

AGENDA
MANAGEMENT & FINANCE COMMITTEE
MONDAY, NOVEMBER 28, 2022 AT 10:00 AM

COMMITTEE MEMBERS: Barnes-Chair, Lausell-excused, Howell, Rondinaro.
ALSO PRESENT: Fonda Chronis, County Administrator
STAFF ADVISOR/MINUTES: Stacy Husted, Clerk

- I. PURCHASING – Elizabeth Guild
 - A. Resolution – Authorization to declare items surplus for various departments (see attached)
 - B. Resolution – Authorize amending the Fixed Assets Policies and Procedures (see attached)

- II. TREASURER – Holley Sokolowski
 - A. Sales Tax Report (see attached)
 - B. Financial System Update.

- III. REAL PROPERTY TAX AGENCY – Kelly Anderson
 - A. Report of the corrections, refunds and credits processed
 - B. Resolution – Authorize two-year contract with Applied Business Systems, Inc. for Tax Bill Processing, Printing and Mailing Services (see attached)

- IV. PERSONNEL OFFICE - Lorry Johnson
 - A. Resolution – Authorize Stipulation and Release of Claims Agreement with Catherine A. Collins (see attached)
 - B. Resolution – Authorize Performance Review Evaluation Tool for employees in the Management/Confidential Group (see attached)
 - C. Discussion: Stipends for Kirk Smith, Director of Emergency Services and Jennifer Davis, Secretary 1 (contingent on MOU with CSEA)

- V. LEGISLATURE – Stacy Husted
 - A. Resolution – Set Dates – 2022 Year End Meeting and the 2023 Organizational Meeting of the Schuyler County Legislature (see attached)
 - B. Resolution – Authorize Distribution of Mortgage Tax Receipts Pursuant to Section 261 of the New York State Tax Law for the period of April 1, 2022 through September 30, 2022 (see attached)

- VI. ELECTIONS – Carolyn Elkins & Joseph Fazzary
 - A. Resolution – Democratic Election Commissioner Appointment (see attached)
 - B. Resolution – Republican Election Commissioner Appointment (see attached)
 - C. Resolution – Authorize transfer from Contingency for the August 2022 Special/Primary Elections expenses (see attached)

- VII. RECORDS MANAGEMENT – Peggy Tomassi
 - A. Motion - Authorize renewing the contract with Cornell Cooperative Extension (CCE) of Schuyler County for records management storage and services, same cost to CCE of \$3.50 per c/f, with a minimum annual charge of \$500.00, with a term of January 1, 2023 through December 31, 2025.
 - B. Resolution – Authorize stipend increase for Records Management Officer (see attached)

- VIII. INFORMATION TECHNOLOGY – Chris Caccia
 - A. Resolution – Authorize an Intergovernmental Agreement with the New York State Office of Information Technology Services and the New York State Division of Homeland Security and Emergency Services for the provision of endpoint protection and response services (see attached)

- IX. COUNTY CLERK/DMV – Theresa Philbin
 - A. Nothing submitted.
- X. COUNTY ATTORNEY – Steven Getman
 - A. Nothing submitted.
- XI. COUNTY ADMINISTRATOR – Fonda Chronis

RE: AUTHORIZATION TO DECLARE ITEMS SURPLUS FOR VARIOUS DEPARTMENTS –
PURCHASING

WHEREAS, there are buses to be declared surplus in the County Public Transit program.

NOW, THEREFORE, BE IT RESOLVED, pursuant to County Law Section 215, the Schuyler County
Legislature hereby declares the following assets surplus, and

BE IT FURTHER RESOLVED that the following items are to be placed in storage for an auction.

SURPLUS FOR AUCTION

<u>Asset #</u>	<u>Description</u>	<u>Serial/VIN #</u>	<u>Department</u>
7257	Transit Bus #107	1FD4E4FS3GDC10764	Transportation
7258	Transit Bus #108	1FD4E4FS5GDC10765	Transportation

RE: AUTHORIZE AMENDING THE FIXED ASSETS POLICIES AND PROCEDURES – PURCHASING DEPARTMENT

WHEREAS, the Schuyler County Fixed Assets Policies and Procedures has been updated to reflect procedural changes, and

WHEREAS, the County Attorney has reviewed and approved of the changes.

NOW, THEREFORE, BE IT RESOLVED, that the Schuyler County Legislature hereby approve of the amended and revised Fixed Assets Policies and Procedures, on file in the Purchasing Department.

Schuyler County
Fixed Assets Policies and Procedures
(Adopted xx/xx/xx, Res.# xxx)

1.0 Objectives

The Fixed Asset Division has the following primary objectives:

1. To establish a record of all Schuyler County assets and the location of same.
2. To establish responsibility for the care, custody, and control of Schuyler County fixed assets.
3. To provide sources of information about Schuyler County fixed assets such as: valuation, and insurance coverage.
4. To provide financial reporting to the Schuyler County Treasurer, external auditors and Schuyler County Management and Finance committee upon request.
5. To maintain a complete list of current fixed assets for each department to access.

