into an Agreement for Annual Service on Landfill Solar Cap with addition of a decommissioning plan, seconded by E. Schwartz and carried.

Motion by E. Schwartz to approve entering into an Agreement for Landfill Leachate piping camera Inspection and Cleaning Services, seconded by Y. Nirelli and carried.

Motion by J. Goldstein to approve Attendance at an Out-of-State Conference seconded by Y. Nirelli and carried.

Motion by E. Schwartz to approve entering into the Business Convenience Agreement with White Eagle Farms, LLC, seconded by Y. Nirelli and carried.

Motion by Y. Nirelli to have the above resolutions put on the preferred agenda, seconded by E. Schwartz and carried.

Transfer Station Paving Needs

A. Miller reported that the Hamilton Transfer Station located at 7638 Cranston Road needs paving work this year. Funds are currently in the budget for this project and it will likely have to go out to bid. There have also been recent complaints about the Cazenovia Transfer Station entrance and exit roads. Committee members asked about patching the pot holes. A. Miller explained that both sites are beyond just patching at this time. Currently Deputy Director G. Gelewski is in the process of getting cost estimates. More information will be presented at the next Committee meeting.

Plastics-to-Energy RFP

A. Miller reported that we received three proposals and one letter. A. Miller has only conducted a preliminary review at this time and she will provide the Committee with additional information at the next Committee meeting.

Miscellaneous Landfill Updates

A Committee member asked about the law for uncovered loads and would like some clarification about it. A. Miller said she would contact the DEC Officer and get back to the Committee members. The Committee ask if K. Welch, Recycling Coordinator and S. Field, Public Information Officer, would work together to send out notices/press releases to the County residents reminding them about covering their loads.

A. Miller reported that she will be meeting with the HP Hood Oneida Plant Manager on June 4, 2019 to discuss HP Hood's corporate zero-waste-to-landfill sustainability goal.

Next Meeting Date

9:00 am Tuesday, June 25, 2019 in the Supervisors Conference Room, County Office Building.

Adjourn

Motion to adjourn made by Y. Nirelli, seconded by E. Shwartz and carried. The meeting was adjourned at 10:12 am.

Respectfully submitted by Amy Miller, Director Solid Waste Management.

HEALTH AND HUMAN SERVICES COMMITTEE

Tuesday May 28, 2019

Large Conference Room

Committee Members Present

Alex Stepanski, Chairman, Town of Stockbridge

James Goldstein, Vice-Chairman, Town of Lebanon

Joe Magliocca, City of Oneida

Eve Ann Shwartz, Town of Hamilton

Loren Corbin, Town of Brookfield

Others Present

Eric Faisst, Director, Public Health Services

Shawn Prieto, Director of Administrative Services, Public Health Services

Tricia Platt, Deputy Commissioner for Financial Assistance, Social Services

Tina Louis, Director, Madison County Youth Bureau

Mark Scimone, County Administrator

Tina Wayland Smith, County Attorney

Donald Smith, Director, Veterans Agency

Ron Raymer, Assistant Director, Veterans Agency

Sherry Robinson, Veterans Counselor

Samantha Field, Public Information Officer

Antara Mitra, Executive Director, Community Action Partnership

Kim Centore, Program Coordinator, Mental Health Services

Beth Piersall, Confidential Secretary, Mental Health Services

Call Meeting to Order

Chairman Alex Stepanski called the meeting to order at 10:30 a.m., indicating that there was a quorum for the Health and Human Services Committee.

Approve Minutes

The Health and Human Services Committee reviewed the meeting minutes for April 30, 2019. A motion to approve the minutes as written was made by Vice Chairman Goldstein seconded by Supervisor Shwartz and carried unanimously.

Veterans Agency

Director Donald Smith thanked the Health and Human Services Committee for their support and respect for veterans. The Health and Human Services Committee wished him well in his retirement. Ron Raymer will assume the duties of Director of the Veterans Agency on May 31, 2019. Ron Raymer provided an update regarding Veterans Agency. Sherry Robinson and Jeremy Ward have been hired as Veterans Counselors. The veterans counselors have participated in a webinar through National Veterans Legal Services Program (NVLSP) and also attended a conference through Syracuse School of Law, Veterans Human Rights Conference. Once training and certification has been completed, Sherry and Jeremy will begin providing in-home outreach in the southern part of the county. Transportation for veterans is also a priority

for the Veterans Agency. Madison County Rural Health Council recently hired Matt Rose as Mobility Manager to assist with this issue. The Veterans Agency has been participating in outreach events, most recently at the Veterans Clinic in Rome. There are approximately 6000 veterans in Madison County. Committee members asked for data on the number of veterans currently being served in Madison County. Mr. Raymer will provide additional information at the June meeting. Vice Chairman Goldstein noted that a support group for veterans was offered in Morrisville in the past and this was a valuable resource for our veterans.

