

**AGENDA OF THE SCHUYLER COUNTY LEGISLATURE
ORGANIZATIONAL MEETING – JANUARY 5, 2022 (MASKS REQUIRED)**

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 Stacy B. Husted, Clerk at 9:00 A.M.
2. Pledge of Allegiance led by Legislator Blowers.
3. Moment of Silence.
4. Roll Call.
5. Oath of Office administered by Schuyler County Judge, Matthew C. Hayden, to Legislators-Elect, Michael L. Lausell, James W. D. Howell, Jr., David M. Reed and Laurence W. Jaynes.
6. Public Participation. (up to 30 minutes).

Intro. No.	Res. No. 1	CLOSE NOMINATIONS - 2022 CHAIRPERSON OF THE SCHUYLER COUNTY LEGISLATURE
Motion by	Second by	Vote
		Noes:

Intro. No. 1	Res. No.	APPOINTMENT - CHAIR, SCHUYLER COUNTY LEGISLATURE – 2022
Motion by	Second by	Vote:
		Noes:

Intro. No. 2	Res. No.	"CONTINUITY OF LOCAL GOVERNMENT" FOR 2022
Motion by	Second by	Vote:
		Noes:

Intro. No. 3	Res. No.	CONFORM TO "RULES OF PROCEDURE" FOR 2022
Motion by	Second by	Vote:
		Noes:

Intro. No. 4	Res. No.	2022 DESIGNATION OF DEPOSITORY FOR SCHUYLER COUNTY FUNDS
Motion by	Second by	Vote:
		Noes:

Intro. No. 5	Res. No.	A RESOLUTION DELEGATING TO THE COUNTY TREASURER OF THE COUNTY OF SCHUYLER, NEW YORK, THE POWER TO AUTHORIZE, ON AN AS NEEDED BASIS DURING FISCAL YEAR 2022, THE ISSUANCE AND SALE OF NOT TO EXCEED \$2,500,000.00 OF TAX ANTICIPATION NOTES AND/OR REVENUE ANTICIPATION NOTES OF SAID COUNTY IN ANTICIPATION OF THE COLLECTION OF REAL ESTATE TAXES LEVIED, OR TO BE LEVIED, IN FISCAL YEAR 2022
Motion by	Second by	Vote:
		Noes:

Intro. No. 6	Res. No.	DELEGATE TO THE REAL PROPERTY TAX DIRECTOR THE AUTHORITY TO AUTHORIZE CORRECTION OF ERRORS AND PAYMENT OF TAX REFUNDS IN AN AMOUNT NOT TO EXCEED \$2,500 FOR THE YEAR 2022
Motion by	Second by	Vote:
		Noes:

Intro. No. 7	Res. No.	DESIGNATION OF OFFICIAL COUNTY NEWSPAPER FOR 2022
Motion by	Second by	Vote:
		Noes:

Intro. No. 8	Res. No.	APPROVE AND ADOPT UPDATED PURCHASING POLICIES AND PROCEDURES FOR 2022 – PURCHASING DEPARTMENT
Motion by	Second by	Vote:
		Noes:

Intro. No. 9	Res. No.	APPOINTMENT – COUNTY HISTORIAN FOR 2022
Motion by	Second by	Vote:
		Noes:

Intro. No. 10	Res. No.	APPOINTMENT – HIGHWAY SUPERINTENDENT - 2022-2025
Motion by	Second by	Vote:
		Noes:

Intro. No. 11	Res. No.	ACKNOWLEDGE APPOINTMENT AND SET SALARY FOR UNDERSHERIFF – SHERIFF’S DEPARTMENT
Motion by	Second by	Vote:
		Noes:

Intro. No. 12	Res. No.	ACKNOWLEDGE APPOINTMENT AND SET SALARY FOR STOP DWI COORDINATOR – SHERIFF’S DEPARTMENT
Motion by	Second by	Vote:
		Noes:

Intro. No. 13	Res. No.	ACKNOWLEDGE APPOINTMENT AND SET SALARY FOR CONFIDENTIAL SECRETARY TO THE SHERIFF – SHERIFF’S DEPARTMENT
Motion by	Second by	Vote:
		Noes:

Intro. No. 14	Res. No.	ACKNOWLEDGE APPOINTMENT AND SET SALARY FOR TEMPORARY ASSISTANT CONFIDENTIAL SECRETARY TO THE SHERIFF – SHERIFF’S DEPARTMENT
Motion by	Second by	Vote:
		Noes:

Intro. No. 15	Res. No.	ADOPT SCHEDULE OF SALARIES FOR 2022
Motion by	Second by	Vote:
		Noes:

7. Public Participation. (up to 15 minutes).

8. Meeting adjourned at _____ a.m.
Stacy B. Husted, Clerk
Jamee L. Mack, Deputy Clerk

Resolution No. 1
SCHUYLER COUNTY LEGISLATURE

Organizational Meeting
January 5, 2022

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

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

RE: CLOSE NOMINATIONS - 2022 CHAIRPERSON OF THE SCHUYLER COUNTY LEGISLATURE

BE IT RESOLVED, that the nominations for the 2022 Chairperson of the Schuyler County Legislature be closed.

Resolution No.
SCHUYLER COUNTY LEGISLATURE

Organizational Meeting
January 5, 2022

Intro. No. 1
Approved by Committee _____
Approved by Co. Atty. SJG

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

RE: APPOINTMENT - CHAIR, SCHUYLER COUNTY LEGISLATURE – 2022

BE IT RESOLVED, that _____ be Chairperson of the Schuyler County Legislature for the year 2022.

Resolution No.
SCHUYLER COUNTY LEGISLATURE

Organizational Meeting
January 5, 2022

Intro. No. 2
Approved by Committee _____
Approved by Co. Atty. SJG

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

RE: "CONTINUITY OF LOCAL GOVERNMENT" FOR 2022

BE IT RESOLVED, that the duly authorized vice-chairman successors for "Continuity of Local Government", as prescribed by Schuyler County Local Law No. 1-1972, be adopted for the year 2022, as follows:

Chairman	_____
#1 Vice-Chairman	_____
#2 Vice-Chairman	_____
#3 Vice-Chairman	_____
#4 Vice-Chairman	_____
#5 Vice-Chairman	_____
#6 Vice-Chairman	_____
#7 Vice-Chairman	_____

Resolution No.
SCHUYLER COUNTY LEGISLATURE

Organizational Meeting
January 5, 2022

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

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

RE: CONFORM TO "RULES OF PROCEDURE" FOR 2022

BE IT RESOLVED, that the "Rules of Procedure", as adopted on January 13, 1992 to be effective January 13, 1992, as amended on October 12, 1999, and as amended by May 10, 2004, as amended on June 12, 2006, as amended on January 1, 2007, and as amended on May 12, 2014, be conformed to.

Resolution No.
SCHUYLER COUNTY LEGISLATURE

Organizational Meeting
January 5, 2022

Intro. No. 4
Approved by Committee _____
Approved by Co. Atty. SJG

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

RE: 2022 DESIGNATION OF DEPOSITORIES FOR SCHUYLER COUNTY FUNDS

BE IT RESOLVED, that the 2022 Depositories for Schuyler County funds be the following banks and for the following amounts:

CHEMUNG CANAL TRUST COMPANY
Montour Falls or Watkins Glen Office
303 W. Main Street
Montour Falls, NY 14865 \$8,000,000.00

TOMPKINS TRUST COMPANY
Trumansburg Office
2 W. Main Street (Route 96)
Trumansburg, NY 14886 \$1,000,000.00

CHASE
1 South Clinton Ave., Suite 700
Rochester, NY 14604 \$8,000,000.00

COMMUNITY BANK, N.A.
Watkins Glen Office
401 N. Franklin Street
Watkins Glen, NY 14891 \$8,000,000.00

Resolution No.
SCHUYLER COUNTY LEGISLATURE

Organizational Meeting
January 5, 2022

Intro. No. 5
Approved by Committee _____
Approved by Co. Atty. SJG

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

RE: A RESOLUTION DELEGATING TO THE COUNTY TREASURER OF THE COUNTY OF SCHUYLER, NEW YORK, THE POWER TO AUTHORIZE, ON AN "AS NEEDED" BASIS DURING FISCAL YEAR 2022, THE ISSUANCE AND SALE OF NOT TO EXCEED \$2,500,000.00 OF TAX ANTICIPATION NOTES AND/OR REVENUE ANTICIPATION NOTES OF SAID COUNTY IN ANTICIPATION OF THE COLLECTION OF REAL ESTATE TAXES LEVIED, OR TO BE LEVIED, IN FISCAL YEAR 2022

BE IT RESOLVED by the affirmative vote of the County Legislature of the County of Schuyler, New York, as follows:

Section 1. The power to authorize, on an as needed basis during fiscal year 2022, the issuance and sale of not exceeding \$2,500,000.00 of tax anticipation notes and/or revenue anticipation notes of the County of Schuyler, New York, including renewals thereof, and any associated necessary costs, in anticipation of the collection of real estate taxes levied, or to be levied, for such fiscal year of said County, is hereby delegated to the County Treasurer, the chief fiscal officer. Such notes shall be of such terms, form and contents as may be determined by said County Treasurer, pursuant to the Local Finance Law.

Section 2. This resolution shall take effect immediately.

Resolution No.
SCHUYLER COUNTY LEGISLATURE

Organizational Meeting
January 5, 2022

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

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

RE: DELEGATE TO THE REAL PROPERTY TAX DIRECTOR THE AUTHORITY TO AUTHORIZE CORRECTION OF ERRORS AND PAYMENT OF TAX REFUNDS IN AN AMOUNT NOT TO EXCEED \$2,500 FOR THE YEAR 2022

WHEREAS, the State of New York has, pursuant to Sections 554 and 556 of the Real Property Tax Law (RPTL), authorized correction of errors and payment of tax refunds without prior audit for corrections for refunds not exceeding \$2,500, and

WHEREAS, Schuyler County desires to delegate to the Real Property Tax Services Director (Director) the authority as stated under said law.

NOW, THEREFORE, BE IT RESOLVED, that there is hereby delegated to the Director the power to authorize the Schuyler County Treasurer to make payment of any refund or credit of taxes not exceeding the sum of \$2,500 without prior audit, as provided in Sections 554(9) and 556(8) of the RPTL for the calendar year of 2022, with the following provisions:

1. That the Director shall comply with all provisions under RPTL Sections 554 and 556 relative to corrections of errors and the refund or credit of taxes.
2. That on or before the 15th day of each month the Director shall submit to the Legislature a report of the corrections, refunds and credits processed by such official during the month, embodying in that report the information as required under aforesaid statute.
3. That in no case shall the total amount of such refund or credit exceed the amount appropriated by the County Legislature.

Resolution No.
SCHUYLER COUNTY LEGISLATURE

Organizational Meeting
January 5, 2022

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

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

RE: DESIGNATION OF OFFICIAL COUNTY NEWSPAPER FOR 2022

BE IT RESOLVED, that the *Review & Express* weekly newspaper within Schuyler County, be designated as the Official County newspaper to publish resolutions, election notices, official canvass and other notices for 2022.

