

Government Operations
Thursday, April 1, 2021 @ 10:30 AM

AGENDA

10:30 AM Call Meeting to Order

Approval of Minutes

- February 25, 2021 Minutes

Resolutions:

1. Resolution of Appreciation - Retiree Recognition
2. Authorizing the Chairman to Extend an Agreement with Upstate Communications and Security, Inc.
3. Authorizing the Chairman to Enter Into an Enterprise Agreement with Day Automation
4. Authorizing the Chairman to Enter Into Agreements With Various Madison County Municipalities for Information Technology Services
5. Authorizing Distributions from the Madison County Workers Compensation Municipal Pool
6. Authorize the Modification of the 2021 Adopted County Budget
7. Authorizing the Modification of the 2021 Adopted County Budget
8. Authorizing the Modification of the 2021 Adopted County Budget (Employee Health)
9. Authorizing a Stipend for Function of "Data Officer"
10. Increasing the Hours of an Office Assistant II Position in the Office of the County Administrator
11. Declaring the Week of May 2 - 7, 2021 as "Public Service Recognition Week"
12. In Respect to the Death of Bert L. Snyder
13. Creating Two Full-Time Permanent Positions in the Office of the County Clerk
14. Amending the Temporary Coronavirus (COVID-19) Policy Concerning Pay, Leave and Remote Work

Other Committee Business

1. County Clerk's Office
2. Temporary Coronavirus Policy Concerning Pay, Leave and Remote Work
3. Motion to Enter Executive Session
4. A. Litigation
5. B. Labor Relations
6. C. Salary Matter

Preferred Agenda

Next Meeting: Thursday, April 29, 2021, 10:30 a.m.

Adjourn

RESOLUTION NO. _____

RESOLUTION OF APPRECIATION – RETIREE RECOGNITION

WHEREAS, the Madison County Board of Supervisors believes that County employees should be recognized for their faithful service to the public; and

WHEREAS, recognition of the distinguished service of certain County employees with an upcoming retirement is in order,

NOW, THEREFORE BE IT RESOLVED that the Madison County Board of Supervisors hereby recognize the dedicated contributions of Pamela Kent, Renee Smith, Teresa Shetler, Johnathan Marshal, Jon Otts and Ruth Boyd upon their retirement.

Pamela A. Kent	Social Services	27 Years
Renee M. Smith	Sheriff's Office	25 Years
Teresa L. Shetler	Social Services	23 Years
Johnathan R. Marshall	Sheriff's Office	20 Years
Jon E. Otts, Jr.	Solid Waste	20 Years
Ruth A. Boyd	Public Health	16 Years

Dated: April 13, 2021

Mary B. Cavanagh, Chairwoman
Government Operations Committee

RESOLUTION NO. _

**AUTHORIZING THE CHAIRMAN TO EXTEND AN AGREEMENT WITH
UPSTATE COMMUNICATION & SECURITY, INC.**

WHEREAS, Madison County entered into an agreement per Bid 2002 – Public Safety Building Networking Wiring Upgrades, Res. 20-90 with Upstate Communication & Security, Inc. on March 16, 2020, and

HEREAS, by its terms, such agreement expires the 15th day of March, 2021, and the parties hereto are now desirous of modifying the same to provide for the extension thereof; and

WHEREAS, Upstate Communication & Security, Inc. have agreed to extend said agreement, at no additional cost, to terminate December 31, 2021; and

WHEREAS, the Government Operations Committee have reviewed and recommends extending the agreement with Upstate Communication & Security, Inc. and

NOW, THEREFORE, BE IT RESOLVED, that the Chairman of the Madison County Board of Supervisors is hereby authorized to extend this agreement on behalf of the Madison County with Upstate Communication & Security, Inc. A copy of which is on file with the Clerk of the Board.

