
AGENDA OF THE SCHUYLER COUNTY LEGISLATURE
REGULAR MEETING – DECEMBER 12, 2022

Meetings of this Legislature are open and public but, unless otherwise published, are not Public Hearings permitting public participation. Members of the public are requested to respect this rule, affording others an opportunity to hear and observe legislative deliberations and decisions. "a time for public comment will be allowed after the opening of the official session for up to a thirty minute period of time and at the completion of the agenda, for up to a fifteen minute period of time." (per Resolution No. 39-1983). With regard to questions, to avoid faulty information, any questions deemed to be unanswerable shall be submitted in writing and answered as soon as possible. Remember, this is supposed to be a discussion time for the public to give their views of what is happening in county government.

"To make this meeting more comfortable to you, the Schuyler County Legislature should be aware of your physical, visual or hearing problems before the meeting."

1. Meeting called to order by Chairman Blowers at 6:30 P.M.
2. Pledge of Allegiance led by Legislator Reed.
3. Moment of Silence.
4. Roll Call.
5. Announcement of Emergency Resolutions.
6. Public Participation (30 minutes).
7. Public Hearing – Local Law Intro. E of the Year 2022 “A Local Law to amend the provisions of Schuyler County Local Law No. 4 of the Year 2022, related to the salary schedule and grade grouping system.”
8. Presentation of a Proclamation to retired Sheriff William E. Yessman, Jr. by Senator O’Mara and Assemblyman Palmesano.
9. Resolutions and Motions.

Intro. No.	Res. No. 366	APPROVE MINUTES OF THE NOVEMBER 9, 2022 SPECIAL MEETING AND THE NOVEMBER 14, 2022 REGULAR MEETING OF THE SCHUYLER COUNTY LEGISLATURE
Motion by	Second by	Vote:
		Noes:

Intro. No. 1	Res. No.	AUTHORIZE TRANSFER OF FUNDS FROM SHERIFF CAR OPERATIONS BUDGET FOR JAIL UTILITIES EXPENSES – SHERIFF’S DEPARTMENT
Motion by	Second by	Vote:
		Noes:

Intro. No. 2	Res. No.	AUTHORIZE TRANSFER OF FUNDS FROM CONTROL OF DOGS BUDGET FOR JAIL PART-TIME PERSONNEL EXPENSES – SHERIFF’S DEPARTMENT
Motion by	Second by	Vote:
		Noes:

Intro. No. 3	Res. No.	AUTHORIZE TRANSFER OF FUNDS FROM CONTROL OF DOGS BUDGET FOR NAVIGATION PERSONNEL EXPENSES – SHERIFF’S DEPARTMENT
Motion by	Second by	Vote:
		Noes:

Intro. No. 4	Res. No.	AUTHORIZE CONTRACT WITH THE NEW YORK STATE DIVISION OF HOMELAND SECURITY AND EMERGENCY SERVICES FOR THE FISCAL YEAR 2020 HAZARDOUS MATERIAL (HAZMAT) TARGETED GRANT – EMERGENCY MANAGEMENT DEPARTMENT
Motion by	Second by	Vote:
		Noes:

Intro. No. 5	Res. No.	AUTHORIZE CONTRACT WITH AMRIC ASSOCIATES LTD FOR LITIGATION INVESTIGATION SERVICES – PUBLIC DEFENDER’S DEPARTMENT
Motion by	Second by	Vote:
		Noes:

Intro. No. 6	Res. No.	ACCEPT BID FOR FOUR YEARS FOR HVAC WATER TREATMENT AND SERVICE – BUILDINGS AND GROUNDS DEPARTMENT
Motion by	Second by	Vote:
		Noes:

Intro. No. 7	Res. No.	AUTHORIZE TRANSFER OF FUNDS FROM CONTINGENCY FOR HVAC CONTROLLER UPGRADE – BUILDINGS AND GROUNDS DEPARTMENT
Motion by	Second by	Vote:
		Noes:

Intro. No. 8	Res. No.	AUTHORIZE ADVERTISEMENT FOR SEALED BIDS FOR THE CONSTRUCTION OF BRIDGE REPLACEMENT (BIN 3332610) COUNTY ROAD 16 OVER PINE CREEK, TOWN OF ORANGE, SCHUYLER COUNTY, P.I.N 6755.48 – HIGHWAY DEPARTMENT
Motion by	Second by	Vote:
		Noes:

Intro. No. 9	Res. No.	AUTHORIZATION TO DECLARE ITEMS SURPLUS FOR VARIOUS DEPARTMENTS – PURCHASING DEPARTMENT
Motion by	Second by	Vote:
		Noes:

Intro. No. 10	Res. No.	AUTHORIZE AMENDING THE FIXED ASSETS POLICIES AND PROCEDURES – PURCHASING DEPARTMENT
Motion by	Second by	Vote:
		Noes:

Intro. No. 11	Res. No.	AUTHORIZE TWO-YEAR CONTRACT WITH APPLIED BUSINESS SYSTEMS, INC. FOR TAX BILL PROCESSING, PRINTING AND MAILING SERVICES – REAL PROPERTY TAX DEPARTMENT
Motion by	Second by	Vote:
		Noes:

Intro. No. 12	Res. No.	AUTHORIZE STIPULATION AND RELEASE OF CLAIMS AGREEMENT WITH CATHERINE A. COLLINS – HUMAN RESOURCES DEPARTMENT
Motion by	Second by	Vote:
		Noes:

Intro. No. 13	Res. No.	AUTHORIZE PERFORMANCE REVIEW EVALUATION TOOL FOR EMPLOYEES IN THE MANAGEMENT/CONFIDENTIAL GROUP – HUMAN RESOURCES DEPARTMENT
Motion by	Second by	Vote:
		Noes:

Intro. No. 14	Res. No.	SET DATES - 2022 YEAR END MEETING AND THE 2023 ORGANIZATIONAL MEETING OF THE SCHUYLER COUNTY LEGISLATURE
Motion by	Second by	Vote:
		Noes:

Intro. No. 15	Res. No.	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
Motion by	Second by	Vote:
		Noes:

Intro. No. 16	Res. No.	DEMOCRATIC ELECTION COMMISSIONER APPOINTMENT
Motion by	Second by	Vote:
		Noes:

Intro. No. 17	Res. No.	REPUBLICAN ELECTION COMMISSIONER APPOINTMENT
Motion by	Second by	Vote:
		Noes:

Intro. No. 18	Res. No.	AUTHORIZE TRANSFER OF FUNDS FROM CONTINGENCY FOR THE AUGUST 2022 SPECIAL/PRIMARY ELECTIONS EXPENSES – BOARD OF ELECTIONS DEPARTMENT
Motion by	Second by	Vote:
		Noes:

