



MADISON COUNTY BOARD OF SUPERVISORS

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MADISON COUNTY BOARD OF SUPERVISORS

Meeting Agenda - Tuesday, July 12, 2022

Meeting Schedule

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

11:00 A.M. Board Meeting - Chambers

11:15 a.m. Public Hearing - Local Law Extending an Additional Mortgage Recording Tax in Madison County - Chambers

Resolution of Appreciation

1. Resolution of Appreciation - Retiree Recognition

Resolutions - Preferred Agenda

By Government Operations Committee:

2. Abolishing a Geographic Information Systems Aide Position and Creating a Geographic Information Systems Specialist Position in the Office of the County Treasurer
3. Authorizing Attendance at an Out-Of-State Recertification Training (Highway)
4. Authorizing the Chairman to Enter Into an Agreement With Spectrum Enterprise
5. Authorizing the Chairman to Enter Into an Agreement With SEDARA
6. Amending the Madison County Purchasing Card Policy and Procedures
7. Establishing the Standard Work Day and Reporting Days for Certain County Officials
8. Establishing the 2022 Salary of the Administrative Assistant to the District Attorney
9. Establishing the 2022 Salary for the Assistant District Attorney-Fraud Prevention
10. Authorizing the Modification of the 2022 Adopted County Budget (ARPA)
11. Reallocating Certain Titles in the Emergency Management Department

By Health and Human Services Committee:

12. Authorizing the Modification of the 2022 Adopted County Budget (4308 Mental Health Clinic)
13. Authorizing the Modification of the 2022 Adopted Budget (6109 TANF)

14. Authorizing the Chairman to Enter into an Agreement with Crouse Health Hospital, Inc. and Modifying the 2022 Adopted County Budget
15. Authorizing the Modification of a Contract with Birnie Bus Service for Transportation Services
16. Re-Appointing Board Members to Madison County Board of Health
17. Authorizing the Chairman to Enter into an Agreement with Cazenovia Central School District for a Satellite Mental Health Clinic
18. Authorizing the Chairman to Enter an Agreement with the New York State Department of Health for State Indoor Radon Grant and Modifying the 2022 Adopted County Budget

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

19. Authorizing the Chairman to sign a Title VI Plan for Madison County
20. SEQR negative declaration for the Madison County Delphi Falls County Park Project
21. Calling for a Public Hearing regarding the implementation of a Community Development Block Grant Application
22. Authorizing the Modification of the 2022 Adopted County Budget (IT- Clean Energy Communities Program)
23. Authorizing Chairman to enter into a Modification Agreement with C & D Advertising

By Criminal Justice, Public Safety and Emergency Communications Committee:

24. Authorizing the Chairman to Enter Into an Agreement with the Stockbridge Valley Central School District for the Use of Special Patrol Officers
25. Authorizing the Chairman to Apply for a Grant from the New York State Health Foundation
26. Authorizing the Chairman to Enter Into an Agreement with the Oneida City School District for the Use of Special Patrol Officers
27. Authorizing the Chairman to Accept a Victim Assistance Program Grant Award from the New York State Office of Victim Services for FY 2019-2022 & Modifying the 2022 Adopted County Budget (OVS Grant 3118)

By Highway, Buildings and Grounds Committee:

28. Authorizing the Implementation, and Funding in the First Instance 100% of the Federal-Aid and State Program-Aid Eligible Costs, of a Transportation Federal-Aid Project, and Appropriating Funds Therefore
29. Authorizing the Chairman to award Bid 22-28 and enter into an agreement with AJB Property Maintenance LLC
30. Authorizing the Chairman to Enter into an Agreement with C&S Engineers Inc.
31. Authorizing Bid Award to Kinsley Power Systems for Paralleling Generators for the County Complex

By Solid Waste and Recycling Committee:

32. Entering into New Standard Waste Disposal Agreements for the Term 2021-

2023 (Campany Roofing and TJ Allen Bulk Services)

33. Authorizing the Chairman to Enter into an Agreement with Southworth Milton, Inc. for Heavy Equipment Repair Services
34. Authorizing the Chairman to Enter into an Agreement with Mid-Country Machinery, Inc. for Heavy Equipment Repair Services
35. Waiving Tipping Fees for the Madison County Highway Garage (Morrisville) Demolition Project

Resolutions – Regular Agenda

36. Adopting Local Law No. 2 for the Year 2022 (Extend Additional Mortgage Recording Tax)
37. Authorizing the Chairman to Increase the County Clerk's Mortgage Tax Administration Fee
38. Designating Disposal of Surplus County Personal Property (Highway)
39. Authorizing the Modification of the 2022 Adopted County Budget (Road Machinery - Gasoline & Diesel Fuel)
40. Acknowledging Introduction of Proposed Local Law No. 3 for the Year 2022 and Calling for a Public Hearing (Local Law to Adopt Amendments to Open Meetings Law for Expanding Use of Video Conferencing)
41. Authorizing the Modification of the 2022 Adopted County Budget (3110 Sheriff's - Fund Balance)
42. Designating Disposal of Surplus County Personal Property (Planning)

APPROVAL OF VOUCHERS FOR PAYMENT

PUBLIC COMMENT PERIOD

ANY OTHER BUSINESS

Cindy Urtz, Clerk

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

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 employee 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 Elizabeth Holmes upon her retirement.

Elizabeth A. Holmes

Mental Health

2002 - 2022

Dated: July 12, 2022

Mary B. Cavanagh, Chairwoman

Mary B. Cavanagh, Chairwoman
Government Operations Committee

RESOLUTION NO. 22-_____

**ABOLISHING A GEOGRAPHIC INFORMATION SYSTEMS AIDE POSITION AND
CREATING A GEOGRAPHIC INFORMATION SYSTEMS SPECIALIST POSITION IN
THE OFFICE OF THE COUNTY TREASURER**

WHEREAS, the County Treasurer recommends that a full-time Geographic Information Systems Aide position be abolished and a Geographic Information Systems Specialist position be created in the Treasurer's Office; and

WHEREAS, the Personnel Officer certifies that is the Geographic Information Systems Specialist is the appropriate classification based on the description of duties for this position; and

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

NOW, THEREFORE BE IT RESOLVED that one (1) Geographic Information Systems Aide position be and hereby is abolished effective immediately; and

BE IT FURTHER RESOLVED that one (1) full-time Geographic Information Systems Specialist be and hereby is created; and

BE IT FURTHER RESOLVED that the County Treasurer be and hereby is authorized to fill said position effective immediately in accordance with the Agreement between Madison County and the CSEA White Collar Unit; and

Dated: July 12, 2022

Mary B. Cavanagh, Chairwoman

Mary B. Cavanagh, Chairwoman
Government Operations Committee

RESOLUTION NO. 22-_____

**AUTHORIZING ATTENDANCE AT AN OUT-OF-STATE RECERTIFICATION TRAINING
(HIGHWAY)**

WHEREAS, Line Clearance Arborist Recertification, through ACRT Arborist Training will be held from October 20, 2022 to October 21, 2022 in Portsmouth, NH; and

WHEREAS, Joe Wisinski, Highway Superintendent has requested that Ryan Youngs, Highway Tree Trimmer, attend said recertification training; and

WHEREAS, the expenses are funded through appropriations in the 2022 Highway Department budget; and

WHEREAS, this request has been reviewed and approved by the Highway Buildings and Grounds and the Government Operations Committee;

NOW, THEREFORE BE IT RESOLVED, that Ryan Youngs be and hereby is authorized to attend the said recertification training at a cost not to exceed \$700.

Dated: July 12, 2022

Mary B. Cavanagh, Chairwoman

Mary B. Cavanagh, Chairwoman
Government Operations Committee

RESOLUTION NO. 22-_____

**AUTHORIZING THE CHAIRMAN TO ENTER INTO AN AGREEMENT WITH
SPECTRUM ENTERPRISE**

WHEREAS, Madison County currently contracts with Spectrum for Internet; and

WHEREAS, Madison County can increase bandwidth and decrease costs with a new 36 month contract; and

WHEREAS, the cost for the new service will be \$850.00/month including 19 static IP addresses; and

NOW, THEREFORE BE IT RESOLVED, that the Chairman be and hereby is authorized to execute the contract with Spectrum on behalf of the County, in the form as is on file with the Clerk of the Board.

Dated: July 12, 2022

Mary B. Cavanagh, Chairwoman

Mary B Cavanagh, Chairwoman
Government Operations Committee

RESOLUTION NO. 22-_____

**AUTHORIZING THE CHAIRMAN TO ENTER INTO AN ENTERPRISE AGREEMENT WITH
SEDARA**

WHEREAS, Madison County is required to perform annual internal and external penetration tests; and

WHEREAS, the Information Technology department recommends that SEDARA be hired to perform these tasks; and

WHEREAS, the cost for this project is \$14,323.40 and the funds for this project are available in the 2022 budget; and

NOW, THEREFORE BE IT RESOLVED, that the Chairman be and hereby is authorized to execute the contracts with SEDARA on behalf of the County, in the form as is on file with the Clerk of the Board.

Dated: July 12, 2022

Mary B. Cavanagh, Chairwoman

Mary B. Cavanagh, Chairwoman
Government Operations Committee

RESOLUTION NO. 22-_____

AMENDING THE MADISON COUNTY PURCHASING CARD POLICY AND PROCEDURES

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

WHEREAS, the current policy requires amendments to the existing 2018 Purchasing Cards Policy and Procedures to change the policy that will extend and incorporate further instructions on policy and procedures; and

WHEREAS, the amendments will also increase efficiencies countywide; and

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

NOW, THEREFORE BE IT RESOLVED, that the Madison County Board of Supervisors hereby adopts Madison County's Purchasing Policy and Procedures as amended.

Dated: July 12, 2022

Mary B. Cavanagh, Chairwoman

Mary B. Cavanagh, Chairwoman
Government Operation Committee

Madison County Policies and Procedures

- I. Subject: Use of Purchasing Cards Policy and Procedures
- II. Adopted: April 8, 2014 Revised: May 8, 2018
- III. Policy: ~~In order to qualify for cash rebates and improve efficiency, the Madison County Board of Supervisors has authorized the use of Purchasing Cards.~~
- IV. Procedures:
 - ~~1. County Finance Office will serve as the Program Administrator for the Purchasing Card Program.~~
 - ~~2. The Program Administrator is authorized to obtain Purchasing Cards from a bank or financial institution, with the cards to be in the name of the County. Purchasing Cards issued to Madison County employees will also bear the name of authorized cardholder.~~
 - ~~3. The Program Administrator is authorized to request Purchasing Cards for County employees.~~
 - ~~4. The Program Administrator is authorized to establish the transactions, daily and monthly limits on each Purchasing Card.~~
 - ~~5. The Program Administrator is required to maintain various Purchasing Card records and reports(e.g. names of each individual card holders, monthly amounts spent, total rebates, etc.), to be provided upon request of the County Administrator and the Board of Supervisors.~~
 - ~~6. Purchasing Cards may be used for the following purposes: recurring expenses; utilities; fuel; travel and conference expenses; materials and supplies; repair parts; books and periodicals; delivery charges; and other miscellaneous items. Employees are encouraged to utilize Purchasing Cards whenever feasible in order to maximize the County cash rebates.~~
 - ~~7. Except as otherwise expressly provided, purchases, payments, travel and other actual and necessary expenses for which a Purchasing Card is used shall be incurred in accordance with, and shall be subject to all laws, rules, regulations, policies and procedures applicable to charges incurred by Madison County employees. Employees are still required to obtain an approved Requisition or Request for Travel and Conference Form prior to purchases and travel, as applicable.~~

