

MADISON COUNTY DEPARTMENT OF PERSONNEL/CIVIL SERVICE

COUNTY OFFICE BUILDING
P.O. BOX 636

WAMPSVILLE, NY 13163
(315) 366-2341 (Phone)
(315) 366-2725 (Fax)



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, February 23, 2023 @ 10:30 AM** **Chambers**

MINUTES

10:30 Call Meeting to Order AM

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

Committee Members present: M. Cavanagh, B. DuBois, M. Roberts, A. Stepanski and R. Vosburg

Others present: R. Aylward, J. Becker, E. Burns, D. Curtis, C. Edick, M. Egger, H. DuBois, M. Felton, S. Field, K. Guinto, C. Kennedy, M. Keville, P. LeClair, K. Lummis, P. Lutwak, L. Martino, J. Pinard, L. Randall, M. Scimone, T. Wayland-Smith, and E. Zehr

Approval of Minutes

- January 26, 2023 - Minutes

Motion by Matt Roberts to approve the minutes from January 26, 2023. Second by Rex Vosburg. The motion was Passed.

- February 3, 2023 - Minutes

Motion by Matt Roberts to approve the minutes from February 3, 2023. Second by Rex Vosburg. The motion was Passed.

Resolutions:

1. Authorizing the Chairman to Enter Into a Modification and Extension Agreement with Phoenix Graphics to Purchase Optical Scan Ballots

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

2. Approving Trade-In of 2006 Volvo G946 Grader

Motion by Rex Vosburg to approve the resolution. Second by John Becker. The motion was Passed.

3. Approving Trade-In of 2020 Caterpillar 962M Loader

Motion by Rex Vosburg to approve the resolution. Second by John Becker. The motion was Passed.

4. Approving Trade-In of Two 2018 John Deere 5100E Tractor w/ Boom Mowers

Motion by Rex Vosburg to approve the resolution. Second by Brandee DuBois. The motion was Passed.

5. Approving Trade-In of 2020 Bobcat S630 Skid Steer

Motion by Rex Vosburg to approve the resolution. Second by Brandee DuBois. The motion was Passed.

6. Resolution Amending Purchasing Policy and Procedures

Motion by Brandee DuBois to approve the resolution. Second by Matt Roberts. The motion was Passed.

7. Resolution of Appreciation - Retiree Recognition

Motion by Alex Stepanski to approve the resolution. Second by Brandee DuBois. The motion was Passed.

8. Authorizing the Chairman to Enter Into an Agreement with Madison County Municipalities for Information Technology Services

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

9. Creating a Temporary Full-time Deputy County Clerk Position in the Office of the County Clerk

Motion by Matt Roberts to approve the resolution. Second by Brandee DuBois. The motion was Passed.

10. Reallocating the Title of Emergency Medical Services Coordinator in the Management Salary Plan and Suspending a Stipend

Motion by Rex Vosburg to approve the resolution. Second by Brandee DuBois. The motion was Passed.

Other Committee Business

1. Non-Represented Policies Discussion

Committee members discussed the Non-Represented Policies approved in the Criminal Justice and Finance, Ways and Means Committees. The resolution for the Non-Represented Policies will go before the Board at the March meeting.

2. MOTION TO ENTER EXECUTIVE SESSION

Motion by Matt Roberts to Enter into Executive Session. Second by Rex Vosburg. The motion was Passed.

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

Motion by Rex Vosburg to Enter into Executive Session. Second by Brandee DuBois. The motion was Passed.

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

3. Labor Relations

4. Personnel Matter

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. March 30, 2023 - Immediately following Finance, Ways and Means

Adjourn

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

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Government Operations **Thursday, January 26, 2023 @ 10:30 AM** **Chambers**

MINUTES

10:30 Call Meeting to Order
AM

DRAFT

P. Walrod called the meeting to order at 10:25 a.m.

Committee Members present: M. Cavanagh, M. Roberts, A. Stepanski and R. Vosburg
Absent: B. DuBois

Others present: R. Aylward, J. Becker, E. Burns, D. Curtis, M. During, C. Edick, M. Egger, M. Felton, S. Field, C. Kennedy, P. LeClair, P. Lutwak, L. Martino, J. Pinard, L. Randall, M. Scimone, H. Tulchinsky, T. Wayland-Smith, L. Winters and E. Zehr

- Minutes - December 15, 2022

Motion by Matt Roberts to approve Minutes from December 15, 2023. Second by Mary Cavanagh. The motion was Passed.