Intro. No. 19	Res. No.	AUTHORIZE STIPEND INCREASE FOR RECORDS MANAGEMENT OFFICER – RECORDS MANAGEMENT DEPARTMENT
Motion by	Second by	Vote:
		Noes:

Intro. No. 20	Res. No.	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
Motion by	Second by	Vote:
		Noes:

Intro. No. 21	Res. No.	ADOPTING LOCAL LAW INTRO. E/LOCAL LAW NO. ___ OF THE YEAR 2023, A LOCAL LAW TO AMEND THE PROVISIONS OF SCHUYLER COUNTY LOCAL LAW NO. 4 OF THE YEAR 2022, RELATED TO THE SALARY AND GRADE GROUP SYSTEM
Motion by	Second by	Vote:
		Noes:

Intro. No. 22	Res. No.	AUTHORIZE CONTRACT WITH CATHOLIC CHARITIES OF THE DIOCESE OF ROCHESTER DBA CATHOLIC CHARITIES OF CHEMUNG/SCHUYLER FOR RENTAL ASSISTANCE/AUTHORIZE AMENDING THE 2022 BUDGET–SOCIAL SERVICES DEPARTMENT
Motion by	Second by	Vote:
		Noes:

Intro. No. 23	Res. No.	AUTHORIZE CONTRACT WITH JENNIFER CLOSE TO PROVIDE RESOURCE GROUP SESSION SERVICES – SOCIAL SERVICES DEPARTMENT
Motion by	Second by	Vote:
		Noes:

Intro. No. 24	Res. No.	AUTHORIZE TRANSFER OF FUNDS FOR FOSTER CARE AND COMMITTEE ON SPECIAL EDUCATION PLACEMENTS – SOCIAL SERVICES DEPARTMENT
Motion by	Second by	Vote:
		Noes:

Intro. No. 25	Res. No.	AUTHORIZE AMENDING THE MANAGEMENT/CONFIDENTIAL HANDBOOK TO CREATE AND FILL ONE FULL-TIME TRAINING AND PROFESSIONAL DEVELOPMENT COORDINATOR POSITION/ACKNOWLEDGE APPOINTMENT AND SET SALARY FOR ONE FULL-TIME TRAINING AND PROFESSIONAL DEVELOPMENT COORDINATOR – SOCIAL SERVICES DEPARTMENT
Motion by	Second by	Vote:
		Noes:

Intro. No. 26	Res. No.	ADOPT PROTECTIVE FEDERAL TAX INFORMATION (FTI) POLICY FOR THE SCHUYLER COUNTY CHILD SUPPORT ENFORCEMENT UNIT – SOCIAL SERVICES DEPARTMENT
Motion by	Second by	Vote:
		Noes:

Intro. No. 27	Res. No.	AUTHORIZE SCHUYLER COUNTY YOUTH BUREAU RESOURCE ALLOCATION PLAN FOR 2022 – YOUTH BUREAU DEPARTMENT
Motion by	Second by	Vote:
		Noes:

Intro. No. 28	Res. No.	DELEGATE AUTHORITY TO SIGN AMENDMENTS – YOUTH BUREAU DEPARTMENT
Motion by	Second by	Vote:
		Noes:

Intro. No. 29	Res. No.	AUTHORIZE CONTRACT AMENDMENT WITH CATHOLIC CHARITIES OF THE DIOCESE OF ROCHESTER DBA CATHOLIC CHARITIES OF CHEMUNG/SCHUYLER TO INCREASE THE DOLLAR AMOUNT FOR THE RUNAWAY AND HOMELESS PROGRAM – YOUTH BUREAU DEPARTMENT
Motion by	Second by	Vote:
		Noes:

Intro. No. 30	Res. No.	AUTHORIZE CONTRACT WITH ST JAMES EPISCOPAL CHURCH FOR A CONGREGATE SITE LOCATION – OFFICE FOR THE AGING DEPARTMENT
Motion by	Second by	Vote:
		Noes:

Intro. No. 31	Res. No.	AUTHORIZE CONTRACT WITH NIAGARA UNIVERSITY FOR A ONE-DAY TRAINING SESSION – OFFICE FOR THE AGING DEPARTMENT
Motion by	Second by	Vote:
		Noes:

Intro. No. 32	Res. No.	AUTHORIZE REVISION TO TITLE AND JOB QUALIFICATIONS FOR THE NUTRITION EDUCATOR POSITION – OFFICE FOR THE AGING DEPARTMENT
Motion by	Second by	Vote:
		Noes:

Intro. No. 33	Res. No.	AUTHORIZE CONTRACT WITH BRADFORD CENTRAL SCHOOL DISTRICT FOR COVID-19 RELATED OBLIGATIONS – PUBLIC HEALTH DEPARTMENT
Motion by	Second by	Vote:
		Noes:

Intro. No. 34	Res. No.	AUTHORIZE AMENDING THE 2022 BUDGET FOR TRANSPORTATION – COUNTY ADMINISTRATOR DEPARTMENT
Motion by	Second by	Vote:
		Noes:

Intro. No. 35	Res. No.	ADOPT AN UPDATED SCHUYLER COUNTY COORDINATED PUBLIC TRANSIT HUMAN SERVICES TRANSPORTATION PLAN – COUNTY ADMINISTRATOR’S DEPARTMENT
Motion by	Second by	Vote:
		Noes:

10. New Business.
11. Unfinished Business.
12. Report on Standing Committees.
13. County Administrator’s Report:
14. Public Participation (15 minutes).
15. Meeting adjourned _____ P.M.

Stacy B. Husted, Clerk
Jamee L. Mack, Deputy Clerk

Resolution No. 366
SCHUYLER COUNTY LEGISLATURE

Regular Meeting
December 12, 2022

Intro. No. _____
Approved by Committee _____
Approved by Co. Atty. SJG

Motion by _____
Seconded by _____
Vote: ____ Ayes to ____ Noes
Name of Noes _____

RE: APPROVE MINUTES OF THE NOVEMBER 9, 2022 SPECIAL MEETING AND THE NOVEMBER 14, 2022 REGULAR MEETING OF THE SCHUYLER COUNTY LEGISLATURE

BE IT RESOLVED, that the minutes of the November 9, 2022 Special Meeting and the November 14, 2022 Regular Meeting of the Schuyler County Legislature be approved.

