

Seneca County
Board of Supervisors

Meeting Minutes
November 13, 2018

Call to Order

Chairman Shipley called the meeting to order at 6:10 p.m.

Roll Call of Members by the Clerk

Thirteen members of the Board of Supervisors answered roll call. Sprvr. Davidson was not present.

Pledge of Allegiance and Moment of Silence

Presentation

Update on Bonadio Audit for 2017 fiscal year, Randall Shepard, CPA Partner, The Bonadio Group

Update on Pathway Home of the Finger Lakes, Martie Shields and Beth Behnke

Open Privilege of the Floor

Brian Preston, resident, Fayette. Suggested there be a tipping fee for the landfill and revenue collected for the county infrastructure

Stu Peenstra, Chief, Seneca Falls Police, expressed support to bring back Melissa Taylor as the Director of Emergency Management for Seneca County.

Toni DiGiovanni, Acting Director / Deputy Directory, Seneca County Emergency Management, expressed support to bring back Melissa Taylor as the Director of Emergency Management for Seneca County.

Approval of Meeting Minutes

The minutes for the September 11, 2018 and October 9, 2018 board meeting were approved; the minutes for the October 23, 2018 Special board meeting were approved.

Reports of Standing Committees

Health & Human Services Committee – Sprvr. McGreevy, Chairman. The Committee approved several resolutions for tonight. For the Office for the Aging there is a resolution authorizing the Chairman to sign the annual update to their four year plan.

For the Division of Human Services there is a resolution for an agreement with Finger Lakes Community College for the Employee Education and Training Program and Education Coordinator Services. This agreement also funds the EAP program. The cost of the agreement will not exceed \$70,904.00.

For Mental Health Services there is a resolution to create a position for a part-time driver to ensure adequate coverage. The position will be funded through state reinvestment funds available in the 2019 Mental Health Department budget.

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For Public Health there is a resolution to seek bids for transportation services for the EI Program and the Preschool Program. The contract will coincide with the 2019-2020 school year.

There is also a proclamation resolution for Public Health, recognizing December 2- 8 as National Influence Vaccination Week and encouraging people to get their flu shot.

Human Resources & Government Operations Committee – Sprvr. Garlick Lorenzetti, Vice-Chair. The Human Resources and Government Operations Committee approved two items on tonight's agenda. One is introducing a local law establishing salaries for certain county officials for 2019. These would be those officials who are currently mid-term in their position. The Public Hearing is set for December 11.

The other resolution is adopting a revised Sexual Harassment Policy. On October 1, 2018 NYS enacted a Sexual Harassment Prevention Policy regulation mandating that every employer throughout the State of New York adopt a model policy. Labor Counsel Roemer Wallens Gold & Mineaux has provided Seneca County with a policy that meets all requirements of the final Rules issued by the State of New York.

Economic Development & Tourism Committee – Sprvr. Kaiser, Chairman. The At-Large Member has resigned from the Seneca County Planning Board. Charles T. Brady, a resident of the Bonnie Banks area of the town of Fayette has been recommended by the Fayette Town Board to fill the remainder of the term. Mr. Brady graduated from Clarkson University in 1971, and has served many New York State businesses in the areas of production and manufacturing engineering and in lean operations management both domestically and internationally. The committee approved a resolution for tonight appointing Mr. Brady as the At-large member on the Planning Board.

Indian Affairs Committee – Sprvr. Hayssen, Chairman. Petition Supporting Law Enforcement Services Provided by Cayuga Nation: Cayuga Nation is circulating a petition in support of its security force and offering free law enforcement services to Seneca County citizens; and to urge elected officials to support this service to its constituents. NYS SAFE Act issues permits allowing for open carry in NYS.

UnderSheriff Cleere was contacted by someone identified with the surname Lincoln who is employed as a law officer by Cayuga Nation. An email sent by Mr. Lincoln described the CN law enforcement as more of 'armed security' vs. police force'. NYS CPL 1430 allows for citizen arrests - usually a situation when the parties wait for the police to be on scene. License Plates Issued to CN - still no response from anyone as to why federal license plates are issued to CN security vehicles.

Public Safety & Criminal Justice Committee – Sprvr. Brownell, Chairman. Tonight the board will consider a resolution approved by the Public Safety Committee to accept \$411,692 in grant funding through the 2018 Statewide Interoperable Communications Grant Program. The purpose of this grant is to

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upgrade Seneca County's radio communication capabilities. There is no local match required for this grant.

Public Works Committee – Sprvr. Trout, Chairman. In addition to the resolutions on the agenda the Committee discussed the Facility Master Plan and how the location designated for the offices of Mental Health Services will no longer be sufficient. There will be a meeting on Saturday, November 10 to discuss the master plan and what changes will need to be made.

Ways & Means Committee – Sprvr. Reynolds, Chairman. For tonight's meeting, the Ways & Means Committee approved the resolution that will amend the 2018 budget involving various account lines and departments. The tentative budget for 2019 was filed on November 7 and we have a resolution on the agenda tonight to schedule a public hearing for the 2019 budget for the December 11th board meeting. The committee will be meeting tonight after the board meeting to review the tentative budget. We also scheduled a budget workshop for the committee meeting night on November 27.

Communications:

169. A copy of the Order of Consolidation dated October 5, 2018, for the Town of Ovid (District 4954) and the Village of Ovid (District 4922) consolidated into a single primary registration district (District 4954).

170. A copy of the Seneca County Planning Board October 11, 2018 meeting minutes.

171. A copy of the Seneca County Advisory Committee on Tourism (SCACOT) June 7, 2018 meeting minutes.

172. A copy of, "The Good Scoop" August 2018, featuring the Summer Youth Employment Program by the Seneca County Workforce Development and Youth Bureau.

173. A copy of the Seneca County Chamber of Commerce Quarterly Report October – December 2018.

174. A copy of the Town of Ovid Adopted 2019 Budget.

175. A copy of the resolutions adopted by county delegates at the New York State Association of Counties (NYSAC) 2018 Fall Seminar.

176. From Dennis Money, President, Seneca White Deer, a letter of thanks for the \$10,000 funding by Seneca County.

177. From Roy Gates, Superintendent of Seneca County Highway, a letter October 19, 2018 notifying the Board of Supervisors of his resignation effective November 30, 2018.

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178. From NYS Office for the Aging, a copy of the Notification of Grant Award (current award amount \$36.55) for the 2018 federal fiscal year Nutrition Services Incentive Program based on the number of eligible meals served between October 1, 2016 and September 30, 2017.

