

MADISON COUNTY DEPARTMENT OF PERSONNEL/CIVIL SERVICE

COUNTY OFFICE BUILDING
P.O. BOX 636

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Ryan D. Aylward

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

MINUTES

10:30 AM Call Meeting to Order

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.

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Government Operations **Thursday, December 15, 2022 @ 9:00 AM** **Chambers**

MINUTES

9:00 AM Call Meeting to Order

DRAFT

M. Cavanagh called the meeting to order at 10:00 a.m.

Committee Members present: M. Roberts, R. Vosburg and P. Walrod

Committee Member absent: C. Moses

Others present: R. Aylward, E. Burns, S. Field, L. Randall, M. Scimone, T. Wayland-Smith, E. Zehr and William Zupan.

Approval of Minutes

- Minutes - December 1, 2022

Motion by Matt Roberts to approve Minutes from December 1, 2022. Second by Rex Vosburg. The motion was Passed.

Resolutions:

1. Resolution of Appreciation - Retiree Recognition

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

2. Authorizing the Chairman to Enter Into an Agreement with Park Strategies

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

3. 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.
4. Amending the Madison County Contract Policy and Procedures
Motion by Rex Vosburg to approve the resolution. Second by Pete Walrod. The motion was Passed.
5. Authorizing the Chairman of the Board to Enter Into an Agreement (Madison County Deputy Sheriff's Police Benevolent Association)
Motion by Matt Roberts to approve the resolution. Second by Rex Vosburg. The motion was Passed.
6. Authorizing the Chairman of the Board to Enter Into an Agreement (CSEA Blue Collar Unit)
Motion by Matt Roberts to approve the resolution. Second by Pete Walrod. The motion was Passed.
7. Authorizing the Health Plan Administrator to Secure Stop Loss Coverage
Motion by Rex Vosburg to approve the resolution. Second by Pete Walrod. The motion was Passed.
8. Establishing the Salary for the Assigned Counsel Attorney
Motion by Pete Walrod to approve the resolution. Second by Rex Vosburg. The motion was Passed.
9. Establishing the Salaries of County Officers and Managerial Confidential Employees for 2023
Motion by Rex Vosburg to approve the resolution. Second by Matt Roberts. The motion was Passed.
10. Amending the Madison County Management Performance Appraisal Policy
Motion by Pete Walrod to approve the resolution. Second by Matt Roberts. The motion was Passed.
11. In Respect to the Death of Clifford A. Moses, Jr.
Motion by Mary Cavanagh to approve the resolution. Second by Pete Walrod. The motion was Passed.
12. Resolution Approving Settlement Agreement
Motion by Matt Roberts to approve the resolution. Second by Mary Cavanagh. The motion was Passed.

Other Committee Business

1. Management Performance Evaluations
2. MOTION TO ENTER EXECUTIVE SESSION

Motion by Matt Roberts to Enter into Executive Session. Second by Pete Walrod. The motion was Passed.

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

3. Labor Relations
4. Negotiations
5. Salary 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. To Be Determined

Adjourn

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

RESOLUTION NO. _____

**IN RESPECT TO THE DEATH OF
GORDON A. HULL**

WHEREAS, Gordon A. Hull departed from this life on January 9, 2023; and

WHEREAS, Gordon was a Supervisor for the Town of DeRuyter from 1992 - 2003; and

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

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

BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to the family of Gordon A. Hull.

Dated: February 7, 2023

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 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 Janine Spinelli and Armando Yacco upon their retirement.

Janine R. Spinelli
Armando V. Yacco

Social Services
Probation Department

2002 – 2023
2017 - 2023

Dated: February 7, 2023

Paul H. Walrod, Chairman
Government Operations Committee

RESOLUTION NO. _____

**AMENDING THE NON-REPRESENTED EMPLOYEES IN JOB TITLES IN THE
POLICE BENEVOLENT ASSOCIATION BARGAINING UNIT AND FOR SPECIAL
PATROL OFFICERS POLICY AND PROCEDURES**

WHEREAS, the current wage schedule for Special Patrol Officers and part-time Deputy Sheriffs has been in effect since January of 2022; and

WHEREAS, in order to retain adequate staffing of Special Patrol Officers and part-time Deputy Sheriffs, the Sheriff has requested that the hourly wage for these employees be tied to the hire rate of Deputy Sheriff in the bargaining unit; and

WHEREAS, Section 205 of the County Law authorizes the Board of Supervisors to fix the compensation of County employees; and

WHEREAS, the Government Operations Committee has reviewed the proposed changes to the wage rates for non-represented employees in job titles in the Police Benevolent Association Bargaining Unit and Special Patrol Officer title and recommends adoption by the Board of Supervisors,

NOW, THEREFORE BE IT RESOLVED, that the Madison County Board of Supervisors hereby adopts the Wage Rates and Fringe Benefits for Non-Represented Employees in Job Titles in the Madison County Deputy Sheriffs Police Benevolent Association and for Special Patrol Officers Policy and Procedures as amended effective immediately.