Resolution No.
SCHUYLER COUNTY LEGISLATURE

Organizational Meeting
January 5, 2022

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

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

RE: APPROVE AND ADOPT UPDATED PURCHASING POLICIES AND PROCEDURES FOR 2022 –
PURCHASING DEPARTMENT

WHEREAS, Schuyler County Purchasing Policies and Procedures have been updated to reflect procedural changes and recent additions to General Municipal Law (GML) Section 103, and/or other applicable authority.

NOW, THEREFORE, BE IT RESOLVED, that the Schuyler County Legislature approves and adopts the revised Purchasing Policies and Procedures for 2022, on file in the Legislative Office and the Purchasing Department, effective January 1, 2022.



SCHUYLER COUNTY

Purchasing Department Policies & Procedures

**Revised December 2021
Adopted January 5, 2022**

Schuyler County Purchasing Policies and Procedures

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Schuyler County Purchasing Policies and Procedures

1. OBJECTIVES

The objectives of purchasing is to obtain services and buy materials, supplies and equipment of the best quality in the right quantities from the best sources at a competitive price in compliance with all applicable legal requirements.

2. SCOPE OF RESPONSIBILITIES

2.1 Schuyler County Legislature

The Schuyler County Legislature, by Resolution No. 270 on August 14, 1995, by a 7/1 vote, created the Purchasing Department. The Schuyler County Legislature may adopt policies and procedures recommended by the Purchasing Department by resolution with a 5/8 vote.

2.2 Purchasing Department

The Purchasing Department will be committed to servicing the acquisition needs of all departments within Schuyler County and will perform all purchasing and accompanying functions in a timely manner in the best interest of Schuyler County.

The Purchasing Department will offer multiple vendors an equal opportunity to supply the products, services and equipment necessary to the needs of Schuyler County. The New York State Office of General Services (OGS), authorized National Cooperatives and contracted vendors, will serve as the initial source of supplies, services and equipment. Whenever economically feasible, local vendors will take precedent. **Minority or Women-Owned Business Enterprise (M/WBE) should be given consideration for purchase and bidding purposes.**
<https://nv.newnvcntracts.com/FrontEnd/VendorSearchPublic.asp?TN=ny&XID=2180>

The Purchasing Department will develop, implement and maintain a uniform system of procurement of commodities and services in full compliance with the General Municipal Laws of the State of New York (GML). The Purchasing Department also has the authority and discretion to allow non- Schuyler County government political subdivisions and others authorized by law and located in Schuyler County to utilize certain Schuyler County contracts. Interested parties should contact the Purchasing Department for details.

2.3 Minority and Women-Owned Business Enterprises (M/WBE) / Equal Employment Opportunity Policy Statement

M/WBE

This organization will and will cause its contractors and subcontractors to take good faith actions to achieve the M/WBE contract participations goals set by the State for that area in which the State-funded project is located, by taking the following steps:

- Actively and affirmatively solicit bids for contracts and subcontracts from qualified State Certified MBEs or WBEs, including solicitations to M/WBE contractor associations.

Schuyler County Purchasing Policies and Procedures

- Request a list of State-certified M/WBEs from AGENCY and solicit bids from them directly.
- Ensure that plans, specifications, request for proposals and other documents used to secure bids will be made available in sufficient time for review by prospective M/WBEs.
- Where feasible, divide the work into smaller portions to enhanced participations by M/WBEs and encourage the formation of joint venture and other partnerships among M/WBE contractors to enhance their participation.
- Document and maintain records of bid solicitation, including those to M/WBEs and the results thereof. Contractor will also maintain records of actions that its subcontractors have taken toward meeting M/WBE contract participation goals.
- Ensure that progress payments to M/WBEs are made on a timely basis so that undue financial hardship is avoided, and that bonding and other credit requirements are waived or appropriate alternatives developed to encourage M/WBE participation.

EEO

- a) This organization will not discriminate against any employee or applicant for employment because of race, creed, color, national origin, sex, age, disability or marital status, will undertake or continue existing programs of affirmative action to ensure that minority group members are afforded equal employment opportunities without discrimination, and shall make and document its conscientious and active efforts to employ and utilize minority group members and women in its work force on state contracts.
- b) This organization shall state in all solicitation or advertisements for employees that in the performance of the State contract, all qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex disability or marital status.
- c) At the request of the contracting agency, this organization shall request each employment agency, labor union, or authorized representative will not discriminate on the basis of race, creed, color, national origin, sex, age, disability or marital status and that such union or representative will affirmatively cooperate in the implementation of this organization's obligations herein.
- d) Contractor shall comply with the provisions of the Human Rights Law, all other State and Federal statutory and constitutional non-discrimination provisions. Contractor and subcontractors shall not discriminate against any employee or applicant for employment because of race, creed (religion), color, sex, national origin, sexual orientation, military status, age, disability, predisposing genetic characteristic, marital status or domestic violence victim status, and shall also follow the requirements of the Human Rights Law with regard to non- discrimination on the basis of prior criminal conviction and prior arrest.
- e) This organization will include the provisions of sections (a) through (d) of this agreement in every subcontract in such a manner that the requirements of the subdivisions will be binding upon each subcontractor as to work in connection with the State contract.

Schuyler County Purchasing Policies and Procedures

2.4 Section 3 of the Housing and Urban Development Act of 1968 (12 USC 1701U)

In accordance with the requirements under Section 3 of the Housing and Urban Development Act of 1968, as amended, recipients shall ensure that employment and other economic opportunities generated by the use of NYS Community Development Block Grant (CDBG) funds shall, to the greatest extent feasible, be directed to low- and very-low income persons, particularly those who are recipients of government assistance for housing, and to business concerns that provide economic opportunities to low- and very low-income persons.

Assistance covered by Section 3 includes the expenditure of NYS CDBG funds for work arising in connection with housing rehabilitation, housing construction, or other public construction projects.

Section 3 requirements are applicable to all procurement actions in excess of the small purchase threshold established at 24 CFR 85.36(d)(1), regardless of whether the procurement is governed by 24 CFR 85.36. Section 3 applies to the entire project or activity funded with assistance that triggers Section 3 requirements. Recipients of NYS CDBG grants that exceed \$200,000 must include a Section 3 clause in all construction contracts for \$100,000 or more.

3. POLICIES

3.1 General

With the exception of emergency purchases or contracts approved and signed by the Chair of the Legislature, [REDACTED], the Purchasing Department (Elizabeth Guild, Purchasing Director; Kathryn Baker, Purchasing Clerk), solely, may commit Schuyler County for purchases of commodities, services and equipment.

Except in the case of a public emergency arising out of an accident or other unforeseen occurrence or condition affecting public property or life, health, or safety, and subject to approval by the county administrator, no goods or services shall be accepted without a valid contract or purchase order. In the event an existing contract or purchase order for same has expired, it is the responsibility of the department head to renew same prior to continuing to receive such goods and/or services.

The materials, supplies, equipment and services purchased will be of the quality and the quantity required to serve in an acceptable and satisfactory manner as prescribed by the requisitioning department and the Purchasing Department.

It is the responsibility of the requisitioning department to provide an adequate description of the commodity, service or equipment required so that the Purchasing Department may use all resources at its disposal to make such purchases. In the case of items, services or equipment subject to competitive bidding, the requisitioning department will assist the Purchasing Department in the preparation of bid specifications at least seventy-five (75) days prior to the bid opening due date in order to allow time for proper legislative committee review, advertisement and legal review, if necessary.

It is the responsibility of the Purchasing Department to make alternative suggestions to the requisitioning department if, in the judgment of the Purchasing Department, the specifications would restrict competition or otherwise preclude the most economical acquisition of the required commodity, service

Schuyler County Purchasing Policies and Procedures

or equipment. In the event of a disagreement, as to the content of the specifications, the Schuyler County Legislature, after reviewing all available data, will make the final determination.

Electronic Equipment and Software

To ensure that all electronics purchased are compatible with the County's operating systems and to ensure that the best equipment is purchased for the need requested, the Information Technology (IT) Department will be included in the requisition of electronic related equipment (computers, computer accessories, copiers, printers, etc.). All general policies above apply.

3.2 Purchasing Requisitions (See Section "4" for Procedures)

The requisitioning department will be responsible for the completion of the Purchase Requisition in the MUNIS requisition module, which will be approved/processed by the head of the department or his/her authorized representative(s). The completed requisition will serve as authorization for the Purchasing Department to procure such goods or services as requested. Department Heads are responsible for compliance with the purchasing procedures as established by the Purchasing Department.

Requisitions for the purchase of goods with a value exceeding one thousand dollars (\$1,000.00), and all computers, will constitute a fixed asset purchase. In the case of reimbursable departments, a breakdown of the purchase funds must be included.

Requisitions for fixed assets valued over \$1,000.00 and not in the current approved budget must have committee approval, resolution and/or other related documents attached to requisition for the purchase of the specific item(s).

The County generally cannot pay money upfront (i.e. down payment) per County Law 369(5), Sanford Fire Apparatus Corp. v Bd. of Fire Com'rs, Lysander-Cody Fire Dist., 81 Misc 2d 992 [1975], General Municipal Law 106-b (a), Opns St Comp, 1984 No. 84-41 (N.Y. St. Cptr., 1984 WL 21943), Opns St Comp, 1981 No. 81-90 (N.Y. St. Cptr.), 1981 WL 16663, and other applicable legal authority. Please contact purchasing and/or the County Attorney's office prior to accepting any quotes, bids or contracts that require upfront payments.

3.3 Purchase Orders (See Section 4 for Procedures)

Only Purchase Order forms provided by the Purchasing Department and signed by the Purchasing Director or the Purchasing Clerk will serve as the purchasing instrument for Schuyler County. Purchase Orders will be processed in a timely manner not to delay furnishing departments with the necessary goods or services required. Once generated, Purchase Orders constitute an encumbrance of funds. The dollar amount encumbered is no longer available to the requisitioning department unless the Purchase Order is canceled, or the purchase cost is lower than the encumbered cost, at which time the remaining dollar amount will be returned to the department's fund balance.

3.4 Insufficient Appropriations

If an appropriation balance is insufficient, the MUNIS system will alert the Requisitioner; the Requisitioner will notify both the appropriate Department Head, the Treasurer's office and the Purchasing Department of the insufficient funds and the need for a funds transfer to allow completion of the Purchase Order. The Purchasing Department will not release requisitions that are over budget

Schuyler County Purchasing Policies and Procedures

unless the requisition is to be paid with a reimbursable grant, which should be documented on the requisition.

3.5 Notice to Vendors

Vendors, at any time, may request a copy of the Schuyler County Purchasing Policies and Procedures for their reference. Vendors deviating from the purchasing policy should be notified immediately and informed of possible consequences.

The County of Schuyler will not be responsible for purchases made without prior authorization from the Schuyler County Purchasing Department, except in cases of an emergency. The Purchasing Department will process payments based on original signed delivery receipts. Illegible, misdirected or incomplete invoices will be held for clarification and may not be processed until the next audit.

A W-9 form must be submitted to the Treasurer's office with each new vendor request in order for a vendor number to be issued.

3.6 Blanket Purchase Orders

The Purchasing Department may approve 'Blanket Purchase Orders' to various vendors for the purchase of goods or services considered to be of immediate need and/or required or ordered daily or weekly. Blanket purchase orders are valid only when signed by the Purchasing Director. The purpose of blanket purchase orders:

1. To eliminate the necessity of issuing separate purchase orders for the purchase of low dollar, high volume items purchased frequently from the same vendor or contractual services for which a yearly cost is firm and accepted prior to completion of the service.
2. To permit departments to purchase goods on an 'as needed' basis when there is no provision to maintain an inventory or in the case of maintenance or repairs when it is not known what replacements are needed.