Dated: April 13, 2021

Mary Cavanagh, Chairperson
Government Operations Committee

RESOLUTION NO. _____

**AUTHORIZING THE CHAIRMAN TO ENTER INTO AN ENTERPRISE AGREEMENT WITH
DAY AUTOMATION**

WHEREAS, Madison County has a Video surveillance system and an access control system maintained by Day Automation; and

WHEREAS, Maintenance contracts are needed for both systems; and

WHEREAS, the costs for the maintenance contract plus money for additional parts as needed are \$20,000.00; and

WHEREAS, the funds for this project are in the Information Technology 2021 budget; and

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

Dated:

Mary B. Cavanagh, Chairwoman
Government Operations Committee

RESOLUTION NO. _____
AUTHORIZING THE CHAIRMAN TO ENTER INTO AGREEMENTS WITH VARIOUS
MADISON COUNTY MUNICIPALITIES FOR INFORMATION TECHNOLOGY
SERVICES

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

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

Town of Cazenovia
Town of DeRuyter
Town of Eaton
Town of Fenner
Town of Georgetown
Town of Hamilton
Town of Lebanon
Town of Lincoln
Village of Morrisville
Town of Nelson
Town of Sullivan

WHEREAS, an Inter-Municipal Agreement will be signed by each interested municipality for the term January 1, 20__ through December 31, 20__; and

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

WHEREAS, the Agreement has been reviewed and approved by the Government Operations Committee, and

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

Dated: _____

Mary B. Cavanagh, Chairwoman
Government Operations Committee

RESOLUTION NO. _____

**AUTHORIZING DISTRIBUTIONS FROM THE
MADISON COUNTY WORKERS COMPENSATION MUNICIPAL POOL**

WHEREAS, Madison County sponsors a workers compensation risk pool consisting of 41 municipalities and volunteer fire districts within the County; and

WHEREAS, due to favorable results in recent plan years, closing the two oldest plan years, and receiving an unexpected distribution from the Public Employer Risk Management Association, Inc. (PERMA), the pool is in a position to allocate surplus funds back to the plan participants; and

WHEREAS, Onegroup, the County's risk consultant, has recommended a distribution of \$100,000.00 for plan years 2012-2019, collectively; and

WHEREAS, an additional distribution of \$36,395.17 may be allocated to plan participants as a result of a recent surplus distribution from PERMA; and

WHEREAS, another distribution of \$71,594.31 may be allocated to plan participants for plan years 2001-2002, since the pool is no longer responsible for future liabilities incurred in those years.

NOW, THEREFORE, BE IT RESOLVED that the Madison County Treasurer be, and hereby is, authorized to distribute \$207,989.48 to Madison County Workers Compensation Pool participants, as allocated on the attached schedule.

Dated: April 13, 2021

Mary Cavanagh, Chairwoman
Government Operations Committee

Madison County Workers Compensation Municipal Pool
Schedule of Distributions by Municipality
Authorized by Madison County Board of Supervisors April 13, 2021