Resolution No.
SCHUYLER COUNTY LEGISLATURE

Regular Meeting
December 12, 2022

Intro. No. 1
Approved by Committee GLG
Approved by Co. Atty. SJK

Motion by _____
Seconded by _____
Vote: Ayes to Noes
Name of Noes _____

RE: AUTHORIZE TRANSFER OF FUNDS FROM SHERIFF CAR OPERATIONS BUDGET FOR JAIL UTILITIES EXPENSES – SHERIFF’S DEPARTMENT

WHEREAS, due to the unanticipated increased cost in utilities within the Jail budget the utilities account is almost depleted, and

WHEREAS, funding is available in the Car Operations budget due to delayed delivery of a leased vehicle later in the year.

NOW, THEREFORE, BE IT RESOLVED, that the Schuyler County Treasurer is hereby authorized to make the following transfer below:

<u>AMOUNT</u>	<u>ACCOUNT NO.</u>	<u>DESCRIPTION</u>
-\$ 9,000.00	001.3110.0204	Sheriff Car Operations
+\$9,000.00	001.3150.0442	Jail Utilities

Resolution No.
SCHUYLER COUNTY LEGISLATURE

Regular Meeting
December 12, 2022

Intro. No. 2
Approved by Committee GLG
Approved by Co. Atty. SJK

Motion by _____
Seconded by _____
Vote: ___ Ayes to ___ Noes
Name of Noes _____

RE: AUTHORIZE TRANSFER OF FUNDS FROM CONTROL OF DOGS BUDGET FOR JAIL PART-TIME
 PERSONNEL EXPENSES – SHERIFF’S DEPARTMENT

WHEREAS, due to the unanticipated staffing challenges within the Jail, an increase of part-time employees were utilized to fill the shortage, causing a need for an increase in the part-time budget, and

WHEREAS, funding is available in the Control of Dogs budget as the position was vacant and not filled until late this year.

NOW, THEREFORE, BE IT RESOLVED, that the Schuyler County Treasurer is hereby authorized to make the following transfers below:

<u>AMOUNT</u>	<u>ACCOUNT NO.</u>	<u>DESCRIPTION</u>
- \$25,000.00	001.3510.0100	Control of Dogs Personnel
+\$25,000.00	001.3150.0105	Jail Personnel Part-Time

Resolution No.
SCHUYLER COUNTY LEGISLATURE

Regular Meeting
December 12, 2022

Intro. No. 3
Approved by Committee GLG
Approved by Co. Atty. SJG

Motion by _____
Seconded by _____
Vote: ___ Ayes to ___ Noes
Name of Noes _____

RE: AUTHORIZE TRANSFER OF FUNDS FROM CONTROL OF DOGS BUDGET FOR NAVIGATION PERSONNEL EXPENSES – SHERIFF’S DEPARTMENT

WHEREAS, the Sheriff’s Office Navigation Unit increased marine patrols and involvement among staff during the 2022 season causing a need for additional funding to cover the additional personnel hours, and

WHEREAS, the Navigation personnel time is 50% reimbursable from state-aid, and

WHEREAS, funding is available in the Control of Dogs budget as the position was vacant and not filled until late this year.

NOW, THEREFORE, BE IT RESOLVED, that the Schuyler County Treasurer is hereby authorized to make the following transfers below:

<u>AMOUNT</u>	<u>ACCOUNT NO.</u>	<u>DESCRIPTION</u>
-\$ 4,000.00	001.3510.0100	Control of Dogs Personnel
+\$1,500.00	001.3111.0105	Navigation Personnel Part-Time
+\$2,500.00	001.3111.0130	Navigation Personnel Overtime

Resolution No.
SCHUYLER COUNTY LEGISLATURE

Regular Meeting
December 12, 2022

Intro. No. 4
Approved by Committee GLG
Approved by Co. Atty. SJK

Motion by _____
Seconded by _____
Vote: Ayes to Noes
Name of Noes _____

RE: **AUTHORIZE CONTRACT WITH THE NEW YORK STATE DIVISION OF HOMELAND SECURITY AND EMERGENCY SERVICES FOR THE FISCAL YEAR 2020 HAZARDOUS MATERIAL (HAZMAT) TARGETED GRANT – EMERGENCY MANAGEMENT DEPARTMENT**

WHEREAS, the Schuyler County Emergency Management Department was awarded a New York State Division of Homeland Security and Emergency Services Fiscal Year 2020 Hazardous Materials (HazMat) Targeted Grant HM20-1001-D00, in the amount of \$114,900.00, with no local share cost, and

WHEREAS, these grant funds will be used to enhance the HazMat Regional Response Team, which includes the counties of Tioga, Chemung, Steuben and Schuyler, through the purchase of equipment and supplies, providing training and/or conducting exercises.

NOW, THEREFORE, BE IT RESOLVED, that the Chairman of the Legislature be hereby authorized to accept and execute the HazMat Targeted Grant contract with the New York State Division of Homeland Security and Emergency Services, for the term of October 1, 2022 through August 31, 2023, in the amount of \$114,900.00, and

BE IT FURTHER RESOLVED, that the Schuyler County Treasurer is hereby directed to establish the State HazMat Targeted Program grant accordingly in cooperation with the Emergency Management Department.

Resolution No.
SCHUYLER COUNTY LEGISLATURE

Regular Meeting
December 12, 2022

Intro. No. 5
Approved by Committee GLG
Approved by Co. Atty. SJK

Motion by _____
Seconded by _____
Vote: Ayes to Noes
Name of Noes _____

RE: AUTHORIZE CONTRACT WITH AMRIC ASSOCIATES LTD FOR LITIGATION INVESTIGATION SERVICES – PUBLIC DEFENDER’S DEPARTMENT

WHEREAS, the Public Defender’s Office accepted a proposal and entered into a contract with Amric Associates LTD for investigative services in order to ensure necessary quality representation of indigent persons in criminal court and family court pursuant to the *Hurrell-Harring v State of New York* matter and the Sixth Amendment right to counsel, for the term February 14, 2022 through December 31, 2022, and

WHEREAS, the Public Defender’s Office wishes to renew said contract for a full calendar year, and

WHEREAS, the Public Defender’s Office receives revenues from New York State Indigent Legal Services Grants to pay for said services.

NOW, THEREFORE, BE IT RESOLVED, that the Chairman of the Legislature be hereby authorized to execute a contract with AMRIC Associates LTD for the Public Defender’s Department at a rate of \$80 per hour for investigative activities and \$45 per hour for Data/Administrative Research for personnel time plus data usage fees, if any, with an amount not to exceed \$24,000 annually, plus mileage reimbursement at the current IRS reimbursement rate in effect on the date of travel, for the term January 1, 2023 through December 31, 2023, funding available in the Public Defender budget account no. 001.1174.0458, contract approved as to form by the Schuyler County Attorney.

