

Seneca County Board of Supervisors

Board Meeting

Tuesday, March 8, 2016

6:00 p.m.

Call to Order

Chairman Westfall called the meeting to order at 6:00 p.m.

Roll Call of Members by the Clerk

All members of the Board of Supervisors answered roll call.

Pledge of Allegiance and Moment of Silence

Public Hearing: to receive public comment on proposed Local Law B of 2016 entitled, "A Local Law Repealing Local Law 1 of 2012 and amending Local Law No. 9 of 2007" be and the same is hereby introduced before the Board of Supervisors of Seneca County, New York to read in substantially the following form: SECTION ONE: Local Law Number 1 of 2012 is hereby Repealed, and SECTION TWO: Local Law Number 9 of 2007 is hereby amended as follows: Paragraph 7 of Section 8 of said local law is amended to read as follows: "7. Execute and approve contracts in the name of the County, up to \$20,000, subject to the rules and regulations of the Board of Supervisors." Paragraph 8 of Section 8 of said local law is amended to read as follows: "8. Be authorized to transfer funds within the budget within all object codes, up to \$20,000.00 subject to the transfer policy of the Board of Supervisors."

Spvr. Shipley moved the public hearing open to receive public comment. No comment was heard or received. Spvr. Davidson moved the public hearing closed.

Presentation

Prescription Opiates and Heroin in Seneca County - Scott LaVigne, Director, Mental Health Services. Seneca County had ten opiate / heroin related deaths in Seneca County since 2013. There has been an increase by 121% of arrests for drugs since 2010. In September 2015, the county Department of Human Services reported that for the prior 18 months, 30 children needed to be taken out of their homes and placed elsewhere because of prescription opiate abuse by the parents at a cost of \$13,656 per child for 12 months, the county shares half of the cost. In 2015, of the 75 inmates in the county jail population, 53 had substance abuse problems. Through the efforts of the county's Narcotics Task Force, Substance Abuse Coalition, the Criminal Advisory Board and the county drug court, several measures are currently in place: prescription drug disposal drop-off sites; the recent adoption of the social host local law allowing prosecution of those who host gatherings where drugs are available. Mr. LaVigne recommended that everyone check and track prescribed medications to limit or prohibit access to the medicines kept at home because this is where addiction start. Talk to your kids about the opiate / heroin crisis. Opioid overdose prevention (OOP) training is offered at Van Dyke Addiction Treatment Center in Ovid, NY.

The training is free and a nasal Narcan OOP kit is provided to each attendee. To report suspected drug dealing, call the anonymous drug tip line of 1-800-468-6524.

Impact of \$15 Minimum Wage Proposal - Jeff Shipley, President & CEO, Seneca County Chamber of Commerce & Ann Heizmann, President of the Seneca County Farm Bureau. Mr. Shipley and Ms. Heizmann appealed to the Board of Supervisors to express opposition to the proposed \$15 per hour minimum raise. The Farm Bureau is opposed to the wage hike. Farms will face extremely serious economic challenges as they will be forced to pay the dramatically higher wage rates mandated by this agreement. The cost of their product will skyrocket, and fresh locally-grown food products will be more expensive and less available.

Petitioners

Seneca County Community Services Board Chairman Carol Faivre and Board Member Todd Horton: Petitioned the Board of Supervisors about what they perceive as a “crisis situation” when trying to find qualified staff due to the low salary rate offered by the county. There are two vacancies in the mental health clinic that have been unfilled more than six months, saying services to needy clients may be compromised. The starting salary for an entry-level licensed psychiatric social worker in Seneca County is \$45,727, which is \$1,000 to \$9,000 less than in Ontario, Cayuga, Schuyler and Wayne counties.

Allison Stokes, resident, Town of Seneca Falls: Ms. Stokes urged the IDA to make the preservation of the white deer a priority – as past studies have concurred. She cited a 1996 study from a document on the IDA website from 2003 - Finding of Suitability to Transfer (FOST); and a planning workshop, hosted by Senator Nozzolio in July 2015, found that the depot property covered by this FOST [approximately 7,000 acres] “is intended to be transferred for conservation, recreation use and a housing utilities corridor”; and a workshop hosted by Senator Nozzolio, “2015 White Deer Summit and Scenario Planning Workshop”.

Diane Potter, resident, Monroe County: Ms. Potter spoke for preservation of the white deer, and referenced a Quit Claim Deed which included identification of archeological sites located at the depot, and specifically Native American sites that subject to the provisions of the Native American Graves Protection and Repatriation Act. She urged the Board of Supervisors to monitor the county IDA, and make sure their goal for the depot property includes preservation and conservation of the white deer.

Approval of Meeting Minutes

The minutes for the February 9, 2016 board meeting were approved.

Submission of Claims for Audit

Mr. Prouty moved the following vouchers, having gone through the proper auditing process, be approved for payment:

Supervisors vouchers totaling \$ 403,370.14

Workforce Development vouchers	totaling	\$	21,118.50
Self-Insurance vouchers	totaling	\$	171.00
County Airport vouchers	totaling	\$	8,185.89
Highway Transportation vouchers			
	Maintenance & State Snow	totaling	\$ 261,706.25
	Highway Machinery	totaling	\$ 34,125.85
	Highway Total	\$	295,832.10
Water 1	totaling	\$	6,481.27
Sewer 1	totaling	\$	12,343.76
Sewer 2	totaling	\$	21,448.89
Capital Project – Airport	totaling	\$	13,543.41
Capital Project – Building Courthouse	totaling	\$	181,133.75
Capital Project - Radio Contract	totaling	\$	10,850.00
Capital Project – County Road Projects	totaling	\$	3,697.38
Capital Project – Water & Sewer Projects	Totaling	\$	23,061.01

Reports of Standing Committees

Public Health Services – Supervisor McGreevy, Chairman. The committee met on February 22 and reviewed a request from the developers of the del Lago Casino and Resort, for the provision of code enforcement inspectors be on-site during two construction shifts per day seven days a week. The developers agreed via its Community Mitigation Plan to reimburse Seneca County for any additional staffing costs associated with compliance with the New York State Uniform Fire Prevention and Building Code, other State Codes during construction. The Committee voted in favor of the request and recommended a board resolution authorizing the amendment of the 2016 Code Enforcement Budget.

The Public Health Committee voted in favor or and recommended a board resolution authorizing a contract between Seneca County Public Health Department and Finger Lakes Performing Provider System. Finger Lakes Performing Provider System (FLPPS) receives funding from the federal government as part of NY State’s Delivery System Reform Incentive Payment (DSRIP) program. Seneca County Public Health Department will be participating in Delivery System Reform Incentive Payment Program Projects to include: Integrated Delivery System, Maternal-Child Health, and Improve access to high quality chronic disease preventive care and management. The funding received will be performance driven and will be up to \$6,000. The grant will fund the start-up and initial operational-costs for hiring a full-time Nurse Practitioner. There is no county match.

The Committee voted in favor or and recommended a board resolution proclaiming April 4-10, 2016 Public Health Week in Seneca County.

Director of Public Health Vickie Swinehart, R.N., informed the Committee that the Health Department is pursuing National Accreditation through the Public Health Accreditation Board. Six counties (Ontario, Wayne, Seneca, Yates, Schuyler, and Steuben) have agreed to apply jointly for this

accreditation. The application fee of \$31,800 will be split equally for each county. Our portion of \$5,300 will be due by June 10, 2016.

Public Safety Committee – Supervisor Davidson, Chairman. The Committee approved and recommended a board resolution authorizing the purchase a new or current model year Ford Explorer for the Probation Department to be used for field visits, attend trainings, assist other law enforcement agencies and transport offenders not to exceed \$28,196.

Indian Affairs Committee – Supervisor Shipley, Chairman. IAC Chairman Shipley said that Bond Schoeneck & King will meet with Senator Nozzolio and ask him to reintroduce Bill S4679A-2013, amending the Real Property Tax Law to state that land held by Cayuga Nation does not qualify for real property tax exemption, as it is now considered “a qualified reservation for tax purposes. This was introduced during the 2013 legislative session. The bill was passed by the Senate, but it never made it out of the Assembly. IAC Chairman Shipley expects that if it does pass Assembly, it would be vetoed by the governor.

The Committee met in Executive Session from 8:02 p.m. – 8:38 p.m. The purpose of the executive session was to discuss potential litigation proposals regarding Harris Beach. There was no action taken when the committee reconvened in public session.

Human Services Committee – Supervisor Lazzaro, Chairman. The Committee voted in favor or and recommended a board resolution to accept three bids as advertised by Seneca County Weatherization. The bid for Combustion Appliance Emergency Repair Work was awarded to Interstate Heating & Cooling, Geneva, NY at \$85.00 for the first hour; and the bid for Tune and Clean of Natural Gas Fired Heating Systems was awarded to Interstate Heating & Cooling at \$169.00 per unit.

Supervisor Lazzaro said the Committee also ruled in favor of awarding the bid for Temporary Labor to Adecco Employment Services, however, the vendor retracted its bid after the committee meeting, hence, he will be offering a motion later in the evening to refer the issue back to committee for another recommended vendor.

The Human Service Committee approved and recommended a board resolution to adopt the 2016 Annual Plan Update for the Child and Family Services Plan, which covers the Strategic Component, Administrative Component - Local Department of Social Services, Administrative Component Youth Bureau and the PINS Diversion Services - Strategic Component, The Annual Plan update is due March 2016.

The Committee also approved a contract, not to exceed \$492,658.00, with Glove House to assist in family advocacy, home and community based preservation and youth advocacy; the committee approved the appointment of John Sheppard, County Manager to the FLWIB as the chief designee for the Chairman of the Board of Supervisors.

Mental Health Services – Supervisor Hayssen, Chairman. The Committee voted in favor of and recommended a board resolution appointing Tom Premo as a member of the Community Services Board for a four year term to expire March 2020.

Planning, Development & Agriculture & Tourism – Supervisor Churchill, Chairman. The Committee voted in favor of and recommended resolutions to appoint several individuals to various outside agencies:

(1) Appointment of Earl Martin to the Finger Lakes Regional Airport Advisory Committee (FLRAAC). Mr. Martin owns the Seneca Iron Works in Seneca Falls. He is a licensed pilot and owns a hangar at the airport for his own aircraft that is used primarily for business. The term is three years, expiring on October 31, 2019.

(2) Appointments to the Region 8 Fish and Wildlife Management Advisory Board (FWMAB): Legislative Representative: Paul Kronenwetter for a 2-year term effective Jan 1 2016 - Dec 31, 2017. Supervisor Kronenwetter has been serving on the FWMAB as the representative of the Soil & Water Conservation District. Now that he is a member of the Board of Supervisors, it would be appropriate for him to be the legislative representative. Landowner Representative: Frank Sinicropi to serve until the current term expires on December 31, 2016. Mr. Sinicropi has been serving on the FWMAB as the county's legislative representative. He agrees to serve as landowner representative. Sportsmens Representative: John Andrews for a 2-year term effective Jan 1 2016 - Dec 31 2017. This is a re-appointment for Mr. Andrews. Alternate Sportsmens Representative: Tom Grasek for a 2-year term effective Jan 1 2016 - Dec 31 2017. In 2015, the Seneca County Federation of Sportsmens Clubs appointed Mr. Grasek mid-term to replace Phil Jensen.