Muni ID	Municipality	\$100,000 Surplus Plan Years 2012 - 2019	\$36,395.17 Surplus from PERMA	Close Out of Plan Year 2001	Close Out of Plan Year 2002	Total
1	Brookfield Fire District	\$ 516.89	\$ 180.53	43.46	\$ 147.76	\$ 888.64
2	Brookfield Town	1,494.02	564.72	359.60	895.75	3,314.09
3	Canastota Fire District	2,388.25	898.18	285.57	976.37	4,548.37
4	Canastota Village	3,530.45	1,155.64	602.59	1,461.28	6,749.96
5	Cazenovia Fire District	2,193.35	803.07	309.52	985.82	4,291.76
6	Cazenovia Town	2,706.73	970.38	591.77	1,442.10	5,710.98
7	Cazenovia Village	2,618.55	870.57	498.18	1,213.78	5,201.08
8	Chittenango Village	2,423.85	943.29	871.32	2,158.15	6,396.61
9	Deruyter Town	733.04	291.54	158.18	389.18	1,571.94
10	Eaton Fire District	849.47	325.17	129.93	424.29	1,728.86
11	Fenner Town	1,124.00	419.64	260.31	645.16	2,449.11
12	Georgetown Fire District	512.32	180.60	-	-	692.92
13	Georgetown Town	547.52	208.50	166.06	401.22	1,323.30
14	Georgetown Water District	24.59	8.90	3.85	9.90	47.24
16	Hamilton Fire Department	1,868.48	699.12	243.78	774.79	3,586.17
15	Hamilton Town	1,344.50	509.07	-	-	1,853.57
17	Hamilton Village	3,953.40	1,384.98	-	-	5,338.38
18	Hubbardsville Fire District	457.72	175.06	60.59	199.15	892.52
19	Lebanon Town	791.03	281.10	210.39	503.94	1,786.46
20	Lenox Town	1,639.05	638.30	424.92	1,045.14	3,747.41
21	Leonardsville Fire District	249.16	86.84	23.23	71.34	430.57
22	Lincoln Fire District	627.71	221.26	55.85	177.08	1,081.90
23	Lincoln Town	752.65	269.28	168.38	413.82	1,604.13
24	Madison County	38,458.82	13,934.79	11,248.69	26,957.62	90,599.92
25	Madison Fire Protection District	514.05	181.21	45.11	144.98	885.35
26	Madison Town	1,553.51	605.38	313.58	755.18	3,227.65
27	Madison Village	318.53	111.73	13.45	32.75	476.46
28	Madison Water and Soil	262.41	92.03	33.03	66.31	453.78
29	Morrisville Fire District	1,069.25	421.09	168.13	530.61	2,189.08
30	Morrisville Village	499.40	183.34	127.53	329.21	1,139.48
31	Munnsville Fire District	97.32	34.54	12.29	27.16	171.31
32	Munnsville Village	22.66	8.09	1.97	4.45	37.17
33	North Brookfield Fire District	174.45	61.49	12.57	49.13	297.64
34	Oneida City	13,887.72	5,064.16	2,893.24	6,782.17	28,627.29
35	Smithfield Fire District	452.47	159.51	37.56	127.75	777.29
36	Smithfield Town	505.63	171.58	93.99	214.08	985.28
37	Stockbridge Town	810.00	298.67	195.28	474.54	1,778.49
38	Sullivan No. 1 Fire District	4,015.45	1,472.51	-	-	5,487.96
39	Sullivan Town	3,769.80	1,424.08	-	-	5,193.88
40	Wampsville Fire District	226.34	79.78	21.67	63.73	391.52
41	Wampsville Village	15.46	5.45	3.95	9.10	33.96
	Totals	\$ 100,000.00	\$ 36,395.17	\$ 20,689.52	\$ 50,904.79	\$ 207,989.48

RESOLUTION NO. _____

AUTHORIZING THE MODIFICATION OF THE 2021 ADOPTED COUNTY BUDGET

BE IT RESOLVED that the 2021 Adopted County budget be modified as follows:

General Fund

9061 Hospital & Medical Insurance

Expense

	<u>From</u>	<u>To</u>
A906190 586010 Medicare Advantage Plan	\$1,091,410	\$1,066,910
A906190 586040 Premium on HMO's	<u>55,500</u>	<u>80,000</u>
Control Total	<u>\$1,146,910</u>	<u>\$1,146,910</u>

Dated: April 13, 2021

Mary Cavanagh, Chairwoman
Government Operations Committee

Yvonne Nirelli, Chairwoman
Finance, Ways and Means Committee

RESOLUTION NO. _____

AUTHORIZING THE MODIFICATION OF THE 2021 ADOPTED COUNTY BUDGET

WHEREAS, the Information Technology department budgeted for anticipated expenditures in fiscal year 2020; and

WHEREAS, a few small, planned projects were not completed within the 2020 fiscal year; and

WHEREAS, New York State County Finance Law, Section 368, generally provides that unexpended and unencumbered appropriations lapse at the close of the fiscal year; and

WHEREAS, the following budget modification will allow the Information Technology Department to use a portion of the unexpended and unencumbered balance of their 2020 budget, only for the accounts listed below, and continue working on these projects in fiscal year 2021.