Departments, in cooperation with the Purchasing Department, will determine a dollar amount for each blanket purchase order based on past vendor history; this dollar amount will be encumbered from the department's specified account. The dollar amount assigned to each blanket purchase order is an internal control only and in no way contracts Schuyler County to the full amount. A statement to that effect, along with relevant purchasing procedures, will accompany the issuance of all Blanket Purchase Orders. A copy of the blanket purchase order, together with contact information and personnel authorized to utilize blanket purchase orders, will then be forwarded to the vendor by the requesting department, with an electronic copy kept on file in the Purchasing Department's online folder.

The departments that issue blanket purchase orders are responsible for verifying receipt of goods or services and associated costs prior to submitting invoices and packing slips to the Purchasing Department for payment.

Blanket purchase orders will be processed by entering a Purchase Requisition, like any other Purchase Order, by the requesting department throughout the calendar year. Budgetary payments are based on **when we received** the goods or services. **Goods or services received in the current calendar year will be submitted for payment from the current calendar year's budget, regardless of when the invoice is**

Schuyler County Purchasing Policies and Procedures

received. Goods or services **received** after the end of the current calendar year, which funds are not encumbered, will be paid from the next year's budget, regardless of when the goods or services were ordered.

Blanket Purchase Orders for Bids

Departments with blanket purchase orders for bid items or services must verify the billing prior to submitting invoices to the Purchasing Department for processing. It is the departments' responsibility to make any adjustments to the invoice(s) in the event of incorrect pricing.

3.7 Processing Invoices

Original, signed and verified invoices and packing slips shall be forwarded to the Purchasing Department in a timely manner for processing of payments for all purchase orders, including blanket purchase orders. The cut-off date, when all invoices must be received for processing in the current audit, is the Purchasing Invoices Due date provided yearly by the Legislative office. Invoices received after the cut-off date will be processed in the next audit.

Unreadable, unsigned or incomplete invoices may be returned to the department, returned to the vendor or held for clarification.

Reasons for holding invoices:

- Unsigned or signed by a non-Schuyler County departmental designee
- Incomplete or unclear description
- Unreadable or missing invoice number
- Cost price missing

Photocopies of past or current invoices will be accepted only in the event an original is lost. The issuing department must verify that the invoice is correct, due and payable.

3.8 Confirming Orders

Verbal orders may be given in cases where necessity for immediate action exists; such deviation from normal procedures should be limited. It will be the requesting department's responsibility to process, at their earliest convenience, a properly completed Purchase Requisition in MUNIS.

In the case of an emergency order, for goods or services for which no prior quotation was obtained, the requesting department may process the requisition with an estimate, furnishing the Purchasing Department with the associated costs for the proper processing of a purchase order as soon as costs are known.

3.9 Receipt of Goods

In the event goods are shipped to and received by the requisitioning department, it is the receiving department's responsibility to verify receipt and condition of the goods. A packing slip shall be forwarded to the Purchasing Department. Proof of Delivery or services rendered is required for payment of any invoice. Contracts for services, for which the Purchasing Department holds an open purchase order or a blanket purchase order, will be monitored by the receiving department. Vendor failure to complete such contracts or fully supply such services will be reported to the Purchasing Department. The Purchasing Department, upon such notification, can withhold payment until the receiving department verifies such contracts or services have been satisfactorily completed.

Schuyler County Purchasing Policies and Procedures

3.10 Warranty and Maintenance

Departments are responsible for registering vehicles and equipment for warranty purposes and notifying the County Administrator's office in order to add the registered vehicles and equipment to the County's insurance coverage. Departments are also responsible for the continued maintenance or repair to equipment in their possession. Receipt of defective or damaged merchandise will be processed by the Purchasing Department.

3.11 Audit of Vouchers

The Purchasing Department will process vouchers in MUNIS for the County Auditor's approval/processing. Completed, verified vouchers will contain:

- Complete vendor information
- Itemized expenditures, where applicable, including budget line numbers
- Attached invoice and packing slip
- Purchase order number and MUNIS-generated voucher number
- New York State/cooperative contract information, if applicable
- Bid information, if applicable

3.12 Requests for Quotation and Requests for Proposals (RFPs).

General

Goods and services which are not required by law to be procured by the County pursuant to competitive bidding must be procured in a manner so as to assure the prudent and economical use of public moneys in the best interests of the taxpayers of the County, to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances and to guard against favoritism, improvidence, extravagance, fraud and corruption. To further these objectives, the governing board of the County by resolution, has adopted policies and procedures governing all procurements of goods and services which are not required to be made pursuant to the competitive bidding requirements of § 103 of the General Municipal Law, as amended or changed, or of any other general, special or local law.

Equipment, supplies, materials or services which are not subject to competitive bidding and are not purchased through state or county contract, or a mandated procurement source, will be procured in the best interest of the taxpayers.

Quotes and proposals, required under certain circumstances, will be obtained by the requisitioning department from the following minimum number of vendors with the ability to supply required goods or services. The requests should clearly define the goods or services required. Quotes should be included with the requisition.

Limitations – Quotes and/or written proposals must be obtained for goods and services that are not required by law to be bid. Formal quotations and proposals will conform to the following, per order of like items:

Schuyler County Purchasing Policies and Procedures

Under \$1,000	No requirement for formal quotes or RFPs
\$1,000 to \$3,000	Three (3), if available, documented telephone quotes
\$3,001 to \$19,999	Five (5), if available, written quotes
\$20,000	Sealed competitive bid (purchase contracts)
\$35,000	

Sealed competitive bid (Public Works contracts) 1

* Service contracts for janitorial services and public works contracts of less than thirty-five thousand dollars (\$35,000) require no competitive bid but do require five (5) formal written quotes.

NOTE: Once you have reached the bidding threshold within a fiscal year, bids are required.

Telephone quotes should be documented in writing. Written telephone quotes, written quotes and no quote documentation should be attached to the department's requisition and will be stored in MUNIS for future reference.

In the event a firm quote cannot be obtained prior to creating a requisition, (repair work, etc.) an estimated cost may be entered into the requisition and so noted.

3.13 Exceptions

Certain expenditures for which a purchase order is not required:

1. Contracts for personal services. Departments may have current year funds encumbered for future payment with the generation of a purchase order through the Purchasing Department.
2. Employee expenses such as conference expense, mileage and other reimbursable expenses in the performance of day-to-day duties.
3. Reimbursement of petty cash.
4. Utility bills.
5. Service contracts for a fixed monthly or annual amount. Certain services contracts may have funds encumbered with a blanket purchase order generated by the Purchasing Department.
6. Interdepartmental charges.
7. Medical examinations.
8. Legal notices.
9. Postage.
10. Services and/or supplies requiring payment with order.

Schuyler County Purchasing Policies and Procedures

3.14 Competitive Bidding

General

Competitive bidding is designed to guard against favoritism, improvidence, extravagance, fraud and corruption and to foster honest competition in order to obtain the best goods and services at the lowest possible price.

Bidding Threshold Statutes

Sealed competitive bids are required for purchase contracts of \$20,000 and above and for Public Work contracts of \$35,000 and above.

The New York State Legislature has expressly declared that the bidding statutes are to be construed “so as to assure the prudent and economical use of public monies for the benefit of all the inhabitants of the state and to facilitate the acquisition of facilities and commodities of maximum quality at the lowest possible cost”. Bidding statutes are enacted for the benefit of the taxpayers and not for the benefit or enrichment of the bidders, and should be construed and administered so as to accomplish that purpose fairly and reasonably with sole reference to the public interest.

The term ‘purchase’ applies to the procurement of commodities, while the term ‘contract for public work’ encompasses contracts for services, labor or construction. When a contract involves the acquisition of both goods and services, such as a commodity which requires installation, the contract shall be viewed as a purchase, for purposes of competitive bidding monetary thresholds, as if the services are minor, incidental or customarily provided by the vendor as a component of the purchase.

Conversely, if the services are extensive, substantial or involve specialized skills so that the acquisition of the commodity is incidental to the work, the contract should be treated as a contract for public work.

In determining whether a purchase is an expenditure within the discretionary threshold amounts established by General Municipal Law and/or Schuyler County, departments should **consider the reasonably expected aggregate amount of all County purchases of the same commodities, services or technology to be made within the twelve-month period commencing on the date of purchase.** Bidding statutes may not be avoided by artificially splitting or breaking up a contract into lesser agreements for sums below the bidding dollar threshold. Items of the same or similar nature which are customarily handled by the same vendor should be treated as a single item for the purpose of determining whether the dollar threshold will be exceeded.

A ‘trade-in allowance’ is treated as expenditure for the purpose of the dollar threshold. Therefore, the estimated gross cost of an item, without deduction for trade-in allowance, determines whether the dollar threshold will be exceeded.

Non-Collusive Bidding Certification, Iranian Energy Sector Divestment Affidavit and Sexual Harassment shall be included where required by law.

Bid Specifications

The bid specification shall list reasonable standards and limitations which bidders are obliged to observe.

Schuyler County Purchasing Policies and Procedures

It shall generally include a description of the required goods or services, the characteristics or functions of the goods or services and the terms and conditions under which the procurement will be made.

Specifications must be drafted to allow vendors supplying reasonable equivalent goods or services to compete on an equal basis. Specifications may not be so vague or indefinite that bidders do not have enough information to submit realistic bids, or so that too much is left to the discretion of the awarding official or body. Nor may specifications be unduly restrictive so as to shut out or stifle competition, or permit unfair advantage or favoritism.

When deemed necessary by the Schuyler County Legislature, specifications will include a provision requiring bidders to provide a performance bond as part of the bid.

All bid, best value offer and RFP specifications shall have attached to them, and incorporate by reference, “Schuyler County Appendix A: Standard Clauses for Schuyler County Contracts” and “Schuyler County Appendix B: Minimum Insurance Standards for Schuyler County Contracts,” from our contract manual, together with a specification as to the appropriate insurance category and notice that any bid response which alters, amends or deletes either Appendix shall be deemed non-responsive.

Use of Brand Names

If a brand name product represents an industry-wide standard, the brand name product may be specified as standard of supply in lieu of drafting a specification containing a detailed product description. However, the specification shall provide an ‘equivalency clause’ allowing products which are reasonably equivalent to the standard to be acceptable.

Brand name products may be specified to the exclusion of others if the County Legislature has adopted a proper standardization resolution by a 5/8 vote to determine that for reasons of economy, there is a need to standardize purchase contracts for a particular kind or type of equipment, material or supplies. The resolution may contain a full explanation of the reasons for its adoption. Adoption of a standardization resolution does not eliminate the necessity for compliance with the competitive bidding requirements. Vendors supplying the brand name item may bid and there is no longer a requirement for the ‘equivalency clause’.

Advertisements for Bids/Offers/Proposals

All advertisement for bids or published requests for proposals must be coordinated with the Clerk of the Legislature and published in the County’s official newspaper a minimum of five (5) days prior to the date specified for the opening and reading of the bids/offers/proposals, per General Municipal Law 103. Whenever possible, we should strive to publish thirty (30) days prior to the opening date.

