



MADISON COUNTY BOARD OF SUPERVISORS

JOHN M. BECKER

Chairman

MARK SCIMONE

County Administrator

EMILY C. BURNS

Clerk

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MADISON COUNTY BOARD OF SUPERVISORS

Meeting Agenda - Thursday, December 15, 2022

Meeting Schedule

9:00 A.M. Government Operations Committee Meeting - Chambers

9:45 A.M. Health and Human Services Committee Meeting - Chambers

10:00 A.M. Committee of the Whole - All Supervisors - Chambers

11:00 A.M. Board Meeting - All Supervisors - Chambers

11:10 a.m. Public Hearing - Local Law Fixing the Salaries of Certain County Officials for the Year 2023- Chambers

11:15 a.m. Public Hearing - Local Law Rescinding Local Law No.7 of 2022 Overriding Tax Levy Limit - Chambers

Unfinished Business

Res. 22-581 Amending the Rules of the Madison County Board of Supervisors Tabled
By: Supervisor Jones, 2nd by: Supervisor Corbin on 12/1/2022

Resolution of Appreciation

1. Resolution of Appreciation - Retiree Recognition

Resolutions - Preferred Agenda

By Government Operations Committee:

2. Designating Newspapers for 2023
3. Authorizing the Chairman to Enter Into an Agreement with WellNow Urgent Care
4. Authorizing the Chairman to Renew an Agreement with OneGroup for Professional Consulting Services
5. Authorizing the Chairman to Enter into an Agreement with Park Strategies
6. Amending the Madison County Contract Policy and Procedures
7. Authorizing Attendance at an Out-of-State Conference (Emergency Management)
8. Authorizing the Health Plan Administrator to Secure Stop Loss Coverage
9. Establishing the Salary for the Assigned Counsel Attorney

By Finance, Ways and Means Committee:

10. Authorizing the County Chairman and the Clerk to the Board of Supervisors to Sign, Seal and Deliver Tax Warrants for Fiscal Year 2023

11. Authorizing the Chairman to Execute an Agreement for Lien and Title Search Services
12. Authorizing the Chairman to Accept Grant Funds with the NYS Stop DWI Foundation and Modifying the 2022 Adopted County Budget
13. Authorizing the Modification of the 2022 Adopted County Budget (County Attorney)
14. Authorizing the Modification of the 2022 Adopted County Budget (Clockville Water District Project)
15. Authorizing the Modification of the 2022 Adopted County Budget (Project Close Out - Brown Rd Highway Garage)
16. Authorizing the Modification of the Adopted 2022 County Budget (Solid Waste - Landfill Expansion Cell 10)
17. Authorizing the Modification of the Adopted 2023 County Budget (Solid Waste - Landfill Expansion Cell 10)

By Health and Human Services Committee:

18. Authorizing the Chairman to Enter into an Agreement for Psychiatric Services
19. Authorizing the Chairman to Enter into an Agreement with Madison-Cortland Chapter, NYSARC, Inc. (dba, The Arc Madison Cortland)
20. Authorizing the Chairman to Enter into an Agreement with Family Support in Central New York, Inc.
21. Authorizing the Chairman to Enter into an Agreement with Communication Services, Inc. (dba, Interpretex) for Sign Language Interpreting Services
22. Authorizing the Chairman to Modify an Agreement to Extend the End Date of the COVID-19 Enhanced Detection Grant
23. Appointing Members to the Madison County Youth Bureau Youth Board
24. Reappointing Members to the Madison County Youth Bureau Youth Board

By Planning, Economic Development, Environmental and Intergovernmental Affairs Committee:

25. Authorizing the Chairman to Enter into an Agreement with the Madison County Association of Snowmobile Clubs
26. Authorizing an agreement with the Madison County Rural Health Council for a Mobility Management Program
27. Authorizing the Chairman to Enter into an Agreement with Birnie Bus Transit, Inc.
28. Authorizing the Chairman to Enter into an Extension Agreement with Environmental Design and Research DPC
29. Authorizing Chairman to Enter into an Agreement with C&D Advertising
30. Authorizing an Agreement with the Madison County Soil and Water Conservation District for Maintenance of the Drainage Network in the Cowaselon Creek Watershed District
31. Authorizing Chairman to Enter into an Agreement with Madison County Soil and Water Conservation District
32. Authorizing an Agreement with Madison County Soil and Water Conservation

District for Annual Stream Maintenance and Resiliency Program

33. Authorizing the Chairman to Amend an Agreement with Clay Skinner for the Main Street Energy Improvement Grant Program
34. Authorization to Amend an Agreement with Plugin Stations Online, LLC.
35. Authorizing Chairman to Fix a License Rate for Space in The American Job Center
36. Appointing a Member to the Madison County Tourism Board
37. Reappointing a Member to the Madison County Soil and Water Conservation District Board

By Criminal Justice, Public Safety and Emergency Communications Committee:

38. Authorizing the Chairman to Enter Into an Agreement with Brenda Shimer, Court Reporter, for Stenographer and Transcription Services
39. Authorizing the Chairman to Enter Into an Agreement with J. Scott Porter, Esq. for Appellate Case Services
40. Authorizing the Chairman to Enter Into an Agreement with Jessica Thompson, Court Reporter, for Stenographer and Transcription Services
41. Authorizing the Chairman to Amend an Agreement with Motorola Solutions, Inc.
42. Authorizing the Chairman to Enter Into an Agreement with Health Direct Institutional Pharmacy Services
43. Authorizing a Renewal Order with Central Square for Maintenance of the Computer Aided Dispatch (CAD) System

By Solid Waste and Recycling Committee:

44. Authorizing the Chairman to Enter into a Termination Agreement with Waste Management Renewable Energy
45. Authorizing the Chairman to Enter into an Extension Agreement with Casella Recycling, LLC for the Sale of Recycled Paper from the ARC Recycling Facility
46. Authorizing the Chairman to Enter into an Agreement to Accept Alternative Daily Landfill Cover Material

Resolutions – Regular Agenda

47. Levying Unpaid Water, Sewer, Light, Demolition and Maintenance Fees for Various Towns and the City of Oneida onto the 2023 Combined Tax Bills
48. Adopting Local Law No. 8 for the Year 2022
49. Adopting Local Law No. 9 for the Year 2022
50. Amending Purchasing Policy and Procedures
51. Authorizing the Chairman to Enter Into an Agreement with the Madison County Deputy Sheriff's Police Benevolent Association
52. Authorizing the Chairman to Enter Into an Agreement with the CSEA Blue Collar Unit
53. Authorizing the Expansion of the Landfill in and for the County of Madison, New York, at a total Maximum Estimated Cost of \$5,500,000 and Authorizing the Issuance of up to \$5,050,000 Bonds to Pay Costs Thereof

54. Authorizing the Chairman to Enter into and Agreement with Cornerstone Engineering and Geology, PLLC for Professional Engineering Services
55. Authorizing the Modification of the 2023 Adopted County Budget (Not for Profits)
56. Authorizing the Modification of the 2023 Adopted County Budget (IBHOF)
57. Establishing the Salaries of County Officers and Managerial Confidential Employees for 2023

APPROVAL OF VOUCHERS FOR PAYMENT

PUBLIC COMMENT PERIOD

ANY OTHER BUSINESS

Emily C. Burns, Clerk

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Click on Departments - Board of Supervisors

For Public Comment please contact the Madison County Board of Supervisors by email
at publiccomment@madisoncounty.ny.gov

UNFINISHED BUSINESS

Tabled By: Supervisor Jones, 2nd by: Supervisor Corbin

RESOLUTION NO. 22-581

AMENDING RULES OF THE MADISON COUNTY BOARD OF SUPERVISORS

WHEREAS, the Rules of the Madison County Board of Supervisors have been reviewed by the Chairman and Vice Chairman of the Board of Supervisors and the County Administrator; and

WHEREAS, it was determined that the following revisions are needed to account for changes in responsibilities and to make corrections to items that have evolved over time; and

- Clarify Required Notice of Time, Place and Purpose for Announcing Special Board Meetings;
- Clarify Preferred Agenda Requirements;
- Additional Language to allow Electronic Signatures; and
- Fix any typing errors.

WHEREAS, the specific rules that are proposed to be amended substantively are Rules 3, 9a and 21; and

WHEREAS, the amendment to the Rules of the Madison County Board of Supervisors is hereby proposed; and

WHEREAS, the proposed amendment has been made in writing, offered, and laid upon the table for more than 24 hours prior to adoption in accordance with Rule No. 25 of the Board of Supervisors;

NOW, THEREFORE, BE IT RESOLVED, that the Madison County Rules of Board of Supervisors be and is hereby amended effective immediately.

Dated: December 1, 2022

David R. Jones, Chairman

David R. Jones, Chairman
Administration and Oversight Committee

**MADISON COUNTY BOARD OF SUPERVISORS
RULES OF THE BOARD**

RULE 1.

The annual meeting of the Board of Supervisors shall be held commencing on the first Thursday after the general election in the month of November.

RULE 2.

Regular monthly meetings of the Board shall be held on the second Tuesday of each month, except in the months of November and December when the annual meeting is in session.

RULE 3.

Special meetings of the Board may be held at the call of the Clerk on the direction of the Chairperson of the Board of Supervisors, or on the written request of a majority of the members of the Board.

The Clerk of the Board of Supervisors shall serve Notice of the time, place, and purpose of the special meeting at least forty-eight (48) hours before the date fixed for holding the special meeting.

RULE 4.

If any regular meeting date of the Board falls upon a legal holiday, such meeting shall be held on the next succeeding business day and unless otherwise specifically provided, all meetings of the Board shall be held at the Chambers of the Board in the County Office Building, Wampsville, New York.

RULE 5.

At the first meeting in January each even numbered year, the Clerk of the previous Board shall call the members to order and they shall select from among the members of the Board a Chairperson for a two-year term expiring December 31st of the second year of term as Chairperson, who shall preside at all meetings during the year. The outgoing Chairperson shall have 24 hours to remove **their personal effects from the office.**

Pursuant to County Law Section 151(6-a)(a) and (b), in the case of the absence of the Chairperson at any meeting, the Vice-Chairperson, if one has been selected, shall preside over each duly constituted meeting of this Board, and further shall have and exercise all the powers and duties of the Chairperson at any meeting over which he or she is called to preside.

In the absence of the Chairperson and the Vice Chairperson, the members present and voting shall select a member of the Board to serve as Acting Chairperson at such meeting. The Acting Chairperson shall have and exercise all the powers and duties of the Chairperson at the meeting over which he or she is called to preside.

Rule 5. (continued)

In all cases of absence of a quorum, the members present shall take such measures as shall be necessary to procure the attendance of absent members as prescribed by law.

In case of the absence of the Clerk at any meeting, the meeting shall be called to order by any member of the Board present.

RULE 6.

The following shall be the standing committees to be appointed by the Chairperson at the January meeting of the Board and the jurisdiction of each committee shall be as follows:

GOVERNMENT OPERATIONS:

Responsible for Personnel, Civil Service, Labor Relations, Health Insurance and benefits, County Attorney, Ethics Law, Office of the Clerk to the Board of Supervisors, Supervisors' Accounts, NYSAC, NACO, Public Relations to include Freedom of Information Law and Records Access Officer, PESH, HIPAA, Safety and Worker's Compensation, Employees Assistance Program, Personnel Management Functions, in conjunction with the County Administrator appoints search committees for all Department Head level recruitments to include at least one representative of the Government Operations and Legislative Home Committees, and Information Technology including all County telephone services.

FINANCE, WAYS AND MEANS:

Responsible for the Office of the Treasurer and Budget Officer, preparation and administration of the County budget, Finance and

Rule 6. (continued)

Payroll Office, Real Property Tax Services, Office of the County Clerk (to include Motor Vehicle Department), County Historian, County Historical Society, Community College Affairs, OTB Revenues and insurance other than health and benefits.

ADMINISTRATION AND OVERSIGHT:

Responsible for legislative committees, legislative rules and operations, Board of Elections, Official papers, Supervisors' Journal, Purchasing, examine and investigate the delivery of county services to ensure that they are efficient, effective and non-duplicating.

HEALTH AND HUMAN SERVICES:

Responsible for the administration and operation of all services as prescribed by the New York State Human Services agencies, to include the Office of Temporary and Disability Assistance (OTDA), Office of Children and Family Services (OCFS) and the Department of Health, and the Supplemental Nutrition Assistance Program (formerly known as Food Stamps), County Youth Bureau, and Youth Services, Veterans Affairs, Housing for the Elderly/Low Income, Office for the Aging, the Mental Health Department, including the Madison-Cortland

Rule 6. (continued)

County Chapter NYSARC, Inc., and the Community Action Program for Madison County. Responsible for all Department of Public Health Programs; including Preventive Health Care, Preventive Health Nursing, Environmental Health, Children with Special Health Care Needs, which includes Court Ordered Education, ADA, Weights and Measures, Corporate Compliance and Wanderer's Rest, animal disease and dog control.

PLANNING, ECONOMIC DEVELOPMENT, ENVIRONMENTAL & INTERGOVERNMENTAL AFFAIRS:

Responsible for the County Planning Department, the development, implementation, and ongoing evaluation of Madison County's long range planning program, the County Planning Board, Community Development, public transportation, Tourism, economic development, the Industrial Development Agency, the Environmental Management Council, public lands, County parks and County Parks Commission, agriculture districts and the Agriculture and Farmland Protection Board, County Fair, historic preservation, Central New York Regional Planning and Development, Central New York Regional Market Authority, Cooperative Extension, Federated Conservation

Rule 6. (continued)

Clubs, Soil and Water Conservation District, Forest Practices, Fish and Wildlife Management, County ABC Board, Children's Camp, Mid-York Library System and Workforce Development.

CRIMINAL JUSTICE, PUBLIC SAFETY AND EMERGENCY COMMUNICATIONS:

Responsible for the Office of the District Attorney, Office of the Sheriff (Law Enforcement Division, Corrections Division, Stop DWI, Civil Division and Pistol Permits), Assigned Counsel, Legal Aid and Judiciary, Coroner/Medical Examiner, Probation, Volunteer Firemen, Office of Emergency Preparedness, Civil Defense, Traffic Safety Board, Fire Advisory Board, Communications and Rescue and E-911.

HIGHWAY, BUILDINGS, AND GROUNDS:

Responsible for County Highways, highway equipment, Central Garage and motor and county passenger vehicle fleet operation, County Road maintenance and ice and snow control, County buildings and grounds, County mail and distribution services, receiving and printing services.

Rule 6. (continued)

SOLID WASTE AND RECYCLING:

Responsible for solid waste disposal, landfill, resource recovery and recycling.

PUBLIC UTILITY SERVICE:

Responsible for examining, reviewing, and making recommendations to the Board of Supervisors on the development and implementation of Public Utility Service in Madison County.

****AD HOC COMMITTEE:**

Each committee shall consist of not less than five nor more than nine members to be appointed annually by the Chairperson of the Board for the duration of the calendar year of appointment. Each Board member shall be appointed to at least one committee.

RULE 6A.

- 1. All Committees act in an advisory capacity to the Board. They are not empowered to perform any of the duties or exercise any of the powers of the Board of Supervisors, except such as the Board may lawfully specifically delegate.**
- 2. Committees shall meet at such reasonable times as the Committee Chairperson shall designate, and also upon the request of the Board Chairperson, if he/she deems it necessary to convene a committee.**
- 3. Where overlapping jurisdiction appears to exist, the Board Chairperson shall determine which committee has primary jurisdiction.**
- 4. The powers and duties of each standing committee are to:**
 - a.) become familiar with the functions, powers and duties of all departments officers and employees under its jurisdiction as specified in the “Committee Description” which accompany Rule 6 of the Rules of the Madison County Board of Supervisors.**
 - b.) meet with each department head or contracting agency representative with such frequency as the committee Chairperson**

Rule 6A. (continued)

deems appropriate to review the performance of the department or agency, receive and review his or her requests and communicate recommendations of the Board of Supervisors to such department heads and agency representatives through the County Administrator. disciplining and termination of all department heads under its jurisdiction, the filling of vacancies (but not the selection of the person to fill a vacancy) and the expansion or reduction of the staff of the department under its jurisdiction.

d.) review the annual budget requests of each department and contracting agency under its jurisdiction, propose such changes as it may deem necessary in the tentative budget to the Budget Committee and review all requested changes in the tentative budget and the final budget with the Budget Committee before the same are acted upon by the Board.

e.) review all proposed resolutions within its jurisdiction before the same are introduced before the Board of Supervisors, unless impractical to do so.

f.) inform the County Administrator of any known or suspected neglect of duty of any department head or employee, and the

Rule 6A. (continued)

improper or inadequate implementation or observance of the policies and directives of the Board of Supervisors.

RULE 7.

Special committees may be appointed as a majority of the weighted vote of the Board may consider necessary, all of which shall be appointed by the Chairperson and shall consist of a minimum of three board members unless the Board shall otherwise determine.

RULE 8.

Prior to each meeting of the Board, the Clerk shall furnish to each member a typewritten, to those members furnishing an email address, email copy of the minutes of the preceding meeting, which shall be corrected, if necessary, and approved.

RULE 9.

At all regular meetings of the Board the following shall constitute the order of business:

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Approving Minutes**
- 4. Presentation of Petitions and Communications**
- 5. Reports of Committees**
- 6. Miscellaneous and Unfinished Business**
- 7. Preferred Agendas**
- 8. Resolutions, Notices and Motions**
- 9. Special Order Matters**
- 10. Public Comment Period**

RULE 9A.