Dated: February 7, 2023

Paul H. Walrod, Chairman
Government Operations Committee

RESOLUTION NO. _____

**AMENDING THE WAGE RATES AND FRINGE BENEFITS FOR
NON-REPRESENTED EMPLOYEES IN TEAMSTERS BARGAINING UNIT JOB
TITLES POLICY AND PROCEDURES**

WHEREAS, the current wage schedule for part-time Corrections Officers has been in effect since February of 2022; and

WHEREAS, in order to maintain adequate staffing of part-time Corrections Officers, the Sheriff has requested that the hourly wage for these employees be tied to the hire rate of the bargaining unit employees in that title; and

WHEREAS, the Wage Rates and Fringe Benefits for Non-Represented Employees in Teamsters Bargaining Unit Job Titles Policy outlines the terms and conditions of employment for this group of part-time (*working less than 50% of the normal work week*) and all temporary Corrections Officers; and

WHEREAS, Section 205 of the County Law authorizes the Board of Supervisors to fix the compensation of County employees; and

WHEREAS, the Government Operations Committee has reviewed the proposed changes to the wage rates for non-represented employees in Teamsters Bargaining Unit Job titles and recommends adoption by the Board of Supervisors,

NOW, THEREFORE BE IT RESOLVED, that the Madison County Board of Supervisors hereby adopts the Wage Rates and Fringe Benefits for Non-Represented Employees in Teamster Bargaining Unit Job Titles Policy and Procedures as amended effective immediately.

Dated: February 7, 2023

Paul H. Walrod, Chairman
Government Operations Committee

RESOLUTION NO. _____

AMENDING THE TRAVEL AND EXPENSE REIMBURSEMENT POLICY

WHEREAS, the Madison County Travel and Expense Reimbursement Policy was reviewed by the Government Operations Committee for the purpose of streamlining requests for travel; and

WHEREAS, the Government Operations Committee reviewed the amendments to the procedures as are attached and recommends same for adoption by the Board of Supervisors,

NOW, THEREFORE BE IT RESOLVED that the Madison County Travel and Expense Reimbursement Policy be and hereby is amended to streamline the travel request procedure; and

BE IT FURTHER RESOLVED, that the Government Operations Committee be and hereby is authorized to amend the procedures in the Travel and Expense Reimbursement Policy and Procedures in the future within existing budget appropriations.

Dated: February 7, 2023

Paul H. Walrod, Chairman
Government Operations Committee

RESOLUTION NO. 23-_____

ADOPTING A WRITTEN INFORMATION SECURITY POLICY AND ABOLISHING THE HIPAA INFORMATION SECURITY POLICY

WHEREAS, Madison County is committed to protecting the security, confidentiality, integrity, and availability of the confidential information and other sensitive information it collects, creates, uses, and maintains in providing services or for individuals who work at the County; and

WHEREAS, the Director of Information Technology, with assistance from an outside consultant and the Compliance Officer, has developed a comprehensive Written Information Security Policy (WISP); and

WHEREAS, the intent of the WISP is to clearly communicate the requirements necessary for compliance with any applicable regulations, specifically the Health Insurance Portability and Accountability Act of 1996 (HIPAA), and any related regulations or directives; and

WHEREAS, the purpose of the WISP is to establish (1) a comprehensive information security program for Madison County with policies designed to safeguard sensitive data that is maintained by the County, in compliance with federal and state laws and regulations, (2) employee responsibilities in safeguarding data according to its classification level; and (3) administrative, technical and physical safeguards to ensure the security of sensitive data; and

WHEREAS, the following HIPAA Security Rule policies will be moved from the Madison County HIPAA/HITECH Compliance Policies and Procedures and made part of the WISP;

- Acceptable Encryption
- Acceptable Use
- Assigned Security Responsibility
- Audit Controls
- Authentication and Password Management
- Automatically Forwarded Email
- Breach Notification and Risk Assessment Actions and Response
- Business Associate
- Contingency Plan
- Device and Media Controls
- Dial-In Access
- Email Use
- Facility Access Controls
- Internet DMZ Equipment
- Mobile Devices
- Policy Documentation
- Protection from Malicious Software
- Remote Access
- Risk Analysis and Management
- Router Security
- Sanctions
- Security Awareness and Training

- Security Incident Reporting, Risk Assessment, and Response
- Server Security
- Software Installation
- Transmission Security
- User Access Management
- Virtual Private Network
- Wireless Communication
- Workstation Security; and

WHEREAS, the WISP will supersede and replace the HIPAA Information Security Policy; and

WHEREAS, the Government Operations Committee has reviewed the Written Information Security Policy;

NOW, THEREFORE BE IT RESOLVED that the Chairman of the Board of Supervisors approve the Written Information Security Policy, making it effective immediately.