Approval of Minutes

Resolutions:

1. Opposing Governor Hochul's Ban of Gas Stoves and Other Fossil Fuel Heating Equipment

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

2. In Respect to the Death of Gordon A. Hull

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

3. Resolution of Appreciation - Retiree Recognition
Motion by Mary Cavanagh to approve the resolution. Second by Matt Roberts. The motion was Passed.
4. Amending the Non-Represented Employees in Job Titles in the Police Benevolent Association Bargaining Unit and for Special Patrol Officers Policy and Procedures
Motion by John Becker to approve the resolution. Second by Rex Vosburg. The motion was Passed.
5. Amending the Wage Rates and Fringe Benefits for Non-Represented Employees in Teamsters Bargaining Unit Job Titles Policy and Procedures
Motion by Rex Vosburg to approve the resolution. Second by Mary Cavanagh. The motion was Passed.
6. Amending the Travel and Expense Reimbursement Policy
Motion by Rex Vosburg to approve the resolution. Second by Matt Roberts. The motion was Passed.
7. Adopting a Written Information Security Policy and Abolishing the HIPAA Information Security Policy
Motion by Mary Cavanagh to approve the resolution. Second by Matt Roberts. The motion was Passed.
8. Approving the Renaming and Amending of the HIPAA/HITECH Compliance Policies and Procedures Manual
Motion by Mary Cavanagh to approve the resolution. Second by Rex Vosburg. The motion was Passed.
9. Authorizing the Chairman to Approve and Execute a Settlement Agreement Relating to the Opioid Crisis
Motion by Alex Stepanski to approve the resolution. Second by Rex Vosburg. The motion was Passed.
10. Authorizing Attendance at an Out-Of-State Conference
Motion by Rex Vosburg to approve the resolution. Second by Mary Cavanagh. The motion was Passed.
11. Authorizing Attendance at an Out-Of-State Conference
Motion by Mary Cavanagh to approve the resolution. Second by Matt Roberts. The motion was Passed.
12. Authorizing Attendance at an Out-Of-State Conference (Emergency Management)
Motion by Rex Vosburg to approve the resolution. Second by Matt

Roberts. The motion was Passed.

13. Authorizing Attendance at an Out-Of-State Conference (Emergency Management)

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

14. Re-Appointing Members to the Ethics Advisory Council and the Ethics Board

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

Other Committee Business

1. Board of Elections Updates

Mary Egger and Laura Martino shared with the committee the Board of Elections focus for 2023 will be voter outreach.

2. Purchasing Department Updates

Laurie Winters informed the committee of certain purchasing policies changing.

3. Information Technology Department Updates

Paul Lutwak shared with the committee his vision for the current and future Information Technology Department. Lutwak noted the Information Technology Department billing will be updated and emphasized the savings the towns and villages have been receiving with the county's Information Technology Department providing shared services to them.

4. Compliance Program Update

Christina Kennedy updated the committee on the Compliance Program overhaul. County Attorney Tina Wayland-Smith will work with Kennedy on the legality of the program review.

5. Personnel Department Updates

Ryan Aylward informed the committee that he will be providing Department Heads and select employees progressive discipline training.

6. MOTION TO ENTER EXECUTIVE SESSION

Motion by Mary Cavanagh to Enter Into Executive Session. Second by Matt Roberts. The motion was Passed.

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

7. Labor Relations

8. Personnel 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. February 23, 2023, 10:30 a.m.

Adjourn

Motion by Alex Stepanski to adjourn the meeting. Second by Mary Cavanagh. The motion was Passed.

