

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

**TUESDAY, DECEMBER 19, 2023
BEGINNING AT 6:00 P.M.**

WATER & SEWER TREATMENT MANAGEMENT & OPERATIONS

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

1. **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

HUMAN RESOURCES AND GOVERNMENT OPERATIONS

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

1. **ISSUE:** The Vacancy Committee met on December 19, 2023, and approved the following positions:

DESCRIPTION: Refills exists for the following departments

REFILL BUDGETED POSITIONS:

1. County Attorney: Assistant County Attorney
2. District Attorney: Assistant District Attorney (#1)
3. District Attorney: Assistant District Attorney (#2)
4. District Attorney: Confidential Secretary to the District Attorney
5. District Attorney: Special Investigator to the District Attorney (PT)
6. DHS: Staff Resources Assistant
7. Mental Health: Coordinator of Children's Services
8. Mental Health: Mental Health Clinical Therapist
9. Probation: Probation Supervisor I
10. Probation: Senior Probation Officer
11. Probation: Probation Officer
12. Public Defender: Assistant Public Defender (#1)
13. Public Defender: Assistant Public Defender (#2)
14. Weatherization: Weatherization Aide

ACTION: Committee Approval Only

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UNFINISHED BUSINESS:

1. **ISSUE:** Resolution to adopt Self-Care Paid Leave Policy (Pilot Program) effective immediately.
[Click here to view board resolution](#)

2. **ISSUE:** Resolution to adopt Primary and Secondary Caregiver Paid Leave Policy effective immediately.
[Click here to view board resolution](#)

NEW BUSINESS

WAYS AND MEANS

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

1. **ISSUE:** Authorization to correct & refund taxes to County Treasurer.
[Click here to view board resolution](#)
2. **ISSUE:** Board of Supervisors Authorization to extend and collect 2024 town and county taxes.
[Click here to view board resolution](#)
3. **ISSUE:** Ratify Tax Rolls
[Click here to view board resolution](#)

UNFINISHED BUSINESS

NEW BUSINESS

AGRICULTURE AND ENVIRONMENTAL AFFAIRS

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

1. **ISSUE:** Appoint Elisabeth Freier as Farm Bureau Representative Member
Soil & Water Conservation District Board Member
[Click here to view board resolution](#)

UNFINISHED BUSINESS

NEW BUSINESS

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PUBLIC SAFETY AND CRIMINAL JUSTICE

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

1. **ISSUE:** Board of Supervisors Accepts 2023 State Interoperable Communications Grant (SICG)
[Click here to view board resolution](#)

2. **ISSUE:** Authorize 2024 contract with Motorola Solutions for radio maintenance & repair for E-911 center, E-911 back-up site, and tower sites
[Click here to view board resolution](#)

UNFINISHED BUSINESS

NEW BUSINESS

HEALTH AND HUMAN SERVICES

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

1. **ISSUE:** Board approves Seneca County Mental Health Department's purchase of one 2024 Chrysler Touring L Minivan
[Click here to view board resolution](#)

2. **ISSUE:** County Manager authorized and directed to sign a service agreement with the Pivotal Public Health Partnership (S2ay Rural Health Network) for network membership and quality improvement activities.
[Click here to view board resolution](#)

3. **ISSUE:** Board Approves contract amendment for Ronaldo Yearwood MD, Contract.
[Click here to view board resolution](#)

UNFINISHED BUSINESS

NEW BUSINESS

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RESOLUTION TO ADOPT SELF-CARE PAID LEAVE POLICY (PILOT PROGRAM) EFFECTIVE IMMEDIATELY

WHEREAS, the County recognizes the need for employees to take time away from work to take care of oneself and reenergize; and

WHEREAS, the County has created Policy #510.605 to provide for five (5) paid leave days for this purpose; and

WHEREAS, the Human Resources Government Operations Committee reviewed this resolution on their November 28, 2023; now, therefore be it

RESOLVED, the Seneca County Board of Supervisors create Policy #510.605 Self Care Paid Leave Policy as a Pilot Program for 12 months effective 1/1/2024 to sunset 12/31/2024:

SELF-CARE PAID LEAVE POLICY- Policy 510.605

PURPOSE:

Seneca County recognizes the need for time away from work to take care of oneself and re-energize. This policy is intended to assist full-time employees of the County to create a better work/life balance to County employees by providing paid leave to full-time employees.

