

**SENECA COUNTY  
BOARD OF SUPERVISORS  
STANDING COMMITTEE MEETINGS  
TENTATIVE AGENDA**

**TUESDAY FEBRUARY 28, 2023  
BEGINNING AT 5:30PM**

**INTERGOVERNMENTAL AFFAIRS**

(Chair Barnhart, Vice-Chair Borst, Ferrara, J. Trout, Brownell)

1. **ISSUE:** Ongoing issues regarding Intergovernmental Affairs

**DESCRIPTION:** Updates on issues/news/concerns regarding Intergovernmental Affairs

**ACTION:** Discussion & Feedback

**UNFINISHED BUSINESS**

**NEW BUSINESS**

**PUBLIC SAETY AND CRIMINAL JUSTICE**

(Chair Rhinehart, Vice-Chair Brownell, D.Trout, Reynolds, Ferrara)

1. **ISSUE:** Board of Supervisors designates County property as surplus and authorizes sale by auction  
[Click here to view draft resolution](#)
2. **ISSUE:** Board of Supervisors accepts FY20 Regional Hazardous Materials Grant  
[Click here to view draft resolution](#)
3. **ISSUE:** Board of Supervisors authorizes application for FY2022-23 Hazardous Materials Emergency Preparedness (HMEP) Grant  
[Click here to view draft resolution](#)
4. Resolution introducing proposed Local Law C of the year 2023, “a Local Law to waive residency for certain positions within the Seneca County Sheriff’s Department” and providing for public hearing  
[Click here to view draft resolution](#)

**UNFINISHED BUSINESS**

**NEW BUSINESS**

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**HEALTH AND HUMAN SERVICES**

(Chair Borst, Vice-Chair Ferrara, Reynolds, Rhinehart, Kronenwetter)

1. **ISSUE:** Board of Supervisors approve 2023 Resource Allocation Plan for State Aid Funding for Youth Programs  
[Click here to view draft resolution](#)
2. **ISSUE:** Board approves Lakeview Health services contract amendment and associated budget amendment  
[Click here to view draft resolution](#)
3. **ISSUE:** Board of Supervisors authorizes acceptance of \$189,364 from the Opioid Settlement Fund allocated directly to the local government unit by the Office of Addiction and Support Services (OASAS)  
[Click here to view draft resolution](#)

**UNFINISHED BUSINESS**

**NEW BUSINESS**

**HUMAN RESOURCES AND GOVERNMENT OPERATIONS**

(Chair J. Trout, Vice-Chair Rhinehart, Barnhart, Partee, Shipley)

1. **ISSUE:** Board of Supervisors approves the creation and filling of one (1) Full-Time Account Clerk position in the Finance Department  
[Click here to view draft resolution](#)
2. **ISSUE:** Board of Supervisors approves the creation and filling of one (1) Full-Time Senior Account Clerk position in the Finance Department  
[Click here to view draft resolution](#)
3. **ISSUE:** Board of Supervisors approves the creation and filling of one (1) Full-Time Principal Account Clerk position in the Finance Department  
[Click here to view draft resolution](#)
4. **ISSUE:** Board of Supervisors approves the creation and filling of one (1) Full-Time Senior Account Clerk/Typist position in the Department of Human Services  
[Click here to view draft resolution](#)

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5. **ISSUE:** Board of Supervisors approves the creation and filling of one (1) Full-Time Senior Caseworker position in the Department of Human Services  
[Click here to view draft resolution](#)

6. **ISSUE:** Refill Vacancy in the Department of Human Services Administration

**DESCRIPTION:** Refill Confidential Secretary to the Commissioner

**ACTION:** Committee Approval Only

7. **ISSUE:** Supervisors approve amendments to Seneca County Procurement Policy in furtherance of Federal Community Development Block Grant (CDBG)  
[Click here to view draft resolution](#)  
[Click here to view proposed changes](#)

8. **ISSUE:** Supervisors adopt amended Procurement Policy in furtherance of Federal Community Development Block Grant (CDBG) programs  
[Click here to view draft resolution](#)

9. **ISSUE:** Proclamation in Recognition of the Bicentennial of Wayne County, NY  
[Click here to view draft resolution](#)

**UNFINISHED BUSINESS**

- a. **ISSUE:** Longevity Policy

**NEW BUSINESS**

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**PUBLIC WORKS**

(Chair D. Trout, Vice-Chair Kronenwetter, Hayes, Brownell, Hayssen)

1. **ISSUE:** Board of Supervisors approve Seneca County Access Control Upgrade  
[Click here to view draft resolution](#)
2. **ISSUE:** Board of Supervisors approve Day Automation yearly Service Contract Agreement  
[Click here to view draft resolution](#)
3. **ISSUE:** Supervisors authorize solicitation of bids for natural gas and electric supply  
[Click here to view draft resolution](#)
4. **ISSUE:** Board of Supervisors authorizes utility easements related to construction of STS Facility on Thurber Drive  
[Click here to view draft resolution](#)
5. **ISSUE:** Board of Supervisors award construction contract and authorize budget adjustments for accessibility improvements to Historic Seneca County Courthouse  
[Click here to view draft resolution](#)

**UNFINISHED BUSINESS**

**NEW BUSINESS**

**AGRICULTURE AND ENVIRONMENTAL AFFAIRS**

(Chair Kronenwetter, Vice-Chair J. Trout, Hayes, Partee, Hayssen)

1. **ISSUE:** Ongoing issues regarding Agriculture and Environmental Affairs

**DESCRIPTION:** Updates on issues/news/concerns regarding Agriculture and Environmental Affairs

**ACTION:** Discussion & Feedback

**UNFINISHED BUSINESS**

**NEW BUSINESS**

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**WATER & SEWER TREATMENT MANAGEMENT & OPERATIONS**

(Chair Hayes, Vice-Chair D.Trout, Borst, J. Trout, Hayssen)

1. **ISSUE:** Supervisors authorize time sensitive improvements for Water District No. 1  
[Click here to view draft resolution](#)
  
2. **ISSUE:** Board of Supervisors supports Congressionally Directed Spending request  
[Click here to view draft resolution](#)
  
3. **ISSUE:** Ongoing issues regarding Water & Sewer Treatment Management & Operations

**DESCRIPTION:** Updates on issues/news/concerns regarding Water & Sewer Treatment Management & Operations

**ACTION:** Discussion & Feedback

**UNFINISHED BUSINESS**

**NEW BUSINESS**

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**ECONOMIC DEVELOPMENT AND TOURISM**

(Chair Shipley, Vice-Chair Partee, Brownell, Reynolds, Barnhart)

