



# **MADISON COUNTY BOARD OF SUPERVISORS**

**John M. Becker, Chairman**  
**Mark Scimone, County Administrator**  
**Cindy Urtz, Clerk**

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## **Agenda**

### **MADISON COUNTY BOARD OF SUPERVISORS 1<sup>ST</sup> DAY – ANNUAL SESSION, MONDAY, NOVEMBER 10, 2014**

- 10:00 a.m. Native American Affairs Committee – Large Conference Room
- 12:40 p.m. Criminal Justice, Public Safety & Emergency Communications Committee  
Re: Resolution – Large Conference Room
- 12:45 p.m. Government Operations Committee – Large Conference Room  
Re: Resolutions
- 12:45 p.m. Health and Human Services Committee – Chambers  
Re: Resolution
- 1:00 p.m. Committee of the Whole – All Supervisors (Large Conference Room)  
Re: Chairman and Co. Administrator Updates
- 2015 Tentative Budget
- 2:00 p.m. Board Meeting – Chambers
- 2:15 p.m. Public Hearing – Local Law No. 3 of 2014 - Authorizing an Administrative Supervision Fee for Supervising of DWI Probationers.

## **RESOLUTIONS**

1. Waiving the Rules for Resolutions.
2. Accepting Tentative Budget as Filed by the Budget Officer.
3. Appointing a Committee to Review the 2015 Tentative Budget.
4. Authorizing Public Hearing on the Tentative Budget for Madison County Sewer District for 2015.
5. Authorizing Public Hearing on the Tentative Budget for Cowaselon Watershed District for 2015.
6. Authorizing Public Hearings on the Tentative County Budget for Fiscal Year 2015.
7. Authorizing Attendance at an Out-of-State Conference. (Sheriff's)
8. Amending the Terms and Conditions of Employment for Non-Represented Employees in Job Titles in Teamsters Local 294 Policy.
9. Authorizing the Chairman to Renew an Agreement. (CSEA Employee Benefit Fund)
10. Amending Madison County's Purchasing Policy and Procedures.
11. Resolution Approving Settlement Agreement.
12. Creating One Part-Time Position in the Solid Waste Department.
13. Authorizing the Chairman to Enter into Agreement with Thomson Reuters (GRC) Inc.
14. Authorizing the Chairman to Enter into an Agreement with Varonis Systems, Inc.
15. Public Health Department Charges – Approved Charges and Fee Schedule.

16. Extending an Agreement with Madison County Rural Health Council (MCRHC) and Modifying the 2014 Budget.
17. Authorizing the Chairman to Enter into an Agreement with Madison County Council on Alcoholism and Substance Abuse (dba, BRiDGES)
18. Authorizing the Chairman to Enter into an Agreement with Coordinated Care Services, Inc.
19. Authorizing the Chairman to Enter into Agreements for Psychiatric Services.
20. Authorizing the Chairman to Enter into an Agreement with Rubicon Consulting.
21. Authorizing the Chairman to Enter into an Agreement with RxSCRIBE, Inc.
22. Authorizing the Chairman to Enter into an Agreement for Nursing Services.
23. Authorizing the Chairman to Enter into an Agreement for Mental Health Consultation Services. (Barletta, Trousdale)
24. Authorizing the Chairman to Enter into an Agreement for Mental Health Consultation Services. (Fleming)
25. Adopting Local Law No. 3 for the year 2014. (Fee – DWI Probationers)
26. Authorizing the Chairman to Renew an Agreement with AutoMon, LLC.
27. Authorizing the Chairman to Enter into an Agreement. (Homeland Security Exercise)
28. Authorizing the Chairman to Enter into an Agreement. (BRiDGES)
29. Authorizing the Chairman to Enter into an Agreement with NYS Division of Criminal Justice Services.
30. Authorizing the Chairman of the Board of Supervisors to Enter into an Agreement. (Valerie Smith Cornish)
31. Authorizing the Chairman of the Board of Supervisors to Enter into an Agreement. (Alan Cordary – Computer Crimes Consultant)
32. Authorizing the Chairman of the Board of Supervisors to Enter into an Agreement. (Alan Cordary – Law Enforcement Coordinator)
33. Authorizing the Chairman to Enter into an Agreement with the New York State Division of Homeland Security and Emergency Services – FY2014 State Homeland Security Program (SLETPP) and Modifying the 2014 County Budget.
34. Authorizing Participation in a Federal Grant and Modifying the 2014 County Budget.
35. Extending the Contract with Madison County Tourism, Inc.
36. Authorizing the Chairman to Enter into an Sublease Agreement with Express Employment Professionals. (Employment & Training)
37. Authorizing the Chairman to Enter into a Sublease Agreement with Staffworks, Inc.
38. Approving a Contract with the New York State Office of Parks, Recreation, and Historic Preservation.
39. Authorizing the Chairman to Enter into an Agreement for Pre-Demolition Asbestos Survey.
40. Amending the Rules of the Madison County Board of Supervisors Regarding the Privilege of the Floor.
41. Authorizing the Chairman to Renew an Agreement with NTS Data Services.
42. Authorizing the Chairman to Enter into an Agreement with the Madison County Snowmobile Association, Inc. for the use of the Swallows Bridge Road Bridge.
43. Authorizing the Chairman to Enter into an Agreement with the Madison County Snowmobile Association, Inc. for the use of the Hardwood Island Road Bridge.
44. Authorizing the Chairman to Enter into an Agreement with Delta Engineers.
45. Authorizing the Chairman to Enter into an Agreement with Labella Associates, DPC.
46. Authoring the Filing of an Application and Entering into a State Contract for a State Grant-In-Aid for Household Hazardous Collection Program, Under the Appropriate Laws of New York State.
47. Approval – Mortgage Tax Report.
48. Authorizing Chairman to Enter into Agreement with Simplifile for E-Recording Implementation in the County Clerk's Office.

49. Authorizing Budget Modification for Utica Street Based on Approved New York State Assistance Contract Amendment.
50. Authorizing the Chairman to Execute an Agreement with the Town of Lincoln for Tax Collection.
51. Authorizing the4 Modification of the 2014 Adopted County Budget. (Bundle)

**APPROVAL OF VOUCHERS FOR PAYMENT  
PUBLIC COMMENT PERIOD**

cc: Oneida Daily Dispatch  
Mid-York Weekly

  
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Cindy Urtz, Clerk

**Visit our website at: [www.madisoncounty.ny.gov](http://www.madisoncounty.ny.gov)  
Click on Departments – Board of Supervisors**

**RESOLUTION NO. 1**

**WAIVING THE RULES FOR RESOLUTIONS**

**RESOLVED**, that Rule 24 and Rule 24-A of the Madison County Board of Supervisors, to the extent requiring that all resolutions intended to be moved for adoption be filed with the Clerk not less than seven calendar days prior to the meeting, and copies mailed to all members with the meeting agenda; and to the extent providing that resolutions be filed with the Chairman of the appropriate legislative committee at least ten days prior to the meeting at which its introduction will be sought, be waived during this annual session so that all resolutions may be acted upon immediately. Nothing herein shall be construed to limit the ability to table resolutions until the next succeeding meeting pursuant to Rule 17.

Dated: November 10, 2014

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**Scott Henderson, Chairman**  
**Administration and Oversight Committee**

**RESOLUTION NO. 2**

**ACCEPTING TENTATIVE BUDGET AS FILED BY THE  
BUDGET OFFICER**

**WHEREAS**, Cindy J. Edick, Madison County Budget Officer has on November 10, 2014, filed the fiscal year 2015 budget with the Clerk to the Board of Supervisors; and

**WHEREAS**, said 2015 tentative budget contains several amounts recommended for the conduct of fiscal year 2015 County Government;

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Supervisors hereby acknowledge receipt of said budget; and

**BE IT FURTHER RESOLVED**, that in the event the Board of Supervisors fails to adopt by December 20, 2014, a budget for fiscal year 2015, the tentative budget with such changes, alterations, revisions, as shall have been made by resolutions of the Board of Supervisors, shall constitute the budget for fiscal year 2015 in accordance with Section 361 of the County Law.

Dated: November 10, 2014

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**John A. Reinhardt, Chairman**  
**Finance, Ways and Means Committee**

**RESOLUTION NO. 3**

**APPOINTING A COMMITTEE TO REVIEW THE 2015 TENTATIVE BUDGET**

**RESOLVED**, that the Standing Finance, Ways and Means Committee of this Board, who were duly appointed by the Chairman and affirmed by the Board of Supervisors be and the same are hereby designated as the proper Committee to review the tentative budget for 2015, which said budget was filed with the Clerk to this Board on Monday, November 10, 2014.

Dated: November 10, 2014

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**John A. Reinhardt, Chairman  
Finance, Ways and Means Committee**

**RESOLUTION NO. 4**

**AUTHORIZING PUBLIC HEARING ON THE TENTATIVE BUDGET  
FOR MADISON COUNTY SEWER DISTRICT FOR 2015**

**RESOLVED**, that the public hearing on the tentative budget for the Madison County Sewer District will be held at 10:00 a.m. on Tuesday, November 18, 2014; and

**BE IT FURTHER RESOLVED**, that pursuant to Section 271 of the County Law providing for the cost of improvements which will benefit each lot or parcel of land; the assessment roll has been filed in the office of the Clerk to the Board of Supervisors and is available for public inspection.

Dated: November 10, 2014

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**John A. Reinhardt, Chairman  
Finance, Ways and Means Committee**

**RESOLUTION NO. 5**

**AUTHORIZING PUBLIC HEARING ON THE TENTATIVE BUDGET FOR  
COWASELON WATERSHED DISTRICT FOR 2015**

**RESOLVED**, that the public hearing on the tentative budget for the Cowaselon Watershed District will be held at 10:05 a.m. on Tuesday, November 18, 2014; and

**BE IT FURTHER RESOLVED**, that the annexed detailed statement of the estimated expenditures and revisions and the assessment roll heretofore submitted by the administrative agency heretofore appointed pursuant to Section 299-p of the County Law, which has been filed in the office of the Clerk to the Board of Supervisors and a summary of the entire budget is available for public inspection.

Dated: November 10, 2014

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**John A. Reinhardt, Chairman**  
**Finance, Ways and Means Committee**

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**RESOLUTION NO. 6**

**AUTHORIZING PUBLIC HEARINGS ON THE TENTATIVE COUNTY  
BUDGET FOR FISCAL YEAR 2015**

**RESOLVED**, pursuant to the provisions set forth in Section 359 of the County Law, public hearings on the tentative county budget for fiscal year 2015 will be held on Tuesday, November 18, 2014 at the following times and location:

**10:10 a.m. and 6:00 p.m.** Supervisors Chambers, Second floor, County Office  
Building #4, North Court Street, Wampsville, New York

Dated: November 10, 2014

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**John A. Reinhardt, Chairman**  
**Finance, Ways & Means Committee**

**RESOLUTION NO. 7**

**AUTHORIZING ATTENDANCE AT AN OUT-OF-STATE CONFERENCE  
(Sheriff)**

**WHEREAS**, the Northeast Regional CAC Regional Chapter Summit will be held December 2-3, in Philadelphia, PA; and

**WHEREAS**, Allen Riley, Madison County Sheriff, has requested that Renee Smith, Child Advocacy Center Director, attend this conference; and

**WHEREAS**, her expenses are fully funding by the Multi-Disciplinary Team Grant received by the Sheriff's Office; and

**WHEREAS**, this request has been reviewed and approved by the Criminal Justice, Public Safety and Emergency Communications, and the Government Operations Committee;

**NOW, THEREFORE BE IT RESOLVED** that Renee Smith be and hereby is authorized to attend said conference at no expense to the County.

Dated: November 10, 2014

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Daniel S. Degear, Chairman  
Government Operations Committee

**RESOLUTION NO. 8**

**AMENDING THE TERMS AND CONDITIONS OF EMPLOYMENT FOR NON-REPRESENTED EMPLOYEES IN JOB TITLES IN TEAMSTERS LOCAL 294 POLICY**

**WHEREAS**, the Terms and Conditions of Employment for Non-Represented Employees in Job Titles in Teamsters Local 294 Policy outlines the terms and conditions of employment for all part-time and temporary Corrections Officers excluded from the Teamsters Local 294 bargaining unit; and

**WHEREAS**, Section 205 of the County Law authorizes the Board of Supervisors to fix the compensation of County employees; and

**WHEREAS**, Sheriff Riley has recommended that the hourly rates for non-represented employees in Corrections Officer job titles be increased in order to maximize recruitment and retention efforts for part-time and temporary Corrections Officers; and

**WHEREAS**, the Criminal Justice, Public Safety and Emergency Communications and the Government Operations Committee have reviewed the current hourly wage rates and recommend the following increases effective January 1, 2015:

	<u>From</u>	<u>To</u>
Rate for first year of continuous service:	\$10.40/hour	\$13.00/hour
Rate after one year of continuous service:	\$12.77/hour	\$15.00/hour

**WHEREAS**, the Government Operations Committee has reviewed the amendments to the policy and procedures as stated and recommends the same for adoption by the Board of Supervisors,

**NOW, THEREFORE BE IT RESOLVED** that the Terms and Conditions of Employment for Non-Represented Employees in Job Titles in Teamsters Local 294 Policy be and hereby are amended effective January 1, 2015.

Dated: November 10, 2014

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Daniel S. Degear, Chairman  
Government Operations Committee

**RESOLUTION NO. 9**

**AUTHORIZING THE CHAIRMAN TO RENEW AN AGREEMENT  
(CSEA Employee Benefit Fund)**

**WHEREAS**, Madison County is required to provide payroll deduction to all employees represented by the CSEA White and Blue Collar Unit that elect to purchase an insurance product provided by the CSEA; and

**WHEREAS**, most County employees have had the option of utilizing the Gold 12 Vision Plan provided by the CSEA Employee Benefit Fund since July 2013 and the response to the offering has been favorable; and

**WHEREAS**, the benefit provided under the Gold 12 Vision Plan provides for more comprehensive vision coverage than what is currently offered under the County's traditional indemnity health insurance plan administered by EBS-RMSCO, Inc.; and

**WHEREAS**, the plan will continue to be made available to all employees that are not assigned to a collective bargaining unit represented by a union that competes with the CSEA; and

**WHEREAS**, the premium cost associated with this benefit will continue to be borne entirely by the employee with no contribution from the County,

**NOW, THEREFORE, BE IT RESOLVED** that the Chairman of the Board be and hereby is authorized to execute the agreement with CSEA Employee Benefit Fund effective January 1, 2015 and terminating on June 30, 2018, as is on file with the Clerk to the Board.