This Pilot Program policy allows eligible employees to take paid leaves of absence to take care of themselves.

ELIGIBILITY:

Effective January 1, 2024, all employees shall be granted five (5) days of Self-Care Paid Leave upon commencement of full-time employment with Seneca County. This is a Pilot Program that will sunset on 12/31/2024 unless the Board of Supervisors decide to retain this policy.

PROCEDURES:

1. Self-care paid leave days can be used on two (2) hours' notice.
2. Self-care paid leave days cannot roll over into the following year.
3. Self-care paid leave days cannot be used in conjunction with regularly scheduled days off, or to extend a weekend.
4. Self-care paid leave days will not be used either the day before, the day of, or the day after a recognized holiday or any contractual benefit time (with the exception of Sick Time). This includes, but is not limited to Personal, Vacation, or Comp-time.
5. If Sick time is used immediately following a self-care paid leave day, the employee must have reached out to a professional, such as, a Telemedicine Provider, Primary Care Provider, Counselor or Therapist, and provide written documentation of proof.
6. The entirety of the self-care paid leave days must be taken in full days and cannot be broken up into quarter hours or half hours.
7. Self-care paid leave days cannot be unreasonably denied. If there is a work shortage or loss of coverage for a department, the department head may revoke the self-care paid leave; however, Department Heads (or designee) shall notify the County Manager in writing no later than one (1) day after revoking the request.
8. All self-care paid leave days shall be counted as time worked for overtime purposes.

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**RESOLUTION TO ADOPT PRIMARY AND SECONDARY CAREGIVER
PAID LEAVE POLICY EFFECTIVE IMMEDIATELY**

WHEREAS, the Seneca County Board of Supervisors adopted Policy #101.713 FMLA on 5/8/2012 (Res. 86-12); and

WHEREAS, the County recognizes that employees are allowed reasonable leaves of absence for the purposes of births, adoption of foster children and adoptions; and

WHEREAS, the County desires to provide primary and secondary caregivers to allow for paid leaves of absences for this purpose; and

WHEREAS, the Human Resources Government Operations Committee reviewed this resolution on their November 28, 2023; now, therefore be it

RESOLVED, the Seneca County Board of Supervisors creates Policy #510.604 Primary and Secondary Caregiver Paid Leave Policy effective immediately:

PRIMARY & SECONDARY CARE LEAVE

PURPOSE:

Seneca County recognizes the need for time away from work to participate in early child rearing and family planning. This policy is intended to assist employees of the County in better balancing those family needs with workplace demands by providing full-time pay to the employees during this period.

The policy allows eligible employees to take paid leaves of absence for the birth or adoption of a child.

DEFINITIONS:

1. 12 Month Period"; (Example): means a rolling 12-month period measured backward from the date leave is taken and continuous with each additional leave day taken.
2. Spouse; the husband or wife of the employee. This does not include unmarried domestic partners.
3. Child; Son or daughter under 18 years of age, or 18 or older who is incapable of self-care because of a mental or physical disability. A "Child" is one for whom the employee has actual day-to-day responsibility for care and includes a biological, adopted, foster or stepchild.
4. Primary Caregiver: Defined as the parent who acts the main source of care for the child or children on a full-time basis during the PSCL period. The Primary Caregiver will receive ninety (90) days of leave.
5. Secondary Caregiver: Defined as the parent who provides supplementary support for the care of the child or children during the PSCL period. The Secondary Caregiver will receive forty-five (45) days of leave.

ELIGIBILITY:

An employee is eligible to request PSCL leave if he/she has been employed by the County for at least six (6) months and has worked at least 650 hours during the 6-month period immediately preceding the leave. This leave is designed only for full-time, salaried employees of Seneca County, both bargaining and non-bargaining members.

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Employees applying for and granted a PSCL are required to meet notification and documentation requirements as outlined further in this policy. Failure to meet these requirements may result in the denial or revocation of a family leave.