BE IT FURTHER RESOLVED that the HIPAA Information Security Policy is hereby abolished.

Dated: February 14, 2023

Paul Walrod, Chairman
Government Operations Committee

RESOLUTION NO. 23-_____

**APPROVING THE RENAMING AND AMENDING OF THE HIPAA/HITECH COMPLIANCE
POLICIES AND PROCEDURES MANUAL**

WHEREAS, Madison County is a Hybrid Covered Entity subject to the Health Insurance Portability and Accountability Act of 1996 (HIPAA); and

WHEREAS, by Resolution No. 20-525 the Board of Supervisors approved the HIPAA/HITECH Compliance Policies and Procedures Manual to ensure the County's compliance with HIPAA and the privacy and security of protected health information; and

WHEREAS, certain policies contained within the HIPAA/HITECH Compliance Policies and Procedures Manual and related to the HIPAA Security Rule have been recommended for inclusion in a separate comprehensive Written Information Security Policy due to their sensitive nature; and

WHEREAS, by moving those HIPAA Security Rule policies to a WISP, the remainder of the policies and procedures contained within the HIPAA/HITECH Compliance Policies and Procedures Manual will only relate to the HIPAA Privacy Rule; and

WHEREAS, the Compliance Officer recommends the renaming of the HIPAA/HITECH Compliance Policies and Procedures Manual to HIPAA Privacy Policies and Procedures Manual; and

WHEREAS, the Compliance Officer has also reviewed the HIPAA Privacy rule policies and procedures making general updates and amendments in light of the above changes; and

WHEREAS, the Government Operations Committee has reviewed both the moving of the HIPAA Security Rule policies to the WISP and the amendments to the Privacy Rule policies and procedures;

NOW, THEREFORE BE IT RESOLVED that the Chairman of the Board of Supervisors approve the renaming of the HIPAA/HITECH Compliance Policies and Procedures Manual to HIPAA Privacy Policies and Procedures Manual.

BE IT FURTHER RESOLVED the HIPAA Privacy Policies & Procedures Manual is hereby approved and effective immediately.

Dated: February 7, 2023

Paul H. Walrod, Chairman
Government Operations Committee

RESOLUTION NO._____

**AUTHORIZING THE CHAIRMAN TO APPROVE AND EXECUTE A SETTLEMENT
AGREEMENT RELATING TO THE OPIOID CRISIS**

WHEREAS, there is pending a matter on behalf of Madison County, regarding the opioid addiction crisis, in which Madison County is a named plaintiff in the action (the “Action”); and

WHEREAS, the Action is against several defendants, including manufacturers of opioids, distributors of opioids and chain pharmacies; and

WHEREAS, Teva Pharmaceutical Industries Ltd. has offered to settle the claims of Madison County against it by paying yearly direct payments to Madison County for eighteen (18) consecutive years, half of this money may be used in an unrestricted manner and the other half must be used in a restricted manner; and

WHEREAS, it is in the best interest of Madison County to resolve this matter with respect to Teva without further litigation and enter into the proposed Agreement as it shall settle all allegations against Teva and avoid protracted litigation; now, therefore be it

RESOLVED, that the execution and delivery on behalf of and in the name of the Madison County by John M. Becker, Chairman of the Madison County Board of Supervisors, of the proposed Agreement is hereby authorized, and John M. Becker, on behalf of Madison County, is hereby authorized, subject to Board approval, and directed to execute the proposed Agreement in a form substantially similar thereto and execute such other documents as may be necessary and appropriate to effectuate the settlement with Teva.

DATED: February 7, 2023

Paul H. Walrod, Chairman
Government Operations Committee

RESOLUTION NO. _____

**AUTHORIZING ATTENDANCE AT AN OUT-OF-STATE CONFERENCE
(Sheriff)**

WHEREAS, the 2023 National Sheriffs' Association Winter Conference is February 3 – 7, 2023 in Washington, D.C.; and

WHEREAS, Todd Hood, Madison County Sheriff, requested to attend this conference; and

WHEREAS, all meals are fully funded through appropriations in the Office of the Sheriff's 2023 budget; and

WHEREAS, since Sheriff Hood is a member of the National Sheriffs' Association and Chairman of the School Safety Committee, the New York State Sheriffs' Association will reimburse the registration, lodging and travel expenses; and

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

NOW, THEREFORE, BE IT RESOLVED, that Todd Hood be and hereby is authorized to attend said conference at a cost not to exceed \$355.50.