1. **ISSUE:** Resolution proclaiming April 2023 as Fair Housing Month  
[Click here to view draft resolution](#)
2. **ISSUE:** Resolution to reappoint Harriet A. Haynes as Seneca County Fair Housing Officer  
[Click here to view draft resolution](#)
3. **ISSUE:** Resolution seeking Home Rule request for the introduction of New York State Senate and Assembly Bills to amend the Tax Law in relation to authorizing a two percent increase on Hotel and Hotel taxes in Seneca County  
[Click here to view draft resolution](#)
4. **ISSUE:** Seneca County Tourism Promotion & Development Grant funds approved for Town of Covert  
[Click here to view draft resolution](#)

**UNFINISHED BUSINESS**

**NEW BUSINESS**

**WAYS AND MEANS**

(Chair Reynolds, Vice- Chair Shipley, Barnhart, Borst, Partee)

1. **ISSUE:** Board of Supervisors authorizes amendments to 2022 Seneca County Budget  
[Click here to view draft resolution](#)
2. **ISSUE:** Board of Supervisors supports Seneca County's participation in Equitable Reverse Mortgage Assistance (ERMA) Program  
[Click here to view draft resolution](#)

**UNFINISHED BUSINESS**

**NEW BUSINESS**

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**RESOLUTION PROCLAIMING APRIL 2023 AS FAIR HOUSING MONTH**

WHEREAS, April 11, 2023, marks the 55th anniversary of the passage of the U.S. Fair Housing Law, Title VIII of the Civil Rights Act of 1968, as amended, which enunciates a national policy of Fair Housing without regard to race, color, religion, sex, handicap, familial status, and national origin. The State of New York adds: creed, disability, marital status, age, blindness, hearing impairment, use of a hearing service or guide dog, sexual orientation, military status, and domestic violence victim; and

WHEREAS, the Seneca County Board of Supervisors and the Seneca County Housing Coalition are committed to highlighting the Fair Housing Law, Title VIII of the Civil Rights Act of 1968, by continuing to address discrimination in our community, to support programs that will educate the public about the right to equal housing opportunities, and to plan partnership efforts with other organizations to help assure every American of their right to fair housing; and

WHEREAS, this resolution has been reviewed and approved by the Economic Development & Tourism Standing Committee on February 28, 2023; now, therefore be it

RESOLVED, that the Seneca County Board of Supervisors does hereby proclaim April 2023 as Fair Housing Month.

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**RESOLUTION TO REAPPOINT HARRIET A. HAYNES AS SENECA COUNTY FAIR HOUSING OFFICER**

WHEREAS, Harriet A. Haynes has served as the Fair Housing Officer for the County and has been recommended for reappointment as the Fair Housing Officer of Seneca County, and

WHEREAS, the Economic Development and Tourism Standing Committee reviewed and approved this resolution on February 28, 2023; now, therefore be it

RESOLVED, that the Seneca County Board of Supervisors does hereby appoint Harriet A. Haynes as the Fair Housing Officer of Seneca County for a term through December 31, 2024.

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**SUPERVISORS APPROVE AMENDMENTS TO SENECA COUNTY PROCUREMENT POLICY IN FURTHERANCE  
OF FEDERAL COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAMS**

WHEREAS, recipients of Federal funds under the Community Development Block Grant (CDBG) Program have an obligation to comply with General Procurement Standard under United States Code § 503 and related provisions of the Code of Federal Regulations, to include addressing conflict-of-interest concerns in purchasing under said Federal programs; and

WHEREAS, amendments to Seneca County Policy Manual section 202.100 (Purchasing) as necessary to address the aforesaid obligation;

WHEREAS, this Resolution was reviewed and forwarded for action by the Human Resources and Government Operations Standing Committee at its meeting on February 28, 2023; now therefore be it

RESOLVED, that the Seneca County Board of Supervisors does hereby amend and adopts the Seneca County Purchasing Policy § 202.100, as attached hereto, replacing the existing provisions in full; and be it further

RESOLVED that this change is effective immediately upon the adoption of this resolution.

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[Click here to view proposed amendments](#)

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**SUPERVISORS ADOPT AMENDED PROCUREMENT POLICY IN FURTHERANCE OF FEDERAL COMMUNITY  
DEVELOPMENT BLOCK GRANT (CDBG) PROGRAMS**

WHEREAS, recipients of Federal funds under the Community Development Block Grant (CDBG) Program have an obligation to comply with General Procurement Standard under United States Code § 503 and related provisions of the Code of Federal Regulations, to include addressing conflict-of-interest concerns in purchasing under said Federal programs; and

WHEREAS, amendments to Seneca County Policy Manual section 202.100 (Purchasing) as necessary to address the aforesaid obligation; and

WHEREAS, this resolution was reviewed and forwarded for action by the Human Resources and Government Operations Standing Committee at its meeting on February 28, 2023; now, therefore be it

RESOLVED, that the Seneca County Board of Supervisors does hereby adopt the Seneca County Purchasing Policy § 202.100, as attached hereto, replacing the existing provisions in full; and be it further

RESOLVED, that this change is effective immediately upon the adoption of this resolution.

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**202.100 PURCHASING**

AMENDED 2009, 2011, 2012  
AMENDED POLICY AS PER RESOLUTION #28-09 (1/ 27/09) AMENDED  
PER RESOLUTION #164-11 (7/26/11) AMENDED PER RESOLUTION  
#168-12 (8/14/12) AMENDED PER RESOLUTION #47-16 (3/8/16)  
AMENDED PER RESOLUTION # @@-23 (03/14/23)

**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.

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**CONFLICT OF INTEREST: The provisions of § 503.100, SENECA COUNTY CODE OF ETHICS shall be applicable to all aspects of the purchasing policy of the County as set forth herein. Any questions of possible conflict shall be directed to the County Attorney for review and legal opinion. Any further concerns can be addressed with the County Manager and Board of Supervisors.**

This policy shall be effective as of this date: March 15, 2023. 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.

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- 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.

**N. Business Participation in Procurement and Contracting:**

For federally funded projects or activities subject to Section 3 of 24 CFR Part 135 of the Housing and Urban Development Act of 1968, as amended, the County will, to the greatest extent feasible, facilitate participation of Section 3 residents and Section 3 businesses in the procurement of goods and services pursuant to its Section 3 Participation Plan. Solicitation may be undertaken via advertisements in local publications encouraging Section 3 participation, or direct outreach by letter or email to identified Section 3 businesses or individuals included on the Department of Housing and Urban Development's Section 3 Businesses Registry. The County's established purchase/contracting thresholds will apply. Seneca County will keep documentation of Section 3 solicitation in its records and any response(s) thereto.

**O. Minority- and Women-Owned Business Enterprise (M/WBE):Business Participation procurement and Contracting:**

For federally funded projects or activities subject to Section 3 of 24 CFR Part 135 of the Housing and Urban Development Act of 1968, as amended, the County will, to the greatest extent feasible, facilitate participation of Section 3 residents and Section 3 businesses in the procurement of goods and services pursuant to its Section 3 Participation Plan.