179. From NYS Homeland Security & Emergency Services, a notification of grant award in the amount of \$411,692 under the NYS 2018 Statewide Interoperable Communications Grant Program (2018 SICG-Formula) for the performance period of 24 months beginning calendar year 2019 (January 1, 2019 – December 31, 2020) with the possibility of an extension.

180. From Seneca County Soil & Water Conservation District Board of Directors, a request for the Seneca County Board of Supervisors to appoint Charles Sumner as the new Member At-Large for the term January 1, 2019 through December 31, 2019 and to reappoint John Hunt as Grange Representative for the term January 1, 2019 through December 31, 2021.

RESOLUTIONS & MOTIONS

BOARD AUTHORIZES AMENDMENTS TO 2018 SENECA COUNTY BUDGET

RESOLUTION NO. 266-18 moved by Sprvr. Reynolds, second by Sprvr. Lazzaro and adopted.

WHEREAS, amendments to the 2018 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 Ways & Means Committee at its meeting on October 23, 2018; now, therefore be it

RESOLVED, that the Board of Supervisors authorizes the following amendments to the 2018 Seneca County Budget:

Line Item	Description	Increase / Decrease	Revenue / Expenditure	\$\$\$\$	
1.	801624-43794-7359	State Aid - DASNY	Increase	Revenue	\$2,000,000.00
	801624-52000-7359	Sampson Cemetery	Increase	Expenditure	\$2,000,000.00
NOTES: Establish Capital Project Budget Per Res 37-18 Acceptance of DASNY Grant for Sampson Veterans Memorial Cemetery					
2.	801624-43794-4097	State Aid - DASNY	Increase	Revenue	\$37,835.00
	801624-52000-4097	Sampson Cemetery	Increase	Expenditure	\$37,835.00
NOTES: Per Res 57-09 remaining fund from \$3.97M DASNY Grant					
3.	01624-437948-DOS	State Aid-DOS	Increase	Revenue	\$200,000.00
	801624-52000-DOS	Sampson Cemetery	Increase	Expenditure	\$200,000.00
NOTES: Per Res 107-16 NY DOS Community Project Grant					

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4.	109950-59000	Inter-Fund Transfer	Decrease	Expenditure	\$317,328.27
	101620-52400-COB	Equipment Technical	Increase	Expenditure	\$410,000.00
	101620-52400-LEC	Equipment Technical	Increase	Expenditure	\$76,145.00
	101620-41289-COB	Other Dept. Income	Increase	Revenue	\$60,000.00
	109950-59000	Inter-Fund Transfer	Decrease	Expenditure	\$108,816.73
	NOTES: Per Res 310-17 replacement of boilers in COB & LEC				
5.	109950-5900	Inter-Fund Transfer	Decrease	Expenditure	\$220,682.23
	101620-54220-HEALT	Repairs/Maintenance	Increase	Expenditure	\$37,714.72
	101620-54280-COB	Miscellaneous Projects	Increase	Expenditure	\$135,054.50
	101620-54280-LEC	Miscellaneous	Increase	Expenditure	\$10,673.89
	101620-54220-DIC	Repairs/Maintenance	Increase	Expenditure	\$16,793.67
	101620-54220-OVDCH	Repairs/Maintenance	Increase	Expenditure	\$9,481.01
	101620-54220-HEALT	Repairs/Maintenance	Increase	Expenditure	\$10,964.44
	NOTES: To appropriately account for expenditures paid within the Inter-Fund Transfer line				
6.	108020-51100	Salaries Full Time	Decrease	Expenditure	\$7,150.00
	108792-54700	Libraries Contractual	Increase	Expenditure	\$7,150.00
	NOTES: Per Res 201-18 Finger Lakes Library System Contingency not available				
7.	106010-51100-SS02	Services-Salary	Decrease	Expenditure	\$38,000.00
	106070-54700-POS55	Contractual-Northwood's	Increase	Expenditure	\$38,000.00
	106070-44615	Federal Reimbursement	Increase	Revenue	\$147,000.00
	106070-43670	State Reimbursement	Increase	Revenue	\$62,000.00
	106070-54700-POS55	Contractual-Northwood's	Increase	Expenditure	\$209,000.00
	NOTES: per Res 160-18 Contract with Northwood's				

**CLERK OF THE BOARD AUTHORIZED AND DIRECTED TO ADVERTISE FOR
PUBLIC HEARING RE: 2019 SENECA COUNTY BUDGET**

RESOLUTION NO. 267-18 moved by Sprvr. Reynolds, second by Sprvr. Brownell and adopted.

RESOLVED, that the Clerk of the Board of Supervisors is hereby authorized and directed to advertise for a public hearing for all interested residents of Seneca County to offer oral and written comments regarding the Tentative 2019 Seneca County Budget; and said public hearing to be held on Tuesday, December 11, 2018 at or about 6:00 p.m. at the County Office Building in the Supervisors Meeting Room, Waterloo, NY; and be it further

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RESOLVED, the maximum amount of compensation that may be fixed and payable for 2019 fiscal year to each member of the Board of Supervisors of said County and to the Chairman thereof is as follows: 13 members - \$13,395.00 each, Chairman - \$17,216.00.

AUTHORIZE LEASE AGREEMENT WITH THE FRIENDS OF THE THREE BEARS, INC.

RESOLUTION NO. 268-18 moved by Sprvr. Trout, second by Sprvr. Garlick Lorenzetti and adopted.

WHEREAS, Seneca County owns real property commonly referred to as, "The Three Bears Complex"; consisting of the former Courthouse (aka Papa Bear), Clerk's Office (aka Mama Bear), and Surrogate's Office (aka Baby Bear), a recreational park area and a parking lot located in the Village and Town of Ovid, Seneca County, New York; and

WHEREAS, Friends of the Three Bears, Inc. is a duly organized not-for-profit corporation whose purpose is to promote the historic preservation of the complex and utilization of the former Courthouse and Clerks Office; and

WHEREAS, the Seneca County Board of Supervisors deems it advantageous to itself and to the residents of Seneca County to grant a lease to Friends of The Three Bears, Inc. for utilization of the former Courthouse and Clerk's Office; and

WHEREAS, the lease will address the terms of use of subject premises, as well as repair maintenance responsibilities, and insurance, liability and indemnification requirements; and

WHEREAS, the Public Works Committee approved this resolution at its October 23, 2018 meeting; now, therefore be it

RESOLVED, that the Seneca County Board of Supervisors authorizes a lease agreement and directs the County Manager to sign the lease agreement with Friends of the Three Bears, Inc. for preservation and utilization of the former Courthouse building (aka Papa Bear) and the former Clerk's Office building (aka Mama Bear) for a term of two years beginning January 1, 2019 through December 31, 2020.

