

MADISON COUNTY DEPARTMENT OF PERSONNEL/CIVIL SERVICE

COUNTY OFFICE BUILDING
P.O. BOX 636

WAMPSVILLE, NY 13163
(315) 366-2341 (Phone)
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Eileen M. Zehr

Personnel Officer
eileen.zehr@madisoncounty.ny.gov

Ryan D. Aylward

Director of Labor Relations
ryan.aylward@madisoncounty.ny.gov

Government Operations

Thursday, September 28, 2023 @ 10:00 AM
Chambers

MINUTES

10:00 AM Call Meeting to Order

P. Walrod called the meeting to order at 10:13 a.m.

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

Committee Members absent: M. Roberts

Others present: R. Aylward, J. Becker, D. Curtis, D. Degear, M. During, C. Edick, M. Eggar, S. Field, M. Felton, K. Guinto, J. Illingworth, C. Kennedy, P. LeClair, P. Lutwak, M. Meehan, J. Pinard, S. Prievo, L. Randall, M. Scimone, T. Wayland-Smith, R. Winn and E. Zehr

- Minutes - August 24, 2023

Approval of Minutes

Motion by Rex Vosburg to approve the minutes from August 24, 2023.

Second by Mary Cavanagh. The motion was Passed.

Resolutions:

1. Resolution of Appreciation - Retiree Recognition

Motion by Mary Cavanagh to approve the resolution. Second by Alex Stepanski. The motion was Passed.

2. Designating Disposal of Surplus County Personal Property

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

3. Modify an Agreement for IT Services to Towns, Villages and Cities
Motion by Rex Vosburg to approve the resolution. Second by Mary Cavanagh. The motion was Passed.
4. Appointing A Director of Real Property Tax Services and Establishing the 2023 Salary
Motion by Rex Vosburg to approve the resolution. Second by Alex Stepanski. The motion was Passed.
5. Appointing a Health Plan Administrator
Motion by Rex Vosburg to approve the resolution. Second by Mary Cavanagh. The motion was Passed.
6. Reallocating the Title of Personnel Officer in the Management Salary Plan, Appointing a County Personnel Officer and Establishing the 2023 Salary
Motion by Rex Vosburg to approve the resolution. Second by Mary Cavanagh. The motion was Passed.
7. Abolishing a Disease Specialist Position and Creating an Epidemiologist Position in the Public Health Department
Motion by Alex Stepanski to approve the resolution. Second by Mary Cavanagh. The motion was Passed.
8. Creating Permanent Positions in the Office of Emergency Management
Motion by Pete Walrod to approve the resolution. Second by Rex Vosburg. The motion was Passed.

Other Committee Business

D. Degear and J. Illingworth shared with the committee positive community interaction and relationships being built between the county and other entities that are partnering with the county ambulance service.

1. Board of Elections Updates
M. Egger informed the committee that sample voting ballots are posted in the County Office Building lobby.
2. Purchasing Updates
M. Meehan informed the committee that several documents were able to be scanned into the Purchasing System while they had a summer intern and they look forward to having this opportunity again.
3. Compliance Officer Update
C. Kennedy informed the committee of several recent updates to

compliance that affect the county.

4. MOTION TO ENTER EXECUTIVE SESSION

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

Motion by Rex Vosburg to Exit Executive session. Second by Alex Stepanski. The motion was Passed.

5. Salary Matters

6. Labor Relations

7. Litigation - County Attorney

Preferred Agenda

It was the consensus of the committee to allow any eligible resolutions from today's meeting to be added to the preferred agenda. All resolutions were voted on and approved by the committee.