DATED: November 10, 2014

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Daniel S. Degear, Chairman  
Government Operations Committee

**RESOLUTION NO. 10**

**AMENDING MADISON COUNTY'S PURCHASING POLICY AND PROCEDURES**

**WHEREAS**, the Madison County Board of Supervisors has previously adopted a revised Purchasing Policy and Procedure; and

**WHEREAS**, the current policy requires amendments to comply with procedural changes; and

**WHEREAS**, additional amendments to the obsolete and/or surplus county personal property are recommended to accelerate the turnover process; and

**WHEREAS**, the amendments will also increase efficiencies countywide; and

**WHEREAS**, the Government Operations Committee has reviewed the amendments to the procedures and recommends adoption by the Board of Supervisors;

**NOW, THEREFORE BE IT RESOLVED**, that the Madison County Board of Supervisors hereby adopts Madison County's Purchasing Policy and Procedures as amended.

Dated: November 10, 2014

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Daniel S. Degear, Chairman  
Government Operations Committee

**MADISON COUNTY'S  
PURCHASING POLICY  
AND  
PROCEDURES**

**Nicole L. Schafer-Farino, Purchasing Agent  
Madison County Office Building  
P.O. Box 635  
N. Court Street  
Wampsville, New York 13163  
(315) 366-2247**

2014

# MADISON COUNTY PURCHASING POLICY AND PROCEDURES

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## **STATEMENT OF INTRODUCTION**

Pursuant to General Municipal Law (G.M.L.) Section (§)104-b, "goods and services which are not required by law to be procured by political subdivisions or any districts therein pursuant to competitive bidding must be procured in a manner so as to assure the prudent and economical use of public moneys in the best interest of the taxpayers of the political subdivision or district, to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances, and to guard against favoritism, improvidence, extravagance, fraud and corruption."

To further these objectives and in compliance with G.M.L. §104-b, the Madison County Board of Supervisors, by resolution, has adopted certain internal policies and procedures contained in this manual governing all procurement of goods and services which are not required to be made pursuant to the competitive bidding requirements of G.M.L. §103 or of any other general, special or local law.

The purchasing function involves the procurement of commodities and services at the lowest possible cost consistent with the quality needed to meet the required standards of the County. Our goal is the promotion of the County's best interest through intelligent action and fair dealing which will result in obtaining the maximum projected value for each dollar expended.

## **PURCHASING ETHICS RULES**

Purchases shall be made in accordance with all applicable Federal, State and Local Laws Rules and Regulations, including Local law No. 6 of 1990 (A Local Law Relative to the Filing of Financial Disclosure Statements by Certain County Officials and Employees and to a Local Code of Ethics as Authorized by Article 18 of the General Municipal Law and the Municipal Home Rule Law) as amended and Local Law No. 5 (A Local Law Amending LL#2 of 1970 Establishing Standards of Conduct for Officers and Employees of the County of Madison) of 1985 as amended, Article 18 of the G.M.L. (State Conflicts of Interest Law for Municipal Officers and Employees) and Article 1-A of the Legislative Law (Lobbying Act).

## DEFINITIONS

**‘Alternate Procurement Method’** shall mean those methods of procuring commodities and services identified in **Section 5(II)(E)**, herein below.

**‘Best Value’** shall mean the basis for awarding contracts for services to the offerer which optimizes quality, cost and efficiency, among responsive and responsible offerers. Such basis shall reflect, wherever possible, objective and quantifiable analysis.

**‘Board’** shall mean the Madison County Board of Supervisors.

**‘Commodity’ or ‘Commodities’** shall mean goods, and shall include but not be limited to materials, equipment and supply items.

**‘Emergency’** under G.M.L. § 103(4), ‘in case of a public emergency arising out of an accident or other unforeseen occurrence of condition whereby circumstances affecting public buildings, public property or the life, health, safety or property of the inhabitants require immediate action’.

**‘Equipment’** shall mean a movable or fixed unit of furniture or furnishings, an instrument, a machine, an apparatus, or a set of articles which meets all of the following conditions:

- a. It retains its original shape and appearance in use.
- b. It is non-expendable, that is, if the article is damaged or some of its parts are lost or worn out, it is usually more feasible to repair it rather than replace it with an entirely new unit.
- c. It represents an investment of money which makes it feasible and advisable to capitalize the item.

**‘Invoice’** shall mean a formal statement or billing submitted by a vendor showing the amount due and terms of payment for supplies delivered or services rendered.

**‘Leases’** shall mean “true leases”, not subject to competitive bidding under G.M.L. §103, and shall include leases of equipment with operators which equipment and operators are under the supervision and control of Madison County. Entry into leases shall not be ‘Purchasing’ or ‘Public Works Contracts’ hereunder.

**‘Mandated Sources’ or ‘New York State Preferred Sources’** shall mean those entities selling commodities in the form, function and utility being sought pursuant to §162 of the State Finance Law.

**‘Professional Services’** shall mean those services which are provided to the County and which shall be exempt from the competitive bidding procedures as outlined in this policy.

**‘Public Works’** shall mean all works constructed for public use, protection, or enjoyment, ordinarily of a fixed nature, such as buildings, docks, canals, waterworks, highways, etc., and shall apply to those commodities or projects involving labor or both materials and labor and shall include such items as construction, paving and repair contracts.

**‘Purchasing’** shall mean the act of obtaining commodities or services necessary to carry out a particular function of the County.

**‘Purchasing Agent’** shall mean the person or persons designated by the Board to coordinate procurement of necessary commodities and services.

**‘Quote’** shall mean an informal notice (usually written) by a vendor setting forth the terms on which he/she will furnish supplies or services to the County.

**‘R.F.P.’** shall mean a request for proposals.

**‘R.F.Q’** shall mean a request for quotes.

**‘Requisition’** shall mean a written request to the Purchasing Agent for one or more commodities or services necessary to carry on or improve a particular function of the County.

**‘Requisitioner’** shall mean the official or department head, or the authorized subordinate, initiating a request for commodities or services.

**‘Specifications’** shall mean a written description of needed commodities and/or services setting forth in a clear concise manner the performance and/or physical characteristics of the commodities and/or services to be purchased, and the circumstances under which the purchase shall be made.

**‘State Contract’** shall mean any contract entered into by the State of New York from which Counties within the State of New York are authorized to make purchases from and pursuant to the terms of said contract.

**‘Supply Item’** shall mean any commodity which meets one or more of the following conditions:

- a. It is consumed in use.
- b. It loses its original shape or appearance with use.
- c. It is expendable, that is, if the commodity is damaged or some of its parts are worn out, it is usually more feasible to replace it with an entirely new unit rather than repair it.
- d. It is an inexpensive item, having characteristics of equipment, whose small unit cost makes it inadvisable to capitalize the item.
- e. It loses its identity through incorporation into a different or more complex unit or substance.

**‘Vendor’** shall mean a supplier of commodities or services to the County.

## PURCHASING POLICY

1. Pursuant to County Law, §625, the Purchasing Agent shall be appointed by the Board of Supervisors for a term for which the membership of such Board appointing him/her was elected. The Purchasing Agent working with the County Administrator will be responsible for reviewing and administering the purchasing program of the County of Madison. The County Administrator in cooperation with the Purchasing Agent shall be responsible for developing and overseeing the purchasing policy to be approved by the Government Operations Committee and ultimately the full Board of Supervisors.
2. The Purchasing Agent shall determine that the necessary commodities and non-professional services are purchased at the lowest possible prices from responsible providers and shall maintain the supporting documentation.
3. Pursuant to G.M.L. §103, all purchase contracts for commodities or non-professional services that involve an expenditure of over Twenty Thousand dollars (\$20,000) and all public works contracts exceeding Thirty Five Thousand dollars (\$35,000) shall be awarded only after public bidding pursuant to law for the solicitation of formal bids, unless purchased under State Contract or other New York State Preferred Sources. Items of a similar nature which are generally handled by one vendor should be grouped together for the purpose of determining whether the limit is exceeded. It is the responsibility of the Department Head to identify the purchases to be made by his/her department in a fiscal year that will exceed the monetary limits stated above and to initiate the competitive bidding process by contacting the Purchasing Agent.
4. The Purchasing Agent or designee is authorized to open and record such bids.
5. Purchases shall be evaluated with attention given to cumulative dollar amounts expended in any given fiscal year. When necessary, a canvass of all relevant departments will be conducted to determine the yearly value of a commodity or service. Past history may be taken into consideration when evaluating yearly costs associated with a purchase of a commodity or service. If the cost of a commodity or service is expected to exceed the bid limit, bidding shall take place. This decision shall be made by the Purchasing Agent, with the assistance of the Treasurer, and after consultation with affected Department Heads.
6. It is the responsibility of the Department Head and the County Administrator and/or Purchasing Agent to determine whether it is advantageous to the County to bid any purchase contracts less than these statutory limits.
7. The methods listed herein below shall be the methods used in procuring commodities or services and shall be made in accordance with the procedures set forth herein or by an alternative method authorized by law and approved by the Board of Supervisors.
8. If a commodity or service is available in the form, function and utility as required by the County, then the purchase must be made from New York State Preferred Sources in accordance with GML §104.
9. Items commonly used in the various departments thereof shall be uniform whenever consistent with the operational goals and in the interest of efficiency and economy.

10. Each Department Head is required to submit to the Purchasing Agent a list of names and signatures of no more than 3 people in their department authorized to requisition commodities for their respective departments.
11. The County of Madison will not be deemed responsible for commitments made circumventing these procedures.
12. All purchases shall be made in accordance with State Federal and Local Laws, including but not limited to the Lobbying Act (Legislative Law Article 1-A).
13. Every effort should be made to support private industries and businesses of Madison County, when possible, and so long as such action does not violate Federal Law, State Law, Local Law or County contracts, policies or resolutions.
14. The purchase of products containing recycled material is encouraged whenever its quality is adequate, it is economically and functionally feasible, and it is within State regulations concerning local financial transactions.
15. Determination of vendors from which goods and services shall be leased shall follow the procedures set forth in Purchasing Procedures Section 5.
16. The Purchasing Agent is designated to review the requisition form for completeness and approve or deny the requisitioner's request. Each Department Head shall be responsible for compliance by him/herself, and his/her subordinates, to the purchasing procedures as herein stipulated and that the items ordered and their subsequent costs are within the budgetary appropriations.
17. Two ethical principles should be observed in all purchasing transactions.

First - Public funds may not be expended for the benefit of any individual outside of normal, customary and approved work related/public purposes. Even funds from private sources, once provided to or accepted by the County, become public funds.

Second - No benefit should inure to any individual as a result of purchases made using public funds regardless of their source; i.e. federal, state or local funds.

It follows from these principles that individuals shall not benefit by receiving goods for personal use through County purchasing action. Additionally no private benefits or items shall be accepted for personal use from vendors doing business with the County. Strict compliance with the Madison County Code of Ethics (Local Law No. 5 of 1985, As amended) regarding gifts and gratuities should be observed.

It shall be the policy of Madison County that the reimbursement for or purchasing of food, food items, beverages or meals for consumption by County employees, County officials, volunteers, guests or private individual using public funds is prohibited except as indicated in the County Travel Policy and Procedures.

Exceptions to the policy. Medical necessity may justify exception to this prohibition of providing food/beverages at county expense. Examples of medical necessity exceptions are a) to provide snack or juice products to immunization clinic clients or blood donors where reactions to treatment may mitigated or avoided by taking food and or drink or b) prenatal clinic clients who may be gestational diabetes and require snacks and fluids

Other exceptions may be justified when the person receiving food/meals at County expense is in the custody of County officials (e.g. a child custody client) during normal mealtimes or for durations that prevent the individual from taking meals on their own recognizance.

Scheduling of meetings to include mealtimes is, in and of itself, not justification for providing food at county expense. Provisions should be made for attendees to leave the meetings for meals.

In general, approval for providing food/food items or beverages at County expense should be approved in advance by the County Administrator.

## PURCHASING PROCEDURES

### 1. GENERAL

- A. The purchasing procedures employed shall comply with all applicable laws and regulations of the State of New York, including but not limited to the use of prevailing wage rates when applicable and the "Lobbying Act" Article 1A of the Legislative Law, and shall be subject to the approval of the Board.
- B. With the exception of those purchases made under emergency situations and/or blanket requisitions, only the person designated by the Board of Supervisors as Purchasing Agent or County Administrator may commit the County for a purchase of commodities costing more than One Thousand dollars (\$1,000) Commitment by the County is only valid after a requisition has been authorized and approved.
- C. The commodities and/or services to be purchased shall be of the quality and in the quantity required to serve the function in a satisfactory manner, as determined by the Requisitioner.
- D. It is the responsibility of the Requisitioner to provide an adequate description of commodities needed in the preparation of their bid specification. The specifications should be written so as not to restrict competition or otherwise preclude the most economical purchase of the required commodities.
- E. Standard supply lists of commonly used commodities and/or non-professional services shall be jointly developed for all categories or groups of supplies by the Purchasing Agent and the appropriate Requisitioners. These lists shall be used as the basis for requisitioning.
- F. When dealing with the procurement of goods and services under a Federal Grant Project, review should be made of the Federal Regulations for Procurement of Goods and Services under Federal Grant Projects which was adopted by the Board of Supervisors by Resolution No. 111 in April, 2007.

### 2. SPECIFIC PURCHASING PROCEDURES

- A. **Bidding Requirements** (Pursuant to G.M.L. §103(1))

#### **General Provisions:**

- i. G.M.L. §103 requires purchases exceeding Twenty Thousand dollars (\$20,000) and public works contracts exceeding Thirty Five Thousand dollars (\$35,000) be awarded to the lowest responsible bidder after public advertising for sealed bids. (When bidding Public Works Contracts, the Department Head shall verify that prevailing wage rates are used when appropriate.)
- ii. Competitive bidding is required when it is known or can reasonably be expected that the aggregate amount to be spent on commodities will exceed Twenty Thousand dollars (\$20,000) in a fiscal year. Supply items of a similar nature which are generally handled by one vendor should be grouped together for the purpose of determining whether the limit is

exceeded.