(3) Appointment of Supervisor Michael Reynolds and Supervisor Ron McGreevy for one year term to expire December 31, 2016, as legislative representatives to the Seneca County Soil and Water Conservation District Board:

(4) Appointments to the Genesee/Finger Lakes Regional Planning Council: Alternate Member: County Manager John Sheppard for a 2 year term, expiring December 2017; Member of the Council: appoint Grant Writer Jill Henry for a 2 year term expiring December 2017. The two voting members representing Seneca County are the Chairman of the Board of Supervisors and the Seneca County Grant Writer; and an alternate member for the Chairman of the Board may be appointed by the Board of Supervisors. The county manager is generally the appointed alternate member.

(5) Appointments to the Genesee Transportation Council: Alternate Member: County Manager John Sheppard, for a term ending when his membership is revoked in writing by the Board of Supervisors; Member to the GTC Planning Committee: Highway Superintendent Roy Gates for a term of one year.

The Committee also voted in favor of (3 ayes and 2 nays (Churchill and Lazzaro)) and recommended a board resolution authorizing payment to the Seneca County Industrial Development Agency, which was included funding of \$54,000 to the Seneca County IDA.

Government Operations Committee – Supervisor Garlick Lorenzetti. The Committee voted in favor and recommended a board resolution introducing Local Law C of 2016, “A Local Law to Amend Local Law 4 of 2005”. It has been suggested that Local Law 4 of 2005 be amended in light of recent amendments to the State Constitution and law. The local law initially addressed the illegal gambling operating at Lakeside Trading on Rt. 89 in Seneca Falls. The amendment will make it clear that gambling legalized by NYS will be allowed.

The County Manager met with the committee and gave an initial exposure and recommendation to originate a Seneca County Department of Finance Department. Three of the five staff in the treasurer’s office will retire this year. The current treasurer is Nick Sciotti, who will also be retiring this year, and leaving his elected office prior to his term ending. The vacancy could be filled by appointment by the governor or the governor could call for a special election. A copy of the plan and recommendations was distributed to the members of the committee and the members of the Board of Supervisors to review and prepare for action at the next committee meetings in March.

The committee voted in favor of and recommended a board resolution authorizing amending County Policy 101.710, which addresses volunteer service by county employees during business hours, was amended by renaming the policy, Volunteer Call Out; Deleting and insert text to read: If you belong to a Volunteer Fire Company, a Volunteer Ambulance Corp. or the American Red Cross and must respond to calls, Seneca County will allow up to 4 hours per call in active service with a maximum of 32 hours per year before leave credits must be used. This policy applies to full-time employees only; and Inserting the following text: Members of the above named organizations will be required to provide proof of status of said organization on an annual basis to receive compensation. Absence must not interfere with departmental operations.

Under New Business, the committee discussed the bid process for property at the former army depot by the IDA. The Committee believes the Board of Supervisors should play an integral part during the decision of who is awarded the bids. Towards that end, the committee voted in favor of and recommended a board resolution creating a special committee tasked to make recommendations to the IDA and represent the will of the Board of Supervisors in preservation of the herd of white deer habituating the depot. The Chairman of the Board of Supervisors will appoint the member. In addition to himself, he plans to appoint Cindy Garlick Lorenzetti (board representative to the IDA); David Kaiser (supervisor for the town of Romulus); Paul Kronenwetter (county supervisor – town of Seneca Falls). A motion carried by 4 ayes and 1 nay (Churchill) for the creation of a special IDA liaison committee.

Public Safety Committee – Supervisor Trout, Chairman. The Committee heard two presentations. Rochester Genesee Regional Transit Authority (RGRTA) regarding their proposal to construct a bus garage and offices for RGRTA-RTS-Seneca on Thurber Drive directly across from the entrance to DiPronio Drive. Use of the property will be either through purchase or by lease for 20-25 years. The garage will provide protection from inclement weather and allow staff to start buses and prepare them for daily runs indoors.

Courthouse Renovation Update: John Snyder and Bill Todd met with the committee to update them on the courthouse project. All the interior trim will be installed; the heating system is installed;

The outside brick still needs to be stained to match the original color brick. March 18 is the target date for the elevator to be operational; March 30 is the target date (per the contractor) for the interior to be completed for move in. Regarding the chiller on-site: The committee directed Facilities Superintendent Stuck to do his best to come up with a way to landscape the grounds so that the fencing would be camouflaged.

The Committee also recommended a board resolution to authorize the purchase a 2016 Ford F-150 XLT Super Cab Pickup for the Highway Department in the amount of \$28,397.84; authorize agreement for Highway Shared Service Agreement, which allows municipalities to share equipment and services as long as the cost does not exceed \$10,000. It is effective for one year.

Several recommendations made by the Vacancy Committee were approved by the Public Safety Committee and recommended to for a board resolution: (a) to abolish one MEO Heavy position and one Automotive Mechanic II position and create and fill two Automotive Mechanic positions in the Highway Department; (b) to abolish one FT Cleaner position; and create and fill one FT Senior Cleaner position for the LEC; Abolish (2) Part-time Laborer Positions and Create and Fill (1) Full-time Laborer Position in Facilities.

The committee also approved and recommended a board resolution appointing Roy Gates as the Seneca County Superintendent of Highways and recommended by County Manager Sheppard. This is a four year appointment to expire February 10, 2020. Mr. Gates has been with the highway department since 1975. He has been the highway superintendent for 13 years.

Finance, Assessment & Insurance Committee: Supervisors Prouty, Chairman. The Committee approved a board resolution: (1) authorizing the Chairman Westfall to request NYS legislation to increase occupancy tax rate from three percent to four percent of the per diem rental rate for each room and to include authorization to impose such tax on vacation rentals; (2) authorize the county treasurer to pay the Beverly Animal Shelter the sum of \$31,500.00 as appropriated in the 2016 Seneca County Budget account 108794-54700 (Animal Shelter) in twelve monthly payments of \$2,625.00; (3) authorize the

county treasurer to release funding for Finger Lakes Library System and each of the five libraries in Seneca County; (4) Authorize Budget Transfers over \$1,000.

Chairman's Remarks

Chairman Westfall recognized the South Seneca Lady Falcons for winning the Class C state championship by defeating Pine Plains, 63-49, at Hudson Valley Community College in Troy, NY.

Communications:

16. From Cindy French, resident, village of Waterloo, NY, to Supervisor Stephen Churchill and County Manager John Sheppard, Subject: Current / Declining Quality of Life in Our Area, seeking help to "restore the despairing quality of life that has descended upon our community"...."with the odors emitting from the landfill". In her email, Ms. French cites three complaints she reported to the landfill, one of which, allegedly resulted in an official report that was altered to indicate there was no odor detected, although the responding investigator confirmed an odor when he responded on-site.

17. A letter dated February 10, 2016, from Marty R. King, resident, Lodi, NY, to "My Fellow Lake Property Owners", requesting that letters be sent to Governor Cuomo urging him to "deny permits to Crestwood Midstream's plan to store liquefied gas in the old salt caverns along Seneca Lake".

18. A copy of Resolution No. 120-2016 adopted by the Ontario County Board of Supervisors, endorsing the appointment of Joseph R. Pellerite, Executive Vice-President of Operations, O'Connell Electric Co., Inc., as a public sector member to the Finger Lakes Workforce Development Board for the term July 1, 2015 – June 30, 2018.

19. A copy of Resolution No. 66-16, adopted by the Yates County Legislature, "Opposing the New York State Labor Commissioner's Order to Raise the Minimum Wage to \$15 an hour for Employees of Fast-Food Chain Restaurants in New York".

20. A copy of Resolution No. 46.16 adopted by the Tioga County Legislature, "Calling on the State to Develop a 100 Percent State Funded Indigent Legal Defense System as a way to provide Mandate Relief and Lower Property Taxes.

21. A copy of the 2016 NYSAC Legislative Conference Adopted Resolutions.

22. From Sheriff W. Timothy Luce and Undersheriff John Cleere, a report titled, "Seneca County Sheriff's Office Monthly Snapshot for January 2016".

23. A copy of the January 20, 2016 meeting minutes of the Seneca County Board of Health.

24. A copy of the February 11, 2016 meeting minutes of the Seneca County Planning Board.

25. A copy of the December 9, 2015 meeting minutes of the Airport Advisory Committee to the Finger Lakes Regional Airport.

26. From NYS Authorities Budget Office, a letter dated February 26, 2016, stating that a certificate of incorporation (COI) for the Seneca County Funding Corporation was approved by the NYS Department of State on February 19, 2016.

27. From the Town of Geneva, notice of a public hearing for a proposed 2016 local law “Amending Chapter 165 (Zoning) of the Code of the Town of Geneva to Add Regulations pertaining to Short-term rentals”.

28. From the Seneca County Treasurer’s Office, a copy of the results of the Seneca County Tax Sale Auction for 2016. Referred to the Standing Committee for Finance, Assessment & Insurance.

29. A letter from Mayor William Larsen, Village of Interlaken, regarding the condemned property at 8392 Main Street, stating that if the county cannot demolish this property, the Village of Interlaken would like to take control of removing said property. Referred to the Standing Committee for Public Health.

30. A letter from the Board of Trustees of the Village of Waterloo, requesting that Seneca County implement a sales tax sharing program consistent with the vast majority of other counties within New York State”. Referred to the Standing Committee for Finance, Assessment & Insurance.

### **RESOLUTIONS & MOTIONS**

#### **BOARD OF SUPERVISORS AUTHORIZES CHAIRMAN TO REQUEST AMENDMENT TO §1202-o NEW YORK STATE TAX LAW**

RESOLUTION NO. 35-16, moved by Supervisor Prouty, second by Supervisor Churchill and adopted by 708 ayes and 42 nays (Hayssen).

WHEREAS, New York’s counties have varying rates of occupancy tax provided under Article 29 of the Tax Law; and

WHEREAS, many such counties have expanded the scope of the tax provided for under Article 29 to include vacation rentals as well as conventional motel and hotel room rentals; and

WHEREAS, Seneca County’s need for revenue for purposes of tourism, promotion and development continues to increase; and

WHEREAS, unlike many counties, the statutory restrictions on Seneca County’s occupancy tax remains at the minimum three percent under §1202-o of the Tax Law; and

WHEREAS, this resolution has been approved by the Finance, Assessment & Insurance Standing Committee; now, therefore, be it

RESOLVED, that the Chairman of the Board of Supervisors is authorized and directed to request of Seneca County’s state legislators that they introduce legislation amending §1202-o of the New York State Tax Law as the same relates to Seneca County, to increase the maximum rate of Seneca County’s

hotel-motel occupancy tax, authorized thereby from three percent to four percent of the per diem rental rate for each room and to include authorization to impose such tax on vacation rentals.

**SUPERVISORS AUTHORIZE PAYMENT OF 2016 FUNDING TO  
THE BEVERLY ANIMAL SHELTER**

RESOLUTION NO. 36-16, moved by Supervisor Prouty, second by Supervisor Churchill and adopted.