An employee requesting to take PSCL must:

1. Have fulfilled a minimum of 650 working hours before beginning PSCL.
2. Must return to their previous position within 12 weeks of the PSCL terminating.
3. Must complete a minimum of 2 years of full-time employment with Seneca County or
4. Pay back the balance of the salary received over the length of time the PSCL was taken.

A. Duration and Basis for Leave:

Eligible employees are entitled to ninety (90) days of PSCL if they identify themselves as Primary Caregivers, and forty-five (45) days of leave if they identify themselves as secondary caregivers, during any 12-month period for one or more of the following reasons:

- i. New Child - Because of the birth of a son or daughter of the employee, and in order to care for such a child, or because of the adoption of a son or daughter with the employee.
- ii. Leave for a new child cannot be taken later than 6 months after the birth or placement of the child.
- iii. If both an employee and his/her spouse are employed by the County, one employee must identify themselves as the Primary Caregiver and the other must then identify as the Secondary Caregiver.
- iv. PSCL leave must be taken before any other leave request time, when requested in conjunction with other leave requests.

B. Paid Leave policy for PSCL

Eligible employees are entitled to receive their full-time, regular rate of pay (Salary) while on PSCL.

C. Employee Notice and Scheduling Requirements

An employee requesting PSCL family leave is required to give 30 days' written notice to his/her Department Head before the leave is to begin, except for bona fide emergencies, which will be accommodated as soon as practical.

While family planning and births often have unforeseen circumstances, the employee is directed to make every reasonable accommodation for scheduling purposes.

Employees MUST use their PCSL in a minimum of 5-day increments meaning all time requested has to be used 1 week at a time. For example: an employee can work 2 weeks, then request to use the PSCL leave for 1 week, then return to work for another 2 weeks, etc. PCSL cannot be taken one day on an intermittent basis. It needs to be used in a block of 1 week at a time. PSCL expires one year after giving birth or adopting, despite an unused PSCL balance left.

D. Restoration to Position

If the employee returns to work within 12 weeks following PSCL, he/she will be reinstated to his/her former position or equivalent position with equivalent employment benefits, pay and other terms and conditions of employment.

The employees' restoration rights are the same as they would have been had the employee not been on leave. Therefore, if the employee's position would have been eliminated or the employee would have

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been terminated had he/she not been on FMLA leave, the employee would not have the right to be reinstated upon return from leave.

If the employee fails to return within 12 weeks following a leave, the employee will be reinstated to his/her same or similar position, only if available, in accordance with applicable laws. If the same or similar positions are not available, the employee may be terminated.

E. Medical Certification & Reporting Requirements

PSCL leave requires a medical provider's documentation attesting to the pregnancy and projected birth date, and the employee must submit a completed "Physician or Practitioner Certification" form (available at the Personnel Office) and return the certification to the Personnel Officer. A

Medical Certification must be provided by the employee within 15 days, or as soon as reasonably possible. Failure to provide certification may result in a denial of leave. Medical certification may be provided by using the medical certification form available from the Personnel Office.

F. Effect on Benefits

An employee granted PSCL will continue to be covered under the County's group health insurance plan under the same conditions as coverage would have been provided if continuously employed during the leave.

Employee contributions will be required either through payroll deduction or by making direct payment arrangements with the Seneca County Insurance Office. The employee must fully comply with those arrangements throughout the leave or risk termination of the health benefits.

Employee contribution amounts are subject to any change in rates that occurs while the employee is on leave.

Employee accrues leave dates per the regular accrual rates in accordance with current county policies while on PSCL.

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AUTHORIZATION TO CORRECT & REFUND TAXES TO COUNTY TREASURER

WHEREAS, Section 554 (9) & 556 (8) of the Real Property Tax Law authorizes the tax levying body such as the Seneca County Board of Supervisors to delegate its authority to the County Treasurer or Deputy County Treasurer in Treasurer's absence to correct errors and refund taxes, as provided by Section 554 (1-8) and 556 (1-7) of the said law; and

WHEREAS, it would be in the best interest of the Board of Supervisors and taxpayers of Seneca County to delegate the refunding authority to expedite the corrective refund process; now, therefore be it

RESOLVED, that the Seneca County Board of Supervisors delegates the authority to correct and refund taxes pursuant to Section 554 and Section 556 of the Real Property Tax Law to the County Treasurer or Deputy County Manager in Treasurer's absence for the fiscal year 2024 where said applications are for \$2,500.00 or less.