- iii. It is the responsibility of the Department Head to identify the purchases to be made by his/her department in a fiscal year that will exceed the monetary limits stated above and to initiate the competitive bidding process by contacting the Purchasing Agent.

**Guidelines For Bidding:**

- i. Detailed specifications of the desired commodities shall be prepared by the Department Head in conjunction with the County Administrator.
- ii. These specifications shall be submitted to the Purchasing Agent in their draft form. It will be the Purchasing Agent's responsibility to enter these specifications into the County's approved bid document.
- iii. The Purchasing Agent will arrange for the legal notice to be placed in the official newspaper(s) of the County, the cost of which will be charged back to the originating department.
- iv. The Purchasing Agent will also establish a date and time for the opening and reading of the bids as per G.M.L.
- v. Bids will be opened at a public meeting by the Purchasing Agent, assisted by his/her designee. A department representative may be requested to attend the bid opening by the Purchasing Agent.
- vi. Awarding of the bid will take place only after the requesting department and their legislative committee have had time to jointly research the bids to make sure that the bidders have complied with the specifications, that sufficient monies have been appropriated within the department's current budget, and that the G.M.L. has been adhered to. When a low bidder proposes an alternative as "an equal" to that specified, it is the responsibility of the requisitioner to determine whether the proposed substitution is, in fact, an equal.
- vii. The bid will be awarded to the lowest responsible bidder. The rejection of the low bid will be documented by the originating department with an explanation as to the basis for such a rejection and provided to the Purchasing Agent. This documentation shall be maintained in the Purchasing Agent's file.

**B. Commodities and Non-Professional Services for Non-Public Works Contracts**

- i. Purchases of commodities or non-professional services costing less than One Thousand dollars (\$1,000) do not require a formal quote. However, all requisitions should be accompanied by confirming price documentation.
- ii. Purchases of commodities or non-professional services costing more than One Thousand dollars (\$1,000) but less than Three Thousand dollars (\$3,000) requires a minimum of three oral or written quotes, unless an Alternate Procurement Method applies. In the event that, after documented, diligent efforts have been made to obtain

three oral or written quotes, the requisitioner is unable to obtain the required number of quotes, a waiver of this requirement can be granted by the Purchasing Agent and/or County Administrator.

- iii. Purchases of commodities or non-professional services costing more than Three Thousand dollars (\$3,000) but less than Twenty Thousand dollars (\$20,000) requires a minimum of three written quotes, unless an alternate purchasing procedure applies. (SEE SECTION 2. E.) In the event that, after documented, diligent efforts have been made to obtain three written quotes, the requisitioner is unable to obtain the required number of quotes, a waiver of this requirement can be granted by the Purchasing Agent and/or County Administrator.
- iv. A record of all quotes shall be made and maintained in the purchase file. For oral quotes there shall be a telephone log or written record which shall record the date, commodity or service requested, price quoted, name of vendor, name of vendor's representative making the quote and the name of Purchasing Agent receiving the quote. For written or facsimile quotes Vendors shall provide: date, description of commodity or details of service to be provided, quote, name of vendor, name of vendor's representative. Written quotes may be received by mail, electronic mail or by facsimile.
- v. Department Heads shall only order from a vendor if said vendor has been approved by the Purchasing Agent, or if they are making an emergency purchase. Emergency purchases shall conform to the procedures set forth herein.
- vi. All awards from quotes shall be made to the lowest responsible vendor, unless a valid and acceptable basis for deviation from this rule exists. Purchases made from anyone other than the vendor with the lowest quote shall detail the circumstances and reasons which justify and dictate the basis for such a deviation (e.g. delivery requirements, quality or quantity requirements, known past experience of vendor). All purchases must be reviewed and approved by the Purchasing Agent and shall require a requisition.
- vii. If the Purchasing Agent, with the assistance of the Treasurer, believes that the total cost of the commodities or non-professional services will exceed the minimum monetary threshold established by G.M.L. §103, then the Purchasing Agent shall advise the Department Head of the situation and require the Department Head, in conjunction with other appropriate County personnel if appropriate, to follow the bidding procedures detailed herein.
- viii. All awards from quotes shall be made to the lowest responsible vendor, if possible. Circumstances, which will be documented on the face of the quote form and attached to the requisition, may dictate purchase from other than the lowest quote (e.g., delivery requirements, quality or quantity requirements, known documented past experience of vendor).
- ix. If any department purchases or projects are under bidding limits, but are suspected to exceed the Twenty Thousand dollars (\$20,000) limit on a Countywide basis, discretion shall be used, inquiries made, and if appropriate, the bidding procedure will take effect.

All Non-Public Works Purchase Contracts

Up to \$1,000	No quote necessary but should have confirming price
\$1,000 up to \$3,000	3 Oral and/or Written Quote or Approved Waiver
\$3,000 up to \$20,000	3 Written Quote or Approved Waiver
\$20,000 and Over	Formal Bid

**C. Commodities and Non-Professional Services for Public Works Contracts**

- i. Purchases of commodities or non-professional services costing less than One Thousand dollars (\$1,000) do not require a formal quote. However, all requisitions should be accompanied by confirming price documentation.
- ii. Purchases of commodities or non-professional services costing more than One Thousand dollars (\$1,000) but less than Three Thousand dollars (\$3,000) require a minimum of three oral or written quotes, unless an Alternate Procurement Method applies. In the event that, after documented diligent efforts have been made to obtain three oral or written quotes, the requisitioner is unable to obtain the required number of quotes, a waiver of this requirement can be granted by the Purchasing Agent.
- iii. Purchases of commodities or non-professional services costing more than Three Thousand dollars (\$3,000) but less than Thirty Five Thousand dollars (\$35,000) requires a minimum of three written quotes, unless an alternate purchasing procedure applies. In the event that, after documented diligent efforts have been made to obtain three written quotes, the requisitioner is unable to obtain the required number of quotes, a waiver of this requirement can be granted by the Purchasing Agent.
- iv. A record of all quotes shall be made and maintained in the purchase file. For oral quotes there shall be a telephone log or other record which shall record the date, commodity or service requested, price quoted, name of vendor, name of vendor's representative making the quote and the name of Purchasing Agent receiving the quote. For written or facsimile quotes Vendors shall provide: date, description of commodity or details of service to be provided, quote, name of vendor, name of vendor's representative. Written quotes may be received by mail, electronic mail or by facsimile.
- v. Department Heads shall only order from a vendor if said vendor has been approved by the Purchasing Agent, or if they are making an emergency purchase. Emergency purchases shall conform to the procedures set forth herein.
- vi. All awards from quotes shall be made to the lowest responsible vendor, unless a valid and acceptable basis for deviation from this rule exists. Purchases made from anyone other than the vendor with the lowest quote shall detail the circumstances and reasons which justify and dictate the basis for such a deviation (e.g. delivery requirements, quality or quantity requirements, known past experience of vendor). All purchases must be reviewed and approved by the Purchasing Agent and shall require a requisition.
- vii. If the Purchasing Agent, with the assistance of the Treasurer, believes that the total cost of the commodities or non-professional services will exceed the minimum monetary threshold established by G.M.L. §103, then the Purchasing Agent shall advise the Department Head of the situation and require the Department Head, in conjunction with other appropriate County personnel if appropriate, to follow the bidding procedures detailed herein.

- viii. All awards from quotes shall be made to the lowest responsible vendor, if possible. Circumstances, which will be documented on the face of the two-part requisition or attached thereto, may dictate purchase from other than the lowest quote (e.g. delivery requirements, quality or quantity requirements, known and documented past experience of vendor).
- ix. If any department purchases or projects are under bidding limits, but are suspected to exceed the Thirty Five Thousand dollar (\$35,000) limit on a Countywide basis, discretion shall be used, inquiries made, and if appropriate, the bidding procedure will take effect.

All Public Works Contracts

Up to \$1,000	No Quote Necessary but should have confirming price
\$1,000 up to \$3,000	Oral and/or Written Quote or Approved Waiver
\$3,000 up to \$35,000	Written Quote or Approved Waiver
\$35,000 and Over	Formal Bid

**D. REQUISITIONS**

**Completing and Submitting Requisitions**

- i. The proper requisition form shall be available from the Purchasing Agent (the requisition form shall be reviewed by the County Treasurer prior to submitting to the Purchasing Agent for approval). The requisition must contain the following information:
  - a. Date of Requisition
  - b. Title of the Department
  - c. Current budget line item code
  - d. Complete description of product or service required including (if available):
    - Description of commodity or service – if a specific brand is needed it should be specified on the form; if no such notation is made it is assumed that any comparable brand may be used.
    - Catalog or model number.
    - Color or other distinguishing features.
    - Quantity desired.
    - Date needed.
    - Prices from a minimum of three vendors (if available).
    - Vendor chosen (if not the lowest priced, a satisfactory written explanation is required)

- Signature of Requisitioner

- ii. Upon approval, the original requisition form will be returned to the requisitioner by the Purchasing Agent or his/her designee. The Purchasing Agent will maintain a copy of the approved requisition.
- iii. In the event a quote was required and the lowest vendor was not selected, the requisitioner shall provide a detailed explanation as to why the vendor with the lowest quoted price was not selected. This explanation shall be on a separate sheet if necessary and maintained in the Purchase Agents file. The requisitioner may then order the items from the chosen vendor.
- iv. When the Department Heads prepare their vouchers for payment, the original copy of the requisition form **MUST BE ATTACHED TO THE VOUCHER** and submitted to the Treasurer's Office for payment processing and audit by the Board of Supervisors.
- v. If the commodities ordered were taken from a current County bid sheet or from an Alternative Procurement Method, the original voucher and requisition shall contain specific details regarding the purchase (e.g., Bid Award Date or State Contract Number).

**Exceptions To The Purchasing System**

- i. There are certain expenditures for which the processing of a requisition is unnecessary. "Overpapering" can ruin the effectiveness of the system almost as quickly as non-compliance. The following should be made without requisition:
  - a. Contracts for professional services.
  - b. Employee expenses such as conference expenses, mileage and other reimbursable expenses in performance of day-to-day duties.
  - c. Reimbursement of petty cash funds.
  - d. Utility bills.
  - e. Service contracts for a fixed monthly or annual amount.
  - f. Interdepartmental charges (e.g. central services, printing, postage).
  - g. Medical and dental examinations (e.g. Jail, Mental Health, Public Health).
  - h. Legal Notices.
  - i. Postage meter costs.
  - j. Contract items in Central Services.
  - k. Valid memberships and dues.

1. Books and Periodicals.

**E. Alternative Procurement Methods:**

- i. Mandated Sources/Preferred Sources - Mandated procurement sources shall be investigated when commodities and/or services offered by these sources are requested. These sources are referred to as New York State Preferred Sources. A list of the priority between the Preferred Sources should be obtained from the Purchasing Agent, who shall obtain the most recent priority schedule from the Office of General Services. If the commodity or service is available in the form, function and utility as required by the County, then the purchase must be made from the mandated/preferred source.
- ii. State Contract - As an alternative to following the Purchasing procedures identified herein, a Department head may purchase from a State Contract, with approval by the Purchasing Agent, by submitting a requisition as directed herein. The Requisition must be accompanied by a copy of the authorizing contract with the relevant portions clearly identified.
- iii. Other County Contracts - As an alternative to following the Purchasing procedures identified herein, a Department head may purchase from a another County's Contract, with approval by the Purchasing Agent, in accordance with the provisions of GML §103(3), when authorized pursuant to the provisions of County Law §408-A(2). Such purchases shall comply with the procedures and terms established by the County from whom said contract was originated. The Requisition must contain in the notes of each item the agency name and contract/bid/reference number.
- iv. Sole Source - When there is only one possible source from which to procure commodities and/or services, thus indicating there is no possibility of competition, the following shall be documented in writing and certified by the Purchasing Agent in addition to a sole source letter from the vendor:
  - a. There is no competition available
  - b. No other commodity and/or service provides substantially equivalent or similar benefits; and
  - c. Considering the benefits received, the cost of the commodity and/or service is reasonable as compared to other commodities and/or service in the marketplace; and
  - d. Unique benefits to the County of commodity and/or service as compared to other commodity and/or service available in the marketplace; and
- v. Second Hand Equipment From Other Governments - Surplus and second-hand supplies, material, or equipment may be purchased without competitive bidding from the Federal Government, the State of New York, or from any other political subdivision, district, or public benefit corporation (G.M.L. §103(6)).
- vi. Leases and Rentals - Prices for Leases and Rentals will be obtained through the use of

price quoting as set forth below, with the evaluation of both services and price to determine the successful vendor. All awards from quotes shall be made to the lowest responsible vendor, if possible. Circumstances, which will be documented on the face of the two-part requisition or attached thereto, may dictate acquisition from other than the low "quoter" (e.g., delivery requirements, quality or quantity requirements, known past experience of vendor, etc.).

**Leases/Rentals:**

Up to \$1,000	Discretion of Department Head with confirming price
\$1,000 up to \$3000	Oral and/or Written Quote
\$3000 up to \$20,000	Written Quote
\$20,000 and over	Formal Bid and/or Board Approval of Lease In Advance

vii. Emergency Purchases –

- a. Any Emergency purchase should be approved by the Department Head, County Administrator and/or Purchasing Agent.
- b. Once an Emergency purchase has been approved, the following steps should be taken:
  - An authorized requisition number will be given to the vendor.
  - Within five days all invoices, paperwork, etc. shall be submitted to the Purchasing Agent, including the proper requisition form designating that the purchase was an emergency and documentation of the emergency.
- c. When it appears that the Purchasing Agent cannot reasonably be notified the purchase may be made, but notification within the five day period shall still be adhered to.

viii. IT Purchases through Federal Schedule 70 – Pursuant to GML §103 (1-b) local governments can bypass the usual bidding process for IT equipment. They are authorized to purchase information technology and telecommunications hardware, software and professional services through cooperative purchasing permissible pursuant to federal general services administration information technology schedule seventy.

ix. Piggybacking on Other Government Contracts – Pursuant to GML § 103 (16), local governments are allowed to “make purchases of apparatus, materials, equipment or supplies, or to contract for services related to the installation, maintenance or repair of apparatus, materials, equipment, and supplies, may make such purchases, or may contract for such services related to the installation, maintenance or repair of apparatus, materials, equipment, and supplies, as may be required by such county, political subdivision or district thereon through the use of a contract let by the United States of America or any agency thereof, any state or any other county or political Subdivision or district therein if such contract was let in a manner that constitutes Competitive bidding consistent with state law and made available for use by other Governmental entities.”