Resolution No.
SCHUYLER COUNTY LEGISLATURE

Regular Meeting
December 12, 2022

Intro. No. 6
Approved by Committee JDH
Approved by Co. Atty. SJG

Motion by _____
Seconded by _____
Vote: Ayes to Noes
Name of Noes _____

RE: ACCEPT BID FOR FOUR YEARS FOR HVAC WATER TREATMENT AND SERVICE – BUILDINGS AND GROUNDS DEPARTMENT

WHEREAS, Buildings and Grounds provided a request for sealed bids for Water Treatment and Service for a term of January 1, 2023 through December 31, 2026, and

WHEREAS, two bids were received and opened September 28, 2022, and

WHEREAS, the Buildings and Grounds Department under leadership of the Highway Superintendent has determined that Water Wise of American, Inc. is the lowest responsible bidder.

NOW, THEREFORE, BE IT RESOLVED, that the Schuyler County Legislature hereby accepts the Highway Superintendent’s recommendation of the following bid received from, Water Wise of America, Inc. for the Water Treatment and Service contract for the County Jail, Courthouse, Human Services, Mill Creek, Shared Public Works, and Shared Records buildings at cost of \$16,556.30, set forth as follows below:

<u>TERM</u>	<u>COST</u>
Year 2023	\$3,970.98
Year 2024	\$4,079.53
Year 2025	\$4,193.07
Year 2026	\$4,312.72
4 Year Total	\$16,556.30, and

BE IT FURTHER RESOLVED, that the Chairman of the Legislature is hereby authorized to execute a contract with Water Wise of America, Inc., a cost of \$16,556.30, for the term of January 1, 2023 through December 31, 2026, funding is available for the applicable year in the Buildings and Grounds budget account no. 001.1620.401, contract approved as to form by the Schuyler County Attorney.

Resolution No.
SCHUYLER COUNTY LEGISLATURE

Regular Meeting
December 12, 2022

Intro. No. 7
Approved by Committee JDH
Approved by Co. Atty. SJG

Motion by _____
Seconded by _____
Vote: ___ Ayes to ___ Noes
Name of Noes _____

RE: AUTHORIZE TRANSFER OF FUNDS FROM CONTINGENCY FOR HVAC CONTROLLER
UPGRADE – BUILDINGS AND GROUNDS DEPARTMENT

WHEREAS, there is a need to upgrade the HVAC Controllers in the Human Services Complex, Shared Services Building, County Courthouse Complex, and the Records Management Shared Services Building due to the end of their useful life and the current controllers use software which is no longer being supported by software vendor, and

WHEREAS, currently there is a cost savings if the controllers are purchased before the end of the year which will include eighteen months of free software maintenance, and

WHEREAS, there are insufficient funds in the Buildings and Grounds budget to pay for said upgrade.

NOW, THEREFORE, BE IT RESOLVED, that the Schuyler County Treasurer is authorized to transfer the amount of \$19,199.00 from Contingency account no. 001.1990.0500 into the Buildings & Grounds account no. 001.1620.0490 Subcontracts.

Resolution No.
SCHUYLER COUNTY LEGISLATURE

Regular Meeting
December 12, 2022

Intro. No. 8
Approved by Committee JDH
Approved by Co. Atty. SJG

Motion by _____
Seconded by _____
Vote: ___ Ayes to ___ Noes
Name of Noes _____

RE: AUTHORIZE ADVERTISEMENT FOR SEALED BIDS FOR THE CONSTRUCTION OF BRIDGE REPLACEMENT (BIN 3332610) COUNTY ROAD 16 OVER PINE CREEK, TOWN OF ORANGE, SCHUYLER COUNTY, P.I.N 6755.48 – HIGHWAY DEPARTMENT

WHEREAS, Resolution No. 186-21 authorized engineering services with Hunt Engineers for the Replacement of County Road 16 over Pine Creek Bridge (BIN 3332610), and

WHEREAS, the project design is complete, and it is now necessary to advertise for sealed bids for construction, and

WHEREAS, funding for said project is available in the 2023 Highway budget account 002.5120.0547 and reimbursed, 80% Federal and 20% non-federal funds.

NOW, THEREFORE, BE IT RESOLVED, that the County Highway Superintendent be authorized to advertise for sealed bids, to be coordinated with the Clerk of the Legislature, for the construction of County Road 16 over Pine Creek Bridge Replacement, and

BE IT FURTHER RESOLVED, that the Clerk of the Legislature will receive sealed bids to be opened publicly with an award made at a future Meeting of the Legislature.

Resolution No.
SCHUYLER COUNTY LEGISLATURE

Regular Meeting
December 12, 2022

Intro. No. 9
Approved by Committee PCB
Approved by Co. Atty. SJG

Motion by _____
Seconded by _____
Vote: Ayes to Noes
Name of Noes _____

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

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

Resolution No.
SCHUYLER COUNTY LEGISLATURE

Regular Meeting
December 12, 2022

Intro. No. 10
Approved by Committee PCB
Approved by Co. Atty. SJG

Motion by _____
Seconded by _____
Vote: ___ Ayes to ___ Noes
Name of Noes _____

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, including 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.**

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

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, including 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, including 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:

Schuyler County
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 (for example, 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.

Schuyler County
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 computers (including tablets and laptops) that are valued at less than the \$2,500.00 threshold. Smaller items, including 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.

Schuyler County
Fixed Assets Policies and Procedures
(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

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

- 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.

Schuyler County

Fixed Assets Policies and Procedures

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

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.

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

- 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, including 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, including unneeded ink cartridges or typewriter ribbons may be sent to the Purchasing Department to store for possible use by other departments.

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

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.

Resolution No.
SCHUYLER COUNTY LEGISLATURE

Regular Meeting
December 12, 2022

Intro. No. 11
Approved by Committee PCB
Approved by Co. Atty. SJG

Motion by _____
Seconded by _____
Vote: ___ Ayes to ___ Noes
Name of Noes _____

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 proposed 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 proposed contract, funding available in account no. 001.1355.0401, contract approved as to form by the Schuyler County Attorney.

Resolution No.
SCHUYLER COUNTY LEGISLATURE

Regular Meeting
December 12, 2022

Intro. No. 12
Approved by Committee PCB
Approved by Co. Atty. SJG

Motion by _____
Seconded by _____
Vote: ___ Ayes to ___ Noes
Name of Noes _____

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.

Resolution No.
SCHUYLER COUNTY LEGISLATURE

Regular Meeting
December 12, 2022

Intro. No. 13
Approved by Committee PCB
Approved by Co. Atty. SJG

Motion by _____
Seconded by _____
Vote: ___ Ayes to ___ Noes
Name of Noes _____

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 <input type="checkbox"/> None <input type="checkbox"/> COLA Increase <input type="checkbox"/> Three-Year "Midpoint" Salary Adjustment	
_____	DATE: _____

Resolution No.
SCHUYLER COUNTY LEGISLATURE

Regular Meeting
December 12, 2022

Intro. No. 14
Approved by Committee PCB
Approved by Co. Atty. SJG

Motion by _____
Seconded by _____
Vote: ___ Ayes to ___ Noes
Name of Noes _____

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
Wednesday, December 28, 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.