WHEREAS, the Seneca County Board of Supervisors finds that there is a need to provide animal shelter services in Seneca County for the welfare of the public; and

WHEREAS, the Beverly Animal Shelter is a not-for-profit corporation whose main purpose is to provide animal sheltering and other ancillary services; and

WHEREAS, funding is provided for this purpose in the adopted 2016 Seneca County Budget account line 108794-54700 in the amount of \$31,500.00; and

WHEREAS, the Finance, Assessment & Insurance Committee approved this resolution at its February 23, 2016 meeting; now, therefore be it

RESOLVED, that the County Manager be, and hereby is, authorized and empowered to execute any and all documents necessary or appropriate to effectuate the purposes of this resolution, subject to prior review and approval of those documents by the Office of the County Attorney; and be it further

RESOLVED, that the Seneca County Board of Supervisors does hereby authorize and direct the County Treasurer to pay the Beverly Animal Shelter the sum of \$31,500.00 as appropriated in the 2016 Seneca County Budget account 108794-54700 (Animal Shelter) in twelve monthly payments of \$2,625.00.

**SUPERVISORS APPROVE CONTRACT FOR SERVICES OF THE FINGER LAKES LIBRARY  
SYSTEM AND EACH OF THE FIVE LIBRARIES IN SENECA COUNTY**

RESOLUTION NO. 37-16, moved by Supervisor Prouty, second by Supervisor Davidson and adopted by 682 ayes and 68 nays (Lazzaro).

WHEREAS, the Seneca County Board of Supervisors, in recognition of the contribution made to the cultural and educational welfare of the citizens of Seneca County by our public libraries and the Finger Lakes Library System (FLLS); and

WHEREAS, the need for continued support of the services provided through the FLLS and the five local libraries serving Seneca County; and

WHEREAS, funding is provided for this purpose in the adopted 2016 Seneca County Budget account line 108792-54700 in the amount of \$59,396.00; and

WHEREAS, the Finance, Assessment & Insurance Committee approved this resolution at its February 23, 2016 meeting; now therefore be it

RESOLVED, that the County Manager be, and hereby is, authorized and empowered to execute any and all documents necessary or appropriate to effectuate the purposes of this resolution, subject to prior review and approval of those documents by the Office of the County Attorney; and be it further

RESOLVED, that the Seneca County Board of Supervisors does hereby authorize and direct the County Treasurer to pay the FLLS and the five libraries named below the sum of \$59,396.00 as appropriated in the 2016 Seneca County Budget account 108792-54700 as indicated:

Edith B. Ford Memorial Library (Ovid)	\$9,500.00
Interlaken Public Library	\$9,500.00
Lodi Whittier Library	\$9,500.00
Seneca Falls Library	\$12,300.00
Waterloo Library and Historical Society	\$12,300.00
Finger Lakes Library System	\$6,296.00

**SUPERVISORS AUTHORIZE AMENDMENTS TO 2016 SENECA COUNTY BUDGET**

RESOLUTION NO. 38-16, moved by Supervisor Prouty, second by Supervisor Davidson and adopted.

WHEREAS, amendments to the 2016 Seneca County Budget are necessary and appropriate; and

WHEREAS, funding is available in the object codes identified herein; and

WHEREAS, these amendments have been reviewed and approved by the Finance, Assessment and Insurance Committee on February 23, 2016; now, therefore be it

RESOLVED, that the Board of Supervisors authorizes the following amendments to the 2016 Seneca County Budget:

Sheriff's Office

Decrease:	103113-54530 (Road Patrol Uniform)	\$7,000.00
Increase:	103150-52400 (Corrections Equipment)	\$7,000.00

**SUPERVISORS APPROVE PURCHASE OF A 2016 FORD F-150 XLT SUPER CAB PICKUP FOR THE HIGHWAY DEPARTMENT**

RESOLUTION NO. 39-16, moved by Supervisor Trout, second by Supervisor Wadhams and adopted.

WHEREAS, the Seneca County Highway Department is requesting to buy a 2016 Ford F-150 XLT Super Cab Pickup; and

WHEREAS, funds for the purchase of one (1) 2016 Ford F-150 XLT Super Cab Pickup from Chautauqua Bid in the amount of \$28,397.84 have been appropriated from the 2016 Seneca County Highway Road Machinery Vehicle Account 505130-2600; and

WHEREAS, the Public Works Standing Committee of the Seneca County Board of Supervisors approved this resolution on February 23, 2016; now, therefore be it

RESOLVED, that the Seneca County Board of Supervisors does hereby authorize and direct the Seneca County Highway Superintendent to purchase one (1) 2016 Ford F-150 XLT Super Cab Pickup in the amount of \$28,397.84 with funds appropriated from the 2016 Highway Road Machinery Vehicle Account 505130-2600.

Under discussion of Resolution No. 39-16, Supervisor Lazzaro requested that his fellow members of the Board allow the introducer of the motion to state the entire motion before he/she is cut off by a second being offered.

**SUPERVISORS AUTHORIZE SHARED SERVICE AGREEMENT**

RESOLUTION NO. 40-16, moved by Supervisor Trout, second by Supervisor Lazzaro and adopted by 715 ayes and 35 nays (Davidson).

WHEREAS, the New York State Regional Director of Operations, Seneca County and Towns have entered into a Shared Service Agreement; and

WHEREAS, the term of said Agreement is for a period of one year and the said Agreement provides that the parties may, at the end of each year of the term of the Agreement, extend such term for an additional year; and

WHEREAS, the term of the agreement of materials or equipment shall not exceed ten thousand dollars (\$10,000.00); and

WHEREAS, the Public Works Standing Committee approved this agreement on February 23, 2016; now, therefore be it

RESOLVED, that the County Manager be, and hereby is, authorized and empowered to execute any and all documents necessary or appropriate to effectuate the purposes of this resolution, subject to prior review and approval of those documents by the Office of the County Attorney, on behalf of the County of Seneca with the New York State Department of Transportation and Towns.

**SUPERVISORS ABOLISH (1) MEO HEAVY POSITION AND (1) AUTOMOTIVE MECHANIC II POSITION AND CREATE AND AUTHORIZE FILLING OF TWO (2) AUTOMOTIVE MECHANIC POSITIONS AT THE HIGHWAY DEPARTMENT**

RESOLUTION NO. 41-16, moved by Supervisor Trout, second by Supervisor Prouty and adopted.

WHEREAS, two employees of the Seneca County Highway Department have announced their retirements; and

WHEREAS, the Seneca County Highway Superintendent has evaluated staffing needs to identify efficiencies; and

WHEREAS, Seneca County Highway Superintendent has determined it would benefit the department to reclassify positions within the department; and

WHEREAS, there are funds available in the 2016 budget to support abolishing one (1) Full-time MEO-Heavy position and one (1) Automotive Mechanic II position and creating/filling two (2) Automotive Mechanic positions at the Seneca County Highway Department; and

WHEREAS, the refilling of the reclassified positions will result in a savings to the Highway Department 2016 budget of \$38,599 in salary and benefits; and

WHEREAS, the Public Works Committee approved of abolishing one (1) Full-time MEO-Heavy position and one (1) Automotive Mechanic II position and creating/filling two (2) Automotive Mechanic positions at the Seneca County Highway Department; now, therefore be it

RESOLVED, the Seneca County Board of Supervisors does hereby abolish one (1) Full-time MEO-Heavy position and one Automotive Mechanic II position and does hereby create and authorize filling of two (2) Full Time Automotive Mechanic positions at Grade 4 of the CSEA Salary Schedule effective upon vacancy of the positions.

**SUPERVISORS ABOLISH (1) CLEANER POSITION AT THE LEC AND CREATE AND  
AUTHORIZE FILLING (1) SENIOR CLEANER POSITION AT THE LEC  
EFFECTIVE IMMEDIATELY**

RESOLUTION NO. 42-16, moved by Supervisor Trout, second by Supervisor Lazzaro and adopted.

WHEREAS, there is a need for a Full Time Senior Cleaner at the Law Enforcement Center, located at 6150 Rt. 96, Romulus, NY; and

WHEREAS, there are funds available in the 2016 budget to support abolishing ONE (1) Full Time Cleaner position and creating/filling one (1) Full Time Senior Cleaner position; and

WHEREAS, the Public Works Committee approves of abolishing one (1) Full time Cleaner position and creating/filling one (1) Full Time Senior Cleaner position; now, therefore be it

RESOLVED, the Seneca County Board of Supervisors hereby abolishes one (1) Full time Cleaner position at a current salary of \$20,904.00 and creates and authorizes filling of one (1) Full Time Senior Cleaner position at Grade 2 of the CSEA Salary Schedule at a salary of \$25,810.00, effective immediately.

**BOARD OF SUPERVISORS AUTHORIZES TO ABOLISH (2) PART TIME LABORER  
POSITIONS AND CREATE AND FILL (1) FULL-TIME LABORER POSITION  
EFFECTIVE IMMEDIATELY**

RESOLUTION NO. 43-16, moved by Supervisor Trout, second by Supervisor Davidson and adopted.

WHEREAS, there is a need for a Full-time Laborer in the Facilities Department to help maintain the buildings and grounds; and

WHEREAS, there are funds available in the 2016 building and grounds budget to support abolishing two (2) Part-time Laborer positions and create/fill one (1) Full-time Laborer position; and

WHEREAS, the Public Works Standing Committee approved the abolishing of two (2) Part-time Laborer positions and creating/filling one (1) Full-time Laborer position on February 23, 2016; now, therefore be it

RESOLVED, the Seneca County Board of Supervisors does hereby abolish two (2) Part-time Laborer positions and creates and authorizes filling one (1) Full-time Laborer position at Grade 2 of the CSEA Salary Schedule effective immediately; and be it further

RESOLVED, that the Board of Supervisors authorizes the following amendments to the 2016 Seneca County Budget:

Decrease:	101620-51100 (Buildings Full-Time Salaries)	\$16,805.00
Decrease:	101620-51200 (Buildings Part-Time Salaries)	\$20,195.00
Increase:	101622-51100 (Buildings Full-Time Salaries)	\$23,000.00
Increase:	101622-58600 (Buildings Health Insurance)	\$14,000.00

And be it further

RESOLVED, that this resolution rescinds and replaces Resolution No. 20-16 adopted at the February 8, 2016 Board of Supervisors meeting.

**APPOINTMENT OF SENECA COUNTY SUPERINTENDENT OF HIGHWAYS**

RESOLUTION NO. 44-16, moved by Supervisor Trout, second by Supervisor Shipley and adopted.

WHEREAS, the term of office of the Superintendent of Highways has expired on February 10, 2016; and

WHEREAS, it would be in the best interest of Seneca County to reappoint an experienced Superintendent of Highways; and

WHEREAS, the Public Works Committee reviewed and recommended said appointment at its meeting on February 23, 2016; now therefore be it

RESOLVED, that the Board of Supervisors does hereby appoint Roy E. Gates as Seneca County Highway Superintendent effective February 10, 2016 for a four (4) year term of office with term to expire February 10, 2020.