- 1.** In an effort to affirmatively increase procurement and contracting opportunities for minority- and women-owned business enterprises, the County will solicit up to (x) MBEs and/or WBEs as part of its procurement process, when appropriate. Solicitation may be undertaken via advertisements in minority publications or direct outreach by letter or email to identified State-certified M/WBEs, or by working with a clearinghouse such as the X Business Development Center. The County's established purchase/contracting thresholds will apply. For purposes of the above, the M/WBE must be certified by LDC/EDC through the Division of Minority and Women Business Development (DMWBD). The County will keep documentation of M/WBE solicitation in its records and any responses there too.
- 2.** In order to encourage MWBE participation in the procurement of goods and services to the county, Seneca County will take the following actions:
  - a. Clear Qualifications:** Clearly specify within the RFP the minimum qualifications that must be met in order for a proposal to be considered, as well as all significant evaluation factors and a scoring system.
  - b. Circulation Timeframe:** Provide an adequate period of time within which bidders could submit a response to the RFP (Minimum 3 weeks).
  - c. Type of Circulation:** Sufficiently advertise RFP in a publication of general circulation.

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- d. **M/WBE Outreach:** Conduct direct M/WBE outreach efforts to identify qualified firms that might be interested in submitting a proposal for the contract. This includes qualified MBE's, WBE's, small businesses, and local businesses. In this regard, whenever feasible, requests for procurement activities will search for solicitation opportunities through:
- i. Evidence of direct outreach to MWBE firms (via email, postal mail, or fax). This evidence could look like copies of sent emails or letters, a detailed chart of outreach or other effort documentation to include the NYS MWBE Directory here:  
<https://ny.newnycontracts.com/frontend/searchcertifieddirectory.asp>
  - ii. Seneca County will use *other affirmative efforts* to identify qualified M/WBE firms. This may include posting on the NYS Contract Reporter or posting in a minority newspaper or another M/WBE outlet, when possible, as well as periodic publication of the county's policy/pledge to Minority and Women's Business Enterprise Outreach.

**P. Anti-Piracy:**

All contractors/providers must not engage in the manufacture, use, distribution or transfer of counterfeit, pirated or illegal software or other trademarked, copyrighted, patented, or similar intellectual or otherwise protected property, data, images or documents.. There shall be no distribution, or transfer of licensed or protected material to any party that is known or otherwise should have known to be engaged in these activities. Any contractor/provider must report to the Contacting Officer any suspected counterfeiting, piracy or other intellectual property infringement in computer programs, manuals, marketing materials or other materials owned by someone other than the entity offering or using the protected material as soon as you become aware of it. Each contractor/provider shall cooperate with the investigation of any party suspected of these activities.

GENERAL GUIDELINES AND AUTHORITY TO PURCHASE

**Q. 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.

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**R. 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.

**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.

**S. NON-COLLUSION CERTIFICATION**

If competitive bidding is required by law, each bid must contain the following 'Non-Collusion Certification'. 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.
- A.** 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.
- B.** 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.
- C.** 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.

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- D.** 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.
- E.** 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	# Written Quotes / Documented	Purchasing Director
Over \$20,000 for goods and services or Public Works Projects \$35,000 or more	Competitive	Dept Standing Committee of the 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 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.

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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.

**F. 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) 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 a
  - 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.

**II. DEPARTMENT LEVEL PURCHASE REQUISITION:**

1. **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.
2. **Frequency:** Prepared whenever goods and services are required.
3. **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



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- 9. Reason for requisition
- 10. Explanation verifying appropriate bid procedure was completed.

- 4. **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.

**III. 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. **Distribution:**
  - Copy white: Mailed to the vendor by the department.
  - Copy yellow: Department record.
  - Copy pink: Remains in the Purchasing Department
- D. **Preparation:** The purchase Department will enter:
  - 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
- E. **Responsibility:** In ALL instances, purchase orders are to be completed before 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.

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**IV. 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:
- 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.
  - 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. Distribution:** Same as regular purchase orders.
- C. Preparation:** Same as regular purchase orders.
- D. 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 records covering previous fiscal years and data obtained from the Department Head involved. The department must keep a record of the purchases to ensure 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.

An additional purchase order will not be issued “after the fact” to cover overages. The Department Head will submit the additional invoices causing the overages to the Purchasing Director with an explanation as to how more accurate records will be maintained to ensure that overages do not occur again.

**V. CONFIRMING PURCHASE ORDERS**

- A. Definition:** To provide a purchase order number in cases where 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 will be followed:
1. Prior to calling the Purchase Department, the requisitioning department should be prepared to supply 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 are to be purchased.

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2. Requisitioning department will verify with the County Treasurer necessary budgetary appropriation.
3. The Purchasing Director or the appointed representative will determine if a purchase is in fact urgent.
4. If the Purchasing Director rules that an urgent situation does exist, it will be the department's responsibility as to the selection of 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 an extended 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 ordering 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 when the purchase is not justified, where the purchase is being made to circumvent established procedures.

VI. **RECEIPT OF GOODS AND SERVICES**

If the Purchasing Department receives any claims for materials, supplies or services for which no purchase order was issued, the Purchasing Director in conjunction with the Clerk of the Board of Supervisors will have the authority to nullify the payment of such claim.

Should a "significant difference" occur between the price or terms indicated on the purchase order and the price of any item on an invoice; the written approval of the Purchasing Director must be obtained on the invoice as support for the payment.

A "significant difference" is defined as a difference of 20% or more. A difference of \$100 or more requires approval regardless of the percent.

- A. Inspection and testing: Goods and materials should be checked at the time of receipt to detect any damage or defects. This inspection also includes assuring the material is in compliance with the specifications. Goods should be inspected for damage, quantity, quality, and for all other requirements listed in the specifications.

In the event of rejection, for whatever purpose, the Purchasing Department must be notified immediately. Delayed deliveries and inferior material received: In spite of the fact that the Purchasing Department tries to procure the proper goods/services and on time, there will be occasions when:

- You receive inferior goods/services.
- You do not receive the goods/services within a reasonable delivery schedule.

In either of these cases, report directly in writing to the Purchasing Director stating your complaint. By doing so, the Purchasing Director will have on file what vendors are not performing and can take appropriate action.

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- B.** Receiving of Equipment: Any piece of equipment with a value of \$100 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.

**VII. EXCEPTIONS TO THE PURCHASING SYSTEM**

Thus far, we have discussed the procedures to be followed when a purchase order is needed. There are, however, certain expenditures for which the processing of a purchase order is unnecessary. The following should be made without purchase orders:

- A.** All single purchases under \$500.00. The Purchasing Department can be used as a resource in securing the items which cost under the \$500.00 limit.
- 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 will be 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 should be completed, in detail, 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.