The advertisement shall include a general statement as to the kind of goods being bid; where trade-in items, if any, may be viewed; where detailed plans and specifications may be obtained; and the time and place where the bid/offer will be received, opened and read, and the time frame for award of bid/offer.

Because the acceptance by the County of a formal bid or written request for proposal (RFP) will normally create a formal contract, all bid specifications and RFPs shall be submitted to the county attorney for review, in the same manner as a formal written contract in advance, at least three (3) weeks prior to the bid or RFP being transmitted to the jurisdictional committee and/or legislature for advertisement and/or legal notice. The Clerk of the Legislature shall not submit any legal notices for advertisement without an

Schuyler County Purchasing Policies and Procedures

approved Bid/Offer/RFP.

Bid Deposits

Bid security may be required to be submitted with a vendor's bid. Bidders may withdraw their bid if no award has been made within forty-five (45) days after receipt thereof by the County, and upon such withdrawal, bid deposits must be returned. The County may agree to permit bidders to withdraw their bid prior to the forty-five (45) days at the County's discretion.

Opening and Awarding Bids/Offers/Proposals

Pursuant to New York State law, the power to advertise for bids and proposals and to enter into the contract in the name of the county must be performed by the legislature as a body and not delegated to a committee.

After receipt of bids/offers/proposals, they must be opened publicly at the time and place specified in the advertisement for bids/offers/proposals and the bid/offers contents may be made public at that time. The Schuyler County Legislature may designate any County official or County employee to open the bids/offers. A record must be made of all bids/offers in such form and detail as the Schuyler County Legislature shall prescribe; and presented at the next jurisdictional committee meeting, regular or special meeting of the County Legislature. All interested parties may attend the bid/offer opening. If no spectators are present, two (2) or more County officials and/or County employees shall witness the bid/offer opening.

The lowest dollar bid does not constitute award of a bid. The Schuyler County Legislature must award a bid on the basis provided in the specifications to the responsible bidder submitting the lowest dollar bid. The Purchasing Department will supply recaps for all bids/offers to participating vendors. Vendors not participating in the bid/offer will not be supplied a recap, although they may acquire a recap upon request.

Purchased goods will conform to the current New York State mandated minimum specifications for post-consumer waste recycled content. When applicable, recycled goods must be specified unless the price is prohibitive.

Rejection of Low Bid

There are two conditions for not awarding a bid to the lowest bidder:

- a. Non-compliance with the bid specifications, OR
- b. Reason to believe the bidder is not a 'responsible bidder' (see responsibility of Bidders below)

If either condition is met, the low dollar bid may be rejected and awarded to the next lowest bidder. The Schuyler County Legislature may waive technical non-compliance with the bid specification if the deviation is minor or not substantial and it is in the best interest of Schuyler County. However, a bid must be rejected if the non-compliance with the bid specifications is material or substantial and would impair the interest of Schuyler County. Thus, non-material variances may be disregarded; but material variances may not.

Schuyler County Purchasing Policies and Procedures

Bid Rejection

A bid(s) may be rejected with Legislature approval, either by a committee motion or by Resolution, if in the best interest of the County.

Responsibility of Bidder/Offerer

The words ‘responsible bidder/offerer’, as used in a bid document, involves bidder/offerer qualifications and ability to perform in accordance with the terms and conditions of the contract. Bidder/offerer responsibility includes pecuniary and financial responsibility, accountability, operational integrity, reliability, skill, capacity, ability, judgment, and moral worth.

A bidder/offerer is entitled to receive substantiated written notification of non-responsibility, and an opportunity to rebut said findings when refusal to award a contract based on non-responsibility was found to have a drastic effect on the bidder’s/offerer’s ability to carry on his/her business, thereby implicating a due process liberty issue.

Tie Bids

In the event two or more bidders submit identically priced bids, all bids may be rejected and the bid re-advertised; or the bid may be awarded by drawing lots to eliminate favoritism. The contract may not be divided among the low bidders.

Trade-Ins

If trade-in equipment is offered as part of the bid specifications, the bid document must contain space for trade-in allowance and submitted vendor bids must contain a trade-in allowance. Trade-in allowances will not be considered in determining the bid threshold; however, trade-in will be considered in determining the low dollar net cost.

Exceptions to Bidding

The following are the only exceptions to the stated bidding requirements:

1. **New York State contracts** - Pursuant to General Municipal Law, Section 104, purchases of materials, equipment and supplies through the New York State Office of General Services (OGS) are exempt from competitive bidding. However, purchases may not be made through OGS once bids have been received for the same items; unless the purchase may be made upon the same terms, conditions and specifications at a lower price through OGS.
2. **Sole Source** - When there is only one possible source from which to procure goods or services required (certain patented goods or services, or public utilities), competitive bidding is not required. A statement from the manufacturer is needed stating such.

IF you can show:

1. The product's performance or functions are unique in the marketplace.
2. No other product provides substantially equivalent or similar benefits and
3. Considering the benefits received, the cost is reasonable.

Then you can consider a sole source.

Schuyler County Purchasing Policies and Procedures

3. **Emergencies** - In the event of a public emergency arising from an accident or other unforeseen occurrence whereby public buildings, public property, or the life, health, safety or property of the inhabitants of Schuyler County are in immediate danger, contracts for public work and/or the procurement of supplies, materials or equipment may be let by the Schuyler County Legislature, an appropriate designated Schuyler County Official, or Schuyler County Agency without competitive bidding.
4. **Second-Hand Equipment** - The purchase of surplus or second-hand supplies, materials or equipment from the Federal or State government or from other political subdivisions or public benefit corporation with New York State is exempt from competitive bidding.
5. **True Leases** - A 'true lease' agreement is neither a purchase nor a contract for public work and thus, is exempt from competitive bidding.
6. **Professional Services** –
 - (a) New York State law provides that professional services are not contracts for public work, as that phrase is used in the bidding statutes, and, therefore, are not subject to competitive bidding procedures. Generally, professional services involve specialized expertise, use of professional judgment and/or a high degree of creativity, such as an engineer, architect, land surveyor, attorney, physician and insurance broker. The determination of whether the professional service exception is applicable in given situations must be made on a case-by-case basis, examining the particular services to be acquired and upon consultation with the Purchasing Director and the County Attorney.
 - (b) Generally, if the situation warrants a solicitation of costs, an effective method would be a request for proposal (RFP)
 - (c) Monetary thresholds and procedures for solicitations of proposals, including the number of proposals to be sought, shall be those set forth under Section 3.12 for quotations. If the monetary threshold for professional services is anticipated to exceed \$20,000.00 in any given year, the department head is encouraged to consider advertising for formal, sealed, proposals in the same manner as competitive bids are solicited.
7. **Insurance** - Schuyler County is not obligated by law to submit county insurance coverage to competitive bidding; however, Schuyler County may, at its option, solicit competitive bids or requests for proposals.
8. **Goods Made in Correctional Institutions** - Pursuant to New York State Correctional Law, Section 186, goods which are manufactured by New York State Correctional Institutions must be purchased by Schuyler County as an exception to the competitive bidding requirements. However, if Schuyler County receives a purchase waiver from the New York State Department of Correctional Services and the purchase meets the competitive bidding threshold, the purchase must be competitively bid.
9. **Agencies for the Blind and Handicapped** - Pursuant to New York Finance Law, Section 175-b, all suitable goods and services as approved by the New York State Office of General Services must be purchased by the County from qualified charitable non-profit agencies for the blind or

Schuyler County Purchasing Policies and Procedures

other severely challenged when such goods and services meet County specifications, thus, said purchases are exempt from competitive bidding.

10. **Participation in NYS County Bid Awards (“Piggybacking”)** - Pursuant to NYS GML Section 103, subdivision 3, section 1, County agencies are permitted to utilize other County agency bids for material, equipment or supplies, subject to certain rules and when deemed by the Purchasing Director to be in the best interest of the County (per Resolution 256; 9/13/10).
11. **Participation in National Cooperative Purchasing Contracts** - Pursuant to NYS GML Section 103, subdivision 16, political subdivisions may purchase through the use of contracts let by the United States or any agency thereof, any state or any other political subdivision or district therein, when consistent and in compliance with state law, subject to approval by the County Attorney.
12. **GSA.GOV Contracts** - Schedules 70, 84 and 1122

Best Value Competitive Offer/Award (Resolution 24-14)

Section 103 of the General Municipal Law (and as defined in State Finance Law Section 163) authorizes the use of a Best Value Award methodology for purchase contracts (including contracts for service work, but excluding any purchase contracts necessary for the completion of a public works contract pursuant to Article 8 of the labor law). Offers may be awarded on the basis of best value rather than low bid.

Factors that may be considered when awarding best value offer/bid are: reliability of vendor, past performance, long-term maintenance costs, cost efficiency of material or service, meeting or exceeding specs, quality, customer service, performance requirements, useful lifespan, options & incentives for timely performance and/or additional services. There shall be a clear statement of need, description of required specs governing performance and related factors to ensure fair method of award.

Documentation shall include quantification of application to criteria with rating/evaluation results or other justification which demonstrates best value will be achieved. Where appropriate, solicitation shall identify relative importance and/or weight of price and non-price factors and overall technical criterion to be considered by County when determining best value award.

All procedures for competitive bids also apply for Best Value Competitive Offers/Awards: advertising, sealed offers opening and awarding. Non-Collusion & Iranian Divestment statements must also be included. (See Competitive Bidding section)

Effect of Non-Compliance

Purchases made or contracts awarded in violation of competitive bidding/offer/proposal requirements are void and unenforceable. A person or corporation who knowingly conspires to prevent competitive bidding/offer on a purchase or contract for public work which was advertised for competitive bidding/offer shall be guilty of a misdemeanor as provided for in General Municipal Law, Section 103e.

Schuyler County Purchasing Policies and Procedures

Quality Control

When practical, bidders/offers will be required to submit a sample of the bid product(s) for evaluation by the requesting department or the Purchasing Department to verify conformance with standards as set forth in the bid specifications. Bid materials or supplies actually received should be randomly tested to determine if the quality continues to meet the established standard.

3.15 Specifications for Bids, Quotations and RFPs

All specifications, whether for written quotation, requests for proposals or formal bid/offer, shall be written clearly and concisely.

The specifications will precisely describe the quality standards for goods or services to be furnished by vendors. For items subject to competitive bidding/offering and requests for proposals, the requisitioning department shall furnish and/or assist the Purchasing Department in the bid/offer specification preparation at least seventy-five (75) days prior to the bid/offer due date. Necessary Committee or Legislature approval will be attained, and a copy of such approval will be presented to the Purchasing Department with the bid/offer specifications.

Because the acceptance of a formal bid or written request for proposal (RFP) will normally create a formal contract, all bid specifications and RFPs shall be submitted to the county attorney for review, in the same manner as a formal written contract in advance, at least three (3) weeks prior to the bid or RFP being transmitted to the jurisdictional committee and/or legislature for advertisement and/or legal notice.

Specifications shall contain, among other properties:

1. Physical, chemical, or electrical composition.
2. Dimension, tolerance, and performance required or expected.
3. Reference to sample(s), furnished by Schuyler County or to be furnished by vendor.
4. Statement referencing final bid price as delivered costs.