- ~~8. Employees utilizing the Purchasing Card are responsible for obtaining a County Sales Tax Exemption Form to avoid payment of sales tax for purchases. Sales tax charges on Purchasing Card will be reimbursed by the employee responsible for making the purchases.~~
- ~~9. The use of the Purchasing Card for personal use is expressly prohibited. Personal use includes but is not limited to the following: alcoholic beverages; tobacco products; meals and gratuity in excess of the amount allowed in the Travel and Expense Reimbursement Policy; local meals; entertainment; laundry service; valet service; and movie rentals and other non-essential hotel room charges.~~
- ~~10. Any illegal or unauthorized expense or improper usage of Purchasing Card shall require repayment by the employee incurring the expense. Repayment shall occur immediately upon knowledge that the unauthorized or improper usage has occurred. Failure to reimburse the County in the event of unauthorized or improper usage may result in disciplinary and/or legal action. Disciplinary action may include but is not limited to revocation of Purchasing Card privileges and termination of employment.~~
- ~~11. Any employee authorized to make a purchase with a Purchasing Card shall be responsible for obtaining and retaining all original, signed and itemized receipts for items or services purchased and remitting same to the County Finance Office to provide timely review and payment. If the employee is missing a receipt a "Missing Receipt Form Affidavit" must be filed. The employee may still be required to reimburse the County of these unsupported charges; the employee may be subject to disciplinary and/or legal action as described above.~~
- ~~12. The County Finance Office shall review all documentation in the same manner as other county expenses and either allow or disallow, in whole or in part, the charges.~~
- ~~13. The County Finance Office shall review all original, signed and itemized receipts and Purchasing Card statements and following such review, if finding the charges are appropriate, the County Finance Office shall process the Purchasing Card Statement for payment by date that payment is due to avoid any financial charges, even if payment has yet to be approved as a claim before the Board of Supervisors. If the County Finance Office determines that there are inappropriate or unauthorized charges, The County Finance Office shall notify the County Administrator within time frames that allow for timely payment or dispute to the bank or financial institution.~~

- ~~14. Authorized cardholders are responsible for the safe guarding of their Purchasing Cards at all times. When the Purchasing Card is not being used, the cardholder is required to either secure the card on their person, or secure the card in a location within their County department that can only be accessed by the cardholder. Lost or stolen cards shall be reported immediately to the County Finance Office.~~
- ~~15. This policy will be reviewed by the Government Operations Committee on a periodic basis and said Committee will recommend policy amendments to the full Board of Supervisors as deemed necessary.~~

Daniel Degear, Chairman
Government Operations Committee

Madison County Purchasing Card Program Policy and Procedures Manual

Adopted: April 8, 2014

Revised: May 8, 2018

Revised: June 14, 2022

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Attachment Forms:

Dispute Form
Cardholder Action Form
Cardholder Agreement Form
Missing Receipt Form

1. **PARTIES INVOLVED**

Cardholder Program Administrator – The Administrator is located in the Finance Department who coordinates the Purchasing Card Program for Madison County and acts as the County intermediary in correspondence with card issuer.

Cardholder – A full and part- time, permanent employee of Madison County who is approved by his/her Department Head to use the Purchasing Card to execute transactions on behalf of Madison County. This person approves their monthly purchases and provides receipts for all transactions.

Card Issuer – Bank of Montreal, whose role includes issuing Master Card Purchasing Cards to Organization employees, providing electronic transaction authorizations, and billing the Organization for all purchases made on the cards.

Organization –Madison County arranges with Bank of Montreal to have Purchasing Cards issued to approved employees.

Department Head – County official who must 1) set internal controls for their department's usage of the Purchasing Card; 2) approve issuing the employee a Purchasing Card; 3) approves all department monthly invoice purchases; 4) submit application to the Card Program Administrator. Department Head's approval delegates transaction authority to the Cardholder.

Vendor – The merchant or seller from whom a cardholder is making a purchase.

2. **GLOSSARY**

Cardholder – A full and part- time, permanent employees of Madison County who is approved by his/her Department Head to use the Purchasing Card to execute transactions on behalf of Madison County.

Goods – Commodities, materials, supplies, and equipment.

Meeting – A gathering of two or more people that has been convened for the purpose of achieving a common goal through verbal interaction, such as sharing information or reaching agreement.

Personal Purchases – Purchases of goods or services intended for non-work-related use of expenditure other than official Madison County business.

Purchase Order –A purchase order serves as the legal and binding contract between both parties.

Requisition – An internal document that a department, division, or office sends to the Purchasing Office containing details of services or materials to meet its needs, replenish stocks or obtain materials for specific jobs or contracts.

Training – The process of learning the skills that you need for particular County job or activity related to the job.

3. **ROLES AND RESPONSIBILITIES**

County employees play key roles in support of the Purchasing Card Program. A summary of each role and its responsibilities follows.

3-A. **CARDHOLDER**

The Department Card or Cardholder must use the Purchasing Card for legitimate Madison County business. The Purchasing Card may be used for regular purchases such as office, maintenance and supplies, advertising, travel, hotel reservations, conference/seminar registration fees, and fuels.

Each Purchasing Card has the Cardholder's name embossed on it along with Madison County. Use of the Purchasing Card by a Cardholder for a personal purchase and/or for a purchase that the Cardholder had no authority to make is strictly forbidden.

Unauthorized use of the Purchasing Card for personal purchases or use of the Purchasing Card by a person other than cardholder except designated staff may result in disciplinary action, up to and including termination and criminal prosecution. Supervisors or other approving officials who knowingly, or through willful neglect, approve or allow personal or fraudulent purchases or misuse of the Purchasing Card are subject to the same disciplinary actions as Cardholders.

Responsibilities as a Cardholder:

- Must sign the Cardholder Agreement Form confirming that he/she will abide by all the policies and procedures regarding the card usage prior to receiving a Purchasing Card.
- Ensure the Purchasing Card is used for legitimate Madison County business.
- Ensure all purchases are allowable purchases and adhere to all Madison County purchasing policies and procedures.
- Maintain knowledge and ensure compliant use of the Purchasing Card according to Madison County policies, purchasing guidelines, and the Purchasing Card Program Procedures.
- Maintain the Purchasing Card, account number, expiration date and the security code in a secure location at all times.
- Adhere to purchase limits and restrictions of the Purchasing Card and ensure the total charge, including shipping and handling and any other applicable fees for any single transaction. **NO LATE FEES MAY BE PAID ON INVOICE.**
- Provide clarity to an item description or business purpose that is not self – explanatory.
- Obtain all sales slips, register receipts, and provide same to the Finance Department for reconciliation with in 3 days of the purchase. Each receipt must be legible, itemized, and contain the vendor's name and location, date of purchase, item quantity and unit price, billing name, shipping address, invoice/order numbers and total amount of purchase. This applies for both payments and credits. A receipt which only states "miscellaneous" or "merchandise" or only includes a vendor's store or item number is not acceptable.
- **DO NOT** accept cash in lieu of a credit to the Purchasing Card Account
- Ensure all items ordered using a Purchasing card, that are being shipped, are delivered to a valid Madison County Government address. No items should ever be shipped to the cardholder's home address.
- Resolve disputes or billing errors directly with the vendor.

- Immediately report a lost or stolen card to Bank of Montreal (24 hours a day, 365 days a year) and immediately notify Finance Department of a lost or stolen Purchasing Card at the first opportunity during normal business hours.
- Report erroneous and emergency transactions to the Finance Department during normal business hours.
- Return the Purchasing Card to Finance Department upon terminating employment with Madison County or transferring departments within Madison County. The Purchasing Card may also be presented to Department Head during their exit interview.

3-B DEPARTMENT HEAD

- Provides fiscal oversight and management of business operations within his or her department and establishes internal controls for their department's use of the Purchasing Card.
- Designates a department liaison and an employee to act in the liaison's absence for their department to communicate with the Finance Department.
- Selects department employees for participation in the Madison County Purchasing Card Program, based upon business need and the ability to fulfill program requirements.
- Accounts for the use of Purchasing Cards in his or her department, taking appropriate action with departmental staff when required.

3-C PROGRAM ADMINISTRATOR

- Provides program management and oversight
- Ensures program compliance with County policy
- Monitors Cardholder's accounts and reports suspected misuse and associated documentation verifying purchases are for legitimate Madison County business use.
- Handles all contact with Bank of Montreal for Purchasing Card set up, maintenance and closure (except for reporting lost or stolen cards outside normal business hours).

3-D FINANCE DEPARTMENT

- Processes upload of departmental charges to departmental accounts for charging individual departments
- Reconciles monthly billing statement
- Verify and notify Treasurer of payment for the month

4. GENERAL INFORMATION

The Purchasing Card is a corporate credit card, issued to Madison County through Bank of Montreal. The card is to be used for Madison County business transactions only. Personal use of the Purchasing Card by an employee is strictly prohibited.

4-A CORPORATE LIABILITY

Madison County Purchasing Card is a credit card with corporate liability. Corporate liability is defined as follows:

- Madison County is liable for all charges made by County employees.
- Madison County is not liable for charges made by terminated employee once notice of termination is provided to Bank of Montreal.
- Madison County is not liable for charges made with a Purchasing Card resulting from card theft or other fraudulent use by third parties not employed by the County.

4-B CARDHOLDER LIABILITY

The Purchasing Card is a corporate charge card and will not affect the cardholder's personal credit. It is the cardholder's responsibility to ensure that the card is used within the stated guidelines of the Manual. Failure to comply with the program guidelines may result in permanent revocation of the card, notification of the situation to management, and disciplinary action in accordance with County policies and procedures relating to disciplinary action. Employees who are found to have inappropriately used their Purchasing Card will be required to reimburse Madison County of all costs associated with such improper use.

4-C CARDHOLDER ELIGIBILITY

Eligibility of the Purchasing Card program is limited to full and part-time, permanent Madison County employees. A credit card may be denied or refused at the discretion of the Administrator, if the employee has committed a past Purchasing policy violation.

The criteria to receive a Purchasing Card as follows:

- Applicant must be a full-time, permanent employee of Madison County.
- Applicant's request for a Purchasing Card must be approved by their Department head
- Applicant must receive the Madison County Purchasing Card Program Policy and Procedures Manual.
- Each individual Cardholder must sign a Cardholder Agreement and it must be presented to the Program Administrator before the card will be turned over to the employee.

4-D CARD SETUP

Department Head sends a request for a new card to Card Program Administrator using the Cardholder Action Form (See attachment 2). This request should identify the cardholder's name as it appears on his/her Driver's License, and date. The Department head delegates transaction authority to the Cardholder.

The Card Program Administrator will process the request to Bank of Montreal.

Upon receipt of the Purchasing Card from Bank of Montreal, the Card Program Administrator will request the submission of the signed Employee Cardholder Agreement, signifying agreement with the terms of the Purchasing Card program, prior to the card being released to the cardholder.

4-E CARD TERMINATION

The Card Program Administrator is required to close an account if a Cardholder: (a) transfers to a different department, (b) moves to a new job in which a Purchasing Card is

not required, (c) terminates employment, or (d) for any of the following reasons which will also subject Cardholder to disciplinary action in accordance with County Policies and Procedures relating to disciplinary action and termination for cause:

- The Purchasing Card is used for personal or unauthorized purposes. Continued or frequent misuse of the card for personal reasons can establish cause for permanent revocation of card privileges. In addition, disciplinary action, including termination of employment, as well as criminal charges may be filed against the cardholder.
- The Purchasing Card is used to purchase alcohol beverages, tobacco products, or any substance, material or services which violates policy, law or regulation pertaining to Madison County.
- The Cardholder fails to provide Finance Department with required receipts.
- The Cardholder fails to provide, when requested, information about any specific purchase.
- The Cardholder does not adhere to all of the Purchasing Card policies and procedures.

A request for closing a Cardholder account will be processed by the Card Program Administrator. The Department head will return the card to the Finance Department for disposal unless otherwise directed by the Cardholder Program Administrator.

4-F CARD MAINTENANCE

The Department Head will forward all maintenance requests to the Cardholder Program Administrator. These requests include name change, increase/decrease in spending limits. A Cardholder Action Form must be submitted to the Cardholder Program Administrator for all permanent changes.

5. CARD SECURITY

Every cardholder assumes personal responsibility for the protection and proper use of the Purchasing Card.

5-A CARD STORAGE

Each Purchasing Card is assigned specifically to a Cardholder, and as such becomes the Cardholder's personal responsibility. Cardholders should always treat their Purchasing Card with at least the same level of care as one does with their own personal credit card. The card should be maintained in a secure location and the card account number carefully guarded. The account number should not be posted, photocopied, or left in a conspicuous place. The card may not be loaned to another person for any reason.

5-B CARD USAGE

It is the responsibility of the Cardholder to certify all purchases have a valid business purpose and goods and services purchased support operations of Madison County. Purchases charged against Madison County funds that are NOT in accordance with policy are the responsibility of the Cardholder.

5-C CARDHOLDER EMPLOYMENT CHANGE

If the cardholder ends his or her employment with Madison County, transfers to a new department, or no longer uses the Purchasing Card in the performance of daily job duties, the Department head must collect the Purchasing Card and notify the Cardholder Program Administrator within 24 hours of termination or transfer via phone or e-mail of the termination or transfer.