Resolution No.
SCHUYLER COUNTY LEGISLATURE

Regular Meeting
December 12, 2022

Intro. No. 15
Approved by Committee PCB
Approved by Co. Atty. SJG

Motion by _____
Seconded by _____
Vote: ___ Ayes to ___ Noes
Name of Noes _____

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

Resolution No.
SCHUYLER COUNTY LEGISLATURE

Regular Meeting
December 12, 2022

Intro. No. 16
Approved by Committee PCB
Approved by Co. Atty. SJG

Motion by _____
Seconded by _____
Vote: ___ Ayes to ___ Noes
Name of Noes _____

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.

Resolution No.
SCHUYLER COUNTY LEGISLATURE

Regular Meeting
December 12, 2022

Intro. No. 17
Approved by Committee PCB
Approved by Co. Atty. SJG

Motion by _____
Seconded by _____
Vote: ___ Ayes to ___ Noes
Name of Noes _____

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.

Resolution No.
SCHUYLER COUNTY LEGISLATURE

Regular Meeting
December 12, 2022

Intro. No. 18
Approved by Committee PCB
Approved by Co. Atty. SJG

Motion by _____
Seconded by _____
Vote: ___ Ayes to ___ Noes
Name of Noes _____

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 and required by the State of New York 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 requests 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

Resolution No.
SCHUYLER COUNTY LEGISLATURE

Regular Meeting
December 12, 2022

Intro. No. 19
Approved by Committee PCB
Approved by Co. Atty. SJG

Motion by _____
Seconded by _____
Vote: ___ Ayes to ___ Noes
Name of Noes _____

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.

Resolution No.
SCHUYLER COUNTY LEGISLATURE

Regular Meeting
December 12, 2022

Intro. No. 20
Approved by Committee PCB
Approved by Co. Atty. SJG

Motion by _____
Seconded by _____
Vote: ___ Ayes to ___ Noes
Name of Noes _____

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.

Resolution No.
SCHUYLER COUNTY LEGISLATURE

Regular Meeting
December 12, 2022

Intro. No. 21
Approved by Committee PCB
Approved by Co. Atty. SJG

Motion by _____
Seconded by _____
Vote: ___ Ayes to ___ Noes
Name of Noes _____

RE: ADOPTING LOCAL LAW INTRO. E/LOCAL LAW NO. __ OF THE YEAR 2023, A LOCAL LAW TO AMEND THE PROVISIONS OF SCHUYLER COUNTY LOCAL LAW NO. 4 OF THE YEAR 2022, RELATED TO THE SALARY AND GRADE GROUP SYSTEM

WHEREAS, Local Law Intro. E of the Year 2022 A Local Law to amend the provisions of Schuyler County Local Law No. 4 of the Year 2022, related to the salary schedule and grade grouping system was heretofore introduced, and appropriate notice published in the official newspaper regarding a public hearing to be held December 12, 2022 at 6:30 p.m., and

WHEREAS, said public hearing was duly held, at which time all interested persons were given opportunity to be heard, and this Legislature has duly considered the adoption and passage of said Local Law.

NOW, THEREFORE, BE IT RESOLVED, that Local Law Intro. E of the Year 2022, in the form hereto annexed be, and hereby is, passed, adopted and enacted, and

BE IT FURTHER RESOLVED, that the Clerk of this Legislature duly cause the publication of the passage, enactment and adoption of said local law, together with the required text thereof in the official county newspaper, and

BE IT FURTHER RESOLVED, that the final number of said local law shall be made by the Clerk of the Legislature in her records, based on the date of final readiness for filing with the Secretary of State.

LOCAL LAW NO. ____ OF THE YEAR 2023

A Local Law to amend the provisions of Schuyler County Local Law No. 4 of the Year 2022, related to the salary schedule and grade grouping system.

Be it enacted by the Legislature of the County of Schuyler as follows:

1. Statement of Intent.

The intent of this local law is to amend the salary schedule and grade grouping system codified within Local Law No. 4 of the Year 2022, due to a determination that the County Treasurer position in the statute's grouping system should be reclassified from a Grade 7 to a Grade 8, resulting in a proposed 2023 salary adjustment for the County Treasurer to \$92,564.00.

2. Position Grouping System Amended.

- a. The Schuyler County Legislature approves and amends the position grouping system as presented by the Burke Group and shown in Exhibit 2 of Local Law No. 4 of the Year 2022 as follows: Effective January 1, 2023, the position "County Treasurer," currently categorized as "Grade 7," shall hereinafter be categorized as "Grade 8."

3. Severability Clause; Precedence and Compatibility with Other laws.

- a. If any part of this local law is for any reason held to be unconstitutional or invalid, such decision shall not affect the remainder of this Local Law. The County of Schuyler hereby declares that it would have passed this local law and each section and subsection thereof, irrespective of the fact that any one or more of these sections, subsections, sentences, clauses or phrases may be declared unconstitutional or invalid.

- b. This local law and its provisions are in addition to all other applicable laws, rules and regulations and shall be read in such a manner as to effectuate consistency with any and all such laws, rules and/or regulations.

4. Effective Date.

This Local Law shall not take effect until at least 45 days after its adoption in accordance with County Law Section 201 and Municipal Home Rule Law Section 24. This local law shall be filed with the Secretary of State within 45 days after its final adoption or approval as required by section 27 of the Municipal Home Rule Law and become effective upon such filing.

Resolution No.
SCHUYLER COUNTY LEGISLATURE

Regular Meeting
December 12, 2022

Intro. No. 22
Approved by Committee MFR
Approved by Co. Atty. SJG

Motion by _____
Seconded by _____
Vote: ___ Ayes to ___ Noes
Name of Noes _____

RE: AUTHORIZE CONTRACT WITH CATHOLIC CHARITIES OF THE DIOCESE OF ROCHESTER DBA CATHOLIC CHARITIES OF CHEMUNG/SCHUYLER FOR RENTAL ASSISTANCE/AUTHORIZE AMENDING THE 2022 BUDGET– SOCIAL SERVICES DEPARTMENT

WHEREAS, Schuyler County Social Services Department has received \$100,000.00 from New York State for the Rental Supplement Program (RSP) to provide rental assistance, and

WHEREAS, Catholic Charities of the Diocese of Rochester dba Catholic Charities Chemung/Schuyler will provide assistance to families and individuals who are experiencing homelessness or are facing an imminent loss of housing for this amount, and

WHEREAS, said funds were an unanticipated revenue therefore the 2022 Social Services Budget needs to be amended in order to expend said funds in the amount of \$100,000.00.