2.0 Scope of Responsibility

Schuyler County Legislature/Purchasing Department

The Schuyler County Legislature has established a Fixed Asset Division of the Schuyler County Purchasing Department. Establishment of the Fixed Assets Policies and Procedures and amendments, as recommended by the Schuyler County Purchasing Director, may be adopted by the Schuyler County Legislature with a 5/8 resolution vote.

Fixed Assets Division

The Fixed Assets Division of the Schuyler County Purchasing Department will be responsible for monitoring and maintaining the County's fixed assets. The Fixed Assets Division will develop, implement and maintain a uniform system for care, custody, and control of fixed assets within the General Municipal Laws of the State of New York and such local laws as passed by the Schuyler County Legislature.

3.0 General Policies

The Fixed Assets Division will maintain a record of all Schuyler County fixed assets with a minimum value of two thousand, five-hundred dollars (\$2,500.00), excluding computers, as established by the Schuyler County Purchasing Department and approved by the Schuyler County Legislature (Res. # 304-22).

Items to be included in the inventory of fixed assets shall have **a useful life of at least one (1) year and a minimum value of two-thousand, five-hundred dollars (\$2,500.00) for equipment; five thousand dollars (\$5,000.00) for land, buildings, and building improvements; and ten thousand dollars (\$10,000.00) for infrastructure assets.**

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(Adopted xx/xx/xx, Res.# xxx)

Items such as computers (including tablets and laptops) that are valued at less than the \$2,500.00 threshold shall be included in fixed assets for tracking and insurance purposes.

Items, other than computers, valued at less than \$2,500.00, such as calculators, staplers, radios, tools, etc., are not included in fixed assets but are covered under a blanket insurance policy. Departments are required to keep their own internal inventories per grant requirements and to have controls in place to reduce theft.

Types of Capital Assets

Real Property

- Land, buildings and building improvements are included in real property. Buildings and building improvements can include equipment items that are installed as an essential part of the structure, such as plumbing; electrical, heating and cooling systems; elevators; and boilers. Building improvements add function or significantly extend the useful life of the structure. Costs that do not meet these requirements should be expensed as repairs and maintenance.
- Infrastructure assets include roads, bridges, culverts, sidewalks and parking lots. Sidewalk and parking lots that are ancillary to a building will be considered part of the building. Improvements that add function or significantly extend the useful life of the structure should be capitalized. Costs that do not meet these requirements should be expensed as repairs and maintenance.

Personal Property

- Equipment is either moveable or fixed. Moveable equipment is not permanently affixed to or part of a building. Examples of movable equipment are desks, chairs, etc. Fixed equipment is permanently affixed to a building but is separate from the building itself. Examples are wall-to-wall carpeting, built-in cabinets and water fountains.
- Computer software is either acquired or developed by the County for internal use. The costs of purchased goods and services relating to the installation of the software, payroll, and payroll-related costs directly related to the project should be capitalized.

Assets that are accounted for under a grant or contract must comply with all contractual obligations set forth in the agreement.

Depreciation and Estimated Useful Lives

Fixed assets will be depreciated using the straight-line method of depreciation and will be based on an estimated useful life of:

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Fixed Assets Policies and Procedures
(Adopted xx/xx/xx, Res.# xxx)

Real Property (Buildings, Land Improvements)	50 years
Machinery & Equipment	10 years
Infrastructure Assets	10 years
Vehicles	5 years
Police Vehicles	3 years
Computers	5 years

Salvage values will be considered to be zero, since the County typically retains fixed assets until they have market values that are approximately zero.

If fixed assets are purchased in accordance with funding source requirements (such as equipment purchased with New York State Office of Mental Health funds), those requirements will supersede the above guidelines.

Valuation

Items listed in the fixed assets inventory shall be valued at the cost of the initial purchase.

The initial purchase cost of the asset should include:

- Purchase price (do not include any discount from a trade-in, should be actual cost)
- Transportation costs
- Installation costs
- Any other direct expenses incurred by the County in obtaining the asset

Assets that are donated to the County should be valued at the fair market value of the asset on the date of donation.

Assets purchased under a capital lease must be valued at the current market value and should not include any interest. Items acquired with an operating lease are not considered capital assets. The expense is considered rent. A lease is a capital lease if any of the following conditions exist:

- Ownership transfers to the County at the end of the lease.
- The lease contains a bargain purchase option.
- The lease period is at least 75% of its useful life.
- The present value of the lease payments is at least 90% of fair market value.

Insurance

Notification to the insurance carrier of asset acquisitions, including the Inland Marine section of the policy, shall be provided by the County Administrator's office as requested.