Next Meeting:

1. October 26, 2023 - Immediately Following Finance, Ways and Means Committee

Adjourn

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

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Government Operations **Thursday, August 24, 2023 @ 10:00 AM** **Chambers**

MINUTES

10:00 Call Meeting to Order
AM

DRAFT

P. Walrod called the meeting to order at 10:29 a.m.

Committee Members present: M. Roberts, A. Stepanski and P. Walrod

Committee Members absent: M. Cavanagh and R. Vosburg

Others present: R. Aylward, E. Burns, D. Curtis, D. Degear, M. During, C. Edick, M. Eggar, S. Field, M. Felton, K. Guinto, C. Kennedy, P. LeClair, P. Lutwak, J. Pinard, L. Randall, M. Scimone, R. Verdon, T. Wayland-Smith, R. Winn and E. Zehr

Approval of Minutes

- July 27, 2023 - Minutes

Motion by Matt Roberts to approve the minutes from July 27, 2023.
Second by Alex Stepanski. The motion was Passed.

Personnel:

Resolutions:

1. Adopting Local Law No. 4 for the Year 2023

Motion by Matt Roberts to approve the resolution. Second by Alex Stepanski. The motion was Passed.

2. Appointing a Member to the Ethics Advisory Council

Motion by Matt Roberts to approve the resolution. Second by Alex Stepanski. The motion was Passed.

3. Acknowledging Introduction of Proposed Local Law No. 5 for the Year 2023 and Calling for a Public Hearing (Personnel)

Motion by Matt Roberts to approve the resolution. Second by Alex Stepanski. The motion was Passed.

4. Adopting Local Law No. 5 for the Year 2023 (Personnel)

Motion by Matt Roberts to approve the resolution. Second by Alex Stepanski. The motion was Passed.

5. Acknowledging Introduction of Proposed Local Law No. 6 for the Year 2023 and Calling for a Public Hearing (DSS)

Motion by Matt Roberts to approve the resolution. Second by Alex Stepanski. The motion was Passed.

6. Adopting Local Law No. 6 for the Year 2023 (DSS)

Motion by Matt Roberts to approve the resolution. Second by Alex Stepanski. The motion was Passed.

7. Adopting a Software Vetting Policy

Motion by Matt Roberts to approve the resolution. Second by Alex Stepanski. The motion was Passed.

8. Abolishing an Office Assistant I Position and Creating an Office Assistant II Position in the Public Health Department

Motion by Matt Roberts to approve the resolution. Second by Alex Stepanski. The motion was Passed.

9. Appointing a Commissioner of Social Services and Establishing a 2024 Salary

10. Revising the Madison County Management Compensation Plan

Motion by Alex Stepanski to approve the resolution. Second by Matt Roberts. The motion was Passed.

Other Committee Business

1. Information Technology - Shared Services

P. Lutwak updated the committee on shared Information Technology services with the towns and villages.

2. Budget Reviews:

3. Compliance Budget

C. Kennedy present the budget

4. Board of Elections
M. Egger presented the budget
5. Board of Supervisors
M. Scimone presented the budget
E. Burns presented the budget for Clerk to the Board
6. County Attorney
T. Wayland-Smith presented the budget
7. County Administrator, Purchasing, Public Information
M. Scimone presented the budget for County Administrator and Purchasing
S. Field presented the budget for Public Information
8. Information Technology
P. Lutwak presented the budget
9. Personnel Department
R. Aylward presented the budget
10. MOTION TO ENTER EXECUTIVE SESSION
Motion by Matt Roberts to Enter Executive session. Second by Alex Stepanski. The motion was Passed.
Motion by Alex Stepanski to Exit Executive session. Second by Matt Roberts. The motion was Passed.
11. Personnel Matters
12. Labor Relations
13. Salary Matters

Preferred Agenda

It was the consensus of the committee to allow any eligible resolutions from today's meeting to be added to the preferred agenda. All resolutions were voted on and approved by the committee.

Next Meeting:

1. September 28, 2023, Immediately following Finance, Ways and Means

Adjourn

Motion by Alex Stepanski to adjourn the meeting. Second by Matt Roberts.

The motion was Passed.

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 Eileen Zehr upon her retirement.

