

BOARD OF SUPERVISORS

SENECA COUNTY

Waterloo, New York 13165

ORGANIZATIONAL MEETING OF 2024 MINUTES

Call to Order

The meeting was called to order at 6:00 p.m. by Clerk of the Board of Supervisors

Roll Call of Members by the Clerk

All members of the Board of Supervisors answered roll call.

Michael Reynolds, Town of Covert
Jeffrey Trout, Town of Fayette
C. Ernest (Ernie) Brownell, Town of Junius
Lucas Latini, Town of Lodi
Joseph Borst, Town of Ovid
David Hayes, Town of Romulus
Frank Schmitter, Town of Seneca Falls
Paul B. Kronenwetter, Town of Seneca Falls
Michael Rhinehart, Town of Seneca Falls
Elizabeth Partee, Town of Tyre
Robert W. Hayssen, Town of Varick
Don Trout, Town of Waterloo
Michael Enslow, Town of Waterloo
Robert Shipley, Town of Waterloo

Pledge of Allegiance and Moment of Silence

Organize as a Board of Supervisors for the Year 2024 & 2025

Sprvr. D. Trout offered a motion, seconded by Sprvr. Rhinehart and carried, to organize as a Board of Supervisors for 2024 and 2025.

Appointment of a Temporary Chair to the Board of Supervisors

Sprvr. Enslow offered a motion, second by Sprvr. Rhinehart and carried to nominate Joseph Borst as Temporary Chair. There were no other nominations offered. Joseph Borst was appointed unanimously as Temporary Chair.

Appointment of Permanent Chair of the Board of Supervisors for the year 2024 & 2025

Sprvr. J. Trout offered a motion, second by Sprvr. M. Rhinehart, to appoint Michael Enslow as Chairman of the Board of Supervisors for 2024 and 2025. No other nominations were offered. Michael Enslow was appointed unanimously as Permanent Chair for 2024 and 2025.

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Recess to Administer Oath of Office for the Newly Appointed Chairman

Temporary Chairman Borst called a recess for County Clerk Christina Lotz to administer the Oath of Office to Chairman Enslow. Immediately following the swearing in, the Board of Supervisors returned to regular order.

**SENECA COUNTY BOARD OF SUPERVISORS APPOINTS
MICHAEL ENSLOW AS CHAIRMAN FOR THE YEAR 2024 & 2025**
RESOLUTION NO. 01-24, moved by Sprvr. Borst, second by Sprvr. M. Rhinehart, and adopted.

RESOLVED, that the Seneca County Board of Supervisors does hereby appoint Michael Enslow as Chairman of the Board of Supervisors for a two-year term effective January 1, 2024 – December 31, 2025.

Appointment of Permanent Clerk of the Board of Supervisors

**SENECA COUNTY BOARD OF SUPERVISORS APPOINTS
AMANDA C. VAVRA AS CLERK OF THE BOARD**
RESOLUTION NO. 02-24, moved by Sprvr. Rhinehart, second by Sprvr. Shipley and adopted.
RESOLVED, that the Seneca County Board of Supervisors does hereby appoint Amanda C. Vavra as Clerk of the Board in accordance with New York State County Law Article 10 §475(1),

Appointment of Finance Director of the Board of Supervisors

**SENECA COUNTY BOARD OF SUPERVISORS APPOINTS
ELIZABETH PARTEE AS BOARD FINANCE DIRECTOR FOR 2024 & 2025**
RESOLUTION NO. 03-24, moved by Sprvr. J. Trout, second by Sprvr. Rhinehart and adopted.
RESOLVED, that the Seneca County Board of Supervisors does hereby appoint Elizabeth Partee as Board Finance Director for the year 2024 and 2025.

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Appointment of Seneca County Public Defender

SENECA COUNTY BOARD OF SUPERVISORS APPOINTS MICHAEL J. MIRRAS AS COUNTY PUBLIC DEFENDER

RESOLUTION NO. 04-24, moved by Sprvr. D. Trout, second by Sprvr. Shipley and adopted.