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Fixed Assets Policies and Procedures
(Adopted xx/xx/xx, Res.# xxx)

Inland Marine reports shall consist of:

- Contractor's equipment
- Computer/data-related equipment
- Mobile equipment
- Leased equipment

Reports shall be based on items with an asset value of two thousand, five-hundred dollars (\$2,500.00) and over, but will also include items such as computers (including tablets and laptops) that are valued at less than the \$2,500.00 threshold. Smaller items such as chairs, calculators, staplers, etc., are covered under a blanket insurance policy.

Departments maintaining a vehicle fleet are responsible for notifying the County Administrator's office upon receipt of new vehicles or removal of old vehicles.

Records

Records shall be kept in two (2) categories: Real Property and Personal Property.

Real Property

Real property information will be maintained and stored in the Real Property Tax office. Real property records shall include diagrams of the property including building(s).

Personal Property

Personal property information is supplied by a purchase order or relevant documentation and records shall include:

- Item description, make, model and serial/identification number
- Purchase order number, acquisition date, vendor and purchase amount
- Assigned department

Information not readily available from the purchase order, invoice or packing slip will be provided by the department receiving the asset.

Accountability

Schuyler County employees are responsible for the care of County property within his/her custody or control. Each department shall monitor the care afforded to assigned County property.

Departmental Accountability

Department Heads are responsible for filing warranty information with manufacturers, along with maintenance, repairs or returns of assets within their department.

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(Adopted xx/xx/xx, Res.# xxx)

Fixed Assets Division

The Fixed Asset Division shall perform cyclical physical inventories with each department being inventoried once every three (3) years. The Fixed Assets Division will require departments to physically check and verify assets in their possession against those listed on their department's current asset inventory report on a yearly basis.

The Fixed Assets Division shall generate all resolutions pertaining to fixed assets and will assist with the disposal of surplus, obsolete or unserviceable County assets in addition to updating all departmental fixed asset transfers.

4.0 General Procedures

Identification

Munis generates a fixed asset number when the fixed asset is entered into the system. Information associated with each asset's unique number will be:

- Item description, make, model and serial/identification number
- Purchase order number, acquisition date, vendor and purchase amount
- Assigned department
- Voucher number

Once the fixed asset number has been created, the appropriate department will be notified to write the number directly onto the fixed asset, where possible, or record the number for reference to confirm the department's fixed asset list at year end. The asset number must remain on the asset until the item is disposed.

Each department will obtain a current fixed assets report for review/update on a yearly basis. Departments can pull fixed assets reports at any time through Munis.

Transfer / Disposition of Assets

Department Heads (or designee) are responsible for forwarding a completed Departmental Transfer/Disposition Form (located in the AC folder) to Purchasing for processing transfers, junk or surplus.

Prior to completion of the Transfer/Disposition Form, departments should contact IT (electronics/technology only) or Building & Grounds (B&G) to determine if item(s) should be declared junk or surplus. The Highway Department will determine if vehicles and highway assets are considered junk or surplus.

Completed Transfer/Disposition Forms should include the following information:

- Department
- Date

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Fixed Assets Policies and Procedures
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- Specified as Transfer, Surplus or Junk
- Asset Number
- Quantity
- Description
- Serial or VIN number
- Transfer From/To Departments, if applicable
- Signature

NOTE: If a work order is needed, the work order will be completed by the Purchasing Department.

Transfers - Computers and Peripherals considered Junk/Surplus

- If the department has a fixed asset that is computer/technology related and the department no longer wants it or it does not work, notify the Information Technology (IT) Department and complete the Departmental Transfer/Disposition Form as a transfer to the IT Department and send the form to Purchasing.
- If necessary, Purchasing will complete a work order for B&G to pick up and move the fixed asset to IT.
- Purchasing will update Munis changing the location to the IT Department.
- At this point, no resolution is needed.
- The IT Department will determine whether or not the asset is junk, surplus for auction or can be fixed and used elsewhere within the County and will complete the Transfer/Disposition Form and forward to Purchasing if applicable.
- If a computer is determined to be junk, IT will remove the hard drive, note on the Transfer/Disposition Form that the drive has been removed. The hard drive will then be wiped and destroyed.

Transfers – all other

- If the department has a fixed asset to transfer to another department, complete the Departmental Transfer/Disposition Form and forward to Purchasing.
- Purchasing will complete a work order for B&G to pick up and move the item to the new department.
- No resolution is required for interdepartmental transfers.
- Purchasing will update Munis with the new location.

Surplus Retained by the Department but stored at B&G

- Departments may want to keep a fixed asset but temporarily store it at B&G. These assets are still under the custody and control of the department and will remain listed in Munis as that department's asset.
- No resolution is needed.
- No Departmental Transfer/Disposition Form needs to be completed.
- Complete a work order for B&G to pick up and store.