**A RESOLUTION TO ADOPT LOCAL LAW NO. 2 OF YEAR 2016**

**REPEALING LOCAL LAW 1 OF 2012 AND AMENDING LOCAL LAW NUMBER 9 OF 2007**

RESOLUTION NO. 45-16, moved by Supervisor Garlick Lorenzetti, second by Supervisor Shipley and adopted.

WHEREAS, a resolution was duly adopted by the Board of Supervisors of the County of Seneca directing a public hearing to be held by said County on March 8, 2016 at 6:00 p.m. at the Seneca County Office Building, Waterloo, New York, to hear all interested parties on a proposed Local Law entitled "A Local Law Repealing Local Law 1 of 2012 and Amending Local Law 9 of 2009"; and

WHEREAS, notice of said public hearing was duly advertised in the official newspapers of the County of Seneca; and

WHEREAS, said public hearing has been duly held on March 8, 2016 at 6:00 p.m. at the Seneca County Office Building, Waterloo, New York, and all parties in attendance were permitted an opportunity to speak on behalf of or in opposition to said proposed local law, or any part thereof; and

WHEREAS, the Board of Supervisors of the County of Seneca, after due deliberation, finds it in the best interests of the County of Seneca to adopt said local law; now, therefore, be it

RESOLVED, that Local Law No. 2 of Year 2016 entitled "A Local Law Repealing Local Law 1 of 2012 and amending Local Law No. 9 of 2007" be and the same is hereby enacted by the Board of Supervisors of Seneca County, New York to read as follows:

SECTION ONE: Local Law Number. 1 of 2012 is hereby Repealed and SECTION TWO: Local Law Number 9 of 2007 is hereby amended as follows:

Paragraph 7 of Section 8 of said local law is amended to read as follows:

“7. Execute and approve contracts in the name of the County, up to \$20,000, subject to the rules and regulations of the Board of Supervisors.”

Paragraph 8 of Section 8 of said local law is amended to read as follows:

“8. Be authorized to transfer funds within the budget within all object codes, up to \$20,000.00 subject to the transfer policy of the Board of Supervisors.”

And be it further

RESOLVED, that this local law shall take effect upon filing with the Secretary of State pursuant to the New York State Municipal Home Rule Law.”\

#### **AMEND SENECA COUNTY POLICY 101.710**

#### **REGARDING COUNTY EMPLOYEES AND VOLUNTEER TIME**

RESOLUTION NO. 46-16, moved by Supervisor Garlick Lorenzetti, second by Supervisor Prouty and adopted.

WHEREAS, several employees of Seneca County are members of a volunteer fire company, a volunteer ambulance corporation, and / or the American Red Cross; and

WHEREAS, Seneca County Policy 101.710 outlines how and how much time will be allowed for and how leave credits will be used should volunteer service be required during an employee’s work hours; and

WHEREAS, the following proposed amendments to the current policy will clarify the purpose of the policy:

Replace the text of the title of the policy, Volunteer Firefighter Or Ambulance Volunteer with the text: Volunteer Call Out

Deleting and inserting text so the first paragraph will read: If you belong to a Volunteer Fire Company, a Volunteer Ambulance Corp. or the American Red Cross and must respond to calls, Seneca County will allow a maximum of 32 hours per year before leave credits must be used. This policy applies to full-time employees only.

Inserting the following text: Members of the above named organizations will be required to provide proof of status of said organization on an annual basis to receive compensation. Absence must not interfere with departmental operations.

WHEREAS, the Government Operations Standing Committee, at a meeting on February 23, 2016, approved this resolution; now, therefore be it

RESOLVED, that the Seneca County Board of Supervisors does hereby authorize the amendments herewith to Seneca County Policy 101.710.

### **SUPERVISOR ADOPTION OF NEW PURCHASING POLICY**

RESOLUTION NO. 47-16, moved by Supervisor Garlick Lorenzetti, second by Supervisor Wadhams and adopted.

WHEREAS, the Seneca County Board of Supervisors (BOS) chooses to revise the existing purchasing policy last revised August 14, 2012; and

WHEREAS, the proposed revision is quite comprehensive warranting the legislative action of rescinding the existing purchasing policy and replacing it with the newly proposed purchasing policy; and

WHEREAS, the Government Operations Standing Committee approved this resolution at its meeting on January 26, 2016; now, therefore be it

RESOLVED, that the Seneca County Board of Supervisors rescinds the previous purchasing policies and references to same; and be it further

RESOLVED, that the Seneca County Board of Supervisors adopts the accompanying purchasing policy and it is in force immediately.

### **ATTACHMENT**

#### **202.100 PURCHASING**

**PURPOSE:** This policy, adopted by the Seneca County Board of Supervisors, establishes a standard purchasing and procurement program for all County departments. This policy is created to ensure all county departments enforce the policies established by the Seneca County Board of Supervisors with regard to the expenditure of public funds. It is the policy of Seneca County to maximize the purchasing power of the County and to comply with State and Federal requirements associated with procurement and purchasing.

Any employee who violates the terms of this policy shall be personally responsible for the cost of the equipment if return to the vendor is not possible. The provisions of the county indemnification policy shall not extend to employees who fail to abide by this purchasing policy.

This policy shall be effective as of this date: 02/09/2016. This policy supersedes any previously approved policies that are inconsistent with the amendments as set forth within.

## **I. CONTROLS**

A. The Purchasing Director, appointed by the Seneca County Board of Supervisors, is the Seneca County Manager. The County Manager may delegate his/her Purchase Director authority to a Department Head, during a known absence, for a defined and temporary deration. In a prolong absence or disability of the County Manager, the Board of Supervisors may designate any county employee as Purchase Director by a duly enacted resolution of the Board. The Purchasing Director's role is to develop and administer the purchasing program of the County.

B. All purchasing procedures will comply with the applicable laws and regulations of the State of New York and the County of Seneca.

C. The Department Heads, in conjunction with the Purchasing Director, will procure all supplies and equipment as needed at the best possible prices in the best possible timeframe and maintain adequate records to document the purchase.

D. Purchases will be made through available state contracts of the Office of General Services (and affiliates), Division of Purchasing, or under County contract pursuant to Section 408-a of the County Law, whenever such purchases are in the best interest of the County or through BOCES contracts whenever practical and in the best interest of the County.

E. Other purchasing contracts for materials, equipment and supplies involving an estimated annual expenditure of more than \$20,000.00 require public advertising, sealed bids and an award by resolution of the Seneca County Board of Supervisors.

F. Equal opportunity will be provided to all responsible suppliers to do business with Seneca County. The Purchasing Director will be responsible to develop and maintain a list of potential bidders for various types of materials, equipment and supplies.

G. Where formal bidding procedures are not required by law and/or resolution of the Board of Supervisors, quotations will be solicited in a manner prescribed in this policy.

H. Purchases from Seneca County vendors will be made whenever possible. Seneca County vendors will be given consideration when their price meets or is within 10 percent of other bids and state contract prices, or the service provided in conjunction with the purchase merits buying the item locally (i.e. service is more expedient or less expensive). In addition, purchase contracts may be awarded on the basis of best value in accordance with Local Law 01-2015.

I. County departments will strive to purchase materials, equipment and supplies from uniform vendors when consistent with the operational goal in the interest of efficiency or economy.

J. No official or employee of Seneca County, involved in the decision of an award, can have a financial interest in any contract entered into by the County. There will be no acceptance of gratuities, financial or otherwise by anyone with a financial interest with any supplier of materials or services to the County.

K. The County of Seneca will not be deemed responsible for commitments made circumventing these procedures.

L. The Purchasing Department and Department Heads will issue Purchase Orders only after first determining that the unencumbered balances of budgetary appropriations are adequate to cover such obligations.

M. While it is primarily the responsibility of the departments to obtain items and maintain functionality, the County Purchasing Department will from time to time purchase items in quantity. This will include similar items that are being purchased by several departments such as computers, furniture and fixtures and office equipment. The Purchasing Department will notify departments when this process is being utilized.

## **II. GENERAL GUIDELINES AND AUTHORITY TO PURCHASE**

### **A. Planning: Anticipate your needs.**

Having established what you need and within the limitations of your budget, requisition these needs as far in advance as possible.

Departmental Heads may initiate the processing of and grant the approval for requisitions of up to and including \$10,000.00. The Purchasing Department is expected to provide oversight and question, as appropriate, the information provided in the requisition. The quantity, quality, delivery date, delivery method, etc. should be considered while in pursuit of county-wide efficiencies. The Purchasing Director retains the authority to deny any purchase and is the approval authority of requisitions between \$10,000.00 up to and including \$20,000.00.

Individual departments will provide adequate catalogs, references, descriptions and ancillary information of required items so that the Purchasing Department is able to knowledgeably procure the desired commodity and/or services.

#### **B. Authority to Purchase Goods and Services:**

The following guidelines were adopted in recognition of the General Municipal Law, Section 103:

1. Expenditures exceeding \$500.00 up to and including \$10,000.00 require 3 written quotes and Department Head or Purchasing Director approval.
2. Expenditures exceeding \$10,000.00 up to and including \$20,000.00 require 3 documented written quotes and the approval of the County Manager
3. All goods and service purchases exceeding \$20,000.00, or public works contracts exceeding \$35,000.00, require competitive bidding as detailed below.

#### **C. Competitive Bidding**

General Municipal Law, Section 103 requires purchase contracts exceeding \$20,000.00 and public works contracts exceeding \$35,000.00 be awarded to the lowest responsible bidder after public advertising requesting submission of sealed bids. The exception to awarding a contract to other than the lowest responsible bidder is; purchase contracts may be awarded on the basis of best value in accordance with Local Law 01-2015.

**(FAXED BIDS WILL NOT BE ACCEPTED).** Seneca County will bid those items of like or similar nature where it is reasonably anticipated that the aggregate (total) amount of such items will exceed \$20,000.00 in a fiscal year. This process will be by sealed bids. An exception will be for Public Works projects.

##### **1. NON-COLLUSION CERTIFICATION**

If competitive bidding is required by law, each bid must contain the following 'Non-Collusion Certification'

- a. By submissions of this bid or proposal, the bidder certifies that:
  1. The bid or proposal has been independently arrived at without collusion with any other bidder or with any competitor or potential competitor.
  2. The bid or proposal has not been knowingly disclosed, prior to the opening of the bids or proposals for this project, to any other bidder, competitor or potential competitor;
  3. No attempt has been or will be made to induce any other corporation to submit or not to submit a bid or proposal;
  4. The person signing this bid or proposal certifies that he has fully informed himself regarding the accuracy of the statements contained in this certification, and under the penalties of perjury, affirms the truth thereof, such penalties being applicable to the bidder as well as to the person signing in its behalf.

2. All Public Works contracts and projects exceeding \$35,000.00 shall be awarded to the lowest responsible bidder and will follow prevailing wage laws. The term "Public Works Contract" applies to those items or projects involving labor or both materials and labor.

3. Bid specifications shall be prepared by the Department Head in conjunction with the Purchasing Department. Detailed specifications, when required, will be approved by the Purchasing Director. All bids will include a standard bid tabulation form to be completed by each vendor.