The Cardholder Program Administrator will close the account immediately upon receipt of notification.

All Purchasing Cards are to be returned to the Cardholder Program Administrator for disposal unless otherwise instructed.

Upon transfer to a new department within Madison County. The Department Head will complete the Cardholder Action Form and forward request to the Card Program Administrator.

Regardless of the type of employment change, the Purchasing Card remains property Madison County and must be surrendered immediately upon request from an authorized person.

5-D CARD INACTIVITY

In the event a card is inactive for one year, the card will be reviewed for possible cancellation by the Cardholder Program Administrator.

5-E LOST, MISPLACED OR STOLEN PURCHASING CARD

Cardholders are to report any lost or stolen Purchasing Card immediately to the Bank of Montreal. Bank of Montreal representatives are available to assist 24 hours a day. Cardholder must notify his or her department head about the lost or stolen card at the first opportunity during normal business hours. The Department Head must notify the Cardholder Program Administrator immediately upon knowledge if the card is reported lost/stolen.

It is extremely important for the Cardholder to act promptly in the event of a lost or stolen card, to avoid company liability for fraudulent transactions.

The Purchasing Card will no longer be able to be used after notifying the bank of a lost or stolen card. Bank of Montreal will automatically reissue a new card, and the Cardholder Program Administrator will notify the cardholder as soon as the new card is received. A card subsequently found after being reported lost should be sent to the Cardholder Program Administrator.

6. PURCHASING CARD GUIDELINES

The Cardholder assumes the responsibility for proper use of the Purchasing Card. Purchasing Card purchasing does not change or alter current purchasing policies and departmental approval process. The Purchasing Card serves only as an optional method of payment.

6-A SPENDING CONTROLS

Each card has individually established limits on the amount that can be spent per cycle. Spending limits are established by the Cardholder's Department Head and Program Administrator. If a monthly transaction limit increase is needed after spending limits have been established, the Department Head must submit a Cardholder Action Form to the Cardholder Program Administrator.

6-B TEMPORARY REMOVAL OF CARD RESTRICTIONS

All Purchasing Cards issued by Madison County shall contain standard industry restrictions set forth by the Madison County Purchasing Policy and Procedure Manual. If not followed, the cardholder can be temporary removed from the program. If there are three declines the card will be placed on hold till Cardholder Program Administrator can release the card.

6-C ALLOWABLE PURCHASES

Purchasing cards may be utilized to make payments for purchases, reoccurring payments, travel, every day purchases and necessary expenses. Purchase Cards are governed by the Updated Madison County Resolution 18-93 adopted on May 8, 2018 and all county, state, federal laws and regulations.

The use of the purchasing cards is highly encouraged as long as there are not fees or increase to our cost.

At minimum, a requisition for a purchase must be created prior to the purchase, except in an emergency.

Creating a requisition for Purchase Cards Program:

- In the general description line "P-card" should be indicated, as instructed in the Madison County Purchasing Policy.
- Line#1: If a single item is purchased, please follow instructions located in the Purchasing Policy. If multiple items, quantity line is "1", detail description should state, "Please see lines below for order details", unit price must be complete cost, continue with instructions from the above section.
- Line #2: quantity/amount of items being purchased, description: as per above in this section, cost of each item, unit price must be \$0.00. Each subsequent line should follow this format.

PRIOR TO ANY FOOD PURCHASE for the public or employee training/meeting approval from the County Administrator must be granted, and attached to the requisition and purchasing card ticket entry. When a department will be hosting a training session for County employees and/or outside their own department and/or general public, a cardholder's card may be used to cover the cost of food for the attendees. **However, a copy of the class/training announcement and attendees' sign-in sheet must be attached to the receipt for auditing purpose and substantiation of expenses.**

All travel transactions must have an approved Travel/ Training Authorization along with itinerary attached for auditing purposes and substantiation of expenses.

6-D NON-ALLOWABLE PURCHASES

The following types of purchases are prohibited on the Purchasing Card. **No exception will be granted unless obtained in writing as set forth in this policy.** The list is not all-inclusive of prohibited purchase.

- The purchase of alcoholic beverages, tobacco products, or any substance, material, or service which violates policy, law, or regulation pertaining to the Madison County are strictly prohibited and are not allowed on the Purchasing Cards.
- Personal purchases of any kind are prohibited.
- Cash advances in any form, including use of the Purchase Card at the ATM for cash advancement.
- Gift cards, stored value cards, calling cards, pre-paid cards or similar products are not allowed to be purchased using the Purchase Card, unless permission is granted in writing by the Purchasing Card Administrator or County Administrator.
- Flowers are not allowed on the Purchasing Cards by the Departments. **The only departments authorized to used their Purchase Cards for the flower arrangements are Madison County Chairman, County Administrator and Facilities for the flower containers.**

6- E ERRONEOUS DECLINES

There may be certain situations when a vendor receives a decline message when process a Purchase Card transaction. If the reason for the decline is unknown, Contact the Purchase Card Administrator.

6-F EMERGENCY TRANSACTIONS

Purchases made in response to an emergency must have requisitions in place as soon after the emergency as occurs.

6-G CREDITS

Under no circumstances should the cardholder accept cash in lieu of a credit to the Purchase Card account. The vendor should issue a credit to the card account for any item they have agreed to accept for return. This credit will appear on a subsequent statement.

6-H UNRESOLVED DISPUTES AND BILLING ERRORS

The cardholder or Department Head should always attempt to resolve any disputes or billing errors directly with the vendor. In most cases, the vendor will issue a credit to the card account. If an agreement cannot be reached with vendor, the cardholder of Department Head should complete and sign the Bank of Montreal Form (attachment 1) and return to Finance Department.

Nearly all issues can be resolved using this process. If cardholder is unable to obtain an acceptable resolution, the cardholder must contact the Purchase Card Administrator. The

total amount billed by Bank of Montreal will be charged to the department and the credit will be posted to the account once the credit appears on the Bank of Montreal billing statement.

6-I SALES TAX

County purchases are exempt from New York State Sales and Use Taxes, as well as NYS lodging taxes. The cardholder is responsible for providing the vendor with the County's tax-exempt letter and when appropriate, the ST-129 (only applicable for County related hotel stays).

IF THE RECEIPT SHOWS SALES TAX, the **cardholder must reconcile** the purchase. The cardholder will contact the vendor to refund the tax or a new invoice to show the tax is removed.

7. COMPLIANCE VIOLATIONS

All transactions made with Madison County Purchasing Cards are subject to an audit and, as such, must have appropriate business justification and be accompanied by required supporting documentation. Cardholders in violation of compliance may have card privileges suspended or permanently revoked.

7-A FRAUD, MISUSE, AND ABUSE

The cardholder must use the Purchasing Card for legitimate Madison County business. Cardholders who misuse or abuse a purchasing card will be subjected to disciplinary action in accordance with Madison County Policies and Procedures relating to disciplinary action and termination for cause. Misuse/Abuse of the purchasing card may constitute fraud and criminal charges may be instituted against the cardholder.

Fraud: Fraud involves unauthorized use of the card by the cardholder, someone other than the individual whose name is on the card, or individuals outside the organization. This can be stolen or counterfeit cards, or identity theft. It could also involve non-employees or former employees working in collusion with current employees of Madison County.

Merchant Fraud: This is another unauthorized activity and involves charges for goods or services not provided by a merchant/vendor.

Misuse/Abuse: Misuse or abuse involves unauthorized activity or purchasing by the employee to whom the card is issued.

Misuse covers a wide range of violations, some more severe than others. Misuse can include poor asset management resulting from buying a larger quantity than necessary, purchasing materials or goods of a higher quality than the organization would deem appropriate, or buying from unauthorized supplies.

Abuse is intentional or unintentional violation of Purchasing Card Policy and Procedures for personal gain. **Using the purchasing card for personal gain would represent a serious abuse of the card and could result in termination of employment and criminal charges being filed against cardholder.**

7-B UNINTENTIONAL PERSONAL CHARGE

If the Purchasing Card was used in error for a personal charge, the cardholder must immediately notify the Finance Department and provide an original receipt.

The cardholder will be required to reimburse the amount of the charge back to the Madison County immediately.

7-C MISSING RECEIPT

The cardholder should make a reasonable effort to get a duplicate receipt from the vendor. If that is not possible, the Missing Receipt (Attachment) should be used. This form will only be allowed as a rare circumstance. It must be filled out COMPLETELY and signed by cardholder and their Department Head. Use of this form more than three times during three-year period may result in suspension of card privileges for a period of time determined the Purchasing Card Administrator. Cardholders may be required to reimburse the County if the circumstance are questionable. A copy of the Missing Receipts Form must be given to the Finance Department.

7-D GENERAL CARDHOLDER INFRACTION

The Cardholder Program Administrator is required to adhere to and enforce Madison County Policy. A violation of any of the below infractions may result his/her cardholder suspension of Purchasing Card privileges.

- The Purchasing Card is used for personal or unauthorized purchases.
- The Purchasing Card is used to purchase alcoholic beverages or any substance, material or services which violates policy, law or regulation pertaining to the County.
- The cardholder fails to submit complete receipt documentation and/or business justifications.
- The cardholder fails to report loss or theft of card in a timely manner.
- The cardholder does not adhere to any of the Purchasing Card policy and procedures.
- Other infractions warranting disciplinary actions, as deemed appropriate by the Purchasing Administrator.

7-E CRIMINAL ACTIVITY

Any cardholder who intentionally makes a personal purchase on their Madison County Purchasing Card has committed theft of County property. Appropriate disciplinary actions could include but may not be limited to immediate card revocation without eligibility for future use, and possible termination of employment. The County reserves the right to pursue criminal charges against any cardholder suspected of unlawful activity.

8. PURCHASING CARD PROGRAM CONTACT

Purchasing Card Administrator
Lou Anne Randall
Louanne.randall@madisoncounty.ny.gov
315-366-2474

Assistant Purchasing Card Administrator
Keith Lummis
Keith.lummis@madisoncounty.ny.gov
315-366-2355

Accountant
Beverly Bradford
Beverly.bradford@madisoncounty.ny.gov
315-366-2356

9. BANK OF MONTREAL

To contact BMO, call the number on the back of your card. The number is 1-855-825-9234.
Any time BMO is contacted, you should contact your Cardholder program Administrator.

MADISON COUNTY PURCHASING CARD PROGRAM POLICY AND PROCEDURES

Credit Card Statement of Disputed Item

Instructions: Your Department should first make good-faith efforts to settle any claim or dispute of purchase directly with the merchant. If any assistance from Bank of Montreal is required, please complete this form and return to Cardholder Program Administrator.

Gov't/Agency Name: _____

Account Number: _____

Cardholder Name: _____

This charge appeared on my statement:

Billing close Date: _____

Transaction Date: _____

Reference Number: _____

Merchant Name: _____

Posted Amount: _____

Disputed Amount: _____

Please Check only ONE of the following

___ Unauthorized Transaction

I did not authorize, nor did I authorize anyone else to engage in this transaction. No goods or services represented by the above charge were received by me or anyone I authorized. The card was in my possession at the time of the transaction.

___ Charge Amount Does Not Agree with Order Authorizing the Charge

The Amount entered on the sales slip was changed from \$_____ to \$_____.

I have a copy of the unaltered sales slip.

___ Merchandise or Services Not Received

I have not received the merchandise or services represented by the above transaction. The expected date of delivery or service was _____. (On your business letterhead, please describe your attempt to resolve this matter with the merchant, the dates(s) you contacted them and their responses.)

___ Disputed Transaction

I did engage in the above transaction, which I am now disputing. I have contacted the merchant, but I have been unable to return the merchandise and/or I have been unsuccessful in reaching an acceptable resolution with them. (On your business letterhead, please describe your attempts to resolve this matter with merchant, the dates(s) you contacted them and their responses.)

MADISON COUNTY PURCHASING CARD PROGRAM POLICY AND PROCEDURES

Cardholder Action Form

The cardholder is responsible for disputing and rectifying all charges.

This form shall be forwarded to the Finance Department if there are disputes on the statements.

Defective or Wrong Merchandise

I returned the merchandise on (date) _____ because it was: (please choose one):
_____ defective _____ wrong size _____ wrong color _____ wrong quantity

Recurring Charges After Cancellation

On _____ (date), I notified the above merchant to cancel our monthly/yearly agreement. Since then, my account has been charged _____ time(s). (Please enclose a copy of the merchant's response to confirmation of your confirmation of your cancellation.)

