



MADISON COUNTY BOARD OF SUPERVISORS

JOSEPH J. PINARD

Chairman

MARK SCIMONE

County Administrator

EMILY C. BURNS

Clerk

138 N. Court St., PO Box 635

Wampsville, NY 13163

Phone: 315/366-2201

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Government Operations **Thursday, January 25, 2024 @ 10:30 AM** **Madison County BOS Chambers**

AGENDA

10:30 AM **Call Meeting to Order**

Approval of Minutes

- Meeting Minutes 12.5.23

County Administrator:

1. One Group Presentation
2. BOE - Department Overview and Updates
3. Corporate Compliance - Department Overview and Updates
4. Purchasing - Department Overview and Updates

Board of Supervisors:

1. Department Overview and Updates
2. In Respect to the Death of Marianne Borgia Simberg

County Attorney:

1. Department Overview and Updates

Information Technology:

1. Department Overview and Updates
2. Discussion - Sheriff Computer Timeout Request

Human Resources:

1. Department Overview and Updates

Resolutions:

1. Approving Trade-in of 2022 Caterpillar 962M Loader
2. Designating Disposal of Surplus County Personal Property
3. Amending Human Resources Policy and Procedures Hazard Communication Program
4. Authorizing the Chairman of the Board to Enter into an Agreement

with CSEA White Collar Unit

5. Reallocating the Title of Director of Veteran Service Agency in the Management Salary Plan
6. Resolution of Appreciation – Retiree Recognition
7. Authorizing the Chairman to Enter Into An Agreement with Stoneleigh Housing, Inc.
8. Authorizing the Chairman to Enter Into an Agreement with Diversion Management, LLC to Administer a Traffic Diversion Program

Other Committee Business

1. Litigation-Executive Session
2. Salary Matter - Executive Session
3. Labor Negotiations - Executive Session
4. Labor Relations - Executive Session

Next Meeting:

1. February 22, 2024 immediately following Finance Ways and Means

Preferred Agenda

Adjourn



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Government Operations

Tuesday, December 5, 2023 @ 12:00 PM

Chambers

MINUTES

12:00 PM Call Meeting to Order

Committee Members Present: M. Cavanagh, M. Roberts, P Walrod, R. Vosburg and A. Stepanski

Others present: R. Aylward, S. Prievo, C. Edick, M. Felton, T. Wayland-Smith, K. Guinto, E. Burns, L. Randall (speaker phone)

Approval of Minutes

- Approval of Meeting Minutes 11/28/2023

Motion by Matt Roberts to Motion. Second by Mary Cavanagh. The motion was Passed.

Resolutions:

1. Appointing a Clerk to the Board of Supervisors

P. Walrod stated that the Clerk, E.Burns, and the team are doing a great job. He noted that the transition was seamless and then when she was out it continued to run smooth and that is a credit to the team we have in place. Motion by Matt Roberts to Motion. Second by Mary Cavanagh. The motion was Passed.

2. Appointing a County Attorney

Motion by Mary Cavanagh to Motion. Second by Matt Roberts. The motion was Passed.

3. Recognizing County Employees for Graduating from the NACo Professional Development Academy

The Committee congratulates the Employees who took the time to

attend this rigorous education and leadership program. It shows the dedicated staff we have at the county. Motion by Matt Roberts to Motion. Second by Mary Cavanagh. The motion was Passed.

4. Authorizing the Chairman to Modify an Agreement with Excellus Health Plan, Inc.

L. Randall explained that this is for the Stop Loss coverage for 2024. In the past we have been penalized because we have not gone with Excellus. This year Excellus came in at the lowest rate in addition we will receive the penalty per person back. Motion by Rex Vosburg to Motion. Second by Mary Cavanagh. The motion was Passed.

5. Appointing a Budget Officer and a Deputy Budget Officer

Motion by Matt Roberts to Motion. Second by Pete Walrod. The motion was Passed.