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**VIII. NON-COLLUSION CERTIFICATION**

If competitive bidding is required by law, each bid must contain the following:

**Non-Collusion Certification:**

By submissions of this bid or proposal, the bidder certifies that:

- A.** The bid or proposal has been independently arrived at without collusion with any other bidder or with any competitor or potential competitor;
- B.** 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;
- C.** No attempt has been or will be made to induce any other corporation to submit or not to submit a bid or proposal;
- D.** 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.

**IX.** All authority vested in the County Manager or the Purchasing Director under this section shall, in the absence or disability of the County Manager or the Purchasing Director, be vested in such County Officer as the Board of Supervisors may designate by duly enacted resolution of the Board.

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**BOARD OF SUPERVISORS APPROVE  
SENECA COUNTY ACCESS CONTROL UPGRADE**

WHEREAS; Seneca Counties Access Control Continuum is outdated and needs to be upgraded to be supported; and

WHEREAS, Day Automation, 7931 Rae Blvd. Victor, N.Y. 14564, has supplied Seneca County with an upgrade proposal for our existing access control system for the amount of \$53,590.51; and

WHEREAS, the funding is in the 2023 budget in Line 101620-54700-COB; and

WHEREAS, the Public Works Standing Committee reviewed and approved this resolution at its February 28, 2023 meeting; now, therefore be it:

RESOLVED, that the Seneca County Board of Supervisors authorize the County Manager to sign the agreement with Day Automation to upgrade the Seneca County access controls; and be it further

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

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**BOARD OF SUPERVISORS APPROVE  
DAY AUTOMATION YEARLY SERVICE CONTRACT AGREEMENT**

WHEREAS; The facilities department has received the yearly service contract for the service and support of Seneca counties video surveillance, access control systems and building management systems for the county office building, H.S.S. Building, and the Mental Health and Addictions Buildings; and

WHEREAS, These are proprietary systems and controls from Day Automation, 7931 Rae Boulevard, Victor, N.Y. 14564 and the contract yearly cost for \$22,660.65;and

WHEREAS, the facilities department has funding in the budget line 101620-54700-COB to cover the service contract cost for one year and;

WHEREAS, the Public Works Standing Committee has reviewed and approved this resolution at its February 28, 2023 meeting; now, therefore be it

RESOLVED, that the Seneca County Board of Supervisors authorizes the County Manager to sign the Yearly Service Agreement with Day Automation; and be it further

RESOLVED, that the Department of Finance be authorized and directed to make the necessary budgetary entries to affect the intent of this resolution.

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**BOARD OF SUPERVISORS DESIGNATES COUNTY PROPERTY AS SURPLUS  
AND AUTHORIZES SALE BY AUCTION**

WHEREAS, the following County owned property has been recommended to be declared surplus and sold by auction:

- 2014 Ford Explorer color black VIN: 1FM5K8AR9EGB27741
- 2007 Chevrolet Express van color red VIN:1GAHG35U171221308
- 2011 Ford E 150 color red VIN: 1FMNE1BW1BDB11260
- Nikon DTM 352 surveying station (total station) with tripod and surveyors pole serial number: 011779
- 180 assorted sized tires

;and

WHEREAS, the Public Safety Standing Committee approved this resolution at their February 28, 2023 meeting; now, therefore be it

RESOLVED, that the Board of Supervisors declares the specified vehicles, and miscellaneous other property is authorized for disposal of these items with all proceeds to be transferred to the correct budget line; and be it further

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

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**BOARD OF SUPERVISORS ACCEPTS FY20 REGIONAL HAZARDOUS MATERIALS GRANT**

WHEREAS, the NYS Division of Homeland Security and Emergency Services authorized a \$110,600 Regional Hazardous Materials (HAZMAT) FY20 grant to Seneca County; and

WHEREAS, pursuant to Resolution 113-2022, the Seneca County Board of Supervisors authorized applying for this grant funding; and

WHEREAS, Seneca County is joined with Ontario, Wayne, and Yates Counties in a collaborative effort to provide a hazardous materials response and emergency rescue capability of Seneca County and the three adjoining counties; and

WHEREAS, this grant requires no local match and the performance period ends on August 31, 2023; and

WHEREAS, 5% of the grant proceeds can be used for grant administration; and

WHEREAS, this resolution was reviewed and approved by the Public Safety Committee on February 28, 2023; now, therefore be it

RESOLVED, that the Seneca County Board of Supervisors does hereby authorize and direct the County Manager to sign any required documentation to accept the HAZMAT FY20 grant proceeds for the enhancement of hazardous material response capabilities; and be it further

RESOLVED, that the Department of Finance be authorized to make the necessary budgetary and accounting entries to effect the intent of this resolution.

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**RESOLUTION INTRODUCING PROPOSED LOCAL LAW C OF THE YEAR 2023, "A LOCAL LAW TO WAIVE RESIDENCY FOR CERTAIN POSITIONS WITHIN THE SENECA COUNTY SHERIFF'S DEPARTMENT" AND PROVIDING FOR PUBLIC HEARING**

WHEREAS, Section 3 of the Public Officers Law sets forth qualifications for holding office, to include County Sheriff's Deputies (for purposes of this local law, this shall include employees in promotional titles of Deputy Sheriffs); and

WHEREAS, Section 204 of New York State County Law states that the Board of Supervisors shall have power to establish positions of employment; and

WHEREAS, Section 10 of New York State Home Rule Law provides that every local government shall have power to adopt and amend local laws not inconsistent with the provisions of the Constitution or not inconsistent with any general law relating to its property, affairs, or government and; and

WHEREAS, Section 10 also provides that Counties have the authority to establish powers, duties, qualifications, number, mode of selection and removal, terms of office, compensation, hours of work, protection, welfare and safety of its officers and employees; and

WHEREAS, finding competent and qualified persons to fill positions as deputies for the Sheriff's Office has become a serious concern to provide for the safety and protection of the Seneca County community; and

WHEREAS, a waiver of the county residency requirement for Sheriff's Office Deputies would substantially increase the recruitment opportunities to provide viable candidates for these positions within the Sheriff's Office, which are otherwise restricted to residents of Seneca County; and

WHEREAS, a waiver of county residency does require an appropriate local law as set forth above; and

WHEREAS, this resolution has been reviewed and approved by the Public Safety Committee at its meeting on February 28, 2023; now therefore be it

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 hold a public hearing on said proposed Local Law at the County Office Building, 1 DiPronio Drive, Waterloo New York at or about 6:00 P.M., on April 11, 2023; and be it

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FURTHER RESOLVED, that the Interim 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; and be it further

RESOLVED, that the Seneca County Board of Supervisors hereby introduces proposed Local Law C of 2023, entitled "A Local Law to waive residency for certain positions within the Seneca County Sheriff's Office", to read substantially in the following form:

**SECTION 1. INTENT**

It is the intent of this Local Law to waive the residency requirement for the position of Seneca County Deputy Sheriff to allow said individuals to reside in either Seneca County or a county contiguous to Seneca County.