Social Services

Deputy Commissioner Tricia Platt presented the Expenditure and Refund Summary. At this point Social Services is within limits at 33%. The number of individuals receiving SNAP benefits has declined slightly most likely due to the stronger economy.

County Administrator Mark Scimone presented the following resolution to the Committee:

Authorizing the Modification of the 2019 Adopted Budget

A motion was made by Supervisor Shwartz to approve the resolution, seconded by Supervisor Magliocca and carried unanimously.

Director Tina Louis provided feedback from the Youth Board regarding expanding the number of agencies that receive funding or to increase funding to existing agencies. If county funding were available, the Youth Board would like to start this in 2020 and award the funding to year round programs. The Youth Development Funding Policy and Procedures was provided to the Health and Human Services Committee at the March 2019 meeting. Director Louis contacted Youth Bureau in Oswego and Onondaga Counties and they receive county funding for youth programming. Both the Youth Board and Director Louis feel it would be best to keep potential county funding and OCFS funding separate. Once the 2020 budget process begins, we will have a better idea if funding will be available. An RFP could be released at the end of 2019. The Health and Human Services Committee supports providing county funding for youth programs.

Public Health

Director Eric Faisst presented the following resolutions to the Committee:

Authorizing the Chairman to enter into Agreements with Agencies and Therapists for the Preschool Program

A motion was made by Vice Chairman Goldstein to approve the resolution, seconded by Supervisor Corbin and carried unanimously.

Authorizing the Chairman to renew an Agreement with CNY Public Health Alliance

A motion was made by Supervisor Shwartz to approve the resolution, seconded by Supervisor Magliocca and carried unanimously.

Extending Contracts for Transportation

A motion was made by Supervisor Shwartz to approve the resolution, seconded by Supervisor Corbin and carried unanimously.

Director Faisst noted that they recently received 30-day termination notice from Birnie Bus Service. Public Health has contacted Birnie Bus to see if they would be willing to provide transportation services through the end of summer. The County Attorney's office was contacted to review bid specifications and contract language.

Public Health Department Charges Approved Charges and Fee Schedule

A motion was made by Chairman Stepanski to approve the resolution, seconded by Supervisor Magliocca and carried unanimously.

To Remove Ofrona Reid from the Madison County Board of Health

A motion was made by Vice Chairman Goldstein to approve the resolution, seconded by Supervisor Shwartz and carried unanimously.

Director Faisst explained this was due to a lack of attendance at Board of Health meetings.

Appoint a Member to the Madison County Board of Health

A motion was made by Vice Chairman Goldstein to approve the resolution, seconded by Supervisor Shwartz and carried unanimously.

Mental Health

Program Coordinator Kim Centore presented the following resolution to the Committee:

Appointing Members to the Community Services Board

A motion was made by Supervisor Shwartz to approve the resolution, seconded by Supervisor Magliocca and carried unanimously.

Following the meeting, Director Teisha Cook forwarded an outline of the responsibilities of the Community Services Board to Committee members.

Preferred Agenda

The Committee unanimously agreed to include all resolutions in their Preferred Agenda with the exception of the budget modification, upon motion by Vice Chairman Goldstein and seconded by Supervisor Shwartz.

Motion to Adjourn

There being no further business to discuss, a motion to adjourn the meeting was made by Supervisor Shwartz at 11:15 a.m., seconded by Supervisor Corbin and carried unanimously.

Next meeting: June 25, 2019 at 10:30 a.m.