GOVERNMENT OPERATIONS MEETING
Friday, February 3, 2023
Meeting Chambers

Supervisors Present

Pete Walrod, Georgetown - Chairman
Mary Cavanagh, Oneida – Vice-Chair
Rex Vosburg, DeRuyter (Zoom)
Brandee DuBois, Oneida (Zoom)
Matt Roberts, Oneida (Zoom)

Supervisors Absent

Alex Stepanski, Stockbridge

Others Present

John Becker, Supervisor Town of Sullivan
Mark Scimone, County Administrator
Tina Wayland-Smith, County Attorney
John Pinard, Supervisor Town of Lenox
Samantha Field, Public Information Officer
Eileen Zehr, Personnel
Emily Burns, Clerk of the Board
Kristin Guinto, CF Secretary BOS
Ryan Aylward, Personnel (Zoom)
Melissa During, Supervisor Town of Lincoln (Zoom)

The meeting was called to order at 12:00pm. A motion was made by Supervisor Cavanagh and 2nd by Supervisor Roberts to go into executive session for the purpose to discuss certain departmental and personnel concerns pursuant to Public Officers Law 105 (1)(f).

Motion to move out of Executive Session at 12:55pm motion made by Supervisor Cavanagh, second by Supervisor DuBois.

Motion to adjourn at 12:56 pm made by Supervisor Cavanagh, second by Supervisor DuBois.

RESOLUTION NO. _____

**AUTHORIZING THE CHAIRMAN TO ENTER INTO
A MODIFICATION AND EXTENSION AGREEMENT WITH PHOENIX GRAPHICS TO
PURCHASE OPTICAL SCAN BALLOTS**

WHEREAS, the Madison County Board of Elections will continually require optical scan ballots for the Dominion ImageCast voting system for each and every election run by the Madison County Board of Elections; and

WHEREAS, Phoenix Graphics, Inc. is a certified election ballot provider in New York State for Dominion Voting; and

WHEREAS, Phoenix Graphics, Inc. will provide ballots at a reduced cost provided that Madison County Board of Elections commit to a one year contract (May 1, 2023- April 30, 2024) with three one year renewal options; and

WHEREAS, the contract requires renewal for the year 2026.

NOW, THEREFORE, BE IT RESOLVED, that the Chairman of the Madison County Board of Supervisors is hereby authorized to enter into the agreement with Phoenix Graphics, Inc. in the form as is on file with the Clerk of the Madison County Board of Supervisors.

Dated: March 14, 2023

Paul H. Walrod, Chairman
Government Operations Committee

RESOLUTION NO. _____

APPROVING TRADE-IN OF 2006 VOLVO G946 GRADER

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, Southworth-Milton has provided a trade-in value of \$65,000.00 for Madison County Highway department's 2006 Volvo G946 Grader (#WAM086); and

WHEREAS, Southworth-Milton has provided a trade difference cost of \$289,827.00 that would allow Madison County Highway department to trade #WAM086 for a Caterpillar 120 AWD Grader; and

WHEREAS, the cost of the trade-in equipment has been appropriated in the 2023 Road Machinery Fund Budget (ARPA); and

WHEREAS, the Highway, Buildings and Grounds committee met on February 22, 2023, 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: March 14, 2023

Paul Walrod, Chairman
Government Operations Committee

RESOLUTION NO. _____

APPROVING TRADE-IN OF 2020 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 \$245,000.00 for Madison County Highway department's 2020 Caterpillar 962M Loader (#WAM0718); and

WHEREAS, Five Star Equipment has provided a trade difference cost of \$64,084.25 that would allow Madison County Highway department to trade #WAM0718 for a 2023 John Deere 644P Loader; and

WHEREAS, the cost of the trade-in equipment has been appropriated in the 2023 Road Machinery Fund Budget; and

WHEREAS, the Highway, Buildings and Grounds committee met on February 22, 2023, 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: March 14, 2023

Paul Walrod, Chairman
Government Operations Committee

RESOLUTION NO. _____

**APPROVING TRADE-IN OF TWO 2018 JOHN DEERE 5100E TRACTOR
W/ BOOM MOWERS**

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, Clinton Tractor & Implement Co. has provided a trade-in value of \$55,000.00/each for Madison County Highway department's two 2018 John Deere 5100E Tractor w/ Boom Mowers (#MOR4573 and #WAM4576); and