5. Quantity or estimated quantity required.
6. Time and place of delivery and type of packing required, if applicable.
7. Statements of right to reject any and all bids/offers, waiver of minor deviations, guarantee that bidder(s)/offerer(s) will meet or exceed bid/offer specification standards, and notice of tax exemption status.
8. Full details if alternate bid is to be accepted.
9. Official bid/offer document(s), contract documents and minimum insurance specifications, if applicable.
10. Notification of time and place to view trade-in items, if applicable.
11. Security required.
12. Explanation of tests for conformity that will be conducted.
13. All bid specifications and all written RFPs shall have attached to them, and incorporate by reference, "Schuyler County Appendix A: Standard Clauses for Schuyler County Contracts" and "Schuyler County Appendix B: Minimum Insurance Standards for Schuyler County Contracts," together with a specification as to the appropriate insurance category and notice that any bid or proposal response which alters, amends or deletes either Appendix shall be deemed non-responsive.

Schuyler County Purchasing Policies and Procedures

3.16 Maintenance of Inventory

Material & Supplies

The Purchasing Department will maintain an inventory, when feasibly possible, of the most common office supplies. These supplies will include copier paper, legal pads, file folders and calculator rolls in an effort to increase efficiency, decrease cost and eliminate departmental down time. Purchases of items for inventory shall conform to the provisions of the existing Schuyler County Purchasing Policy and Procedures.

Quantity to Be Purchased

The Purchasing Department will consider several factors in determining the order quantity for items repeatedly purchased. Factors will include multiple department needs, storage capabilities, quantity discounts, shelf life, turnover, reduction, or elimination of delivery costs, and funds available.

3.17 Salvage Control/Fixed Assets

The Purchasing Department will assist in effectively disposing of obsolete or surplus supplies and fixed assets. This responsibility for the disposition of fixed assets, as designated by the Schuyler County Management & Finance Committee, will be limited to the writing of a disposition resolution for the item(s) as declared by Schuyler County Department(s), as well as updating information on the MUNIS Fixed Asset module.

Schuyler County departments will use the ‘Departmental Transfer/Disposition’ form, (available electronically in the AC folder) as notification of transfer or disposal of any and all fixed asset items. The Purchasing Department, in turn, will take the appropriate resolution to the Management & Finance Committee.

Upon adoption of same, the Purchasing Department will advise issuing department of resolution number, so that disposition of item(s) may be completed.

Types of Disposition:

- Interdepartmental transfer (*no Resolution needed*)
- Junk - inoperable, unusable, non-repairable items
- Surplus - items to be stored, traded in or sold at public auction or online auction services

For detailed procedures, see the Fixed Assets Policies and Procedures, available in the AC Manuals-Policies folder.

4. PROCEDURES

4.1 General

The Purchasing Department, upon receipt of an approved requisition processed through MUNIS, will place orders via email or phone, on a Purchase Order generated from the requisition processed on the MUNIS system. Department Heads shall notify Purchasing via email when there are additions/deletions to their department’s list of authorized requisitioners.

Schuyler County Purchasing Policies and Procedures

4.2 Standardization of Office Supplies

General office supplies and ink toners shall be ordered utilizing the lists located in the AC Purchasing folder. The office supply list contains vendor information with current best pricing available and will be updated on a (minimum) yearly basis.

4.3 Purchase Requisition/Purchase Order

The following information will need to be included in the MUNIS requisition module in order to complete the purchase order:

- Date of issuance of Requisition (automatically generated).
- Requisition number (automatically generated).
- Vendor account number (name and address automatically generated).
- Department (in “Description” Field).
- Department Code number.
- Description of item(s) ordered, including item number (if known), and any clarifying information necessary to facilitate the ordering process (catalogs, catalog page number, technical specifications, etc.) If applicable, also include state contract numbers and any bid information.
- Quantity to be ordered.
- Unit of measure (box, ream, case, etc.)
- Unit price, if known (or estimate).
- Total cost (will automatically calculate).
- Budget numbers (department number, budgetary line item, grant numbers).
- Required quotes (attach to TCM)

- Prevailing Wage number (PRC#) if applicable - for those cases where installation/repair work is being done and a contract is not required, we have to set up a Prevailing Wage number (PRC#) through the Department of Labor (DOL) and include that number on the PO sent to the vendor. You should also give that number to any vendors that you are obtaining quotes from so that they can include those wages in their quotes.
- Proof of Insurance - for those cases where installation/repair work is being done and a contract is not required, the applicable proof of insurance should be attached to the requisition.
- Labor charges should be separate from material charges. You can combine these on one requisition but the charges should be listed separately.

In cases of emergency or telephone orders, vendors will be emailed a ‘confirming’ purchase order, if necessitated by vendor’s policy. Such orders will be stamped ‘CONFIRMING ONLY, DO NOT DUPLICATE’, so as to eliminate the possibility of duplication.

Only County Purchase Orders, so designated and signed by the Purchasing Director or Purchasing Clerk of Schuyler County, will be valid and will be the only legal binding document for procurement of goods or services for Schuyler County (with the exception of the County’s contracted services).

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4.4 Central Storeroom

The central storeroom is used to centralize the storage and distribution of the most widely used office supplies. The central storeroom will maintain a limited supply of office supplies for immediate and emergency issuance (see Section 3.8). Purchase requisitions will also be necessary for purchases from the storeroom inventory, for record and journal entry purposes only.

4.5 Credit Cards

Credit cards may be used for County-related business expenditures only, where cash in advance purchases are required, such as conference/travel expenses. Departments may also use cards for online purchases, in cooperation with the Purchasing Department to ensure best pricing.

All requests for new cardholders, dollar limits or Letters of Authorization must be sent to the Purchasing Department by the Department Head. There are two Account Administrators: the Treasurer and the Purchasing Director. **Only** Account Administrators, or their designees, can make changes to any account set up.

For cardholders who are issued a credit card in their name, a Cardholder Agreement (available in the AC Purchasing folder) is required to be completed and sent to Purchasing to be retained on file. Upon receipt of the credit card, the card will be distributed to the Department Head/designee. Copies of the agreements will be filed in the Purchasing Department and a copy sent to Human Resources.

All receipts corresponding to credit card statements will be scanned into the AC / Purchasing / Receipts folder with the appropriate account to be charged. A certification voucher must accompany receipts where program funding is used for items such as gift cards or items of acknowledgement, etc., to ensure items are appropriate business expenses and allowable under program guidelines. **The cardholder is responsible for usage and receipts.**

The cardholder is responsible to know the card's dollar limit and must keep purchases within those limits. If a card goes over the dollar limit assigned to that card, an overage fee may be charged by the bank and the department will be responsible for payment of such fee.

Credit card statements are processed and vouchered monthly by the Purchasing Department.

Sales Tax

Schuyler County is NOT subject to sales tax. It is and will be the responsibility of the employee to confirm that sales tax has not been charged. In the event sales tax is charged, the employee must contact the merchant to have the charges credited and re-billed less the sales tax. All receipts for the credit transaction should be submitted to Purchasing.

5. ETHICS of PURCHASING

The reputation of Schuyler County is affected by the business practices it and the Purchasing Department use. Therefore, a high standard of conduct must be maintained by the Purchasing Department.

The following code of ethics shall be strictly maintained:

Schuyler County Purchasing Policies and Procedures

Purchasing Code of Ethics

1. First consideration will be the interests and betterment of Schuyler County.
2. Obtain the greatest value for each dollar expended.
3. To be receptive to advice and suggestions from Schuyler County Department Heads, insofar as such advice and suggestions do not conflict with legal or moral restrictions in Purchasing Policies and Procedures.
4. To strive for knowledge of equipment and supplies in an effort to recommend items that may reduce costs and/or increase productivity.
5. To insist on and expect honesty in sales representation, whether offered verbally or in writing, through advertising or in submitted product samples.
6. To give all responsible bidders equal consideration and the assurance of unbiased judgment in determining whether their products meet specifications.
7. To discourage and decline the offer of gifts which may influence the procurement of goods or services for Schuyler County.
8. To accord a prompt and courteous reception, insofar as to permitting conditions, to all who call for legitimate business missions.
9. To counsel and assist other purchasing agencies in the performance of their duties whenever occasion permits.
10. To cooperate with governmental and trade associations in the promotion and development of sound business methods in the purchasing of goods and services.

Resolution No.
SCHUYLER COUNTY LEGISLATURE

Organizational Meeting
January 5, 2022

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

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

RE: APPOINTMENT – COUNTY HISTORIAN FOR 2022

BE IT RESOLVED, that Gary M. Emerson be appointed as County Historian for the year 2022, with a salary of \$4,000.

Resolution No.
SCHUYLER COUNTY LEGISLATURE

Organizational Meeting
January 5, 2022

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

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

RE: APPOINTMENT – HIGHWAY SUPERINTENDENT - 2022-2025

BE IT RESOLVED, that Kenneth R. Thurston be appointed Highway Superintendent for a four-year term commencing January 1, 2022 and ending December 31, 2025.

Resolution No.
SCHUYLER COUNTY LEGISLATURE

Organizational Meeting
January 5, 2022

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

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

RE: ACKNOWLEDGE APPOINTMENT AND SET SALARY FOR UNDERSHERIFF – SHERIFF’S DEPARTMENT

BE IT RESOLVED, that this Legislature acknowledges the appointment by the Sheriff, Kevin P. Rumsey, of Andrew M. Zeigler as Undersheriff effective January 1, 2022, at an annual salary of \$77,000.

Resolution No.
SCHUYLER COUNTY LEGISLATURE

Organizational Meeting
January 5, 2022

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

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

RE: ACKNOWLEDGE APPOINTMENT AND SET SALARY FOR STOP-DWI COORDINATOR –
SHERIFF’S DEPARTMENT

BE IT RESOLVED, that this Legislature acknowledges the appointment by the Sheriff, Kevin P. Rumsey, of Matthew J. Maloney as STOP-DWI Coordinator effective January 1, 2022, at an annual salary \$10,000.

Resolution No.
SCHUYLER COUNTY LEGISLATURE

Organizational Meeting
January 5, 2022

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

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

RE: ACKNOWLEDGE APPOINTMENT AND SET SALARY FOR CONFIDENTIAL SECRETARY TO THE
SHERIFF – SHERIFF’S DEPARTMENT

BE IT RESOLVED, that this Legislature acknowledges the appointment by the Sheriff, Kevin P. Rumsey, of
Shannonlee B. Crane as Confidential Secretary to the Sheriff effective January 1, 2022, at an annual salary \$41,000.

Resolution No.
SCHUYLER COUNTY LEGISLATURE

Organizational Meeting
January 5, 2022

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

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

RE: ACKNOWLEDGE APPOINTMENT AND SET SALARY FOR TEMPORARY ASSISTANT
CONFIDENTIAL SECRETARY TO THE SHERIFF – SHERIFF’S DEPARTMENT

WHEREAS, Resolution No. 369-21 authorized the creation and filling of one full-time temporary Assistant Confidential Secretary to the Sheriff position.

NOW, THEREFORE, BE IT RESOLVED, that this Legislature acknowledges the appointment by the Sheriff, Kevin P. Rumsey, of Jayne D. Richardson as the temporary Assistant Confidential Secretary to the Sheriff effective January 10 , 2022, with no benefits, at an annual salary of \$52,511.