Respectfully submitted by Beth Piersall for Chairman Alexander R. Stepanski

Highway, Buildings and Grounds Committee

Minutes, May 29, 2019 Regular Meeting

PRESENT: Chairman Ron Bono, Vice Chairman Alexander Stepanski
Supervisors Rocco DiVeronica & Bill Zupan & Roger
Bradstreet

ALSO: Director of Public Facilities John Regan, Maintenance
Supervisor David Reiss, Highway Superintendent Joe Wisinski,
Deputy Highway Superintendent Brad Newman, Highway
Operations Manager Rich Durant, Assistant County Attorney
Jeff Aumell, County Attorney Intern Joseph Mallek, County
Treasurer Cindy Edick, Chairman Board of Supervisors John
Becker, County Administrator Mark Scimone, Public
Information Officer Samantha Field

Call to Order: The meeting was called to order at 1:55 p.m. in the Supervisors Large Conference Room by Chairman Ron Bono.

The minutes for the April 17, 2019 Regular Meeting & May 14, 2019 Special Meeting minutes were unanimously approved on the motion of Vice Chairman Alexander Stepanski and second of Supervisor William Zupan.

HIGHWAY

Budget Modification: The Committee unanimously approved a resolution authorizing the modification of the 2019 adopted county budget for vehicle lease expenses on the motion of Supervisor Roger Bradstreet and second of Supervisor Rocco DiVeronica.

Budget Modification: The Committee unanimously approved a resolution authorizing the modification of the 2019 adopted county budget for county snow removal on the motion of Stepanski and second of Bradstreet.

Resolution: The Committee unanimously approved a resolution authorizing the chairman to award bid 19.23 and enter into an agreement with Dolomite Products for items# 1-6 and to all bidders for items # 7-10 for hot mix asphalt paving & equipment rental on the motion of Zupan and second of Bradstreet.

Resolution: The Committee unanimously approved a resolution authorizing the chairman to award bid 19.24 and enter into an agreement with Northern Ready Mix for concrete products on the motion of Bradstreet second of DiVeronica.

Resolution: The Committee unanimously approved a resolution authorizing the chairman to modify an agreement with J & J Construction for Carey Rd Bridge Project on the motion of Zupan and second of Bradstreet.

Resolution: The Committee unanimously approved a resolution authorizing the chairman to enter into an agreement with RMS Gravel, Inc. for material crushing services on the motion of DiVeronica and second of Zupan.

Discussion: The Committee reviewed the listing of surplus county property. The Committee unanimously approved the listing to be presented to the A&O Committee for approval. Also discussed was the Highway Equipment that was requested in the 2019 vs what was not and the balance of the current equipment surplus account.

Budget Modification: The Committee unanimously approved a resolution authorizing the modification of the 2019 adopted county budget for Equipment Purchase expenses on the motion of Chairman John Becker and second of Bradstreet.

Highway Highlights: Wisinski presented the highlights of the previous month's work by the Highway Department which is attached to and made part of.

BUILDINGS & GROUNDS:

Discussion: Chairman Becker and County Administrator Mark Scimone presented a brief overview of the proposals that were received in response to the new Highway Garage RFP and were reviewed by the committee. The Committee unanimously agreed to meet with a few of the candidates before choosing. There will be a special committee meeting scheduled for these interviews.

Resolution: The Committee unanimously approved a resolution authorizing the chairman to call for a referendum vote on the Clockville Water District on the motion of Becker and second of Zupan.

Budget Modification: The Committee unanimously approved a resolution authorizing the modification of the 2019 adopted county budget for capital projects funds on the motion of Bradstreet and second of Stepanski.

Budget Modification: The Committee unanimously approved a resolution authorizing the modification of the 2019 adopted county budget for Courthouse Renovations on the motion of DiVeronica and second of Zupan.

Resolution: The Committee unanimously approved a resolution authorizing the chairman to renew an agreement with Mohican Model A Ford Club for land use for annual car show on the motion of Becker and second of Stepanski.

Resolution: The Committee unanimously approved a resolution authorizing the chairman to renew an agreement with General Security for annual fire alarm testing & inspection at the Highway locations on the motion of DiVeronica and second of Zupan.

Resolution: The Committee unanimously approved a resolution authorizing the chairman to enter into an agreement with BR Johnson for door repairs/replacements at the Highway Dept. locations and also other related door repairs/replacements throughout Madison County properties on the motion of Becker and second of Stepanski.

Resolution: The Committee unanimously approved a resolution authorizing the chairman to enter into an agreement with Pro Air Plus, Inc. for DSS Cooling Tower Control Arm replacement on the motion of DiVeronica and second of Stepanski.