**SECTION 2. QUALIFICATIONS OF OFFICE**

- A. In the County of Seneca, no provision of law, New York State or otherwise, requiring a person to be a resident of the political subdivision or municipal corporation of the State for which he/she shall be chosen or within which his/her official functions are required to be exercised, shall prevent a person from holding the Office of Deputy Sheriff for the County of Seneca, provided that such person resides in the State of New York and in Seneca County or a county contiguous to the County of Seneca, to wit: Cayuga, Tompkins, Schuyler, Yates, Ontario, or Wayne; and
- B. As allowed or provided under the Civil Service Law of the State of New York, preference in appointment may be given by the Seneca County Personnel Office and the appointing officer to those candidates who reside in Seneca County.
- C. A Deputy Sheriff who ceases to be a resident of New York State, Seneca County, or a county contiguous to Seneca County shall be deemed to have resigned his or her employment and vacated the position.
- D. A Deputy Sheriff which is hired from a contiguous county or changes their residence changes their residence to a contiguous county at any point during their employment with Seneca County gives up his/her ability to take his/her take home vehicle to a contiguous county and will be parked when not working at an approved location in Seneca County. Any Deputy Sheriff who chooses to reside in a contiguous county acknowledges they will not be provided a take home vehicle and that certain assignments or opportunities would otherwise be unavailable to them due to this fact. The decision to not provide said opportunities based on a Deputy Sheriff's failure to reside within Seneca County will not be subject to any grievance procedure of any applicable collective bargaining agreement.
- E. Nothing in this local law should be read as requiring Seneca County to provide a take home vehicle to any Sheriff's Deputy.

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**SECTION 3. PUBLIC OFFICERS LAW –**

Public Officer Law Section 3, Subsection 2 provides that a Municipality may hire Police Officer residing in a contiguous county; therefore, this practice will be consistent with that provision. Preference in appointment may be given to Deputy Sheriffs who reside in Seneca County. Such preference shall not be dispositive when hiring. The provision of Section 3 of the Public Officers Law requiring a person to be a resident of the political subdivision for which he or she is chosen shall not prevent a person from holding the Office of Deputy Sheriff of the County of Seneca provided that such person resides in the County of Seneca or a contiguous county to the County of Seneca as set forth above, provided the county is within the State of New York.

**SECTION 4. SEVERABILITY**

If any section of this local law shall be adjudged by any court of competent jurisdiction to be invalid, such judgment shall not effect, impair, or invalidate the remainder thereof that can be given effect without the invalid provision, but shall be confined in its operation to the section thereof directly involved in the controversy in which such judgment shall have been rendered.

**SECTION 5. EFFECTIVE DATE**

This Local Law shall take effect immediately and upon filing in the Office of the Secretary of State.

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**BOARD OF SUPERVISORS AUTHORIZES AMENDMENTS TO  
2022 SENECA COUNTY BUDGET**

WHEREAS, amendments to the 2022 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 and Means Standing Committee at its meeting on February 28, 2023; now, therefore be it

RESOLVED, that the Board of Supervisors authorizes the following amendments to the 2022 Seneca County Budget:

<b>Line Item</b>	<b>Description</b>	<b>Increase/ (Decrease)</b>	<b>Revenue/ Expenditure</b>	<b>\$</b>
<b>Note 1: Water District #1 Budget adjustment</b>				
318310 54220	Repairs & Maintenance	Decrease	Expenditure	\$20,836
318310 54141	Purchase of Water	Increase	Expenditure	\$20,836

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**BOARD OF SUPERVISORS APPROVE 2023 RESOURCE ALLOCATION PLAN  
FOR STATE AID FUNDING FOR YOUTH PROGRAMS**

WHEREAS, the Resource Allocation Plan is an annual plan that is submitted to the New York State Office of Children and Family Services to receive state aid funding for youth programs; and

WHEREAS, the Seneca County Youth Bureau received their January 1, 2023 through September 30, 2023 Youth Development, Runaway Homeless Youth and Sports and Education Opportunity funding in the amount of \$ 54,467; and

WHEREAS, the Seneca County Youth Bureau will receive another allocation for October 1, 2023 through September 30, 2024 as the state changed the funding cycle to an October 1 through September 30 fiscal year; and

WHEREAS, the Seneca County Youth Board approved the January 1, 2023 through September 30, 2023 Resource Allocation Plan for State Aid at their February board meeting; and

WHEREAS, this plan has been reviewed and approved by the Health and Human Services Standing Committee on February 28, 2023; now, therefore be it

RESOLVED, the Board of Supervisors authorizes the approval of the 2023 Resource Allocation Plan for State Aid Funding for Youth Programs; and be it further

RESOLVED, that the Seneca County Manager is authorized and directed to sign the Resource Allocation Plan documents for 2023.

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**BOARD APPROVES LAKEVIEW HEALTH SERVICES CONTRACT AMENDMENT  
AND ASSOCIATED BUDGET AMENDMENT**

WHEREAS, the Mental Health Department has entered into a service contract in 2023 with Lakeview Health Services for provision of Supported Housing, Care Management, Care Coordination, Outreach, Transitional Housing and Forensic Case Management Services in the amount of \$568,690, supported 100% by state aid funding through the New York State Office of Mental Health; and

WHEREAS, the New York State Office of Mental Health has made available an additional \$50,400 in state aid to support an increase to The Lakeview Health Services existing contract to include additional transitional apartment sites; and

WHEREAS, the total investment dollars, amount for this contract is now \$598,690 (revenue account (104300-43000 and expense account 104300-54700) with no local mandated share, and

WHEREAS, the Health and Human Services Standing Committee approved this resolution on February 28, 2023; and

WHEREAS, the Board of Supervisors approved this resolution on March 14, 2023 now, therefore be it

RESOLVED, that the County Manager is authorized and directed to sign the contract amendment for Lakeview Health Services in the amount of \$50,400 to support additional transitional apartments in Seneca County; and

RESOLVED, that the Seneca County Board of Supervisors does hereby authorize and direct the Finance Department to pay Lakeview Health Services, as contacted, when duly appropriate and to amend the 2023 Seneca County budget as follows:

104300-43000	Mental Health State Aid	Increase	Revenue	\$50,400
104300-54700	Contractual	Increase	Expenditures	\$50,400

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**SUPERVISORS AUTHORIZES ACCEPTANCE OF \$189,364 FROM THE OPIOID SETTLEMENT FUND  
ALLOCATED DIRECTLY TO THE LOCAL GOVERNMENT UNIT  
BY THE OFFICE OF ADDICTION AND SUPPORT SERVICES (OASAS)**