A Preferred Agenda by legislative committee may be presented at any regular/annual session of the Board of Supervisors. A Preferred Agenda shall be limited to resolutions that have been adopted unanimously in committee(s) and designated by the Clerk to the Board of Supervisors.

~~**recommending legislative committee or the Chair of the Board of Supervisors, as being routine and not likely to need or require discussion by the Board.**~~

However, any Supervisor may request, and must be granted in all instances, that separate consideration be given to any resolution within a Preferred Agenda, as such Agenda comes before the Board for consideration. A Preferred Agenda, as such shall be voted upon by a single Roll Call vote. The Clerk of the Board shall assign appropriate introductory and permanent numbers to each resolution within a Preferred Agenda. Resolutions shall not be included in the preferred agenda if they: Adopt local laws; Change the Rules of the Board of Supervisors; Require a greater than simple majority vote to approve; ~~Appropriate more than \$100,000 from the Contingent fund or from any fund balance~~; Levy taxes or fees; Ratify union contracts;

RULE 9A. (continued)

Authorize borrowing; Received any negative vote(s) in committee;

**Are designated as non-routine by the Clerk to the Board of
Supervisors. recommending legislative committee or Chair of the
Madison County Board of Supervisors.**

RULE 10.

The Chairperson shall preserve order; shall decide all questions in accordance with parliamentary law, subject to appeal to the Board.

The Chairperson shall have the right to vote on all questions and when a vote is equally divided including his vote, the question shall be lost.

In addition to powers and duties imposed upon the Vice Chairperson under these Rules or by law, the Vice Chairperson shall have and exercise the powers and duties of the Chairperson provided for by these Rules (including but not limited to Rule 30 hereof) and by law, upon the occurrence of and/or in the following instances:

- a) In case of a vacancy in the office of Chairperson (subject to the filling of such vacancy pursuant to County Law Section 151(7): or**
- b) Upon and to the extent of the authorization of the Chairperson and during such Chairperson's absence from the County of Madison: or**
- c) In the absence of the Chairperson, upon authorization of the Board of Supervisors, by resolution of such Board in accordance with County Law Section 151(6-a)(c): or**

RULE 10. (continued)

- d) During the incapacitation of the Chairperson due to sickness or accident preventing such Chairperson from exercising the powers and duties of his or her office.**

During the foregoing designated time periods the foregoing powers and duties authorized to the Vice Chairperson shall not be exercised by the Chairperson.

RULE 11.

Previous to speaking, each member shall address the chair and shall not proceed until recognized by the Chair. No member shall speak more than once on any question before the Board until every member desiring to speak shall have had the opportunity of doing so.

RULE 12.

Upon request of any member or upon **their** own initiative, the Chairperson may permit a person not a member of the Board to Address the Board in relation to matters pending before it. Should the Chairperson refuse such permission, then a requesting member may immediately seek by motion the consent of the Board for permission, which such motion may not be tabled.

RULE 13.

**Every member present when a question is stated from the
Chair shall vote thereon unless excused by the Chairperson.**

RULE 14.

When a motion is under debate, no other motion shall be entertained except:

- a.) to adjourn**
 - b.) to recess**
 - c.) to table**
 - d.) to go into executive session when permitted**
 - e.) for the previous question (to call the question)**
 - f.) to amend the main motion or resolution**
 - g.) to permit a person not a member of the Board to address the Board in relation to matters pending before it per Rule 12**
- Each such motion shall take precedence in the order listed and shall not be subject to debate, except the motion to amend. Each shall require a second and be adopted by a simple majority vote, except a motion to table shall only require a second and no vote as provided for in Rule 17.**

RULE 15.

The Chairperson of the board in **their** discretion may dispense with a roll call vote on any resolution he/**she** considers to be routine or non-controversial in nature, unless otherwise required by law.

However, any member of the Board may require that his or her individual vote be recorded during discussion, or may require a roll call vote of all members present upon any resolution.

RULE 16.

A motion to reconsider a resolution previously adopted or defeated shall not be proposed at the same meeting as the earlier motion.

RULE 17.

Any resolution before the Board, other than a procedural motion or resolution, if so demanded by 2 or more members present, shall lie over until the next succeeding meeting of the Board and shall be taken up for consideration as previously introduced under “Unfinished Business.” Upon consideration in its original form, such resolution may be amended by the affirmative vote of the majority and, as originally introduced or as amended, shall be acted upon during such meeting. This rule shall not apply to resolutions which must be acted on by a date fixed by applicable law, rule or regulation of the State of New York of the United States or a date previously fixed by resolution of this Board.

RULE 18.

All contracts and leases shall be signed by the Chairperson of the Board following authorization by resolution of the Board in accordance with the County Contract Policy and Procedures.

RULE 19.

No account for publishing legal notices shall be allowed unless such account shall state the number of lines, the number of times published and shall have attached thereto a copy of such printed notice.

RULE 20.

All bills of account for disbursements made by any county office must show the authority for such disbursements and its being a legal charge against the county and all bills for supplies, services or expenses of any county officer shall be approved by the officer or person ordering such charges.

RULE 21.

All resolutions offered for passage by the Board shall have appropriate headings or preamble thereto in accordance with law; shall be dated and signed or electronically signed by the member offering the same and shall be published in the Journal of Proceedings.

RULE 22.

Any petition for the correction of an assessment roll shall not be entertained by the Board later than Friday of the first week of the Annual Session.

RULE 23.

The County Auditor shall state their audit in a report to the Board which report shall contain the name of the claimant, the nature of the claim and the amount allowed.

Such report shall be furnished to all members of the Board. The gross amounts of such reports shall be included in the minutes of the session, and the reports and vouchers shall be filed with the Clerk of the Board.

RULE 24.

All resolutions intended to be moved for adoption at a regular meeting shall be filed with the Clerk not less than seven calendar days prior to the meeting, and copies e-mailed to all members unless the member has provided written instructions to the Clerk to mail said agenda.

A resolution intended to be offered for adoption at a special meeting shall be emailed and/or mailed to all members with the Clerk's written notice of the call of the special meeting in the same manner as above specified.

This rule may be waived by a two-thirds majority of the weighted vote of the Board, except in the case of a resolution to amend a rule of the Board, and the motion to waive may not be tabled.

RULE 24-A.

No resolution shall be introduced by an individual board Member at a regular meeting that has not been first submitted to the Legislative committee having jurisdiction as determined by the Chairperson of the Board. All such resolutions shall be filed with the Chairperson of the appropriate legislative committee at least ten days prior to the meeting at which its introduction will be sought. If the resolution is not introduced by the Chairperson or other member of the committee, then any member of the Board may introduce same.

This rule may be waived by a two-thirds majority of the weighted vote of the Board and the motion to waive may not be tabled. This rule may also be waived by the unanimous consent of all members of the legislative committee having jurisdiction.

This rule shall not apply to the introduction and passage of resolutions at the annual meeting relative to the adoption of the budget or the levy or collection of taxes, nor to any resolution which must be acted upon by a date fixed by applicable law.

This rule shall not apply to resolutions of a routine and recurrent nature such as the monthly audit and approval of claims, approval of

minutes of the previous session, and the like.

RULE 25.

These rules shall not be changed or otherwise modified except at least upon one day's notice or a motion to that affect; such proposed change to be made in writing, offered and laid upon the table for 24 hours.

RULE 26.

These rules shall not be suspended except upon unanimous consent of every member present.

RULE 27.

Nothing in these rules contained is intended to repeal, set aside or nullify any previous standing resolution adopted by the Board.

RULE 28.

A majority of the whole number of the members of the Board shall constitute a quorum for the transaction of business. Except where a greater affirmative vote is required by law, the adoption of a motion, resolution or local law shall require the affirmative vote of not less than a majority of the weighted votes of the total membership of the Board.

RULE 29.

The Board Chairperson shall annually establish and distribute a schedule of the time and dates of all meetings constituting the Annual session. No resolution to amend the tentative budget shall be introduced at the meeting scheduled for the adoption of the county budget, except that this rule may be waived by a two-thirds weighted vote of this Board.

RULE 30.

The Board of Supervisors empowers and instructs the Chairperson of the Board of Supervisors to perform the following duties. The regularity and the performance of these duties unless otherwise outlined in this text or other applicable New York State or County Law, is subject to the discretion of the Chair while being aware of Board priorities and the urgency associated with certain county functions.

- 1. The Chairperson (hereinafter referred to as the Chair)**
 - a. Shall be an ex-officio member of all committees.**
 - b. Will attend a sufficient number of meetings of all boards, commissions, or other bodies appointed by the Board of Supervisors to enable the Chair to respond to Board inquiries. Periodic attendance at various official meetings that are conducting county business or expending county funds will be considered a duty of the Chair.**
 - c. Shall become familiar with the property, administrative and operational functions as well as the fiscal affairs of the County.**
 - d. Shall have the right to inspect all records and allied**

**documents pertaining to all classifications or assets and liabilities of
RULE 30. (continued)**

the county or controlled by the County.

**e. Shall conduct periodic and/or random inspections or perusal
of areas and documents outlined in a. and b. above.**

2. Note: Covered by LL9 of 2008 County Administrator

3. Note: Covered by LL9 of 2008 County Administrator

4. Note: Covered by LL9 of 2008 County Administrator

**a. The Chair will schedule and preside over one
meeting each year that include all department heads and all
Supervisors. The meeting will be conducted in January for the
purpose of discussing the State of the County. Maximum
attendance will be required. The Chair will request that elected
officials attend this meeting. Additional sessions may be
scheduled at the discretion of the Chair.**

**b. The Chair will have the authority to establish functional
teams comprised of department heads and legislative committee
chairpersons and/or Ad Hoc committees to address particular
problems or issues. The January meeting (ref. a. above) will serve as
the initial opportunity to identify known issues that fit this criteria.**

Rule 30. (continued)

c. County Supervisors and department heads will be notified of the scheduling of all meetings that are to be held in compliance with a. and b. above.

d. The above meetings will include, but not be limited to, the development of policy and procedural recommendations as well as any other reports or recommendations the Chair deems appropriate and relative to county government. Information will be prepared and disseminated to the Board of Supervisors for action if required or deemed necessary.

5. Will perform the following duties as outlined below:

a. transfer employees temporarily from one department or office to another with the approval of the appointing officer and review by the Personnel Officer.

b. determine what officer shall perform a particular power or duty not clearly defined by law.

c. execute and deliver documents and contracts authorized by the Board.

d. act as chief executive officer of the County in the negotiation

of agreements with public employee unions.

Rule 30. (continued)

e. act as liaison and represent the Board in contracts with the Office of the County Treasurer, County Clerk, District Attorney, and Sheriff, and the political subdivisions, State and Federal officials and agencies.

6. Exercise all powers and perform all duties which are implicit in or may reasonably be inferred from those above recited and all such other powers and duties as may be conferred upon the Board Chairperson by other provisions of the law, including the rules of this Board.

7. Except as outlined in Section 4, of Local Law No. 3 (Selection of Vice Chairperson) for the year 2000 and Local Law No. 4 (Creating the Office of County Administrator) of the year 2008, the responsibility for these duties may not be delegated, however, the facilitation of certain duties may be delegated to an individual or groups of individuals.

RULE 31.

The purpose of Privilege of the Floor is to provide the Chairperson of the Board and/or the Board of Supervisors the discretion to allow the public to make a statement on any issue in a public forum to the Board. The Privilege of the Floor will be permitted at the end of each regular meeting of the Board.

To gain consent to exercise the Privilege of the Floor a member of the Public shall sign up on a sign-up sheet provided at the meeting; print and sign their name; and set forth their address and the topic they desire to speak about.

Rules governing the Privilege of the Floor are as follows:

- 1. No member of the public shall be permitted to address the Board unless recognized by the Board Chairperson or upon a motion of a member of the Board of Supervisors, duly seconded and adopted by the majority of the members present.**
- 2. Each person so recognized to speak will be allotted three (3) minutes to speak and in the order the requests therefor were made in advance through the signup sheet.**

RULE 31. (continued)

- 3. Any person speaking to the Board with the Consent of the Board Chairperson or a member of the Board of Supervisors after motion, shall address their remarks to the Board and not the other members of the audience in the form of a debate. Members of the public shall refrain from making personal or derogatory comments regarding individuals.**
- 4. The time allotted for the Privilege of the Floor shall be thirty (30) minutes.**
- 5. The time limits allowed in subparagraph number 2 and subparagraph number 4 above may be extended by the Chairperson of the Board or on motion of any member of the Board of Supervisors, duly seconded and adopted by the majority of the members present.**
- 6. The Privilege of the Floor may be limited or denied by the Chairperson of the Board or on motion of any member of the Board of Supervisors, duly seconded and adopted by a majority of the members present.**

RULE 32.

Recording of all Board and Committee meetings, be it video or audio, will be allowed so long as it is not disruptive or obtrusive.

Those members of the public and/or the press videotaping the proceedings must be in the designated area as demarcated by tape or by the Chairperson of the board or appropriate committee

Chairperson and video cameras shall be held by the person operating same or on a tripod.

Updated: 11/9/22

RESOLUTION NO. 22-_____

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 employees with an upcoming retirement is in order,

NOW, THEREFORE BE IT RESOLVED that the Madison County Board of Supervisors hereby recognizes the dedicated contributions of Brian Merz and Marc O'Hara upon their retirement.

Brian J. Merz

Sheriff's Office

1999 - 2022

Marc C. O'Hara

Public Health

2010 - 2022

Dated: December 15, 2022

Mary B. Cavanagh, Chairwoman

Mary B. Cavanagh, Chairwoman
Government Operations Committee

RESOLUTION NO. 22-_____

DESIGNATING NEWSPAPERS FOR 2023

WHEREAS, Subdivision 2 of Section 214 of the County Law states that the Board of Supervisors shall annually designate two newspapers to publish local laws, notices and other matters required by law to be published; and

WHEREAS, in designating such newspapers, “. . .consideration shall be given to those newspapers [with] general circulation throughout the county”; and

WHEREAS, Subdivision 1 of Section 214 of County Law requires that a majority of the members of the Board of Supervisors from each party designate a newspaper for the publication for concurrent resolutions, election notices issued by the secretary of state, and the official canvass; and

WHEREAS, a majority of the members of the Board of Supervisors from each party have designated the *Oneida Daily Dispatch* and *Rome Sentinel* as the papers to publish the concurrent resolutions, the election notices issued by the secretary of state, and the official canvass;

NOW THEREFORE BE IT RESOLVED THAT the Board of Supervisors hereby designates the following newspapers for the following official publications:

Concurrent Resolutions	<i>Oneida Daily Dispatch or Rome Sentinel</i>
Official Canvass	<i>Oneida Daily Dispatch or Rome Sentinel</i>
Election Notices	<i>Oneida Daily Dispatch or Rome Sentinel</i>
Official Notices	<i>Oneida Daily Dispatch or Rome Sentinel</i>
Local Laws, Notices, and other matters required by law to be published	<i>Oneida Daily Dispatch or Rome Sentinel</i>

BE IT FURTHER RESOLVED, that a copy of each County legal advertisement shall be distributed by the official County newspapers to all of the following located in Madison County: Town Clerks, Village Clerks, City Clerks, Public Libraries and Reading Centers, County Clerk, Clerk of the Board of Supervisors, County Veterans, and County Board of Elections.

Dated: December 15, 2022

Mary B. Cavanagh, Chairwoman

Mary B. Cavanagh, Chairwoman
Government Operations Committee

RESOLUTION NO. _____

**AUTHORIZING THE CHAIRMAN TO ENTER INTO AN AGREEMENT
(WellNow Urgent Care)**

WHEREAS, the Omnibus Transportation Employee Testing Act of 1991 requires drug and alcohol testing of employees who are required to have commercial driver's licenses (CDL) for the performance of their duties; and

WHEREAS, this federal law requires pre-employment, random, post accident and reasonable suspicion testing for CDL holders; and

WHEREAS, a written policy has been adopted that requires a pre-placement examination and controlled substances screening of an applicant who has been offered a permanent, full-time or permanent, part-time position in Madison County; and

WHEREAS, 2023 rates for required services have been negotiated with WellNow Urgent Care for a two year contract period; and

WHEREAS, the Government Operations Committee has reviewed and approved the agreement with WellNow Urgent Care for the provision of these services,

NOW, THEREFORE BE IT RESOLVED that the Chairman of the Board of Supervisors be and hereby is authorized to enter into the agreement with WellNow Urgent Care for the period January 1, 2023 through December 31, 2024 as is on file with the Clerk to the Board.

DATED: December 15, 2022

Mary B. Cavanagh, Chairwoman
Government Operations Committee

RESOLUTION NO. 22-_____

**AUTHORIZING THE CHAIRMAN TO RENEW AN AGREEMENT WITH
ONEGROUP FOR PROFESSIONAL CONSULTING SERVICES**

WHEREAS, OneGroup has provided the County with professional consulting services for the employee and retiree health plans and actuarial services for the past several years; and

WHEREAS, due to the complexity of health plan administration, the increasing costs of providing health insurance coverage and the specialization needed for actuarial valuation and reporting, it is necessary to retain the services of professional consultants; and

WHEREAS, the agreement is for professional consulting services for 2023 at a maximum cost of \$4,000.00 per month; and

WHEREAS, the actual monthly expense will vary, depending on the amount of commissions applied each month; and

WHEREAS, these commissions are built into one of the County's fully insured healthcare plans and the premium amounts for that plan will not change regardless of whether the commissions are allocated to the County's health benefit consultants; and

WHEREAS, the proposal made by OneGroup has been reviewed and approved by the Health Plan Administrator and the Government Operations Committee.