Items Charges Already Paid by Other Means

I already paid for the goods and/or services represented by the above charge by means other than my card. (We must have a copy of the front and back for the cancelled check, money order, cash receipt or other documentation as proof of purchase/payment.

Credit Appears as a Charge

The enclosed Credit charge appeared on my card account

Credit from Merchant Not Received

I did not receive the credit for the enclosed invoice within 30 days from the date it was issued to me by the merchant shown above.

Hotel Reservation Canceled

I did make a reservation with the above hotel which I then canceled on _____ (date) at _____ (time). At that time, I asked for a cancellation number which is _____.

Please check one if it applies:

_____ I was not given a cancellation number

_____ I was not told at the time that I made the reservation my account would be charged for "NO SHOW"

MADISON COUNTY PURCHASING CARD PROGRAM POLICY AND PROCEDURES

CARDHOLDER ACTION FORM

TYPE OF REQUEST ____NEW ____CHANGE____CLOSE CARD ACCOUNT

Department: _____

Name as it appears on Driver's License: _____

Credit Limit: _____

If change request:

____Name Change- New Name: _____

____Change Department _____

Credit Limit Change:

____Increase limit to \$_____

____Decrease limit to \$_____

Comments: _____

Authorization: _____

Department Head

Date

Madison County Purchasing Card Program Cardholder Agreement

I, _____, agree to the following terms (hereinafter “Agreement”) regarding my use of the Madison County Purchasing Card:

1. I understand that I am being entrusted with access to the Madison County Purchasing Card Program to make financial commitments on behalf of the Madison County.
2. I understand that under no circumstances will I use the Purchasing Card to make personal purchases either for myself or for others. Willful intent to use the Card for personal use may result in disciplinary actions including termination of employment and possible prosecution for fraudulent use of the card.
3. I will follow the established procedures for using Card. Failure to do so may result in revocation of my use privileges or other disciplinary actions by Madison County.
4. I have been given a copy and have read and understand the Madison County Purchasing Program Manual.
5. I agree that should my Card privileges be terminated or if I am transferred to another job or position within County, I will return the Card that I have been issued in connection with Madison County Purchasing Card Program to the Purchasing Card Administrator within five (5) calendar days of the termination of my privileges or my transfer.
6. I agree that if I violate the terms of this Agreement and use of Madison County Card for personal use or gain, that I will reimburse Madison County for all incurred charges and any fees (including attorney’s fees and expenses) related to the collection of these charges, and will be subject to any other disciplinary actions the County may take, *up to including termination and/or criminal prosecution.*
7. I understand and agree to process all transactions with (3) working days of receipt by approving for payment and forwarding to Finance Department.
- 8.

Employee Name (Print)

Employee Signature

Date

Purchasing Card Administrator

Signature

Date

MADISON COUNTY PURCHASING CARD PROGRAM MISSING RECEIPT

FOR INTERNAL USE ONLY.

**THIS FORM WILL ONLY BE ALLOWED AS A RARE CIRCUMSTANCE
MUST BE NOTARIZED**

This form is to be used as documentation only if the actual receipt or invoice is unavailable and you have made a good faith effort to obtain a duplicate receipt from the vendor. It must be filled out COMPLETELY and signed by the Cardholder and their Department Head. **Cardholders may be required to reimburse the County if the circumstances are questionable**.

Department: _____

Cardholder's Name (Printed): _____

Why is the original receipt or invoice missing? (Explain in detail): _____

Explain what effort was made to get a duplicate receipt (or web printout): _____

Vendor Name: _____

Vendor Address: _____

Date of Purchase: _____

Total Order Cost: _____

<u>Item Description</u>	<u>Business Purpose</u>	<u>Item Cost</u>

I certify that the amount shown I actually paid; that I have not and will not submit a duplicate claim; and that I have not and will not seek a claim for these expenses from any other source.

Employee (Printed)

Signature

Date

Department Head (Printed)

Signature

Date

State of _____) SS: County of _____)

Before me, the undersigned notary public, this day, personally, appeared to me known, who being duly sworn according to law, deposes the following:

_____ (Signature of Affiant)

Subscribed and sworn to me before this _____ day of _____ 20____

Notary Public

My commission expires: _____

**ESTABLISHING THE STANDARD WORK DAY AND REPORTING DAYS FOR
CERTAIN COUNTY OFFICIALS**

WHEREAS, The Office of the State Comptroller New York State and Local Employees' Retirement System requires that a Standard Work Day and Reporting Resolution be established for retirement credit reporting purposes for elected and appointed officials;

NOW, THEREFORE, BE IT RESOLVED, that Madison County hereby establishes the following as standard work days for elected and appointed officials and will report the following days worked to the New York State and Local Employees' Retirement System based on the record of activities maintained and submitted by these officials to the Clerk to the Board:

TITLE	NAME	STANDARD WORK DAY (Hrs/Day)	TERM BEGINS/ ENDS	RECORD OF ACTIVITIES RESULTS
Elected Officials				
Supervisor (Cazenovia)	William Zupan	6.0	1/1/20-12/31/23	6.85
Supervisor (Fenner)	David Jones	6.0	1/1/22-12/31/23	6.08
Supervisor (Georgetown)	Paul Walrod	6.0	1/1/22-12/31/23	7.82
Supervisor (Hamilton)	Eve Ann Shwartz	6.0	1/1/22-12/31/25	3.71
Supervisor (Lenox)	Joseph John Pinard	6.0	1/1/22-12/31/25	1.06
Supervisor (Lincoln)	Melissa During	6.0	1/1/22-12/31/23	2.75
Supervisor (Smithfield)	Thomas J. Stokes	6.0	1/1/22-12/31/23	2.24
Supervisor (Oneida – Wards 1-2-3)	Matthew Roberts	6.0	1/1/22-12/31/23	2.50
Supervisor (Oneida – Wards 1-2-3)	Mary Cavanagh	6.0	1/1/22-12/31/23	4.14
Supervisor (Oneida – Wards 4-5-6)	Joseph Magliocca	6.0	1/1/22-12/31/23	10.27
Supervisor (Oneida – Wards 4-5-6)	Brandee DuBois	6.0	1/1/22-12/31/23	3.75
Appointed Officials				
County Attorney	Tina Wayland-Smith	6.0	1/1/22-12/31/23	23.07
2 nd Asst. County Attorney	Melissa Martel Felton	6.0	1/1/22-12/31/23	17.26

Dated: July 12, 2022

Mary B. Cavanagh, Chairwoman

Mary B. Cavanagh, Chairwoman
Government Operations Committee

RESOLUTION NO. 22-_____

**ESTABLISHING THE 2022 SALARY OF
THE ADMINISTRATIVE ASSISTANT TO THE DISTRICT ATTORNEY**

WHEREAS, the Administrative Assistant to the District Attorney position was recently vacated; and

WHEREAS, the title of Administrative Assistant to the District Attorney salary is \$38,554, hire rate in the Management Compensation Salary Plan; and

WHEREAS, the District Attorney has requested that a salary of \$41,123, step 2 in the Management Compensation Salary Plan be established the date of the appointment; and

WHEREAS, the Government Operations Committee recommends a 2022 salary of \$41,123 be established;

NOW, THEREFORE BE IT RESOLVED that the 2022 salary of \$41,123 be and hereby is established.

Dated: July 12, 2022

Mary B. Cavanagh, Chairwoman

Mary B. Cavanagh, Chairwoman
Government Operations Committee

RESOLUTION NO. 22-_____

**ESTABLISHING THE 2022 SALARY FOR
THE ASSISTANT DISTRICT ATTORNEY– FRAUD PREVENTION**

WHEREAS, the Assistant District Attorney-Fraud Prevention position was recently vacated due to retirement; and

WHEREAS, an appointment to the title of Assistant District Attorney-Fraud Prevention occurred on June 20, 2022 at a salary of \$76,631, hire rate in the Management Compensation Salary Plan; and

WHEREAS, the District Attorney has requested that a salary of \$82,957, step 3 in the Management Compensation Salary Plan be established retroactive to date of appointment; and

WHEREAS, the Government Operations Committee recommends a 2022 salary of \$82,957 be established;

NOW, THEREFORE BE IT RESOLVED that the 2022 salary of \$82,957 be and hereby is established retroactive to June 20, 2022.

Dated: July 12, 2022

Mary B. Cavanagh, Chairman

Mary B. Cavanagh, Chairwoman
Government Operations Committee

RESOLUTION NO. 22-_____

AUTHORIZING THE MODIFICATION OF THE 2022 ADOPTED COUNTY BUDGET

WHEREAS, the American Rescue Plan Act of 2021 provided \$350 billion in emergency funding for eligible state, local, territorial and tribal governments; and

WHEREAS, Madison County's total allocation amounted to \$13,779,458; and

WHEREAS, Madison County received \$6,889,729, representing the first half of its total allocation, in May 2021; and

WHEREAS, Madison County received \$6,889,729, representing the second half of its total allocation, in June 2022; and

WHEREAS, the funds must be used in accordance with expenditure guidelines set forth by the United States Treasury; and

WHEREAS, following review of the guidelines and potential uses of the funds, it has been decided to allocate most of the remaining funds for spending.

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

General Fund

9999 Non Departmental Revenue

Revenue

	<u>From</u>	<u>To</u>
A999995 440895 Fed Aid Coronavirus Fiscal Recovery Funds	<u>\$4,383,197</u>	<u>\$8,978,167</u>
Control Total		<u>\$4,594,970</u>

1411 County Clerk (ARPA)

Expense

A141110 540857 Mobile DMV Unit	\$-0-	\$75,000
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1481 Public Information (ARPA)

Expense

A148110 511000 Personal Services Full Time	\$28,494	\$73,694
A148110 581100 Retirement Expense	3,265	7,695
A148110 582100 Social Security & Medicare Expense	2,188	5,648
A148110 583100 Workers Compensation Expense	23	93
A148110 585100 Disability Expense	59	139
A148110 586100 Employee Health Insurance Expense	13,385	20,145

1631 County Buildings (ARPA)

Expense

A163110 540238 Rest Room Renovations-2 nd Floor COB	\$-0-	\$255,000
A163110 540352 Morrisville Highway Garage Site Expense	250,000	1,550,000
A163110 540448 Heat Pumps	-0-	40,000
A163110 548700 Health & Human Services Parking Lot	-0-	178,627

1681 Information Technology (ARPA)

Expense

A168110 540414 Switches	\$136,155	\$336,155
A168110 540417 Document Management Software	-0-	120,000
A168110 540418 Exchange Online	-0-	70,000

A168110 540419 Public Health Conference Room Upgrade	-0-	50,000
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3023 Communications E911 (ARPA)

Expense

A302330 541943 Recorder Upgrade for 911	\$-0-	\$60,000
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3411 Office of Emergency Management (ARPA)

Expense

A341130 529064 Material Handling Equipment	\$-0-	\$40,000
A341130 540225 Paving EMTC Parking Lot	-0-	80,000
A341130 540251 Concrete Pad for Vehicle-Fire Training/EMTC	-0-	65,000

4018 Public Health (ARPA)

Expense

A401840 540151 Health Festival	\$-0-	\$25,000
A401840 540152 Survey/Data Collection	-0-	58,000
A401840 540153 Public Health App	-0-	20,000
A401840 540154 Wastewater Testing for Opiates and Cannabis	-0-	15,000

4989 County EMS Program (ARPA)

Expense

A498940 513000 Personal Services Part Time	\$164,736	\$394,736
A498940 524015 Equipment Expense	12,729	62,729
A498940 540122 Equipment Expense	3,065	8,065
A498940 540386 Technology Expense	10,000	12,500
A498940 541030 Training & Staff Development	7,255	14,755
A498940 545090 Medical Supplies	4,319	10,819
A498940 549300 Central Garage	10,000	27,500
A498940 581100 State Retirement Expense	17,061	39,475
A498940 582100 Social Security & Medicare Expense	12,603	30,198
A498940 583100 Workers Compensation Expense	226	15,870
A498940 585100 Disability Expense	990	1,337

6326 Madison Local Eats Program (ARPA)

Expense

A632660 547265 Madison Local Eats	\$127,095	\$-0-
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6327 Buy Local Program (ARPA)

Expense

A632760 547263 Support for Agriculture Economic Development	\$-0-	\$250,000
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6421 Promotion of Tourism (ARPA)

Expense

A642160 542905 Historical Tourism	\$-0-	\$15,000
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9903 Contribution to Other Funds (ARPA)