NOW, THEREFORE, BE IT RESOLVED that the 2021 Adopted County Budget be modified as follows:

General Fund

1680 Information Technology

Expense

	<u>From</u>	<u>To</u>
A168010 521060 Cabling & Rewiring Projects	\$5,000	\$66,365
A168010 521100 Computer Equipment, Capitalized	90,000	110,987
A168010 542000 Consultant Expense	<u>20,000</u>	<u>49,105</u>
Totals	<u>\$115,000</u>	<u>\$226,457</u>
Control Total		<u>\$111,457</u>

Fund Balance

A 300599 Appropriated Fund Balance	<u>\$3,942,678</u>	<u>\$4,054,135</u>
Control Total		<u>\$111,457</u>

Dated: April 13, 2021

Mary Cavanagh, Chairwoman
Government Operations Committee

Yvonne M. Nirelli, Chairwoman
Finance, Ways & Means Committee

RESOLUTION NO. _____

AUTHORIZING THE MODIFICATION OF THE 2021 ADOPTED COUNTY BUDGET

BE IT RESOLVED that the 2021 Adopted County budget be modified as follows:

General Fund

1010 Legislative Board

Expense

	<u>From</u>	<u>To</u>
A101010 586100 Employee Health Insurance	\$351,236	\$350,152

1040 Clerk of Legislative Board

Expense

A104010 586100 Employee Health Insurance	<u>0</u>	<u>1,084</u>
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Control Total	<u>\$351,236</u>	<u>\$351,236</u>
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Dated: April 13, 2021

Mary Cavanagh, Chairwoman
Government Operations Committee

Yvonne Nirelli, Chairwoman
Finance, Ways and Means Committee

RESOLUTION NO. _____

AUTHORIZING A STIPEND FOR THE FUNCTION OF “DATA OFFICER”

WHEREAS, pursuant to section 722 of the County Law, Madison County must provide legal representation to indigent defendants in criminal matters in Madison County; and

WHEREAS, by Resolution No. 427 of 2020 and Resolution No 21-10, the Board of Supervisors created positions to provide said services; and

WHEREAS, the county must have a designated “Data Officer” to work with Indigent Legal Services in operationalizing data requirements; and

WHEREAS, the Executive Assistant to the Assigned Counsel Administrator is the most appropriate position to perform the duties of “Data Officer” at this time; and

WHEREAS, the Assigned Counsel Administrator is recommending that a stipend be provided to the Executive Assistant to Assigned Counsel Administrator said duties; and

WHEREAS, the Government Operations Committee recommends that a stipend be provided to the Executive Assistant to the County Administrator for the additional duties for the 2021 calendar year; and

WHEREAS, said stipend is fully funded by the Indigent Legal Service grant;

NOW, THEREFORE BE IT RESOLVED, that a stipend of \$2,500 be and hereby is established for the Executive Assistant to the Assigned Counsel Administrator for the 2021 calendar year, payable on a biweekly basis effective immediately.

Dated: April 13, 2021

Mary B. Cavanagh, Chairwoman
Government Operations Committee

RESOLUTION NO. _____

**INCREASING THE HOURS OF AN OFFICE ASSISTANT II POSITION IN THE
OFFICE OF THE COUNTY ADMINISTRATOR**

WHEREAS, by Resolution No. 10 of 2021, the Board of Supervisors created a part-time Office Assistant II position in the Office of the County Administrator to assist with Assigned Counsel duties; and

WHEREAS, the Assigned Counsel Administrator has determined that it is necessary to increase the hours of said Office Assistant II position from part-time work hours to full-time work hours in order to accommodate the current caseload; and

WHEREAS, the salary and fringe for the Office Assistant II position are 100% grant funded; and

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

NOW, THEREFORE BE IT RESOLVED that the County Administrator be and hereby is authorized to increase the work hours of one (1) part-time Office Assistant II position to full-time work hours effective immediately.