6. Resolution of Appreciation – Retiree Recognition

These employees have had many years of dedicated service to the County and we are grateful for their dedication. Motion by Mary Cavanagh to Motion. Second by Alex Stepanski. The motion was Passed.

7. Establishing the Salaries of Certain Managerial/Confidential Employees for 2024

This resolution is a "catch up" resolution. Salaries were previously passed, but due to newer appointments these were not presented for approval. Motion by Rex Vosburg to Motion. Second by Mary Cavanagh. The motion was Passed.

8. Revising the Madison County Management Compensation Plan

There are 3 main changes being made to this plan.

1. Update of department names and position titles as approved throughout the 2023 year
2. Amend language regarding Post-employment benefits
3. Terminal Benefits or Severance Cap. To update to align closer to salary updates.

Motion by Rex Vosburg to Motion. Second by Mary Cavanagh. The motion was Passed.

9. Amending Personnel Policy and Procedure Employee Separation Policy

The County is adding a checklist for Blue Collar employees who do not go through the off boarding process within NeoGov. In addition, the New York State Department of Labor (NYSDOL) now requires all employers to provide a unemployment notice to each individual employee as they are off-boarded from employment. This new checklist helps to ensure that every employment separation meet the new NYSDOL mandate. Motion by Mary Cavanagh to Motion. Second by Matt Roberts. The motion was Passed.

10. Amending Personnel Policy and Procedures Lactation – Time Away From Work

The County is updating the policy as per the Department of Labor. Motion by Matt Roberts to Motion. Second by Rex Vosburg. The motion was Passed.

11. Amending Personnel Policy and Procedures Exposure Control Plan is being updated to bring documentation and follow-up communication with exposed staff under the purview of the HR Department. The policy was reviewed and approved by PERMA, the County's Workers' Compensation carrier.. Motion by Mary Cavanagh to Motion. Second by Matt Roberts. The motion was Passed.

12. Selecting An Administrative Services Agency ad Financial Organization for the Deferred Compensation Program and Authorizing the Chairman to Enter into an Agreement (Empower Retirement)

Motion by Matt Roberts to Motion. Second by Rex Vosburg. The motion was Passed.

13. Authorizing A Renewal with Lifetime Benefit Solutions for Section 125 Administration Services

Motion by Matt Roberts to Motion. Second by Pete Walrod. The motion was Passed.

14. Authorizing the Chairman to Enter into an Agreement with Park Strategies

County Attorney:

1. Department Update - Anticipated Executive Session

For the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation.

Out of Executive Session 12:15 PM

Motion by Pete Walrod to Into Executive Session 12:11 PM.

Second by Matt Roberts. The motion was .

Other Committee Business

Next Meeting: To Be Determined

Adjourn

Motion by Mary Cavanagh to Meeting Adjourned 12:16 P.M.. Second by . The motion was Passed

RESOLUTION NO. 24-_____

IN RESPECT TO THE DEATH OF MARIANNE BORGIA SIMBERG

WHEREAS, Marianne Borgia Simberg departed from this life on December 15, 2023;
and

WHEREAS, Marianne was the fourth woman to serve as Supervisor for the City of Oneida from 1978-1985; and is tied for the third longest tenured female Supervisor in the county's history; and

WHEREAS, Marianne will long be remembered for her years of dedicated service to Madison County and her numerous contributions to our community,

NOW, THEREFORE BE IT RESOLVED that the Madison County Board of Supervisors hereby expresses our deepest sympathy to her family in their bereavement; and

BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to the family of Marianne Borgia Simberg.