Resolution No.
SCHUYLER COUNTY LEGISLATURE

Organizational Meeting
January 5, 2022

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

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

RE: ADOPT SCHEDULE OF SALARIES FOR 2022

BE IT RESOLVED, that the Schedule of Salaries for 2022, be adopted, effective January 1, 2022, and
BE IT FURTHER RESOLVED, that the County Treasurer be authorized and directed to pay the County
employees according to the 2022 Salary Schedule.

DEPARTMENT/NAME	TITLE	DATE OF HIRE		2022	Actual	2022	2022 SALARY		TERM / OTHER
		F/T	P/T	Increase	Increase	Long.	Hourly	Salary	
VACANT	Licensed Clinician						-0-		
Zyla, Valorie A.	Licensed Clinician	09/19/17		1.24	1.24	0.10	33.09		
Benner, Eric S.	Licensed Clinician Trainee	11/01/21		1.15	1.15	0.10	30.74		
VACANT	Licensed Clinician Trainee						-0-		
VACANT	Licensed Clinician Trainee						-0-		
Foote, Audra A.	Senior Care Manager	10/10/17		1.25	1.25	0.10	33.32		
Flahive, Chandra A.	Care Manager	01/26/15		1.02	1.02	0.15	27.28		
VanderBurg, Karen M.	Care Manager	10/07/02		1.25	1.25	0.25	33.63		
Rosno, Katherine B.	Care Manager	01/11/21		0.99	0.99	0.10	26.55		
Lodge, Catherine M.	Senior Registered Professional Nurse	09/10/18		1.16	1.16	0.10	31.06		
DelGrosso, Cori A.	Senior Registered Professional Nurse	01/04/16		1.17	1.17	0.15	31.36		
Grazioso, Catherine A.	Senior Registered Prof. Nurse - Per Diem		02/14/19				30.64		
Trentanelli, Angaleen L.	Licensed Clinician	01/11/21		1.23	1.23	0.10	32.87		
CORONER									
Kelly, Patricia L.	County Coroner	01/01/21							01/01/21 - 12/31/22
Saks, Benjamin J.	County Coroner	01/01/21							01/01/21 - 12/31/23
Conroy, Katherine L.	County Coroner	01/01/21							01/01/21 - 12/31/24
McCauley, Kathleen F.	County Coroner	01/01/21							01/01/21 - 12/31/24
COUNTY ADMINISTRATOR									
Chronis, Xenophon K.	County Administrator	06/01/21					125,000		12/31/21 - 12/31/22
Vacant	Deputy County Administrator								
Tomassi, Peggy A.	Conf. Secty to the Co. Administrator	10/23/06					55,539		
COUNTY ATTORNEY									
Getman, Steven J.	County Attorney	08/13/15	1/17/12				122,818		1/1/20 - 12/31/23
Hazlitt, Kristin E.	Assistant County Attorney	10/15/02					109,575		
Stevens, Vinton Bovier	Assistant County Attorney	02/25/19					82,249		
Friebis, Maryann J	Conf. Secretary to the Co. Attorney	01/16/18					44,136		
Bower, Brandy M.	Legal Secretary	08/28/17					44,708		
COUNTY CLERK									
Philbin, Theresa	County Clerk	01/06/14					72,192		1/1/22 - 12/31/25
Thornton, Amy S.	Deputy County Clerk	09/12/11					51,727		
Rea, Tarra M.	Assistant Deputy County Clerk	07/13/21					41,560		
Deyo, Tabitha L.	Principal Clerk	02/25/13		0.79	0.79	0.15	21.27		
Johnson, Rachel G.	Motor Vehicle License Clerk	08/24/20		0.65	0.65	0.10	17.52		
Rizzon, Stacy L.	Motor Vehicle License Clerk	06/03/19		0.66	0.66	0.10	17.64		
Field, Kristin M.	Clerk	02/09/15		0.64	0.64	0.15	17.06		
VACANT	Motor Vehicle License Clerk - 17 hours/Wk								
DISTRICT ATTORNEY									
Fazzary, Joseph G.	District Attorney	09/01/92					200,355		1/1/22 - 12/31/25
Hourihan, Jeremy J.	Chief Assistant District Attorney	05/04/20					110,217		
Marmor, Sophie J.	Asst. District Attorney	04/08/19					84,732		
Tunney, John C.	Asst. District Attorney - 25 Hrs/Wk		06/11/12				52,004		

DEPARTMENT/NAME	TITLE	DATE OF HIRE		2022	Actual	2022	2022 SALARY		TERM / OTHER
		F/T	P/T	Increase	Increase	Long.	Hourly	Salary	
Craver, Robin M.	Paralegal	01/01/98		1.24	1.24	0.28	33.42		
Plyter, Kristen M.	Crime Victim Services Coordinator	01/31/11		1.03	1.03	0.20	27.51		
Cole, Jennifer L.	Secretary to the District Attorney	09/14/21						38,480.00	
ELECTIONS									
Elkins, Carolyn C.	Commissioner, Board of Elections		01/01/17					15,908	01/01/21 - 12/31/22
Fazzary, Joseph	Commissioner, Board of Elections		09/03/02					15,908	01/01/21 - 12/31/22
Elkins, Kathryn R.	Deputy Commissioner	01/03/17						45,333	
Vondracek, Kristina A.	Deputy Commissioner	02/11/19						42,682	
Various	Technicians / Custodians (2)								
Various	Alternate Technicians / Custodians (2)								
EMERGENCY MANAGEMENT									
Kennedy, William L.	Emergency Mgmt Coordinator	05/19/03						78,701	
Smith, Kirk N.	Director of Emergency Services	07/03/00						72,000	
Cicora, Mark J. Jr	Deputy Emgy Mgmt Coord. 17 Hrs/Wk		03/23/20					28,095	
Davis, Jennifer L.	Secretary I	03/05/12		0.76	0.76	0.15	20.41		
HISTORIAN									
Emerson, Gary M.	County Historian		10/11/17					4,000	01/01/21 - 12/31/21
HUMAN RESOURCES									
Spaccio, Karen E.	Human Resources Admin. - Benefits Mgr	12/02/03						67,340	
Bianco, Jennifer D.	Human Resources Asst. - Payroll Coordinator	11/27/17						45,855	
INFORMATION TECHNOLOGY SERVICES									
LaFever, Sheila K.	Administrative Assistant - 10 Hrs/Wk	12/14/06		0.97	0.97	0.25	26.00		75% B&G & 25% IT
LEGISLATURE									
Husted, Stacy B.	Clerk of the Legislature	08/01/94						74,915	01/01/20 - 12/31/23
Husted, Stacy B.	County Auditor							7,000	01/01/20 - 12/31/23
Mack, Jamee L.	Deputy Clerk of the Legislature	09/19/05						59,915	
Blowers, Carl H.	Chairman of the Legislature							5,660	
Barnes, Philip C.	Legislator	06/30/10						9,871	01/01/19 - 12/31/22
Blowers, Carl H.	Legislator	01/01/15						9,871	01/01/19 - 12/31/22
Jaynes, Laurence W.	Legislator	03/08/21						9,871	01/01/22 - 12/31/25
Howell, James W. D. Jr.	Legislator	01/01/14						9,871	01/01/22 - 12/31/25
Lausell, Michael L.	Legislator	01/01/14						9,871	01/01/22 - 12/31/25
Gray, Gary L.	Legislator	01/01/20						9,871	01/01/20 - 12/31/23
Reed, David M.	Legislator	01/01/18						9,871	01/01/22 - 12/31/25
Rondinaro, Mark F.	Legislator	01/01/16						9,871	01/01/20 - 12/31/23

DEPARTMENT/NAME	TITLE	DATE OF HIRE		2022	Actual	2022	2022 SALARY		TERM / OTHER
		F/T	P/T	Increase	Increase	Long.	Hourly	Salary	
OFFICE FOR THE AGING									
Waite, Tamre S.	Director Office for the Aging	05/01/06						78,539	
Loan, Abbie E.	Administrative Assistant	10/13/15		0.90	0.90	0.15	24.15		
Cullen, Anna Maria E.	Secretary I	04/22/19		0.72	0.72	0.10	19.30		
Slater, Shannon L.	Aging Services Caseworker	01/07/02		1.14	1.14	0.25	30.54		
D'Angelo, Taylor A.	Aging Services Caseworker	06/14/21					24.95		
Drake, Wendy S.	Insurance Counseling Coordinator	10/18/21		0.78	0.78	0.10	20.90		
Heichel, Brook A.	NY Connects Coordinator	02/16/16		0.95	0.95	0.15	25.33		
VACANT	Aging Services Specialist - 20 Hrs/Wk						-0-		
Goben, Kent W.	Nutrition Educator - 20 Hrs/Wk		02/22/21	0.87	0.87	0.10	23.37		
O'Rourke, Jennifer B.	Cook-Manager	08/23/04		0.91	0.91	0.25	24.51		
Twomey, Tracy L.	Assistant Cook	09/23/19		0.62	0.62	0.10	16.49		
Cooke, Janet S.	Aging Services Aide - 20 Hrs/Wk		10/08/13	0.65	0.65	0.15	17.42		
Swarthout, Wendy S.	Food Service Helper	11/05/12		0.61	0.61	0.15	16.35		
Andrews, Crystal R.	Food Service Helper	08/12/19		0.57	0.57	0.10	15.37		
Blunt, Suzanne L.	Food Service Manager	03/25/19		0.88	0.88	0.10	23.59		
Golden, William F.	Meal Deliverer - 20 Hrs/Wk		09/07/10	0.63	0.63	0.20	16.98		
Comstock, Charles D.	Meal Deliverer - 20 Hrs/Wk		11/21/11	0.62	0.62	0.20	16.73		
VACANT	Meal Deliverer - 17 Hrs/Wk						-0-		
McGarry, Thomas D. Jr.	Meal Deliverer - 17 Hrs/Wk On Call		01/30/12				15.06		
VACANT	Meal Deliverer - 17 Hrs/Wk On Call						15.06		
Criss, Wendy J.	Meal Deliverer - 17 Hrs/Wk On Call		03/22/21				15.06		
Pound, Kimberly A.	Volunteer Coordinator - 30 Hrs/Wk		02/24/20	0.88	0.88	0.00	23.38		
PLANNING									
VanHorn, Kristin E.	Planning Director	11/12/13						85,066	
PROBATION									
Rosno, Christopher T.	Probation Director I	09/16/02						81,226	
Higgins, Terry L.	Probation Supervisor I	09/24/01		1.28	1.28	0.28	34.29		
LeRoux, Melissa S.	Probation Officer I	06/17/19		0.94	0.94	0.10	25.16		
MacDonald, Linda D.	Probation Officer I	04/11/11		0.99	0.99	0.20	26.54		
Dye, Karinne E	Probation Officer I	08/22/11		0.99	0.99	0.20	26.53		
Horey, Katherine M.	Probation Officer I	06/28/21		0.93	0.93	0.10	24.95		
VACANT	Probation Officer I Trainee						-0-		
Kennedy, Lori A.	Account Clerk-KeyBoard Specialist	05/10/04		0.85	0.85	0.25	22.83		
Lansberry, Kathleen A.	Account Clerk-KeyBoard Specialist	12/28/21		0.65	0.65	0.10	17.42		
Yaskulski, Kathy L.	Probation Assistant - 8 Hrs/Wk		10/02/06	0.67	0.67	0.00	17.96		
Yaskulski, Kathy L.	Keyboard Specialist - 27 Hrs/Wk	03/06/06	12/07/04	0.80	0.80	0.25	21.45		
PUBLIC DEFENDER									
Gardner, Valerie G.	Public Defender	05/07/18						109,056	3/3/21 - 12/31/23
Raniewicz, Mark R.	Asstistant Public Defender	01/30/17						81,042	
Pence, Nicole S.	Assistant Public Defender	04/19/21						77,925	
Cerio, Frederick M.	Asstistant Public Defender - 30 Hours		01/12/15					50,646	
Orr, Lisa A.	Conf. Secretary to the Public Defender	01/02/04						57,243	