NOW, THEREFORE, BE IT RESOLVED that the Chairman of the Board be, and hereby is, authorized to execute a renewal with OneGroup, as is on file with the Clerk of the Board of Supervisors.

Dated: December 15, 2022

Mary B. Cavanagh, Chairwoman

Mary B. Cavanagh, Chairwoman
Government Operations Committee

RESOLUTION NO. 22-_____

**AUTHORIZING THE CHAIRMAN TO ENTER INTO AN AGREEMENT WITH
PARK STRATEGIES**

WHEREAS, Madison County is frequently impacted by New York State and Federal mandates through legislation, regulations and executive decisions; and

WHEREAS, Madison County is highly dependent on and impacted by budget actions at the State and Federal level; and

WHEREAS, the County is committed to assessing these impacts in a proactive way; and

WHEREAS, the County is not able to continuously monitor proposed legislation and measures affecting the County budget that may be considered by State and Federal officials or agencies; and

WHEREAS, the County currently has a contract with Park Strategies to provide legislative consulting services; and

WHEREAS, Park Strategies of New York, New York maintains offices and staff resources within Albany, NY and Washington, DC that are engaged, full-time, in monitoring legislative and regulatory matters being contemplated by legislative and executive agencies; and

WHEREAS, Park Strategies possesses special consultant expertise in analyzing the full impact of and addressing these legislative, budgetary and regulatory matters and addressing them in their formative stage; and

WHEREAS, after review, the Government Operations Committee recommends that the County enter into an agreement with Park Strategies to provide legislative consulting services;

NOW, THEREFORE, BE IT RESOLVED, that the Chairman of the Board of Supervisors be and hereby is authorized to enter into an agreement effective January 1, 2023 – December 31, 2023, at a fee not to exceed \$120,000 for the year, as evidenced in the form as is on file with the Clerk to the Board.

Dated: December 15, 2022

Mary B. Cavanagh, Chairwoman

Mary B. Cavanagh, Chairwoman
Government Operations Committee

RESOLUTION NO. 22-_____

AMENDING THE MADISON COUNTY CONTRACT POLICY AND PROCEDURES

WHEREAS, the County enters into hundreds of Agreements annually to provide goods and services to the County and its residents; and

WHEREAS, it is in the best interest for the County to adopt policies and procedures to guide the drafting, adoption and monitoring of all contracts contemplated or entered into by the County; and

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

WHEREAS, the Government Operations Committee has reviewed and approved these revisions to policy and procedure and recommends adoption by the Board of Supervisors;

NOW, THEREFORE BE IT RESOLVED, that the Madison County Board of Supervisors hereby adopts the Madison County Contract Policy and Procedures effective immediately.

Dated: December 15, 2022

Mary B. Cavanagh, Chairwoman

Mary B. Cavanagh, Chairwoman
Government Operations Committee

MADISON COUNTY

CONTRACT POLICY AND PROCEDURES



Mark Scimone, County Administrator
Tina Wayland-Smith, Esq., County Attorney
Laurie Winters, Purchasing Agent
Christina Kennedy, Compliance Officer

Madison County Office Building
P.O. Box 635
138 N. Court Street
Wampsville, New York 13163
(315) 366-2247

2022

Approved: 10/13/2020 (Resolution No. 20-380)
Revised: 05/11/2021 (Resolution No. 21-217)
Revised: 07/1/2021
Revised: 12/16/2021 (Resolution No. 21-582)
Revised: 11/22/2022 (Resolution No. 22-__)

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I. INTRODUCTION

It is in the best interest of Madison County (herein referred to the “County”) to maintain a clear set of guidelines to dictate the form and content of the contracts into which it enters. The County has an obligation, for each contract, to exercise reasonable business judgment and act for the purpose of the public benefit. ***All County Departments are required to follow the procedures outlined in this manual when negotiating and submitting contracts for approval.*** Failure to follow the County’s policies and procedures limits the County's ability to ensure that these documents protect the County’s interests and clearly define the responsibilities, duties and obligations of all parties involved. The result could place the County at risk, both fiscally and contractually.

If there are questions regarding any of the steps outlined herein, please contact the County Administrator or the Department of Law.

II. PURPOSE

The purpose of this policy is to establish consistent development and management practices with respect to Madison County’s contracts.

III. SCOPE

This policy applies to all contracts associated with Madison County that include, but are not limited to the following categories:

- a. Purchases, sales or lease of services;
- b. All inter-government (Town, City, County, State, Federal) agreements;
- c. All real property sales, purchases and leases;
- d. All service agreements;
- e. All professional service and personal service (consulting) agreements;
- f. Grants (that become contracts once they are awarded); or
- g. Modifications or extension agreements that apply to any of the above-mentioned categories.

IV. PUBLIC RECORD

Finalized contracts are a public record to the extent provided in the New York State Freedom of Information Law (Public Officers Law §§ 84 to 90), and shall be available to the public as provided in such statute.

V. GENERAL RULES AND PROCEDURES

When Madison County enters into an agreement with another party, the transaction must be for a public purpose for the benefit of the general public. Furtherance of private purpose or interest is not allowed.

A. Contract requirements – Each contract must have the following, basic requirements fulfilled:

- i. **Parties must be “Madison County” and a third party** (“Madison County” is always the name of the contracting party for Madison County, **not** “County of Madison”).
- ii. **Negotiated and finalized in writing. Oral agreements are not allowed or enforceable;**
- iii. **Signed by the Chairman of the Board of Supervisors. Department Heads or their designees DO NOT have authority to bind or sign any agreement on behalf of the County, except whereas specifically designated by law.**

B. Contract Form

- i. Any obligation in which the County is required to pay for services or real property, it is **required** that said agreement shall be negotiated and memorialized in writing, as well as developed and executed pursuant to this policy.
- ii. The Department of Law will determine the standard County Contract format(s) with consultation of the Board of Supervisors and the County Departments. The contract forms can be found on the Department of Law intranet page.
- iii. Departments shall use the standard County Contract form, unless an alternate form is reviewed and approved by the Department of Law, or if it falls under one of the following exceptions:
 1. New York State contracts;
 2. Federal grants;

3. Software licensing – All software agreements should be reviewed and approved by the IT Department prior to submission for Board of Supervisors/County Administrator approval.
4. All software agreements must be reviewed by the IT Department.

C. Insurance

a. Generally –

1. Certificates of Insurance – Should be submitted with the proposed contract and resolutions to the respective committee via Novus (See also, section for directions to submit a contract to Novus). Individual departments are responsible for obtaining current insurance binders with every contract. **Insurance binders must be submitted with the contract when submitting the same to Novus.** Most insurance terms are for a one year period and contracts are frequently one or more years. A new insurance binder must be provided in the second year of the contract, which shall be obtained by the department.
 - i. The Chairman reserves the right to refrain from signing contracts that are submitted without an adequate Certificate of Insurance.
 - ii. Each department is responsible for ensuring that contracts have the correct type of insurance requirements. For example, professional liability, cyber liability, etc.
2. Procedure to Adjust and/or Waive Insurance Requirements:
 - i. Contractors may request a decrease in the liability limit of the County's insurance requirements or removal altogether. In this event, the Department Head, or their designated employee, must consult directly with the County's current insurance carrier. In the event the Department Head and insurance carrier agree that the proposed reduction or waiver in insurance requirements is acceptable, the department should confirm with the Department of Law and then the contract may be submitted as usual.

3. Contact information for OneGroup:

- i. Kirsten Shepard – Kshepard@onegroup.com; (315) 418-4955
- ii. John Schmitt – Jschmitt@onegroup.com; (315) 558-6789

D. Contract Approvals

- a. It is responsibility of each Department Head or their designee to ensure all County contracts approved by the Board of Supervisors are in accordance with this policy **prior** to submitting to the Department of Law for the initial approval. *(For a more complete list of responsibilities, see “VII. Contract Development - Role of the Department Head”).*

E. Recordkeeping

- a. Contracts will be assigned a contract number which is the same as the final resolution number (i.e. 20 -193), except for contracts under \$20,000 and subject to Section VIII (B), which shall be numbered by their respective departments in the following format, example 21-DOH-1.
- b. The finalized contract should be filed within the respective department under the contract number. (For further instructions on recordkeeping requirements see also “X. Contract Retention” herein).

VI. CONTRACT FORM AND CONTENT

A. Standardized Form

- a. The County’s standard contract is the required contract unless it falls under an exception herein (State contract, Federal contract, software licensing, lease or software license). The County’s standard contracts are available on the employee intranet. Contracts received from vendors and providers should not be substituted for the **Madison County Standardized Contract**, unless the contractor does not allow other contracts. Departments must ask contractor to use the Madison County form first (unless it falls into one of the above exemptions) before submitting. All contracts shall be filled in completely and accurately, and all pages and relevant appendices, exhibits, attachments, are accounted for, referred to, and attached to the contract before execution by any party.

B. Important Contract Clauses

- i. Term and Auto-Renewal: the duration of all contracts should be for one year, but shall not exceed two years. Contracts shall not include a clause for automatic renewal, unless approved by the Department of Law and the respective committee.

C. Business Associate Agreements

- i. Determining when a Business Associate Agreement is needed:
 - a. HIPAA-covered departments must consider and determine whether the contractor/vendor meets the definition of a “Business Associate”. Questions regarding the use of a Business Associate Agreement should be directed to the County’s Privacy Officer and/or the County Compliance Officer.
 - b. Upon determining the contractor/vendor meets the definition, the *Standard Contract Form (Business Associate Agreement)* should be used. (Note: Blanket use of a Business Associate Agreement is **not** recommended.)
- ii. Supplemental Documentation Required for BAA:
 - a. Department Heads or their designee should carefully vet business associates prior to engaging them.
 - b. In order to ensure that the Business Associate Vendor is in compliance with legal requirements, the Department Head or their designees will obtain detailed assurance documentation as follows:
 - i. Completed **Madison County Compliance Status Questionnaire – Business Associate/Subcontractor** and supplemental documentation that ensures the vendor:
 - Has policies and procedures in place;
 - Provides training for employees;
 - Has Data Security Controls;
 - Conducts annual Security Risk Assessments, and provides the County with a copy of the most recent assessment;

- Provides reports of past breach occurrences for review, if any.
- c. Upon receipt of the Questionnaire and documentation, the Department Head or their designee will review for any deficiencies.
- d. The Department Head will provide copies of the completed Questionnaire and documentation to the County Privacy Officer, County Security Officer and the County Compliance Officer for their review and for recordkeeping purposes.

D. Modification and Extension Agreements

- i. Department Heads shall use the Modification and Extension Agreement form located on the Department of Law intranet page for all changes to existing contracts. All Modification and Extension Agreements should be reviewed by the Department of Law.
- ii. Modification and Extension Agreements are **not** permitted after the expiration of the original contract.
- iii. Modification and Extension Agreements **may not** be used when the original contract does not specifically state that an extension is permitted.

VII. CONTRACT DEVELOPMENT

A. Role of the Department Head

- i. Department Heads or their designee are responsible for ensuring compliance with this policy and all other related County policies, which includes the following:
 - a. All contracts will use the County's standard contract as is available on the employee intranet, unless otherwise excepted from this policy or approved by the Department of Law.
 - b. Completing the **Standard Contract Form** and developing the "Scope of Services" for each agreement. The Scope of Services establishes the specifications associated with the goods or services. Said specification and cost shall meet the operational needs of the County as required by all County policies, including the Purchasing Policy.

- c. Incorporation of the required specifications within the Scope of Services into the final written agreement.
- d. To determine when the contract should include a Business Associate Agreement is required and, if so, obtaining the proper assurances and contact information as outlined in this policy.
- e. Contracts for Professional Services-The Department Head shall confirm any professional independent contractor is professionally licensed (i.e. doctors, lawyers, etc.) and provide proof of same.
- f. Preparing the Resolution.
- g. Submission of the Proposed Contract and Resolution to Novus for Department of Law review.
- h. Obtaining all required signatures.
- i. Maintaining copies of written contracts within the Department files.

B. Role of the Department of Law

- i. All contracts shall be reviewed by the Department of Law for the purpose of protecting the County's legal interests and minimizing potential liability. The technical specifications of goods or services are **not within** the scope of the Department of Law's review. The Department of Law **does not** make business decisions on behalf of the departments, which may only be done by the appropriate Department Head, Committee or the Board of Supervisors. The Department of Law will work with Department Heads or their designee on the contract review and will work directly with vendor upon request.

C. Procedure for Contract Review by the Department of Law

- i. Before a contract is sent to the Department of Law for review by an attorney, the Department Head or their designee should:
 - a. Thoroughly read through the **entire** contract;
 - b. Address any non-legal questions before sending to the Department of Law; and
 - c. Provide **complete** contact information for all parties involved.
 - d. Obtain and attach the contractor's insurance binder.

ii. **How to send a contract to the Department of Law for review:**

- a. Upload contract, insurance binder and resolution to Novus.
- b. All proposed changes to the contract, either by the Department Head or the Vendor, shall be in a redline format before being sent to the Department of Law.

VIII. CONTRACT APPROVAL PROCESS

A. Procedure for service contracts OVER \$20,000:

- i. **Department Head:** The Department Head or their designee is responsible to ensure contracts are on the appropriate form, reviewed by the appropriate Committee, and signed by all parties.
- ii. **Committee:** All contracts between Madison County and any third party must be approved by submitting a corresponding resolution with a complete copy of the proposed contract to Novus for review by the Department of Law before an agreement may be placed on a Committee's agenda.
- iii. **Board of Supervisors:** Prior to signing by the Chairman, the contract should be submitted with the vendor's signature. Upon committee approval and consequent approval by the Board of Supervisors, the Chairman of the Board of Supervisors will sign the agreement.
- iv. **Change Orders, Amendments/Modifications and Extensions:** For change orders or amendments, modifications or extensions to an existing contract, the Department Head or their designee shall obtain the necessary review/approval and follow the same process as with a new contract.
- v. **Approval** - Every contract in which the County is a party requires review by the Department of Law and approval by the County Board of Supervisors (other than the exceptions in section B. below) and the corresponding resolution approving said contract shall match the contract approved by Board of Supervisors.

B. Procedure for service contracts UNDER \$20,000:

- i. **Approval** - Service contracts under the \$20,000 threshold that do not require Committee review and Board of Supervisor approval and will follow the process set forth herein, EXCEPT in the instance where:

- a. The contract is for a high liability or construction contract.
 - b. A Department Head or Supervisor requests the contract be presented to the Committee and Board for their approval.
- ii. **Department Head** - The Department Head or their designee is responsible to ensure contracts are on the appropriate form, the required quotes, etc. have been obtained, as well as assignment of contract numbers to the agreements, as there will be no resolution. See APPENDIX C for more information.
- iii. **Submission.** The Department Head or designee will submit the request via the Approval for Contracts Under \$20K Form along with a copy of the signed contract, Certificates of Insurances and any other backup documentation. The electronic form can be accessed by clicking the button on the intranet portal homepage or by going to the following link:
<https://www.madisoncounty.ny.gov/FormCenter/Board-of-Supervisors-18/Approval-for-Contracts-Under-20K-155>.
- iv. **Review** – Every contract in which the County is a party shall require approval by the Department of Law.
 - a. The County Administrator will then review the contract documentation and provide his final approval, or request changes.
 - b. The Agreement will be provided to the Chairman of the Board of Supervisors for his execution.
- v. **Recordkeeping.**
 - a. The County Administrator's office will forward copies of the final executed contract to the Clerk of the Board and the Department for their records.
 - b. All contracts binding the county will be added into the Enterprise ERP (formerly MUNIS) contract module by the Board of Supervisors Office.

IX. CONTRACT RETENTION

- A. A copy of all fully executed contracts shall be retained by the Department in which they originated. Departments Heads or their designee shall ensure that the Clerk of the Board receives updated insurance binders as they expire (which is typically on an annual basis).
- B. Each department must have a mechanism (either through Enterprise ERP, Excel or another substantially similar tracking program) to track contract information (including the start and end date, contractor name, auto-renewal, etc.).

X. CONFLICTS OF INTEREST

- A. See, generally, Article 18 of the General Municipal Law and all applicable Madison County Ethics Laws.
- B. It shall be unethical for any Madison County employee to participate directly or indirectly in the negotiation of a contract when the County employee knows that:
 - i. The Madison County employee or any member of the County employee's immediate family has a financial interest pertaining to the procurement contract; or
 - ii. Any other person, business, or organization with which the County employee or any member of a County employee's immediate family is negotiating or has an arrangement concerning prospective employment is involved in the contract.

XI. CONTRACT ADMINISTRATION

A. Contract Terms

- i. The Department Head or their designee is responsible for administering and monitoring compliance with the terms of the contract, which includes any critical dates (such as the termination date of the contract, expirations of insurance, etc.) and renewals of agreements and receipt of renewal insurance certificates.

B. Recordkeeping

- i. Each respective department shall retain any documentation associated with contract drafting, execution and compliance and document any issues that may arise.