Dated: February 6, 2024

Paul H. Walrod, Chairman
Government Operations Committee

RESOLUTION NO. _____

APPROVING TRADE-IN OF 2022 CATERPILLAR 962M LOADER

WHEREAS, in accordance with Madison County Purchasing Policy and Procedures, Article 13, certain County equipment must be approved for trade-in by the Board of Supervisors; and

WHEREAS, Five Star Equipment has provided a trade-in value of \$262,000.00 for Madison County Highway department's 2022 Caterpillar 962M Loader (#WAM0846); and

WHEREAS, Five Star Equipment has provided a trade difference cost of \$38,595.55 that would allow Madison County Highway department to trade #WAM0846 for a 2024 John Deere 644P Loader; and

WHEREAS, the cost of the trade-in equipment has been appropriated in the 2024 Road Machinery Fund Budget; and

WHEREAS, the Highway, Buildings and Grounds committee met on January 24, 2024, to review and recommend the trade-in of equipment;

NOW, THEREFORE, BE IT RESOLVED, the Board of Supervisors approves the trade-in of the above piece of equipment.

Dated: February 6, 2024

Paul Walrod, Chairman
Government Operations Committee

RESOLUTION NO. _____

DESIGNATING DISPOSAL OF SURPLUS COUNTY PERSONAL PROPERTY

WHEREAS, in accordance with Madison County Purchasing Policy and Procedures, certain County personal property is required to be declared surplus by the Board of Supervisors before disposal; and

WHEREAS, the current County personal property waiting surplus designation is listed below; and

WHEREAS, the list of items has been reviewed and approved by the Government Operations Committee;

NOW, THEREFORE, BE IT RESOLVED, the Board of Supervisors declares the list of said items as surplus.

Item	Department	Mileage	Condition	Comment
MOR013 – 1997 Volvo WGM Dump	Highway	109912	Poor	Surplus

Dated: February 6, 2024

Paul Walrod, Chairman
Government Operations Committee

RESOLUTION NO. _____

**AMENDING HUMAN RESOURCES POLICY AND PROCEDURES
HAZARD COMMUNICATION PROGRAM**

WHEREAS, Madison County is committed to providing a safe environment for its employees; and

WHEREAS, the Madison County Board of Supervisors has previously adopted and revised a Written Hazard Communication Program; and

WHEREAS, the current policy requires amendments and updates to comply with legislative and procedural changes; and

WHEREAS, the Government Operations Committee has reviewed the amendments to the procedures and recommends adoption by the Board of Supervisors,

NOW, THEREFORE BE IT RESOLVED, that the Madison County Board of Supervisors hereby adopts the revised Written Hazard Communication Program as amended.

Dated: February 6, 2024

Paul H. Walrod, Chairman
Government Operations Committee

RESOLUTION NO. _____

**AUTHORIZING THE CHAIRMAN OF THE BOARD TO ENTER
INTO AN AGREEMENT WITH CSEA WHITE COLLAR UNIT**

WHEREAS, the County of Madison (County) and the Civil Service Employees Association (CSEA) White Collar Unit are parties to a collective bargaining agreement; and

WHEREAS, a 24 hour shift schedule was recently implemented within the Emergency Medical Services division located in the Department of Emergency Management Services; and

WHEREAS, the County and CSEA feel it beneficial to the recruitment and retention of employees and to the needs of serving the public to add a 12 hour shift schedule within the Division of Emergency Service; and

WHEREAS, the County and CSEA also feel it valuable to the recruitment and retention of employees in the Emergency Medical Services division to provide additional compensation to employees who obtain and/or hold certain advanced life support certifications; and

WHEREAS, the Government Operations Committee has reviewed and approved the Memorandum of Agreement authorizing a modification to shift schedules and compensation; and

NOW, THEREFORE BE IT RESOLVED, that the Chairman of the Board of Supervisors be and hereby is authorized to execute the memorandum of agreement with the CSEA White Collar Unit, as is on file with the Clerk to the Board, effective immediately and will remain in effect until December 31, 2025.