**SUPERVISORS RECLASSIFY CUSTODIAN POSITION TO SENIOR CUSTODIAN
EFFECTIVE IMMEDIATELY**

RESOLUTION NO. 269-18 moved by Sprvr. Trout, second by Sprvr. Garlick Lorenzetti and adopted.

WHEREAS, the position of FT Custodian will become vacant effective January 2019 due to retirement; and

WHEREAS, the Facilities Department is in need of someone to oversee all duties & responsibilities performed by the cleaning staff, located in several sites throughout Seneca County; and

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WHEREAS, the Vacancy Committee met on October 9, 2018 and approved the abolishment of a position for FT Custodian and the creation/filling of a position for FT Senior Custodian at Grade 6 of the CSEA Salary Schedule; and

WHEREAS, the Public Works Committee met on October 23, 2018 and approved the abolishment of a position for FT Custodian and the creation/filling of a position for FT Senior Custodian at Grade 6 of the CSEA Salary Schedule; now, therefore be it

RESOLVED, that the Seneca County Board of Supervisors authorizes the abolishment of one position for FT Custodian and authorizes the creation and filling of one position for FT Senior Custodian at Grade 6 of the CSEA Salary Schedule effective January 1, 2019.

Returned to the Public Works Standing Committee

Sprvr. Trout offered a motion to introduce the following resolution, and Sprvr. Hayssen offer a second.

Sprvr. Hayssen offered a motion to return the resolution back to the Public Works Standing Committee, and Sprvr. Kaiser offered a second.

The motion carried unanimously to return the resolution back to the Public Works Standing Committee.

Seneca County Board Of Supervisors Authorizes Acquisition of NYS Route 414 sewer from Seneca County Industrial Development Agency and Execution of Inter-municipal Agreement for Wastewater Conveyance, Treatment, Operation and Maintenance

WHEREAS, the Board of Supervisors of Seneca County approved the formation of the Route 318 Sewer Improvement District by Resolution 131-16; and

WHEREAS, Seneca County along with the Towns of Seneca Falls, Tyre and Junius have undertaken a coordinated and comprehensive approach for planning and implementing the extension of public sanitary sewer infrastructure and service to the NYS Route 318 and NYS Route 414 service areas, with the common goal of providing long-term, sustainable, cost effective conveyance and treatment of the areas' sanitary wastewater and wish to enter into an Inter-Municipal Agreement (IMA) to effectuate; and

WHEREAS, the County's Route 318 conveyance system will connect to and discharge sanitary waste to the existing NYS Route 414 gravity trunk sewer that was originally constructed by the Seneca County Industrial Development Agency (IDA); and

WHEREAS, the County wishes to take possession of the NYS Route 414 gravity trunk sewer from the Seneca County IDA to convey sanitary waste south to the Town of Seneca Falls' Route 414

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Pump Station and force main system for treatment at the Town of Seneca Falls wastewater treatment plant; and

WHEREAS, the Town of Seneca Falls agrees to provide conveyance and treatment services of sanitary wastewater generated by the Towns of Tyre and Junius, and the County's Route 318 Sewer Improvement District, inclusive of any outside users such as the New York State Thruway Authority's Junius Ponds Travel Plaza; and

WHEREAS, this resolution has been reviewed and approved by the Public Works Committee on October 23, 2018; now, therefore be it

RESOLVED, that the Seneca County Board of Supervisors authorizes and directs the Seneca County Manager to execute an Inter-Municipal Agreement of Municipal Cooperation for Wastewater Conveyance, Treatment, Operation and Maintenance for the NYS Route 318/Route 414 Municipal Sewer System; and be it

FURTHER RESOLVED, that the Seneca County Board of Supervisors authorizes and directs the Seneca County Manager to sign all necessary documents to execute and complete the acquisition of NYS Route 414 gravity trunk sewer currently owned by the Seneca County IDA.

**BOARD APPROVES BID FROM ELMER W. DAVIS THROUGH U.S. COMMUNITIES TO
REPLACE ROOF AT SENECA COUNTY HIGHWAY BARN**

RESOLUTION NO. 270-18 moved by Sprvr. Trout, second by Sprvr. Brownell and adopted.

WHEREAS, the Commissioner of Public Works and the Department of Facilities have secured a bid through U.S. Communities for Elmer W. Davis to replace the roof at the Seneca County Highway barn for the cost of One Hundred Eighteen Thousand Two-Hundred Dollars (\$118,200); and

WHEREAS, the Highway Department has sufficient funds in the 2018 budget from CHIPS Budget Line 40-405112-52000 to pay for the replacement of said roof; and

WHEREAS, the Public Works Committee approved this resolution on October 23, 2018; now, therefore be it

RESOLVED, that the Seneca County Board of Supervisors accepts the bid from U.S. Communities for Elmer W. Davis to replace the roof at the Seneca County Highway barn for the cost of \$118,200.

**BOARD AUTHORIZES THE IMPLEMENTATION & FUNDING IN THE FIRST INSTANCE
100% OF THE FEDERAL-AID & STATE "MARCHISELLI" PROGRAM-AID ELIGIBLE
COSTS, OF A TRANSPORTATION FEDERAL-AID PROJECT, & APPROPRIATING FUNDS**

RESOLUTION NO. 271-18 moved by Sprvr. Trout, second by Sprvr. Lazzaro and adopted.

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WHEREAS, a Project for the Upper Lake Road over Mill Creek Bridge Replacement, BIN 2209550, P.I.N. 375542, is eligible for funding under Title 23 U.S. Code, as amended, that calls for the apportionment of the costs for such program to be borne at the ratio of 80% federal funds and 20% non-federal funds; and

WHEREAS, the County of Seneca desires to advance the Project by making commitment of 100% of the non-federal share of the cost; and

WHEREAS, Resolution No. 104-17 authorizes the sponsorship of \$1,400,000.00 for refurbishment of Mill Creek Bridge Project P.I.N. 375542; and

WHEREAS, this resolution was approved by the Public Works Committee at a special meeting on November 10, 2018; now, therefore be it

RESOLVED, that the sum of \$10,000 is hereby appropriated from the Town of Lodi and made available to cover the cost of participation in the above project or portions thereof; and be it further

RESOLVED, that in the event the full federal and non-federal share costs of the project exceeds the amount appropriated above, the Seneca County Board of Supervisors shall convene as soon as possible to appropriate excess amount immediately upon the notification by the consultant and to be reimbursed by the Town of Lodi; and be it further

RESOLVED, that the Seneca County Board of Supervisors authorizes the County Manager to execute all necessary Agreements, certifications or reimbursement requests for the Federal Aid and/or Marchiselli Aid on behalf of Seneca County with the NYSDOT in connection with the advancement or approval of the Project and providing for the administration of the Project and the municipality's first instance project of project costs and permanent funding costs and permanent funding of the local share of federal-aid and state-aid eligible Project costs and all Project costs within appropriations therefore that are not so eligible; and be it further

RESOLVED, that a copy of this resolution be filed with the New York State Commissioner of Transportation by attaching it to necessary Agreement in connection with the Project; and be it further

RESOLVED, this Resolution shall take effect immediately.