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BOARD OF SUPERVISORS AUTHORIZATION TO EXTEND AND COLLECT 2024 TOWN AND COUNTY TAXES

WHEREAS, per NY RPTL 900, the Seneca County Board of Supervisors is required to authorize extension and collection of 2024 Town & County taxes prior to December 31, 2023; and

WHEREAS, the Real Property Tax Office is in the process of finalizing numbers and calculations which will be available at the special year end Board meeting which has been approved for December 19, 2023 at a time to be determined;

Now therefore be it

RESOLVED, that the Board of Supervisors approve the levy of town taxes as specified in adopted town budgets; adopt apportioned County taxes to be collected from the Towns with any debits, credits and County relevies; adopt the relevy of returned Village and School taxes; delegate authority to the County Treasurer to correct/refund taxes; ratify Town tax rolls and direct the Town Tax Collectors to collect 2024 taxes.

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RATIFY TAX ROLLS

WHEREAS, 2024 Town and County tax bills have been completed.

Now, therefore be it

RESOLVED, that the taxes as extended on the rolls of the several Towns are hereby approved and the collectors are directed to collect the same on the warrants as signed by the Chairman and the Clerk of the Board of Supervisors.

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**APPOINT ELISABETH FREIER AS FARM BUREAU REPRESENTATIVE MEMBER
SOIL & WATER CONSERVATION DISTRICT BOARD MEMBER**

WHEREAS, the Soil & Water Conservation Districts Law Article 2, Section 7 states “a board of directors consisting of five members shall be appointed by the county board”; and

WHEREAS, the Seneca County Soil & Water Conservation District Board of Directors submitted its recommendation to reappoint Elisabeth Freier to serve another three-year term as its Farm Bureau representative; from January 1, 2024 through December 31, 2026; and

WHEREAS, the Agriculture & Environmental Affairs Standing Committee approved this resolution at its December 19, 2023 meeting; now, therefore be it

RESOLVED, that the Seneca County Board of Supervisors does hereby appoint Elisabeth Freier as the Farm Bureau Representative on the Soil & Water Conservation District Board of Directors for a three-year term to expire December 31, 2026.

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**BOARD APPROVES SENECA COUNTY MENTAL HEALTH DEPARTMENT'S PURCHASE OF ONE 2024
CHRYSLER TOURING L MINIVAN**

WHEREAS, the Seneca County Mental Health Department is requesting to buy one 2024 Chrysler Pacifica Touring L minivan; and

WHEREAS, the Seneca County Mental Health Department will be purchasing the vehicle from Bob Johnson Chrysler Dodge Jeep Ram, 1695 Interstate Drive, Avon, New York 14414-9540 off the NYS Marketplace Contract No. PC69261, Bid No. TB4083; and

WHEREAS, funds to purchase the minivan in the amount of \$41,600.00 is budgeted in the 2024 Mental Health budget; and

WHEREAS, the Health and Human Services Standing Committee reviewed and approved this resolution at their December 19, 2024 meeting; now therefore be it

RESOLVED, that the Seneca County Board of Supervisors does hereby authorize the purchase of a 2024 Chrysler Pacifica Touring L minivan in the amount of \$41,600.00 with funds appropriated in the 2024 budget, and be it further

RESOLVED, that the Director of Finance is authorized to make the necessary accounting entries to fulfill the intent of this Resolution.

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**BOARD OF SUPERVISORS ACCEPTS
2023 STATE INTEROPERABLE COMMUNICATIONS GRANT (SICG)**

WHEREAS, the New York State Division of Homeland Security & Emergency Services, Office of Interoperable Communications announced the FY 2023 Statewide Interoperable Communications Grant (SICG) on October 24, 2023; and

WHEREAS, this grant allows for state support to counties for eligible expenses related to interoperable communications; and

WHEREAS, the enacted state budget for 2023 appropriates \$45 million for all those eligible (62 counties); and

WHEREAS, the performance period for the 2023 SICG-Formula grant will be 36 months, beginning January 1, 2023 – December 31, 2025; and