RESOLVED, that the Seneca County Board of Supervisors does hereby appoint Richard L. Ricci as Off-Track Betting Director for a two-year term effective January 1, 2024 through December 31, 2025.

Appointment of Off Track Betting Director

SENECA COUNTY BOARD OF SUPERVISORS APPOINTS RICHARD L. RICCI AS OFF TRACK BETTING DIRECTOR

RESOLUTION NO. 05-24, moved by Sprvr. Shipley, second by Sprvr. J. Trout and adopted.

RESOLVED, that the Seneca County Board of Supervisors does hereby appoint Richard L. Ricci as Off-Track Betting Director for a two-year term effective January 1, 2024 through December 31, 2025.

Appointment of Jury Board Member

SENECA COUNTY BOARD OF SUPERVISORS APPOINTS MICHAEL REYNOLDS AS JURY BOARD MEMBER

RESOLUTION NO. 06-24, moved by Sprvr. D. Trout , second by Sprvr. Kronenwetter and adopted.

RESOLVED, that the Seneca County Board of Supervisors does hereby appoint Michael Reynolds as Jury Board member for a two-year term effective January 1, 2024 through December 31, 2025.

Majority Leader Designation

The majority party called a caucus, before the board meeting, to discuss who they would like to designate as the Majority Leader for 2024 and 2025. The result of the caucus was C. Ernest Brownell, will be Majority Leader of the Seneca County Board of Supervisors for the year 2024 and 2025.

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Designation of Official County Newspaper

SENECA COUNTY BOARD OF SUPERVISORS DESIGNATES THE FINGER LAKES TIMES AS THE OFFICIAL COUNTY NEWSPAPER

RESOLUTION NO. 07-24, moved by Sprvr. D. Trout , second by Sprvr. Kronenwetter and adopted.

RESOLVED, that the Seneca County Board of Supervisors does hereby designate the Finger Lakes Times as the official county newspaper for Seneca County pursuant to NYS County Law Chapter 11, Article 5, §214.

Adopt Rules of Order of the Seneca County Board of Supervisors for 2024 and 2025

SENECA COUNTY BOARD OF SUPERVISORS ADOPTS RULES OF ORDER FOR 2024 & 2025

RESOLUTION NO. 08-24, moved by Sprvr. Reynolds, second by Sprvr. J. Trout and adopted.

RESOLVED, that the Rules of Order for the Board of Supervisors for the year 2023 be and hereby are adopted as the Rules of Order of the Board for the year 2024 and 2025. All parliamentary questions not covered by said Rules of Order to be decided by Roberts Rules of Order.

RULES OF ORDER

RULE 1. ORGANIZATION

The organization meeting of the Board of Supervisors shall be held on or before January 8 of each year. The Clerk of the Board of Supervisors shall serve upon each member a notice stating the date, time and place of such meeting to organize the Board. The notice shall be in writing and shall be served by mail addressed to each member at least 48 hours before the date of the meeting. The Clerk shall call the members to order and they, by a majority of their number, shall select the Temporary Chair who shall preside at such meeting until a majority of the Weighted Vote elects a Permanent Chair.

RULE 2. MEETINGS

The regular session of the Board of Supervisors shall be held on the 2nd Tuesday of each month. Nothing herein shall prohibit the Board from fixing a different meeting date. Upon petition of a majority of the members of the Board or on the direction of the Chair of the Board, the Clerk shall call a special session of the Board by giving the members not less than 48 hours' notice.