**COUNTY EXECUTES STATEWIDE INTEROPERABLE COMMUNICATIONS GRANT
CONTRACT WITH NEW YORK STATE DIVISION OF HOMELAND SECURITY AND
EMERGENCY SERVICES AND FINANCE DIRECTOR AUTHORIZED TO AMEND THE 2019
SENECA COUNTY BUDGET**

RESOLUTION NO. 272-18 moved by Sprvr. Brownell, second by Sprvr. Kaiser and adopted.

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WHEREAS, the New York State Division of Homeland Security and Emergency Services (DHSES) awarded Seneca County \$411,692 in grant funding through the 2018 Statewide Interoperable Communications Grant (SICG) Program; and

WHEREAS, the purpose of this grant funding is for upgrading Seneca County's radio system to better facilitate interregional radio communication capabilities; and

WHEREAS, there are plans to add redundancy to the current radio system through additional fiber connections, microwave hops, and other equipment; and

WHEREAS, this grant has an initial contract period of January 1, 2019 through December 31, 2020 that requires no local match; and

WHEREAS, this resolution was reviewed and approved by the Public Safety & Criminal Justice Committee at its meeting on October 23, 2018; now, therefore be it

RESOLVED, that the Board of Supervisors authorizes and directs the County Manager to sign any and all documents necessary to execute a contract with the New York State Division of Homeland Security and Emergency Services (DHSES) to accept the 2018 Statewide Interoperable Communications Grant; and be it further

RESOLVED, that the County Department of Finance is authorized to make the necessary budgetary and accounting entries to affect the intent of this resolution.

Budget as follows with unused portions flowing into future years:

Account Number	Account Description	Amount	Action
103642-43306-SIC18	Homeland Security Grant	\$411,692	Increase
103642-52500-SIC18	Equipment-Communications	\$411,692	Increase

APPOINT CHARLES BRADY TO SENECA COUNTY PLANNING BOARD

RESOLUTION NO. 273-18 moved by Sprvr. Kaiser, second by Sprvr. Lazzaro and adopted.

WHEREAS, Dennis Booth, At-Large Member, has resigned from the Seneca County Planning Board; and

WHEREAS, Charles T. Brady a resident of the Bonnie Banks area of the town of Fayette has been recommended by the Fayette Town Board to fill the remainder of the term; and

WHEREAS, Mr. Brady graduated from Clarkson University in 1971, and has served many New York State businesses in the areas of production and manufacturing engineering and in Lean Operations Management both domestically and internationally; and

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WHEREAS, the Economic Development and Tourism Committee reviewed and approved this resolution at its October 23, 2018 meeting; now, therefore be it

RESOLVED, that Charles T. Brady is appointed to a term as At-Large Member of the Seneca County Planning Board for a term to expire on June 30, 2020.

SUPERVISORS INTRODUCE PROPOSED LOCAL LAW OF 2018, “A LOCAL LAW TO ESTABLISH THE SALARIES OF CERTAIN COUNTY OFFICIALS” AND SET DATE FOR PUBLIC HEARING

RESOLUTION NO. 274-18 moved by Sprvr. Garlick Lorenzetti, second by Sprvr. Trout and adopted.

WHEREAS, it is the intent of the Seneca County Board of Supervisors to fairly and competitively compensate County Officials for their service; to attract quality candidates and retain tenured staff; and

WHEREAS, said 2019 budget includes adjustments in the salaries of certain County Officials; and

WHEREAS, this resolution has been reviewed and approved by the Human Resources & Government Operations Committee at a meeting on October 23, 2018, now, therefore be it

RESOLVED, that proposed Local Law A of 2018 entitled “A Local Law to Establish the Salaries of Certain County Officials”, be and the same is hereby introduced before the Board of Supervisors of Seneca County, New York to read in substantially the following form.

The salaries of the following County Officers, as of January 1, 2019, shall be as indicated opposite their respective titles:

Chairman of the Board of Supervisors	\$	17,216
Board of Supervisors Member	\$	13,395
Clerk to the Board of Supervisors	\$	56,660
Commissioner of Human Services	\$	83,780
Commissioner of Public Works Division	\$	99,503
County Attorney	\$	111,083
County Clerk	\$	69,487
County Historian	\$	16,262
County Sheriff	\$	74,893
County Treasurer	\$	36,050
Director of Community Mental Health Services	\$	90,348
Director of Real Property Tax Services	\$	56,138
Election Commissioner/Democrat	\$	60,615

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Public Health Director	\$	94,945
Personnel Officer	\$	77,670
Public Defender	\$	81,494

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 County Board of Supervisors hold a public hearing on said proposed Local Law at the Board of Supervisors' Room at the Seneca County Office Building, 1 DiPronio Drive, Waterloo, New York at or about 6:00 P.M. December 11, 2018; and be it further

RESOLVED, that the Clerk of 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.

Discussion Resolution No. 274-18

Sprvr. Kaiser expressed dissatisfaction on some of the performance evaluations completed by the former county manager, John Sheppard, and asked if the salaries could be voted on separately. County Attorney Fisher said the local law could be amended now or at the public hearing in December.

SUPERVISORS ADOPT POLICY NO. 510.400 "SEXUAL HARASSMENT PREVENTION"

POLICY EFFECTIVE IMMEDIATELY

RESOLUTION NO. 275-18 moved by Sprvr. Garlick Lorenzetti, second by Sprvr. Trout and adopted.