Dated: February 7, 2023

Paul H. Walrod, Chairman
Government Operations Committee

RESOLUTION NO. _____

**AUTHORIZING ATTENDANCE AT AN OUT-OF-STATE CONFERENCE
(Sheriff)**

WHEREAS, The Paws and Stripes College Law Enforcement & Multidiscipline Crimes Against Persons Therapy Dog Course will be held March 4-12th 2023, in Cocoa, FL; and

WHEREAS, Todd Hood, Madison County Sheriff, has requested that Debra George, Child Advocacy Center Director attend this conference; and

WHEREAS, her expenses are fully funded by the Multi-Disciplinary Team Grant received by the Sheriff's Office; and

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

NOW, THEREFORE, BE IT RESOLVED, that Debra George be and hereby is authorized to attend said conference at no expense to the County.

Dated: February 7, 2023

Paul H. Walrod, Chairman
Government Operations Committee

RESOLUTION NO. _____

**AUTHORIZING ATTENDANCE AT AN OUT-OF-STATE CONFERENCE
(Emergency Management)**

WHEREAS, the New York State weekend at the National Fire Academy in Emmitsburg, MD is scheduled for March 31, 2023 to April 2, 2023; and

WHEREAS, Deputy Director/ Emergency Management Planner Michael Sudol has requested to attend said event which includes many professional development opportunities, including Best Practices in Community Risk Reduction; and

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

NOW, THEREFORE, BE IT RESOLVED, that Michael Sudol be and hereby is authorized to attend said New York State Weekend at the National Fire Academy in Emmitsburg, MD from March 31, 2023 to April 2, 2023 at a cost not to exceed \$350.00.

Dated: February 7, 2023

Paul H. Walrod, Chairman
Government Operations Committee

RESOLUTION NO. _____

**AUTHORIZING ATTENDANCE AT AN OUT-OF-STATE CONFERENCE
(Emergency Management)**

WHEREAS, Madison County Office of Emergency Management operates an Emergency Medical Services Certificate of Need and Paramedic Fly-Car units which, among other responsibilities, supports Madison County Sheriff's Office tactical response; and

WHEREAS, Paramedics Benjamin Hance and Jonathan Scherrieble are paying for and attending the Tactical Medical Practitioner training in Concord, NC to better their tactical knowledge and skills from January 22, 2023 through January 28, 2023; and

WHEREAS, while Paramedics Hance and Scherrieble are covering the cost of the course and travel, they have asked that Madison County cover the cost for the hotel while attending said training; and

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

NOW, THEREFORE, BE IT RESOLVED, that the Madison County Office of Emergency Management is authorized to pay for the hotel cost for Paramedics Hance and Scherrieble while they attend the Tactical Medical Practitioner training in Concord, NC from January 22, 2023 through January 28, 2023 at a cost not to exceed \$801.17.

Dated: February 7, 2023

Paul H. Walrod, Chairman
Government Operations Committee

RESOLUTION NO. _____

**RE-APPOINTING MEMBERS TO THE ETHICS ADVISORY
COUNCIL AND THE ETHICS BOARD**

WHEREAS, the term of Gair Meres, member of Ethics Advisory Council expires February 10, 2023; and

WHEREAS, the term of Sam Cooper, member of the Ethics Advisory Council expires February 13, 2023; and

WHEREAS, the term of Peter Dunn, Esq., member of the Ethics Board expires February 10, 2023; and

WHEREAS, the Government Operations Committee recommends their re-appointment;

NOW, THEREFORE BE IT RESOLVED, that Gair Meres, of Hamilton, be and hereby is re-appointed to an additional four year term on the Ethics Advisory Council expiring on February 10, 2027; and

BE IT FURTHER RESOLVED, that Sam Cooper, of Hamilton, be and hereby is re-appointed to an additional four year term on the Ethics Advisory Council expiring on February 13, 2027; and

BE IT FURTHER RESOLVED, that Peter Dunn, Esq., of Oneida, be and hereby is re-appointed to an additional four year term on the Ethics Board expiring on February 10, 2027.

Dated: February 7, 2023

Paul H. Walrod, Chairman
Government Operations Committee