Eileen M. Zehr

Personnel

1999 - 2023

Dated: October 10, 2023

Paul H. 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
WAM022 – 2012 International 7600	Highway	143,335	Fair	Surplus
WAM149 – 1994 Komatsu Forklift	Highway	3,866 hours	Poor	Surplus
MOR069 – 2006 International 7600	Highway	203,981	Poor	Surplus

Dated: October 10, 2023

Paul Walrod, Chairman
Government Operations Committee

RESOLUTION NO. 23-_____

**AUTHORIZING THE CHAIRMAN TO MODIFY AGREEMENTS WITH MADISON
COUNTY MUNICIPALITIES FOR INFORMATION TECHNOLOGY SERVICES**

WHEREAS, Madison County Information Technology department can provide Information technology services to municipalities in Madison County; and

WHEREAS, the following municipalities are receiving and or wish to receive Information Technology services;

City of Oneida	Town of Madison
Town of Brookfield	Town of Nelson
Town of Cazenovia	Town of Smithfield
Town of DeRuyter	Town of Stockbridge
Town of Eaton	Town of Sullivan
Town of Fenner	Village of Wampsville
Town of Georgetown	Village of Morrisville
Town of Hamilton	Village of Canastota
Town of Lebanon	Village of Cazenovia
Town of Lenox	Village of Chittenango
Town of Lincoln	Village of Hamilton
Canastota Police	Chittenango Police
City of Oneida Police	Hamilton Police
Cazenovia Police	Morrisville College Police

WHEREAS, an Inter-Municipal Agreement Resolution 23-71 was to be signed by each interested municipality for the 2023 calendar year; and

WHEREAS, the County shall then have the option to renew the Agreement(s) for four one year periods; and

WHEREAS, a Modification Agreement to update service cost has been reviewed and approved by the Government Operations Committee, and

NOW, THEREFORE BE IT RESOLVED, that the Board of Supervisors hereby authorizes the Chairman to modify an agreement on behalf of Madison County with each of the various municipal agencies as listed as is on file with the Clerk of the Board.

Dated: October 10, 2023

Paul H. Walrod Chairman
Government Operations Committee

RESOLUTION NO. _____

**APPOINTING THE DIRECTOR OF REAL PROPERTY TAX SERVICES
AND ESTABLISHING THE 2023 SALARY**

WHEREAS, Section 1530(1) of the Real Property Tax Law states that there shall be a Director of Real Property Tax Services who shall have a six year term of office commencing on October 1, 1971 and October 1 of each sixth year thereafter; and

WHEREAS, the Finance, Ways and Means Committee and the Government Operations Committee recommend the appointment of Karin D. Richmond to fill the vacancy resulting from the retirement of Rebecca Marsala; and

WHEREAS, this appointment has been reviewed and approved by the New York State Office of Real Property Tax Services in accordance with the State rules and regulations,

NOW, THEREFORE BE IT RESOLVED, that Karin D. Richmond be and hereby is appointed Madison County Director of Real Property Tax Services effective November 10, 2023, for the remainder of the six (6) year term, expiring September 30, 2025 at the 2023 annual salary of \$81,995.

Dated: October 10, 2023

Paul H. Walrod, Chairman
Government Operations Committee

RESOLUTION NO. _____

APPOINTING A HEALTH PLAN ADMINISTRATOR

WHEREAS, Madison County offers various healthcare plans for its eligible employees and retirees; and

WHEREAS, the Madison County Health Care Plan, Summary Plan Description requires that a Health Plan Administrator be appointed by the Board of Supervisors; and

WHEREAS, the Government Operations Committee recommends that Lou Anne Randall, Director of Finance be appointed Health Plan Administrator,

NOW, THEREFORE, BE IT RESOLVED that Lou Anne Randall, Director of Finance, be and hereby is appointed Health Plan Administrator effective immediately.