- x. Purchases Through Other Federal Government Schedules – Pursuant to GML § 104 (2) local governments can bypass the usual bidding process making purchases Through other federal schedules as provided by US General Services Administration.

**F. Professional Services**

- i. Contracts which require professional methods, character, or standards, fall into the Professional Service contract category. Many of these professional services require a State license to practice or may be creative and specialized in nature. Examples of professional services:

- Accounting
- Advertising Agency Promotion
- Architectural
- Artwork
- Computer Software Maintenance Agreements
- Consultants
- Design Services
- Engineering
- Instructors/Teachers/Training
- Insurance
- Legal
- Medical/Dental Services

- ii. G.M.L. §104 (b) governs the hiring of professionals, such as those outlined above.
- iii. In most instances, the requesting Department Head, County Administrator and /or the Purchasing Agent will negotiate between the supplier of services and Madison County. The Full Board will then vote after committee approval, whether to authorize the Chairman of the Board to enter into any resulting agreement.
- iv. Legal service engagements shall be authorized by the County Attorney in accordance with County Law §501.
- v. The provision of insurance coverage will be investigated, evaluated and negotiated by the County Administrator and Government Operations Committee or their designee.

**G. Receiving Of Goods**

- i. After merchandise or service is received by the ordering department the following shall take place:
  - a. Each department acknowledges that the goods were received in good condition by writing such on the packing slip. Person receiving the goods must sign and date packing slip. Packing slips must be maintained by the department, if available.
  - b. Ordering department submits invoice and vouchers to the Treasurer's Office for

payment processing and audit by the Board of Supervisors.

- c. Failure of vendors to make promised deliveries should be reported to the Purchasing Agent for follow up by telephone to local vendors or by telephone and/or mail to out of town vendors.

## **STANDARDIZATION**

G.M.L. §103 (5) states that "Upon the adoption of a resolution by a vote of at least three-fifths of all members of the governing body of a political subdivision or district therein stating that, for reasons of efficiency or economy, there is need for standardization, purchase contracts for a particular type or kind of commodities of more than Twenty Thousand dollars (\$20,000) may be awarded by the appropriate officer, Board or agency of such political subdivision or any such district therein, to the lowest responsible bidder furnishing the required security after advertisement for sealed bids therefore in the manner provided in this section. Such resolution shall contain a full explanation of the reasons for its adoption."

## **DISPOSAL OF OBSOLETE AND/OR SURPLUS COUNTY PERSONAL PROPERTY**

Pursuant to §215 of the County Law, the Board of Supervisors herein and hereby establishes the following policy and procedures for the authorized disposal of the County's personal property which is declared to be obsolete and/or surplus and is deemed no longer of any use or value to the County by resolution of the Board of Supervisors for items with a replacement value in excess of five thousand dollars (\$5000.00) or more. For items with a replacement value less than five thousand dollars (\$5000.00) the Purchasing Agent will provide a report of the disposition of property. This disposition will conform to the procedures set forth below. Such personal property includes, but is not limited to, office furniture, computer equipment, motor vehicles, machinery and other equipment. The disposal of this property will be handled pursuant to the procedures set forth below.

1. Disposal of items to be declared obsolete and/or surplus personal property items will be referred to the Purchasing Agent by the Department Head to authorize appropriate disposal of the property.
2. If the Purchasing Agent declares the presented item or items NOT to be obsolete and/or surplus personal property, then the requesting department will retain the property for continued use.
3. If the Purchasing Agent declares the presented item or items to be obsolete and/or surplus personal property, then he/she will direct the property to be disposed of by one of the following methods:
  - a. Transfer to another department; or
  - b. For sale to other municipalities, Cities, Towns, Villages and School Districts; or
  - c. For sale by placing said item or items in a public auction; or
  - d. For sale by reverse bid, in accordance with the bid procedure; or
  - e. For trade-in on the purchase of similar, newer property; or
  - f. For scrap and/or salvage.
4. In the event that the item or items fail(s) to sell, the Purchasing Agent may:
  - a. Designate one of the alternate methods of offering the item or items for sale; or

- b. Direct the surplus personal property to be destroyed and/or disposed of in an appropriate manner; or with the preferred disposal method being recycling via the Department of Solid Waste; or
  - c. Direct that the property be retained by the department or turned over to another department, as appropriate, where it shall be held and made available for any County purpose.
5. Items to be declared obsolete and/or surplus personal property with an original cost of \$1,000 or more and a useful life of one year or more will be recorded on the County's fixed asset inventory. The fixed asset inventory shall be adjusted to record their disposal.
  6. The disposal of computer equipment will be coordinated through the Information Technology Department who will take the necessary steps to insure the removal of any and all County data from the data drives of the equipment before it is sold or otherwise disposed of.
  7. Proceeds from sales will be credited to the fund from which the original expense was incurred as directed by the County Treasurer.

Since this is a general policy that may not be applicable to every situation, when appropriate, the County Administrator/Board of Supervisors may override the requirements set forth.

**PURCHASING BASED ON BEST VALUE**

Declaration of Intent: General Municipal Law §103 requires competitive bidding for purchase contracts and public works contracts and has historically required that such bids be awarded to the lowest responsible bidder whose bid meets the requirements of the specifications for the project. Section 103 was amended to provide that by enacting a Local Law so providing, municipalities may award purchase contracts which would otherwise be subject to the "lowest bidder" rule on the basis of best value, as defined in State Finance Law §163, to a responsive and responsible bidder or offeror. The Madison County Board of Supervisors hereby determines that it is in the best interest of the County of Madison and its residents for the Madison County Purchasing Agent (hereafter referred to as "Purchasing Agent") to have the authority to award purchase contracts on the basis of best value. Factors that may be used to enact the "best value" option, where cost efficiency over time to award the good(s) or service(s) to other than the lowest bidder, are:

- (a) lowest cost of maintenance for good(s) or service(s);
- (b) durability of good(s) or service(s);
- (c) higher quality of good(s) or service(s); or
- (d) longer product life of good(s) or service(s)

Authority: The Purchasing Agent may award purchase contracts, including contracts for service work, but excluding any purchase contracts necessary for the completion of a public works contract pursuant to Labor Law Article 8, on the basis of best value, as defined in State Finance Law §163, to a responsive and responsible bidder or offeror.

- a. Where the basis for award is the best value offer, Purchasing Agent shall document, in the procurement record and in advance of the initial receipt of offers, the determination of the evaluation criteria, which whenever possible, shall be quantifiable, and the process to be used in the determination of best value and the manner in which the evaluation process and selection shall be conducted.

b. Where appropriate, the solicitation shall identify the relative importance and/or weight of cost and the overall technical criterion to be considered by the Purchasing Agent in their determination of best value.

c. The election to award any such contract on the basis of best value shall be made by the Purchasing Agent in consultation with the Department Head and appropriate Legislative committee. In the event that no such election is made, purchase contracts will continue to be awarded to the lowest responsible bidder furnishing any required security in accordance with the Madison County Purchasing Policy.

Severability: If any clause, sentence, paragraph, subdivision, or part of this Local Law or the application thereof to any person, firm or corporation, or circumstance, shall be adjusted by any court of competent jurisdiction to be invalid or unconstitutional, such order or judgment shall not affect, impair, or invalidate the remainder thereof, but shall be confined in its operation to the clause, sentence, paragraph, subdivision, or part of this Local Law or in its application to the person, individual, firm or corporation or circumstance, directly involved in the controversy in which such judgment or order shall be rendered.

Revised: Resolution No. 33 dated February 9, 1993  
Resolution No. 59 dated March 9, 1994  
Resolution No.103 dated May 10, 1994  
Resolution No. 74, dated April 10, 2001  
Resolution No.140-09, dated April 14, 2009  
Resolution No. 197-09, dated May 12, 2009  
Resolution No. 314-10, dated October 12, 2010  
Resolution No. 159-11, dated May 10, 2011  
Resolution No. 58-13, dated March 12, 2013  
Resolution No. 195-13 dated July 9, 2013  
Resolution No. XXX-XX dated October 23, 2014

**RESOLUTION NO. 11**

**RESOLUTION APPROVING SETTLEMENT AGREEMENT**

**WHEREAS**, an employment dispute has arisen between the County of Madison, the Civil Service Employees Association White Collar Unit, and an employee within the Communications Department; and

**WHEREAS**, the parties have chosen to enter into a settlement agreement in the interest of avoiding the expense, inconvenience, and uncertainty of further legal proceedings in connection with said dispute;

**NOW, THEREFORE BE IT RESOLVED**, that this Board of Supervisors has reviewed and hereby approves the aforesaid settlement agreement; and

**BE IT FURTHER RESOLVED**, that the Chairman of this Board of Supervisors be and hereby is authorized to execute said agreement on behalf of the County.

Dated: November 10, 2014

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Daniel S. Degear, Chairman  
Government Operations Committee

**RESOLUTION NO. 12**

**CREATING ONE PART-TIME POSITION IN THE  
SOLID WASTE DEPARTMENT**

**WHEREAS**, the Director of Solid Waste Management has requested the creation of a part-time Solid Waste Codes Inspector position; and

**WHEREAS**, the position will be dedicated to enforcing the Madison County Solid Waste Local Law No. 3 for the year 2004 in order to promote the safety, health and welfare of the citizens of Madison County and to prevent random refuse disposal and littering along public highways and roads; and

**WHEREAS**, the salary for said position will be funded from appropriations in the 2014 Solid Waste Department budget allocated for the solid waste enforcement program; and

**WHEREAS**, this request has been reviewed and approved in accordance with the vacancy review procedure by the Solid Waste and Recycling Committee and the Government Operations Committee,

**NOW, THEREFORE BE IT RESOLVED** that one (1) part-time Solid Waste Codes Inspector position be and hereby is created effective immediately,

**BE IT FURTHER RESOLVED** that the Director of Solid Waste Management be and hereby is authorized to fill said position not to exceed eighteen and one-half (18.5) hours per week at the 2014 hourly rate of \$16.56 in accordance with Civil Service Law and Rule and County policies and procedures effective immediately.

Dated: November 10, 2014

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Daniel S. Degear, Chairman  
Government Operations Committee

**RESOLUTION NO. 13**

**AUTHORIZING THE CHAIRMAN TO ENTER INTO AN AGREEMENT  
WITH THOMSON REUTERS (GRC) INC.**

**WHEREAS**, the County requires that employees participate in certain training programs; and

**WHEREAS**, the need for live, in-person, training has been diminished with technological advancements; and

**WHEREAS**, non-discrimination, workplace violence prevention, employee safety and various other training programs can be completed in a manner that is more efficient for County employees; and

**WHEREAS**, Thomson Reuters (Grc) Inc. will provide a web-based platform for County employees to complete training requirements; and

**WHEREAS**, Thomson Reuters (Grc) Inc. has provided a three (3) year proposal commencing on January 1, 2015 and terminating on December 31, 2017 with an annualized rate of \$7,000 for 500 employee subscriptions and each additional subscription in excess of 500 charged at an annual rate of \$14 per subscription; and

**WHEREAS**, a one-time only fee of \$495 for implementation services is an additional expense associated with this contract,

**NOW, THEREFORE, BE IT RESOLVED**, that the Chairman of the Board be, and hereby is, authorized to execute the agreement with Thomson Reuters (Grc) Inc., as is on file with the Clerk of the Board.

DATED: November 10, 2014

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Daniel S. Degear, Chairman  
Government Operations Committee

**RESOLUTION NO. 14**

**AUTHORIZING THE CHAIRMAN TO ENTER INTO AN  
AGREEMENT WITH VARONIS SYSTEMS, INC.**

**WHEREAS**, it is necessary to enter into an agreement with Varonis Systems, Inc. to install, configure and support software to be used by the Information Technology Department to provide the ability to audit County network data to ensure compliance with regulations such as HIPAA (Health Insurance Portability and Accountability Act) and PCI (Payment Card Industry); and

**WHEREAS**, the term of said agreement is November 10, 2014 through January 27, 2015, in the amount of fifty-six thousand, one hundred and sixty dollars (\$56,160.00); and

**WHEREAS**, the Government Operations Committee has reviewed and approves of this agreement,

**NOW, THEREFORE BE IT RESOLVED**, that the Chairman of the Madison County Board of Supervisors be and hereby is authorized to enter into this agreement with Varonis Systems, Inc., a copy of which is on file with the Clerk of the Board.