WHEREAS, The State of New York enacted a Sexual Harassment Prevention Policy and mandates that every employer throughout the State of New York adopt a model policy, and

WHEREAS, the final Rules were established by the State of New York and released on October 1, 2018; and

WHEREAS, Labor Counsel Roemer Wallens Gold & Mineaux has provided Seneca County with a policy that meets all requirements of the final Rules issued by the State of New York; and

WHEREAS, the Government Operations Committee has reviewed and approved this resolution at its committee meeting on October 23, 2018; therefore be it

RESOLVED, the Seneca County Board of Supervisors adopts Seneca County Policy Manual, 510.400 to read as follows:

510.400 Sexual Harassment Prevention

I. POLICY STATEMENT

Seneca County is committed to maintaining a workplace free from sexual harassment. Sexual harassment, which includes harassment on the basis of sex, self-identified or perceived sex or gender, sexual

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orientation, gender identity, gender expression or transgender status, is a form of workplace discrimination. Sexual harassment is considered a serious form of employee misconduct. All employees, interns, volunteers, and non-employees are required to work in a manner that prevents sexual harassment in the workplace. Any employee, intern, volunteer, or non-employee in the workplace who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action, up to and including termination. This Policy is one component of Seneca County's commitment to a discrimination-free work environment.¹

Sexual harassment is against the law. All persons have a legal right to a workplace free from sexual harassment. This right can be enforced by filing a complaint internally with Seneca County, and/or with a government agency or in court under federal, state or local antidiscrimination laws.

Sexual harassment is offensive, is a violation of our policies, is unlawful, and may subject Seneca County to liability for harm to targets of sexual harassment. Harassers may also be individually subject to liability. Those covered by this Policy who engage in sexual harassment, and managers and supervisors who engage in sexual harassment or who knowingly allow such behavior to continue, will be subject to remedial action or discipline in accordance with law or an applicable Collective Bargaining Agreement. This Policy also prohibits retaliation against individuals who report or complain of sexual harassment or participate in the investigation of a sexual harassment complaint, as further described herein.

Complaints of sexual harassment must be submitted to the Compliance Officer: [Personnel Officer]. In the event that the Compliance Officer is the subject of the complaint, complaints must be made to County Attorney. Seneca County will conduct a prompt, thorough and confidential investigation that ensures due process for all parties, whenever Seneca County or its supervisory or managerial personnel receives a complaint about sexual harassment or retaliation, or otherwise knows of possible sexual harassment occurring. Seneca County will keep the investigation confidential to the extent possible. Effective corrective action will be taken whenever sexual harassment or retaliation is found to have occurred. All persons covered by this Policy, including managers and supervisors, are required to cooperate with any internal investigation of sexual harassment.

All employees, interns, volunteers, and non-employees are to report any harassment or behaviors that violate this Policy. Seneca County will provide a complaint form for the reporting of harassment and to file complaints. Managers and supervisors are **required** to report **any** complaint that they receive, or any

¹ Note that other forms of discrimination, as well as harassment based on protected classes or characteristics other than those covered under this policy are covered separately under Seneca County's Discrimination and Discriminatory Harassment Policy.

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harassment that they observe or become aware of in the workplace. Such reporting must be in written form to the Compliance Officer. Confronting the harasser is not required but is encouraged if the complainant feels it is possible and safe to do so. Anyone covered by this Policy has the right to file a good faith complaint without first communicating with the offender.

II. SCOPE

A. Who is covered by this Policy? This Policy applies to all employees, applicants for employment, interns, whether paid or unpaid, volunteers, non-employees and persons conducting business with Seneca County².

B. Who can be a target of sexual harassment? Sexual harassment can occur between any individuals, regardless of their sex or gender. New York Law protects employees, paid or unpaid interns, and non-employees who provide services in the workplace. This Policy also protects volunteers of the Seneca County.

C. Who can be a sexual harasser: A harasser can be a superior, a subordinate, a coworker or anyone in the workplace including an independent contractor, contract worker, vendor, client, customer or visitor, or anyone with whom the person interacts while conducting their job duties.

D. Where can sexual harassment occur? Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees, interns and/or volunteers are traveling for business or at employer sponsored events or parties. Calls, texts, emails, and social media usage can constitute or contribute to unlawful workplace harassment, even if occurring away from the workplace premises or not during work hours.

III. DEFINITIONS OF PROHIBITED CONDUCT

A. What is sexual harassment?

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, self-identified or perceived sex or gender, sexual orientation, gender identity, gender expression or transgender status.

Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual's sex when:

- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment, even if the complaining individual is not the intended target of the sexual harassment;

² Non-employees, as defined by law, include contractors, vendors and consultants or those who are employees of the contractor, vendor or consultant.

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- Such conduct is made either explicitly or implicitly a term or condition of employment; *or*
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment.

A sexually harassing hostile work environment consists of words, signs, jokes, pranks, intimidation or physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex, self-identified or perceived sex or gender, sexual orientation, gender identity, gender expression or transgender status. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, and/or which interfere with the recipient's job performance.

Sexual harassment also occurs when a person in authority tries to offer job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called "quid pro quo" harassment.

Anyone subject to and/or covered by this Policy who feels harassed should complain so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be addressed under this policy.

B. Examples of sexual harassment

Sexual harassment under the law and prohibited by this Policy may include, but is not limited to, the following prohibited conduct:

- Physical assaults of a sexual nature, such as:
- Touching, pinching, patting, grabbing, brushing against another person's body or poking another person's body; rape, sexual battery, molestation or attempts to commit these assaults (which should be reported to local authorities as promptly as is possible).
- Unwanted sexual advances or propositions, such as:
- Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion or other employment benefits or detriments; subtle or obvious pressure for unwelcome sexual activities.
- Sexually oriented gestures, noises, remarks, jokes or comments about a person's sexuality or sexual experience, which create a hostile work environment.
- Sex stereotyping, which occurs when conduct or personality traits are considered inappropriate or treated negatively simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should look or act.

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- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
- Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace or in a work-related gathering or setting.
- Hostile actions taken against an individual because of that individual's sex, self-identified or perceived sex or gender, sexual orientation, gender identity, gender expression or transgender status, such as:
 - Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
 - Sabotaging an individual's work;
 - Bullying, yelling, name-calling.

C. Retaliation

In addition to sexual harassment, retaliation for opposing or complaining of sexual harassment or participating in investigations of sexual harassment is prohibited by law and prohibited under this Policy. No person covered by this Policy shall be subjected to such unlawful retaliation. Unlawful retaliation can be any adverse employment action, including being discharged, disciplined, discriminated against, or any action that would keep or discourage anyone covered by this Policy from coming forward to make or support a sexual harassment claim. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation.