Resolution: The Committee unanimously approved a resolution authorizing the chairman to award bid 19.27 and enter into an agreement with S&W Services, Inc for fuel pump installation on the motion of Zupan second of Becker.

Resolution: The Committee unanimously approved a resolution authorizing the chairman to award bid 19.21 and enter into an agreement with Richard E. Alexander Co. for Mental Health & District Attorney Renovation/Expansion on the motion of DiVeronica second of Stepanski.

Resolution: The Committee unanimously approved a resolution authorizing the chairman to enter into an agreement with Arrow Fence for fence repairs on the motion of Bradstreet second of Zupan.

Discussion: Bid 19.18 & 19.22 for the Public Health Wellness Area and Public Health Security Renovations both came back over budget. After review with King & King the architect, Director of Facilities John Regan feels it is best to reject all

bids at this time. Then combine both bids and re-bid the project as one instead of 2. The Committee unanimously approved combining & re-bidding.

At 2:57p.m., on the motion of DiVeronica and second of Bradstreet, the committee entered executive session.

At 3:13 p.m., on the motion of DiVeronica and second of Bradstreet, the committee exited executive session.

Buildings & Grounds Highlights: Regan presented the highlights of the previous month's work by the Maintenance Department & Project updates which is attached to and made part of.

CENTRAL SERVICE: Monthly report was reviewed.

PREFERRED AGENDA: The Committee unanimously approved all resolutions except for the Clockville Water District resolution on the motion of Stepanski and second of Zupan.

NEXT MEETING: Wednesday, June 26, 2019 @ 2:00 p.m.

ADJOURNMENT: The meeting was adjourned at 3:15 p.m. on the motion of Stepanski and second of DiVeronica.

Respectfully submitted June 24, 2019, by Holly R. Fleming for Chairman Ronald Bono.

Highway Highlights May 29, 2019

1. Highway crews are working on 2019 projects including tree work, ditching, culverts and shoulders.
2. Town of Madison will be helping us with Roadside mowing along with Cazenovia.
3. The Canastota rail trail is moving along and NYSDOT has been on site with no issues.
4. The Crack Fill operations are still going and have been slowed due to rain.
5. The intersection reconstruction work at Burleson/Creek and Burleson/Peterboro have been completed, and Cold In Place Recycling is scheduled to begin May 28th.
6. Two large culvert replacements on Main Street in Brookfield will be starting June 3rd. That section of road will be closed temporarily, with an onsite detour to be utilized.
7. Several pieces of highway equipment were showcased for the Courthouse Event and Highway staff were in charge of the public parking for the event.
8. New hires will all be working by June 10th. Six employees total so far this year, two new and four replacements. Both summer interns have been filled and summer flaggers have also been filled.
9. Morrisville Highway Facility progress. The RFP received 7 consultant proposals. The proposals are currently under review.

Maintenance Highlights

- Completed painting of 10 offices at the Probation Department
- Mowing of all county-owned parks is ongoing (Nichol's Pond, Oxbow Park, Oxbow Golf Park and Delphi Falls)
- Maintenance staff partnered with the DSS work crew to finish sheetrocking the wall at the landfill storage barn (three layers of 5/8" rock on one side and two layers of 5/8" on the other side)
- Court House marble floors refinished, hand rails painted, portraits and signage installed
- Painted Office Building main lobby
- Planted flowers and plants around complex
- Work at the Fire Training Center to form and pour concrete is ongoing\
- Courthouse Celebration 5/25/19- prep, day of and clean-up

Finance, Ways and Means Committee

Meeting Minutes

May 30, 2019

- PRESENT: Chairman John A. Reinhardt
Vice Chairman Yvonne Nirelli
Supervisor Clifford Moses
Supervisor Mary Cavanagh
- ALSO: County Administrator Mark Scimone
County Clerk Michael Keville
Deputy County Clerk Sandy Jordan
Treasurer Cindy Edick
Deputy Treasurer Rebecca Marsala
Finance Director Lou Anne Randall
Assistant Finance Director Keith Lummis
County Attorney Tina Wayland-Smith
Public Information Officer Samantha Field
Supervisor Ronald Bono (9:45 a.m.)
Supervisor Pete Walrod (9:45 a.m.)
- ABSENT: Supervisor Richard Bargabos

Chairman John A. Reinhardt called the meeting to order at 9:00 a.m. in the Supervisors Large Conference Room.