RULE 3. ABSENCE OF CHAIR

All meetings of the Board, unless otherwise provided for by call, shall be held in the Supervisors

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Chambers, Waterloo, NY and shall be called to order by the Chair upon the appearance of a quorum. In case of the absence of the Chair, the Majority Leader shall act as Chair, and in the absence of the Chair and Majority Leader, the Minority Leader shall act as Chair. In the absence of the Chair, the Majority Leader and Minority Leader, the Clerk shall call the session to order and Chair Pro-temp shall be chosen. Whereas, if Chair of the Board is physically absent from the County, or becomes temporarily physically incapacitated due to accident or sickness, and thus be unable to transact certain county business which only he / she can transact, the Majority Leader shall act for and in place of the duly appointed Chair of the Board; and in such case where the Majority Leader is also absent from the County or unable to perform the duties as described above, the Minority Leader shall act for and in the place of the duly appointed Chair, and further, the Clerk of the Board shall act in the place of the Chair in the absence of the Chair, Majority Leader and Minority Leader.

The Chair of the Board of the prior year shall act as the Chair of the Board, if necessary, prior to the reorganization meeting in January.

RULE 4. MATERIAL TO BE FURNISHED

The Clerk of the Board shall provide a copy of the minutes of the last meeting, a listing of communications and a printed agenda for the meeting for each member of the Board.

RULE 5. ORDER OF BUSINESS— REGULAR MEETINGS OF THE MONTH

1. Call to Order
2. Roll Call of members by Clerk
3. Pledge of Allegiance and Moment of Silence
4. Public Hearings
5. Petitioners / Presentations
6. Open Privilege of the Floor
7. Approval of Minutes
8. Reports of Special Committees
9. Chairperson's Remarks
10. County Attorney's Remarks
11. County Manager's Remarks
12. Communications
13. Resolutions and Motions
14. Unfinished Business
15. New Business
16. Special Order of the Day

No resolution shall be offered at a Board meeting unless it has first been filed with the Clerk of the Board of Supervisors by noon on the Wednesday before a Board meeting. The Clerk shall then transmit copies of all pre-filed resolutions to all Board members either by mail or electronically (by "e-mail"). Any resolution, which has been filed in accordance with this rule, may be offered at the next Board meeting.

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No resolution may be so filed except following reference to and approval by the proper Committee except as follows:

- A. A proposed resolution may be filed with the clerk and placed upon the Board of Supervisors' agenda pending committee action on the same night of but prior to the Board of Supervisors' meeting
- B. Any proposed resolution so pre-filed shall be marked by the clerk "pending committee action"
- C. Any such pre-filed proposed resolution shall be deemed amended as amended in Committee and a copy of the amended proposed resolution shall be laid upon the desk of each member of the Board prior to or during the Board of Supervisor's meeting and before action shall be taken upon such resolution by the Board.
- D. Any such pre-filed proposed resolution that fails to gain the approval of the appropriate committee shall be deemed struck from the agenda of the Board of Supervisor's meeting. In the case of an emergency, which necessitates that a resolution be introduced from the floor at the Board meeting, such authorization will only be granted by a simple majority vote of the Board of Supervisors.

All resolutions submitted to the Board of Supervisors for adoption that authorizes the expenditure of funds (i.e., purchase of equipment, reclassification of positions) must include the account from which the funds will be appropriated.

RULE 6. AUDIT OF BILLS AND COMMUNICATIONS

Communications not requiring action by this Board shall be filed by the Clerk under proper subject titles. Other communications except when otherwise ordered by this Board, shall be referred to the proper committee for consideration.

Upon the receipt of any report recommending the audit of bills or claims at a Regular or Special session, any member may move a specific bill or claim shall lie over for further consideration, and if such motion be carried, such claim shall be withdrawn from the consideration of the Board and shall be considered as a claim to be presented at the next succeeding session thereof.

RULE 7. CONTENTS OF PROCEEDINGS

All resolutions, reports of committees of the Board, annual reports of County Officers, and notices and communications from State officers directing the levy of any tax shall be printed in full in the Proceedings of the Board.

The printed minutes of the Clerk shall record the reading of other communications with sufficient description to show their nature and purpose but they shall not be printed in full in the Proceedings except upon order of this Board.