The New York State Human Rights Law and this Policy protect any individual who has engaged in "protected activity." Protected activity occurs when a person has:

- Made a complaint of sexual harassment, either internally or with any anti-discrimination agency;
- testified or assisted in a proceeding involving sexual harassment under this Policy, the State Human Rights Law or other anti-discrimination law;
- Opposed sexual harassment by making a verbal or informal complaint to Seneca County (including a supervisor or manager) or by simply informing a supervisor or manager of harassment;
- Reported that another employee, intern, volunteer or non-employee covered by this Policy has been sexually harassed; or

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- Encouraged a fellow employee, intern, volunteer and/or non-employee covered by this Policy to report harassment.
- Employees, interns, volunteers, and non-employees who believe they have been subjected to retaliation should report this conduct in accordance with the same reporting procedures as are outlined below. These complaints of retaliation will be investigated in accordance with the same procedures utilized to investigate a complaint of sexual harassment. Individuals also may file complaints of retaliation with the federal or state enforcement agencies (EEOC or New York State Division of Human Rights.) Any individual found to have engaged in retaliation as defined in this Policy may be subject to disciplinary action up to and including termination, and/or other corrective or remedial action as necessary.

REPORTING PROCEDURES AND RESPONSIBILITIES

A. Reporting Procedures

Preventing sexual harassment is everyone's responsibility. Seneca County cannot prevent or remedy sexual harassment unless it knows about it. Any employee, intern, volunteer or non-employee who has been subjected to behavior that may constitute sexual harassment is strongly encouraged to report such behavior to the Compliance Officer set forth below. Anyone who witnesses or becomes aware of potential or perceived instances of sexual harassment should also report such behavior to the Compliance Officer.

- Compliance Officer: Personnel Officer
- In the event that the Compliance Officer is the subject of the complaint, complaints are to be made to County Attorney

Although encouraged, note that neither this Policy nor state or federal law requires that an individual tell an alleged harasser to stop his/her actions. Failure to do so does not preclude the individual from filing a complaint of sexual harassment. Individuals should feel free to keep written records of any actions which may constitute sexual harassment, including time, date, location, names of others involved, witnesses (if any), and who said or did what to whom.

Reports of sexual harassment may be made verbally or in writing. If made verbally, the Complaint must be reduced to writing by the individual who it was reported to. The written report must be given to the Compliance Officer. A form for submission of a written complaint is attached to this Policy, and all employees, interns, volunteers, and non-employees conducting business in the workplace are encouraged to use this complaint form. Individuals who are reporting sexual harassment on behalf of other employees, interns, volunteers or non-employees should use the complaint form and note that it is on another person's behalf.

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Employees, interns, volunteers or non-employees who believe they have been a target of sexual harassment may also seek assistance in other available forums, as explained below in the section on Legal Protections.

B. Supervisory Responsibilities

All managerial and supervisory personnel of Seneca County shall be responsible for enforcing this Policy and shall have particular responsibility for ensuring that the work environment under their supervision is free from sexual harassment and retaliation. In addition to being subject to discipline or other remedial action if they engaged in sexually harassing conduct themselves, **all supervisors and managers who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing behavior or for any reason suspect that sexual harassment is occurring, are required to report same in writing, to the Compliance Officer.** Supervisors and managers will be subject to discipline (or other remedial and appropriate action) for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue.

Supervisors and managers will also be subject to discipline or other appropriate remedial action for engaging in retaliation.

C. Seneca County's Responsibilities

Seneca County will be responsible for ensuring that this Policy is provided to employees, interns, and volunteers, and that training on this Sexual Harassment Prevention Policy is conducted annually.

IV. INVESTIGATION AND RESPONSE PROCEDURES

All complaints or information about suspected sexual harassment will be investigated, whether that information was reported in verbal or written form. Investigations will be conducted in a timely manner and will be confidential to the extent possible.

An investigation of any complaint, information or knowledge of suspected sexual harassment will be prompt and thorough, commencing immediately and completed as soon as possible. The investigation will be confidential to the extent possible. All persons involved, including complainants, witnesses and alleged harassers will be accorded appropriate due process to protect their rights to a fair and impartial investigation.

Any employee, volunteer, intern or non-employee may be required to cooperate as needed in an investigation of suspected sexual harassment. As further set forth herein, Seneca County will not tolerate retaliation against those who file complaints, support another's complaint, or participate in the investigation of a complaint.

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All investigations will be conducted by the Compliance Officer or their designee. The nature of an investigation may vary on a case by case basis dependent upon the circumstances and extent of the allegations. Generally, investigations should be conducted by the Compliance Officer or their designee in accordance with the following steps:

- Upon receipt of complaint, the Compliance Officer or their designee will conduct an immediate review of the allegations, and take interim actions, as appropriate. If the complaint is oral, encourage the individual to complete the “Complaint Form” in writing. If he or she refuses, prepare a Complaint Form or other write up of the complaint based on the oral reporting.
- If documents, emails or phone records are relevant to the allegations, take steps to obtain and preserve them.
- Request and review all relevant documents, including all electronic communications.
- Interview all parties involved, including any relevant witnesses;
- Create (at a minimum) written documentation of the investigation (such as a letter, memo or email), which contains the following:
 - A list of all documents reviewed, along with a detailed summary of relevant documents;
 - A list of names of those interviewed, along with a detailed summary of their statements;
 - A timeline of events;
 - A summary of prior relevant incidents, reported or unreported; and
 - Recommendation(s) for the final resolution of the complaint, together with any recommendations for corrective or remedial actions to be taken.
- Keep the written documentation and associated documents in the employer’s records.
- Once the investigation is completed, the Compliance Officer or County Attorney or their designee will make a Final Determination as to whether the Policy has been violated.

The Compliance Officer or County Attorney or their designee shall promptly notify the complainant of the Final Determination, and also inform the complainant of their right to file a complaint or charge externally as outlined below.³

³ Where a complaint was filed regarding sexual harassment against an individual other than the person making the written complaint, the person against whom the harassment was directed will be treated as the complainant for purposes of this Policy.

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If a complaint of sexual harassment or retaliation is determined to be founded, Seneca County may take disciplinary and/or corrective action. The Compliance Officer will be responsible for overseeing the implementing of any corrective or remedial actions deemed necessary.

V. REIMBURSEMENT

Any employee who has been subject to a judgement of personal liability for intentional wrongdoing in connection with a claim for sexual harassment shall reimburse the Seneca County for any monies it paid to a complainant for what was found to be the employee's proportionate share of said judgement. These reimbursements must be made within ninety (90) days from payment by the Seneca County to the Complainant. A failure to reimburse will result in the sum being withheld directly from the employee's compensation or through enforcement of a money judgement.