I. Approval of Minutes:

Motion by C. Moses to approve the minutes of the May 14, 2019 meeting; seconded by M. Cavanagh.
Motion unanimously carried.

II. County Clerk:

Department Updates

County Clerk Michael Keville addressed the Committee regarding the resolution for adding a permanent part time staff member. Part time DMV staff members minimize staffing shortages and customer wait time during employee breaks, vacations, and sick leave. Increased dealer work also warrants the need for additional part time staffing. The month of May was up 13% from last May and as of April 30th up 7% from last year.

Dealer transactions continue to prove profitable. Nine out of 11 staff members worked 5 hours on 2 Saturdays, processing strictly dealer transactions. The employees processed \$6,000 in transactions on the first Saturday and \$7,000 in transactions on the second Saturday. Compensation for both days totaled less than \$1500, including overtime.

Future considerations to improve dealer transaction processing include the purchase of a new cashier machine dedicated to dealer transactions and the hiring of a runner to pick up dealer work.

There will be a Motor Vehicle Representative Exam in November.

III. County Treasurer:

2019 Sales Tax Report

Treasurer Cindy Edick reported that Sales Tax is up \$510,007 (5.96%) from last year. This increase is reflective of other positive trends in the County such as increased DMV transactions, increased occupancy tax revenue, and decreased unemployment. It was also noted that sales tax is now being collected on more internet sales. The sales tax distribution for the 1st quarter of 2019 is the highest the County has ever recorded for this quarter.

Off Track Betting Revenue

Treasurer Edick stated that Off Track Betting Revenue for December 31, 2018 was \$33,946. This amount continues to decrease not just in Madison County, but statewide. Year 2020 will require a new resolution on how OTB Funds will be utilized.

Community College Chargebacks

Treasurer Edick informed the Committee that the Community College Chargeback expense was \$1,559,206 for 2018.

Unexpended Surplus Funds 2018/ Fund Balance Policy

Treasurer Edick stated that the Unexpended Surplus Funds balance for Fiscal Year Ending 2018 was \$16,259,206 (14.88%). This rate is within policy for 2018. Finance Director Randall confirmed that the target range of 5-15% for the percentage of unexpended surplus funds to ensuring year's appropriations is consistent with other counties. The Committee reviewed the County's current Fund Balance Policy and proposed no changes.

2020 Budget

Treasurer Edick will be providing instructions to departments regarding preparation of the 2020 budget soon. Edick welcomed the Committee's input regarding the budget process and fiscal goals.

Vacant Real Property Position

Treasurer Edick stated that Ginny Lavancher, Office Assistant II, will be retiring on May 31, 2019. Consideration should be given to filling this position as a GIS Aide instead of an OAIL. Since GIS Aide duties are more specific to real property duties, this change would support the succession plan of the Real Property Department. Currently, there is no one in the GIS Aide position.

Current staff is training in Assessor duties in order to expand knowledge for their own duties, as well as for potential future changes within the department and County.

IV. Finance Director:

Department Update

Finance Director Lou Anne Randall thanked the Committee for the opportunity to attend the GFOA annual conference in Los Angeles, CA. Information shared at the conference will enhance department operations. Auditors will be at the County starting June 10, 2019.

V. Resolutions:

1. **Authorizing the Chairman to execute an agreement for Lien and Title Search Services**
Motion by Y. Nirelli to approve the resolution; seconded by M. Cavanagh. Motion unanimously approved.
2. **Authorizing the Chairman to enter into an agreement for Property Evaluation Services - Lang**
Motion by C. Moses to approve the resolution; seconded by Y. Nirelli. Motion unanimously approved
3. **Authorizing the modification of the 2019 Adopted County Budget – Municipal Utility**
Motion by C. Moses to approve the resolution; seconded by M. Cavanagh. Motion unanimously approved.
4. **Authorizing the modification of the 2019 Adopted County Budget (County Road Fund)**
Motion by M. Cavanagh to approve the resolution; seconded by C. Moses. Motion unanimously approved.
5. **Authorizing the modification of the 2019 Adopted County Budget (Capital Projects Fund)**
Motion by Y. Nirelli to approve the resolution; seconded by M. Cavanagh. Motion unanimously approved.