4. The Department Head will arrange for the Purchasing Department to have a legal notice printed in the official newspapers of the County and will also establish a date and time for the opening and reading of the sealed bids.

5. The bids will be opened by the Department Head or his/her designee and the Purchasing Director or his/her designee. All interested parties may attend the bid opening. If no spectators are present, two (2) or more County officials and/or County employees shall witness the bid opening. Any bids arriving after the time designated shall not be considered and will be returned unopened. Telephone and facsimile transmitted bids are not accepted on formal bids.

6. A record must be made of all bids. The bids are then turned over to the Department Head for review to ensure the bidders have complied with the bid specifications, to make a cost analysis and to make a recommendation regarding the bid award (generally made to the lowest responsible bidder). If the low bidder does

not meet specifications or, for some other reason does not meet the necessary standards or requirements to be given the award, a recommendation to award the next qualified low bidder would be given.

When there is a discrepancy or a question as to whether bid specifications are met, the Department Head must contact the County Attorney prior to contacting the bidder. The Department Head shall have the County Attorney's approval prior to recommending award to another bidder if other than the low bidder.

<b>COST</b>	<b>BID REQUIREMENT</b>	<b>CHAIN OF APPROVAL</b>
\$0 to & including \$500	None	Dept Head Approval
\$501 to & including \$1,000	2 Verbal Quotes/Documented	Dept Head Approval
\$1,001 to & including \$10,000	3 Written Quotes/Documented	Dept Head Approval
\$10,001 to & including \$20,000	3 Written Quotes /Documented	Purchasing Director
Over \$20,000 for goods and services or Public Works Projects \$35,000 or more	Competitive	Dept Standing Committee, Finance, Assessment & Insurance Standing Committee, County Board of Supervisors

**Verbal Quotations:** A telephone log or other record displaying: date, time, price quoted, name of vendor. An emailed quotation may be included.

**Written Quotations:** Vendors should provide at a minimum: date, description of item or details of service to be provided, price quote, name and title of contact.

**Competitive Bids:** Department Heads, in conjunction with the Purchasing Director, will request formal proposals from more than three vendors, unless the goods or services can be purchased under State Contracts or from the List of Preferred Source Offerings.

All equipment that is listed in the current year's adopted budget anticipated to cost less than \$20,000.00 can be purchased without Board resolution. Neither the Purchasing Department nor Department Heads are authorized to purchase any substitutions or any variations to the listed equipment. The County Manager has the authority to increase the expenditure up to 25% if the approved item comes in over the estimate and funds are available within the line item. If a modification or substitution is requested, the appropriate Standing Committee and the Finance, Assessment & Insurance Committee must recommend it for full Board approval. Prior to Standing Committee consideration, three formal written quotations are required along with a letter of justification. This supplemental information and requested modification or substitution must have the County Manager's support prior to Standing Committee consideration.

If, due to unexpected circumstances, replacement of equipment and/or furniture is required, the County Manager has the immediate authority to authorize the require replacement provided the purchase is valued at \$20,000.00 or less and funds are available in the contingency appropriation.

Personal purchases for employees by the Purchasing Department are prohibited. County employees are also prohibited from using the County's name or the employee's position to obtain special consideration in personal purchases.

**D. Insufficient Appropriations:**

In the event that an appropriation balance is insufficient, the Purchasing Department will reject and return the purchase requisition to the department. To accommodate an increase in funds, the Department Heads will proceed as follows:

1. All notifications/requests for transfer or an increase in appropriations will be in writing (email preferred) and forwarded to the County Manager.
  - a. A Department Head can authorize a cumulative transfer request that is \$10,000.00 or less from any budget category line(s) within the same budget category (.1's, .2's, .4's, etc.)

- b. The County Manager can authorize a cumulative transfer request that is \$20,000.00 or less from any budget line(s) to other line(s) within the same departmental budget.
  - c. All other transfers will require Board resolution.
2. All notifications/requests for transfer must include; specific dollar amounts, a justification of need and an analysis of the impact on the line item from which the transfer is being requested.

All transfer authorizations are filed with the County Treasurer or Finance Directorate as appropriate. The Treasurer or Finance Directorate will make the appropriate budget revisions. The requesting Department or Purchasing will then resubmit the purchase requisition.

### **III. DEPARTMENT LEVEL PURCHASE REQUISITION:**

**A. Purpose:** Provides a method of initiating the purchase requisition process for goods and services. Provides a formal record, within the department, that such goods and/or services are requisitioned. Provides the Purchasing Department with the proper authority to prepare a purchase order.

**B. Frequency:** Prepared whenever goods and services are required.

**C. Preparation:** The requisitioning department will use MUNIS (the county's standardized finance application) to enter the following data and forward the requisition to the Purchasing Department (Exhibit 1).

1. Signature of Department Head or designee.
2. Vendor, including address
3. Quantity to be ordered
4. Date Description of goods desired
5. Cost including shipping and handling
6. Delivery date required
7. Department name and four digit Department Code Number
8. Expenditure account
9. Reason for requisition
10. Explanation verifying appropriate bid procedure was completed

**D. Responsibility:** Individual Departments will insure items ordered and expenditures are within the budgetary appropriations. The Purchasing Department will verify the requisition is within budgetary appropriations. If not, the requisition will be denied.

### **IV. PURCHASE ORDER**

**A. Purpose:** Provides a formal document and authority for the purchase of goods and services. Provides documentation of goods and services ordered and received. Provides the necessary authority to pay vendor claims. Initiates and substantiates various accounting processes. Provides the necessary tax-exempt documentation required of vendors.

**B. Frequency:** Prepared by the Purchasing Department as required, upon receipt of a purchase requisition. In no event are purchase orders to be mailed without first routing through the Purchasing Department and the County Treasurer's office or Finance Directorate (as appropriate).

**C. Preparation:** The Purchasing Department will enter the following data:

1. Vendor's name and address
2. Requisitioning department name and address
3. Terms of sale, i.e., how to ship, FOB point, delivery date
4. Vendor code
5. Description of goods being ordered
6. Quantity
7. Unit price
8. Extension and total cost
9. Expenditure account code

10. Authorizing signature
11. Purchase order number

**D. Responsibility:** Purchase orders will be completed before a purchase is made. This includes a requirement for Purchase Orders for items approved by resolution of the Board of Supervisors. The sole exception is emergency purchase orders to be described later.

## **V. BLANKET PURCHASE ORDERS:**

**A. Purpose:** Blanket purchase orders or open end accounts may be issued to vendors for purchases of those items considered to be of an immediate need or for purposes of consolidation of purchases. The reasons for the use of blanket purchase orders are twofold:

1. To eliminate the necessity for the issuance of separate orders for groups of items which are purchased frequently from the same vendor. An example of this would be gravel for highway department use.
2. To permit the department to purchase items of this nature on an "as needed" basis when there is no provision to maintain an inventory.

**B. Preparation:** Same as regular purchase orders.

**C. Responsibility:** The amount and time of the blanket purchase order will be determined by the respective Department Head in conjunction with the Purchasing Director. It should be based on information available in the adopted budget, records covering previous fiscal years and data obtained from the Department Head involved. The department must keep a record of the purchases to insure that they do not exceed the amount allowed by the blanket purchase order.

When supplies are delivered or picked up, receipts, delivery slips, or other documents transmitted by the vendor will be signed by the individual receiving the supplies. The blanket purchase order will also be attached to these documents and submitted for payment.

In the event of overages, a subsequent, blanket purchase order will not be merely issued "after the fact". The Department Head will submit a new requisition for payment.

## **VI. CONFIRMING PURCHASE ORDERS**

**A. Definition:** To provide a purchase order number in cases where a necessity for immediate action exists.

1. Emergencies
2. Convenience: Whereby, pricing has been deemed competitive or predetermined by the department and immediate receipt of merchandise is needed to receive the price.

**B. Procedure:** When a department has an urgent situation, the following procedure is followed:

1. Prior to calling the Purchase Department, the requisitioning department will have the following information:
  - a. The reason the purchase is urgent
  - b. The department name and budget code
  - c. A complete description and accurate cost of the item(s) to be purchased
  - d. The name and address of the vendor from whom the goods will be purchased
2. Requisitioning department will verify with the County Treasurer or Finance Directorate (as appropriate) the necessary budgetary appropriation.
3. The County Manager or the appointed representative will determine if a purchase is in fact urgent.
4. If the County Manager rules an urgent situation does exist, it will be the County Manager's discretion to select the vendor. In these cases, the immediate availability of the required goods or services will be given prime consideration in the selection of the vendor.
5. The department prepares the confirming purchase order and provides the regular distribution.
6. The individual who picks up the item or items from the vendor must obtain a detailed invoice containing:
  - a. Quantity and description of items purchased

- b. The unit and total cost
  - c. The signature of the person receiving the goods
7. The department will prepare a requisition containing the same information as would normally be included, along with the purchase order number assigned. The requisition should be marked confirming purchase and forwarded to the Purchasing Department the same day.

**C. Responsibility:** The Purchasing Department will not approve a confirming purchase order to circumvent established procedures.

## **VII. RECEIPT OF GOODS AND SERVICES**

If the Purchasing Department receives any claim for materials, supplies or services absent an issued purchase order, the County Manager has the authority to deny the payment of such claim.

Department Heads may authorize minor deviations between a purchase order and billing invoice. Should a "significant increase" ( $\geq 20\%$  or  $\geq \$100.00$  regardless) occur between the price or terms indicated on the purchase order and the price of any item on an invoice or a total invoice exceeding \$100.00 from expected; the written approval of the Purchasing Director must be obtained on the invoice as support for the payment.

**A. Inspection and testing:** Goods and materials will be inspected at the time of receipt to detect any damage or defects. This inspection will verify the materials are; free of damage, of proper quantity, of expected quality and in accordance with all aspects of known specifications. The receiving County employee will sign and forward any applicable shipping documents to the destination Department to document the accomplishment of this inspection.

In the event of rejection, for whatever purpose, the Purchasing Department must be notified immediately. The Purchasing Department will maintain documentation of sub-standard performance and take appropriate action.

**B. Receiving of Equipment:** Any piece of equipment with a value of \$1,000.00 or more, when received must be registered with the Insurance Director and put on the central inventory control report by using the appropriate fixed asset forms.

## **VIII. EXCEPTIONS TO THE PURCHASING SYSTEM**

The following should be made without purchase orders:

- A. All single purchases of \$500.00 or less. The Purchasing Department can be used as a resource in securing these items.
- B. Contracts for professional services.
- C. Utility bills.
- D. Service contracts for a fixed monthly or annual rental.
- E. Medical Examinations.
- F. Advertisement and Legal notices; proof of publication or copy of the ad, including date, must be attached to the County voucher when submitted.
- G. Postal fees.
- H. Valid membership and dues.
- I. Subscriptions
- J. Mileage, Travel and Conference Reimbursement: The current Travel Voucher system is used in recording and claiming reimbursement for mileage, meals, and other travel or conference expenses.
- K. Reimbursement for petty cash funds.
- L. All other expenses as determined by the Purchasing Director on an individual basis.