Dated: February 6, 2024

Paul H. Walrod, Chairman
Government Operations Committee

RESOLUTION NO. _____

**REALLOCATING THE TITLE OF DIRECTOR OF VETERAN SERVICE
AGENCY IN THE MANAGEMENT SALARY PLAN**

WHEREAS, a job evaluation and point factor analysis was completed for the title of Director of Veteran Service Agency and it has been determined that the position should be reallocated to a higher grade in the Management Salary Plan; and

WHEREAS, the Director of Human Resources and the Government Operations Committee have reviewed and recommend the reallocation of this title from Grade D to Grade F in Appendix A of the Management Salary Plan; and

NOW, THEREFORE BE IT RESOLVED that in accordance with the Management Salary Plan that the 2024 salary of \$84,033 be established for Ronald Raymer, Director of Veteran Service Agency, effective January 1, 2024.

Dated: February 6, 2024

Paul H. Walrod, Chairman
Government Operations Committee

RESOLUTION NO. _____

RESOLUTION OF APPRECIATION – RETIREE RECOGNITION

WHEREAS, the Madison County Board of Supervisors believes that County employees should be recognized for their faithful service to the public; and

WHEREAS, recognition of the distinguished service of a certain County employee with an upcoming retirement is in order,

NOW, THEREFORE BE IT RESOLVED that the Madison County Board of Supervisors hereby recognize the dedicated contributions of Ruth J. Kline upon her retirement.

Ruth J. Kline

Social Services

2004 - 2024

Dated: February 6, 2024

Paul H. Walrod, Chairman
Government Operations Committee

RESOLUTION NO. 23-_____

**AUTHORIZING THE CHAIRMAN TO ENTER INTO AN AGREEMENT WITH
STONELEIGH HOUSING, INC.**

WHEREAS, in July 2023, Governor Hochul signed Executive Order 30 creating the Pro-Housing Community Program – an innovative policy designed to reward local governments that are working hard to address New York’s housing crisis; and

WHEREAS, Madison County previously set aside four hundred thousand dollars (\$400,000) in ARPA funds for the development of a senior housing project in Bridgeport-Lakeport; and

WHEREAS, these funds are included in the 2024 County budget; and

WHEREAS, Stoneleigh Housing Inc. is the preferred developer for the research, market evaluation and necessary pre-development work for the affordable Bridgeport-Lakeport senior housing development proposal; and

WHEREAS, Stoneleigh Housing, Inc. shall be reimbursed for costs not to exceed \$400,000 for environmental and wetland mitigation, energy efficient designs, site development and preliminary construction drawings for submission to New York State Department of Housing and Community Renewal for funding resources to complete 32 units of affordable senior housing in the Bridgeport-Lakeport area; and

WHEREAS, this agreement has been reviewed and approved by the Government Operations Committee;

NOW, THEREFORE, BE IT RESOLVED, that the Chairman of the Madison County Board of Supervisors be and is hereby authorized to enter into an agreement on behalf of County of Madison with Stoneleigh Housing, Inc. in the form as is on file with the Clerk of the Board.

Dated: February 6, 2024

Paul H. Walrod, Chairman
Government Operations Committee

RESOLUTION NO. _____

**AUTHORIZING THE CHAIRMAN TO ENTER INTO AN AGREEMENT WITH
DIVERSION MANAGEMENT, LLC TO ADMINISTER A TRAFFIC DIVERSION PROGRAM**

WHEREAS, the Madison County District Attorney's Office must contract out for the administration of a Traffic Diversion Program; and

WHEREAS, Diversion Management, LLC can provide the services needed; and

WHEREAS, Diversion Management, LLC will provide the services and be compensated for the same as set forth in Article 2 (Compensation) and Article 3 (Services to be Performed) of the agreement which is attached hereto; and

WHEREAS, the term of this agreement will be from January 1, 2024 through December 31, 2024; and

WHEREAS, this agreement has been reviewed and approved by the Criminal Justice, Public Safety and Emergency Communications Committee;

NOW, THEREFORE, BE IT RESOLVED, that the Chairman of the Board of Supervisors be and is hereby authorized to enter into an agreement on behalf of the County of Madison with Diversion Management, LLC, in the form as is on file with the Clerk of the Board.

Dated: February 6, 2024

Rex Vosburg, Chairman
Criminal Justice, Public Safety and
Emergency Communications Committee