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Surplus Retained by B&G – treated as a Transfer

- Departments that have fixed assets that they no longer want, but are still in good usable condition, should contact B&G to determine usability and then complete a Departmental Transfer/Disposition Form, transferring that asset to B&G as surplus, and forward the form to Purchasing. These assets will be available for transfer to other County departments.
- Purchasing will complete a work order for B&G to pick up and store the item.
- At this point, no resolution is needed.
- Purchasing will update Munis and list this asset under B&G as Surplus.
- Departments wishing to view specific items should contact B&G.
- B&G will complete the Departmental Transfer/Disposition Form to notify Purchasing when items are transferred to another department in order to update the Fixed Asset records. **NOTE: The asset number must remain on the item until disposed and must be referenced when transferring.**
- As the County has limited storage space available, at the discretion of B&G and the Purchasing Department, surplus items may be disposed by public auction or by advertised, sealed, bid.

Surplus for Auction

- If the department have an asset(s) for auction, please review with the Highway Dept. beforehand (they handle the online auctions) and then complete the Departmental Transfer/Disposition Form and forward to Purchasing.
- Purchasing will take to the Management & Finance Committee for a resolution.
- Once the resolution has been approved, Purchasing will notify the Highway Department along with the department who issued the form.
- The department will coordinate with the Highway Department, who will put the item(s) online for auction through a third-party vendor.
- Once the auction is closed, the Highway Department will receive an email, listing the highest bid.
- Highway Department will send Purchasing a copy of the auction check – this is the notice that the fixed asset has sold, amount it sold for, and the date sold (check date).
- Purchasing will update the fixed asset in Munis as SOLD with the sold amount and date.

Surplus for Trade-In

- If the department plans on trading in an asset, complete the Departmental Transfer/Disposition Form and forward to Purchasing.
- Purchasing will take to the Management & Finance Committee for a resolution.
- Once the resolution has been approved, Purchasing will notify the department and at that time the asset(s) can be traded in.

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- The department should notify Purchasing of the trade-in value (disposal amount) and the date it was traded and Purchasing will update Munis.

Junk (all except computers & peripherals which are transferred to IT)

- If a fixed asset appears broken, contact B&G to look at it to determine if it is junk.
- If it is junk, complete the Departmental Transfer/Disposition Form and forward the form to Purchasing.
- Purchasing will take to the Management & Finance Committee for a resolution.
- Once the resolution has been approved, Purchasing will complete a work order for B&G to pick up.
- Purchasing will update Munis and list the asset as junk.
- B&G is responsible for the disposition of the asset(s).

Disposal

Once the asset(s) has been disposed of, Buildings and Grounds will notify Purchasing regarding:

- Date of disposal
- Vendor who disposed of the item
- Forward a copy of any Certificate of Disposition that they may receive to Purchasing

Any remaining surplus or junk items that are fully depreciated, have no saleable value, are unneeded, unusable or obsolete may also be donated to another municipality or non-profit organization. These donations will be coordinated through the Purchasing and IT Departments to ensure fixed asset records are updated and any internal systems have been destroyed or wiped clean of County information. Remaining items may then be donated free of charge to any interested entity or disposed of at the discretion of the Purchasing Director, in cooperation with the B&G Supervisor.

Hard Drives

IT will remove any computer hard drives and wipe them clean. Destroyed hard drives will be recycled, along with our other technology equipment, by a local recycling company.

Disposal of Surplus Items Not Included In Fixed Assets Records

For all items under the \$2,500.00 threshold that are not included in Fixed Asset records such as chairs, desks, filing cabinets, typewriters, etc., disposal should be coordinated through B&G with a work order. B&G and IT will dispose of “junked” items.

Smaller items such as unneeded ink cartridges or typewriter ribbons may be sent to the Purchasing Department to store for possible use by other departments.

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Additional items that may be sold through advertised bid, auction or online auction, with documented department head approval, are items that were not purchased with County funds: seized assets, donated items or forfeited vehicles. Revenue received must have a check(s) made payable to the Treasurer's Office, with the department noting the appropriate line account number to be credited. Remaining items may be donated to another municipality, non-profit organization or other interested entity.

All items to be sold through advertised bid, (local) public auction or donated shall include a "Hold Harmless" clause (available in the AC folder) for buyer's signature at time of sale/donation.

Departments should maintain documentation of all transactions for internal control and auditing purposes.