Dated: November 10, 2014

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Daniel S. Degear, Chairman  
Government Operations Committee

**RESOLUTION NO. 15**

**PUBLIC HEALTH DEPARTMENT CHARGES - APPROVED CHARGES AND FEE SCHEDULE**

**WHEREAS**, Madison County Public Health Department is approved as a Licensed Home Care Agency to provide Maternal Child Health visits and a Diagnostic and Treatment Center to administer vaccines; and

**WHEREAS**, a sliding fee scale based on the Federal Poverty level is required by regulation to charge a lesser fee for Private Pay Clients based on income; and

**WHEREAS**, the vaccine and administrative costs have increased as noted below; and

**2014 Sliding Fee Scale Effective 11/1/14**

Family Size	**200%	250%	300%	350%	400%
1	\$23,340	\$29,175	\$35,010	\$40,845	\$46,680
2	\$31,460	\$39,325	\$47,190	\$55,055	\$62,920
3	\$39,580	\$49,475	\$59,370	\$69,265	\$79,160
4	\$47,700	\$59,625	\$71,550	\$83,475	\$95,400
5	\$55,820	\$69,775	\$83,730	\$97,685	\$111,640
6	\$63,940	\$79,925	\$95,910	\$111,895	\$127,880
7	\$72,060	\$90,075	\$108,090	\$126,105	\$144,120
8	\$80,180	\$100,225	\$120,270	\$140,315	\$160,360
Each Additional Person	\$8,120	\$10,150	\$12,180	\$14,210	\$16,240

**Immunizations**

DTap	\$21	\$28	\$35	\$42	\$49
<b>HPV/Gardasil</b>	<b>\$143</b>	\$150	\$157	\$164	\$171
Hepatitis B Adult	\$36	\$43	\$50	\$57	\$64
Hepatitis B Child up to 19 yrs	\$14	\$21	\$28	\$35	\$42
<b>Hepatitis A Adult</b>	<b>\$30</b>	\$37	\$44	\$51	\$58
<b>Hepatitis A Child up to 19 yrs</b>	<b>\$20</b>	\$27	\$34	\$41	\$48
Twinrix (Hep A & B)	\$59	\$66	\$73	\$80	\$87
HIB	\$19	\$26	\$33	\$40	\$47
IPOL	\$27	\$34	\$41	\$48	\$55
Mantoux (TB)	\$6	\$13	\$20	\$27	\$34
Menactra/Meningococcal	\$110	\$117	\$124	\$131	\$138
<b>MMR</b>	<b>\$57</b>	\$64	\$71	\$78	\$85
Pneumococcal-Pneumovax 23	\$67	\$74	\$81	\$88	\$95
Pneumococcal- Prevnar 13	\$145	\$152	\$159	\$166	\$173
Tdap-Boostrix/Adacel	\$36	\$43	\$50	\$57	\$64
Varicella/Varivax	\$94	\$101	\$108	\$115	\$122

Lead testing	\$12	\$24	\$36	\$48	\$60
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Car Seats	\$10	\$25	\$35	\$45	\$45
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Admin Fee - VFC Vaccine	\$0	\$11.20	\$16.80	\$22.40	\$28.00
Multishot Admin Fee (each additional shot)	\$0	\$5.60	\$8.40	\$11.20	\$14.00

**The Following are Flat Fees**

<b>Post Exposure Rabies</b>	<b>\$275</b>
Zostavax (Shingles)	\$190
Flu	\$40

revised 10/2/14  
resolution 11/11/14  
prices effective  
11/1/14

**Note: \*\*** These percentages represent the Federal Poverty Level. If the monthly income, based on family size, falls between minimum and 1st column, fee scale amount is the minimum column or 200% of the federal poverty level. Use this same criteria across the columns. If the income is less than the minimum amount, special consideration must be made by addressing the issue with management.

**WHEREAS**, both the Board of Health and the Health and Human Services Committee agree to approve the attached fee scale for all services based on the latest Federal Poverty guidelines and the current costs of vaccines; and

**NOW, THEREFORE BE IT RESOLVED** that the proposed full fee charges are approved effective November 1, 2014.

Dated: November 10, 2014

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Alexander Stepanski, Chairman  
Health and Human Services Committee

**RESOLUTION NO. 16**

**EXTENDING AN AGREEMENT WITH MADISON COUNTY RURAL HEALTH COUNCIL (MCRHC) AND MODIFYING THE 2014 BUDGET**

**WHEREAS**, the Madison County Rural Health Council (MCRHC) was approved on Resolution 51-14 to network with providers to improve the health of Madison County; and

**WHEREAS**, the County has received Year 2 of the NYS Local Government Performance Efficiency Program (LGPEP) to provide additional funds for the Madison County Rural Health Council; and

**WHEREAS**, the County wishes to extend the Agreement with Madison County Rural Health Council through December 31, 2015; and

**WHEREAS**, the Board of Health and Health and Human Services Committee believes it is appropriate and in the best interest of Madison County to extend an agreement with Madison County Rural Health Council; and

**NOW, THEREFORE BE IT RESOLVED**, that the 2014 Adopted County budget be modified as follows:

**Public Health Department**

**A4010 Administration**

<u>Expense</u>	<u>From</u>	<u>To</u>
A4010.4105 Rural Health Council Expense	\$120,000	<u>\$240,000</u>
Control Total		<u>\$120,000</u>
 <u>Revenue</u>		
A3089.7025 St. Aid Local Gov't Efficiency Grant	\$120,000	<u>\$240,000</u>
Control Total		<u>\$120,000</u>

**BE IT FURTHER RESOLVED**, that the Chairman of the Board of Supervisors be and is hereby authorized to extend an agreement with the Madison County Rural Health Council, as is on file with the Clerk of the Board; and

Dated: November 10, 2014

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Alexander Stepanski, Chairman  
Health and Human Services Committee

\_\_\_\_\_  
John A. Reinhardt, Chairman  
Finance, Ways and Means Committee

**RESOLUTION NO. 17**

**AUTHORIZING THE CHAIRMAN TO ENTER INTO AN AGREEMENT WITH  
MADISON COUNTY COUNCIL ON ALCOHOLISM AND SUBSTANCE ABUSE  
(dba, BRIDGES)**

**WHEREAS**, the Madison County Council on Alcoholism and Substance Abuse (dba, BRIDGES) desires to extend its contract with the County of Madison to provide community alcoholism information and referral, prevention and education, and other related services not to include clinic treatment; and

**WHEREAS**, the NYS Office of Alcoholism and Substance Abuse Services has agreed to fund all approved expenses of the Council, through Rural Initiatives Funding and Community Based Initiatives for the period January 1 through December 31, 2015; and

**WHEREAS**, the funds from federal sources have been identified and accounted for in the following manner:

Awarding Agency:	Department of Health and Human Services (SAMSHA)
Pass Through Agency:	NYS Office of Alcoholism and Substance Abuse Services (OASAS)
Contract Number:	OASAS State Aid Letter
CFDA Number:	93.959
Program Name:	Community Education Innovative Prevention and Education
Award Year:	2015
Federal Funds %:	100%
Grant Number:	OASAS State Aid Letter
Total Amount:	\$291,289; and

**WHEREAS**, the appropriation and full revenue items for the Madison County Council on Alcoholism and Substance Abuse, Inc. are included in the 2015 Madison County budget (There is no Madison County appropriation; and, Full State Revenue is no more than \$291,289); and

**WHEREAS**, it is understood that any reduction in State funding will result in a commensurate reduction in agency funding; and

**WHEREAS**, this agreement has been reviewed and approved by the Health and Human Services Committee;

**NOW, THEREFORE, BE IT RESOLVED** that the Chairman of the Board of Supervisors be and is hereby authorized to enter into an agreement on behalf of the County of Madison with Madison County Council on Alcoholism and Substance Abuse, Inc., in the form as is on file with the Clerk of the Board.

Dated: November 10, 2014

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Alexander Stepanski, Chairman  
Health and Human Services Committee

**RESOLUTION NO. 18**

**AUTHORIZING THE CHAIRMAN TO ENTER INTO AN AGREEMENT  
WITH COORDINATED CARE SERVICES, INC.**

**WHEREAS**, the New York State Office of Mental Health (OMH), Office of Alcohol and Substance Abuse (OASAS) and Office for People with Developmental Disabilities (OPWDD) have mandated compliance with Consolidated Fiscal Reporting (CFR), as well as deficit funding guidelines for the Local Government Unit and Community Services Board; and

**WHEREAS**, the complexity of the electronic reporting and monitoring required by OMH Aid to Localities Finance System (ALFS) and OASAS State Aid Budgeting and Reporting System (SABRS) requires more coordination with contract agencies and state certified programs; and

**WHEREAS**, the Madison County Mental Health Department is requesting specialized technical assistance services to ensure compliance; and

**WHEREAS**, Coordinated Care Services, Inc, has the expertise to provide specialized financial management services; and

**WHEREAS**, the 2015 Madison County Budget for the Mental Health Department has funds available to pay for these services; and

**WHEREAS**, the term of the agreement will run from January 1, 2015 through December 31, 2015 for an amount not to exceed \$10,000; and

**WHEREAS**, this agreement has been reviewed and approved by the Health and Human Services Committee;

**NOW, THEREFORE, BE IT RESOLVED**, that the Chairman of the Board of Supervisors be and is hereby is authorized to enter into an agreement on behalf of the County of Madison with Coordinated Care Services, Inc., in the form as on file with the Clerk of the Board.

Dated: November 10, 2014

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Alexander Stepanski, Chairman  
Health and Human Services Committee

**RESOLUTION NO. 19**

**AUTHORIZING THE CHAIRMAN TO ENTER INTO AGREEMENTS  
FOR PSYCHIATRIC SERVICES**

**WHEREAS**, the County Mental Health Department is required to provide psychiatric consultation for certain of its clients; and

**WHEREAS**, these services have regularly been provided on a part-time contractual basis; and

**WHEREAS**, the amount paid to each contractor will be at the following rate for the period January 1 through December 31, 2015:

<b>Contractor</b>	<b>Hourly Rate</b>
Kelly Dorman, NPP-BC	\$ 65
Ronald Hotaling, Polygrapher	\$250/polygraph
Susan Chlebowski, MD – Psychiatrist	\$190
Norman Lesswing, Ph.D.	\$120

**WHEREAS**, these agreements have been reviewed and approved by the Health and Human Services Committee;

**NOW, THEREFORE, BE IT RESOLVED**, that the Chairman of the Board of Supervisors be and is hereby authorized to enter into agreements on behalf of the County of Madison with the above listed contractors, in the form as is on file with the Clerk of the Board.

Dated: November 10, 2014

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Alexander Stepanski, Chairman  
Health and Human Service Committee

**RESOLUTION NO. 20**

**AUTHORIZING THE CHAIRMAN TO ENTER INTO AN AGREEMENT  
WITH RUBICON CONSULTING**

**WHEREAS**, from time-to-time the Madison County Mental Health Department needs specialized consultation regarding the accounting features of the MAS90 Software program; and

**WHEREAS**, Rubicon Consulting has the expertise to provide the consultation services at the rate of \$125.00 per hour and the 2015 Madison County Budget for the Mental Health Department has money available to pay for these services for the period January 1 through December 31, 2015; and

**WHEREAS**, this agreement has been reviewed and approved by the Health and Human Services Committee;

**NOW, THEREFORE, BE IT RESOLVED**, that the Chairman of the Board of Supervisors be and is hereby authorized to enter into an agreement on behalf of the County of Madison with Rubicon Consulting, in the form as is on file with the Clerk of the Board.

Dated: November 10, 2014

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Alexander Stepanski, Chairman  
Health and Human Services Committee

**RESOLUTION NO. 21**

**AUTHORIZING THE CHAIRMAN TO ENTER INTO AN AGREEMENT  
WITH RxSCRIBE, INC.**

**WHEREAS**, the Madison County Mental Health Department, has numerous operations that require the timely transcription of orally dictated clinical notes into a variety of formats to meet HIPAA regulations and the regulations of the NYS Office of Mental Health; and

**WHEREAS**, RxScribe, Inc., is a registered corporation under the state laws of New York and can provide the medical transcription service on the applicable forms in a timely fashion; and

**WHEREAS**, the cost for this transcription service will be billed at the rate of \$0.10 per line of medical transcription (where the industry standard is 60 keystrokes per line) for the period January 1 through December 31, 2015; and

**WHEREAS**, RxScribe, Inc. warrants that it is HIPAA compliant and agrees to keep all clinical information confidential and provides the most secure method of Internet security for the transmission of the transcribed material; and

**WHEREAS**, RxScribe, Inc. will provide the Mental Health Department with a toll free 800 telephone line to use for dictation, or, if necessary, will help the Department secure (at an additional cost that is not included in the agreement) recording devices that can be used for dictation in situations where a telephone line is not readily accessible; and

**WHEREAS**, this agreement has been reviewed and approved by the Health and Human Services Committee;

**NOW, THEREFORE, BE IT RESOLVED**, that the Chairman of the Board of Supervisors be and is hereby authorized to enter into an agreement on behalf of the County of Madison with RxScribe, Inc., in the form as is on file with the Clerk of the Board.

Dated: November 10, 2014

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Alexander Stepanski, Chairman  
Health and Human Services Committee

**RESOLUTION NO. 22**

**AUTHORIZING THE CHAIRMAN TO ENTER INTO AN AGREEMENT  
FOR NURSING SERVICES**

**WHEREAS**, the County Mental Health Department is required to provide nursing services for certain of its clients; and

**WHEREAS**, these services have regularly been provided on a part-time contractual basis; and

**WHEREAS**, there is a current need for a licensed practical nurse to provide health monitoring to clients who attend the Outpatient Mental Health Clinic; and

**WHEREAS**, the 2015 Mental Health budget provides funds for the purchase of nursing services; and

**WHEREAS**, this agreement has been reviewed and approved by the Health and Human Services Committee;

**NOW, THEREFORE, BE IT RESOLVED**, that the Chairman be hereby authorized to enter into a staffing agreement with Express Employment Professionals for the provision of services to the Mental Health Department at a rate of \$29.94/hour, said rate to be effective January 1, 2015 to December 31, 2015, and a copy of the agreement is on file with the Clerk of the Board of Supervisors.

Dated: November 10, 2014

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Alexander Stepanski, Chairman  
Health & Human Services Committee

**RESOLUTION NO. 23**

**AUTHORIZING THE CHAIRMAN TO ENTER INTO AN AGREEMENT  
FOR MENTAL HEALTH CONSULTATION SERVICES**

**WHEREAS**, the County Mental Health Department is required to provide mental health consultation for certain of its clients; and

**WHEREAS**, from time to time, these services need to be provided on a part-time contractual basis; and

**WHEREAS**, the 2014 Mental Health budget provides funds for the provision of mental health consultation services;

**NOW, THEREFORE, BE IT RESOLVED**, that the Chairman be hereby authorized to enter into an agreement, a copy of which is on file with the Clerk of the Board of Supervisors, with **Cindy Barletta, LMSW and Amy Trousdale, LMSW** for the provision mental health consultation to the Mental Health Department at an hourly rate of \$40.00 for services, said rate to be effective November 1, 2014 through December 31, 2015.

Dated: November 10, 2014

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Alexander Stepanski Chairman  
Health and Human Services Committee

**RESOLUTION NO. 24**

**AUTHORIZING THE CHAIRMAN TO ENTER INTO AN AGREEMENT  
FOR MENTAL HEALTH CONSULTATION SERVICES**

**WHEREAS**, the County Mental Health Department is required to provide mental health consultation for certain of its clients; and

**WHEREAS**, from time to time, these services need to be provided on a part-time contractual basis; and

**WHEREAS**, the 2014 Mental Health budget provides funds for the provision of mental health consultation services;

**NOW, THEREFORE, BE IT RESOLVED**, that the Chairman be hereby authorized to enter into an agreement, a copy of which is on file with the Clerk of the Board of Supervisors, with Erin Fleming, LMSW, for the provision mental health consultation to the Mental Health Department at an hourly rate of \$40.00 for services, said rate to be effective November 1, 2014 through December 31, 2015.