WHEREAS, OASAS is providing the Local Government Unit for Seneca County with \$189,364 for the LGU to use at its discretion based on the allowable use of funds per the Opioid Settlement guidelines and New York State Statute; and

WHEREAS, this funding is vital in addressing the substance use prevention, treatment, harm reduction and recovery services needed in Seneca County; and

WHEREAS, this funding to the LGU will appear directly on the Seneca County OASAS State Aid Funding Authorization Amendment letter; and

WHEREAS, the Mental Health Services Standing Committee reviewed and approved this resolution at its February 28, 2023 meeting; now, therefore be it

RESOLVED, that the Seneca County Board of Supervisors approves acceptance of \$189,364 in Opioid Settlement Funds from OASAS for the LGU; and now, therefore be it

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

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**RESOLUTION SEEKING HOME RULE REQUEST FOR THE INTRODUCTION OF NEW YORK STATE SENATE  
AND ASSEMBLY BILLS TO AMEND THE TAX LAW IN RELATION TO AUTHORIZING A TWO PERCENT  
INCREASE ON HOTEL AND MOTEL TAXES IN SENECA COUNTY**

WHEREAS, this Board of Supervisors requests that its New York State Legislators introduce and enact a special state law authorizing and empowering Seneca County to impose an additional two percent (2%) in hotel and motel taxes in Seneca County; and

WHEREAS, said amendment will relate to New York Tax Law §1202-o and expand the collection of Hotel-Motel Tax collection from three percent (3%) to five percent (5%); and

WHEREAS, this amended percentage will further strengthen the ability of Seneca County to promote tourism and to invest in tourism related infrastructure; and

WHEREAS, this Resolution has been recommended for approval by the Economic Development and Tourism Standing Committee at its Meeting on February 28, 2023; now, therefore be it

RESOLVED, that this Board approves the Home Rule Request for the introduction and passage of Senate and Assembly Bills to increase the Hotel-Motel Tax in Seneca County to 5%; and be it further

RESOLVED, that the Clerk of this Board of Supervisors be authorized and directed to execute the required Home Rule Requests and to transmit the appropriate forms to the Senate and Assembly Representatives and Home Rule Counsel.

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**BOARD OF SUPERVISORS AUTHORIZES APPLICATION FOR  
FY2022-23 HAZARDOUS MATERIALS EMERGENCY PREPAREDNESS (HMEP) GRANT**

WHEREAS, the New York State Division of Homeland Security announced the FY2022-23 Hazardous Materials Emergency Preparedness (HMEP) Grant; and

WHEREAS, the proceeds from this grant are to be used for training tailored to the Finger Lakes Haz Mat Consortium to improve interagency interoperability to better respond to and mitigate hazmat incidents; and

WHEREAS, Seneca County is a member of the Finger Lakes Regional Haz Mat Consortium, along with Ontario, Wayne and Yates counties in a collaborative effort to provide hazardous materials response and emergency rescue capability; and

WHEREAS, the Finger Lakes Haz Mat Consortium will receive \$16,000.00 with a \$4,000.00 Cash match, \$1,000.00 assessed to each county in the consortium, the total award will be \$20,000.00; and

WHEREAS, Seneca County will act as the fiduciary for this grant; and

WHEREAS, this resolution was reviewed and approved by the Public Safety Standing Committee on February 28, 2023; now, therefore be it

RESOLVED, that the Board of Supervisor's authorizes and directs the County Manager to sign any and all documents necessary to apply for the FY2022-23 Hazardous Materials Emergency Preparedness (HMEP) Grant.

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**BOARD OF SUPERVISORS APPROVES THE CREATION AND FILLING OF ONE (1) FULL-TIME ACCOUNT  
CLERK POSITION IN THE FINANCE DEPARTMENT**

WHEREAS, the Director of Finance has identified the need to create and fill one full-time Account Clerk position within the department; and

WHEREAS, the Director of Finance has reviewed the 2023 budget and there is sufficient funding in the 101310-51100 Full Time account code; and

WHEREAS, this position has been reviewed and approved by the Vacancy Committee and the Human Resources & Government Operations Standing Committee on February 28, 2023; now, therefore be it

RESOLVED, that the Board of Supervisors approve the creation and filling of one (1) full-time Account Clerk position at Grade 3, Hire Rate (\$19,485/\$37,995) of the CSEA Bargaining Agreement; and be it further

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

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**SENECA COUNTY  
BOARD OF SUPERVISORS  
STANDING COMMITTEE MEETINGS  
TENTATIVE AGENDA**

**TUESDAY FEBRUARY 28, 2023  
BEGINNING AT 5:30PM**

**BOARD OF SUPERVISORS APPROVES THE CREATION AND FILLING OF ONE (1) FULL-TIME SENIOR  
ACCOUNT CLERK POSITION IN THE FINANCE DEPARTMENT**

WHEREAS, the Director of Finance has identified the need to create and fill one full-time Senior Account Clerk position within the department; and

WHEREAS, the Director of Finance has reviewed the 2023 budget and there is sufficient funding in the 101310-51100 Full Time account code; and

WHEREAS, this position has been reviewed and approved by the Vacancy Committee and the Human Resources & Government Operations Standing Committee on February 28, 2023; now, therefore be it

RESOLVED, that the Board of Supervisors approve the creation and filling of one (1) full-time Senior Account Clerk position at Grade 4, Hire Rate (\$21,243/\$41,423) of the CSEA Bargaining Agreement; and be it further

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

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**SENECA COUNTY  
BOARD OF SUPERVISORS  
STANDING COMMITTEE MEETINGS  
TENTATIVE AGENDA**

**TUESDAY FEBRUARY 28, 2023  
BEGINNING AT 5:30PM**

**BOARD OF SUPERVISORS APPROVES THE CREATION AND FILLING OF ONE (1) FULL-TIME PRINCIPAL  
ACCOUNT CLERK POSITION IN THE FINANCE DEPARTMENT**

WHEREAS, the Director of Finance has identified the need to create and fill one full-time Principal Account Clerk position within the department; and

WHEREAS, the Director of Finance has reviewed the 2023 budget and there is sufficient funding in the 101310-51100 Full Time account code; and

WHEREAS, this position has been reviewed and approved by the Vacancy Committee and the Human Resources & Government Operations Standing Committee on February 28, 2023; now, therefore be it

RESOLVED, that the Board of Supervisors approve the creation and filling of one (1) full-time Principal Account Clerk position at Grade 5, Hire Rate (\$22,511/\$43,896) of the CSEA Bargaining Agreement; and be it further

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

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**SENECA COUNTY  
BOARD OF SUPERVISORS  
STANDING COMMITTEE MEETINGS  
TENTATIVE AGENDA**