Schuyler County

Sales Tax History 2022

County Share of Sales Tax (80%)



11/22/2022

H. Sokolowski

	Actual Payments from NYS for Sales Tax Revenues					2022 County Share		Prior Year Variance
	2018	2019	2020	2021	2022	2022		
JANUARY	536,519.37	559,421.73	614,880.48	522,638.91	697,101.80	557,681.44		
TOTAL JANUARY	128,797.61	126,830.03	139,774.70	138,845.93	163,331.08	130,664.86		
FEBRUARY	665,316.98	686,251.76	754,655.18	661,484.84	860,432.88	688,346.30		130.08%
TOTAL FEBRUARY	495,795.89	486,350.68	531,658.92	525,607.40	589,622.80	471,698.24		
MARCH	100,456.12	98,386.88	120,381.14	110,549.38	114,389.88	91,511.90		
TOTAL MARCH	596,252.01	584,737.56	652,040.06	636,156.78	704,012.68	563,210.14		110.67%
TOTAL 1ST QTR	709,647.37	713,638.73	943,125.28	807,652.86	1,077,817.15	862,253.72		
	185,414.61	172,698.40	186,349.19	182,101.47	197,234.49	157,787.59		
	895,061.98	886,337.13	1,129,474.47	989,754.33	1,275,051.64	1,020,041.31		128.83%
	2,156,630.97	2,157,326.45	2,536,169.71	2,287,395.95	2,839,497.20	2,271,597.75		124.14%
APRIL	579,624.26	630,496.46	436,312.75	489,384.52	873,257.11	698,605.69		
TOTAL APRIL	149,067.38	152,657.99	92,322.65	182,371.08	238,536.75	190,829.40		165.51%
MAY	728,691.64	783,154.45	528,635.40	671,755.60	1,111,793.86	889,435.09		
TOTAL MAY	608,692.44	630,242.65	406,016.39	686,125.88	944,058.70	755,246.96		
JUNE	131,557.73	152,701.07	66,709.96	159,819.72	194,564.24	155,651.39		
TOTAL JUNE	740,250.17	782,943.72	472,726.35	845,945.60	1,138,622.94	910,898.35		134.60%
TOTAL 2ND QTR	440,011.43	456,665.41	508,947.07	1,076,835.78	314,795.80	251,836.64		
	504,684.54	520,065.23	395,682.86	533,181.99	607,301.59	485,841.27		
	342,552.87	340,869.23	232,372.92	391,048.01	327,715.56	262,172.45		
	1,287,248.84	1,317,599.87	1,137,002.85	2,001,065.78	1,249,812.95	999,850.36		62.46%
TOTAL YEAR TO DATE	2,756,190.65	2,883,698.04	2,138,364.60	3,518,766.98	3,500,229.75	2,800,183.80		99.47%
	4,912,821.62	5,041,024.49	4,674,534.31	5,806,162.93	6,339,726.95	5,071,781.55		109.19%
JULY	889,780.21	1,028,154.20	794,749.56	972,868.87	1,173,270.69	938,616.55		
TOTAL JULY	211,950.98	193,740.65	185,877.02	213,151.73	265,372.37	212,297.90		
AUGUST	1,101,731.19	1,221,894.85	980,626.58	1,186,020.60	1,438,643.06	1,150,914.45		121.30%
TOTAL AUGUST	857,602.73	937,326.39	774,025.90	1,017,920.32	675,000.80	540,000.64		
SEPTEMBER	175,497.79	207,032.65	175,746.94	196,050.30	237,306.27	189,845.02		
TOTAL SEPTEMBER	1,033,100.52	1,144,359.04	949,772.84	1,213,970.62	912,307.07	729,845.66		75.15%
TOTAL 3RD QTR	1,226,984.29	1,067,774.66	1,424,628.19	1,857,938.42	1,772,017.92	1,510,153.34		
	374,320.71	431,913.61	323,322.77	440,834.53	475,867.94	475,867.94		
	1,601,305.00	1,499,688.27	1,747,950.96	2,298,772.95	2,247,885.86	1,986,021.28		97.79%
TOTAL YEAR TO DATE	3,736,136.71	3,865,942.16	3,678,350.38	4,698,764.17	4,598,835.99	3,866,781.39		97.87%
	8,648,958.33	8,906,966.65	8,352,884.69	10,504,927.10	10,938,562.94	8,938,562.94		104.13%
OCTOBER	674,885.89	741,678.27	697,766.37	797,708.03	966,366.55	966,366.55		
TOTAL OCTOBER	143,766.90	129,324.40	151,756.31	159,877.20	193,390.62	193,390.62		
NOVEMBER	818,652.79	871,002.67	849,522.68	957,585.23	1,159,757.17	1,159,757.17		121.11%
TOTAL NOVEMBER	695,744.92	648,392.35	617,726.28	731,337.42	0.00	0.00		
DECEMBER	132,339.44	144,032.94	147,371.29	178,670.68	0.00	0.00		
TOTAL DECEMBER	828,084.36	792,425.29	765,097.57	910,008.10	0.00	0.00		0.00%
TOTAL 4TH QTR	485,801.44	668,627.09	923,244.23	998,827.89	0.00	0.00		
	327,922.13	331,878.01	330,166.24	388,069.74	0.00	0.00		
	336,478.80	357,932.14	303,359.66	317,876.36	0.00	0.00		
	1,150,202.37	1,358,437.24	1,556,770.13	1,704,773.99	0.00	0.00		0.00%
TOTAL YEAR TO DATE	2,796,939.52	3,021,865.20	3,171,390.38	3,572,367.32	1,159,757.17	1,159,757.17		32.46%
GRAND TOTAL	11,445,897.85	11,928,831.85	11,524,275.07	14,077,294.42	12,098,320.11	10,098,320.11		85.94%
BUDGET ESTIMATE	10,718,416.00	11,350,000.00	11,900,000.00	11,000,000.00	12,900,000.00	12,900,000.00		
% OF GRAND TOTAL	106.79%	105.10%	96.84%	127.98%	93.79%			County Sales Tax Comparison