Expense

A990399 594051 Transfer to County Road Fund	\$-0-	\$370,000
A990399 594101 Transfer to Road Machinery Fund	-0-	925,438
A990399 594220 Transfer to Enterprise Landfill Fund	-0-	<u>75,000</u>

Totals	<u>\$803,648</u>	<u>\$5,398,618</u>
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Control Total		<u>\$4,594,970</u>
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County Road Fund
5114 County Highway (ARPA)

Revenue

D511450 450326 Transfer from General Fund	\$-0-	<u>\$370,000</u>
Control Total		<u>\$370,000</u>

Expense

D511450 529111 GPS Unit for Survey Total Station	\$-0-	\$14,000
D511450 529113 Hand Liner for Striping Crew	-0-	13,000
D511450 529114 Retroreflectometer	-0-	23,000
D511450 546002 Guide Rail Box Beam	<u>-0-</u>	<u>320,000</u>
Control Total		<u>\$370,000</u>

Road Machinery Fund
5134 Road Machinery Projects (ARPA)

Revenue

DM513450 450326 Transfer from General Fund	\$-0-	<u>\$925,438</u>
Control Total		<u>\$925,438</u>

Expense

DM513450 529061 Roof	\$-0-	\$500,000
DM513450 529094 Dirt Roller	-0-	130,000
DM513450 529112 Stump Grinder	-0-	45,000
DM513450 548700 Parking Lot	<u>-0-</u>	<u>250,438</u>
Totals	\$-0-	<u>\$925,438</u>
Control Total		<u>\$925,438</u>

Enterprise Environmental Landfill Fund
8172 Environmental Control (ARPA)

Revenue

EE817280 450326 Transfer from General Fund	\$-0-	<u>\$75,000</u>
Control Total		<u>\$75,000</u>

Expense

EE817280 542318 Study	\$-0-	<u>\$75,000</u>
Control Total		<u>\$75,000</u>

Dated: July 12, 2022

Mary B. Cavanagh, Chairwoman

Mary B. Cavanagh, Chairwoman
Government Operations Committee

Matthew A. Roberts, Chairman

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

RESOLUTION NO. 22-_____

**REALLOCATING CERTAIN TITLES IN THE
EMERGENCY MANAGEMENT DEPARTMENT**

WHEREAS, the Director of Emergency Management requested that a market evaluation be conducted by the Personnel department in an effort to combat ongoing recruitment and retention struggles in the Emergency Management department; and

WHEREAS, a reallocation of certain Emergency Management department positions is warranted based on a salary comparison of relevant counties, private sector competition, scope of work and recruitment/retention concerns; and

WHEREAS, the Personnel Officer and Government Operations Committee have reviewed and recommend the reallocation of certain titles in Appendix B of the Agreement by and between Madison County and CSEA Local 1000 AFSCME,

NOW, THEREFORE BE IT RESOLVED that the following titles be and hereby are reallocated within Appendix B of the Agreement by and between Madison County and CSEA Local 1000 AFSCME as is outlined below:

<u>Title</u>	<u>Current Grade</u>	<u>New Grade</u>
Public Safety Communicator	F	H
Senior Public Safety Communicator	H	J
Supervising Public Safety Communicator	J	L

BE IT FURTHER RESOLVED that all impacted employees will move from their current grade to their new grade while maintaining their 2022 step number; and

BE IT FURTHER RESOLVED that this change will become effective on July 13, 2022 for all hours of work for employees currently encumbering a position identified above.

Dated: July 12, 2022

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:

General Fund

4308 Mental Health Clinic

Revenue

	<u>From</u>	<u>To</u>
A430840 444901 Fed Aid PY Upper Payment Limit	\$-0-	\$ <u>78,275</u>
Control Total		\$ <u>78,275</u>

Expense

A430840 541166 PY UPL Intergovernmental Transfer	\$-0-	\$ <u>78,275</u>
Control Total		\$ <u>78,275</u>

Dated: July 12, 2022

Alexander R. Stepanski, Chairman

Alexander R. Stepanski, Chairman
Health & Human Services Committee

Matthew A. Roberts, Chairman

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

RESOLUTION NO. 22- _____

AUTHORIZING THE MODIFICATION OF THE 2022 ADOPTED BUDGET

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

General Fund

6109 TANF

Expense

	<u>From</u>	<u>To</u>
A610960 541164 ESG-CV Rapid Housing	\$72,000	\$69,100
A610960 541172 Emergency Rental Assistance Program	60,000	57,331
A610960 541179 ESG-CV Prevention	<u>-0-</u>	<u>24,682</u>

Totals	<u>\$132,000</u>	<u>\$151,113</u>
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Control Total		<u>\$19,113</u>
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Revenue

A610960 446890 Fed Aid ESG-CV	\$90,000	\$111,782
A610960 446891 FA Emergency Rental Assistance Program	<u>60,000</u>	<u>57,331</u>

Totals	<u>\$150,000</u>	<u>\$169,113</u>
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Control Total		<u>\$19,113</u>
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Dated: July 12, 2022

Alexander R. Stepanski, Chairman

Alexander R. Stepanski, Chairman
Health & Human Services Committee

Matthew A. Roberts, Chairman

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

RESOLUTION NO. 22-_____

AUTHORIZING THE CHAIRMAN TO ENTER INTO AN AGREEMENT WITH CROUSE HEALTH HOSPITAL, INC. AND MODIFYING THE 2022 ADOPTED COUNTY BUDGET

WHEREAS, the Mental Health Department issued a RFP for Jail Substance Abuse Services;

WHEREAS, Crouse Health Hospital, Inc. has been selected as the award recipient;

WHEREAS, the program cost is fully funded by New York State Office of Alcoholism and Substance Abuse Services State Aid in an amount up to \$81,589 in 2022 and \$63,873 in 2023;

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

General Fund

Mental Health-Crouse Health Hospital

	<u>From</u>	<u>To</u>
<u>Expense</u>		
A432740 542797 Jail Chemical Dependency Svs	\$ 0	\$81,589
Control Total		
<u>Revenue</u>		
A432740 434904 SA OASAS MH Admin	\$ 0	\$81,589
Control Total		

BE IT FURTHER RESOLVED, that the Chairman of the Board be hereby authorized to execute an agreement, a copy of which is on file with the Clerk of this Board, for the period from June 15, 2022 through December 31, 2023 with Crouse Health Hospital, Inc.

Dated: July 12, 2022

Alexander R. Stepanski, Chairman

Alexander R. Stepanski, Chairman
Health and Human Services Committee

Matthew A. Roberts, Chairman

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

RESOLUTION NO. 22-_____

**AUTHORIZING THE MODIFICATION OF A CONTRACT WITH BIRNIE BUS SERVICE
FOR TRANSPORTATION SERVICES**

WHEREAS, Resolution 21-271 was approved on June 8, 2021 approving transportation routes from the Bid Ref. #2113 for transportation of handicapped children; and

WHEREAS, Madison County Department of Health is responsible to provide arrangements for the transportation of children with handicapping conditions to education facilities under the Early Intervention Program and Special Education Program for ages 0-5; and

WHEREAS, a modification to the current contract with Birnie Bus Service is necessary to temporarily provide transportation services to Spice Elmcrest preschool for the summer school session period of July 5, 2022 – August 12, 2022; and

WHEREAS, the county agrees to the pay compensation at the rate \$590.19 per day; and

WHEREAS, the Health & Human Services' Committee feels it's in the best interest of Madison County to modify the agreement, and

NOW, THEREFORE BE IT RESOLVED, that the Chairman of the Board of Supervisors be and is hereby authorized to modify the agreement with Birnie Bus Service effective July 5, 2022 as is on file with the Clerk of the Board.

Dated: July 12, 2022

Alexander R. Stepanski, Chairman

Alexander R. Stepanski, Chairman
Health and Human Services Committee

RESOLUTION NO.22-_____

RE-APPOINTING BOARD MEMBERS TO MADISON COUNTY BOARD OF HEALTH

WHEREAS, pursuant to Section 340 of the Public Health Law, the Madison County Board of Supervisors, January 1, 1994 established a Public Health District and appointed a Board of Health for said County Health District; and

WHEREAS, Dr. Jennifer Meyers is a Pediatrician that is interested in continuing as a Board of Health member; and

WHEREAS, Marla Velky-Reger is a Licensed Clinical Social Worker that is interested in continuing as a Board of Health Member; and

WHEREAS, upon review, both the Board of Health and the Health and Human Services Committee feel it appropriate to re-appoint Dr. Jennifer Meyers and Marla Velky-Reger to the Madison County Board of Health; and

NOW, THEREFORE BE IT RESOLVED that Dr. Jennifer Meyers and Marla Velky-Reger are re-appointed to the Board of Health effective January 1, 2022 through December 31, 2027.

Dated: July 12, 2022

Alexander R. Stepanski, Chairman

Alexander R. Stepanski, Chairperson
Health and Human Services Committee

RESOLUTION NO. 22-_____

**AUTHORIZING THE CHAIRMAN TO ENTER INTO AN AGREEMENT WITH CAZENOVIA
CENTRAL SCHOOL DISTRICT FOR A SATELLITE MENTAL HEALTH CLINIC**

WHEREAS, there is a need for additional mental health services to school aged children;
and

WHEREAS, the Cazenovia Central School District desires to establish a School Satellite
Mental Health Clinic with clinical mental health services provided by the County; and

WHEREAS, the District requires the services of the Clinic to address mental health needs
and both parties have agreed that the Clinic will establish school-based mental health clinic for the
District's students at certain Cazenovia Schools; and

WHEREAS, the County desires and has the capacity to provide clinical mental health
service to the District through its employment of Staff Social Workers as authorized by Resolution
No. 22-237; and

WHEREAS, Madison County Mental Health will generate revenue through insurance
billing/patient fees for these services; and

WHEREAS, the County and the District wish to enter into an agreement so as to set forth
and define the parties' understanding of the terms and conditions; 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
the Cazenovia Central School District, in the form as is on file with the Clerk of the Board.

Dated: July 12, 2022

Alexander R. Stepanski, Chairman

Alexander R. Stepanski, Chairman
Health and Human Services Committee

RESOLUTION NO. 22-_____

**AUTHORIZING THE CHAIRMAN TO ENTER AN AGREEMENT WITH THE NEW YORK STATE
DEPARTMENT OF HEALTH FOR STATE INDOOR RADON GRANT AND MODIFYING THE 2022
ADOPTED COUNTY BUDGET**

WHEREAS, the Madison County Department of Health works with residents regarding Radon in the home, and

WHEREAS, the New York State Department of Health has funds available through the Bureau of Environmental Radiation Protection to promote education and outreach on Radon, and

WHEREAS, the Madison County Health Department has the expertise to accomplish the necessary tasks, and

WHEREAS, grant funds are available with funding being provided as follows:

Awarding Agency:	Bureau of Environmental Radiation Protection
Pass-through Agency:	New York State Department of Health
Program Name:	State Indoor Radon Program
Grant Period :	July 1, 2022-June 30, 2027
Contract #:	T37368GG
Federal Funds:	100%
CFDA #	66.032
Grant Total:	\$5,000

WHEREAS, the Health and Human Services Committee feel that it is appropriate for the Department to provide this service to the community.

NOW, THEREFORE BE IT RESOLVED that the Chairman of the Board of Supervisors be and is hereby authorized to enter into an agreement with the New York State Department of Health as is on file with the Clerk of the Board of Supervisors; and

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

General Fund

4090 Public Health Environmental

Expense

	<u>From</u>	<u>To</u>
A409040 542791 Indoor Radon Program Grant Expense	\$-0-	\$5,000

Control Total		\$5,000
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Revenue

A409040 444019 Federal Aid Indoor Radon Program	\$-0-	\$5,000
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Control Total		\$5,000
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Dated: July 12, 2022

Alexander R. Stepanski, Chairman

Alexander R. Stepanski, Chairman
Health and Human Services Committee

Matthew A. Roberts, Chairman

Matthew A. Roberts, Chairman
Finance Ways & Means Committee

RESOLUTION NO. 22-_____

AUTHORIZING THE CHAIRMAN TO SIGN A TITLE VI PLAN FOR MADISON COUNTY

WHEREAS, Title VI of the Civil Rights Act of 1964 requires that no person shall be discriminated against on the grounds of race, color, national origin, or sex as provided by Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 (P.L. 100.259) nor be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity; and

WHEREAS, Madison County has had longstanding policies and procedures that are in conformance with Title VI of the Civil Rights Act of 1964; and

WHEREAS, some sources of Federal funding are now requiring the adoption of a formal Title VI plan at the County level; and

NOW, THEREFORE BE IT RESOLVED that the Chairman of the Board of Supervisors is authorized to act on behalf of the County of Madison to sign the completed Title VI Plan for Madison County; and

BE IT FURTHER RESOLVED that the County Board of Supervisors hereby appoints Scott Ingmire, Director of the Madison County Department of Planning and Workforce Development as the County's Title VI Coordinator; and

BE IT FURTHER RESOLVED that the Chairman of the Board of Supervisors is authorized to act on behalf of the County of Madison to sign related documents required to show Federal conformance with Title VI of the Civil Rights Act of 1964.