In these cases, a County claim voucher will be completed, by the departments to include:

- 1. Vendor's name and address
- 2. Description of goods and/or services
- 3. Unit price
- 4. Extension and total cost

5. Budget code & department name
6. Department Head approval

The completed claim voucher should then be attached to the supporting invoices and circulated as normal procedure.

**A RESOLUTION TO INTRODUCE LOCAL LAW C OF 2016**

**“A LOCAL LAW TO AMEND LOCAL LAW 4 OF 2005”**

RESOLUTION NO. 48-16, moved by Supervisor Garlick Lorenzetti, second by Supervisor Shipley and adopted.

WHEREAS, the Board has determined that certain provisions of Local Law 4 of 2005 should be changed in light of recent amendments to the State Constitution and law with regard to gaming activities and licensure; and

WHEREAS, this resolution has been reviewed and approved by the Government Operations Standing Committee; now, therefore, be it

RESOLVED, that Local Law C of 2016 entitled "A Local Law to Amend Local Law 4 of 2005" be and the same is hereby introduced before the Board of Supervisors of Seneca County, New York to read in substantially the following form:

Local Law 4 of 2005 is amended as follows:

The text of Section I, Statement of Purpose shall be amended and read as follows:

“The Board of Supervisors of the County of Seneca hereby finds that, when unregulated by the State of New York or a political subdivision thereof, games of chance and gambling have been and are the subject of exploitation by professional gamblers, and promoters. It is hereby declared to be the policy of the County of Seneca that all phases of the supervision, licensing and regulation of games of chance and of the conduct of games of chance and/or gambling, should be closely controlled and that the laws and regulations pertaining thereto should be strictly construed and enforced and that the mandate of the state constitution as amended, should be carried out by strict regulations to prevent participation by criminal and other undesirable elements and prevent the diversion of funds from the purposes authorized. It is further declared the policy of this County that unregulated or unlawful gambling or gaming presents a threat to the protection, order, conduct, safety, health and well-being of persons or property within the County of Seneca.”

There shall be inserted before Paragraph A of Section III, Prohibited Conduct, the following text: “The following conduct, to the extent not authorized and/or licensed by the State of New York is prohibited”; and be it further

RESOLVED, that copies of the aforesaid proposed local law be laid upon the desks of each member of the County Board; and, be it further

RESOLVED, that the Board hold a public hearing on said proposed Local Law at the County Office Building, 1 DiPronio Dr, Waterloo NY at or about 6:00 P.M., on Apr 12, 2016; and, be it further

RESOLVED, that the Clerk to the Board publish or cause to be published a notice of said public hearing in the official newspapers of the County at least ten (10) days prior thereto.

**SUPERVISORS SUPPORT CREATION OF SPECIAL COMMITTEE**

RESOLUTION NO. 49-16, moved by Supervisor Garlick Lorenzetti, second by Supervisor Trout and adopted by 682 ayes and 68 nays (Churchill).

WHEREAS, the Seneca County Industrial Development Agency is pursuing a plan to transfer the remaining former Seneca Army Depot property through an open bid process; and

WHEREAS, in Resolution No. 16-16, the Board of Supervisors resolved to be integral in the IDA's decision of Depot property ownership; and

WHEREAS, the creation of a Special Committee pursuant to Rule 27 of the Rules of Order will best serve to liaison with the IDA during the property transfer process; now, therefore be it

RESOLVED, that the Board of Supervisors supports the creation of a Special IDA Liaison Committee with membership being 4 sitting Board of Supervisors; and be it further

RESOLVED, that the Special IDA Liaison committee will have the power to make recommendations to the IDA and the duty of representing the will of the Board of Supervisors in all matters.

With regard to the adoption of Resolution No. 49-16, Spvr. Lazzaro requested unanimous consent to change his vote from an aye to a nay. He made a motion accordingly, and received a second from Spvr. Churchill. The motion was defeated (614 nays - 136 ayes), unanimous consent was not received and Spvr. Lazzaro was not able to change his vote.

**BOARD OF SUPERVISORS APPOINTS EARL MARTIN TO THE  
FINGER LAKES REGIONAL AIRPORT ADVISORY COMMITTEE**

RESOLUTION NO. 50-16, moved by Supervisor Churchill, second by Supervisor Wadhams and adopted.

WHEREAS, Earl Martin is owner of Seneca Iron Works in Seneca Falls, is a licensed pilot who owns a hangar at the Finger Lakes Regional Airport and uses his aircraft primarily for his business; and

WHEREAS, Mr. Martin has an interest to serve on the Finger Lakes Regional Airport Advisory Committee; and

WHEREAS, the Airport Advisory Committee has recommended that Earl Martin be appointed to the Finger Lakes Regional Airport Advisory Committee; and

WHEREAS, this resolution has been reviewed and approved by the Planning, Development, Agriculture and Tourism Standing Committee on February 23, 2016; now, therefore be it

RESOLVED, that the Seneca County Board of Supervisors does hereby appoint Earl Martin of Seneca Falls, New York to the Finger Lakes Regional Airport Advisory Committee for a term of three years to expire on October 31, 2019.

**REGION 8 FISH AND WILDLIFE MANAGEMENT ADVISORY BOARD**

RESOLUTION NO. 51-16, moved by Supervisor Churchill, second by Supervisor Davidson and adopted.

WHEREAS, Section 11-0501 of the New York State Environmental Conservation Law (ECL) establishes a Fish and Wildlife Management Advisory Board (FWMAB) for each of the Departments nine regions; and

WHEREAS, the regional FWMAB shall consist of three members from each county representing the following interests: County Board of Supervisors; County Sportsmen; and County Landowners; and

WHEREAS, the representatives of the FWMAB are appointed by the county's chairman with the approval of the Board of Supervisors; and

WHEREAS, the term for Legislative representative and the term for Sportsmen's representative expire at the end of odd numbered years; and

WHEREAS, the term for Landowner representative expires at the end of even numbered years, however is currently vacant; and

WHEREAS, the Planning, Development, Agriculture & Tourism Standing Committee approved this resolution on February 23, 2016; now, therefore be it

RESOLVED, that the Chairman of the Seneca County Board of Supervisors, with the approval of the Board of Supervisors does hereby make the following appointments to the Region 8 Fish and Wildlife Management Advisory Board:

- Legislative Representative: Paul Kronenwetter for a 2-year term effective Jan 1 2016 - Dec 31 2017
- Landowner Representative: Frank Sinicropi to serve until the current term expires on December 31, 2016
- Sportsmens Representative: John Andrews for a 2-year term effective Jan 1 2016 - Dec 31 2017
- Alternate Sportsmens Representative: Tom Grasek for a 2-year term effective Jan 1 2016 - Dec 31 2017

**APPOINTMENTS TO THE SENECA COUNTY**

**SOIL AND WATER CONSERVATION DISTRICT BOARD**

RESOLUTION NO. 52-16, moved by Supervisor Churchill, second by Supervisor Garlick Lorenzetti and adopted.

WHEREAS, the New York State Soil and Water Conservation District Law Article II, Section 6(1)(a) states that a county soil and water conservation district board of directors shall consist of five

members appointed by the county board, of whom will be two members of the county board and three persons not members of the county board of supervisors; and

WHEREAS, the term for the two members of the county board expired as of December 31, 2015; and

WHEREAS, Supervisor Michael Reynolds and Supervisor Ron McGreevy are interested in being reappointed as members of the county board to the Seneca County Soil and Water Conservation District Board; and

WHEREAS, this resolution was approved by the Planning, Development, Agriculture & Tourism Standing Committee on February 23, 2016; now, therefore be it

RESOLVED, that the Seneca County Board of Supervisors, does hereby appoint Michael Reynolds to the Soil and Water Conservation District Board as a member representing the county board for a 1-year term effective January 1, 2016 – December 31, 2016; and be it further

RESOLVED, that the Seneca County Board of Supervisors, does hereby appoint Ronald McGreevy, to the Soil and Water Conservation District Board as a member representing the county board for a 1-year term effective January 1, 2016 – December 31, 2016.

**APPOINTMENT TO THE GENESEE/FINGER LAKES REGIONAL PLANNING COUNCIL**  
RESOLUTION NO. 53-16, moved by Supervisor Churchill, second by Supervisor Garlick Lorenzetti and adopted.

WHEREAS, Seneca County is a member of the Genesee/Finger Lakes Regional Planning Council, a nine county membership organization, established in 1977 pursuant to Articles 5-G and 12-B of the New York State General Municipal Law; and

WHEREAS, the two voting members representing Seneca County are the Chairman of the Board of Supervisors and the Seneca County Grant Writer; and an alternate member for the Chairman of the Board may be appointed by the Board of Supervisors; and

WHEREAS, generally the county manager is appointed as the alternate member; and

WHEREAS, the Planning, Development, Agriculture & Tourism Standing Committee approved this resolution on February 23, 2016; now, therefore be it

RESOLVED, that the Seneca County Board of Supervisors, does hereby appoint John Sheppard, County Manager, Seneca County, as the Alternate Member to the Chairman of the Board to represent Seneca County on the Genesee/Finger Lakes Regional Planning Council for a 2-year term effective January 1, 2016 - December 31, 2017; and be it further

RESOLVED, that the Seneca County Board of Supervisors does hereby re-appoint Jill Henry, Grant Writer, Seneca County, as a member representing Seneca County on the Genesee/Finger Lakes Regional Planning Council for a 2-year term effective January 1, 2016 - December 31, 2017.

**APPOINTMENTS TO THE GENESEE TRANSPORTATION COUNCIL**

RESOLUTION NO. 54-16, moved by Supervisor Churchill, second by Supervisor Garlick Lorenzetti and adopted.

WHEREAS, the U.S. Department of Transportation (USDOT) requires every metropolitan area with a population of over 50,000 to have a designated Metropolitan Planning Organization (MPO) to qualify for the receipt of federal highway and transit funds; and

WHEREAS, Genesee Transportation Council (GTC) is the designated MPO responsible for transportation policy, planning, and investment decision making in the Genesee-Finger Lakes Region of which Seneca County is a Voting Member; and

WHEREAS, the by-laws of the Genesee Transportation Council state that Seneca County shall be represented by the Chairman of the Board, coterminous with his/her holding of the specified office; and an Alternate may be designated who shall represent him/her at any of all meetings of the Council until the designation is revoked in writing by the member county; and

WHEREAS, the GTC Planning Committee provides professional and technical direction to the GTC Board, of which Seneca County appoints a member who is typically a transportation or planning professional and who shall serve at the discretion of their designating Voting Member for a term of one year ending December 31 and shall continue in office until their successor has been appointed; and

WHEREAS, the Planning, Development, Agriculture & Tourism Standing Committee approved this resolution on February 23, 2016; now, therefore be it

RESOLVED, that the Seneca County Board of Supervisors does hereby appoint John Sheppard, Seneca County Manager, as the Alternate member to the Genesee Transportation Council; and be it further

RESOLVED, that the Seneca County Board of Supervisors does hereby appoint Roy Gates, Seneca County Highway Superintendent, as a member to the Planning Committee of the Genesee Transportation Council, for a term of one year effective January 1, 2016 - December 31, 2016.