RE: AUTHORIZE TWO-YEAR CONTRACT WITH APPLIED BUSINESS SYSTEMS, INC. FOR TAX BILL PROCESSING, PRINTING AND MAILING SERVICES – REAL PROPERTY TAX DEPARTMENT

WHEREAS, the Real Property Tax Department is in need of tax bill processing, printing and mailing, and WHEREAS, Applied Business Systems, Inc. can provide these services per Exhibit 1 and 2 of their contract.

NOW, THEREFORE, BE IT RESOLVED, that the Chairman of the Legislature be hereby authorized to execute a two-year contract with Applied Business Systems, Inc. for the Real Property Tax Department for tax bill processing, printing and mailing, with a term of November 1, 2022 through October 31, 2024, at costs spelled out in Exhibit 1 and 2 of their contract, funding available in account no. 001.1355.0401, contract approved as to form by the Schuyler County Attorney.

RE: AUTHORIZE STIPULATION AND RELEASE OF CLAIMS AGREEMENT WITH CATHERINE A. COLLINS – HUMAN RESOURCES DEPARTMENT

BE IT RESOLVED, that the Chairman of the Legislature is hereby authorized to sign a Stipulation and Release of Claims Agreement with Catherine A. Collins, as approved by Labor Counsel.

RE: AUTHORIZE PERFORMANCE REVIEW EVALUATION TOOL FOR EMPLOYEES IN THE MANAGEMENT/CONFIDENTIAL GROUP – HUMAN RESOURCES DEPARTMENT

WHEREAS, Local Law No. 4 of the Year 2022 indicated that non-department head/confidential employees currently in positions five years or less would be assigned to their corresponding salary at the 25th percentile of the salary schedule developed by the Burke Group, and

WHEREAS, Section 3(b)(ii) of Local Law No. 4 of the Year 2022 states “All other non-department head management/confidential employees currently in position five years or less will be assigned the corresponding salary at the 25th Percentile assigned by each’s position grouping.... These position salaries will be further adjusted to the “Midpoint” at the beginning of the first fiscal year after the employee completes three full years in position upon satisfactory evaluation by the employee’s appointing authority and approved by the County Administrator,” and

WHEREAS, the County Administrator, in consultation with department heads, has developed a tool for evaluating the performance of the non-department head/confidential employees to evaluate nine employees who fall into the three-year designation category (see attached), and

WHEREAS, the County Administrator will present a more comprehensive evaluation system for all Management/Confidential employees in early 2023.

NOW, THEREFORE, BE IT RESOLVED, that the Schuyler County Legislature approves the use of the performance evaluation tool as presented, and

BE IT FURTHER RESOLVED, that the Personnel Officer is hereby directed to place the approved Performance Review Evaluation in the Management/Confidential Handbook.

Schuyler County

Management/Confidential Employees

Non-Department Head Performance Evaluation

Purpose:

Per Local Law #4 of 2022, all non-department head employees will be evaluated annually and after three full years of service in position. A satisfactory evaluation will move the employee's salary to the "Midpoint" wage in the Management/Confidential Salary Schedule for the grade the employee's position is assigned. An unsatisfactory evaluation would keep the employee at their current rate of pay. Any pay increases will be assigned to the employee at the beginning of the next fiscal year.

Instructions:

Department Head (or designated supervisor of the employee) will complete the below evaluation in full and submit it to Human Resources for processing. County Administrator will sign-off on the evaluation and approve any salary adjustments per Local Law #4 of 2022.