Dated: July 12, 2022

Cliff Moses, Chairman

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

SEQR NEGATIVE DECLARATION FOR THE MADISON COUNTY DELPHI FALLS COUNTY PARK PROJECT

WHEREAS, the Madison County Board Of Supervisors (hereinafter the "Board") proposes to develop public park improvements (parking, ADA access, trails, visitor/conference center, etc.) at Delphi Falls County Park in the Town of Cazenovia, Madison County, New York (hereinafter the "Project"); and

WHEREAS, pursuant to Article 8 of the Environmental Conservation Law, and the SEQR regulations adopted by the New York State Department of Environmental Conservation, being 6 NYCRR Part 617, as amended (the "Regulations"). The County desires to determine whether the Project may have a "significant effect on the environment" and therefore require the preparation of an environmental impact statement; and

WHEREAS, to aid the County in determining whether the Project may have a significant effect upon the environment, the County has reviewed a long environmental assessment form (the "Full EAF"), a copy of which is on file at the County Planning Department; and

WHEREAS, pursuant to the Regulations, the County has examined the Full EAF in order to make a determination as to the potential environmental significance of the Project; and

WHEREAS, the County has completed a coordinated review of the project pursuant to the 6NYCRR Part 617.6 Regulations; and

WHEREAS, the Project constitutes a "Type 1 Action" (as the quoted term is defined in the Regulations);

NOW, THEREFORE, BE IT RESOLVED:

1. Based upon an examination of the Full EAF, and based upon the County's knowledge and such further review, as it has deemed appropriate, the County finds with respect to the Project, no potentially significant impacts on the environment are noted in the Full EAF, and none are known to the County.
2. Based upon the foregoing investigation of the potential environmental impacts, the County makes the following findings and determinations with respect to the execution of the Project Agreement.
 - a) The Project constitutes a "Type 1 Action" (as the quoted term is defined in the Regulations);and
 - b) The Project will result in no significant adverse impact(s) to the environment. Therefore, the County will not require the preparation of an environmental impact statement; and
 - c) Because of the foregoing, the County states that a negative declaration has been prepared with respect to the Project (the negative declaration to be substantially to the effect of the attached draft negative declaration).
 - d) This resolution authorizes the Chairman of the Board of Supervisors to execute the signature page on Part III of the Full EAF.

Copies of the negative declaration will be published in the New York State Environmental Notice Bulletin (ENB), and supporting documentation shall be on file in the Planning Department that will be readily accessible to the public.

Dated: July 12, 2022

Cliff Moses, Chairman

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

RESOLUTION NO. 22-_____

**CALLING FOR A PUBLIC HEARING REGARDING THE IMPLEMENTATION OF A
COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION**

WHEREAS, Madison County wishes to have a public hearing on the implementation of Community Development Block Grant ("CDBG") Project # 686ED963-20, from the New York State Office of Community Renewal for STK Electronics, Inc, dba Pelco Component Technologies (the "Company"); and

WHEREAS, the County is required to hold a public hearing to consider citizen comments regarding the implementation of the grant funds;

NOW, THEREFORE BE IT RESOLVED, that a public hearing be held regarding the project's implementation in the Madison County Board of Supervisors chambers, County Office Building #4, Wampsville, New York on August 9, 2022 @ 11:15 a.m. or as soon thereafter as possible; and

BE IT FURTHER RESOLVED, that the Clerk duly publish a notice of said hearing in the official newspapers of the County at least ten (10) days prior to the scheduled hearing date.

Dated: July 12, 2022

Cliff Moses, Chairman

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

1680 Information Technology

Expense

	<u>From</u>	<u>To</u>
A168010 540101 Computer Equipment	\$ <u>137,970</u>	\$ <u>141,770</u>
Control Total		\$ <u>3,800</u>

9901 Contribution To/From Other Funds

Revenue

A990199 450328 Transfer from Community Development Fund	\$ <u>-0-</u>	\$ <u>3,800</u>
Control Total		\$ <u>3,800</u>

Capital Projects Fund

8681 Clean Energy Communities Program

Expense

H868180 540348 Energy Efficiency Bldg Improvements	\$ <u>100,000</u>	\$ <u>123,570</u>
Control Total		\$ <u>23,570</u>

Revenue

H868180 450328 Transfer from Community Development Fund	\$ <u>-0-</u>	\$ <u>23,570</u>
Control Total		\$ <u>23,570</u>

Dated: July 12, 2022

Cliff Moses, Chairman

Clifford Moses, Chairman
Planning, Economic Development,
Environmental & Intergovernmental Affairs
Committee

Matthew A. Roberts, Chairman

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

RESOLUTION NO. 22-_____

**AUTHORIZING CHAIRMAN TO ENTER INTO A MODIFICATION 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 very successful “Madison Local Eats” program; and

WHEREAS, Madison County has been working with Cornell Cooperative Extension, Madison County Tourism, and others to develop an agriculture based Buy Madison initiative; and

WHEREAS, C & D Advertising will be 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, \$250,000 in funding has been appropriated through ARPA that will directly fund this program; and

NOW THEREFORE BE IT RESOLVED, that Madison County Board of Supervisors hereby authorizes John M. Becker, Chairman of the Board, to enter into a contract modification (a copy of which is on file with the Clerk of this Board) with C&D Advertising for the Buy Madison agriculture project.

Dated: July 12, 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 THE
STOCKBRIDGE VALLEY CENTRAL SCHOOL DISTRICT FOR THE USE OF
SPECIAL PATROL OFFICERS**

WHEREAS, the County of Madison, through the Office of the Sheriff, has a position entitled Special Patrol Officer, and these officers are employed to maintain order and provide security in public buildings, including schools; and

WHEREAS, the Stockbridge Valley Central School District is desirous in continuing to utilize these Special Patrol Officers in order to enhance order and security in their public school buildings; and

WHEREAS, in order to continue to facilitate such a use of Special Patrol Officers, the County of Madison and the Stockbridge Valley Central District wish to enter into an agreement so as to set forth and define the parties' understanding of the terms and conditions; and

WHEREAS, this request for the use of Special Patrol Officers to continue to provide services to the Stockbridge Valley Central School District has been 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 the Stockbridge Valley Central School District for the utilization of Special Patrol Officers, in the form as is on file with the Clerk of the Board.

Dated: July 12, 2022

Paul H. Walrod, Chairman

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

RESOLUTION NO. 22-_____

**AUTHORIZING THE CHAIRMAN TO APPLY FOR A GRANT FROM THE
NEW YORK STATE HEALTH FOUNDATION**

WHEREAS, Madison County has been affected by the opioid epidemic and it is a major public health concern; and

WHEREAS, Madison County is requesting grant assistance with the Injectable Buprenorphine Pilot Program; and

WHEREAS, this grant would be for \$250,000 over a 36 month period, to be used for evaluating the effectiveness of injectable buprenorphine compared to oral buprenorphine;

NOW, THEREFORE, BE IT RESOLVED, that the Chairman of the Board of Supervisors be and is hereby authorized to apply on behalf of the County of Madison for a grant from the New York State Health Foundation, in the form as is on file with the Clerk of the Board.

Dated: July 12, 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 THE
ONEIDA CITY SCHOOL DISTRICT FOR THE USE OF SPECIAL PATROL OFFICERS**

WHEREAS, the County of Madison, through the Office of the Sheriff, has a position entitled Special Patrol Officer, and these officers are employed to maintain order and provide security in public buildings, including schools; and

WHEREAS, the Oneida City School District is desirous in continuing to utilize these Special Patrol Officers in order to enhance order and security in their public school buildings; and

WHEREAS, in order to continue to facilitate such a use of Special Patrol Officers, the County of Madison and the Oneida City District wish to enter into an agreement so as to set forth and define the parties' understanding of the terms and conditions; and

WHEREAS, this request for the use of Special Patrol Officers to continue to provide services to the Oneida City School District has been 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 the Oneida City School District for the utilization of Special Patrol Officers, in the form as is on file with the Clerk of the Board.

Dated: July 12, 2022

Paul H. Walrod, Chairman

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

**AUTHORIZING THE CHAIRMAN TO ACCEPT A VICTIM ASSISTANCE PROGRAM GRANT AWARD FROM THE
NEW YORK STATE OFFICE OF VICTIM SERVICES FOR FY 2019-2022 & MODIFYING THE 2022 ADOPTED
COUNTY BUDGET**

WHEREAS, the Madison County Sheriff's Office is the recipient of a Victim Assistance Program Grant Award from the New York State Office of Victim Services for the Madison County Children's Advocacy Center, a program of said office; and

Awarding Agency: State of NY Office of Victim Services
Catalog #: 16.575
Program Name: OVS Grant
Grant Project: OVS01-C10990GG-1080200
Federal Funds: 100%
Contract Period: 10/1/21-9/30/22
Total Grant Award: \$148,404.18

WHEREAS, said grant is for a three-year period, with Year Three commencing on October 1, 2021 and ending on September 30, 2022, with a total Year Three award of \$148,404.18; and

WHEREAS, this grant award shall be used to enhance the services provided by the Madison County Children's Advocacy Center;

NOW, THEREFORE, BE IT RESOLVED, that the Chairman of the Board of Supervisors be and hereby is authorized to accept the \$148,404.18 grant award from the NYS Office of Victim Services and execute an agreement with the State of New York permitting the County's participation in this grant; and

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

General Fund

3118 OVS Grant

Revenue

	<u>From</u>	<u>To</u>
A311830 433930 State Aid OVS Grant	<u>(\$7,411)</u>	<u>\$140,993</u>
Control Total		<u>\$148,404</u>

Expense

A311830 512000 Personal Services Grants	<u>(\$6,167)</u>	<u>\$17,667</u>
A311830 581001 Allocation of Fringe Benefits	<u>(1,244)</u>	<u>3,642</u>
A311830 542356 Contractual Services OVS	<u>-0-</u>	<u>74,000</u>
A311830 541142 Travel Expense OVS	<u>-0-</u>	<u>7,000</u>
A311830 540244 Other Expense OVS	<u>-0-</u>	<u>38,684</u>
Totals	<u>(\$7,411)</u>	<u>\$140,993</u>
Control Total		<u>\$148,404</u>

Dated: July 12, 2022

Paul H. Walrod, Chairman

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

Matthew A. Roberts, Chairman

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

RESOLUTION NO. 22-_____

**AUTHORIZING THE IMPLEMENTATION, AND FUNDING IN THE FIRST INSTANCE 100%
OF THE FEDERAL-AID AND STATE PROGRAM-AID ELIGIBLE COSTS, OF A
TRANSPORTATION FEDERAL-AID PROJECT, AND APPROPRIATING FUNDS
THEREFORE**

WHEREAS, a Project for the Replacement of a Bridge on Solsville Road (CR41) over Oriskany Creek (BIN 3308890), Town of Madison, Madison County, P.I.N. 2754.70 (the Project) is eligible for funding under Title 23 U.S. Code, as amended, that calls for the apportionment of the costs such program to be borne at the ratio of **95%** Federal funds and **5%** non-federal funds; and

WHEREAS, the **County of Madison** desires to advance the Project by making a commitment of 100% of the non-federal share of the costs of **The total Project cost**; and

WHEREAS, the Board of Supervisors hereby approves the above-subject project; and

WHEREAS, the sum of **\$2,289,596** will be appropriated in the Capital Projects Fund, Account **H** , and made available to cover the cost of participation in the above phase of the Project; and

WHEREAS, that in the event the full federal and non-federal share costs of the project exceeds the amount appropriated above, the Madison County Board of Supervisors shall convene as soon as possible to appropriate said excess amount immediately upon the notification by the Highway Buildings & Grounds Committee thereof; and

WHEREAS, the Board of Supervisors hereby approves the above-subject project and hereby authorizes the County of Madison to pay in the first instance 100% of the federal and non-federal share of the cost of the Project or portions thereof; and

NOW BE IT RESOLVED, that a certified copy of this resolution be filed with the New York State Commissioner of Transportation by attaching it to any necessary Agreement in connection with the Project; and

BE IT FURTHER RESOLVED, that the Chairman of the Madison County Board of Supervisors be and is hereby authorized to execute all necessary Agreements, certifications or reimbursement request for Federal- Aid and/or State- Aid on behalf of the County of Madison with the New York State Department of Transportation in connection with the advancement or approval of the Project and providing for the administration of the Project and the municipality's first instance funding of project costs and permanent funding of the local share of federal-aid and state-aid eligible Project costs and all Project costs within appropriations therefore that are not so eligible.