NOW, THEREFORE, BE IT RESOLVED, that the Chairman of the Legislature be hereby authorized to execute a contract with Catholic Charities of the Diocese of Rochester dba Catholic Charities Chemung/Schuyler for the Social Services Department for rental assistance program for the term October 1, 2022 through September 30, 2023, at a cost not to exceed \$100,000.00, funding available in account no. 001.6010.0552-OTDA & OCFS Programs, contract approved as to form by the Schuyler County Attorney, and

BE IT FURTHER RESOLVED, that the Schuyler County Treasurer is hereby authorized to amend the Social Services 2022 Budget as follows:

<u>AMOUNT</u>	<u>ACCOUNT NO.</u>	<u>DESCRIPTION</u>
+\$100,000.00	001.6010.0552	OTDA and OCFS Programs
+\$100,000.00	001.6010.3610	State Aid - Administration

Resolution No.
SCHUYLER COUNTY LEGISLATURE

Regular Meeting
December 12, 2022

Intro. No. 23
Approved by Committee MFR
Approved by Co. Atty SJG

Motion by _____
Seconded by _____
Vote: ___ Ayes to ___ Noes
Name of Noes _____

RE: AUTHORIZE CONTRACT WITH JENNIFER CLOSE TO PROVIDE RESOURCE GROUP SESSION SERVICES – SOCIAL SERVICES DEPARTMENT

WHEREAS, Schuyler County Social Services Department has been contracting for therapeutic services for the staff, and

WHEREAS, the Commissioner of Social Services feels this service is critical for the staff's wellbeing and prevents employee turnover in the department, and

WHEREAS, Jennifer Close has experience and knowledge to provide the facilitation of resource group sessions to assist staff in coping with work related stress.

NOW, THEREFORE, BE IT RESOLVED, that the Chairman of the Legislature be hereby authorized to execute a contract with Jennifer Close for the Department of Social Services for resource group sessions at a maximum of five, one hour sessions per month and meet with the Commissioner and/or Deputy Commissioner on a regular basis for a cost no to exceed \$9,000.00, for the term November 1, 2022 through October 31, 2023, funding available in the Social Service budget account no. 001.6010.0435-Professional Fees and Services, contract approved as to form by the Schuyler County Attorney.

Resolution No.
SCHUYLER COUNTY LEGISLATURE

Regular Meeting
December 12, 2022

Intro. No. 24
Approved by Committee MFR
Approved by Co. Atty. SJG

Motion by _____
Seconded by _____
Vote: ___ Ayes to ___ Noes
Name of Noes _____

RE: AUTHORIZE TRANSFER OF FUNDS FOR FOSTER CARE AND COMMITTEE ON SPECIAL EDUCATION PLACEMENTS – SOCIAL SERVICES DEPARTMENT

WHEREAS, Schuyler County Department of Social Services needs to transfer 2022 funds for Foster Care and Committee on Special Education (CSE) placements because funds were not budgeted for this type of placement.

NOW, THEREFORE, BE IT RESOLVED, that the Schuyler County Treasurer is hereby authorized to transfer funds as follows:

<u>AMOUNT</u>	<u>ACCOUNT NO.</u>	<u>DESCRIPTION</u>
-\$170,000.00	001.6109.0401	Family Assistance
+\$170,000.00	001.6119.0401	Child Care

Resolution No.
SCHUYLER COUNTY LEGISLATURE

Regular Meeting
December 12, 2022

Intro. No. 25
Approved by Committee MFR
Approved by Co. Atty. SJG

Motion by _____
Seconded by _____
Vote: ___ Ayes to ___ Noes
Name of Noes _____

RE: AUTHORIZE AMENDING THE MANAGEMENT/CONFIDENTIAL HANDBOOK TO CREATE AND FILL ONE FULL-TIME TRAINING AND PROFESSIONAL DEVELOPMENT COORDINATOR POSITION/ACKNOWLEDGE APPOINTMENT AND SET SALARY FOR ONE FULL-TIME TRAINING AND PROFESSIONAL DEVELOPMENT COORDINATOR – SOCIAL SERVICES DEPARTMENT

WHEREAS, the Department of Social Services has been contracting the services of a Staff Development Coordinator with Steuben County, and

WHEREAS, the County Administrator and Personnel Officer believe that similar services for all County staff would be beneficial to employee growth and employee retention, and

WHEREAS, the Department of Social Services Commissioner, in consultation with the Personnel Officer, has developed a position with duties that not only address the needs of the Department of Social Services but the additional needs for county wide staff training and development as well, and

WHEREAS, in order to provide this support and expertise, the County will need to create one full-time Training and Professional Development Coordinator, to be placed in Grade 7 in the Management/Confidential Position Grade Scale, and

WHEREAS, funding for this position is available in the current 2022 Social Services budget and is included in the 2023 Social Services budget.

NOW, THEREFORE, BE IT RESOLVED, that the Commissioner of Social Services is hereby authorized to create and fill one (1) Full-Time Training and Professional Development Coordinator, to be placed in Grade 7 in the Management/Confidential Position Grade Scale, effective immediately, and

BE IT FURTHER RESOLVED, that this Legislature acknowledges the appointment by JoAnn Fratarcangelo, Commissioner of Social Services, of Marlene Reynolds as Training and Professional Development Coordinator, effective December 27, 2022 at an annual salary of \$80,000.00.

Resolution No.
SCHUYLER COUNTY LEGISLATURE

Regular Meeting
December 12, 2022

Intro. No. 26
Approved by Committee MFR
Approved by Co. Atty. SJG

Motion by _____
Seconded by _____
Vote: ___ Ayes to ___ Noes
Name of Noes _____

RE: ADOPT PROTECTIVE FEDERAL TAX INFORMATION (FTI) POLICY FOR THE SCHUYLER COUNTY CHILD SUPPORT ENFORCEMENT UNIT – SOCIAL SERVICES DEPARTMENT

WHEREAS, Schuyler County Department of Social Services Child Support Enforcement Unit must maintain Federal Tax Information, and

WHEREAS, the Internal Revenue Service requirement under Publication 1075 2.B.2 Minimum Protection Standards establishes a uniform method of physically protecting data and systems as well as non-electronic forms of FTI as follows:

Table 1 – Minimum Protection Standards Secured Perimeter

The perimeter is enclosed by slab-to-slab walls constructed of durable materials and supplemented by periodic inspection. Any lesser-type partition must be supplemented by electronic intrusion detection and fire detection systems. All doors entering the space must be locked in accordance with Locking Systems for Secured Areas. In the case of a fence/gate, the fence must have intrusion detection devices or be continually guarded, and the gate must be either guarded or locked with intrusion alarms.