**TUESDAY FEBRUARY 28, 2023  
BEGINNING AT 5:30PM**

**BOARD OF SUPERVISORS APPROVES THE CREATION AND FILLING OF ONE (1) FULL-TIME SENIOR  
ACCOUNT CLERK/TYPIST POSITION IN THE DEPARTMENT OF HUMAN SERVICES**

WHEREAS, the Commissioner of Human Services has identified the need to create and fill one full-time Senior Account Clerk/Typist position within the department; and

WHEREAS, the Director of Finance has reviewed the 2023 budget and there is sufficient funding in the 106010-51100 Full Time account code; and

WHEREAS, this position has been reviewed and approved by the Vacancy Committee and the Human Resources & Government Operations Standing Committee on February 28, 2023; now, therefore be it

RESOLVED, that the Board of Supervisors approve the creation and filling of one (1) full-time Senior Account Clerk position at Grade 4, Hire Rate (\$21,243/\$41,423) of the CSEA Bargaining Agreement; and be it further

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

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**SENECA COUNTY  
BOARD OF SUPERVISORS  
STANDING COMMITTEE MEETINGS  
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**TUESDAY FEBRUARY 28, 2023  
BEGINNING AT 5:30PM**

**BOARD OF SUPERVISORS APPROVES THE CREATION AND FILLING OF ONE (1) FULL-TIME SENIOR  
CASEWORKER POSITION IN THE DEPARTMENT OF HUMAN SERVICES**

WHEREAS, the Commissioner of Human Services has identified the need to create and fill one full-time Senior Caseworker position within the department; and

WHEREAS, the Director of Finance has reviewed the 2023 budget and there is sufficient funding in the 106010-51100 Full Time account code; and

WHEREAS, this position has been reviewed and approved by the Vacancy Committee and the Human Resources & Government Operations Standing Committee on February 28, 2023; now, therefore be it

RESOLVED, that the Board of Supervisors approve the creation and filling of one (1) full-time Senior Caseworker position at Grade 7, Hire Rate (\$25,301/\$49,336) of the CSEA Bargaining Agreement; and be it further

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

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**SENECA COUNTY  
BOARD OF SUPERVISORS  
STANDING COMMITTEE MEETINGS  
TENTATIVE AGENDA**

**TUESDAY FEBRUARY 28, 2023  
BEGINNING AT 5:30PM**

**SUPERVISORS AUTHORIZE SOLICITATION OF BIDS FOR NATURAL GAS AND ELECTRIC SUPPLY**

WHEREAS, the existing contract for the County's natural gas and electric supply is set to expire on March 31, 2023; and

WHEREAS, Power Management Company currently provides the broker services for the natural gas and electric supply at no charge to the County; and

WHEREAS, the current natural gas and electric contract brokered by Power Management Company has resulted in savings to the County; and

WHEREAS, the County has been approached by other providers who offer this service; and

WHEREAS, it is in the County's best interest to solicit proposals from multiple providers offering variable or fixed rates for periods of 12, 24 or 36 months; and

WHEREAS, the Public Works Standing Committee approved this resolution on February 28, 2023; now, therefore be it

RESOLVED, that the Seneca County Board of Supervisors' does hereby authorize the County Manager to solicit proposals to broker the natural gas and electric supply contract for the County; and be it further

RESOLVED, that the Board of Supervisors is authorizes the County Manager to select the lowest price and plan and to sign any and all necessary contracts for electric and natural gas supply.

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**SENECA COUNTY  
BOARD OF SUPERVISORS  
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TENTATIVE AGENDA**

**TUESDAY FEBRUARY 28, 2023  
BEGINNING AT 5:30PM**

**BOARD OF SUPERVISORS AUTHORIZES UTILITY EASEMENTS RELATED  
TO CONSTRUCTION OF STS FACILITY ON THURBER DRIVE**

WHEREAS, Seneca County is the owner of land on Thurber Drive adjacent to a parcel of land it has sold to the Rochester-Genesee Regional Transportation Authority (RGRTA); and

WHEREAS, RGRTA intends to construction a facility for the operation of the Seneca Transit System which requires utilities, including water and sewer; and

WHEREAS, engineered plans have been developed which provide for easements to both RGRTA and the Village of Waterloo in support of progressing the project; and

WHEREAS, said plans have been preliminarily reviewed by the County Attorney and Office of Real Property; and

WHEREAS, this Resolution has been reviewed and approved by the Public Works Standing Committee at its Meeting on February 28, 2023; now, therefore be it

RESOLVED, that the County Manager is authorized and directed to sign easement documents in support of the STS Facility subject to final review and approval by the County Attorney.

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**SENECA COUNTY  
BOARD OF SUPERVISORS  
STANDING COMMITTEE MEETINGS  
TENTATIVE AGENDA**

**TUESDAY FEBRUARY 28, 2023  
BEGINNING AT 5:30PM**

**SENECA COUNTY BOARD OF SUPERVISORS AWARD CONSTRUCTION CONTRACT AND AUTHORIZE  
BUDGET ADJUSTMENTS FOR ACCESSIBILITY IMPROVEMENTS TO  
HISTORIC SENECA COUNTY COURTHOUSE**

WHEREAS, the Seneca County Board of Supervisors Adopted Resolution No. 14-22 in support of accessibility improvements to the Historic Seneca County Courthouse in Ovid and committed the use of American Recovery Act Funds to undertake the project; and

WHEREAS, Seneca County has undertaken the solicitation of bids to support the project; and

WHEREAS, bids were advertised for and sealed bids were received, opened and read aloud on February 21, 2023 at 3:00 p.m. at the County Office Building; and

WHEREAS, Seneca County received three bids for both base work and three alternates; and

WHEREAS, Massa Construction was the low bidder at \$259,000.00 for the base bid and offered to undertake bid alternate two for \$33,00 and bid alternate three for \$33,000; and

WHEREAS, the Public Works Standing Committee reviewed and approved this Resolution on February 28 2023; now, therefore be it

RESOLVED, that the Seneca County Board of Supervisors awards a contract for accessibility improvements to the Historic Seneca County Courthouse to Massa Construction in an amount not to exceed \$325,000.00; and, be it further

RESOLVED, that the Director of Finance is authorized to make all necessary accounting and budget adjustments to affect the intent and authorization of this Resolution, including establishing accounts for the utilization of American Recovery Act Funds for said project.