Dated: October 10, 2023

Paul H. Walrod, Chairman
Government Operations Committee

RESOLUTION NO. _____

**REALLOCATING THE TITLE OF PERSONNEL OFFICER IN THE MANAGEMENT
SALARY PLAN, APPOINTING A COUNTY PERSONNEL OFFICER
AND ESTABLISHING THE 2023 SALARY**

WHEREAS, the position of Personnel Officer will become vacant due to a retirement; and

WHEREAS, the Government Operations Committee has reviewed and recommends the reallocation of this title from Grade H to Grade I in Appendix A of the Management Salary Plan;

NOW, THEREFORE BE IT RESOLVED that the title of Personnel Officer be and hereby is reallocated from Grade H to Grade I in Appendix A of the Management Salary Plan,

BE IT FURTHER RESOLVED, that Ryan D. Aylward of Liverpool, New York be and hereby is appointed Madison County Personnel Officer effective October 30, 2023, for the remainder of the six year term expiring April 13, 2027, at the 2023 annual salary of \$112,977.

Dated: October 10, 2023

Paul H. Walrod, Chairman
Government Operations Committee

RESOLUTION NO. _____

**ABOLISHING A DISEASE SPECIALIST POSITION AND
CREATING AN EPIDEMIOLOGIST POSITION IN THE
PUBLIC HEALTH DEPARTMENT**

WHEREAS, a Disease Specialist resigned; and

WHEREAS, the Public Health Director desires to abolish this position and create an Epidemiologist position; and

WHEREAS, the Personnel Officer certifies that Epidemiologist is the appropriate classification based on the description of duties submitted for this position; and

WHEREAS, the salary and fringe benefits for the position are fully funded through existing appropriations in the 2023 departmental budget; and

WHEREAS, this request was reviewed and approved in accordance with the vacancy review procedure by the Health and Human Services Committee and the Government Operations Committee,

NOW, THEREFORE BE IT RESOLVED that one (1) full-time Disease Specialist be position and hereby is abolished effective immediately; and

BE IT FURTHER RESOLVED that one (1) full-time Epidemiologist position be and hereby is created effective immediately and be allocated to Grade N of Appendix B of the White Collar Bargaining Agreement; and

BE IT FURTHER RESOLVED that the Public Health Director be and hereby is authorized to fill said position at the 2023 hourly rate of \$30.70 in accordance with Civil Service Law and Rule and the Agreement between the County and the Civil Service Employees Association, White Collar Unit effective immediately.

Dated: October 10, 2023

Paul H. Walrod, Chairman
Government Operations Committee

RESOLUTION NO. _____

**CREATING PERMANENT POSITIONS IN THE
OFFICE OF EMERGENCY MANAGEMENT**

WHEREAS, the Madison County Office of Emergency Management operates the Madison County Emergency Medical Services; and

WHEREAS, the Director of Emergency Management Services and the Director of Emergency Medical Services have evaluated the current staffing of Madison County Emergency Management Services and have determined the need for additional staff; and

WHEREAS, it has been determined that there is a need for six (6) permanent full-time Emergency Medical Technician positions and six (6) permanent full-time Paramedic positions; and

WHEREAS, there is additional need for ten (10) permanent part-time Emergency Medical Technician positions and ten (10) permanent part-time Paramedic positions; and

WHEREAS, this request was reviewed and approved in accordance with the vacancy review procedure by the Criminal Justice, Public Safety and Emergency Communications Committee and the Government Operations Committee,

NOW, THEREFORE BE IT RESOLVED that six (6) permanent full-time Emergency Medical Technician and six (6) permanent full-time Paramedic positions be and hereby are created effective immediately; and

BE IT FURTHER RESOLVED that ten (10) permanent part-time Emergency Medical Technician and ten (10) permanent part-time Paramedic positions be and hereby are created effective immediately,

BE IT FURTHER RESOLVED that the Director of Emergency Management Services be and hereby is authorized to fill said positions in accordance with Civil Service Law and Rule and the Agreement between the County and the Civil Service Employees Association, White Collar unit effective immediately.

Dated: October 10, 2023

Paul H. Walrod, Chairman
Government Operations Committee