6. **Authorizing the modification of the 2019 Adopted County Budget (Vehicles)**
Motion by Y. Nirelli to approve the resolution; seconded by C. Moses. Motion unanimously approved.
7. **Designating a County Auditor**
Motion by Y. Nirelli to approve the resolution; seconded by M. Cavanagh. Motion unanimously approved.
8. **Establishing a Capital Reserve Fund to Finance an Aquatic Vegetation Harvester**
Motion by C. Moses to approve the resolution; seconded by M. Cavanagh. Motion unanimously approved.
9. **Authorizing the modification of the 2019 Adopted County Budget (Public Safety)**
Motion by Y. Nirelli to approve resolution; seconded by M. Cavanagh. Motion unanimously approved.
10. **Authorizing the modification of the 2019 Adopted County Budget (Radio Console Maintenance)**
Motion by C. Moses to approve resolution; seconded by M. Cavanagh. Motion unanimously approved.
11. **Authorizing the modification of the 2019 Adopted County Budget (Project Lifesaver)**
Motion by M. Cavanagh to approve resolution; seconded by Y. Nirelli. Motion unanimously approved.
12. **Authorizing the modification of the 2019 Adopted County Budget (Courthouse Renovation)**
Motion by Y. Nirelli to approve resolution; seconded by C. Moses. Motion unanimously approved.
13. **Authorizing Special District Grants**
Motion by C. Moses to approve resolution; seconded by Y. Nirelli. Motion unanimously approved.
14. **Authorizing Towns, Village and City Municipal Grants**
Motion by Y. Nirelli to approve resolution; seconded by C. Moses. Motion unanimously approved.
15. **Creating a permanent part-time motor vehicle representative position in the County Clerk's Office**
Motion by C. Moses to approve resolution; seconded by M. Cavanagh. Motion unanimously approved.
16. **Authorizing the Chairman to enter into agreement with Tyler Technologies, Inc.**
Motion by Y. Nirelli to approve resolution; seconded by M. Cavanagh. Motion unanimously approved.
17. **Authorizing the modification of the 2019 Adopted County Budget (Road Machinery)**
Motion by C. Moses to approve resolution; seconded by M. Cavanagh. Motion unanimously approved.

VI. Other Committee Business:

Telecommunication Companies – 911 Surcharges – County Attorney Tina Wayland-Smith addressed the Committee regarding notification from NYSAC of the lawsuit with telecommunication companies failing to pay a portion of monthly 911 surcharges collected on phone charges. Napoli Shkolnic PLLC

would collect 25% contingent on outcome. There does not appear to be a down side to joining in the lawsuit.

Local Law #5 of 1984 Amendment – discussion postponed for June 27 meeting.

VII. Preferred Agenda:

A motion was made by C. Moses to include resolutions 1, 13, 14 and 16 on the Committee's Preferred Agenda; second by Y. Nirelli. Motion unanimously approved.

VIII. Next Meeting Date: June 27, 2019 @ 9:00 a.m.

IX. Adjournment:

The Committee adjourned at 10:22 a.m. on the motion of C. Moses and second of Y. Nirelli. Motion unanimously approved.

Respectfully submitted by Heidi LaSalle on behalf of Chairman John A. Reinhardt and approved on June 11, 2019.

MADISON COUNTY DEPARTMENT OF PERSONNEL/CIVIL SERVICE

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GOVERNMENT OPERATIONS COMMITTEE **May 30, 2019**

Minutes

Present: R. Bono, M. Cavanagh, D. Degear, C. Moses and P. Walrod

Also Present: R. Aylward, D. Curtis, C. Edick, S. Field, P. Lutwak, Y. Nirelli, L. Randall,
M. Scimone, T. Wayland-Smith and E. Zehr

D. Degear called the meeting to order at 10:28 a.m.

- I. **MINUTES** – Motion by R. Bono to approve May 2, 2019 meeting minutes. Second by M. Cavanagh. The motion was unanimously approved.