Dated: November 10, 2014

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Alexander Stepanski Chairman  
Health and Human Services Committee

**RESOLUTION NO. 25**

**ADOPTING LOCAL LAW NO. 3 FOR THE YEAR 2014**

**WHEREAS**, there has been duly introduced Local Law No. 3 for the year 2014 entitled "A LOCAL LAW AUTHORIZING AN ADMINISTRATIVE SUPERVISION FEE FOR SUPERVISING OF DWI PROBATIONERS, PURSUANT TO EXECUTIVE LAW SECTION 257-c; and

**WHEREAS**, a public hearing on said local law was duly held by the Board of Supervisors of the County of Madison on November 10, 2014;

**NOW, THEREFORE BE IT RESOLVED**, that Local Law No. 3 for the year 2014, be and the same is hereby adopted.

Dated: November 10, 2014

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Daniel S. Degear, Chairman  
Criminal Justice, Public Safety and  
Emergency Communications Committee

**RESOLUTION NO. 26**

**AUTHORIZING THE CHAIRMAN TO RENEW AN AGREEMENT WITH AUTOMON, LLC**

**WHEREAS**, the Madison County Probation Department collects and manages a considerable amount of data while conducting business; and

**WHEREAS**, NYS DCJS/OPCA recommends each county probation department utilize the Caseload Explorer computer program offered by AutoMon, LLC for the collection, management and dissemination of their probation data and New York State has executed a contract with AutoMon, LLC for this purpose; and

**WHEREAS**, Madison County initially entered into an agreement with AutoMon, LLC on June 12, 2012 to provide installation, training, and maintenance of Caseload Explorer Software for the probation department; and

**WHEREAS**, the cost to the Madison County Probation Department for software maintenance and support services will be \$7,074.94 for the period from June 1, 2014 through May 31, 2015; and

**WHEREAS**, these funds have been accounted for in the 2014 Probation Department budget;

**NOW, THEREFORE BE IT RESOLVED**, that the Chairman of the Board be and is hereby authorized to renew an agreement with AutoMon, LLC for the period June 1, 2014 to May 31, 2015 a copy of which is on file with the Clerk to the Board.

Dated: November 10, 2014

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Daniel S. Degear, Chairman  
Criminal Justice, Public Safety and  
Telecommunications Committee

**RESOLUTION NO. 27**

**AUTHORIZING THE CHAIRMAN TO ENTER INTO AN AGREEMENT  
(HOMELAND SECURITY EXERCISE)**

**WHEREAS**, the Madison County Emergency Manager and Madison County Sheriff must provide comprehensive Department of Homeland Security-compliant exercise and training to fulfill grant-funded work plans; and

**WHEREAS**, TREX Planning Associates has the skills, expertise, education, training and licensing required to perform the required planning and oversight of such exercises; and

**WHEREAS**, the term of this agreement shall be from January 1, 2015 until December 31, 2017; and

**WHEREAS**, the County will compensate TREX Planning Associates in accordance with the rate structure included in the Scope of Services of the Agreement, which is 100% grant funded; and

**WHEREAS**, this agreement has been reviewed and approved by the Criminal Justice, Public Safety and Emergency Communications Committee;

**NOW, THEREFORE BE IT RESOLVED**, that the Chairman of the Board of Supervisors be and is hereby authorized to enter into an agreement on behalf of the County of Madison with TREX Planning Associates, in the form as is on file with the Clerk of the Board.

Dated: November 10, 2014

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Daniel S. Degear, Chairman  
Criminal Justice, Public Safety and  
Emergency Communications Committee

**RESOLUTION NO. 28**

**AUTHORIZING THE CHAIRMAN TO ENTER INTO AN AGREEMENT**

**WHEREAS**, the Madison County Sheriff is in need of an administrator for public information and education component of the STOP-DWI Program; and

**WHEREAS**, the Madison County Council on Alcoholism and Substance Abuse, Inc., known as BRiDGES has the skills, expertise, education, training and licensing required to perform the required services; and

**WHEREAS**, the term of this agreement shall be from January 1, 2015 until December 31, 2015; and

**WHEREAS**, the County will compensate BRiDGES with a total of \$57,593.00, which is 100% program funded; and

**WHEREAS**, this agreement has been reviewed and approved by the Criminal Justice, Public Safety and Emergency Communications Committee;

**NOW, THEREFORE BE IT RESOLVED**, that the Chairman of the Board of Supervisors be and is hereby authorized to enter into an agreement on behalf of the County of Madison with BRiDGES in the form as is on file with the Clerk of the Board.

Dated: November 10, 2014

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Daniel S. Degear, Chairman  
Criminal Justice, Public Safety and  
Emergency Communications Committee

**RESOLUTION NO. 29**

**AUTHORIZING THE CHAIRMAN TO ENTER INTO AN AGREEMENT WITH  
NYS DIVISION OF CRIMINAL JUSTICE SERVICES**

**WHEREAS**, it is necessary to enter into an agreement with the NYS Division of Criminal Justice Services for Ignition Interlock Monitoring Services from the Governor's Traffic Safety Committee Grant; and

**WHEREAS**, the agreement will reimburse the County a total of \$11,880; paid as \$135 one-time payment for each individual who receives ignition interlock monitoring services through the Probation and District Attorney's offices; and

**WHEREAS**, the Criminal Justice Committee has reviewed and approved the signing of this contract; and

**WHEREAS**, this contract covers the fifth full fiscal year for this program (October 2014 – September 2015); and

**NOW, THEREFORE BE IT RESOLVED**, that the Chairman of the Madison County Board of Supervisors be and he hereby is authorized to enter into a contract with the NYS Division of Criminal Justice Services, a copy of which is on file with the Clerk of the Board.

Dated: November 10, 2014

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Daniel S. Degear, Chairman  
Criminal Justice, Public Safety, and  
Emergency Communications Committee

**RESOLUTION NO. 30**

**AUTHORIZING THE CHAIRMAN OF THE BOARD OF SUPERVISORS  
TO ENTER INTO AN AGREEMENT**

**WHEREAS**, Madison County has a grant through the Office of Child and Family Services titled "Multi-disciplinary Teams, Child Advocacy Centers and Child Fatality Review Teams"; and

**WHEREAS**, Valerie Smith Cornish represents that she has the skills, expertise, education and training required to perform the duties required of a Family Advocate for this grant program; and

**WHEREAS**, the term of this agreement shall be from October 1, 2014 to September 30, 2015; and

**WHEREAS**, the County will compensate Valerie Smith Cornish at an hourly rate of Twenty-three and 50/100 Dollars (\$23.50), the total amount of compensation not to exceed the budgetary allocation of Thirty-one Thousand Three Hundred Four Dollars (\$31,304) for the term of this agreement; and

**WHEREAS**, said compensation shall be wholly paid from grant monies;

**NOW, THEREFORE BE IT RESOLVED** that the Chairman of the Board of Supervisors be and hereby is authorized to execute an agreement on behalf of the County of Madison with Valerie Smith Cornish, in the form as is on file with the Clerk of the Board of Supervisors.

Dated: November 10, 2014

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Daniel S. Degear, Chairman  
Criminal Justice, Public Safety and  
Telecommunications Committee

**RESOLUTION NO. 31**

**AUTHORIZING THE CHAIRMAN OF THE BOARD OF SUPERVISORS  
TO ENTER INTO AN AGREEMENT**

**WHEREAS**, Madison County has a grant through the Office of Child and Family Services titled "Multi-disciplinary Teams, Child Advocacy Centers and Child Fatality Review Teams"; and

**WHEREAS**, Alan R. Cordary represents that he has the skills, expertise, education, training and licensing required to perform the duties required of a Computer Crimes Consultant for this grant program; and

**WHEREAS**, the term of this agreement shall be from October 1, 2014 to September 30, 2015; and

**WHEREAS**, the County will compensate Alan R. Cordary at an hourly rate of Twenty-seven Dollars (\$27.00), the total amount of compensation not to exceed the budgetary allocation of Sixteen Thousand Two Hundred Fifty Dollars (\$16,250) for the term of this agreement; and

**WHEREAS**, said compensation shall be wholly paid from grant monies;

**NOW, THEREFORE BE IT RESOLVED** that the Chairman of the Board of Supervisors be and hereby is authorized to execute an agreement on behalf of the County of Madison with Alan R. Cordary, in the form as is on file with the Clerk of the Board of Supervisors.

Dated: November 10, 2014

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Daniel S. Degear, Chairman  
Criminal Justice, Public Safety and  
Telecommunications Committee

**RESOLUTION NO. 32**

**AUTHORIZING THE CHAIRMAN OF THE BOARD OF SUPERVISORS  
TO ENTER INTO AN AGREEMENT**

**WHEREAS**, Madison County has a grant through the Office of Child and Family Services titled "Multi-disciplinary Teams, Child Advocacy Centers and Child Fatality Review Teams"; and

**WHEREAS**, Alan R. Cordary represents that he has the skills, expertise, education, training and licensing required to perform the duties required of a Law Enforcement Coordinator for this grant program; and

**WHEREAS**, the term of this agreement shall be from October 1, 2014 to September 30, 2015; and

**WHEREAS**, the County will compensate Alan R. Cordary at an hourly rate of Twenty-seven Dollars (\$27.00), the total amount of compensation not to exceed the budgetary allocation of Nine Thousand Seven Hundred Fifty Dollars (\$9,750) for the term of this agreement; and

**WHEREAS**, said compensation shall be wholly paid from grant monies;

**NOW, THEREFORE BE IT RESOLVED** that the Chairman of the Board of Supervisors be and hereby is authorized to execute an agreement on behalf of the County of Madison with Alan R. Cordary, in the form as is on file with the Clerk of the Board of Supervisors.

Dated: November 10, 2014

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Daniel S. Degear, Chairman  
Criminal Justice, Public Safety and  
Telecommunications Committee

**RESOLUTION NO. 33**

**AUTHORIZING THE CHAIRMAN TO ENTER INTO AN AGREEMENT WITH THE NEW YORK STATE DIVISION OF  
HOMELAND SECURITY AND EMERGENCY SERVICES – FY2014 STATE HOMELAND SECURITY PROGRAM  
(SLETPP) AND MODIFYING THE 2014 COUNTY BUDGET**

**WHEREAS**, Madison County has been awarded a grant for \$31,250 by the New York State Division of Homeland Security and Emergency Services (NYS DHSES) – FY2014 State Homeland Security Program (SLETPP), and

**WHEREAS**, these funds will provide 100% state reimbursement of eligible costs in the effort to support Madison County; and this grant program is described as follows:

Awarding Agency:	New York State Division of Homeland Security and Emergency Services
Project ID #	LE14-1025-D00
Program Name:	FY14 State Law Enforcement Terrorism Prevention Program
Grant Period:	09/01/2014 – 08/31/2015
Contract #	T971442
State Funds:	100%
Grant Total:	\$31,250

**NOW THEREFORE BE IT RESOLVED**, that the Chairman of the Board of Supervisors be authorized to enter into an agreement with the NYS Division of Homeland Security and Emergency Services a copy of which is on file with the Clerk of the Board, and

**BE IT FURTHER RESOLVED**, that the 2014 Adopted County Budget be modified as follows:

**General Fund**

**3645-Homeland Security**

<b><u>Expense</u></b>	<b><u>From</u></b>	<b><u>To</u></b>
A3645.111 Personal Services Sheriff - SLETPP	\$ 0	\$ 3,700
A3645.4200 CCIP Consultant – SLETPP Grant	8,600	11,372
A3645.2850 Video Assessment Security System	15,000	26,690
A3645.4111 Travel Expense for Training	1,650	2,050
A3645.402 Misc. Outreach & Exercise Costs	4,658	6,158
(Consists of \$1500:		
\$ 300 Costs for Training		
\$1,200 Misc. Costs Public Outreach)		
A3645.44205 Misc. Equipment & Fees	\$ 0	\$11,188
(Consists of \$11,188:		
\$4,200 License Plate Reader Maint.		
\$ 500 Wireless Access Point		
\$ 800 Incident Management Equipment		
\$2,848 Info Sharing Database Svc Fees		
\$2,840 Wireless Service Fees)		
	<u>\$29,908</u>	<u>\$61,158</u>
Control Total		<u>\$31,250</u>
<b>Revenue:</b>		
A4389.5055 Fed Aid – 2014 SLETPP	\$ 0	\$31,250
	\$ 0	\$31,250
Control Total		<u>\$31,250</u>

Dated: November 10, 2014

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Daniel S. Degear, Chairman  
Criminal Justice, Public Safety and  
Emergency Communications Committee

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John A. Reinhardt, Chairman  
Finance Ways and Means Committee

**RESOLUTION NO. 34**

**AUTHORIZING PARTICIPATION IN A FEDERAL GRANT AND  
MODIFYING THE 2014 COUNTY BUDGET**

**WHEREAS**, Madison County has received a Federal Grant through the New York State Governor's Traffic Safety Committee; and

**WHEREAS**, the Federal awards grant is identified as follows; and

Awarding Agency: National Highway Safety Administration  
Pass-through Agency: NYS Governor's Traffic Safety Committee  
Catalog #: 20.600  
Program Name: Rural Traffic Enforcement Initiative (RTEI)  
Award Year: October 1, 2014 through September 30, 2015  
Federal Funds Percentage: 100%  
Total Grant Amount: \$9,050.00; and

**WHEREAS**, the funding agencies have approved the following budget for this project during the project year 10/1/2014 – 9/30/2015

General Fund

<u>Department 3113 - Sheriff - "RTEI" Federal Grant</u>		<u>FROM</u>	<u>TO</u>
<u>Revenue</u>			
A4389.1520	Fed Aid "RTEI" Grant 2014-15	<u>\$ 8,550</u>	<u>\$17,600</u>
		\$ 8,550	\$17,600
	Control Total		<u>\$ 9,050</u>
<u>Expense</u>			
A3113.1	Personal Services	<u>\$ 0</u>	<u>\$ 9,050</u>
	Control Total		<u>\$ 9,050</u>

**NOW, THEREFORE BE IT RESOLVED**, that the Chairman of the Board is hereby authorized to execute the necessary documents to finalize receipt of the grant; and

**BE IT FURTHER RESOLVED**, that the adopted 2014 County Budget be modified in accordance with this grant.

Dated: November 10, 2014

\_\_\_\_\_  
Daniel S. Degear, Chairman  
Criminal Justice, Public Safety and  
Emergency Communications Committee

\_\_\_\_\_  
John A. Reinhardt, Chairman  
Finance Ways and Means Committee

**RESOLUTION NO. 35**

**EXTENDING THE CONTRACT WITH MADISON COUNTY TOURISM, INC.**

**WHEREAS**, Madison County entered into a contract with the Madison County Tourism Committee, Inc. (now known as Madison County Tourism, Inc.), to promote tourism in Madison County; and

**WHEREAS**, Madison County Tourism, Inc. is a not-for-profit corporation located within Madison County and formed for the purpose, among others of developing and promoting tourism in Madison County; and

**WHEREAS**, Madison County wishes to have Madison County Tourism, Inc. continue to publicize the attractions of Madison County for the purpose of promoting tourism; and

**WHEREAS**, Section 224 of the County Law authorizes the County to enter into a contract for the provision of such services;

**NOW, THEREFORE, BE IT RESOLVED**, that Madison County Board of Supervisors authorize the extension of the current contract under the same terms and conditions with Madison County Tourism, Inc. from January 1, 2015 to December 31, 2015; and be it further

**RESOLVED**, that the Chairman of the Madison County Board of Supervisors is hereby authorized to sign the contract extension (a copy of which is on file with the Clerk of this Board) with Madison County Tourism, Inc.