**SUPERVISORS MAKE APPOINTMENT TO  
SENECA COUNTY COMMUNITY SERVICES BOARD**

RESOLUTION NO. 55-16, moved by Supervisor Hayssen, second by Supervisor Kaiser and adopted.

WHEREAS, there are vacancies on the Community Services Board; and

WHEREAS, on January 19, 2016 the Seneca County Community Services Board moved to recommend the appointment of Tom Premo to the Community Services Board; and

WHEREAS, on February 23, 2016 the Board of Supervisors Mental Health Standing Committee approved the Community Services Board recommendation; now, therefore be it

RESOLVED, that the Seneca County Board of Supervisors does hereby appoint Tom Premo, of Seneca Falls, NY 13148, to a four-year term on the Community Services Board, to expire March 8, 2020.

**SUPERVISORS ACCEPT BID FOR**

**COMBUSTION APPLIANCE EMERGENCY REPAIR WORK**

RESOLUTION NO. 56-16, moved by Supervisor Lazzaro, second by Supervisor Shipley and adopted.

WHEREAS, the County, as part of the New York State Division of Housing and Community Renewal Weatherization Assistance Program, solicited bids for the purchase of Combustion Appliance emergency repair work; and

WHEREAS, three bids were received; and

WHEREAS, funds have been approved in the 2016 Seneca County Weatherization Program budget (100% state & federal aid); and

WHEREAS, Interstate Heating & Cooling, having principle offices at 2115 Rt. 14 N, Geneva, NY was the lowest bidder; and

WHEREAS, the Seneca County Board of Supervisors Human Services Committee approved this request; now, therefore, be it

RESOLVED, that the Seneca County Board of Supervisors does hereby Award the 2016 - 2017 Weatherization Program bid for the purchase of Combustion Appliance emergency work for the period April 1, 2016 - March 31, 2017 to Interstate Heating & Cooling, having principle offices at 2115 Rt. 14 N, Geneva, NY as follows: \$85.00 for the first hour and \$85.00 per hour after the first hour; and it is further

RESOLVED, that the County Manager be, and hereby is, authorized and empowered to execute any and all documents necessary or appropriate to effectuate the purposes of this resolution, subject to prior review and approval of those documents by the Office of the County Attorney.

**SUPERVISORS ACCEPT BID FOR**

**TUNE AND CLEAN OF NATURAL GAS FIRED HEATING SYSTEMS**

RESOLUTION NO. 57-16, moved by Supervisor Lazzaro, second by Supervisor Garlick Lorenzetti and adopted.

WHEREAS, the County, as part of the New York State Division of Housing and Community Renewal Weatherization Assistance Program, solicited bids for the completion of tuning and cleaning of natural gas fired heating systems, including performance of steady state efficiency tests; and

WHEREAS, two bids were received; and

WHEREAS, funds have been approved in the 2016 Seneca County Weatherization Program budget (100% state & federal aid); and

WHEREAS, Interstate Heating & Cooling, having principle offices at 2115 Rt. 14 N, Geneva, NY was the lowest bidder; and

WHEREAS, the Seneca County Board of Supervisors Human Services Committee approved this resolution; now, therefore be it

RESOLVED, that the Seneca County Board of Supervisors does hereby award the 2016- 17 Weatherization Program bid for the completion of tuning and cleaning of natural gas fired heating systems, including performance of steady state efficiency tests for the period April 1, 2016 - March 31, 2017 to Interstate Heating & Cooling, having principle offices at 2115 Rt. 14 N, Geneva, NY as follows: \$109.95 per unit; and be it further

RESOLVED, that the County Manager be, and hereby is, authorized and empowered to execute any and all documents necessary or appropriate to effectuate the purposes of this resolution, subject to prior review and approval of those documents by the Office of the County Attorney.

**SUPERVISORS ACCEPT BID FOR  
TUNE AND CLEAN OF OIL FIRED HEATING SYSTEMS**

RESOLUTION NO. 58-16, moved by Supervisor Lazzaro, second by Supervisor Churchill and adopted.

WHEREAS, the County, as part of the New York State Division of Housing and Community Renewal Weatherization Assistance Program, solicited bids for the completion of tuning and cleaning of oil fired heating systems, including performance of steady state efficiency tests; and

WHEREAS, three bids were received; and

WHEREAS, funds have been approved in the 2016 Seneca County Weatherization Program budget (100% state & federal aid); and

WHEREAS, Interstate Heating & Cooling, having principle offices at 2115 Rt. 14 N, Geneva NY was the lowest bidder; and

WHEREAS, the Seneca County Board of Supervisors Human Services Committee approved this resolution; now, therefore be it

RESOLVED, that the Seneca County Board of Supervisors does hereby award the 2016 - 17 Weatherization Program bid for the completion of tuning and cleaning of oil fired heating systems, including performance of steady state efficiency tests for the period April 1, 2016 - March 31, 2017 to Interstate Heating & Cooling having principle offices at 2115 Rt. 14 N, Geneva, NY as follows: \$169.00 per unit; and be it further

RESOLVED, that the County Manager be, and hereby is, authorized and empowered to execute any and all documents necessary or appropriate to effectuate the purposes of this resolution, subject to prior review and approval of those documents by the Office of the County Attorney.

Refer Back to Committee:

Supervisor Lazzaro moved, second by Supervisor Kronenwetter , and carried to refer back to committee the resolution authorizing the bid for temporary labor for the Weatherization Program.

**BOARD OF SUPERVISORS TO APPROVE THE 2016 ANNUAL PLAN UPDATE FOR THE CHILD AND FAMILY SERVICES PLAN**

RESOLUTION NO. 59-16, moved by Supervisor Lazzaro, second by Supervisor Churchill and adopted.

WHEREAS, the 2012-2016 (January 1, 2012 - December 31, 2016) Annual Plan for the Child and Family Services is required by the New York State Office of Children and Family Services and covers the Strategic Component, Administrative Component - Local Department of Social Services, Administrative Component Youth Bureau and the PINS Diversion Services - Strategic Component; and

WHEREAS, the Annual Plan Update is due March 2016; and

WHEREAS, this agreement has been reviewed and approved by the Human Services Committee; now, therefore be it

RESOLVED, the Board of Supervisors authorizes the approval of the 2016 Annual Plan Update for the Child and Family Services Plan and that the County Manager be, and hereby is, authorized and empowered to execute any and all documents necessary or appropriate to effectuate the purposes of this resolution, subject to prior review and approval of those documents by the Office of the County Attorney.

**SENECA COUNTY DIVISION OF HUMAN SERVICES TO CONTRACT WITH GLOVE HOUSE, INC. FOR CHILD WELFARE RELATED SERVICES**

RESOLUTION NO. 60-16, moved by Supervisor Lazzaro, second by Supervisor Reynolds and adopted.

WHEREAS, the Seneca County Division of Human Services will continue to contract with Glove House, Inc. for Child Welfare Related Services; and

WHEREAS, the services to be provided are the following:

- Family Advocacy
- Home and Community Based Preservation
- Youth Advocacy; and

WHEREAS, this contract will not exceed \$492,658.00 and budgeted in line item #10-6070-54700-POS47; and

WHEREAS, this agreement has been reviewed and approved by the Human Services Committee; now, therefore be it

RESOLVED, the Board of Supervisors authorizes the approval of the agreement with Glove House, Inc. and that the County Manager be, and hereby is, authorized and empowered to execute any and all documents necessary or appropriate to effectuate the purposes of this resolution, subject to prior review and approval of those documents by the Office of the County Attorney.

**BOARD TO APPROVE THE APPOINTMENT OF  
FINGER LAKES WORKFORCE INVESTMENT BOARD MEMBER**

RESOLUTION NO. 61-16, moved by Supervisor Lazzaro, second by Supervisor Shipley and adopted.

WHEREAS, the Board of Supervisors approves the appointment of County Manager John Sheppard to the FLWIB as the Seneca County Chief Elected Official Designee for Gary Westfall, Chairman-Seneca County Board of Supervisors, March 8, 2016 to June 30, 2017:

<u>Public sector</u>	<u>Term</u>
John Sheppard County Manager Seneca County Board of Supervisors 1 DiPronio Drive, Waterloo, New York 13165; and	03/08/2016 - 06/30/2017

WHEREAS, this appointment has been reviewed and approved by the Human Services Committee; now, therefore be it

RESOLVED, that the Seneca County Board of Supervisors does hereby appoint the individual listed above to the Finger Lakes Workforce Investment Board; and be it further

RESOLVED, that the Clerk to the Board of Supervisors send a certified copy of this resolution to the Finger Lakes Workforce Investment Board and to the Clerks of the Boards of Ontario, Wayne and Yates Counties.

**BOARD OF SUPERVISORS AUTHORIZES THE PROBATION DEPARTMENT TO  
PURCHASE A NEW OR CURRENT MODEL YEAR FORD EXPLORER**

RESOLUTION NO. 62-16, moved by Supervisor Davidson, second by Supervisor Wadhams and adopted.

WHEREAS, the Probation Department is in need of a new vehicle to perform required home and field visits, attend trainings, assist other law enforcement agencies, and transport offenders; and

WHEREAS, the Public Safety Committee approved this resolution at a meeting on February 23, 2016; now, therefore be it

RESOLVED, that the Board of Supervisors hereby authorizes the Probation Department to purchase one (1) new or current model year Ford Explorer from Dealer Inventory at the cost of \$28,196.08. Pricing is based on current NYS Government Price Concessions from Ford Motor Company, Reference No. 20-72F under GML 103(3) under Oswego County Sheriff Bid #7-17; and be it

RESOLVED, that the funds for said purchase have been budgeted under Probation Account #103140-52600.

**BOARD OF SUPERVISORS AMENDS 2016 CODE ENFORCEMENT BUDGET TO PROVIDE  
ADDITIONAL OVERTIME FOR LAGO CONSTRUCTION INSPECTIONS**

RESOLUTION NO. 63-16, moved by Supervisor McGreevy, second by Supervisor Trout and adopted.

WHEREAS, Wilmorite intends to utilize two construction shifts per day seven days a week at the site of the proposed Lago Resort & Casino in Tyre, NY and has requested that Seneca County Code Enforcement maintain an on-site presence throughout construction; and

WHEREAS, the Lago Resort & Casino LLC has agreed via its Community Mitigation Plan to reimburse Seneca County for any additional staffing costs associated with compliance with the New York State Uniform Fire Prevention and Building Code, other State Codes during construction; and

WHEREAS, per their letter dated February 22, 2016 Lago Resort & Casino LLC will reimburse Seneca County on a per hour basis during 2016 for any additional staffing costs and costs for additional equipment including a mobile office associated with compliance with the New York State Uniform Fire Prevention and Building Code, other State Codes; and

WHEREAS, the Public Health Committee has reviewed and approved this resolution at the February 23, 2016 meeting; now, therefore, be it

RESOLVED, that the Seneca County Board of Supervisors does hereby authorize and direct the Seneca County Treasurer to amend the 2016 Seneca County Budget as follows:

REVENUE:

10-8090-42591 Code Fees - Lago	+ \$ 224,739
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EXPENSE:

10-8090-51300 Overtime	+ \$ 141,606
10-8090-54700 Contractual	+ \$ 28,648
10-8090-58100 Employee Benefits - Retirement	+ \$ 33,986
10-8090-58300 Employee Benefits – Social Security	+ \$ 13,170
10-8090-58400 Employee Benefits – Workers Comp	+ \$ 4,249
10-8090-58700 Employee Benefits – Medicare	+ \$ 3,080

And be it further

RESOLVED, that Seneca County Board of Supervisors does hereby authorize and direct the Seneca County Department of Building and Fire Code Enforcement to solicit proposals to rent and install a mobile office at the Lago Resort and Casino construction site.