Employee Name: _____

Department: _____

Title: _____

Position Hire Date: _____

Evaluator: _____

Date: _____

<u>SCORING</u>	<u>Description</u>	<u>Value</u>
N/A	Does not apply to employee	1
Marginal	Work is substantially subpar	2
Needs Improvement	Work needs to be upgraded	4
Satisfactory	Performs all duties well	6
Commendible	Performs duties at high level	8
Superior	Outstanding performance	10
SATISFACTORY PERFORMANCE: AVERAGE SCORE 6 OR ABOVE		

PERFORMANCE EVALUATION SCORING

<u>CRITERIA</u>	N/A	MARGINAL	NEEDS IMPROVEMENT	SATISFACTORY	COMMENDIBLE	SUPERIOR
<p><u>Leadership and Management</u> - Inspires, sets positive example; Establishes collaborative climate; sets high standards of quality & productivity; ability to coach, counsel, take disciplinary action; manages staff properly to achieve goals and objectives</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><u>Planning & Organization</u> - Ability to plan, organize, coordinate tasks; establish priorities; set/meet reasonable goals and objectives; identifies problems and develops solutions</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><u>Teamwork/Dependability</u> - Supports County goals/objectives; considers county as a whole; supports DH in decision-making; accepts responsibility; follows instructions; meets deadlines; punctual; good attendance; assists in covering vacancies</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><u>Decision Making & Judgement</u> - Ability to analyze, synthesize, evaluate & make decisions timely; demonstrates good judgement & decision making; decisions are cost effective without jeopardizing quality of outcome</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<u>CRITERIA</u>	<u>N/A</u>	<u>MARGINAL</u>	<u>NEEDS IMPROVEMENT</u>	<u>SATISFACTORY</u>	<u>COMMENDIBLE</u>	<u>SUPERIOR</u>
<u>Innovation & Flexibility</u> - Talent for having new ideas; finding more effective methods; creative thinking and problem solving; prioritization and re-prioritization skills; willing to consider other ideas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Interpersonal/Communication</u> - Ability to make clear and concise verbal/written statements; listens to others; gives appropriate feedback; asks quality questions; tactfully deals with others; shares knowledge and info with others; ability to take instruction, follow guidance, accept constructive feedback	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Program Knowledge/Skills</u> - Understands scope of job and interrelationship with other functions; applies technical/professional skills to department operations; demonstrates growth in expertise; possesses strong administrative skills; sets high standards of quality and productivity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Fiscal & Admin</u> - Follows financial rules & procedures; uses creativity to lower costs; when appropriate, assists in developing programmatic costs and budgets; understands complexity of department-specific grants, other revenues, & expenditures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AVERAGE SCORE: <u>0</u>						
Evaluation: <u>Unsatisfactory</u>						

DESCRIBE EMPLOYEE STRENGTHS

DESCRIBE EMPLOYEE AREAS TO IMPROVE

SUPERVISOR COMMENTS

EMPLOYEE COMMENTS

SUPERVISOR ACKNOWLEDGEMENT

_____ DATE: _____

EMPLOYEE ACKNOWLEDGEMENT

_____ DATE: _____

DEPARTMENT HEAD REVIEW & APPROVAL

_____ DATE: _____

PERSONNEL OFFICER REVIEW & APPROVAL

_____ DATE: _____

COUNTY ADMINISTRATOR REVIEW & APPROVAL

Salary Adjustment None COLA Increase Three-Year "Midpoint" Salary Adjustment

_____ DATE: _____

RE: SET DATES - 2022 YEAR END MEETING AND THE 2023 ORGANIZATIONAL MEETING OF THE SCHUYLER COUNTY LEGISLATURE

BE IT RESOLVED, that the final meeting of the year 2022 for the Schuyler County Legislature be held on Tuesday, December 27, 2022, at 9:00 a.m. and that appropriate legal notice be published in the official newspaper of the County, and

BE IT FURTHER RESOLVED, that the 2023 Organizational Meeting of the Schuyler County Legislature shall be held on Wednesday, January 4, 2023 at 9:00 a.m. and that appropriate legal notice be published in the official newspaper of the County.

RE: AUTHORIZE DISTRIBUTION OF MORTGAGE TAX RECEIPTS PURSUANT TO SECTION 261 OF THE NEW YORK STATE TAX LAW FOR THE PERIOD OF APRIL 1, 2022 THROUGH SEPTEMBER 30, 2022

WHEREAS, the County Clerk and Treasurer have presented their report concerning mortgage tax receipts for the period April 1, 2022 through September 30, 2022, pursuant to Section 261 of the New York State Tax Law, and the same has been apportioned to the various municipalities thereto.

NOW, THEREFORE, BE IT RESOLVED, that the County Treasurer be, and hereby is, authorized to pay the respective towns and villages of Schuyler County those amounts listed below.