VI. FURTHER CONFIDENTIALITY AND DISCLOSURE

In recognition of the personal nature of discrimination complaints and the emotional impact of alleged discrimination, the Seneca County shall keep complaints as confidential as is consistent with a thorough investigation, applicable collective bargaining agreements, and other laws and regulations regarding employees and the workplace setting. For the protection of all individuals who make complaints or are accused of prohibited discrimination, every witness interviewed during an investigation under this Policy will be advised of the confidentiality requirement and instructed not to discuss the complaint, the investigation, or the persons involved. To the extent complaints made under this Policy implicate criminal conduct, the Seneca County may be required by law to contact and cooperate with the appropriate law enforcement authorities.

The terms of any settlement or other resolution are subject to disclosure UNLESS the Complainant seeks confidentiality. This request for confidentiality may be revoked within a certain time period in accordance with State law.

VII. FALSE REPORTS

Reporting of a false complaint is a serious act. In the event it is found that an individual bringing the complaint has knowingly made false allegations, the Seneca County may take appropriate remedial action and/or disciplinary action in accordance with the provisions of applicable collective bargaining agreement and/or state law.

LEGAL PROTECTIONS AND EXTERNAL REMEDIES

Sexual harassment is not only prohibited by Seneca County but is also prohibited by state, federal, and, where applicable, local law.

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Aside from the internal process at Seneca County, individuals may also choose to pursue legal remedies with the following governmental entities **at any time**.

A. New York State Division of Human Rights (DHR)

The Human Rights Law (HRL), codified as N.Y. Executive Law, Art. 15, § 290 et seq., applies to employers in New York State with regard to sexual harassment, and protects employees, interns and non-employees. A complaint alleging violation of the Human Rights Law may be filed either with Division of Human Rights or in New York State Supreme Court. Complaints with DHR may be filed any time **within one year** of the harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, **within three years** of the alleged discrimination. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to Seneca County does not extend the time for filing a complaint with DHR or in court. The one year or three years is counted from date of the most recent incident of harassment.

An individual does not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate the complaint and determine whether there is probable cause to believe that discrimination has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If discrimination is found after a hearing, DHR has the power to award relief, which varies but may include requiring the employer to act to stop the harassment, or redress the damage caused, including paying monetary damages, attorney's fees and civil fines.

Contact DHR at (888) 392-3644 or visit dhr.ny.gov/complaint for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarize and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

B. United States Equal Employment Opportunity Commission (EEOC)

The EEOC enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within **300 days** from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint, and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred.

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If an individual believes that he/she has been discriminated against at work, he/she can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (1-800-669-6820 (TTY)), visiting their website at www.eeoc.gov or via email at info@eeoc.gov

If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

C. Local Protections

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists.

D. Contact the Local Police Department

If the harassment involves physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the local police department.

Seneca County HARASSMENT COMPLAINT FORM

(Submit to Compliance Officer or County Attorney)

This form may be used to file a complaint of harassment which is a form of discrimination prohibited by federal law, the New York State Human Rights Law, and Seneca County Policy.

Filing this complaint form with Seneca County in no way deprives you of the right to file a complaint with the US Equal Employment Opportunity Commission, New York State Division of Human Rights, and/or the Federal/State courts.

(PLEASE PRINT OR TYPE)

1. Name _____

Phone Number _____

Residence _____

Mailing Address (if different from residence) _____

City _____ State _____ Zip Code _____

2. Department _____

3. Have you filed this charge with a Federal, State or local government agency?

YES/NO: _____ When _____ Where _____

(Month/Day/Year)

Have you instituted a suit or court action on this charge?

YES/NO: _____ When _____ Where _____

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(Month/Day/Year)

(AN AFFIRMATIVE REPLY TO THIS QUESTION WILL IN NO WAY STOP A REVIEW OF YOUR COMPLAINT)

4. Alleged Discrimination Occurred on or about:

Month: _____ Day: _____ Year: _____ Time: _____

Is this alleged discrimination continuing: YES _____ NO _____?

Are you personally the subject of the alleged harassment? YES _____ NO _____?

If not, please state the name of the person(s) who are the subject of the alleged harassment:

Describe the alleged act of harassment. **Use additional sheets if necessary.**

5. Indicate the name(s) of the alleged harasser(s):

6. State the name(s) of any potential witness(es):

7. I swear or affirm that I have read the above related facts and that the statements are true and correct to the best of my knowledge, information and belief.

Date: _____

(Signature)

-INFORMATION PROVIDED HEREIN WILL BE CONFIDENTIALLY MAINTAINED-

**CHAIRMAN OF THE BOARD OF SUPERVISORS AUTHORIZED TO SIGN THE OFFICE
FOR THE AGING ANNUAL UPDATE TO THE FOUR YEAR PLAN FOR SERVICES AND
FUNDING APPLICATIONS**

RESOLUTION NO. 276-18 moved by Sprvr. McGreevy, second by Sprvr. Trout and adopted.

WHEREAS, the Seneca County Office for the Aging is required to submit the Annual Update to the 2016-2020 Four Year Plan for Aging Services for the period April 1, 2019 – March 31, 2020 for Seneca County, which includes funding applications; and

WHEREAS, two public hearings have been held; on September 25, 2018 at 2276 County Road 139, Ovid, NY and September 27, 2018 at 2465 Bonadent Drive, Suite 4, Waterloo, NY on said plan; and

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WHEREAS, the Health and Human Service Committee has approved this resolution on October, 23 2018; now, therefore be it

RESOLVED, that the Chairman of the Board of Supervisors is hereby authorized and directed to sign the Office for the Aging's Annual Update to the Four Year Plan for Aging Services for the period April 1, 2019 – March 31, 2020 and funding applications for same time period; and be it further

RESOLVED, that the Director of the Office for the Aging is hereby authorized and directed to submit such funding applications and enter into agreements and contracts as described in said plan.

**AUTHORIZE CONTRACT WITH FINGER LAKES COMMUNITY COLLEGE
2019 EMPLOYEE EDUCATION AND TRAINING PROGRAM**

RESOLUTION NO. 277-18 moved by Sprvr. McGreevy, second by Sprvr. Kaiser and adopted.