C. Contractor Non-Compliance

- i. All contract deficiencies shall be immediately noted in writing to the contractor by the applicable department, if possible. If a remedy is not promptly reached, the department shall notify the County Administrator and the Department of Law.

D. Contractor Name or Ownership changes

- i. Board approval is not required for contractor name changes when control of the contracted entity remains unchanged.

E. Auditing and Oversight

- i. It shall be the duty of the County Compliance Officer, to review on a regular basis the contract records and processes of all County departments. Monitoring will be done on a sample basis. The monitoring of the department contract records will be conducted to facilitate the contract process in accordance with County policies and best practices and will be not be construed to place responsibility for department contracting on the Compliance Officer.
- ii. Specific Duties regarding audit of contract records:
 - a. The County Compliance Officer shall randomly select a sampling of the contract records of each department on a regularly scheduled basis for compliance monitoring. Selected records will span the range of the contract process. Records will be monitored using the following performance measures:
 - i. Compliance with legal and contract processes outlined in this policy;
 - ii. Compliance with Board and County policies;
 - iii. Operational efficiencies of processes used; and,
 - iv. Other policies or best practices as determined by the County Compliance Officer.
 - b. The Department Head or their designee is responsible for assisting any audit performed by the County Compliance Officer.

iii. Process for review by the County Compliance Officer:

- a. The review process is intended to be educational and will be used as a forum to provide guidance, policy clarification and to discuss best practices. As part of the review process, the department being reviewed will be expected to make necessary corrections to bring the files into compliance.
- b. Upon completion of the review, the County Compliance Officer or their designee shall meet to discuss the discoveries with the Department Head.
- c. A copy of the written report will be provided to the Department Head and the County Administrator for their review ahead of the final written report being submitted to the Government Operations Committee that will include, where appropriate, a summary of the discoveries and recommendations for corrective action.
- d. The County Compliance Officer shall, on an annual basis, submit a report to the Compliance Committee that contains general discoveries and identifies areas that may require changes to ensure a contract process that is fair, effective, efficient, and in compliance with legal requirements and Board of Supervisors policy.
- e. The County Compliance Officer will maintain a records of all findings and supporting documentation.

XII. GENERAL CONSIDERATIONS & TIPS FOR CONTRACT COMPLETION

Business Associate Agreement (HIPAA)	A “business associate” is a person or entity that performs certain functions or activities that involve the use or disclosure of protected health information on behalf of, or provides services to, Madison County. Does the contractor/vendor meet the definition of a business associate? If yes, does the contract include a HIPAA Business Associate Agreement? Has all contact information and appropriate documentation been collected from the contractor/vendor?
Completeness	Is the contract complete? Are all the pages, exhibits, attachments, etc. accounted for, referred to, and attached to the contract? Are all the necessary terms contained in the contract? If the contract is the result of an award from an RFP or RFB, are all of the required terms set forth in the RFP or RFB also contained in the contract? Do you have the certificate of insurance from the vendor? Supporting documentation, which includes, but is not limited to quotes, bid documents, etc., should be included in the departments file and accessible for review at all times (see also, <i>Madison County Purchasing Policy</i>).
Effective Date	Does the contract clearly state the beginning or effective date (month, day, year)? Are there any provisions that state the contract or its terms are only available until a certain date? Do the terms of the contract have an expiration date?
Hold Harmless and Indemnification Language	Does the other contracting party alter, in any manner, the standard Hold Harmless language?
Insurance	Does the contract require Madison County to carry any kind or amount of insurance? Should the other party to the contract carry insurance to protect Madison County’s interests? Has the Vendor provided the certificate of insurance (the certificate must be attached to the draft contract and resolution prior to the committee meeting)?

Iran Divestment Act Addendum	Has this form been attached to the contract for signature?
Red Flags	1. Material changes to an otherwise agreed upon contract; 2. Changes to the hold harmless/indemnification clause in our standardized contract; 3. Language that would allow assignment of contract without County permission; 4. Parties attempting to negotiate/change a contract orally; 5. If one of the parties is seeking to terminate an existing contract prematurely; or 6. If the other party asks for a change in term to the contract.
Renewal/Extension of Contract	Does agreement allow the contract to be renewed or extended automatically? As a general rule, this is not allowed.
Services	What is the scope of work to be done? Is it measurable per the contract language?
Signature Authority	Only the Chairman of the Board of Supervisors has authority to enter into an agreement on behalf of the County (County Law §450(3)). Contracts signed by a Department Head or their designee expose that individual to personal liability for the agreement.
Subject Matter and Performance	Does the contract clearly state the services to be provided to or by Madison County? The subject matter of the agreement, whether it involves the purchase of goods and services, must be clear and unambiguous as to what is expected and specific in its description of who does what, when, where and how. Any addenda further describing the subject matter of the contract must be labeled properly,

	Identified clearly and consistently throughout, and attached to the contract. What is the mechanism for assurance that the products/services are delivered? Can the department head adequately monitor the terms of the contract?
Termination Provisions	Does the contract clearly state the ending or expiration date (month, day and year)? Changes in the notice, ability or requirements to termination of the contract should be reviewed by the Department of Law.
Unacceptable Clauses (these are clauses that are unacceptable and must be stricken from proposed contracts)	1. Requiring Payment of Costs and Attorney Fees to Prevailing Party. The laws that apply to the type any lawsuit that may be brought will determine whether a party can recover attorney's fees and costs. 2. Requiring binding arbitration if a dispute arises. Madison County will not agree to binding arbitration.
Waiver of Damages or Liability	Does the contract, including any Scope or Services or amendments, require Madison County to waive damages? If so, what type of damages? What is the risk in Madison County waiving such damages?



APPENDIX A - Madison County Contract Development Checklist

Department:	Date:
Dept. Head (or Designee) Name:	

CHECKLIST ITEMS	
Madison County Standardized Agreement is given to contractor and scope of service is requested	
Scope of Services is clearly outlined	
Insurance Information is appropriate to Scope of Services	
Term of the Agreement is for two years or less and does not include auto-renewal clause, unless reviewed by the Department of Law	
Contract clearly states the beginning or effective date (month, day, year)	
Contract clearly states the ending or expiration date (month, day, year)	
All the pages, exhibits, attachments, etc. accounted for, referred to, and attached to the contract.	
Department of Law Review	
Resolution prepared and matches the content and scope of the contract	
Obtain proof of insurance	
Proposed Contract and Resolution submitted to Committee at least one week prior to committee meeting	
Committee Approval of Resolution	
Contractor has signed/executed the contract prior to execution by Chairman (preferably)	
Copy of Final Resolution, contract, and insurance binder submitted to the Clerk to the Board via Novus	
Board of Supervisors Approval Received, Resolution Adopted	
Final contract is executed by the Chairman of the Board of Supervisors	
Final contract matches the version approved under the Resolution	
Final, fully executed contract is received from the Board Clerk and contract is added to the departmental tracking document (via Enterprise ERP, Excel, etc.)	

DEPARTMENT HEAD/SUPERVISOR:

Name: _____ Date: _____

Sign: _____

APPENDIX B - REFERENCE LIST

Standardized Contracts Intranet Links

[Standardized Ind. Contractor Template Agreement 1/1/23 FILLABLE PDF w/Insurance Select](#)

[Standardized Ind. Contractor Template Agreement BUSINESS ASSOCIATES 1/1/23 FILLABLE PDF w/Insurance Select](#)

[Standardized Ind. Contractor Template Agreements BUILDERS RISK 1/1/23 FILLABLE PDF w/Insurance Select](#)

Madison County Purchasing Policy and Procedures (Dated December 15, 2022)

<https://www.madisoncounty.ny.gov/DocumentCenter/View/9771/2019-REVISED-Purchasing-Policypdf>

Madison County Document Retention Policy (Retention & Disposition Schedule CO-2) (Dated August 1, 2020)

<http://www.archives.nysed.gov/common/archives/files/lgs1.pdf>

Madison County HIPAA Compliance Status Questionnaire (Business Associate/Subcontractor)

<https://www.madisoncounty.ny.gov/DocumentCenter/View/13239/Madison-County-HIPAA-Compliance-Status-Questionnaire-FILLABLE-PDF>

APPENDIX C

MADISON COUNTY APPROVAL PROCEDURE FOR CONTRACTS UNDER \$20K

1. The Department Head or designee should prepare all contracts in accordance with the county's policies and procedures.
2. It is the responsibility of the department to assign contract numbers to agreements under \$20,000, as there will be no resolution number. The standard contract number format is: Year-Department- # (i.e. "21-HWY-1")
 - a. "Year" is the year the contract is entered into
 - b. "Department" comes from the standard identifiers provided in the chart below.
 - c. "#" is to be assigned based on the department's internal tracking mechanisms, and will reset back to "1" with the start of a new year.

<u>Department</u>	<u>Identifier</u>	<u>Department</u>	<u>Identifier</u>
Assigned Counsel	AS	Mental Health	MH
Board of Elections	BOE	Personnel & Civil Service	PCS
Board of Supervisors	BOS	Planning	PLA
Communications/E911	COM	Purchasing	PUR
County Administrator	ADM	Probation	PRO
County Attorney Office	CAT	Public Health	DOH
County Clerk's Office	CCO	Real Property	RP
District Attorney	DAT	Sheriff's Office	SHR
Emergency Mgmt.	EMG	Solid Waste	SW
Facilities	FAC	Social Services	DSS
Finance	FIN	Treasurer	TRE
Highway	HWY	Veterans Service Agency	VET
Information Technology	IT	Youth Bureau	YB

3. The Department Head or designee will submit the Electronic Approval for Contracts Under \$20K Form along with a copy of the signed contract, Certificates of Insurances and any other backup documentation. The electronic form can be accessed by clicking the button on the intranet portal homepage or by going to the following link: <https://www.madisoncounty.ny.gov/FormCenter/Board-of-Supervisors-18/Approval-for-Contracts-Under-20K-155>.
4. Upon submission, the Department of Law will be responsible for reviewing the contract documentation and providing approval, or requesting changes.
5. Upon approval from the Department of Law, the County Administrator will then review the contract documentation and provide his final approval, or request changes.
6. Upon final approval from the County Administrator, the Agreement will be provided to the Chairman of the Board of Supervisors for his execution.
7. The County Administrator's office will forward copies of the final executed contract to the Clerk of the Board and the Department for their records.
8. Per the Purchasing Policy, all contracts binding the county must be added into the Enterprise ERP contract module. Upon receipt of the final executed contract, the Board of Supervisor's Office will enter it into the Enterprise ERP contract module.

Contract Review Process

Under 20k

Departments Enter Contract into Intranet Form

- Contract including Scope of Service, Compensation Schedule, and Vendor Signature
- Attach Insurance Certificates
- HIPAA Questionnaire (if applicable)

County Attorney Review

- Legal Review
- Confirm Term
- Insurance Certificates

Purchasing Review

- Purchasing Guidelines Followed

Board of Supervisor's Office

- County Administrator Approval
- Chairman for signature
- Enter Fully Executed Contract into MUNIS/ERP Contract Module
- Add to Under 20K Spreadsheet

BOS Office will email Notice of approval

Departments to Complete ERP Accounts and Amounts

Over 20k

Before entering a contract into NOVUS, please have discussions with your Committee Attorney and Purchasing

Departments Enter Contract into NOVUS

- Contract including Scope of Service, Compensation Schedule, and Vendor Signature
- Attach Insurance Certificates
- HIPAA Questionnaire (if applicable)
- Enter Resolution

County Attorney Review

- Legal Review
- Confirm Term
- Insurance Certificates

Board of Supervisor's Office

- Board Approval
- Chairman for signature
- Enter Fully Executed Contract into MUNIS/ERP Contract Module

APPENDIX E

MADISON COUNTY MINIMUM INSURANCE REQUIREMENTS SUMMARY

This is a summary of Madison County's minimum insurance requirements designed to help vendors and their insurance agents provide the appropriate insurance documentation to the County. The full insurance requirements are in the Agreement with the County.

All insurance policies shall be underwritten by companies authorized to do business in the State of New York with an A.M. Best financial strength rating of A- (excellent) or better. The organization and its sub-contractor(s), if any, shall be solely responsible for any deductible losses under each of the required policies.

New York State Workers' Compensation Insurance

Provide one of these certificates (obtain forms from NYS Workers Comp website, www.wcb.ny.gov), depending upon vendor's business and employees:

- C-105.2 Certificate of Workers' Compensation Insurance
- U-26.3 Certificate of Workers' Compensation Insurance – State Insurance Fund
- SI-12 Certificate of Workers' Compensation Self-Insurance
- GSI-105.2 Certificate of Participation in Workers' Compensation Group Self-Insurance
- CE-200 Certificate of Attestation of Exemption from NYS Workers' Compensation and/or Disability Benefits Coverage

NOTE: ACORD Form alone is INSUFFICIENT

New York State Disability Benefits Insurance

Provide one of these certificates (obtain from www.wcb.ny.gov), depending upon type of coverage:

- DB-120.1 Certificate of Disability Benefits
- DB-155 Certificate of Disability Benefits Self-Insurance
- CE-200 Certificate of Attestation of Exemption from NYS Workers' Compensation and/or Disability Benefits Coverage

NOTE: ACORD Form alone is INSUFFICIENT

Commercial General Liability (CGL):

- a) \$1,000,000 each occurrence and \$2,000,000 Annual Aggregate.
- b) Insurance shall be written on an ISO Occurrence Coverage Form CG 00 01 1001 or substitute form providing equivalent coverage.
- c) Madison County and all other required parties shall be included as additional insureds, on a primary and non-contributory basis, for ongoing and completed operations.
- d) Additional insured endorsement required which shall not contain any exclusion for employee injuries (i.e. Labor Law Excisions)

Excess Umbrella Liability

- a) Subject to limits of not less than \$1,000,000 per occurrence.
- b) Madison County and all other required parties shall be included as additional insureds, on a primary and non-contributory basis, for ongoing and completed operations.

NOTE: A limit of \$5,000,000 per occurrence may be required for certain scopes of work. Please refer to the Agreement with the County.

11/1/2022

MADISON COUNTY

MINIMUM INSURANCE REQUIREMENTS SUMMARY

Depending on the type and scope of work, the County may also require additional insurance coverage

for: **Automobile Liability**

- a) Business Auto Liability with limits of at least \$1,000,000 each accident.
- b) Such coverage shall be for all owned, leased, hired and non-owned automobiles.
- c) Madison County and all other required parties shall be included as additional insured.

Professional Liability/Malpractice (If applicable)

- a) \$1,000,000 Occurrence and \$3,000,000 Aggregate

Cybersecurity Liability-(If applicable)

- a) \$1,000,000 per claim

Regarding Proof of Exemption for Workers' Compensation and/or Disability Insurance:

This form can be obtained in the following ways:

- a) Online (Same Day):** Access the online application at www.wcb.ny.gov. Click the "WC/DB Exemption" button and then click "Request for WC/DB Exemption (Form CE-200)". Complete the on-line application, then print, sign and submit the certificate with your application. Internet access may be obtained at your local library if you do not have Internet access at your business or home.
- b) Paper (6-8 Weeks):** Contact the customer service center at (866) 750-5157 for a paper copy of the application. Mail this to the Workers Compensation Board (WCB). You should receive your exemption certificate within approximately 6-8 weeks.

The ACORD Form certificate of insurance must contain the following provisions.

- a) Madison County must be listed as Certificate Holder on all Certificates of Insurance
- b) Madison County and all other required parties must be named as additional insured on the Commercial General Liability*, Automobile Liability and Excess/Umbrella Liability.
*If additional insured coverage cannot be provided by endorsement an "Owners & Contractors' Protective" policy will be required for the same liability limits in the name of the "Madison County"
- c) The Additional Insured coverage must be on a primary and non-contributing basis.
- d) The Commercial General Liability, Automobile Liability and Excess/Umbrella Liability policies must contain a waiver of subrogation in favor of Madison County.

Notice of Cancellation: All policies and certificate of insurance shall expressly provide the Madison County must receive 30 days written notice in the event of material alteration, cancellation or nonrenewal of coverage, including subcontractors' insurance, if any.

SAMPLE CERTIFICATE OF INSURANCE

Following is a sample Certificate of Insurance (COI) highlighting the required coverage and language. This highlighted information is essential. Please review it carefully as we will accept nothing less OR for the sake of ease and clarity we welcome and encourage you to forward this requirement sheet and the sample COI to your insurance agent/carrier for direct submission to us.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
INSURED	INSURER A: Admitted in NYS (AM Best rated A- or Better)	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
☒	COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC OTHER:	☒	☒	Policy Number			EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
☒	AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ☐ NON-OWNED AUTOS	☒	☒	Policy Number			COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
☒	UMBRELLA LIAB ☒ OCCUR ☒ EXCESS LIAB ☐ CLAIMS-MADE DED RETENTION \$	☒	☒	Policy Number			EACH OCCURRENCE \$ 1,000,000 or \$5,000,000 ** AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☒ Y ☒ N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	☒	Policy Number			☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
	Professional Liability (If required) Cyber Liability (if required)			Policy Number Policy Number			\$1,000,000 Occurrence / \$3,000,000 Aggregate \$1,000,000 Occurrence / \$2,000,000 Aggregate

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Madison County included as additional insured on a primary and non-contributory basis for Commercial General Liability, Automobile Liability and Excess/Umbrella Liability. Waiver of Subrogation in favor of Madison County included on General Liability, Auto Liability, Excess/Umbrella Liability, and Workers' Compensation. 30 Day Notice of Cancellation or Material Change to Certificate Holder is included.