Dated: April 13, 2021

Mary B Cavanagh, Chairwoman
Government Operations Committee

RESOLUTION NO. _____

**DECLARING THE WEEK OF MAY 2 – 7, 2021 AS
“PUBLIC SERVICE RECOGNITION WEEK”**

WHEREAS, the Madison County Board of Supervisors believes public servants deserve thanks throughout the year for the work they do each and every day; and

WHEREAS, the Board of Supervisors recognizes the contributions of its employees as they continue to provide services to our citizens and assist in the cost efficient and effective use of tax dollars; and

WHEREAS, the Board of Supervisors wishes to honor our County employees as they continue to provide quality government programs and services for a better Madison County;

NOW, THEREFORE, BE IT RESOLVED that the Madison County Board of Supervisors, does hereby declare the week of May 2 - 7, 2021 as:

“PUBLIC SERVICE RECOGNITION WEEK”

DATED: April 13, 2021

Mary B. Cavanagh, Chairwoman
Government Operations Committee

RESOLUTION NO. _____

**IN RESPECT TO THE DEATH OF
BERT L. SNYDER**

WHEREAS, Bert L. Snyder departed from this life on March 31, 2021; and

WHEREAS, Bert was a Supervisor from Town of Madison from 1996 - 2001; and

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

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

BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to the family of Bert L. Snyder.

Dated: April 13, 2021

Mary B. Cavanagh, Chairwoman
Government Operations Committee

RESOLUTION NO. _____

**CREATING TWO FULL-TIME PERMANENT POSITIONS
IN THE OFFICE OF THE COUNTY CLERK**

WHEREAS, the County Clerk has evaluated the staffing structure of the office and has determined the need for additional staffing; and

WHEREAS, the volume of transactions being submitted for processing has significantly increased, due to an increased number of auto-dealer and fleet businesses using the Wampsville Department of Motor Vehicles (DMV); and

WHEREAS, the first quarter revenue to the County from DMV will increase by more than cost, with an increase of two full-time Motor Vehicle Representatives; and

WHEREAS, opening to the public during the pandemic and increased volume of transactions cannot be accomplished without additional Motor Vehicle Representatives in the office; and

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

WHEREAS, these positions will be funded through appropriations in the County Clerk's 2021 adopted budget,

NOW, THEREFORE BE IT RESOLVED that two (2) permanent full-time Motor Vehicle Representative positions be and hereby are created in the Office of the County Clerk effective immediately; and

BE IT FURTHER RESOLVED that the County Clerk be and hereby is authorized to fill said positions in accordance with Civil Service Law and Rule and Policy and Procedure effective immediately.

Dated: April 13, 2021

Mary B. Cavanagh, Chairwoman
Government Operations Committee

RESOLUTION NO. _____

**AMENDING THE TEMPORARY CORONAVIRUS (COVID-19) POLICY
CONCERNING PAY, LEAVE AND REMOTE WORK**

WHEREAS, in March of 2020, Governor Cuomo issued a number of Executive Orders that modified the working conditions of municipal employees across New York State due to the Coronavirus (COVID-19) pandemic; and

WHEREAS, by Resolution No. 216 of 2020, the Board of Supervisors created the Temporary Coronavirus (Covid-19) Policy Concerning Pay, Leave and Remote Work that outlines the temporary enhancement of certain leave benefits for certain employees and work expectations for those that are able to continue working from home; and

WHEREAS, by resolution No. 9 of 2021, the Board of Supervisors most recently modified the aforementioned policy to provide additional support to employees during the COVID-19 pandemic; and

WHEREAS, the Government Operations Committee recommends modifying the benefits outlined in said policy now that every County employee has been given the opportunity to receive a vaccination for COVID-19,

NOW, THEREFORE BE IT RESOLVED, that the Madison County Board of Supervisors hereby amends the Temporary Coronavirus (Covid-19) Policy Concerning Pay, Leave and Remote Work.

Dated: April 13, 2021

Mary B. Cavanagh, Chairwoman
Government Operations Committee