Security Room

A security room is a room that has been constructed to resist forced entry. The entire room must be enclosed by slab-to-slab walls constructed of approved materials (e.g., masonry brick, concrete) and supplemented by periodic inspection and entrance must be limited to specifically authorized personnel. Door hinge pins must be non-removable or installed on the inside of the room.

Badged Employee

During business hours, if authorized personnel serve as the second barrier between FTI and unauthorized individuals, the authorized personnel must wear picture identification badges or credentials. The badge must be clearly displayed and worn above the waist.

Security Container

A security container is a storage device (e.g., turtle case, safe/vault, locked IT cabinet) with a resistance to forced penetration, and a security lock with controlled access to keys or combinations, and

WHEREAS, the Legislature must approve and adopt said policy.

NOW, THEREFORE, BE IT RESOLVED, that the Schuyler County Legislature hereby approves and adopts the Schuyler Department of Social Services Child Support Enforcement Unit's policy to physically protect FTI, effective immediately, to become part of the Child Support Enforcement Unit's Policies and Procedures Manual as required by New York State and the Internal Revenue Service.

Resolution No.
SCHUYLER COUNTY LEGISLATURE

Regular Meeting
December 12, 2022

Intro. No. 27
Approved by Committee MFR - Individually
Approved by Co. Atty. SJG

Motion by _____
Seconded by _____
Vote: ___ Ayes to ___ Noes
Name of Noes _____

RE: AUTHORIZE SCHUYLER COUNTY YOUTH BUREAU RESOURCE ALLOCATION PLAN FOR 2022
– YOUTH BUREAU DEPARTMENT

WHEREAS, the Schuyler County Youth Bureau has prepared, and the Schuyler County Youth Board has approved a Resource Allocation Plan for the year 2022 and recommends approval thereof.

NOW, THEREFORE, BE IT RESOLVED, that the Chairman of the Legislature be hereby authorized to sign the Resource Allocation Plan for the operation of the Schuyler County Youth Bureau for the year 2022 within budgeted allocations.

Resolution No.
SCHUYLER COUNTY LEGISLATURE

Regular Meeting
December 12, 2022

Intro. No. 28
Approved by Committee MFR - Individually
Approved by Co. Atty. SJG

Motion by _____
Seconded by _____
Vote: ___ Ayes to ___ Noes
Name of Noes _____

RE: DELEGATE AUTHORITY TO SIGN AMENDMENTS – YOUTH BUREAU DEPARTMENT

WHEREAS, the New York Office of Children and Family Services (OCFS) allows the County Chief Executive to delegate authority to their County's Youth Bureau Directors to sign all amendments to their County's approved allocation plan, and

WHEREAS, Schuyler County has already given authority to their Youth Bureau Director to sign amendments to the fullest extent of his/her authority by OCFS standards.

NOW THEREFORE, BE IT RESOLVED, that the Schuyler County Legislature does hereby authorize its Chairman to delegate authority to the Schuyler County Youth Bureau Director to sign OCFS amendments to the Schuyler County approved Resource Allocation Plan after approval from the Schuyler County Youth Board and with appropriate reporting to the Human Service Committee of the Legislature for the term of January 1, 2022 through December 31, 2022.

Resolution No.
SCHUYLER COUNTY LEGISLATURE

Regular Meeting
December 12, 2022

Intro. No. 29
Approved by Committee MFR
Approved by Co. Atty. SJG

Motion by _____
Seconded by _____
Vote: ___ Ayes to ___ Noes
Name of Noes _____

RE: AUTHORIZE CONTRACT AMENDMENT WITH CATHOLIC CHARITIES OF THE DIOCESE OF ROCHESTER DBA CATHOLIC CHARITIES OF CHEMUNG/SCHUYLER TO INCREASE THE DOLLAR AMOUNT FOR THE RUNAWAY AND HOMELESS PROGRAM – YOUTH BUREAU DEPARTMENT

WHEREAS, the Schuyler County Youth Bureau Department renewed their contract with Catholic Charities of the Diocese of Rochester dba Catholic Charities of Chemung/Schuyler for the provisions of the Runaway and Homeless program for the 2022 calendar year at the June Human Services Committee Meeting with a Committee Motion, and

WHEREAS, the Human Services Committee approved the contract in the amount of \$12,444.00, and

WHEREAS, the Office of Children and Family Services has increased the funding amount from \$12,444.00 to \$15,578.00.

NOW, THEREFORE, BE IT RESOLVED that the Chairman of the Legislature is hereby authorized to execute a contract amendment with Catholic Charities of the Diocese of Rochester dba Catholic Charities of Chemung/Schuyler to increase the dollar amount from \$12,444.00 to \$15,578.00, for the same term of January 1, 2022 through December 31, 2022, contract approved as to form by the Schuyler County Attorney.

Resolution No.
SCHUYLER COUNTY LEGISLATURE

Regular Meeting
December 12, 2022

Intro. No. 30
Approved by Committee MFR
Approved by Co. Atty. SJG

Motion by _____
Seconded by _____
Vote: ___ Ayes to ___ Noes
Name of Noes _____

RE: AUTHORIZE CONTRACT WITH ST JAMES EPISCOPAL CHURCH FOR A CONGREGATE SITE LOCATION – OFFICE FOR THE AGING DEPARTMENT

WHEREAS, Schuyler County Office for the Aging provides congregate sites for services for our aging population at various locations throughout the County, and

WHEREAS, St James Episcopal Church has offered their facility to provide space and corresponding amenities for the Office for the Aging to provide a health and wellness program, special events and a congregate site at no cost to the county.

NOW, THEREFORE, BE IT RESOLVED, that the Chairman of the Legislature be hereby authorized to execute a contract with St James Episcopal Church for the Office for the Aging Department for use of their facility for a congregate site location, for the term October 1, 2022 through December 31, 2023, at no cost to the County, contract approved as to form by the Schuyler County Attorney.

Resolution No.
SCHUYLER COUNTY LEGISLATURE

Regular Meeting
December 12, 2022

Intro. No. 31
Approved by Committee MFR
Approved by Co. Atty. SJG

Motion by _____
Seconded by _____
Vote: ___ Ayes to ___ Noes
Name of Noes _____

RE: AUTHORIZE CONTRACT WITH NIAGARA UNIVERSITY FOR A ONE-DAY TRAINING SESSION –
OFFICE FOR THE AGING DEPARTMENT

WHEREAS, Schuyler County Office for the Aging through Niagara University wishes to train employees on disability awareness, and

WHEREAS, the intent of the training is to educate and sensitize senior services personnel and other County employees on equality and disability issues and how to appropriately respond to individual with disabilities, and

WHEREAS, training will include planning and preparedness, emergency operations for disability awareness, response and recovery, etiquette and interaction skills and the Americans with Disabilities Act.