Dated: November 10, 2014

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John Salka, Chairman  
Planning, Economic Development,  
Environmental and Intergovernmental  
Affairs Committee

**RESOLUTION NO. 36**

**AUTHORIZING THE CHAIRMAN TO ENTER INTO A SUBLEASE AGREEMENT WITH EXPRESS EMPLOYMENT PROFESSIONALS**

**WHEREAS**, the County currently leases space in the Oneida Shopping Center Retail Center, 1006 Oneida Plaza Drive, Oneida NY, from Oneida Company, Ltd. for the occupancy of the Employment & Training Department and its partner service providers; and

**WHEREAS**, the lease provides that the County as the tenant, may sublet all or a portion of the leased premises to a third party contingent upon the written consent of the Landlord, Oneida Company, Ltd.; and

**WHEREAS**, the Employment & Training Department and its partner service providers do not use the entire premises; and

**WHEREAS**, the County would sublease a portion of the property consisting of approximately Sixty-Three (63) square feet to Express Employment Professionals; and

**WHEREAS**, the sublease would be for a term of one year commencing on December 1, 2014 and terminating on November 30, 2015. During this term the subleased premises may be used for up to one (1) day per week; and

**WHEREAS**, During the period of December 1, 2014 through and including November 30, 2015, the total rental for the Subleased Premises, will be One-Thousand, Four-Hundred, Seven and 60/100 Dollars (\$1,407.60), payable in monthly installments of One-Hundred, Seventeen and 30/100 Dollars (\$117.30) on the First day of the month, commencing December 1, 2014.

**WHEREAS**, this agreement has been reviewed and approved by the Planning, Economic Development, Environmental and Intergovernmental Affairs Committee;

**NOW, THEREFORE, BE IT RESOLVED**, that the Chairman of the Board of Supervisors be and is hereby authorized to enter into a sublease agreement on behalf of the County of Madison with Express Employment Professionals, in the form as is on file with the Clerk of the Board.

Dated: November 10, 2014

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John Salka, Chairman  
Planning, Economic Development,  
Environmental & Intergovernmental  
Affairs Committee

**RESOLUTION NO. 37**

**AUTHORIZING THE CHAIRMAN TO ENTER INTO A SUBLEASE AGREEMENT WITH STAFFWORKS, INC.**

**WHEREAS**, the County currently leases space in the Oneida Shopping Center Retail Center, 1006 Oneida Plaza Drive, Oneida NY, from Oneida Company, Ltd. for the occupancy of the Employment & Training Department and its partner service providers; and

**WHEREAS**, the lease provides that the County as the tenant, may sublet all or a portion of the leased premises to a third party contingent upon the written consent of the Landlord, Oneida Company, Ltd.; and

**WHEREAS**, the Employment & Training Department and its partner service providers do not use the entire premises; and

**WHEREAS**, the County would sublease a portion of the property consisting of approximately Sixty-Three (63) square feet to Staffworks, Inc.; and

**WHEREAS**, the sublease would be for a term of one year commencing on November 1, 2014 and terminating on October 31, 2015. During this term the subleased premises may be used for up to one (1) day per week; and

**WHEREAS**, During the period of November 1, 2014 through and including October 31, 2015, the total rental for the Subleased Premises, will be One-Thousand, Four-Hundred, Seven and 60/100 Dollars (\$1,407.60), payable in monthly installments of One-Hundred, Seventeen and 30/100 Dollars (\$117.30) on the First day of the month, commencing November 1, 2014.

**WHEREAS**, this agreement has been reviewed and approved by the Planning, Economic Development, Environmental and Intergovernmental Affairs Committee;

**NOW, THEREFORE, BE IT RESOLVED**, that the Chairman of the Board of Supervisors be and is hereby authorized to enter into a sublease agreement on behalf of the County of Madison with Staffworks, Inc., in the form as is on file with the Clerk of the Board.

Dated: November 10, 2014

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John Salka, Chairman  
Planning, Economic Development,  
Environmental & Intergovernmental  
Affairs Committee

**RESOLUTION NO. 38**

**APPROVING A CONTRACT WITH THE NEW YORK STATE OFFICE OF  
PARKS, RECREATION, AND HISTORIC PRESERVATION**

**WHEREAS**, Madison County was approved for a \$45,000 grant from the New York State Office of Parks, Recreation, and Historic Preservation for a restroom at Oxbow Falls County Park; and

**WHEREAS**, Madison County has met its initial obligations under the program;  
and

**NOW, THEREFORE, BE IT RESOLVED**, that the Chairman of the Madison County Board of Supervisors is hereby authorized to sign the contract (a copy of which is on file with the Clerk of this Board.

Dated: November 10, 2014

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John Salka, Chairman  
Planning, Economic Development,  
Environmental and Intergovernmental  
Affairs Committee

**RESOLUTION NO. 39**

**AUTHORIZING THE CHAIRMAN TO ENTER INTO AN AGREEMENT FOR  
PRE-DEMOLITION ASBESTOS SURVEY**

**WHEREAS**, Madison County owns property in the Town of Lincoln identified by MAP# 45.13-1-14; and

**WHEREAS**, the County intends to use this property to help facilitate the replacement of a bridge located on South Court Street; and

**WHEREAS**, before the County can remove the structure, it is required to conduct a Pre-Demolition Asbestos Survey; and

**WHEREAS**, the Madison County Treasurer's Office has received 4 bids for a Pre-Demolition Asbestos Survey; and

**WHEREAS**, Lakeland Environmental, Inc. has proposed the lowest bid at a maximum amount of \$1,868; and

**WHEREAS**, there are adequate funds in the 2014 Adopted County Budget to cover the cost of the survey; and

**WHEREAS**, the Planning, Economic Development and Environmental Affairs Committee has reviewed the proposal and recommends entering into an agreement with Lakeland Environmental, Inc. for the survey on this parcel; and

**WHEREAS**, the Finance Ways and Means Committee concurs with said recommendation.

**NOW, THEREFORE, BE IT RESOLVED**, that the Madison County Board of Supervisors authorize the Chairman of the Board to enter into an agreement with Lakeland Environmental, Inc. for a Pre-Demolition Asbestos Survey, a copy of which is on file with the Clerk of the Board.

Dated: November 10, 2014

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John Salka, Chairman  
Planning, Economic Development,  
Environmental & Intergovernmental  
Affairs Committee

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John A. Reinhardt, Chairman  
Finance, Ways and Means Committee

**RESOLUTION NO. 40**

**AMENDING THE RULES OF THE MADISON COUNTY BOARD OF SUPERVISORS  
REGARDING THE PRIVILEGE OF THE FLOOR**

**WHEREAS**, Madison County Board of Supervisors recognize that the Open Meetings Law provides the public with the right "to observe the performance of public officials and attend and listen to the deliberations and decisions that go into the making of public policy" (see Public Officers Law § 100) but does not provide for public participation; and

**WHEREAS**, the Madison County Board of Supervisors wishes to extend the privilege of speaking at its meetings to the citizens of Madison County through a "privilege of the floor" process; and

**WHEREAS**, the Administration and Oversight Committee, at a meeting recently held, reviewed, updated and approved changes to Rule 31 of the Rules of the Madison County Board of Supervisors so as to define and implement such process; and

**WHEREAS**, the proposed changes have been made in writing, offered, and laid upon the table for more than 24 hours prior to this meeting in accordance with Rule No. 25 of the Rules of the Board of Supervisors; and

**WHEREAS**, a copy of the proposed changes have been distributed to all Supervisors by placing the same on their desks;

**NOW, THEREFORE BE IT RESOLVED** that the attached revised Rule 31 of the Rules of the Madison County Board of Supervisors, replacing and superseding the current Rule 31, is hereby approved effective immediately.

Dated: November 10, 2014

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Scott Henderson, Chairman  
Administration and Oversight Committee

## Rule 31

The purpose of Privilege of the Floor is to provide the Chairman of the Board and/or the Board of Supervisors the discretion to allow any citizen of Madison County (the "public") to make a statement on any issue in a public forum to the Board. The Privilege of the Floor will be permitted in the manner described below at the end of each regular meeting of the Board.

To gain consent to exercise the Privilege of the Floor a member of the public shall sign up on a sign-up sheet provided at the meeting; print and sign their name; and set forth their address and the topic they desire to speak about.

Rules governing the Privilege of the Floor are as follows:

1. No member of the public shall be permitted to address the Board unless recognized by the Board Chairman or upon a motion of a member of the Board of Supervisors, duly seconded and adopted by the majority of the members present.
2. Each person so recognized to speak will be allotted three (3) minutes to speak and in the order the requests therefor were made in advance through the sign up sheet.
3. Any person speaking to the Board with the Consent of the Board Chairman or a member of the Board of Supervisors after motion, shall address their remarks to the Board and not the other members of the audience in the form of a debate. Members of the public shall refrain from making personal or derogatory comments regarding individuals.
4. The time allotted for the Privilege of the Floor shall be thirty (30) minutes.
5. The time limits allowed in subparagraph number 2 and subparagraph number 4 above may be extended by the Chairman of the Board or on motion of any member of the Board of Supervisors, duly seconded and adopted by the majority of the members present.
6. The Privilege of the Floor may be limited or denied by the Chairman of the Board or on motion of any member of the Board of Supervisors, duly seconded and adopted by a majority of the members present.

10/30/14

## RESOLUTION NO. 41

### AUTHORIZING THE CHAIRMAN TO RENEW AN AGREEMENT WITH NTS DATA SERVICES

**WHEREAS**, in 2003 the Board of Elections entered into an agreement with NTS Data Services, Inc. of Niagara Falls, New York for the installation of a new TEAM 2000 (Total Election Administration Management) registration software system; and

**WHEREAS**, the Madison County Board of Elections entered into an agreement to purchase "Image-It! Full Document Imaging System" from NTS Data Services in 2008; and

**WHEREAS**, the Madison County Board of Elections entered into an agreement to purchase the eSuite System (Election Management and Election Night Reporting) from NTS Data Services in 2008; and

**WHEREAS**, the Statewide Voter Registration database interface between the County TEAM registration system and the New York State NYS Voter system requires the NTS Interface Messaging System with ongoing support and maintenance; and

**WHEREAS**, it is necessary to renew the agreements for continued software support and maintenance services to the TEAM system, Full Document Imaging, the eSuite system and the IMS Interface Messaging System; and

**WHEREAS**, NTS has agreed to a three year contract to be paid by the County as follows:

On January 15, 2015 – the County shall make a payment of \$38,292.00

On January 15, 2016 – the County shall make a payment of \$38,292.00

On January 15, 2017 – the County shall make a payment of \$38,292.00

**WHEREAS**, this agreement has been reviewed and approved by the Administration and Oversight Committee and is in the Madison County Board of Elections budget:

**NOW, THEREFORE, BE IT RESOLVED**, that the Chairman of the Madison County Board of Supervisors be and is hereby authorized to enter into an agreement on behalf of the County of Madison with NTS Data Services in the form as is on file with the Clerk of the Board.

Dated: November 10, 2014

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Scott Henderson, Chairman  
Administration and Oversight Committee

**RESOLUTION NO. 42**

**AUTHORIZING THE CHAIRMAN TO ENTER INTO  
AN AGREEMENT WITH THE MADISON COUNTY SNOWMOBILE  
ASSOCIATION, INC FOR THE USE OF THE  
SWALLOWS BRIDGE ROAD BRIDGE**

**WHEREAS**, the County of Madison co-owns the Swallows Bridge Road Bridge situated in the City of Oneida, over Oneida Creek with the County of Oneida; and

**WHEREAS**, the Bridge has been closed to regular vehicle traffic since May 11, 2005; and

**WHEREAS**, Madison County has allowed the Madison County Snowmobile Association, Inc. to use and maintain the bridge for recreational snowmobile traffic in the past and wishes to continue to do so; and

**WHEREAS**, the Swallows Bridge Road Bridge is the most suitable crossing of Oneida Creek between Madison and Oneida Counties for snowmobiles; and

**WHEREAS**, the Madison County Snowmobile Association, Inc. has again agreed to certain terms and conditions for the use and maintenance of the Bridge for recreational snowmobile traffic from November 15, 2014 through October 31, 2015;

**NOW, THEREFORE BE IT RESOLVED**, that the Chairman of the Board of Supervisors be and is hereby authorized to enter into an Agreement on behalf of the County of Madison with the Madison County Snowmobile Association Inc. , in the form as is on file with the Clerk of the Board.