**MORTGAGE TAX DISTRIBUTION AMONG TOWNS AND VILLAGES
APRIL 1, 2022 THROUGH SEPTEMBER 30, 2022**

<u>TOWNS</u>	<u>Amount Due</u>	<u>VILLAGES</u>	<u>Amount Due</u>
Catharine	\$8,611.45	Burdett	\$1,133.43
Cayuta	\$8,925.86	Montour Falls	\$4,616.29
Dix	\$20,963.82	Odessa	\$1,343.91
Hector	\$66,516.62	Watkins Glen	\$7,577.50
Montour	\$13,648.66		
Orange	\$20,717.86		
Reading	\$15,516.67		
Tyrone	\$23,675.14		
TOTALS	\$178,576.08		\$14,671.13

RE: DEMOCRATIC ELECTION COMMISSIONER APPOINTMENT

WHEREAS, Commissioners of Election shall be appointed by the County Legislature, pursuant to NY Election Law § 3-204(4), and

WHEREAS, the chairman or secretary of the appropriate party county committee did file a certificate of party recommendation with the Clerk of the County Legislature recommending the appointment of Carolyn Elkins as Commissioner of Election for the Democratic party.

NOW, THEREFORE, BE IT RESOLVED, that the Schuyler County Legislature hereby appoints Carolyn C. Elkins as Commissioner of Election for the Democratic party for the term January 1, 2023 through December 31, 2024, at a salary of \$22,950.00.

RE: REPUBLICAN ELECTION COMMISSIONER APPOINTMENT

WHEREAS, Commissioners of Election shall be appointed by the County Legislature, pursuant to NY Election Law § 3-204(4), and

WHEREAS, the chairman or secretary of the appropriate party county committee did file a certificate of party recommendation with the Clerk of the County Legislature recommending the appointment of Joseph Fazzary, as Commissioner of Election for the Republican party.

NOW, THEREFORE, BE IT RESOLVED, that the Schuyler County Legislature hereby appoints Joseph Fazzary, as Commissioner of Election for the Republican party for the term January 1, 2023 through December 31, 2024, at a salary of \$22,950.00.

RE: AUTHORIZE TRANSFER OF FUNDS FROM CONTINGENCY FOR THE AUGUST 2022 SPECIAL/PRIMARY ELECTIONS EXPENSES – BOARD OF ELECTIONS DEPARTMENT

WHEREAS, due to the unanticipated Special and Primary Elections that were held because of an early resignation, these expenses were not budgeted for and have depleted the printing, advertising, election services and part time accounts in the Board of Elections Budget, and

WHEREAS, the Board of Elections would like to request the amount of \$29,910.00 from the Contingency account to cover said shortfall, and has the approval of the County Administrator.

NOW, THEREFORE, BE IT RESOLVED, that the Schuyler County Treasurer is hereby authorized to transfer the amount of \$29,910.00 from Contingency account no. 001.1990.0500 into the following accounts:

<u>AMOUNT</u>	<u>ACCOUNT NO.</u>	<u>DESCRIPTION</u>
+\$ 5,123.00	001.1450.0455	Printing
+\$ 1,669.00	001.1450.0402	Advertising
+\$ 1,486.00	001.1450.0458	Professional Fees and Services
+\$21,632.00	001.1450.0105	Personnel Part-Time Inspectors

RE: AUTHORIZE STIPEND INCREASE FOR RECORDS MANAGEMENT OFFICER – RECORDS MANAGEMENT DEPARTMENT

WHEREAS, Chapter 737 of the Laws of New York – 1987, Section 57.19, states that the County is obligated to designate a Records Management Officer (RMO), and

WHEREAS, Resolution No. 241-17 appointed the Confidential Secretary to the County Administrator as the RMO with an annual salary of \$5,000.00, and

WHEREAS, the County Administrator acknowledges that the duties and responsibilities of the RMO have grown and an increase in the annual stipend to \$6,000.00 is warranted.

NOW, THEREFORE, BE IT RESOLVED, that the Records Management Officer's stipend be increased to \$6,000.00, effective January 1, 2023.

RE: AUTHORIZE INTERGOVERNMENTAL AGREEMENT WITH THE NEW YORK STATE OFFICE OF INFORMATION TECHNOLOGY SERVICES AND THE NEW YORK STATE DIVISION OF HOMELAND SECURITY AND EMERGENCY SERVICES FOR THE PROVISION OF ENDPOINT PROTECTION AND RESPONSE SERVICES – INFORMATION TECHNOLOGY DEPARTMENT

WHEREAS, the New York State Office of Information Technology Services and the New York State Division of Homeland Security and Emergency Services will provide the provision of endpoint protection and response services no cost to the County through an Intergovernmental Agreement.

NOW, THEREFORE, BE IT RESOLVED, that the Chairman of the Legislature be hereby authorized to execute an Intergovernmental Agreement with the New York State Office of Information Technology Services and the New York State Division of Homeland Security and Emergency Services for the Information Technology Department for the provision of endpoint protection and response services, effective upon execution of the agreement for three years with an automatic renewal of twelve months, at no cost to the County, agreement approved as to form by the Schuyler County Attorney.