NOW, THEREFORE, BE IT RESOLVED, that the Chairman of the Legislature be hereby authorized to execute a contract with Niagara University for a one-day training session scheduled for December 14, 2022, at a cost not to exceed \$4,000.00, funding available in the 2022 Office for the Aging budget, contract approved as to form by the Schuyler County Attorney.

Resolution No.
SCHUYLER COUNTY LEGISLATURE

Regular Meeting
December 12, 2022

Intro. No. 32
Approved by Committee MFR
Approved by Co. Atty. SJG

Motion by _____
Seconded by _____
Vote: ___ Ayes to ___ Noes
Name of Noes _____

RE: AUTHORIZE REVISION TO TITLE AND JOB QUALIFICATIONS FOR THE NUTRITION EDUCATOR POSITION – OFFICE FOR THE AGING DEPARTMENT

WHEREAS, the Schuyler County Office for the Aging (OFA) operates the Senior Health Information and Nutrition Education grant known as SHINE, and

WHEREAS, the requirements for who can teach the curriculum for this grant is currently limited to a Bachelor's Degree in nutrition, dietetics, nursing or public health, and

WHEREAS, the Office for the Aging has not been able to successfully recruit from the specified areas, and

WHEREAS, the New York State Office for the Aging (NYSOFA) will allow the individual to hold a degree in adult or secondary education given that the educational curriculum is specific and cannot be altered and that any nutrition specific questions raised during the course can be referred to the OFA Registered Dietitian, and

WHEREAS, NYSOFA suggests a title change accordingly, and

WHEREAS, the Director of the Schuyler County Office for the Aging, in conjunction with the Personnel Officer and approval of the County Administrator, recommends changing the job title to Health Information Coordinator with the minimum qualifications broadened to include a degree in secondary education or adult education, and

WHEREAS, this title change does not result in any additional staffing, and will not alter the established grade classification (Grade 8) or rate of pay as set forth in the CSEA Administrative Unit contract for the original title.

NOW, THEREFORE, BE IT RESOLVED, that the Schuyler County Legislature hereby authorizes the Personnel Officer to change the Nutrition Educator title within the Office for the Aging to Health Information Coordinator upon updating of the qualifications, effective immediately.

Resolution No.
SCHUYLER COUNTY LEGISLATURE

Regular Meeting
December 12, 2022

Intro. No. 33
Approved by Committee MFR
Approved by Co. Atty. SJG

Motion by _____
Seconded by _____
Vote: ___ Ayes to ___ Noes
Name of Noes _____

RE: AUTHORIZE CONTRACT WITH BRADFORD CENTRAL SCHOOL DISTRICT FOR COVID-19 RELATED OBLIGATIONS – PUBLIC HEALTH DEPARTMENT

WHEREAS, the Bradford Central School District will not be hiring a COVID Mitigation Specialist for the 2022 – 2023 school year as it did in the 2021 – 2022 school year, and

WHEREAS, the District’s Nurse may be used occasionally and as needed during the 2022 -2023 school year to coordinate and manage COVID-19 related obligations with the Schuyler County Public Health Department, and

WHEREAS, the Schuyler County Public Health Department through the Epidemiology and Laboratory Capacity (ELC) Reopening Schools Grant will pay the salary and benefits, if any, for COVID-19 related duties performed by the Bradford Central School District Nurse that are beyond the school Nurse’s regular workday of 7.5 hours per day, or 37 hours per week at an hourly rate of pay of \$29.24, and an hourly overtime rate of pay of \$43.86.

NOW, THEREFORE, BE IT RESOLVED, that the Chairman of the Legislature is hereby authorized to execute a contract with Bradford Central School District for the COVID-19 related obligations in conjunction with the Schuyler County Public Health Department, at the above rates, for the term September 1, 2022 through June 30, 2023, funding available in account no. 001.4010.0458.4001, contract approved as to form by the Schuyler County Attorney.

Resolution No.
SCHUYLER COUNTY LEGISLATURE

Regular Meeting
December 12, 2022

Intro. No. 34
Approved by Committee MFR
Approved by Co. Atty. SJG

Motion by _____
Seconded by _____
Vote: ___ Ayes to ___ Noes
Name of Noes _____

RE: AUTHORIZE AMENDING THE 2022 BUDGET FOR TRANSPORTATION – COUNTY ADMINISTRATOR DEPARTMENT

WHEREAS, the Transportation Agreement with Chemung-Schuyler Counties Chapter, NYSARC, Inc. which began July 1, 2022 recognized an expansion of services for the public transportation services to Chemung County, and

WHEREAS, the expansion of services to Chemung County increased the monthly amount, therefore revenue funds from New York State Department of Transportation (NYS DOT) will also increase, and

WHEREAS, a budget amendment to increase both the revenue and expense lines is required.

NOW, THEREFORE, BE IT RESOLVED, that the Schuyler County Treasurer is hereby authorized to amend the 2022 Transportation budget as follows:

<u>AMOUNT</u>	<u>ACCOUNT NO.</u>	<u>DESCRIPTION</u>
+\$113,000.00	001.5630.3594	Transit Revenue from NYS DOT
+\$113,000.00	001.5630.0401	Transit Expenses

Resolution No.
SCHUYLER COUNTY LEGISLATURE

Regular Meeting
December 12, 2022

Intro. No. 35
Approved by Committee MFR
Approved by Co. Atty. SJG

Motion by _____
Seconded by _____
Vote: ___ Ayes to ___ Noes
Name of Noes _____

RE: ADOPT AN UPDATED SCHUYLER COUNTY COORDINATED PUBLIC TRANSIT HUMAN SERVICES TRANSPORTATION PLAN – COUNTY ADMINISTRATOR’S DEPARTMENT

WHEREAS, Resolution No. 303-18 adopted a Schuyler County Coordinated Public Transit Human Services Transportation Plan, and

WHEREAS, the Implementation and Oversight Subcommittee has completed an update to the Schuyler County Transportation Plan, and

WHEREAS, the updated plan is ready for submission to the New York State Department of Transportation, pending adoption by the Legislature.

NOW, THEREFORE, BE IT RESOLVED, that effective immediately, the Schuyler County Legislature does hereby adopt an updated Schuyler County Coordinated Public Transit Human Services Transportation Plan dated September 2022, said plan on file in the County Administrator’s Office.