WHEREAS, this state support is in the form of reimbursement for interoperable communications upgrades, and maintenance and;

WHEREAS, there is no local match for the SICG 23 grant and Seneca County has been awarded \$391,399; and

WHEREAS, the Public Safety Standing Committee has reviewed and approved this resolution at its December 19th, 2023, meeting; now, therefore be it

RESOLVED, the Board of Supervisors approves accepting the FY 2023 Statewide Interoperable Communications Grant (SICG) and authorizes and directs the County Manager to sign all paperwork related to the same

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AUTHORIZE 2024 CONTRACT WITH MOTOROLA SOLUTIONS FOR RADIO MAINTENANCE & REPAIR FOR E-911 CENTER, E-911 BACK-UP SITE, AND TOWER SITES

WHEREAS, the Seneca County E-911 Center has received a proposal for a 24-hour radio system maintenance and repair contract with Motorola Solutions for professional services consisting of inspection, maintenance, and repair of radio equipment, including all police, fire and EMS systems and the NICE recorder at the 911 Center, back-up site at 44 W. Williams Street Waterloo, and six radio tower sites; and

WHEREAS, this contract covers the maintenance and repair of the county radio system and NICE recorder from January 1, 2024 until December 31, 2024; and

WHEREAS, the cost of this contract is \$255,545.00, a 3% increase from the 2023 contract; and

WHEREAS, funding for this contract is available in the 2023 State Interoperable Communications Grant (SICG); and

WHEREAS, Motorola Solutions is a sole source maintenance provider of this Motorola proprietary equipment; and

WHEREAS, this resolution was approved by the Public Safety Standing Committee on December 19, 2023; now, therefore be it

RESOLVED, that the Board of Supervisors authorizes and directs the County Manager to sign a contract with Motorola Solutions in the amount of \$255,545.00 for the maintenance and repair of the Seneca County radio system and NICE recorder.

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**COUNTY MANAGER AUTHORIZED AND DIRECTED TO SIGN A SERVICE AGREEMENT WITH THE PIVOTAL
PUBLIC HEALTH PARTNERSHIP (S2AY RURAL HEALTH NETWORK) FOR NETWORK MEMBERSHIP AND
QUALITY IMPROVEMENT ACTIVITIES**

WHEREAS, the Pivotal Public Health Partnership is comprised of the Public Health Departments in 8 counties (Schuyler, Steuben, Seneca, Yates, Ontario, Wayne, Livingston and Chemung); and

WHEREAS, the Partnership has been in existence since 1997 with Seneca County joining in 2003; and

WHEREAS, the mission of the network is to be a leader in improving health outcomes for our rural counties; and

WHEREAS, the cost of the membership is \$23,125; and

WHEREAS, the funds are in the 2024 departmental budget 104010-54270; and

WHEREAS, the Health and Human Services Committee has approved this service agreement during its meeting of December 19, 2023; now therefore be it

RESOLVED, that the County Manager is hereby authorized and directed to sign a service agreement with the Pivotal Public Health Partnership (S2AY Rural Health Network) for network membership and Quality Improvement activities for 2024 at a cost of \$23,125.

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RONALDO YEARWOOD CONTRACT AMENDMENT

WHEREAS, the Seneca County Board approved a service contract with Ronaldo Yearwood, MD for provision of Medical Director and Psychiatric services; and

WHEREAS, an additional 208 contract hours are needed to allow for specific Medical Director duties; and

Mental Health 104220.54350	Total Contract Amount (\$)	Rate (\$)	Hours
Ronaldo Yearwood, MD	218,000	175	1248

WHEREAS, this would increase the previously approved contract by \$36,400 from \$182,000 to \$218,400; and

WHEREAS, the increased hours would be supported by collection of medical fees and grant funding and are supported in the 2024 budget; and

WHEREAS, the contract was approved by the Health and Human Services Committee on December 19, 2023; therefore be it RESOLVED, that the Seneca County Board of Supervisors does hereby authorize and direct the County Manager to sign the contract amendment for Ronaldo Yearwood, MD; and, now therefore be it

RESOLVED, that the Seneca County Board of Supervisors does hereby authorize and direct the Finance Department to pay Ronaldo Yearwood, as contracted, when duly appropriated.

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