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**SENECA COUNTY  
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**TUESDAY FEBRUARY 28, 2023  
BEGINNING AT 5:30PM**

**SUPERVISORS AUTHORIZE TIME SENSITIVE IMPROVEMENTS FOR WATER DISTRICT NO. 1**

WHEREAS, improvements are needed to the metering system for Seneca County Water District No. 1; and

WHEREAS, these improvements are time sensitive and do not allow for competitive bidding; and

WHEREAS, NYS General Municipal Law Section 103 (4) states that work that requires immediate action which cannot await competitive bidding or competitive offering, contracts for public work or the purchase of supplies, material or equipment may be let by the appropriate officer, board or agency of a political subdivision or district therein, allows for awarding bids under these circumstances; and

WHEREAS, the Interim Administrator of the District will seek a quote based on time and material for the work and will seek a competitive price for the necessary meter; and

WHEREAS, time sensitive repairs will not exceed the amount currently available in Water District No. 1 Capital Account; and

WHEREAS, this Resolution has been reviewed and approved by the Water and Sewer Treatment and Operations Standing Committee on February 28, 2023; now, therefore be it

RESOLVED, that the Seneca County Board of Supervisors authorizes and directs the Interim Administrator to proceed with said work in an amount not to exceed available capital funding for time sensitive improvements at Seneca County Water District No. 1.

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**SENECA COUNTY  
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**TUESDAY FEBRUARY 28, 2023  
BEGINNING AT 5:30PM**

**SENECA COUNTY TOURISM PROMOTION & DEVELOPMENT GRANT FUNDS  
APPROVED FOR TOWN OF COVERT**

WHEREAS, the New York State Parks Commission is working with the Towns of Covert and Ulysses as well as the Village of Trumansburg to establish a local-state partnership to acquire the property known as Camp Barton; and

WHEREAS, upon completion of the purchase, said local municipalities will be responsible for the care and management of a portion of said property; and

WHEREAS, the Town of Covert has sought financial support under the Seneca County Tourism Promotion & Development Grant Policy, seeking funding in the amount of \$10,000 towards the “seed money” needed to get the project underway; and

WHEREAS, the Economic Development & Tourism Standing Committee reviewed and approved the aforementioned request at its Meeting on February 28, 2023; now, therefore be it

RESOLVED, that the Seneca County Board of Supervisors does hereby approve the release of county funding to the Town of Covert in accordance with Seneca County Policy 405.100, Tourism Promotion & Development Grant, in the amount of \$10,000 in support of the transformation of the soon to be former Camp Barton; and be it further

RESOLVED that by this Resolution, the Town of Covert is reminded of its obligations to file proper reports to the Board as provided by the aforesaid County Policy; and be it further

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

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**SENECA COUNTY  
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**TUESDAY FEBRUARY 28, 2023  
BEGINNING AT 5:30PM**

**BOARD OF SUPERVISORS SUPPORTS SENECA COUNTY'S PARTICIPATION  
IN EQUITABLE REVERSE MORTGAGE ASSISTANCE (ERMA) PROGRAM**

WHEREAS, the Equitable Reverse Mortgage Assistance (ERMA) Program is a Pilot Program launched in 2020 using settlement funds obtained by the Office of the Attorney General (OAG) to help property owners, particularly senior citizens, avoid loan default and/or property tax foreclosure; and

WHEREAS, ERMA is a statewide program with an allocation of up to \$3 Million for administration of the program; and

WHEREAS, Seneca County is not required to provide funding as a term of its participation and support of this program; and

WHEREAS, the Office of the County Treasurer will lead this effort at the County level and work with various County Departments, including but not limited to the Office for Aging, Division of Human Services and the Department of Planning and Community Development, to identify residents in need of assistance; and

WHEREAS, this Resolution has been reviewed and recommended for approval by the Ways and Means Standing Committee at its Meeting on February 28, 2023; now therefore be it

RESOLVED, that the Seneca County Board of Supervisors supports the County's participation in the Equitable Reverse Mortgage Assistance Program and the County Treasurer leading those efforts locally.

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**SENECA COUNTY  
BOARD OF SUPERVISORS  
STANDING COMMITTEE MEETINGS  
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**TUESDAY FEBRUARY 28, 2023  
BEGINNING AT 5:30PM**

**BOARD OF SUPERVISORS SUPPORTS CONGRESSIONALLY DIRECTED SPENDING REQUEST**

WHEREAS, Senators Gillibrand and Schumer are now accepting preliminary requests for New York-based Congressionally Directed Spending (CDS) projects for Fiscal Year (FY) 2024; and

WHEREAS, these requests must be completed and submitted via electronic application by Monday, March 6, 2023 at 11:59 PM EST; and

WHEREAS, the Interior and Environment Subcommittee will accept CDS requests for local and/or municipal projects included on a state's most recently finalized Clean Water or Drinking Water State Revolving Fund Intended Use Plan (IUP); and

WHEREAS, there is a minimum 20% cost share requirement for any state or local water infrastructure grant funded through congressionally directed spending; and

WHEREAS, Infiltration/Inflow (I&I) correction and construction activities that prevent surface water or groundwater from entering the sewer system are eligible for the program; and

WHEREAS, Seneca County Sewer Districts No. 1 and No. 2 have recently completed Infiltration/Inflow Studies that have identified scopes of work and cost estimates; and

WHEREAS, the projected cost for I&I improvements are \$1,274,423 in Sewer District No. 1 and \$887,250 for Sewer District No. 2; and

WHEREAS, CDS is an appropriate source of funding for this important undertaking; and

WHEREAS, this Resolution has been reviewed and recommended for approval by the Water & Sewer Treatment Management & Operations Standing Committee at its Meeting on February 28, 2023; now, therefore be it

RESOLVED, that the Seneca County Board of Supervisors authorizes the submission of Congressionally Directed Spending Requests to Senators Gillibrand and Schumer in the amount of \$2,161,673 to support I&I improvements in Seneca County Sewer Districts No. 1 and No. 2.

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**SENECA COUNTY  
BOARD OF SUPERVISORS  
STANDING COMMITTEE MEETINGS  
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**TUESDAY FEBRUARY 28, 2023  
BEGINNING AT 5:30PM**

**PROCLAMATION IN RECOGNITION OF THE BICENTENNIAL OF WAYNE COUNTY, NY**

WHEREAS, Wayne County was established by action of the New York State on April 11, 1823;  
and

WHEREAS, the Town of Galen and the Town of Wolcott were taken from Seneca County in that same legislation of April 11, 1823 to create Wayne County; and

WHEREAS, from March 24, 1804 to April 11, 1823, the “history” of the present towns of Galen and Wolcott were a significant part of the “history” of Seneca County; and

WHEREAS, there have been positive and enthusiastic working relationships between the governments and peoples of both Seneca County and Wayne County these past 200 years; and

WHEREAS, the April 11, 2023 festivities planned by the Wayne County Bicentennial Committee provides Seneca County residents and governance the opportunity to highlight and celebrate the history of the towns of Galen and Wolcott specifically and the history of Wayne County as a whole; now, therefore, be it

PROCLAIMED, that the Seneca County Board of Supervisors, on behalf of the residents of Seneca County, commends Wayne County at the time of its Bicentennial.

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