CERTIFICATE HOLDER**CANCELLATION**

Madison County
PO Box 635
Wampsville, NY 13163

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

RESOLUTION NO.22-_____

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

WHEREAS, the National Association of Counties will hold its 2023 Legislative Conference February 11-14, 2023 in Washington, DC; and

WHEREAS, Dan Degear, Director of Emergency Management, being a member of the NACo Homeland Security Sub-Committee and the NACo Justice and Public Safety Steering Committee has requested to attend said conference; and

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

NOW, THEREFORE, BE IT RESOLVED, that Dan Degear be and hereby is authorized to attend the National Association of Counties Legislative Conference at a cost not to exceed \$2,289.37.

Dated: December 15, 2022

Mary B. Cavanagh, Chairwoman

Mary B. Cavanagh, Chairwoman
Government Operations Committee

RESOLUTION NO. 22-_____

AUTHORIZING THE HEALTH PLAN ADMINISTRATOR TO SECURE STOP LOSS COVERAGE

WHEREAS, the County offers a self-insured medical plan with prescription drug coverage for its eligible employees and non-Medicare eligible retirees; and

WHEREAS, the County desires to continue its practice of purchasing specific stop loss insurance to minimize its exposure to volatility in claims experience; and

WHEREAS, Sun Life and Health Insurance Company (U.S.) (Sun Life) has provided stop loss coverage for the 2021 and 2022 plan year at a rate of \$29.13 per month for participants with single coverage and \$73.64 per month for participants with family coverage, for a deductible level of \$300,000; and

WHEREAS, Sun Life has provided a proposal for stop loss coverage for the 2023 plan year with no rate increase or plan modification; and

WHEREAS, Sun Life's proposal has been reviewed by OneGroup, the County's health benefits consultants; and

NOW, THEREFORE, BE IT RESOLVED that the Chairman of the Board and Health Plan Administrator be, and hereby are, authorized to execute such documents as deemed necessary to secure stop loss coverage from Sun Life and Health Insurance Company (U.S.) for the 2023 plan year.

Dated: December 15, 2022

Mary B. Cavanagh, Chairwoman

Mary B. Cavanagh, Chairwoman
Government Operations Committee

RESOLUTION NO. 22-_____

ESTABLISHING THE 2023 SALARY FOR THE ASSIGNED COUNSEL ATTORNEY

WHEREAS, by Resolution No. 528 of 2022, the title of Assigned Counsel Attorney was created in the Office of Assigned Counsel, and

WHEREAS, the Assigned Counsel Administrator is requesting that a salary of up to \$96,578 be established for the Assigned Counsel Attorney position based on the evaluation of an applicant's training and experience;

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

NOW, THEREFORE BE IT RESOLVED that the Assigned Counsel Administrator be and hereby is authorized to fill the Assigned Counsel Attorney position at a 2023 salary not to exceed \$96,578.

Dated: December 15, 2022

Mary B. Cavanagh, Chairwoman

Mary B. Cavanagh, Chairwoman
Government Operations Committee

RESOLUTION NO. 22-_____

AUTHORIZING THE COUNTY CHAIRMAN AND THE CLERK TO THE BOARD OF SUPERVISORS TO SIGN, SEAL AND DELIVER TAX WARRANTS FOR FISCAL YEAR 2023

WHEREAS, the Board of Supervisors adopted the Madison County Budget on December 1, 2022, which includes the assessment of taxes due and owing by each City and Town within Madison County for the 2023 fiscal year; and

WHEREAS, New York State Real Property Tax Law requires a Tax Warrant be issued regarding the assessment of taxes to each City and Town; and

WHEREAS, Tax Warrants, in accordance with New York State Real Property Tax Law, bearing the Seal of the Board and signed by the Chairman and the Clerk to the Board of Supervisors, shall be annexed to each assessment roll, and the completed tax roll shall be delivered to the respective collecting officers prior to December 31, 2022, thereby levying the taxes for the 2023 fiscal year;

NOW, THEREFORE BE IT RESOLVED, that the Chairman and the Clerk to the Board of Supervisors are herein and hereby authorized and directed to sign and seal the Tax Warrants for the fiscal year 2023, effective on December 27, 2022; and

BE IT FURTHER RESOLVED that the Tax Warrants shall be annexed to each assessment roll, and the completed tax roll shall be delivered to the respective collecting officers prior to December 31, 2022.

Dated: December 15, 2022

Matthew A. Roberts, Chairman

Matthew A. Roberts, Chairman
Finance, Ways and Means Committee

RESOLUTION NO. 22-_____

**AUTHORIZING THE CHAIRMAN TO EXECUTE AN AGREEMENT FOR
LIEN AND TITLE SEARCH SERVICES**

WHEREAS, Madison County Treasurer is required, in connection with Article 11 of the New York State Real Property Tax Law In Rem Foreclosure Proceeding, to serve Petitions and Notices of Foreclosure to lien holders of record; and

WHEREAS, in accordance with GML §103, lien searches and bankruptcy searches are considered professional services; and

WHEREAS, the County desires to enter into agreements with Heritage Abstract & Title Agency to complete these lien searches and bankruptcy searches; and

WHEREAS, each completed lien search will be at a cost of \$100.00 per lien search and \$10.00 per bankruptcy search;

WHEREAS, the length of the contract will be from July 1, 2023 through June 30, 2025 with an extension clause for an additional two years;

NOW, THEREFORE, BE IT RESOLVED, that the Chairman of the Board be authorized to execute an agreement with Heritage Abstract & Title Agency, as is on file with the Clerk of the Board of Supervisors.

Dated: December 15, 2022

Matthew A. Roberts, Chairman

Matthew A Roberts, Chairman
Finance, Ways and Means Committee

RESOLUTION NO. 22-_____

**AUTHORIZING THE CHAIRMAN TO ACCEPT GRANT FUNDS WITH THE NYS STOP DWI FOUNDATION
AND MODIFYING THE 2022 ADOPTED COUNTY BUDGET**

WHEREAS, the STOP DWI Statewide Crackdown Enforcement Grant is now officially known as High Visibility Engagement Campaign Grant; and

WHEREAS, Madison County has been awarded a grant for \$17,500 by the New York State STOP DWI Foundation, and

WHEREAS, these funds will provide 100% reimbursement of eligible personnel costs incurred to support high visibility road checks (sobriety checkpoints) with partnerships between the Madison County Sheriff's Office, the City of Oneida Police Department, Village of Canastota Police Department, Village of Cazenovia Police Department, Village of Hamilton Police Department, Village of Chittenango Police Department, SUNY Morrisville Police Department and the New York State Park Police during crackdown periods occurring in 2022 and 2023, and this grant program is described as follows:

Awarding Agency: NYS Governor's Traffic Safety Committee
Pass Thru. Agency: NYS STOP DWI Foundation
Program Name: High Visibility Engagement Campaigns and DRE Callout Plan
Grant Period: 10/1/22 – 9/30/2023
Contract #: C002644
CFDA #: 20.616
Grant Total: \$17,500

NOW, THEREFORE, BE IT RESOLVED, that the Chairman of the Board of Supervisors be authorized to enter into an agreement with the NYS STOP DWI Foundation, a copy of which is on file with the Clerk of the Board; and

BE IT FURTHER RESOLVED, that the 2022 Adopted County Budget be modified as follows:

General Fund

A3316 STOP DWI Grant Programs

Expense

	<u>From</u>	<u>To</u>
A331630 541128 Sobriety Ckpt Personnel Reimbursement	<u>\$13,860</u>	<u>\$31,360</u>
Control Total		<u>\$17,500</u>

Revenue

A331630 443924 FA STOP DWI Foundation Funding	<u>\$13,860</u>	<u>\$31,360</u>
Control Total		<u>\$17,500</u>

Dated: December 15, 2022

Matthew A. Roberts, Chairman

Matthew A. Roberts, Chairman
Finance, Ways and Means Committee

Paul H. Walrod, Chairman

Paul H. Walrod, Chairman
Criminal Justice, Public Safety and
Emergency Communications Committee

RESOLUTION NO. 22-_____

AUTHORIZING THE MODIFICATION OF THE 2022 ADOPTED COUNTY BUDGET

BE IT RESOLVED that the 2022 Adopted County Budget be modified as follows:

General Fund

1420 County Attorney

Expense

	<u>From</u>	<u>To</u>
A142010 542175 Professional Legal Counsel	\$175,000	\$250,000

1990 Contingent Fund

Expense

A199010 544440 Contingent Fund	<u>284,817</u>	<u>209,817</u>
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Control Totals	<u>\$459,817</u>	<u>\$459,817</u>
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Dated: December 15, 2022

Matthew A. Roberts, Chairman

Matthew A. Roberts, Chairman
Finance, Ways & Means Committee

Mary B. Cavanagh, Chairwoman

Mary B. Cavanagh, Chairwoman
Government Operations Committee

RESOLUTION NO. 22-_____

AUTHORIZING THE MODIFICATION OF THE 2022 ADOPTED COUNTY BUDGET

BE IT RESOLVED that the 2022 Adopted County Budget be modified as follows:

Capital Projects Fund

H834280 – Clockville Water District #1

Revenue

	<u>From</u>	<u>To</u>
H834280 424001 Interest & Earnings	\$0	\$271.87
H834280 457100 Serial Bonds	2,680,000	0.00
H834280 457300 Bond Anticipation Notes	<u>0</u>	<u>2,680,000.00</u>
Total	<u>\$2,680,000</u>	<u>\$2,680,271.87</u>
Control Total		<u>\$271.87</u>

H834280 – Clockville Water District #1

Expense

H834280 529801 Legal Expense	68,724	57,341.93
H834280 529802 Engineering Expense	308,831	303,831.12
H834280 529820 Construction Expense	2,230,792	2,220,198.65
H834280 529830 Bonds & Insurance	30,000	10,487.34
H834280 575085 Interest – Clockville Water Dist	40,200	0.00
H834280 594225 Tsf to Water Fund	<u>35,722</u>	<u>122,681.83</u>
Total	<u>\$2,714,269</u>	<u>\$2,714,540.87</u>
Control Total		<u>\$271.87</u>

Dated: December 15, 2022

Matthew A. Roberts, Chairman

Matthew A. Roberts, Chairman
Finance, Ways & Means Committee

William N. Zupan, Chairman

William N. Zupan, Chairman
Highway, Buildings & Grounds Committee

RESOLUTION NO. 22-_____

AUTHORIZING THE MODIFICATION OF THE 2022 ADOPTED COUNTY BUDGET

BE IT RESOLVED that the 2022 Adopted County Budget be modified as follows:

Capital Projects Fund

H513250 – Highway Facility

Revenue

	<u>From</u>	<u>To</u>
H513250 424001 Interest & Earnings	\$12,000	\$19,751.97
H513250 427100 Premium on Obligations	<u>288,465</u>	<u>190,225.46</u>

Total	<u>\$300,465</u>	<u>\$209,977.43</u>
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Control Total		<u>\$(90,487.57)</u>
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H513250 – Highway Facility

Expense

H513250 529400 General Contractor Expense	7,039,317	6,937,781.58
H513250 529410 Electrical Expense	1,698,888	1,698,887.88
H513250 529440 Mechanical Expense	914,700	850,475.22
H513250 529450 Plumbing Expense	1,021,000	996,405.01
H513250 529480 Earthworks Materials	1,952,768	1,171,543.31
H513250 529485 Fuel Farm, Canopy & Walkway	687,454	644,090.92
H513250 529520 Electrical Service	230,000	166,000.00
H513250 529525 Natural Gas Service	385,117	314,836.20
H513250 529530 Shop Equipment	485,668	440,926.82
H513250 529545 Specialized Testing	170,000	119,439.02
H513250 529550 Information Technology Expense	265,000	259,832.59
H513250 529555 Road Improvements	200,000	0.00
H513250 529801 Legal Expense	40,000	10,391.27
H513250 529803 Contingency	152,220	0.00
H513250 529809 Misc Project Expense	7,000	6,939.19
H513250 529830 Bond Issuance Expense	65,000	59,960.33
H513250 540392 Copy/Print/Advertising Expense	5,000	0.00
H513250 542080 Legal Expense	13,000	11,856.09
H513250 575070 Interest – Highway Facility	279,223	279,222.20
H513250 594210 Tsf to Debt Service Mid-Year	<u>175,000</u>	<u>1,727,279.80</u>

Total	<u>\$15,786,355</u>	<u>\$15,695,867.43</u>
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Control Total		<u>\$(90,487.57)</u>
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Dated: December 15, 2022

Matthew A. Roberts, Chairman

Matthew A. Roberts, Chairman
Finance, Ways & Means Committee

William N. Zupan, Chairman

William N. Zupan, Chairman
Highway, Buildings & Grounds Committee

RESOLUTION NO. 22-_____

AUTHORIZING THE MODIFICATION OF THE 2022 ADOPTED COUNTY BUDGET

BE IT RESOLVED that the 2022 Adopted County Budget be modified as follows:

Enterprise Landfill Fund

8164 Environmental Control (Landfill)

Expense

	<u>From</u>	<u>To</u>
EE816480 540461 Leachate Disposal	\$450,000	\$395,000

8167 Landfill Future Expansion

Expense

EE816780 529815 General Construction	-0-	50,000
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EE816780 529816 Electrical Expense	-0-	5,000
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Totals	<u>\$450,000</u>	<u>\$450,000</u>
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Dated: December 15, 2022

Matthew A. Roberts, Chairman

Matthew A. Roberts, Chairman
Finance, Ways and Means Committee

James J. Cunningham, Chairman

James J. Cunningham, Chairman
Solid Waste and Recycling Committee

RESOLUTION NO. 22-_____

AUTHORIZING THE MODIFICATION OF THE 2023 ADOPTED COUNTY BUDGET

BE IT RESOLVED that the 2023 Adopted County Budget be modified as follows:

Enterprise Landfill Fund

8167 Landfill Future Expansion

Expense

	<u>From</u>	<u>To</u>
EE816780 529802 Misc. Engineering Expense	\$-0-	280,000
EE816780 529803 Contingency	-0-	245,000
EE816780 529815 General Construction	-0-	4,625,000
EE816780 529816 Electrical Expense	-0-	271,000

Control Total \$5,421,000

Net Assets

EE 300599 Appropriated Net Assets	<u>\$-0-</u>	<u>5,421,000</u>
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Control Total \$5,421,000

Dated: December 15, 2022

Matthew A. Roberts, Chairman

Matthew A. Roberts, Chairman
Finance, Ways and Means Committee

James J. Cunningham, Chairman

James J. Cunningham, Chairman
Solid Waste and Recycling Committee

RESOLUTION NO. 22-_____

**AUTHORIZING THE CHAIRMAN TO ENTER INTO AN AGREEMENT FOR
PSYCHIATRIC SERVICES**

WHEREAS, the County Mental Health Department is required to provide psychiatric consultation for certain number of its clients; and

WHEREAS, these services have regularly been provided on a part-time contractual basis;
and

WHEREAS, Susan Chlebowski, MD has indicated the willingness to act as Medical Director for the department, as well as provide psychiatric services to children and adults as required at a rate of \$210.00/hr. for the period January 1, 2023 through December 31, 2024;
and

WHEREAS, the appropriation items included in the Madison County 2023 Budget of \$206,550; and

WHEREAS, this agreement has been reviewed and approved by the Health and Human Services 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 Susan Chlebowski, MD, in the form as is on file with the Clerk of the Board of Supervisors.

Dated: December 15, 2022

Alexander R. Stepanski, Chairman

Alexander R. Stepanski, Chairman
Health & Human Services Committee

RESOLUTION NO. 22-_____

AUTHORIZING THE CHAIRMAN TO ENTER INTO AN AGREEMENT WITH MADISON-CORTLAND CHAPTER, NYSARC, INC. (dba, THE ARC MADISON CORTLAND)

WHEREAS, Madison County desires to contract with Madison-Cortland Chapter, NYSARC, Inc. (dba, The Arc Madison Cortland) to provide (OMH) Integrated Supported Employment services; and

WHEREAS, the NYS Office of Mental Health has agreed to fund all approved expenses through 100% State Revenue, not to exceed the state appropriation for the period January 1, 2023, through December 31, 2023; and

WHEREAS, the appropriation and full revenue items included in the Madison County Budget:

Full 100% State Revenue (OMH)	\$ 81,809
Total	\$ 81,809; and

WHEREAS, it is understood that any reduction in State funding will result in a commensurate reduction in agency funding; and

WHEREAS, this agreement has been reviewed and approved by the Health and Human Services Committee;

NOW, THEREFORE, BE IT RESOLVED that the Chairman of the Board of Supervisors be and is hereby authorized to execute an agreement on behalf of the County of Madison with Madison-Cortland Chapter, NYSARC, Inc. (dba, The Arc Madison Cortland) in the form as is on file with the Clerk of the Board.