RULE 8. AMENDMENT OF RULES

None of these rules shall be suspended except by a 2/3 vote of the members of the Board, nor shall any be amended except upon a majority vote of all members of the Board after one day's notice accompanied by a written copy of the proposed amendment.

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RULE 9. PRESERVATION OF ORDER

The Chair shall preserve order and decorum, shall decide all questions of order, and which decision shall be final unless an appeal is taken to the Board. On appeal from the decision of the Chair, he shall have the right to assign his reason for his decision.

RULE 10. VOTE OF THE CHAIR

When the Board is equally divided, including the Chair's vote, the question shall be deemed to be lost.

RULE 11. CALL TO ORDER

If any member shall transgress the rules of the Board, the Chair may call him or her to order, in which case the member so called to order shall immediately be seated unless permitted to explain.

RULE 12. MOTION TO BE SECONDED

No motion shall be stated, debated or put unless it is seconded.

RULE 13. ENTRIES ON MINUTES

In all cases where a resolution or a motion shall be entered on the minutes the Clerk shall also enter the name of the moving and supporting members and the ayes and nays shall be taken on any question when required by statute or roll call vote demanded by any member of the Board.

RULE 14. TO LAY ON THE TABLE

A motion to lay a question on the table shall be decided without amendment or debate, and a motion to postpone the question indefinitely or to adjourn to a day certain, until it is decided, shall preclude all amendments to the main question. The motion must be seconded and voted upon.

RULE 15. LAID ON THE TABLE

All reports, resolutions and other matters laid on the table may be called therefrom under Subdivision 15 of Rule 5 upon motion made, seconded and passed.

RULE 16. DIVISIONS OF QUESTIONS

If the question in debate contains several distinct propositions, the same shall be divided by the Chair at the request of any member to the end that a vote may be taken on each proposition.

This rule shall not apply however to any vote on the annual County Budget, division of which shall require a majority vote in order to divide and vote on separate portions or items of the budget.

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RULE 17. PRIORITY OF MOTIONS

When a question is under debate, no motion shall be entertained unless for an adjournment of the Board, for the previous question.

1. To postpone indefinitely
2. To postpone to a day certain
3. To lay on the table
4. To refer to a committee
5. To amend it

These several motions shall have precedence in the order in which they are stated and except Subdivision 4 and 5 shall be decided without debate.

RULE 18. PREVIOUS QUESTION

The "Previous Question" shall be as follows: "Shall the main question not be put?", or similar language, and until it is decided shall preclude all amendment or debate. When on taking the previous question the Board shall decide that the question shall now be put, the question under consideration shall be immediately put without further amendment or debate.

RULE 19. WITHDRAWAL OF MOTION

Upon proper passage and reference from the proper committee, all motions shall be deemed to be in the possession of the Board and shall not be withdrawn, returned to committee or tabled, except by formal motion and resolution of the Board, in accordance with the Rules of the Board then existing.

RULE 20. MEMBER ENTITLED TO VOTE

Any member having an interest in the outcome of a vote other than as County Supervisor shall disclose such interest and be excused from voting or in the alternative; such vote shall be by roll call.

RULE 21. RESCINDING RESOLUTIONS

A motion to rescind any resolution or motion shall require for passage a majority vote of all members of the Board.

RULE 22. FINAL APPROVAL OF MINUTES

The minutes of the Board shall be available for inspection at all times and may be corrected at any time upon motion. Such minutes shall constitute and be certified by the Chair and the Clerk of the Board as the record of proceedings of the session without further reading.

RULE 23. PRESERVATION OF RECORDS

It shall be the duty of the Clerk of this Board to preserve all the records of this Board, including bills, statements, audits, petitions, resolution, etc. in properly indexed files.

RULE 24. ROBERTS RULES OF ORDER

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All questions not covered by these rules shall be decided accordingly to the generally prevailing rules of parliamentary law and Roberts Rules of Order.

Special Order of the Day

Sprvr. D. Trout offered a motion, seconded by Sprvr. Shipley to adjourned the meeting. The meeting adjourned at 6:22pm