**BOARD OF SUPERVISORS JOINS SENECA COUNTY PUBLIC HEALTH DEPARTMENT  
AND FINGER LAKES PERFORMING PROVIDER SYSTEM AND AUTHORIZES THE  
COUNTY TREASURER TO AMEND THE 2016 BUDGET**

RESOLUTION NO. 64-16, moved by Supervisor McGreevy, second by Supervisor Garlick Lorenzetti and adopted.

WHEREAS, the Finger Lakes Performing Provider System (FLPPS) will receive funding from the Federal Government as part of NY State's Delivery System Reform Incentive Payment (DSRIP) program; and

WHEREAS, the Seneca County Public Health Department's and are "Attested-Providers" of the FLPPS; and

WHEREAS, the Seneca County Public Health Department will be participating in Delivery System Reform Incentive Payment Program Projects to include; Integrated Delivery System, Maternal-Child Health, and Improve access to high quality chronic disease preventive care and management; and

WHEREAS, this grant will fund the start-up and initial operational-costs of hiring a full time Nurse Practitioner with no county match; and

WHEREAS, the funding received will be performance driven and will be up to \$6,000; and

WHEREAS, signing a contract with the FLPPS is required to receive funding for this project; and

WHEREAS, this new funding from FLPPS is not part of the current 2016 Public Health Department budget; and

WHEREAS, the Public Health Services Standing Committee reviewed and approved this resolution; now, therefore, be it

RESOLVED, that the County Manager be, and hereby is, authorized and empowered to execute any and all documents necessary or appropriate to effectuate the purposes of this resolution, subject to prior review and approval of those documents by the Office of the County Attorney; and be it further

RESOLVED, that the County Treasurer is hereby authorized to amend the 2016 Public Health Department budget to accept this new funding in the amount of \$6,000.

### **SENECA COUNTY BOARD OF SUPERVISOR'S PROCLAIM**

#### **APRIL 4 - 10, 2016 PUBLIC HEALTH WEEK**

RESOLUTION NO. 65-16, moved by Supervisor McGreevy, second by Supervisor Kaiser and adopted.

WHEREAS, the week of April 4-10, 2016 is designated as National Public Health Week; and

WHEREAS, the theme for National Public Health Week 2016 is "Healthiest Nation 2030, and

WHEREAS, major goals of Healthiest Nation 2030 include building a nation of safe, healthy, communities; Help all young people graduate from high school; Give everyone a choice of healthy food; Provide quality health care for everyone; and Strengthen public health infrastructure and capacity; and

WHEREAS, these goals mirror the priorities and goals established by the Seneca County Health Department; and

WHEREAS, this week is a time to recognize the contributions of public health and celebrate public health efforts in our community and communities across the nation; and

WHEREAS, the Public Health Services Standing Committee reviewed and approved this resolution; now, therefore, be it

RESOLVED, that the Seneca County Board of Supervisors recognizes the importance of public health and applauds our dedicated employees and community partners in efforts to meet the Healthiest Nation 2030 goals; and be it further

RESOLVED, that the Seneca County Board of Supervisors declares April 4 - 10, 2016 as Public Health Week.

Unfinished Business

Supervisor Wadhams moved the following issue to be taken off the table for discussion.

**BOARD OF SUPERVISORS APPROVES CHANGES IN WATER RATES FOR WATER DISTRICT NO. 1**

RESOLUTION NO. 66-16, moved by Supervisor Trout, second by Supervisor Garlick Lorenzetti and adopted by 574 ayes (Trout, Garlick Lorenzetti, Davidson, Prouty, Lazzaro, Churchill, Kronenwetter, McGreevy, Westfall, Shipley) and 176 nays (Reynolds, Wadhams, Kaiser, Hayssen).

WHEREAS, Water District No. 1 has been operating at a deficit for the past two years; and

WHEREAS, the District Administrator has announced the establishment of new water rates for both in-district and out-of-district customers as well as bulk rates for municipal and government consumers, summarized as follows:

**Seneca County Water District Water Rates**

**In Seneca County District Water Customers**

	<u>Current Rates</u>	<u>Proposed Rates to commence with the April 2016 billing</u>
<b>Water Charge</b>	\$5.89 per 1,000 gallons	\$6.98 per 1,000 gallons
<b>O &amp; M</b>	\$30.00 / quarter / unit	\$53.00 /quarter/unit (O & M Fixed Charge)
<b>Minimum Bill 8,000 gallons per quarter</b>	\$47.00	\$55.84
<b>O &amp; M</b>	\$30.00	\$53.00 (O & M Fixed Charge)
<b>Minimum Bill per quarter</b>	\$77.00	\$108.84

A unit is defined as a single family home and for commercial users, it is 60,000 gallons per years or part thereof for average use 2014 and 2015

**Out of Seneca County District Water Customers (there are town water districts, sharing meters)**

	<u>Current Rates</u>	<u>Proposed Rates to commence with the April 2016 billing</u>
<b>Water Charge</b>	\$4.10 per 1,000 gallons	\$6.30 per 1,000 gallons

And

WHEREAS, changes in rates established for a County Water District must be approved by the Board of Supervisors pursuant to §266 (1) County Law; and

WHEREAS, this Resolution has been approved by the Board of Supervisors' Public Works Committee; and be it further

RESOLVED, that the out-of-district, Districts will be billed according to the existing system metering devices at the percentage of sale and further separated by District according to the percentage offered quarterly by the Districts or what was previously used; and be it

RESOLVED, that any wholesale price reduction of water purchased by Seneca County Water District No. 1 be applied in a direct and proportional reduction of in-district and out-of-district rates; and be it

RESOLVED, that the Board of Supervisors approves the rate changes reflected hereinabove to the water rates established for Seneca County Water District No. 1, the same to become effective with the April, 2016 billing cycle; and be it further

RESOLVED, that in one year a re-evaluation of the water charges will be done by the Board of Supervisors; and be it further

RESOLVED, that the Board of Supervisors will invite the New York State Comptroller to conduct an audit of the water district's accounts.

During discussion of Resolution No. 66-16, Supervisor Garlick Lorenzetti offered a motion to amend the resolution by inserting the last three resolved clauses. The motion was seconded by Supervisor Trout and carried by 623 ayes and 127 nays (Wadhams, Kaiser, Hayssen).

Supervisor Hayssen offered an amendment to change the \$6.30 / 1000 for out of district users to \$1.10/1000 stating that the O&M should not be calculated using the master meter. A second on his motion was not received.

Rule 29: The following resolution was introduced on a motion by Supervisor Shipley, second by Supervisor Wadhams and carried by 2/3 majority vote of the members present. Opposed to introducing the resolution was Supervisors Churchill, Lazzaro, and Kronenwetter – all three voted against the resolution in committee.

### **SUPERVISORS AUTHORIZE PAYMENT TO**

### **SENECA COUNTY INDUSTRIAL DEVELOPMENT AGENCY**

RESOLUTION NO. 67-16, moved by Supervisor Shipley, second by Supervisor Hayssen and adopted by 546 ayes and 204 nays (Lazzaro, Churchill, Kronenwetter).

WHEREAS, Seneca County is desirous of continuing an aggressive economic development program to promote the retention, expansion and attraction of business in the community; and

WHEREAS, the Seneca County IDA is organized for the promotion and facilitation of economic development within the county and currently engages staff and consultants to carry-out its mission; and

**DRAFT**

WHEREAS, funding is provided for this purpose in the adopted 2016 Seneca County Budget account line 108798-54700 in the amount of up to \$54,000.00; now, therefore be it

RESOLVED, that the Seneca County Board of Supervisors hereby authorizes the reduced appropriation of \$53,950.00 from the 2016 budget to assist the Seneca County IDA in funding to promote and facilitate economic development in Seneca County; and be it further

RESOLVED, that the Seneca County Board of Supervisors does hereby authorize and direct the County Treasurer to pay the Seneca County IDA the revised sum of \$53,950.00 as appropriated in the 2016 Seneca County Budget account line 108798-54700 (IDA).

During discussion this resolution was questioned as to its validity, considering the oversight committee voted against it and did not refer it to the Board of Supervisors. Supervisor Shipley stated it wasn't the same resolution the committee voted down because the funding amount was changed

Rule 29: The following resolution was introduced by Supervisor Trout, second by Supervisor Wadhams and carried by 2/3 vote of the majority present.

**ACCEPT THE 2016 NYS DIVISION OF HOMELAND SECURITY  
AND EMERGENCY SERVICES GRANT**

RESOLUTION NO. 68-16, moved by Supervisor Trout, second by Supervisor Wadhams and adopted.

WHEREAS, the New York State Division of Homeland Security and Emergency Services awarded the Seneca County Office of Emergency Management and the Seneca County Sheriff's Office a NYS Division of Homeland Security and Emergency Services Grant for 2016; and

WHEREAS, the grant provides \$45,000.00 to the Office of Emergency Management and \$15,000.00 to the Sheriff's Office with no local match; and

WHEREAS, activities implemented under the State Homeland Security Program (SHSP) and State Law Enforcement Terrorism Prevention Program (SLETPP) grant must support terrorism preparedness by building or sustaining capabilities that relate to terrorism prevention, protection, and/or response activities; now, therefore be it

RESOLVED, that the Seneca County Board of Supervisors does hereby accept the grant and authorizes the Seneca County Manager to electronically sign any and all documents related to the acceptance and administration of these grants; and be it further

RESOLVED, that the Seneca County Board of Supervisors authorizes and directs the Seneca County Treasurer to amend the 2016 Seneca County Budget as follows:

Seneca County Office of Emergency Management

- Increase Revenue Account 103642-54703: \$45,000.00
- Create and Increase Expense Account 103642-54409: \$45,000.00

**DRAFT**

Seneca County Sheriff's Office

- Increase Revenue Account 103113-43306: \$15,000.00
- Create and Increase Expense Account 103113-52816: \$15,000.00

New Business

Executive Session: A motion by Supervisor Churchill, second by Supervisor Trout to enter executive session to meet with legal counsel, Knauf & Shaw, LLP, to discuss proposed litigation was carried by 2/3 majority vote. Voting nay: Supervisors Lazzaro and Davidson. Time of the executive session was 7:20 p.m. – 7:48 p.m. No action was taken when the Board reconvened in open session.

Special Order of the Day

The meeting adjourned at 7:48 p.m.