Dated: December 15, 2022

Alexander R. Stepanski, Chairman

Alexander R. Stepanski, Chairman
Health & Human Services Committee

RESOLUTION NO. 22-_____

**AUTHORIZING THE CHAIRMAN TO ENTER INTO AN AGREEMENT WITH FAMILY SUPPORT
IN CENTRAL NEW YORK, INC.**

WHEREAS, Madison County desires to contract with Family Support in Central New York, Inc. to provide Family Peer Support services; and

WHEREAS, the Office of Mental Health has agreed to fund all approved expenses through 100% State Revenue, not to exceed the state appropriation for the period January 1, 2023 through December 31, 2023; and

WHEREAS, the appropriation and full revenue items included in the Madison County Budget:

Full 100% State Revenue	\$53,672
Madison County appropriation of not more than	\$ 0
Total	\$53,672; and

WHEREAS, it is understood that any reduction in State funding will result in a commensurate reduction in agency funding; and

WHEREAS, this agreement has been reviewed and approved by the Health and Human Services Committee;

NOW, THEREFORE, BE IT RESOLVED, that the Chairman of the Board of Supervisors be and is hereby authorized to execute an agreement on behalf of the County of Madison with Family Support in Central New York, Inc. in the form as is on file with the Clerk of the Board.

Dated: December 15, 2022

Alexander R. Stepanski, Chairman

Alexander R. Stepanski, Chairman
Health and Human Services Committee

RESOLUTION NO. 22- _____

AUTHORIZING THE CHAIRMAN TO ENTER INTO AN AGREEMENT WITH COMMUNICATION SERVICES, INC. (dba, Interprettek) FOR SIGN LANGUAGE INTERPRETING SERVICES

WHEREAS, Madison County provides numerous services to the taxpayers of the County, and;

WHEREAS, these services require communication between the consumer and County employees; and

WHEREAS, there is a need for Sign Language interpretation services within numerous county departments; and

WHEREAS, Communication Services, Inc. (dba Interprettek), provides this service; and

WHEREAS, this agreement will provide services for all County departments with the rate being determined by the type of services needed in accordance with the following schedule:

\$60.00 per hour at a two-hour minimum
\$70.00 per hour for nights/weekends/emergency
\$80.00 per hour legal interpreting
48-hour (2 business day) cancellation notice required

NOW, THEREFORE BE IT RESOLVED that the Chairman of the Board Supervisors be and is hereby authorized to execute an agreement on behalf of the County of Madison with Communication Services, Inc. (dba Interprettek) for the period from January 1, 2023 through December 31, 2023 in the form as is on file with the Clerk of the Board.

Dated December 15, 2022

Alexander R. Stepanski, Chairman

Alexander R. Stepanski, Chairman
Health and Human Services Committee

RESOLUTION NO. 22-_____

**AUTHORIZING THE CHAIRMAN TO MODIFY AN AGREEMENT TO EXTEND THE END
DATE OF THE COVID-19 ENHANCED DETECTION GRANT**

WHEREAS, the Madison County Department of Health has continued its response to Covid-19; and

WHEREAS, Madison County originally accepted this grant from Health Research Inc. in the amount of \$313,718 on September 8, 2020, Resolution 20-338; and

WHEREAS, Resolution 21-403 authorized an amendment to the grant to increase the funding by an additional \$382,544 and extended the end date of the grant to March 31, 2023; and

WHEREAS, HRI has now extended the end date of the grant to December 31, 2023; and

WHEREAS, the Health and Human Service Committee believes it is appropriate and in the best interest of Madison County to accept the grant extension to continue its efforts in combating the COVID-19 pandemic;

NOW, THEREFORE BE IT RESOLVED, that the Chairman of the Board of Supervisors be and is hereby authorized to extend the agreement with Health Research, Inc., effective July 1, 2020 through December 31, 2023, as is on file with the Clerk of the Board.

Dated: December 15, 2022

Alexander R. Stepanski, Chairman

Alexander Stepanski, Chairman
Health and Human Services Committee

RESOLUTION NO. 22-_____

APPOINTING MEMBERS TO THE MADISON COUNTY YOUTH BUREAU YOUTH BOARD

WHEREAS, the Madison County Board of Supervisors must approve the appointment of members to the Madison County Youth Bureau Youth Board, which acts as a community advisory board to the Madison County Youth Bureau; and

WHEREAS, the following individuals have been recommended by the membership of the Madison County Youth Bureau Youth Board for appointment to the Youth Board and has been approved by the Health and Human Services Committee;

NOW, THEREFORE BE IT RESOLVED, that the Madison County Board of Supervisors does hereby appoints the following individual to the Madison County Youth Bureau Youth Board for the term indicated below:

<u>Name</u>	<u>Address</u>	<u>Term</u>
Samantha Field	597 Stoneleigh Road, Oneida	1/1/23-12/31/24
Tayah Beebe	P.O. Box 391, Wampsville	1/1/23-12/31/24
Travis Longo	53 Albany Street, Cazenovia	1/1/23-12/31/24
Lori Collea	2639 Warner Heights Road, Canastota	1/1/23-12/31/24
Rhonda Rueger Fibiger	2540 Robinson Road, Chittenango	1/1/23-12/31/24
Heather Bernet	5749 West Road, Munnsville	1/1/23-12/31/24
Jaime Reed	4826 Candy Lane, Manlius	1/1/23-12/31/24
Emily Case	3779 West Milestrip Road, Canastota	1/1/23-12/31/23

Dated: December 15, 2022

Alexander R. Stepanski, Chairman

Alexander R. Stepanski, Chairman
Health & Human Services Committee

RESOLUTION NO. 22-_____

REAPPOINTING MEMBERS TO THE MADISON COUNTY YOUTH BUREAU YOUTH BOARD

WHEREAS, the Madison County Board of Supervisors must approve the appointment of members to the Madison County Youth Bureau Youth Board, which acts as a community advisory board to the Madison County Youth Bureau; and

WHEREAS, the following individuals have been recommended by the membership of the Madison County Youth Bureau Youth Board for reappointment to the Youth Board and have been approved by the Health and Human Services Committee;

NOW, THEREFORE BE IT RESOLVED, that the Madison County Board of Supervisors does hereby reappoint the following individuals to the Madison County Youth Board for the terms indicated below:

<u>Name</u>	<u>Address</u>	<u>Term</u>
Matthew Roberson	102 Laura Court, Chittenango	1/1/23-12/31/23
Melissa Maine	5318 Valley Mills Road, Munnsville	1/1/23-12/31/24

Dated: December 15, 2022

Alexander R. Stepanski, Chairman

Alexander R. Stepanski, Chairman
Health & Human Services Committee

RESOLUTION NO. 22-_____

AUTHORIZING THE CHAIRMAN TO ENTER INTO AN AGREEMENT WITH THE MADISON COUNTY ASSOCIATION OF SNOWMOBILE CLUBS, INC.

WHEREAS, the NYS Office of Parks Recreation and Historic Preservation disburses Snowmobile Trails Grant-in-Aid Funding to participating Snowmobile Program Local Sponsors; and

WHEREAS, Madison County is the Local Sponsor of the Madison County Snowmobile Program; and

WHEREAS, the Madison County Association of Snowmobile Clubs incorporated in 2003 and has agreed to maintain snowmobile trails within Madison County, and comply with Snowmobile Program requirements;

WHEREAS, Madison County has received a Snowmobile Trails Grant-in-aid for snowmobile trail maintenance within Madison County;

NOW THEREFORE, BE IT RESOLVED, that the Chairman of the Board of Supervisors be and hereby is authorized to enter into an agreement with the Madison County Association of Snowmobile Clubs for the period of January 1, 2023 through December 31, 2024, as is on file with the Clerk of the Board.

Dated: December 15, 2022

Cliff Moses, Chairman

Cliff Moses, Chairman
Planning, Economic Development,
Environmental and Intergovernmental
Affairs Committee

RESOLUTION NO. 22-_____

AUTHORIZING AN AGREEMENT WITH THE MADISON COUNTY RURAL HEALTH COUNCIL FOR A MOBILITY MANAGEMENT PROGRAM

WHEREAS, the County of Madison has submitted a request for a consolidated grant of funds to the New York State Department of Transportation, pursuant to Section 5311, Title 49 United States Code, a request for a grant of funds for a project to provide public mass transportation service for Madison County; and

WHEREAS, the County of Madison and the State of New York have previously entered into a continuing Agreement which authorizes the undertaking of the Project and payment of the Federal Share; and

WHEREAS, the County of Madison makes application semi-annually to the New York State Commissioner of Transportation for such Federal aid used in Madison County 's rural transportation system; and

WHEREAS, the present application calls for the implementation of a mobility management program for Madison County, as part of a coordinated transportation program; and

WHEREAS, the Madison County Rural Health Council has the special skills and abilities necessary to undertake this mobility management effort on behalf of our transportation program; and

WHEREAS, the County of Madison will be subcontracting with the Rural Health Council as a third party subcontractor for the project described above;

NOW, THEREFORE BE IT RESOLVED that the Chairman of the Board of Supervisors is authorized to sign the contract between Madison County and third party subcontractor The Madison County Rural Health Council, for the completion of the above-named public transportation mobility management project, a copy of which is on file with the Clerk of the Board.

Dated: December 15, 2022

Cliff Moses, Chairman

Cliff Moses, Chairman
Planning, Economic Development,
Environmental and Intergovernmental
Affairs Committee

RESOLUTION NO. 22-_____

AUTHORIZING A PUBLIC TRANSIT AGREEMENT WITH BIRNIE TRANSIT, INC. AND A COORDINATED SERVICE MEMORANDUM OF UNDERSTANDING WITH BIRNIE TRANSIT, INC., MADISON COUNTY, AND HERITAGE FARM INC.

WHEREAS, the State of New York has enacted Transportation Law, Section 18-b which provides for the New York State Mass Transportation Operating Assistance Program ("STOA"); and

WHEREAS, Section 119-r of the General Municipal Law of the State of New York authorizes the County to enter into a contract with a privately owned or operated mass transportation facility for mass transportation services to be rendered to the people of Madison County; and

WHEREAS, Birnie Transit, Inc. represents that it is such a privately owned or operated mass transportation facility described in Section 119-r of the General Municipal Law and that it holds certificates of public convenience and necessity issued by the New York State Department of Transportation necessary and appropriate for the rendition of the services to be performed by it hereunder; and

WHEREAS, the County seeks management, operation and maintenance services for the public transportation system and for the coordination and providing of transportation services for the general public in Madison County; and

WHEREAS, Birnie Transit, Inc. is presently under contract with Heritage Farm, Inc. to provide transportation services to their clientele within the County of Madison and Birnie Transit, Inc. is willing to expand those transportation services and to make them available to all members of the public under the terms and conditions of this Agreement; and

WHEREAS, Madison County will enter into a three way Memorandum of Understanding with Heritage Farms Inc. and Birnie Transit, Inc. to indicate its approval of the expansion and coordination of specified transportation services, and

NOW, THEREFORE, BE IT RESOLVED that the Madison County Board of Supervisors authorizes the Chairman to enter into an Agreement with Birnie Bus Tours, Inc. and a coinciding MOU with Heritage Farms Inc. for the provision of public transit services in Madison County, copies of which are on file with the Clerk of this Board; and

BE IT FURTHER RESOLVED that the Madison County Treasurer is authorized to make the necessary arrangements to receive and disburse the funds for the operation of the Madison Transit System.

Dated: December 15, 2022

Cliff Moses, Chairman

Cliff Moses, Chairman
Planning, Economic Development,
Environmental and Intergovernmental
Affairs Committee

RESOLUTION NO. 22-_____

AUTHORIZING CHAIRMAN TO ENTER INTO AN EXTENSION AGREEMENT WITH ENVIRONMENTAL DESIGN AND RESEARCH, D.P.C.

WHEREAS, Madison County (along with portions of Onondaga and Oneida Counties) is fortunate to have the longest remaining intact section (36 miles) of the Old Erie Canal pass through some of its northern municipalities; and

WHEREAS, Madison County has formed the Old Erie Canal Community Working Group to focus communities, agencies, and interested citizens on revitalizing the waterfront that is the Old Erie Canal; and

WHEREAS, the Planning Department applied for and was awarded \$90,000 in grants through the New York State Department of State and the Erie Canal National Heritage Corridor, that will provide funding for the development of a Local Waterfront Revitalization Plan (LWRP) for the Old Erie Canal and a study and design of kayak/canoe launches at strategic points along the Canal; and

WHEREAS, EDR has been a partner in developing this LWRP and both parties are desirous of extending the existing contract through a no-cost time extension (to December 31, 2023) to see the project to conclusion; and

BE IT FURTHER RESOLVED, that the Chairman of the Board of Supervisors be and hereby is authorized to enter into an extension agreement with with EDR, D.P.C. as is on file with the Clerk of the Board for the Old Erie Canal LWRP project.

Dated: December 15, 2022

Cliff Moses, Chairman

Cliff Moses, Chairman
Planning, Economic Development,
Environmental and Intergovernmental
Affairs Committee

RESOLUTION NO. 22-_____

AUTHORIZING CHAIRMAN TO ENTER INTO AN AGREEMENT WITH C&D ADVERTISING

WHEREAS, Madison County has been working with C & D Advertising to market and develop the Buy Madison Program and the pandemic related “Madison Local Eats” program; and

WHEREAS, Madison County has also been working with C & D and others to develop the agriculture based Buy Madison Grown Local initiative; and

WHEREAS, C & D Advertising has been instrumental in helping to develop and implement this program with plans for marketing and outreach focused on the rich variety of farms and farm products grown and developed in Madison County; and

WHEREAS, approximately \$154,000 of the original ARPA funds remain in addition to the \$40,000 Buy Madison appropriation in the 2023 County Budget; and

NOW THEREFORE BE IT RESOLVED, that the Chairman of the Board of Supervisors be and hereby is authorized to enter into an agreement with C&D Advertising as is on file with the Clerk to the Board for the Buy Madison and Buy Madison Grown Local programs.

Dated: December 15, 2022

Cliff Moses, Chairman

Cliff Moses, Chairman
Planning, Economic Development,
Environmental and Intergovernmental Affairs
Committee

RESOLUTION NO. 22-_____

**AUTHORIZING AN AGREEMENT WITH THE MADISON COUNTY SOIL AND WATER
CONSERVATION DISTRICT FOR MAINTENANCE OF THE DRAINAGE NETWORK IN THE
COWASELON CREEK WATERSHED DISTRICT**

WHEREAS, the Cowaselon Creek Watershed District was formed pursuant to New York County Law by the Madison County Board of Supervisors in June of 1958; and

WHEREAS, the benefits to be realized from the establishment of the district were: reduction of flood water damage to farmland and surrounding area by almost 80%; and

WHEREAS, after being idle for many years, Madison County assumed the role of Administrator of the Cowaselon Creek Watershed District in July of 2018; and

WHEREAS, Madison County has determined that the Madison County Soil and Water Conservation District has the skills and experience necessary to oversee and implement drainage improvements within the District boundary that are long overdue; and

NOW, THEREFORE, BE IT RESOLVED that the Madison County Board of Supervisors authorizes the Chairman to enter into an agreement with the Madison County Soil and Water Conservation District, a copy of which is on file with the Clerk of this Board.

Dated: December 15, 2022

Cliff Moses, Chairman

Cliff Moses, Chairman
Planning, Economic Development,
Environmental and Intergovernmental
Affairs Committee

RESOLUTION NO. 22-_____

**AUTHORIZING CHAIRMAN TO ENTER INTO AN AGREEMENT WITH MADISON COUNTY
SOIL AND WATER CONSERVATION DISTRICT**

WHEREAS, Madison County presently contracts with the Finger Lakes Association, Inc. to receive a Finger Lakes-Lake Ontario Watershed Protection Alliance (FL-LOWPA, formerly the Finger Lakes Aquatic Vegetation Control Program) grant from the New York State Environmental Protection Fund; and

WHEREAS, Madison County uses these funds for a number of water quality improvement projects throughout the County; and

WHEREAS, the Madison County Soil and Water Conservation District (District) works with farmers through the Agricultural Environmental Management (AEM) program to implement best management practices (BMP's) that minimize soil erosion and nutrient pollution; and

WHEREAS, for FL-LOWPA funds not to exceed \$60,000, the District will design and construct BMP's on cooperating farms and implement appropriate grazing systems on priority farms;

NOW, THEREFORE, BE IT RESOLVED that the Chairman of the Board of Supervisors be and hereby is authorized to enter into an agreement with the Madison County Soil and Water Conservation District, a copy of which is on file with the Clerk of this Board.

Dated: December 15, 2022

Cliff Moses, Chairman

Cliff Moses, Chairman
Planning, Economic Development, Environmental
and Intergovernmental Affairs Committee

RESOLUTION NO. 22-_____

**AUTHORIZING AN AGREEMENT WITH MADISON COUNTY SOIL AND WATER
CONSERVATION DISTRICT FOR ANNUAL STREAM MAINTENANCE AND RESILIENCY
PROGRAM**

WHEREAS, Madison County is blessed with a wide variety of creeks and streams that provide natural beauty, recreational resources, and ecosystem functions; and

WHEREAS, historical settlement patterns often focused in and around many of these water courses for the many resources they provided; and

WHEREAS, many of these creeks and streams are subjected to periods of heavy and intense rainfall that from time to time cause them to flood resulting in damage to nearby lands and buildings; and

WHEREAS, though a natural process, these flooding events seem to have been exacerbated in recent years, causing more frequent and intense damage; and

WHEREAS, Madison County plans to be progressive in addressing some of these flooding issues by developing an annual stream maintenance program that looks to find solutions before problems arise; and

WHEREAS, the Madison County Soil and Water District has the skills and resources necessary to undertake such a stream maintenance program;

NOW, THEREFORE BE IT RESOLVED, that the Chairman of the Board of Supervisors be and is hereby authorized to enter into an agreement with Madison County Soil and Water Conservation District for an annual stream maintenance program, a copy of such agreement being on file with the Clerk of this Board; and

BE IT FURTHER RESOLVED that the cost of this program will not exceed \$150,000.00, which was appropriated within the 2023 Madison County Budget.