Dated: July 12, 2022

William N. Zupan, Chairman

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

RESOLUTION NO. 22-_____

**AUTHORIZING THE CHAIRMAN TO AWARD BID 22-28 AND ENTER INTO AN
AGREEMENT WITH AJB PROPERTY MAINTENANCE LLC**

WHEREAS, Madison County has a need for maintenance to be performed at Childs Ditch located in the Cowaselon Creek Drainage Ditch in the Town of Lenox; and

WHEREAS, sealed bids were received and opened on June 14, 2022 for brush hog mowing of approximately 3.5 miles of ditch, both sides, (BID 22-28); and

WHEREAS, all bids have been canvassed and reviewed and it is recommended for the bid to be awarded to the apparent lowest responsible bidder; and

WHEREAS, the Highway, Buildings and Grounds Committee has reviewed and recommends moving forward with entering into the contract as recommended for the performance of this work;

NOW, THEREFORE, BE IT RESOLVED, that the County accept the following bid(s) for the work heretofore described with services commencing July 15, 2022 and ending September 30, 2022, to wit:

Bid Ref. No. 22-28-Mowing/Brush Hog Services for the Childs Ditch, Cowaselon Creek

**AJB Property Maintenance LLC
6057 Mills Rd.
Durhamville, NY 13054**

TOTAL BID: \$28,475.00

BE IT FURTHER RESOLVED, that, upon receipt of all contract documents, the Chairman be and hereby is authorized to enter into said contract, copies of which are on file with the clerk of the Board.

Dated: July 12, 2022

William N. Zupan, Chairman

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

RESOLUTION NO. 22-_____

**AUTHORIZING THE CHAIRMAN TO ENTER INTO AN AGREEMENT
WITH C&S ENGINEERS INC**

WHEREAS, Madison County has a need for a fire alarm systems upgrade at our Public Safety Building; and

WHEREAS, sealed bids were received and opened on June 14, 2022 for professional architect services for the design of the fire alarm system upgrade at the Public Safety Building (RFP P13-22); and

WHEREAS, all bids have been canvassed and reviewed and it is recommended for the bid to be awarded to the apparent lowest responsible bidder; and

WHEREAS, the Highway, Buildings and Grounds Committee has reviewed and recommends moving forward with entering into the contract as recommended for the performance of this work;

NOW, THEREFORE, BE IT RESOLVED, that the County accept the following bid for the work heretofore described with services commencing July 15, 2022 and ending September 30, 2024, to wit:

RFP P13-22 Architect Services for the design of the Public Safety Building Fire Alarm System Upgrade

**C&S Engineers, Inc.
499 Col. Eileen Collins Blvd.
Syracuse, NY 13212**

TOTAL BID: \$23,760

BE IT FURTHER RESOLVED, that, upon receipt of all contract documents, the Chairman be and hereby is authorized to enter into said contract, copies of which are on file with the clerk of the Board.

Dated: July 12, 2022

William N. Zupan, Chairman

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

RESOLUTION NO. 22-_____

**AUTHORIZING BID AWARD TO KINSLEY POWER SYSTEMS FOR PARALLELING
GENERATORS FOR THE COUNTY COMPLEX**

WHEREAS, sealed bids were opened on June 23, 2022 for BID 22-08, Paralleling Generators for the County Complex; and

WHEREAS, all bids have been canvassed and reviewed by Wendel Engineering who made their recommendation that the bid be awarded to the apparent lowest responsible bidder that met design specifications:

KINSLEY POWER SYSTEM

TOTAL BID: \$225,500.00

WHEREAS, the cost for the commodity purchases has been appropriated in the 2022 adopted county budget;

WHEREAS, the bid award was reviewed and approved by the Highway, Buildings & Grounds Committee on June 29, 2022,

NOW, THEREFORE, BE IT RESOLVED, that the Madison County Board of Supervisors approves awarding Bid 22-08 for the paralleling generators.

Dated: July 12, 2022

William N. Zupan, Chairman

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



Date: 6/28/2022
 Laurie Winters Purchasing Agent
 Madison County
 138 North Court St.
 Wampsville, New York, 13163

**SUBJECT: Engineer's Recommendation to award purchase of generators and ATS
 Wendel Project No.402006**

Dear Ms. Winters and Mr. Regan

Bids were received and opened for the purchase of (2) 200kw natural gas generators and (1) 800-amp service entrance rated automatic transfer switch (ATS), with bypass, and the required equipment and programming to operate the generators in a parallel configuration. The bids are:

1. Stark Tech: Bid amount of \$207,413 for Generac generators and ASCO 7000 ATS with a bypass. A deduction of \$12,000 was included for use of a non-bypass ASCO 7000 ATS.
2. Kinsley: Bid amount of \$225,500 for Kohler generators and ASCO 7000 ATS with a bypass. A deduction of \$19,000 was included for use of a non-bypass ASCO 7000 ATS, and a deduction of \$18,930 was included for standard sound attenuated enclosure in place of the premium sound attenuated enclosure.
3. Curtis Power Solution: Bid amount of \$251,763 for MTU generators and ATS with a bypass.
4. Cumming Sales and Service: Bid amount of \$315,000 for Cummins generators and ATS with a bypass.

Wendel Engineer Case Smeenk PE. contacted the 2 lowest bidders and discussed the sound ratings of the enclosures and the ATS options. Keenan Nolan from Stark stated they did not bid a sound attenuator enclosure and the sound level of the Generac standard enclosure at 100% load is 80dB. David Lavender of Kinsley explained the proposed premium sound attenuated sound level would be 70dB and the standard sound attenuated enclosure would be 73dB. Note: The technical specification states a maximum of 78dB is allowable for the attenuated sound level.

Case and John Regan discussed the need for an ATS with a bypass and decided, based on the following reasons, a bypass ATS is not required:

1. Space requirements
2. ATS(s) infrequently fail and the ATS can be manually transferred in the event of a failure.
3. Spare conductors are to remain in place between the transformer and the main switchboard which could be reconnected in the event of a failure.
4. The IT room panel will have dedicated portable generator connections.
5. Additional cost

Both low bidders are offering the ASCO ATS 7000 with bypass with the same features. Both suppliers offer a deduct to provide the same 7000 ATS without a bypass. Kinsley offers a \$18,930 deduct while Stark offers a \$12,000 deduct. Note: The ATS without bypass can be purchased with either a NEMA #1 enclosure or a NEMA #12 enclosure. The NEMA #12 enclosure will fit in the 37.5" space where the ATS will be located. However, the NEMA #1 enclosure is 38" wide and will not fit in this space.

Stark Tech's proposed enclosure does not meet the specified sound level requirements while both of the Kinsley enclosures meet the required specifications. Wendel recommends Madison County purchases the Kinsley's Kohler generators with standard sound attenuated enclosures, and the ASCO 7000, NEMA 12, non-bypass ATS, for the sum of \$187,570. This is the lowest priced proposal after adjustments. Please refer to the attached excel spread sheet for further analysis. Please have the supplier provide submittals of equipment for engineering approval prior to final order. If you have any questions or comments, please do not hesitate to contact me.

Sincerely,

Case Smeenk PE.

WENDEL

Supplier	Stark	Kinsley	Curtis	Engineer Comments
Generator Manufacture	Generac	Kohler	MTU	
# of Cylinders	6 inline	V8	6 inline	
Turbo Charged	YES	YES	?	
Size LxWxH W/O Enclosure	128"x53"x62"	110"x 53"x71"	142"x63"x80"	
Weight (lbs) W/O Enclosure	5500	4480	6,258	
Enclosure size LxWxH	207"x64"x129"	?	244"x62"x96"	
Encloser weight (lbs)	7000	?	?	
Sound dB with standard enclosure	80	73	71.4	Per phone calls to Stark and Kinsley 6/27/22
Warranty (years)	5	5	2	
Includes Generator connect panel	No	Yes		Added value estimated to be \$8000
Includes Load Center	Yes	Yes	Yes	
Proposal Cost	\$207,413	\$225,500	\$251,763	
Deduct Premium Sound to 70dB		(\$18,930)		Not required and only reduces sound by 3dB. Provides space heater and operable dampers which will require more service per phone call 6/27/22
Less By-Pass ATS	(\$12,000)	(\$19,000)		Remains ASCO 7000 but no by-pass per phone call 6/27/22 Make sure it is NEMA 12 enclosure which is 36.06" wide the desired space is 37.5" wide.
Final Cost	\$195,413	\$187,570	\$251,763	



Madison County Purchasing Office

Computation of Bids
RFB 22-08 Paralleling Generator(s) for the County Complex
6/23/2022 @ 2:15 pm

			Vendor	1	2	3	4
			Name	Stark Tech.	Cummins Sales & Service	Kinsley Power Systems	Fantasia/Curtis Power Solutions
Item No.							
1		Lump Sum		\$ 204,413.00	\$ 315,000.00	\$ 221,000.00	\$ 243,096.00
2		Delivery		\$ 3,000.00	\$ -	\$ 4,500.00	\$ 8,667.00
		TOTAL		\$ 207,413.00	\$ 315,000.00	\$ 225,500.00	\$ 251,763.00

RESOLUTION NO. 22-_____

ENTERING INTO NEW STANDARD WASTE DISPOSAL AGREEMENTS FOR THE TERM
2021-2023

WHEREAS, Madison County offers a discounted disposal rate to Commercial Solid Waste Permittees that sign a Solid Waste Disposal Agreement, wherein such Permittees commit to deliver all collected waste and recyclable materials to the Madison County Landfill and Recycling Center; and

WHEREAS, the Solid Waste Committee has created two classifications: a Standard Waste Disposal Agreement (for traditional waste haulers that collect residential, commercial, and industrial waste materials) and a Contractor Agreement, also known as the "Business Convenience Agreement," recognizing that many commercial permit holders are businesses such as landscapers, roofers, general contractors and small businesses that generate waste in the course of their business and then haul it to the landfill for disposal; and

WHEREAS, there are separate insurance requirements for each classification and Commercial Solid Waste Permittees must maintain minimum insurance requirements for the term of the Agreement; and

WHEREAS, on September 8, 2020, the Madison County Board of Supervisors established new standard agreements for the term of January 1, 2021 through December 31, 2023; and

WHEREAS, each agreement requires approval by the Madison County Board of Supervisors;

NOW, THEREFORE, BE IT RESOLVED, that Madison County enter into Solid Waste Disposal Agreements and Business Convenience Agreements with Commercial Solid Waste Permittees that are approved by the Solid Waste Committee and that agree to abide by the provisions of the Agreements, copies of which are on file with the Clerk of the Board; and

BE IT FURTHER RESOLVED, that the Chairman of the Madison County Board of Supervisors is hereby authorized and directed to enter into the Solid Waste Disposal Agreements and Business Convenience Agreements with the following Solid Waste Committee approved Commercial Solid Waste Permittee:

Campany Roofing Co., Inc.
TJ Allen Bulk Services, LLC

Dated: July 12, 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 WITH SOUTHWORTH MILTON, INC. FOR HEAVY EQUIPMENT REPAIR SERVICES

WHEREAS, the Madison County Department of Solid Waste occasionally has the need to contract for heavy equipment repair services in order to sustain the operations of the County's solid waste facilities; and

WHEREAS, Southworth Milton, Inc. possesses the special skills and training required to perform these services; and

WHEREAS, the Solid Waste Committee has authorized a new agreement with Southworth Milton, Inc. for the term July 14, 2022 through July 13, 2023;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Supervisors hereby authorizes and directs the Chairman of the Board of Supervisors to enter into an agreement with Southworth Milton, Inc. for heavy equipment repair services at the Madison County Landfill, a copy of which is on file with the Clerk of the Board.