WHEREAS, Clinton Tractor & Implement Co. has provided a trade difference cost of \$79,199.85/each that would allow Madison County Highway department to trade #MOR4573 and #WAM4576 for two New Holland Powerstar 120 Tractor w/ Boom Mowers; and

WHEREAS, the cost of the trade-in equipment has been appropriated in the 2023 Road Machinery Fund Budget; and

WHEREAS, the Highway, Buildings and Grounds committee met on February 22, 2023, 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: March 14, 2023

Paul Walrod, Chairman
Government Operations Committee

RESOLUTION NO. _____

APPROVING TRADE-IN OF 2020 BOBCAT S630 SKID STEER

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, Warner Sales & Service has provided a trade-in value of \$40,000.00 for Madison County Highway department's 2020 Bobcat S630 Skid Steer (#MOR4775); and

WHEREAS, Warner Sales & Service has provided a trade difference cost of \$37,239.06 that would allow Madison County Highway department to trade #MOR4775 for a Bobcat T76 Compact Track Loader; and

WHEREAS, the cost of the trade-in equipment has been appropriated in the 2023 Road Machinery Fund Budget; and

WHEREAS, the Highway, Buildings and Grounds committee met on February 22, 2023, 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: March 14, 2023

Paul Walrod, Chairman
Government Operations Committee

RESOLUTION NO. _____

AMENDING PURCHASING POLICY AND PROCEDURES

WHEREAS, the Madison County Board of Supervisors has previously adopted a revised Purchasing Policy and Procedure; and

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

WHEREAS, the amendments will also increase efficiencies countywide; 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 Madison County's Purchasing Policy and Procedures as amended.

Dated: March 14, 2023

Paul 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 certain County employees 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 Gwendalyn Williamson and Mark Bigelow upon their retirement.

Gwendalyn F. Williamson
Mark A. Bigelow

Planning
Sheriff's Office

2001 - 2023
2007 - 2023

Dated: March 14, 2023

Paul H. Walrod, Chairman
Government Operations Committee

RESOLUTION NO. 23-

**AUTHORIZING THE CHAIRMAN TO ENTER INTO 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 will 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, the Agreement 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 enter into 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: March 14th 2023

Paul H. Walrod Chairman Government
Operations Committee

RESOLUTION NO. _____

**CREATING A TEMPORARY, FULL-TIME DEPUTY COUNTY CLERK POSITION IN
THE OFFICE OF THE COUNTY CLERK**

WHEREAS, a Deputy County Clerk will be retiring soon; and

WHEREAS, the County Clerk has requested the creation of a temporary, Deputy County Clerk position in order to accomplish a successful transition following the retirement; and

WHEREAS, the salary for this position will be funded through appropriations in the County Clerk's budget; and

WHEREAS, this request has been reviewed and approved in accordance with the vacancy review procedure by the Finance Ways and Means Committee and the Government Operations Committee,

NOW, THEREFORE BE IT RESOLVED that one (1) temporary full-time Deputy County Clerk position be and hereby is created effective April 1, 2023 to be abolished no later than July 1, 2023; and

BE IT FURTHER RESOLVED that the County Clerk be and hereby is authorized to fill said position at the 2023 salary of \$58,363 in accordance with the Madison County Management Salary Plan.

Dated: March 14, 2023

Paul H. Walrod, Chairman
Government Operations Committee

RESOLUTION NO. _____

**REALLOCATING THE TITLE OF EMERGENCY MEDICAL SERVICES
COORDINATOR IN THE MANAGEMENT SALARY PLAN
AND SUSPENDING A STIPEND**

WHEREAS, by resolution No. 316 of 2016, the title of Emergency Medical Services Coordinator was created; and

WHEREAS, resolution No. 256 of 2022 approved the operation of an Advanced Life Support (ALS) Transporting Service within Madison County thereby significantly altering the responsibilities of the Emergency Medical Services Coordinator; and

WHEREAS, the Personnel Officer 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 2023 salary of \$70,664 be established for the Emergency Medical Services Coordinator effective immediately,

BE IT FURTHER RESOLVED, that the \$2,500 stipend established by resolution No. 542 of 2022 be suspended effective immediately.

Dated: March 14, 2023

Paul H. Walrod, Chairman
Government Operations Committee