Dated: December 15, 2022

Cliff Moses, Chairman

Cliff Moses, Chairman
Planning, Economic Development,
Environmental and Intergovernmental
Affairs Committee

RESOLUTION NO. 22-_____

**AUTHORIZING THE CHAIRMAN TO AMEND AN AGREEMENT WITH CLAY SKINNER
FOR MAIN STREET ENERGY IMPROVEMENT GRANT PROGRAM**

WHEREAS, Madison County has been awarded a \$250,000 Clean Energy Communities Grant by the New York State Energy Research and Development Authority to finance additional clean energy projects;

WHEREAS, Madison County was approved to use \$100,000 of these funds to create the Madison County Main Street Energy Improvement Grant Program to fund energy improvements in downtown buildings;

WHEREAS, Madison County has selected 41 Lebanon St, Hamilton owned by Clay Skinner to receive up to \$647 for energy improvements outlined in the scope of work; and

WHEREAS, the original project was more expensive than initially intended and remaining funds are available in the grant, and as a result, Madison County wishes to increase the total project award up to \$1,041; and

WHEREAS, the Clean Energy Communities Grant Program is a reimbursement program in which funds will be disbursed from the New York State Energy Research and Development Authority to Madison County, and then to the building owner upon successful completion of their project scope; and

WHEREAS, the Project will result in substantial benefit to Madison County in the form of improved building stock and reduced greenhouse gas emissions;

NOW, THEREFORE, BE IT RESOLVED, that the Chairman of the Board of Supervisors be and hereby is authorized to amend an agreement on behalf of Madison County with Clay Skinner on behalf of Madison County, a copy of which is on file with the Clerk of the Board of Supervisors.

Dated: December 15, 2022

Cliff Moses, Chairman

Cliff Moses, Chairman
Planning, Economic Development,
Environmental and Intergovernmental
Affairs Committee

RESOLUTION NO. 22-_____

**AUTHORIZATION THE CHAIRMAN TO AMEND AN AGREEMENT WITH
PLUGIN STATIONS ONLINE, LLC.**

WHEREAS, Madison County was the first Central New York County to receive one of only two \$250,000 awards for completing the Clean Energy Communities designation; and

WHEREAS, the award of \$250,000 is given to Madison County for leadership in the environmental field and the completion of 4 high impact actions as required by NYSERDA; and

WHEREAS, Madison County has been working to these funds to reinvest in energy efficient buildings in its downtowns, as well as the purchase of electric vehicles and electric vehicle charging stations for County facilities; and

WHEREAS, Madison County had identified PlugIn Stations online through State Contract bid #PC68451 as the selected vendor for the purchase and installation of 3, 2 port Charge-Point EV charging stations to be placed on County property in the parking lot outside of the Courthouse; and

WHEREAS, a change to the scope of work has resulted in a project cost decrease which necessitates an amendment of the Agreement; and

WHEREAS, the installation of these stations will be entirely funded with grant funds from our Clean Energy Communities award; and

NOW, THEREFORE, BE IT RESOLVED, that the Chairman is hereby authorized to sign an amendment to the agreement with PlugIn Stations online, on behalf of Madison County, for the installation of EV charging stations, a copy of which is on file with the Clerk of this Board;

Dated: December 15, 2022

Cliff Moses, Chairman

Cliff Moses, Chairman
Planning, Economic Development,
Environmental and Intergovernmental
Affairs Committee

RESOLUTION NO. 22-_____

**AUTHORIZING THE CHAIRMAN TO FIX A LICENSE RATE FOR SPACE IN THE AMERICAN
JOB CENTER FOR THE MADISON COUNTY DEPARTMENT OF PLANNING AND
WORKFORCE DEVELOPMENT**

WHEREAS, Madison County completed renovations on a new “American Job Center” in the Human Services building for the Planning and Workforce Development Department in the fall of 2015; and

WHEREAS, the intent of this space is to house a myriad of partner agencies, all aimed at providing “one-stop” career services to job seekers, employers, and other customers; and

WHEREAS, the Madison County Department of Planning and Workforce Development operates the Center and uses 8 office spaces and a variety of training facilities and job search tools in the space; and

WHEREAS, Madison County occupies 40% of the space and costs for this space have been determined based upon multiple years of Space Occupancy Cost Analysis (SOCA) reports completed by Venesky and Company; and

WHEREAS, the license fee for the next three years will be: January 1-December 31, 2022, \$21,601; January 1-December 31, 2023, \$22,033; and January 1-December 31, 2024, \$22,473; and

WHEREAS, these costs are payable to Madison County from our Workforce Innovation and Opportunities Act allocation; and

NOW, THEREFORE, BE IT RESOLVED, that Madison County is hereby authorized to make the necessary license payments for its share of the American Job Center, located with the Human Services building, upon agreed upon terms with the County Treasurer.

Dated: December 15, 2022

Cliff Moses, Chairman

Cliff Moses, Chairman
Planning, Economic Development,
Environmental and Intergovernmental
Affairs Committee

RESOLUTION NO. 22-_____

APPOINTING A MEMBER TO THE MADISON COUNTY TOURISM BOARD

BE IT RESOLVED, that T.J. Stokes, Town of Smithfield Supervisor, be appointed as the Board of Supervisors' representative to the Madison County Tourism Board, from January 1, 2023 to December 31, 2023, to fill the remainder of a vacated appointment.

Dated: December 15, 2022

Cliff Moses, Chairman

Cliff Moses, Chairman
Planning, Economic Development,
Environmental and Intergovernmental
Affairs Committee

RESOLUTION NO. 22-_____

**REAPPOINTING A MEMBER TO THE MADISON COUNTY SOIL AND WATER
CONSERVATION DISTRICT BOARD**

BE IT RESOLVED, that Cedric Barnes, a practicing farmer from the Town of DeRuyter, be re-appointed as a the farmer representative to the Madison County Soil and Water Conservation District Board for a two-year term commencing on January 1, 2023 and ending on December 31, 2024; and

Dated: December 15, 2022

Cliff Moses, Chairman

Cliff Moses, Chairman
Planning, Economic Development,
Environmental And Intergovernmental
Affairs Committee

RESOLUTION NO. 22-_____

AUTHORIZING THE CHAIRMAN TO ENTER INTO AN AGREEMENT WITH BRENDA SHIMER, COURT REPORTER, FOR STENOGRAPHER AND TRANSCRIPTION SERVICES

WHEREAS, the Madison County District Attorney's Office must contract out for stenography and transcription services; and

WHEREAS, Brenda Shimer can provide the services needed; and

WHEREAS, Brenda Shimer will provide stenographer services charging \$350.00 per day and transcriptions charging \$4.50 per page; and

WHEREAS, the term of this contract will be from January 1, 2023 through December 31, 2023; 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 Brenda Shimer, in the form as is on file with the Clerk of the Board.

Dated: December 15, 2022

Paul H. Walrod, Chairman

Paul H. Walrod, Chairman
Criminal Justice, Public Safety and
Emergency Communications Committee

RESOLUTION NO. 22-_____

**AUTHORIZING THE CHAIRMAN TO ENTER INTO AN AGREEMENT WITH
J. SCOTT PORTER, ESQ. FOR APPELLATE CASE SERVICES**

WHEREAS, the Madison County District Attorney's Office must contract out for appellate case services; and

WHEREAS, J. Scott Porter, Esq. can provide the services needed; and

WHEREAS, J. Scott Porter, Esq. will provide appellate case services charging \$100.00 per hour and the IRS standard mileage rate per mile to argue appeal if necessary; and

WHEREAS, the term of this contract will be from January 1, 2023 through December 31, 2023; 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 J. Scott Porter, Esq., in the form as is on file with the Clerk of the Board.

Dated: December 15, 2022

Paul H. Walrod, Chairman

Paul H. Walrod, Chairman
Criminal Justice, Public Safety and
Emergency Communications Committee

RESOLUTION NO. 22- _____

AUTHORIZING THE CHAIRMAN TO ENTER INTO AN AGREEMENT WITH JESSICA THOMPSON, COURT REPORTER, FOR STENOGRAPHER AND TRANSCRIPTION SERVICES

WHEREAS, the Madison County District Attorney's Office must contract out for stenography and transcription services; and

WHEREAS, Jessica Thompson can provide the services needed; and

WHEREAS, Jessica Thompson will provide stenographer services charging \$350.00 per day and transcriptions charging \$4.50 per page; and

WHEREAS, the term of this contract will be from January 1, 2023 through December 31, 2023; 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 Jessica Thompson, in the form as is on file with the Clerk of the Board.

Dated: December 15, 2022

Paul H. Walrod, Chairman

Paul H. Walrod, Chairman
Criminal Justice, Public Safety and
Emergency Communications Committee

RESOLUTION NO. 22-_____

**AUTHORIZING THE CHAIRMAN TO AMEND AN AGREEMENT WITH
MOTOROLA SOLUTIONS, INC.**

WHEREAS, Madison County has an agreement with Motorola Solutions, Inc. for Spillman Flex Computer Aided Dispatch and Records Management System referred to in Resolution 21-620; and

WHEREAS, Motorola Solutions, Inc. has access to and use of criminal history record information and other sensitive information maintained in Illinois FBI-managed Criminal Justice Information Systems; and

WHEREAS, the agreement needs to be amended to include a Federal Bureau of Investigation Criminal Justice Information Services Security Addendum; and

WHEREAS, this amendment 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 amend the agreement on behalf of the County of Madison with Motorola Solutions, Inc., in the form as is on file with the Clerk of the Board.

Dated: December 15, 2022

Paul H. Walrod, Chairman

Paul H. Walrod, Chairman
Criminal Justice, Public Safety and
Emergency Communications Committee

RESOLUTION NO. 22-_____

**AUTHORIZING THE CHAIRMAN TO ENTER INTO AN AGREEMENT WITH
HEALTH DIRECT INSTITUTIONAL PHARMACY SERVICES**

WHEREAS, it is necessary and required to provide prescription and non-prescription medications to inmates at the Madison County Jail in the regular course of their incarceration; and

WHEREAS, the quantity and type of medications needed on a day to day basis cannot be predicted due to daily variations of the inmate population, thereby making it necessary to have access to prompt service and timely delivery of pharmacy services and medications twenty-four hours a day, seven days a week; and

WHEREAS, the Sheriff of Madison County seeks to continue to cut costs and maintain the efficiency in the provision of medication to the inmates under his care through the continued use of a single contracted provider of pharmacy services that meets the special needs of the Madison County Jail; and

WHEREAS, Health Direct Institutional Pharmacy Services, Division of Kinney Drugs, Inc., continues to possess the special skills and training required to perform the necessary services and provide the required medications pursuant to the terms of the contract; and

WHEREAS, the term of this agreement is for January 1, 2023 through December 31, 2024; and

WHEREAS, the cost of this pharmacy service is based on the Medi-Span Average Wholesale Price billing structure for current and future drugs; 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 Health Direct Institutional Pharmacy Services, in the form as is on file with the Clerk of the Board.

Dated: December 15, 2022

Paul H. Walrod, Chairman

Paul H. Walrod, Chairman
Criminal Justice, Public Safety and
Emergency Communications Committee

RESOLUTION NO. 22-_____

**AUTHORIZING A RENEWAL ORDER WITH CENTRAL SQUARE FOR MAINTENANCE OF
THE COMPUTER AIDED DISPATCH (CAD) SYSTEM**

WHEREAS, Madison County operates a Public Safety Answering Point (PSAP), also known as the E-911 Communications Center; and

WHEREAS, the PSAP utilizes the Tiburon Computer Aided Dispatch (CAD) system, purchase of said system was approved via Madison County Board of Supervisor's Resolution #366-13; and

WHEREAS, the initial term of the purchase agreement has expired, resulting in the need of an annual renewal of the CAD system maintenance agreement; and

WHEREAS, said renewal agreement is provided by Central Square and is a sole-source for said service of the Tiburon CAD system; and

WHEREAS, Central Square has provided Invoice number 368549 dated November 10, 2022 for maintenance of the Tiburon CAD system for the year 2023; and

WHEREAS, the new Spillman CAD is not expected to be operational until April 2023 so there is a need to continue the maintenance agreement with Central Square;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Supervisors hereby authorizes the acceptance of Invoice 368549 with Central Square for the annual maintenance of the Tiburon Computer Aided Dispatch system for the year 2023, not to exceed a cost of \$64,526.81.

Dated: December 15, 2022

Paul H. Walrod, Chairman

Paul H. Walrod, Chairman
Criminal Justice, Public Safety and
Emergency Communications Committee

RESOLUTION NO. 22-_____

**AUTHORIZING THE CHAIRMAN TO ENTER INTO A TERMINATION AGREEMENT WITH
WM RENEWABLE ENERGY, LLC**

WHEREAS, on December 11, 2007, Madison County entered into a Landfill Gas and Facilities Site Lease and Gas Purchase Agreement with WM Renewable Energy, LLC; and

WHEREAS, WM Renewable Energy, LLC operated a landfill gas-to-energy project at the Madison County Landfill from 2008 through 2021; and

WHEREAS, WM Renewable Energy approached the County in early 2022 requesting to terminate the Landfill Gas and Facilities Site Lease and Gas Purchase Agreement because the facility was consistently operating at a financial deficit for several years, due to low electricity pricing and lower than projected landfill gas generation; and

WHEREAS, WM Renewable Energy offered to make a lump sum payment of \$458,000 to Madison County that would compensate the County for the remaining years of gas purchase payments; and

WHEREAS, with the assistance of outside counsel, the Solid Waste Committee has reviewed the circumstances associated with WM Renewable Energy's request and the parties have developed a mutually agreeable termination agreement;

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

Dated: December 15, 2022

James J. Cunningham, Chairman

James J. Cunningham, Chairman
Solid Waste and Recycling Committee

RESOLUTION NO. 22-_____

**AUTHORIZING THE CHAIRMAN TO ENTER INTO AN EXTENSION AGREEMENT
WITH CASELLA RECYCLING, LLC FOR THE SALE OF RECYCLED PAPER FROM THE
ARC RECYCLING FACILITY**

WHEREAS, Madison County issued a Request for Bids (#1840) dated December 6, 2018 for sale of the recycled fiber collected and processed Madison County A.R.C. Materials Recovery Facility; and

WHEREAS, Casella Recycling LLC was the sole responsible bidder; and

WHEREAS, Casella Recycling LLC will be responsible for the cost of all trucking and insurance and will pay Madison County 77.5% of the Buffalo High index pricing for OCC from the PPI Pulp and Paper Week Index (with a minimum “floor” payment of \$30/ton); and

WHEREAS, the initial term of this Agreement was for a (1) year term commencing on February 14, 2019, with the option to renew the contract for four (4) additional one (1) year periods upon written consent of both parties; and

WHEREAS, both parties already extended the agreement for two additional one-year periods (Feb. 14, 2020 through Feb. 13, 2021; Feb. 14, 2021 through Feb. 13, 2022; and Feb. 14, 2022 through Feb. 13, 2023) and now are interested in renewing the Agreement for one (1) additional year (fourth and last extension option) through February 13, 2024;

NOW, THEREFORE, BE IT RESOLVED, that the Chairman of the Madison County Board of Supervisors is hereby authorized and directed to enter into an Extension Agreement with Casella Recycling LLC for the sale of the recycled fiber collected and processed Madison County A.R.C. Materials Recovery Facility for one (1) additional year through February 13, 2024, in substantially the same form as the copy now on file with the clerk.

Dated: December 15, 2022

James J. Cunningham, Chairman

James J. Cunningham, Chairman
Solid Waste and Recycling Committee

RESOLUTION NO. 22-_____

**AUTHORIZING THE CHAIRMAN TO ENTER INTO AN AGREEMENT TO ACCEPT
ALTERNATIVE DAILY LANDFILL COVER MATERIAL**

WHEREAS, pursuant to an agreement approved by the Madison County Board of Supervisors, Madison County has accepted foundry sand from Meloon Foundries, Inc. in the County of Onondaga for many years for use as daily landfill cover in accordance with the New York State Department of Environmental Conservation rules and regulations; and

WHEREAS, Meloon Foundries, Inc. is interested in continuing to send such material to the Madison County Landfill for proper disposal; and

WHEREAS, Meloon Foundries, Inc. and Madison County are interested in entering into a new agreement for the calendar year 2023;

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

Dated: December 15, 2022

James J. Cunningham, Chairman

James J. Cunningham, Chairman
Solid Waste and Recycling Committee

RESOLUTION NO. 22-_____

**LEVYING UNPAID WATER, SEWER, LIGHT, DEMOLITION AND MAINTENANCE FEES FOR
VARIOUS TOWNS AND THE CITY OF ONEIDA ONTO THE 2023 COMBINED TAX BILLS**

WHEREAS, the various towns and the City of Oneida have submitted statements showing unpaid fees; and

WHEREAS, there has been delivered to the Madison County Board of Supervisors a relevy report, which report is on file with the Clerk of the Board;

NOW, THEREFORE, BE IT RESOLVED, that the unpaid fees as listed on the 2023 Town (City) and County Tax Roll.