DEPARTMENT/NAME	TITLE	DATE OF HIRE		2022	Actual	2022	2022 SALARY		TERM / OTHER
		F/T	P/T	Increase	Increase	Long.	Hourly	Salary	
Hollenbeck, Nicole A.	Legal Secretary		06/18/18					26,940	
PUBLIC HEALTH									
King, Nancy L.	Public Health Director		08/10/21					60,000	
Hills, Stacy	Deputy Public Health Director		01/10/22					68,000	
Thomaris, Dianne G.	Coord Fiscal Oper & Budget Planning		06/17/02					75,077	80% PH & 20% Treasurer
Johns, Paula D.	Administrative Assistant		11/05/01	0.99	0.99	0.28	26.68		Half-Time Comm Svcs
Stansfield, Corinne E.	Administrative Assistant		02/11/98	1.06	1.06	0.38	28.57		
VACANT	Public Health Specialist							-0-	
Warfle, Emily S.	Public Health Specialist		10/18/21	1.07	1.07	0.10	28.67		
VACANT	Public Health Specialist - 17 hrs/Wk							-0-	
Watson, Elizabeth L.	Public Health Specialist		02/24/14	1.11	1.11	0.15	29.64		
Dalmat, Deborah R.M.	Public Health Specialist		12/15/14	1.11	1.11	0.15	29.64		
Carrigan Bianco, DeAnn L.	Public Health Nurse		10/27/20	1.23	1.23	0.10	32.97		
Walker, Meghan M.	Public Health Nurse		01/14/19	1.24	1.24	0.10	33.09		
Wendela, Jill L. K.	Public Health Nurse		06/28/04	1.44	1.44	0.25	38.61		
VACANT	Public Health Nurse - 17 Hrs/Wk							-0-	
VACANT	Family Support Worker - 20 Hrs/Wk							-0-	
Kiklowicz, Dawn M.	Sr. Acct. Clerk-Keybaord Specialist		09/21/20	0.75	0.75	0.10	20.12		
Carey, Michelle R.	Account Clerk-Keybaord Specialist		10/18/21	0.65	0.65	0.10	17.42		
VACANT	Secretary I							-0-	
Woodard, Agnes S.	Reg. Professional Nurse (Temp) - 17 hrs/wk		10/05/21				28.75		10/5/21 - 6/30/22
VACANT	Reg. Professional Nurse (Temp) - 17 hrs/wk							-0-	
VACANT	Sr. Registered Professional Nurse							-0-	
Canfield, Janet B.	Sr. Reg. Professional Nurse (Temp) - 28 hrs		10/05/21				30.64		10/5/21 - 6/30/22
WATERSHED INSPECTOR									
Sturges, Darrel C.	Watershed Inspector		07/05/11					58,664	
Cole, Joshua M.	Watershed Inspector Asstistant		06/16/14	0.82	0.82	0.15	21.87		
Teemley, Kimberly	Administrative Assistant		01/19/10	12/03/07	0.89	0.89	0.20	23.90	
PURCHASING									
Guild, Elizabeth H.	Purchasing Director		05/14/12					74,066	
Baker, Kathryn A.	Purchasing Clerk - 17 Hrs/Wk						18.99		
Ames, Lisa N.	Purchasing Clerk - 17 Hrs/Wk		09/07/21				18.99		
REAL PROPERTY TAX AGENCY									
Anderson, Kelly A.	Director of Real Property Tax Services		09/14/21					85,000	9/14/21 - 09/30/25
Bloodgood, Thomas R.	Deputy Director of Real Property Tax Services			8/11/2020				35,000	
Richtmyer, Cheryl L.	Real Property Tax Service Assistant		11/24/08	0.89	0.89	0.20	24.00		
Bartolomeo, Patricia A.	Assessor		02/16/16					50,786	
McIlroy, Alan R.	Assessor		10/11/16					53,878	
Ryan, Jessica L.	Real Property Appraiser Trainee		08/09/21	0.87	0.87	0.10	23.37		
VACANT	Real Property Appraiser Trainee							-0-	
VACANT	Assessor - 21 Hrs/ Week							-0-	
VACANT	Temp. Real Property Tax Assistant							-0-	
RECORDS MANAGEMENT									
Tomassi, Peggy A.	Records Management Officer							5,000	

DEPARTMENT/NAME	TITLE	DATE OF HIRE		2022	Actual	2022	2022 SALARY		TERM / OTHER
		F/T	P/T	Increase	Increase	Long.	Hourly	Salary	
Neal, Mickilla L.	Records Manager - 25 Hrs/Wk		03/16/09	0.90	0.90	0.15	24.10		
VACANT	Clerk - 17 Hrs/Wk						-0-		Half Time Purchasing
SOCIAL SERVICES									
Fratarcangelo, JoAnn S.	Commissioner of Social Services		01/08/01					110,256	3/18/18 - 3/17/23
Wasicki, Michele R.	Deputy Comm. of Social Services		01/26/09					83,752	
Baccile, Teri L.	Coord of Fiscal Ops & Computer Svcs		09/30/85					76,960	
Thompson, Saraha S.	Supv of Fiscal Ops & Computer Svcs		06/06/16	1.16	1.16	0.15	31.01		
Weichenthal, Rebecca L.	Case Supervisor Grade A		10/25/99	1.31	1.31	0.28	35.04		
Pierce, Victoria G.	Case Supervisor Grade A		02/27/06	1.21	1.21	0.25	32.54		
Edmister, Audrey A.	Case Supervisor Grade B		01/12/15	1.10	1.10	0.15	29.44		
Couch, Mark J. B.	Senior Caseworker		12/10/07	1.09	1.09	0.20	29.13		
Madaffari, Amber E.	Senior Caseworker		12/14/20	1.00	1.00	0.10	26.66		
MacIntosh, Kelley L.	Senior Caseworker		06/16/14	1.03	1.03	0.15	27.47		
Imes, Jennifer C.	Caseworker		08/10/20	0.94	0.94	0.10	25.06		
Myers, Alicia M.	Caseworker		04/09/12	0.98	0.98	0.15	26.24		
Levack-Farrer, Mary L.	Caseworker		07/09/19	0.94	0.94	0.10	25.16		
Collins, Catherine A.	Caseworker		06/22/15	0.96	0.96	0.15	25.72		
Schlee, Marissa L.	Caseworker		04/08/19	0.94	0.94	0.10	25.16		
Pastrick, Hannah J.	Caseworker		06/06/19	0.94	0.94	0.10	25.16		
Bills, Amie M.	Caseworker		08/12/19	0.94	0.94	0.10	25.16		
Burns, Jessica J.	Caseworker		01/17/17	0.95	0.95	0.10	25.39		
Helsing, Shayna L.	Caseworker		08/28/17	0.95	0.95	0.10	25.39		
VACANT	Caseworker						-0-		
Oliver, Brittany L.	Caseworker Assistant		05/09/16	0.84	0.84	0.15	22.44		
Upham, Sharon L.	Principal Social Welfare Examiner		04/04/05	0.95	0.95	0.25	25.57		
Hanley, Lisa C.	Senior Social Welfare Examiner		02/23/04	1.01	1.01	0.25	27.09		
Franzese, Danielle N.	Social Welfare Examiner		05/08/17	0.79	0.79	0.10	21.22		
Thompson, Jamie B.	Social Welfare Examiner		01/13/14	0.81	0.81	0.15	21.62		
Hartman, Tammy A.	Social Welfare Examiner		01/16/07	0.87	0.87	0.20	23.35		
Hughson, Carrie J.	Social Welfare Examiner		04/08/19	0.79	0.79	0.10	21.11		
Terry, M. Melissa	Social Welfare Examiner		03/12/12	0.83	0.83	0.15	22.24		
Wixson, Michelle A.	Social Welfare Examiner		06/16/14	0.82	0.82	0.15	21.87		
Madill, Rose M.	Social Welfare Examiner		04/20/15	0.81	0.81	0.15	21.68		
Farrer, Chelsea L.	Social Welfare Examiner		03/25/19	0.79	0.79	0.10	21.11		
Smallcomb, Gabrielle N.	Social Welfare Examiner		03/25/19	0.79	0.79	0.10	21.11		
VACANT - MEDICAID	Social Welfare Examiner - TEMP - Medicaid						-0-		
VACANT - HEAP	Social Welfare Examiner - TEMP - HEAP						-0-		
Crout, Rebeca A.	Medicaid Coordinator		02/04/02	1.06	1.06	0.25	28.54		
Sabatini, Patricia M.	Sr. Acct. Clerk-Keyboards Specialist		11/20/06	0.90	0.90	0.25	24.34		
Vann, Beth A.	Sr. Acct. Clerk-Keyboards Specialist		08/01/16	0.75	0.75	0.15	20.17		
VACANT	Sr. Acct. Clerk-Keyboards Specialist						-0-		
Munroe, Tammy L.	Secretary II		10/01/07	0.86	0.86	0.20	23.20		
Summers, Colette C.	Secretary I		05/04/15	0.74	0.74	0.15	19.86		
Miller, Rachel L.	Senior Clerk		04/09/18	0.73	0.73	0.10	19.42		
Doane, Kalinda S.	Account Clerk/Keyboard Specialist		10/07/19	0.66	0.66	0.10	17.60		
Graves, Megan M.	Account Clerk/Keyboard Specialist		03/08/21	0.65	0.65	0.10	17.42		