II. RESOLUTIONS

- A. Retiree Recognition - Motion by P. Walrod. Second by M. Cavanagh. The motion was unanimously approved.
- B. Authorizing Attendance at an Out of State Conference – SW - Motion by M. Cavanagh. Second by P. Walrod. The motion was unanimously approved
- C. Authorizing the Chairman to Enter an Agreement Napoli Shkolnik - Motion by C. Moses. Second by R. Bono. The motion was unanimously approved.
- D. Authorizing the Chairman to Execute an Amendment (LBS) - Motion by P. Walrod. Second by M. Cavanagh. The motion was unanimously approved.
- E. Authorizing the Chairman to Execute an Amendment (LBS) - Motion by M. Cavanagh. Second by R. Bono. The motion was unanimously approved.
- F. Creating a Permanent Part-Time Motor Vehicle Representative Position in the County Clerk's Office - Motion by R. Bono. Second by M. Cavanagh. The motion was unanimously approved.
- G. Designating a County Auditor - Motion by P. Walrod. Second by M. Cavanagh. The motion was unanimously approved.
- H. Establishing the Compensation for Two Summer Youth Counselor Positions - Motion by C. Moses. Second by P. Walrod. The motion was unanimously approved.
- I. Authorizing the Chairman to Enter into a Retainer Agreement with the Law Firm of Napoli, Shkolnik, PLLC to Investigate and Make Recommendations Regarding Commencement of Litigation on Behalf of the County of Madison Against Telecommunications Companies Regarding 911 Surcharges. - Motion by C. Moses. Second by P. Walrod. The motion was unanimously approved.

J. Directing the Madison County Attorney to Develop a Policy with Regard to Payment in Lieu of Taxes (Pilot) Under Section 487 of the Real Property Law - Motion by D. Degear. Second by C. Moses. The motion was unanimously approved.

III. PREFERRED AGENDA VOTE - Motion by M. Cavanagh to include all resolutions except A as the Government Operations Committee Preferred Agenda. Second by R. Bono. The motion was unanimously approved.

IV. OTHER

A. Information Technology - P. Lutwak spoke to committee members about Granicus, a municipal software provider. The committee requested that representatives from Granicus be present at a future board meeting, to provide information about their product to the full board. It was recommended that village representatives be invited to attend the presentation as well.

B. Real Property Vacancy – As a result of a recent retirement, a vacancy exists in the Office of Real Property. C. Edick spoke to the committee about filling the position and will work with E. Zehr for proper classification.

C. New York State Election Law - R. Aylward spoke to committee members about the new Election Law and the requirement to post information regarding release time for voting in all County buildings. The postings are required to be up for ten days in advance of any election or primary. The recommendation is to leave the postings up year round to insure that no election dates are missed.

D. Sexual Harassment Training – The County will be rolling out the new state required sexual harassment training to all employees soon through our online training platform.

V. MOTION TO ENTER EXECUTIVE SESSION - Motion by C. Moses to enter executive session. Second by M. Cavanagh. The motion was unanimously approved.

A. Health Insurance discussion

B. Litigation

Motion by C. Moses to exit executive session. Second by R. Bono. The motion was unanimously approved.

VI. NEXT MEETING: Next Committee Meeting: June 27, 2019

Immediately Following Finance, Ways and Means Committee

Motion by C. Moses to adjourn. Second by P. Walrod.

Administration and Oversight Committee

Special Meeting Minutes

June 11, 2019

COMMITTEE: Chairwoman Yvonne Nirelli
Vice Chairman Pete Walrod
Supervisor Ronald Bono

OTHERS: County Administrator Mark Scimone
County Attorney Tina Wayland-Smith
Supervisor Clifford Moses
Supervisor Roger Bradstreet
Supervisor Bill Zupan
Public Information Officer Samantha Field
James E. Hughes, Hancock & Estabrook, LLP

ABSENT: Supervisor David Jones (Planning Committee Meeting)
Supervisor Thomas Boylan

Chairwoman Yvonne Nirelli called the meeting to order at 11:45 a.m. in the Supervisors large conference room.

Approve Minutes:

The minutes of the May 23, 2019 meeting were unanimously approved on the motion of Vice Chairman Pete Walrod and second of Supervisor Ron Bono.

Resolution:

Requesting the Waiver of Rule No. 24 and No. 24-A for the purpose of designating disposal of obsolete and/or surplus County personal property

The Committee unanimously approved the resolution on the motion of Walrod and second of Bono.

Designating disposal of obsolete and/or surplus County personal property (Sheriff's vehicles)

The Committee unanimously approved the resolution on the motion of Bono and second of Walrod.

Next Meeting: Thursday, June 20, 2019 at 11:30 a.m.

Motion to Adjourn: The Committee adjourned at 11:47 a.m. on the motion of Vice Chairman Pete Walrod and second of Supervisor Ron Bono.

Respectfully submitted by Christine Coe for Chairwoman Yvonne Nirelli and approved on June 20, 2019.