Dated: December 15, 2022

Matthew A. Roberts, Chairman

Matthew A. Roberts, Chairman
Finance, Ways and Means Committee

RESOLUTION NO. 22-_____

ADOPTING LOCAL LAW NO. 8 FOR THE YEAR 2022

WHEREAS, there has been duly introduced Local Law No. 8 for the year 2022 entitled “A Local Law Fixing the Salaries of Certain County Officials for the year 2023; and

WHEREAS, a public hearing on said local law was duly held by the Board of Supervisors of the County of Madison on December 15, 2022,

NOW, THEREFORE BE IT RESOLVED, that Local Law No. 8 for the year 2022 be and the same is hereby adopted.

Dated: December 15, 2022

Mary B. Cavanagh, Chairwoman

Mary B. Cavanagh, Chairwoman
Government Operations Committee

**MADISON COUNTY
LOCAL LAW NO. 8 OF 2022**

**A LOCAL LAW FIXING THE SALARIES OF CERTAIN COUNTY OFFICIALS
FOR 2023**

BE IT ENACTED, by the Board of Supervisors of Madison County, New York as follows:

SECTION 1. TITLE. This Local Law shall be titled “A Local Law Fixing the Salaries of Certain County Officials for the Year 2023”.

SECTION 2. PURPOSE AND INTENT. The annual salaries of the following County officials are fixed as follows commencing January 1, 2023:

	<u>1/1/2023</u>
Madison County Commissioner of Social Services	126,049
Madison County Highway Superintendent	126,049
Madison County Public Health Director	126,049
Madison County Sheriff	114,612
Madison County Personnel Officer	112,545
Madison County Treasurer	100,489
Madison County Clerk	91,369
Madison County Election Commissioner	85,068
Madison County Election Commissioner	85,068
Madison County Real Property Tax Services Director	17,368

SECTION 3. AUTHORITY. This local law is adopted subject to permissive referendum as provided in Section 24 of Municipal Home Rule Law.

RESOLUTION NO. 22-_____

ADOPTING LOCAL LAW NO. 9 FOR THE YEAR 2022

WHEREAS, there has been duly introduced Local Law No. 9 for the year 2022 entitled "A LOCAL LAW RESCINDING LOCAL LAW NO. 7 OF THE YEAR 2022 OVERRIDING TAX LEVY LIMIT ESTBLISHED IN GENERAL MUNICIPAL LAW §3-C"; and

WHEREAS, a public hearing on said local law was duly held by the Board of Supervisors of the County of Madison on December 15, 2022,

NOW, THEREFORE BE IT RESOLVED, that Local Law No. 9 for the year 2022 be and the same is hereby adopted.

Dated: December 15, 2022

Matthew A. Roberts, Chairman

Matthew A. Roberts, Chairman
Finance, Ways and Means Committee

**MADISON COUNTY
LOCAL LAW NO. 9 OF 2022**

**A LOCAL LAW RESCINDING LOCAL LAW NO. 7 OF THE YEAR 2022
OVERRIDING TAX LEVY LIMIT ESTBLISHED IN GENERAL MUNICIPAL LAW §3-c**

IT IS HEREBY ENACTED by the Madison County Board of Supervisors as follows:

SECTION 1.: TITLE. This local law shall be known and cited as “A Local Law Rescinding Local Law No. 7 of the Year 2022 Overriding Tax Levy Limit Established in General Municipal Law §3-c”.

SECTION 2.: LEGISLATIVE INTENT.

The Madison County Board of Supervisors, by Resolution No. 22-517 adopted Local Law No.7 of 2022 which Local Law overrode the tax levy limit for fiscal year 2023 pursuant to General Municipal Law §3-c. This Local Law was enacted as a precautionary measure. The Board of Supervisors has determined that as a result of the 2022 budget process, the budget for 2023 will be kept within the tax levy limit as provided in General Municipal Law §3-c.

SECTION 3.: AUTHORITY

This local law is adopted pursuant to General Municipal Law §3-c and to the provisions of the Municipal Home Rule Law.

SECTION 4.: RESCISSION OF LOCAL LAW NO. 7 OF 2022

Local Law No. 7 of 2022 adopted on November 10, 2022, by Resolution No. 22-517 and filed in the office of the Department of State hereby is rescinded.

SECTION 5.: EFFECTIVE DATE.

This Local Law shall take effect immediately upon filing in the Office of the New York State Department of State in accordance with §27 of the Municipal Home Rule.

RESOLUTION NO. 22-_____

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 Administration and Oversight 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: December 15, 2022

David R. Jones, Chairman

David R. Jones, Chairman
Administration and Oversight Committee

RESOLUTION NO.22-_____

**AUTHORIZING THE CHAIRMAN TO ENTER INTO AN AGREEMENT WITH THE
MADISON COUNTY DEPUTY SHERIFF'S POLICE BENEVOLENT ASSOCIATION**

WHEREAS, the Legislature of the State of New York enacted Article 14 of the Civil Service Law, which is known as the Taylor Law; and

WHEREAS, pursuant to Section 202 of the Civil Service Law, certain uniformed law enforcement employees in the Sheriff's Office are represented by the Madison County Deputy Sheriff's Police Benevolent Association; and

WHEREAS, the Board of Supervisors has recognized said employees' organization for the purpose of negotiating collectively in accordance with Section 204 of the Civil Service Law,

NOW, THEREFORE BE IT RESOLVED that the Chairman of the Board of Supervisors be and hereby is authorized and empowered to enter into and execute the negotiated agreement with the Madison County Deputy Sheriff's Police Benevolent Association for the period January 1, 2022 to December 31, 2024.

Dated: December 15, 2022

Mary B. Cavanagh, Chairwoman

Mary B. Cavanagh, Chairwoman
Government Operations Committee

RESOLUTION NO. 22-_____

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

WHEREAS, the Legislature of the State of New York enacted Article 14 of the Civil Service Law, which is known as the Taylor Law, and

WHEREAS, pursuant to Section 202 of the Civil Service Law, employees in the Blue Collar Unit are represented by the Civil Service Employees Association, Inc.; and

WHEREAS, the Board of Supervisors has recognized said employee organization for the purpose of negotiating collectively in accordance with Section 204 of the Civil Service Law; and

WHEREAS, there is a current collective bargaining agreement by and between the County of Madison and the CSEA Blue Collar unit that is not due to expire until December 31, 2024; and

WHEREAS, the County chose to modify the agreement with the CSEA to include enhanced wages in an effort to ensure employee retention and recruitment efforts were bolstered, and

NOW, THEREFORE BE IT RESOLVED, that the Chairman of the Board of Supervisors be and hereby is authorized and empowered to enter into the negotiated agreement with the CSEA Blue Collar Unit for the period January 1, 2020 through December 31, 2024.

Dated: December 15, 2022

Mary B. Cavanagh, Chairwoman

Mary B. Cavanagh, Chairwoman
Government Operations Committee

RESOLUTION NO. 22-_____

BOND RESOLUTION DATED DECEMBER 15, 2022

**AUTHORIZING EXPANSION OF THE LANDFILL IN AND FOR THE COUNTY
OF MADISON, NEW YORK, AT A TOTAL MAXIMUM ESTIMATED COST OF
\$5,500,000 AND AUTHORIZING THE ISSUANCE OF UP TO \$5,050,000
BONDS TO PAY COSTS THEREOF**

WHEREAS, all conditions precedent to the financing of the capital project hereinafter described, including compliance with the provisions of the State Environmental Quality Review Act, have been performed.

NOW, THEREFORE, BE IT RESOLVED by the affirmative vote of not less than two-thirds of the total voting strength of the Board of Supervisors of the County of Madison, New York, as follows:

Section 1. Expansion of the landfill to open cell #10, including filling, drainage, fences, roadways, buildings and original furnishings, equipment, machinery and apparatus, is hereby authorized in and for the County of Madison, New York, at a maximum estimated cost of \$5,500,000.

Section 2. The plan for the financing of the aforesaid purpose consists of (i) the issuance of up to \$5,050,000 bonds of said County, hereby authorized to be issued therefor pursuant to the provisions of the Local Finance Law; and (ii) the expenditure of \$450,000 available landfill funds.

Section 3. It is hereby determined that the period of probable usefulness of the aforesaid specific object or purpose is twenty years, pursuant to subdivision 6-a of paragraph a of Section 11.00 of the Local Finance Law.

Section 4. Subject to the provisions of the Local Finance Law, the power to authorize the issuance of and to sell bond anticipation notes in anticipation of the issuance and sale of the bonds herein authorized, including renewals of such notes, is hereby delegated to the County Treasurer, the chief fiscal officer. Such notes shall be of such terms, form and contents, and shall be sold in such manner, as may be prescribed by said County Treasurer, consistent with the provisions of the Local Finance Law.

Section 5. All other matters except as provided herein relating to the bonds herein authorized including the date, denominations, maturities and interest payment dates, within the limitations prescribed herein and the manner of execution of the same, including the consolidation with other issues, and also the ability to issue bonds with substantially level or declining annual debt service, shall be determined by the County Treasurer, the chief fiscal officer of such County. Such bonds shall contain substantially the recital of validity clause provided for in Section 52.00 of the Local Finance Law, and shall otherwise be in such form and contain such recitals, in addition to those required by Section 51.00 of the Local Finance Law, as the County Treasurer shall determine consistent with the provisions of the Local Finance Law.

Section 6. The faith and credit of said County of Madison, New York, are hereby irrevocably pledged for the payment of the principal of and interest on such bonds as the same become due and payable. An annual appropriation shall be made in each year sufficient to pay the principal of and interest on such bonds becoming due and payable in such year. To the extent not paid from tipping fees or other revenues, there shall annually be levied on all the taxable real property of said County, a tax sufficient to pay the principal of and interest on such bonds as the same become due and payable.

Section 7. The validity of such bonds and bond anticipation notes may be contested only if:

- 1) Such obligations are authorized for an object or purpose for which said County is not authorized to expend money, or
- 2) The provisions of law which should be complied with as the date of publication of this resolution are not substantially complied with, and an action, suit or proceeding contesting such validity is commenced within twenty days after the date of such publication, or
- 3) Such obligations are authorized in violation of the provisions of the Constitution.

Section 8. This resolution shall constitute a statement of official intent for purposes of Treasury Regulations Section 1.150-2. Other than as specified in this resolution, no monies are,

or are reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside with respect to the permanent funding of the object or purpose described herein.

Section 9. This Resolution, which takes effect immediately, shall be published in summary form in the official newspaper of said County hereby designated for such purpose, together with a notice of the Clerk of the Board of Supervisors in substantially the form set forth in paragraph a of Section 81.00 of the Local Finance Law.

The question of the adoption of the foregoing resolution was duly put to a vote on roll call, which resulted as follows:

AYES:

NOES:

ABSENT:

EXCUSED:

The Resolution was thereupon declared duly adopted.

* * * * *

Dated: December 15, 2022

Matthew A. Roberts, Chairman

Matthew A. Roberts, Chairman
Finance, Ways & Means Committee

RESOLUTION NO. 22-_____

AUTHORIZING THE CHAIRMAN TO ENTER INTO AN AGREEMENT WITH CORNERSTONE ENGINEERING AND GEOLOGY, PLLC FOR PROFESSIONAL ENGINEERING SERVICES

WHEREAS, in 2021, Madison County issued a Request for Qualifications (RFQ #121) for Professional Engineering Services to comprehensively analyze the components of the current solid waste management system and make recommendations to improve the long term system sustainability; and

WHEREAS, the County received seven Statements of Qualifications in response to the Request for Qualifications and after thorough evaluation in accordance with the evaluation criteria specified, Cornerstone Engineering and Geology, PLLC received the highest composite score; and

WHEREAS, the Solid Waste Committee conducted follow up interviews with the top three engineering firms (based on the results from evaluation criteria) and, while all of the firms were highly experienced and capable of performing the requested services, the Solid Waste Committee unanimously supported authorizing an agreement with Cornerstone Engineering and Geology, PLLC; and

WHEREAS, the Board of Supervisors approved entering into an agreement with Cornerstone Engineering and Geology, PLLC for the term of January 1, 2022 through December 31, 2022; and

WHEREAS, in 2022, Cornerstone Engineering and Geology, PLLC provided the requested services to evaluate the current solid waste management system and review potential alternatives; and

WHEREAS, the Solid Waste Committee has approved retaining Cornerstone Engineering and Geology, PLLC for the calendar year 2023 to continue assisting the County with ongoing analysis of potential alternatives that may improve the long term financial sustainability of the solid waste management system;

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 Cornerstone Engineering and Geology, PLLC, in the form as is on file with the Clerk of the Board.

Dated: December 15, 2022

James J. Cunningham, Chairman

James J. Cunningham, Chairman
Solid Waste and Recycling Committee

RESOLUTION NO. 22-_____

AUTHORIZING THE MODIFICATION OF THE 2023 ADOPTED COUNTY BUDGET

WHEREAS, many of the agencies supported by the County have not received increases in their allocations for a number of years; and

WHEREAS, the County values the services provided to our community by these agencies, and recognizes the cost of these services has continued to rise; and

WHEREAS, this Board authorized a Resolution to provide increases of up to 5% for those agencies that requested increases for 2023; and

WHEREAS, the following budget modification will provide 5% increases for all not-for-profit agencies across the board in 2023.

NOW, THEREFORE, BE IT RESOLVED that the 2023 Adopted County Budget be modified as follows:

General Fund

4250 MC Council on Alcohol & Substance Abuse
Expense

	<u>From</u>	<u>To</u>
A425040 542713 BRIDGES Middle School Education	\$10,000	\$10,500

6772 Programs for Aging

Expense

A677260 540390 Printing Expense In Kind	7,000	7,350
A677260 542716 Nutrition Program Snack	116,792	121,430
A677260 542717 Office for the Aging	29,428	29,698
A677260 542718 Elderly No Med In Home Service	51,530	52,905
A677260 542719 Community Service Elderly	28,614	28,844

6988 Community Action Program

Expense

A698860 540404 Community Action Program	45,964	48,262
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6989 Food Bank of Central New York

Expense

A698960 542721 Food Bank of CNY	10,000	10,500
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7410 Libraries-Mid-York System

Expense

A741070 542735 Local Library Contracts	74,292	75,736
A741070 542739 Mid-York Library Contract	26,596	27,111
A741070 542741 Telecommunication Terminal	23,076	23,524

7515 Madison County Historical Society

Expense

A751570 542743 Madison County Historical Society	25,750	27,038
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7550 Madison County Fair

Expense

A755070 542753 General Fair Expenses	25,000	26,250
A755070 542779 Capital Improvements	10,000	10,500

8025 CNY Regional Planning & Development Board**Expense**

A802580 542746 Regional Planning Board	40,264	42,277
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8710 Affiliated Conservation Clubs**Expense**

A871080 542752 Fish & Game Expense	<u>3,500</u>	<u>3,675</u>
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Totals	<u>\$527,806</u>	<u>\$545,600</u>
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Control Total		<u>\$17,794</u>
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Fund Balance

A 300599 Appropriated Fund Balance	<u>\$5,171,838</u>	<u>\$5,189,632</u>
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Control Total		<u>\$17,794</u>
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Dated: December 15, 2022

Eve Ann Shwartz, Supervisor

Eve Ann Shwartz, Supervisor
Town of Hamilton

RESOLUTION A

RESOLUTION NO. 22-_____

AUTHORIZING THE MODIFICATION OF THE 2023 ADOPTED COUNTY BUDGET

WHEREAS, the following budget modification is intended to provide a one-time payment to the International Boxing Hall of Fame.

NOW, THEREFORE, BE IT RESOLVED that the 2023 Adopted County Budget be modified as follows:

General Fund

7987 Other Culture & Recreation
Expense

	<u>From</u>	<u>To</u>
A798770 542778 International Boxing Hall of Fame	\$ <u>10,500</u>	\$ <u>35,000</u>
Control Total		\$ <u>24,500</u>

Fund Balance

A 300599 Appropriated Fund Balance	\$ <u>5,189,632</u>	\$ <u>5,214,132</u>
Control Total		\$ <u>24,500</u>

Dated: December 15, 2022

Joseph John Pinard, Supervisor

Joseph John Pinard, Supervisor
Town of Lenox

Note:

For use if Eve Ann's budget modification IS approved.

RESOLUTION B

RESOLUTION NO. 22-_____

AUTHORIZING THE MODIFICATION OF THE 2023 ADOPTED COUNTY BUDGET

WHEREAS, the following budget modification is intended to provide a one-time payment to the International Boxing Hall of Fame.

NOW, THEREFORE, BE IT RESOLVED that the 2023 Adopted County Budget be modified as follows:

General Fund

7987 Other Culture & Recreation
Expense

	<u>From</u>	<u>To</u>
A798770 542778 International Boxing Hall of Fame	\$ <u>10,500</u>	\$ <u>35,000</u>
Control Total		\$ <u>24,500</u>

Fund Balance

A 300599 Appropriated Fund Balance	\$ <u>5,171,838</u>	\$ <u>5,196,338</u>
Control Total		\$ <u>24,500</u>

Dated: December 15, 2022

Joseph John Pinard, Supervisor

Joseph John Pinard, Supervisor
Town of Lenox

Note:

For use if Eve Ann's budget modification is NOT approved.