DEPARTMENT/NAME	TITLE	DATE OF HIRE		2022	Actual	2022	2022 SALARY		TERM / OTHER
		F/T	P/T	Increase	Increase	Long.	Hourly	Salary	
Pickering, Renee M.	Account Clerk/Keyboard Specialist	04/05/21		0.65	0.65	0.10	17.42		
VACANT	Keyboard Specialist						-0-		
Brant, Theresa M.	Keyboard Specialist	10/04/21		0.61	0.61	0.10	16.28		
Denmark, Amy J.	Supervising Support Investigator	8/23/04 Tfr to Schuyler		1.06	1.06	0.25	28.44		
Lynn, Ranay	Support Investigator	08/07/97		0.96	0.96	0.28	25.96		
Bills, Angela M.	Support Investigator	09/14/15		0.81	0.81	0.15	21.68		
Brown, Tammy L.	Paralegal	01/01/07	04/26/95	1.35	1.35	0.28	36.21		
Updike, Cristy L.	Paralegal Assistant	05/18/15		0.85	0.85	0.15	22.79		
Yaskulski, Joseph J. Jr.	Work Experience Supv. - 40 Hrs/Wk	02/07/05		0.90	0.90	0.25	24.33		
O'Connell, Christopher S.	Employment and Temporary Asst. Supervisor	12/03/18		1.09	1.09	0.10	29.00		
VACANT	Disability & Employment Examiner						-0-		
TREASURER									
Sokolowski, Holley A.	County Treasurer	05/09/16					78,254		01/01/19 - 12/31/22
Brittingham, Joshua R.	Deputy County Treasurer	08/09/21					60,000		
Thomaris, Dianne G.	Coord Fiscal Oper & Budget Planning	06/17/02					18,770		80% PH & 20% Treasurer
Havens, Holly	Sr. Account Clerk - Keyboard Specialist	06/01/20		0.75	0.75	0.10	20.12		
Smith, Nicole L.	Sr. Account Clerk - Keyboard Specialist	06/01/21		0.75	0.75	0.10	20.02		
VETERANS SERVICE AGENCY									
Cole-Scott, Joan E.	Dir. of Veterans Service Agency - 20 Hrs		02/04/08				29,377		
Gardner, Kristine C.	Veterans Service Officer - 20 Hrs/Wk		08/26/19	0.79	0.79	0.10	21.11		
WEIGHTS AND MEASURES									
Boyce, Clifford H.	Director Weights and Measures A	01/01/10	06/01/09				81,282		
YOUTH BUREAU									
Lawton, Adam G.	Program Coordinator	10/01/07		1.09	1.09	0.20	29.13		
Various	Laborer - Summer Youth Program								
VACANT	Summer Youth Employment Supervisor						-0-		

SHERIFF'S DEPARTMENT										
			DATE OF HIRE		2022					
	NAME	TITLE	F/T	P/T	Salary					TERM/OTHER
	Rumsey, Kevin P	Sheriff	10/17/05		97,542					1/1/22 - 12/31/25
	Zeigler, Andrew M.	Undersheriff	05/11/98		77,000					
	Maloney, Matthew J.	STOP DWI Coordinator	08/31/98	07/29/98	10,000					
	Crane, Shannonlee B.	Conf. Secty to the Sheriff	10/10/17		41,000					
	Richardson, Jayne	Asst. Conf. Secty to the Sheriff	01/10/22		52,511					
ROAD PATROL ASSOCIATION										
YEAR	NAME	TITLE	F/T	P/T	YEARS OF SERVICE	BASE HOURLY	STIPEND	TOTAL HOURLY		TERM/OTHER
2021	Day, Todd W.	Deputy Sheriff Lieutenant	12/27/95	06/26/95	26	27.02	3.51	30.53		
2022					27	27.70	3.60	31.30		
2021	Maloney, Matthew J.	Dpty Sheriff Lieutenant	08/31/98	07/29/98	23	26.80	3.48	30.28		
2022		Investigator			24	27.70	3.60	31.30		
2021	Bianco, Craig R.	Deputy Sheriff/ Investigator	03/19/07		14	26.51	3.18	29.69		
2022					15	27.70	3.32	31.02		
2021	Eberhardt, Daniel T.	Deputy Sheriff Sergeant	11/08/10		11	26.51	2.92	29.43		
2022					12	27.17	2.99	30.16		
2021	Yessman, Andrew W.	Deputy Sheriff Sergeant/K9	10/15/07	07/09/07	14	26.51	3.98	30.49		K9 01/01/21 to 12/31/21
2022					15	27.70	4.16	31.86		K9 01/01/22 to 12/31/22
2021	Gladke, Jack M.	Deputy Sheriff	02/25/02		19	26.62		26.62		
2022					20	27.70		27.70		
2021	Edminster, Jason M.	Deputy Sheriff Sergeant	06/01/07		14	26.51	3.18	29.69		
2022		Investigator			15	27.70	3.18	30.88		
2021	VanGalder, Kyle R.	Deputy Sheriff	10/15/07	04/17/06	14	26.51		26.51		
2022					15	27.70		27.70		
2022	Clark, Rebekkah E.	Deputy Sheriff	01/06/22		Entry	20.84		20.84		
2022	VACANT	Deputy Sheriff			Entry	20.84		20.84		
2021	Butler, Dewayne C.	Deputy Sheriff	11/18/13	7/29/13	8	26.11		26.11		
2022					9	27.08		27.08		

2021	Benjamin, Kyle W.	Deputy Sheriff	04/21/14		7	26.02		26.02	
2022					8	26.86		26.86	
2021	Letteer, Dustin M.	Deputy Sheriff	05/02/14		7	26.02		26.02	
2022					8	26.86		26.86	
2021	Stigers, David M.	Deputy Sheriff	06/08/15		6	25.47		25.47	
2022					7	26.76		26.76	
2021	Spencer, James R	Deputy Sheriff/OIC	01/16/16	9/30/13	4	23.48	0.47	23.95	OIC Nav 01/01/21 - 12/31/21
2022					5	26.11	0.52	26.63	OIC Nav 01/01/22 - 12/31/22
2021	Tomassi, Patrick R	Deputy Sheriff	07/29/19		2	21.29		21.29	
2022					3	24.07		24.07	
2022	Vacant	Deputy Sheriff / K-9 Officer			Entry			20.84	
<u>PART-TIME EMPLOYEES</u>									
YEAR	NAME	TITLE	DATE OF HIRE			2021	INCREASE	2022	
			F/T	P/T		HOURLY		HOURLY	
	Vacant	Deputy Sheriff				-0-		-0-	
	Vacant	Deputy Sheriff				-0-		-0-	
	Preston, William T.	Deputy Sheriff		04/01/09		21.29		21.82	
	Schutt, Paul F.	Deputy Sheriff		12/17/15		21.29		21.82	
	Donovan, Michael P.	Deputy Sheriff		05/04/17		21.29		21.82	
	Notarfonzo, Michael A.	Deputy Sheriff		05/22/17		21.29		21.82	
	Vacant	Deputy Sheriff				-0-		-0-	
	Vacant	Deputy Sheriff				-0-		-0-	
	Vacant	Deputy Sheriff				-0-		-0-	
	Sharp, Madison M.	Deputy Sheriff		02/25/19		18.78		19.25	
AdminUnit	Thoman, Robin D.	Reg. Professional Nurse		07/26/17		27.50	1.07	28.57	
AdminUnit	Kellogg, Mary J.	Reg. Professional Nurse		10/26/15		27.50	1.07	28.57	

CORRECTION OFFICERS BENEVOLENT ASSOCIATION									
YEAR	NAME	TITLE	DATE OF HIRE		Current Yr	BASE	STIPEND	TOTAL	TERM/OTHER
			F/T	P/T	Less F/T Date	HOURLY	HOURLY		
2021	Congdon, Arthur J.	Correction Sergeant	10/13/09		12	27.04	2.60	29.64	
2022					13	28.30	2.60	30.90	
2021	Perry, James E.	Correction Lieutenant	11/03/03	02/03/03	18	29.05	3.35	32.40	
2022					19	30.38	3.35	33.73	
2021	McUumber, Gerald H.	Correction Officer	03/09/95		26	31.94			
2022					27	32.74			
2022	Smith, Judson D.	Correction Communications Supervisor	06/27/05	04/19/04	17	29.78	2.60	32.38	
2021	Kane, Thomas D.	Correction Officer	3/23/20	11/18/19	1	20.93			
2022					2	22.00			
2022	Vacant	Correction Officer			Entry	21.50			
2021	Goltry, Joseph R.	Correction Officer	05/29/07	03/05/07	14	27.61			
2022					15	29.20			
2021	Jelliff, Lisa A.	Correction Officer	01/08/07	04/18/05	14	27.61			
2022					15	29.20			
2021	Kasprzyk, Darci M.	Correction Officer	08/06/07	02/21/06	14	27.61			
2022					15	29.20			
2021	Kennedy, Eric D.	Correction Officer	09/15/08		13	27.61			
2022					14	28.30			
2022	VACANT	Correction Officer			Entry	21.50			
2021	Conklin, Jessica M.	Correction Officer	05/31/11	04/24/11	10	27.00			
2022					11	27.72			

2021	Kibbe, Justin M.	Correction Officer	02/18/13	12/11/12	8	26.38			
2022					9	27.68			
2021	Nieves, Anthony D.	Correction Officer	10/07/13		8	26.38			
2022					9	27.68			
2021	Teed, Anthony R.	Correction Officer	10/20/14		7	25.20			
2022					8	27.04			
2021	Zimmer, Joseph D.	Correction Officer	09/20/16		5	24.55			
2022					6	25.16			
2021	Zimmer, Jacob O.E.	Correction Officer	8/26/2019	3/25/19	2	20.93			
2022					3	22.25			
2021	Nemard, Hunter A.	Correction Officer	07/03/17	10/18/16	4	20.93			
2022					5	22.75			
2021	Overhiser, James D.	Correction Officer	4/8/19	10/10/19	2	20.93			
2022					3	22.25			
2021	Spencer, Christopher A.	Correction Officer	4/6/20	10/21/19	1	20.93			
2022					2	22.00			
2021	Cosmore, Nickolas E.	Correction Officer	5/4/21	10/21/19	Entry	20.93			
2022					1	21.50			
2022	VACANT	Animal Control Officer			Entry	0.00			
					Current Yr				
			DATE OF HIRE		Less	BASE		TOTAL	
YEAR	NAME	TITLE	F/T	P/T	F/T Date	HOURLY	Longevity	HOURLY	TERM/OTHER
2021	Stadelmaier, Sharon E.	Sr. Account Clerk/Keyboard Specialist	01/25/16		5	18.33	0.15	18.48	
2022					6	18.79	0.00	18.79	
			DATE OF HIRE		2021	2022			

	NAME	TITLE	F/T	P/T	Hourly	Hourly				TERM/OTHER
PART-TIME EMPLOYEES										
	Costley, Keith E.	Special Patrol Officer		06/04/01	19.87	20.37				
	Wyre, Lori S.	Cook - Sheriff's Dept.		04/22/19	17.37	17.80				
	Kelly, Pamela J.	Cook - Sheriff's Dept.		03/26/18	17.37	17.80				
	Smith, Kimberly J.	Cook - Sheriff's Dept.		08/06/01	17.37	17.80				
	VACANT	Correction Officer			-0-	-0-				
	Granston, Janice A.	Correction Officer		06/13/11	19.87	20.37				
	Miller, Lester J.	Correction Officer		03/26/18	19.87	20.37				
	VACANT	Correction Officer			-0-	-0-				
	Wahl, Brandi J.	Correction Officer		11/04/19	19.87	20.37				
	Hall, Ross H.	Correction Officer		06/01/21	17.67	18.11				
	VACANT	Correction Officer			-0-	-0-				
	VACANT	Correction Officer			-0-	-0-				
	VACANT	Correction Officer			-0-	-0-				
	Horton, Rochelle L.	Correction Officer		12/28/20	19.87	20.37				
	Walker, Daniel H.	Correction Officer		04/06/20	19.87	20.37				
	Croft, Michael P.	Dispatcher		09/07/21	16.00	17.00				
	VACANT	Dispatcher			-0-	-0-				
	Schubmehl, Jesse C.	Dispatcher		10/18/21	16.00	17.00				
	VACANT	Dispatcher			-0-	-0-				
	VACANT	Dispatcher			-0-	-0-				