Dated: July 12, 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 WITH MID-COUNTRY MACHINERY, INC. FOR HEAVY EQUIPMENT REPAIR SERVICES

WHEREAS, the Madison County Department of Solid Waste occasionally has the need to contract for heavy equipment repair services in order to sustain the operations of the County's solid waste facilities; and

WHEREAS, Mid-Country Equipment, Inc. possesses the special skills and training required to perform these services; and

WHEREAS, the Solid Waste Committee has authorized a new agreement with Mid-Country Machinery, Inc. for the term July 14, 2022 through July 13, 2023;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Supervisors hereby authorizes and directs the Chairman of the Board of Supervisors to enter into an agreement with Mid-Country Machinery, Inc. for heavy equipment repair services at the Madison County Landfill, a copy of which is on file with the Clerk of the Board.

Dated: July 12, 2022

James J. Cunningham, Chairman

James J. Cunningham, Chairman
Solid Waste and Recycling Committee

RESOLUTION NO. 22-_____

**WAIVING TIPPING FEES FOR THE MADISON COUNTY HIGHWAY
GARAGE (MORRISVILLE) DEMOLITION PROJECT**

WHEREAS, the Madison County Facilities Department is assisting in the demolition of the Madison County Highway Garage in Morrisville, NY where there is up to 4,000 tons of impacted soils and up to 900 tons of construction and demolition debris that are in need of disposal; and

WHEREAS, pursuant to permit limitations, the Madison County Department of Solid Waste may be able to accept some of the soil (pending testing results and hauling schedule) and construction and demolition debris from this project at the Madison County Landfill; and

WHEREAS, the Solid Waste Committee has authorized the Department to waive the project fees associated with petroleum contaminated soil (currently \$30/ton) and construction and demolition (currently \$84/ton) disposal costs;

NOW, THEREFORE, BE IT RESOLVED, that the Madison County Board of Supervisors hereby agrees to have the Madison County Department of Solid Waste waive the tipping fees for the Madison County Highway Garage (Morrisville) demolition project.

Dated: July 12, 2022

James J. Cunningham, Chairman

James J. Cunningham, Chairman
Solid Waste and Recycling Committee

RESOLUTION NO. 22-_____

ADOPTING LOCAL LAW NO. 2 FOR THE YEAR 2022

WHEREAS, there has been duly introduced Local Law No. 2 for the year 2022 “Extending an Additional Mortgage Recording Tax in Madison County”; and

WHEREAS, a public hearing on said local law was duly held by the Board of Supervisors of the County of Madison on July 12, 2022,

NOW, THEREFORE BE IT RESOLVED, that Local Law No. 2 for the year 2022 be and the same is hereby adopted.

Dated: July 12, 2022

Matthew A. Roberts, Chairman

Matthew A. Roberts, Chairman
Finance Ways and Means Committee

RESOLUTION NO. 22-_____

**AUTHORIZING THE CHAIRMAN TO INCREASE THE COUNTY CLERK'S MORTGAGE TAX
ADMINISTRATION FEE**

WHEREAS, in accordance with Article 11, of the New York State Tax Law, the County Clerk is charged with the collection and administration of mortgage tax monies and

WHEREAS, Section 262 of the Tax Law authorizes reimbursement of the costs associated with the collection and administration of mortgage tax monies, and

WHEREAS, that since 2018 the expenses reimbursed for the County Clerk's administration of the mortgage tax have been set at \$102,456.00 to cover actual costs, and

WHEREAS the County Clerk has estimated the actual cost associated with the collection and administration of the mortgage tax currently amounts to \$126,580.67 annually.

NOW, THEREFORE BE IT RESOLVED that the Madison County Board of Supervisors does hereby find the sum of \$126,580.67 per year to be necessary, reasonable and proper to be received by the County Clerk's Office of the County of Madison for the purpose of administering the Mortgage Tax Fee and authorize the reimbursement to be raised to \$126,580.67 per year, effective October 1, 2022.

BE IT FURTHER RESOLVED, that the sum of \$126,580.67 per annum is hereby certified to the New York State Department of Taxation and Finance as the reasonable and proper allowance for such expenses; and

BE IT FURTHER RESOLVED, that the Clerk of the Madison County Board of Supervisors is hereby directed to forward certified copies of this resolution to the appropriate County Officials.

Dated: July 12, 2022

Matthew A. Roberts, Chairman

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

RESOLUTION NO. 22-_____

DESIGNATING DISPOSAL OF SURPLUS COUNTY PERSONAL PROPERTY

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

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

WHEREAS, the list of items has been reviewed and approved by the Administration and Oversight Committee;

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

Item	Department	Mileage	Condition	Comment
MOR015 – 2002 International 2674 Dump	Highway	247,944	Poor	Surplus
WAM027 – 2001 International 2674 Dump	Highway	225,306	Poor	Surplus
WAM150 – 1982 Toyota 62-3F625 Forklift	Highway	1,943 hours	Fair	Surplus

Dated: July 12, 2022

David R. Jones, Chairman

David R. Jones, Chairman
Administration and Oversight 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:

County Road Fund

5010 County Highway Administration

Expense

	<u>From</u>	<u>To</u>
D501050 594101 Transfer to Road Machinery Fund	\$-0-	\$470,000

Control Total

\$470,000

Fund Balance

D 300599 Appropriated Fund Balance

\$-0-

\$470,000

Control Total

\$470,000

Road Machinery Fund

5130 Road Machinery Repairs & Expense

Expense

DM513050 548210 Gasoline	\$290,000	\$460,000
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DM513050 548220 Fuel Oil (Diesel)	<u>300,000</u>	<u>600,000</u>
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Totals

\$590,000

\$1,060,000

Control Total

\$470,000

Revenue

DM513050 450315 Transfer from County Road Fund

\$-0-

\$470,000

Control Total

\$470,000

Dated: July 12, 2022

William N. Zupan, Chairman

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

Matthew A. Roberts, Chairman

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

RESOLUTION NO.22- _____

**ACKNOWLEDGING INTRODUCTION OF PROPOSED LOCAL LAW NO. 3 FOR THE
YEAR 2022 AND CALLING FOR A PUBLIC HEARING**

WHEREAS, Supervisor Jones has duly introduced proposed Local Law No. 3 for the year 2022, entitled "A LOCAL LAW TO ADOPT AMENDMENTS TO THE NEW YORK STATE OPEN MEETINGS LAW FOR THE EXPANDED USE OF VIDEO CONFERENCING IN THE COUNTY OF MADISON"; and

WHEREAS, a copy of said proposed local law has been furnished to each Supervisor; and

NOW, THEREFORE BE IT RESOLVED, that a public hearing be held on the proposed Local Law in the Chambers of the Board of Supervisors at the Madison County Office Building on August 9, 2022 at 11:20 a.m.; and

BE IT FURTHER RESOLVED that the Clerk of the Board duly publish a notice of this hearing in the official newspapers of the County at least five days prior to the scheduled hearing date.

Dated: July 12, 2022

David R. Jones, Chairman

David R. Jones, Chairman
Administration and Oversight Committee

**COUNTY OF MADISON
LOCAL LAW NO. 3 OF 2022**

**A LOCAL LAW TO ADOPT AMENDMENTS TO THE NEW YORK STATE OPEN
MEETINGS LAW FOR THE EXPANDED USE OF VIDEOCONFERENCING IN THE
COUNTY OF MADISON**

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

SECTION 1. TITLE. This Local Law shall be titled “A Local Law to Adopt Amendments to the New York State Open Meetings Law for the Expanded Use of Videoconferencing in the County of Madison”.

SECTION 2. PURPOSE AND INTENT. The purpose of this law is to authorize Madison County to allow for expansion of the use of videoconferencing to conduct open meetings.

SECTION 3. AUTHORITY. This Local Law is adopted pursuant to the provisions of the Municipal Home Rule Law. On April 9, 2022 Governor Hochul signed an amendment to the Open Meetings Law to allow, until the expiration date of July 1, 2024, the expanded use of videoconferencing by public bodies in the conduct of open meetings, under extraordinary circumstance, regardless of a declaration of emergency. In order to continue meeting virtually, counties must adopt a local law to opt in.

SECTION 4. CONDITIONS

- a. Members of the Board shall be physically present at meetings, unless allowed remote attendance at locations that do not allow for in-person physical attendance by the public, under extraordinary circumstances.
- b. The list of extraordinary circumstances is non-exhaustive, but shall include illness, or any other significant or unexpected factor or event which precludes the member's physical

attendance at such meeting. The following shall not be deemed as extraordinary circumstances: vacation or delayed travel.

- c. Members shall provide notice of their inability to attend a meeting to the Clerk of the Board of Supervisors at least 24 hours prior to the meeting or as soon as reasonably able.
- d. The Committee Chairs, when available, shall retain discretion over permitted extraordinary circumstances for their Committee, pursuant to Section 2(b) of this local law.
- e. The Chairperson of the Board shall retain discretion over permitted extraordinary circumstances for the Board and for Committee meetings when that Chair is unavailable, pursuant to Section 2(b) of this local law.
- f. Members allowed to appear remotely shall leave their video camera on at all times during the meeting unless excused by the Chairperson.
- g. Rules for executive session shall still apply, and members shall not permit any unauthorized persons to listen to or overhear any executive session discussion.
- h. It is understood that members permitted to attend at a location that does not allow for in-person physical attendance by the public will not count toward a quorum. Only members present at a physical location which allows for in-person attendance by the public will count toward a quorum.
- i. Any members of the public attending a meeting must be able to hear, see and identify any member of the public body who is attending remotely while the meeting is being conducted.

- j. If video conferencing is used to conduct a meeting, the public notice shall inform the public where they can view and/or participate in such meeting, where required documents and records will be posted or available, and identify the physical location for the meeting where the public can attend.
- k. Meetings conducted using videoconferencing shall be recorded and those recordings shall be posted or linked within five (5) business days of the meeting and maintained for five (5) years thereafter. Recordings shall be transcribed upon request.
- l. In those meetings where videoconferencing is used the public shall be able to view the meeting via video and participate in the proceedings via videoconference in real time where public participation is authorized.
- m. The Madison County Board of Supervisors may hold fully remote meetings, and in person participation requirements of the Law shall not apply, during: a state disaster emergency declared by the governor pursuant to section twenty-eight of the Executive Law, or a local state of emergency proclaimed by the chief executive of a county, city, village, or town pursuant to Section Twenty-four of the Executive Law, if the Board determines that the circumstances necessitating the emergency declaration would affect or impair the ability of the Board to hold an in person meeting.
- n. These written procedures shall be posted on the County's website.

SECTION 5. SEVERABILITY. If any clause, sentence, paragraph, section, subdivision or other party of this Local Law or its applications shall be adjudged by a court of competent jurisdiction to be invalidated or unconstitutional, provided that such judgment does not

invalidate this Local Law or prohibit its administration, such order or judgment shall not affect, impair or otherwise invalidated the remainder of this Local Law which shall remain in full force and effect.

SECTION 6. EFFECTIVE DATE. This Local Law shall take effect immediately upon filing with the Secretary of State.

SECTION 7. EXPIRATION. This Local Law shall be effective until July 1, 2024 as set forth by New York State in Chapter 56 of the Laws of 2022.

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

3110 Sheriff's Office

Expense

	<u>From</u>	<u>To</u>
A311030 540608 Forfeiture Expense	\$ <u>47,436</u>	\$ <u>23,724</u>
Control Total		(\$ <u>23,712</u>)

Fund Balance

A 300599 Appropriated Fund Balance	\$ <u>13,505,106</u>	\$ <u>13,481,394</u>
Control Total		(\$ <u>23,712</u>)

Dated: July 12, 2022

Paul H. Walrod, Chairman

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

Matthew A. Roberts, Chairman

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

RESOLUTION NO. 22-_____

DESIGNATING DISPOSAL OF SURPLUS COUNTY PERSONAL PROPERTY

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

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

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

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

BE IT FURTHER RESOLVED, that the Madison County Board of Supervisors hereby gives the below listed equipment to the Town of Madison, NY for a shared use vegetation harvesting program for municipalities within Madison County (DeRuyter, Lebanon, Eaton, Nelson, Brookfield and any other municipality that may be interested in the future).

Item	Department	Mileage	Condition	Comment
Aquatic Vegetation Harvester (Model FX-10W)	Planning	NA	Poor	
Shore Conveyor (SL4830)	Planning	NA	Poor	

Dated: July 12, 2022

Cliff Moses, Chairman

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