WHEREAS, the Seneca County Division of Human Services would like to enter into agreement with Finger Lakes Community College for the Employee Education and Training Program and Education Coordinator Services; and

WHEREAS, the 2019 Employee Education and Training Program provides DHS employees options to earn college credit toward completion of a College Certificate, Associate's, Bachelor's, or Master's degree, and attend in-service and non-credit training programs; and

WHEREAS, the contract with the community college supports both the education of individual workers and training within the organization; and

WHEREAS, the Education Coordinator will provide assistance to the Division by facilitating registration into education and training opportunities to all DHS employees and other related agency staff; arrange for training that will help strengthen and develop workplace skills, community collaboration and efficiency; purchase training supplies and curriculum; and assist the Commissioner and Deputy Commissioner in identifying training resources for the Division; and

WHEREAS, this contract also funds EAP services for all DHS employees; and

WHEREAS, this contract will not exceed \$70,904.00 and is budgeted under project account 106010 54700 SS06 for 2019; and

WHEREAS, this contract has been reviewed and approved by the Health and Human Services Committee at its October 23, 2018 meeting; now, therefore be it

RESOLVED, the Board of Supervisors authorizes the approval of the contract with Finger Lakes Community College and authorizes the County Manager to sign the 2019 agreement with Finger Lakes Community College.

PROCLAMATION

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NATIONAL INFLUENZA VACCINATION WEEK 2018 DECEMBER 2 – 8, 2018

RESOLUTION NO. 278-18 moved by Sprvr. McGreevy, second by Sprvr. Lazzaro and adopted.

WHEREAS, the promotion of health and well-being of Seneca County residents are of the utmost importance to achieve optimal health and health outcomes; and

WHEREAS, the Centers for Disease Control (CDC) declared December 2 – 8, 2018 as National Influenza Vaccination Week (NIVW) to promote annual flu vaccination as the best way to protect against this potentially serious disease; and

WHEREAS, the flu is a contagious respiratory illness caused by influenza viruses than can cause mild to severe illness; and at times can lead to death; and

WHEREAS, people of every age, including people in good health, are at risk of flu; and

WHEREAS, flu causes millions of illnesses, hundreds of thousands of hospitalizations and thousands or tens of thousands of deaths each year in the United States, with over 100 pediatric deaths from influenza reported to CDC last season; and

WHEREAS, flu vaccination can reduce illnesses, doctor visits, missed work and school due to flu, as well as prevent flu-related hospitalizations; and

WHEREAS flu vaccination protects not only those being vaccinated but those around them, including those who are more vulnerable to serious flu illness, like babies and young children, older people, and people with certain chronic health conditions; now, therefore, be it

RESOLVED, that the Seneca County Board of Supervisors supports National Influenza Vaccination Week 2018 and the Finger Lakes Area Immunization Coalition in their efforts, and commends all who participate in such a worthy cause, and proclaims the first week in the month of December, as National Influenza Vaccination Week 2018.

**SUPERVISORS APPROVE MENTAL HEALTH DEPARTMENT'S CREATION AND FILLING
OF ONE POSITION FOR PART-TIME DRIVER IN FISCAL YEAR 2019**

RESOLUTION NO. 279-18 moved by Sprvr. McGreevy, second by Sprvr. Trout and adopted.

WHEREAS, there is a need to ensure adequate transportation services to mental health department clients; and

WHEREAS, it has been assessed that an additional part-time driver is required to meet the increased need for transportation services due to increased client census; and

WHEREAS, the position will be funded through state reinvestment funds available in the 2019 Mental Health Department budget; and

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WHEREAS, the creation and filling of this position has been approved by the Board of Supervisors Vacancy Committee and Health and Human Services Committee; now, therefore, be it

RESOLVED, that the Seneca County Board of Supervisors authorizes the Seneca County Mental Health Department to create and fill one position for Part-time Driver.

New Business

Rule 29:

Sprvr. Garlick Lorenzetti offered a motion to introduce the following resolution; Sprvr. Kaiser offered a second. The motion passed by two-thirds majority of board members present.

**SUPERVISORS ACCEPT WITHDRAWAL OF RESIGNATION AND DESIGNATE UNPAID
LEAVE OF ABSENCE RE: DIRECTOR OF EMERGENCY MANAGEMENT**

RESOLUTION NO. 280-18 moved by Sprvr. Garlick Lorenzetti, second by Sprvr. Brownell and adopted.

WHEREAS, Local Law 3 of 2018 designates the Seneca County Board of Supervisors as the appointing authority for the position of Director of Emergency Management; and

WHEREAS, Melissa Taylor resigned as Director of Emergency Management effective July 3, 2018; and

WHEREAS, the position for Director of Emergency Management remains vacant; and

WHEREAS, Ms. Taylor requested that her resignation be withdrawn; and

WHEREAS, Seneca County Policy 101.606 allows for withdrawal of a resignation with the consent of the appointing authority; and

WHEREAS, the Seneca County Board of Supervisors finds it in the best interest of the County to consent to the withdrawal of Ms. Taylor's resignation; and

WHEREAS, this resolution has been duly brought from the floor under Rule 29 of the Rules of Order; now, therefore, be it

RESOLVED, that the Board of Supervisors accepts the withdrawal of Melissa Taylor's resignation as Director of Emergency Management; and be it further

RESOLVED, the absence of Melissa Taylor during the period of July 3, 2018 through November 19, 2018 is designated as an Unpaid Leave of Absence.

Discussion Resolution No. 280-18

Sprvr. Garlick Lorenzetti introduced Resolution No. 280-18 which would put Melissa Taylor back in the position of Director of Emergency Manager, which she was forced to vacate because of the former county manager and former finance director. Sprvr. Garlick Lorenzetti recognized Acting Director of Emergency Management Toni DiGiovanni, Deputy Director of Emergency Management

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Brandy Godley, and Fire Coordinator Jeff Case for their extra time, effort and dedication to Seneca County, especially during the flood disaster.

Sprvr. Kronenwetter said it was in the best interest for every resident in Seneca County to bring back Melissa Taylor.

Executive Session

Sprvr. Reynolds offered a motion, second by Sprvr. Garlick Lorenzetti, to enter executive session under Sections 105(1)(c) and 105(1)(e) of the Public Officers Law to discuss information related to a criminal investigation and discuss collective negotiations pursuant to Article Fourteen of the Civil Services Law and invited into executive session the following persons: County Manager Rowe, County Attorney Fisher, Sheriff Luce, UnderSheriff Cleere, Investigator Thompson and District Attorney Porsch; Personnel Officer Corona. Time of executive session: 7:06 p.m. – 7:25 p.m.

The Board of Supervisors returned to open meeting session. No action was taken as a result of the executive session.

Special Order of the Day

The meeting adjourned at 7:29 p.m.