Dated: November 10, 2014

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Ronald C. Bono, Chairman  
Highway, Buildings and Grounds  
Committee

**RESOLUTION NO. 43**

**AUTHORIZING THE CHAIRMAN TO ENTER INTO  
AN AGREEMENT WITH THE MADISON COUNTY SNOWMOBILE  
ASSOCIATION, INC FOR THE USE OF THE  
HARDWOOD ISLAND ROAD BRIDGE**

**WHEREAS**, the County of Madison owns the Hardwood Island Road Bridge situated in the Town of Lenox, over Cowaselon Creek; and

**WHEREAS**, the Bridge has been closed to regular vehicle traffic since 1988; and

**WHEREAS**, Madison County has allowed the Madison County Snowmobile Association to use and maintain one other bridge of this type for recreational snowmobile traffic; and

**WHEREAS**, the Hardwood Island Road Bridge is the most suitable crossing of Cowaselon Creek between Oneida Lake, the Old Erie Canal and other Madison County points for snowmobiles; and

**WHEREAS**, the Madison County Snowmobile Association, Inc. has agreed to certain terms and conditions for the use and maintenance of the Bridge for recreational snowmobile traffic from November 15, 2014 through October 31, 2015;

**NOW, THEREFORE BE IT RESOLVED**, that the Chairman of the Board of Supervisors be and is hereby authorized to enter into an Agreement on behalf of the County of Madison with the Madison County Snowmobile Association, in the form as is on file with the Clerk of the Board.

Dated: November 10, 2014

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Ronald C. Bono, Chairman  
Highway, Buildings and Grounds  
Committee

**RESOLUTION NO. 44**

**AUTHORIZING THE CHAIRMAN TO ENTER INTO AN AGREEMENT WITH DELTA ENGINEERS**

**WHEREAS**, the Highway, Buildings and Grounds Committee met on October 22, 2014 and authorized the Madison County Highway Department to proceed with the design and construction inspection of LIN166 (BIN 3309040) South Court Street over Clockville Creek, and LIN162 (BIN 3309020) Creek Road over the Clockville Creek, both located in the Town of Lincoln, Madison County; and

**WHEREAS**, the firm Delta Engineers, Inc., has provided a cost for Engineering services at Fifty-four thousand five hundred eleven dollars and seventy cents (\$54,511.70); and

**WHEREAS**, the cost for Engineering Services has been appropriated in the County Road Fund 2014 Budget line item H5197.2904 and H5197.2905;

**NOW, THEREFORE, BE IT RESOLVED**, that the Chairman of the Board of Supervisors is hereby authorized to enter into an Agreement on behalf of the County of Madison with Delta Engineers, in the form as is on file with the Clerk of the Board.

Dated: November 10, 2014

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Ronald C. Bono, Chairman,  
Highway, Buildings & Grounds Committee

**RESOLUTION NO. 45**

**AUTHORIZING THE CHAIRMAN ENTER INTO AN AGREEMENT WITH LABELLA ASSOCIATES, D.P.C.**

**WHEREAS**, the County currently leases space in the Oneida Shopping Center Retail Center, 1006 Oneida Plaza Drive, Oneida, NY for the occupancy of the Employment & Training Department and operation of the Madison County Career Center; and

**WHEREAS**, Madison County (the tenant) subleases space to the New York State Department of Labor, New York State Education Department (ACCES-VR), Madison-Oneida BOCES, and two private job placement agencies which in turn helps to pay the rent on the lease of \$58,379 annually; and

**WHEREAS**, the current lease agreement ends December 31, 2015; and

**WHEREAS**, the Department of Social Services (DSS) Building has available space that could be converted to office space for the Employment and Training Department to operate the Madison County Career Center; and

**WHEREAS**, moving the Employment and Training Department and operation of the Career Center to the DSS building would result in not having to lease space and provide revenue to the Workforce Development Program through a sublease to the Department of Labor and other agencies; and

**WHEREAS**, monies saved and revenue gained would provide for an increase in workforce development services provided to Madison County residents; and

**WHEREAS**, additional efficiencies would be gained such as no longer being required to maintain leased spaced, better information technology connectivity to the department, and having a central location on the county campus for residents to receive services; and

**WHEREAS**, Labella Associates, D.P.C has drafted a design for the move; and

**WHEREAS**, at this time, to relocate the County will need to complete final design phase services, bidding / negotiating and construction administration services; and

**WHEREAS**, Labella Associates, D.P.C has expertise in providing said services; and

**WHEREAS**, the Building and Grounds Committee recommends entering into an agreement with Labella Associates, D.P.C to provide complete final design phase services, bidding / negotiating and construction administration services for this proposed project; and

**WHEREAS**, the cost shall not exceed One Hundred and Ten Thousand dollars (\$110,000.00);

**NOW, THEREFORE, BE IT RESOLVED**, that the Chairman of the Board of Supervisors is hereby authorized to enter into an agreement for professional services with Labella Associates, D.P.C in the form that is on file with the Clerk of the Board of Supervisors.

Dated: November 10, 2014

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Ronald C. Bono, Chairman  
Highway, Buildings & Grounds Committee

**RESOLUTION NO. 46**

**AUTHORIZING THE FILING OF AN APPLICATION AND ENTERING INTO A STATE CONTRACT FOR A STATE GRANT-IN-AID FOR HOUSEHOLD HAZARDOUS COLLECTION PROGRAM, UNDER THE APPROPRIATE LAWS OF NEW YORK STATE.**

**WHEREAS**, Chapter 610 of the Laws of 1993 provides up to 50% State assistance for Local Government Household Hazardous Waste Collection Programs; and

**WHEREAS**, Madison County is eligible for reimbursement of up to 50% of eligible funds spent in the 2014-2015 budget year (**total estimated cost \$15,000**) for Household Hazardous Waste Collection & Disposal; and

**WHEREAS**, Madison County, North Court Street, Wampsville, New York 13163, hereinafter called **MUNICIPALITY**, has examined and duly considered Chapter 610 of the Laws of 1993 of the State of New York and the **MUNICIPALITY** deems it to be in the public interest and benefit to file an application under these laws; and

**WHEREAS**, it is necessary that a Contract by and between the New York State Department of Environmental Conservation, hereinafter called the **DEPARTMENT**, and the **MUNICIPALITY** be executed for such State assistance;

**NOW, THEREFORE, BE IT RESOLVED**, by the Madison County Board of Supervisors;

1. That the filing of an application in the form required by the State of New York and in conformity with Chapter 610 of the Laws of 1993 and rules and regulations promulgated thereunder is hereby authorized, including all understandings and assurances contained in said application.
2. That the Chairman of the Board of Supervisors is hereby directed and authorized as the official representative of the **MUNICIPALITY** to sign said application, to provide to the **DEPARTMENT** such information as may be required and to sign the resulting contract, if said application is approved by the **DEPARTMENT**.
3. That the **MUNICIPALITY** agrees that it will fund its portion of the cost of said Household Hazardous Waste Collection Program.
4. That one certified original and four (4) copies of the Resolution be prepared and sent to the **DIRECTOR, DIVISION OF SOLID & HAZARDOUS MATERIALS, NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION, 625 BROADWAY, 9<sup>TH</sup> FL., ALBANY, NY 12233-7253**, accompanied by one original and two copies of the complete grant application package.
5. That this resolution shall take effect immediately.

Dated: November 10, 2014

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James S. Goldstein, Chairman  
Solid Waste/Recycling Committee

**RESOLUTION NO. 47**

**APPROVAL – MORTGAGE TAX REPORT**

**WHEREAS**, this Board is in receipt of the Semi-Annual Mortgage Tax Report showing the amounts to be credited to each tax district of the County of the money collected during the preceding six months ending September 30, 2014;

**NOW, THEREFORE BE IT RESOLVED**, that pursuant to Section 261 of the Tax Law, this Board issue tax warrants for the payment of the respective tax districts of the amounts so credited, and authorize and direct the County Treasurer to make payment of said amounts to the respective districts in accordance with the report:

Town of Brookfield	\$9,989.59
Town of Cazenovia	\$71,839.98
Village of Cazenovia	\$13,446.29
Town of DeRuyter	\$5,204.81
Village of DeRuyter	\$473.75
Town of Eaton	\$17,328.76
Village of Hamilton	\$3.09
Village of Morrisville	\$4,568.95
Town of Fenner	\$6,437.88
Town of Georgetown	\$2,444.35
Town of Hamilton	\$20,542.71
Village of Earlville	\$575.16
Village of Hamilton	\$11,843.54
Town of Lebanon	\$9,369.83
Town of Lenox	\$51,610.87
Village of Canastota	\$14,666.03
Village of Wampsville	\$3,081.35
Town of Lincoln	\$11,031.34
Town of Madison	\$17,051.16
Village of Hamilton	\$211.65
Village of Madison	\$606.84
Town of Nelson	\$24,612.43
Town of Smithfield	\$5,405.61
Town of Stockbridge	\$10,472.81
Village of Munnsville	\$1,081.49
Town of Sullivan	\$91,152.80
Village of Chittenango	\$13,992.21
City of Oneida	\$73,145.02
<b>TOTAL</b>	<b>\$492,190.30</b>

DATED: November 10, 2014

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John A. Reinhardt, Chairman  
Finance, Ways and Means Committee

**RESOLUTION NO. 48**

**AUTHORIZING CHAIRMAN TO ENTER INTO AGREEMENT WITH SIMPLIFILE FOR E-RECORDING IMPLEMENTATION IN THE COUNTY CLERK'S OFFICE**

**WHEREAS**, the appropriate management of local government records is essential for efficient and effective government, and

**WHEREAS**, the County Clerk acting as Recording Officer, performs the duties prescribed by law in the recordation, indexing, imaging and archiving of all Madison County land records, and

**WHEREAS**, Chapter 549 of the Laws of 2011 amended the laws of the State of New York in order to allow recording officers in the State of New York to accept electronic recording of instruments affecting real property, subject to the rules and regulations established by the State of New York's electronic facilitator (the "Electronic Facilitator"), and

**WHEREAS**, Title 9, Part 540.7(h), of the NYCRR provides that, prior to submitting electronic instruments to the Recording Officer for recording, the Registered Submitter shall be required by the Recording Officer to agree to terms and conditions required by the Recording Officer, which shall include the rights and responsibilities of both the Recording Officer and the Registered Submitter when participating in electronic recording, including, at a minimum, the terms and conditions set forth in Title 9, Part 540.7(i), of the NYCRR (the "Terms and Conditions Agreement") and

**WHEREAS**, prior to the execution of the agreement, the County Attorney has reviewed the agreement for approval as to legal form, language and compliance, and

**WHEREAS**, this agreement has been reviewed and approved by the Finance, Ways and Means Committee noting that this will incur no costs to the county and will increase efficiencies in the Madison County Clerk's office;

**NOW, THEREFORE, BE IT RESOLVED**, that the Chairman of the Board of Supervisors be and is hereby authorized to enter into an agreement on behalf of the County of Madison allowing for said agreement to facilitate the electronic filing/recording by its customers of documents with Madison County, and be it further

**RESOLVED**, the agreement authorize qualifying documents for filing/recording in official records, and outlines the requirements of electronically recording documents to assure that recording transactions submitted are legally valid and enforceable.

Dated: November 10, 2014

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John A. Reinhardt, Chairman  
Finance Ways & Means Committee

**RESOLUTION NO. 49**

**AUTHORIZING BUDGET MODIFICATION FOR UTICA STREET BASED ON APPROVED  
NEW YORK STATE ASSISTANCE CONTRACT AMENDMENT**

**WHEREAS**, on May 15, 2014 by Resolution #70-14, the Madison County Board of Supervisors approved an amendment of the SAC (State Assistance Contract) Amendment for 47 Utica Street under the 1996 Clean Water/Clean Air Bond Act; and

**WHEREAS**, final approval of Amendment No. 7 of the SAC Amendment has finally been issued by the NYS Department of Environmental Conservation; and

**WHEREAS**, this will be the final amendment with an expiration date of December 31, 2015; and

**WHEREAS**, the final amendment allows for \$54,115 in reimbursement under the program;

**NOW, THEREFORE, BE IT RESOLVED**, that the 2014 adopted Madison County budget be modified as follows:

**General Fund**

**1362 – Tax Advertising & Expense**

Expense

	<u>From</u>	<u>To</u>
A1362.4135 Contractors-County Owned Property	\$ 5,600	\$45,760
A1362.4136 Legal Expense – Utica Street	<u>2,500</u>	<u>16,455</u>
Totals	\$ 8,100	\$62,215
Control Total		<u>\$54,115</u>

Revenue

A3789.10 NYS DEC Grant-Co Owned Property	\$ 0	\$54,115
Totals	\$ 0	\$54,115
Control Total		<u>\$54,115</u>

Dated: November 10, 2014

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John A. Reinhardt, Chairman  
Finance, Ways and Means Committee

**RESOLUTION NO. 50**

**AUTHORIZING THE CHAIRMAN TO EXECUTE AN AGREEMENT WITH THE TOWN OF LINCOLN FOR TAX COLLECTION**

**WHEREAS**, the Town of Lincoln wishes to have the Madison County Treasurer collect real property taxes for the Town, jointly and concurrently with the tax collecting officer as authorized by Real Property Tax Law §578 (2) (a) and §578 (2) (b); and

**WHEREAS**, the Madison County Treasurer has the ability and the expertise to collect said real property taxes on behalf of the Town; and

**WHEREAS**, the county taxpayers will benefit by an expansion of their options to pay their taxes; and

**WHEREAS**, both the Town and the Madison County Treasurer's office will achieve financial and labor savings by undertaking this shared tax collection service;

**NOW, THEREFORE, BE IT RESOLVED**, that the Chairman of the Board of Supervisors be and is hereby authorized to enter into an agreement with the Town of Lincoln in the form as is on file with the Clerk of the Board

Dated: November 10, 2014

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John A. Reinhardt, Chairman  
Finance, Ways and Means Committee

**RESOLUTION NO. 51**

**AUTHORIZING THE MODIFICATION OF THE 2014 ADOPTED COUNTY BUDGET**

**RESOLVED**, that the 2014 Adopted County Budget be modified as follows:

**Modification No. 1**

**General Fund**

**1010 Legislative Board**

**Expense**

	<u>From</u>	<u>To</u>
A1010.41 Travel Expense (Mileage)	\$16,000	\$21,000

**1990 Contingent Fund**

**Expense**

A1990.4444 Contingent Fund	\$186,425	\$181,425
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Control Total	\$202,425	\$202,425
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**Modification No. 2**

**General Fund**

**1362 – Tax Advertising & Expense**

**Expense**

	<u>From</u>	<u>To</u>
A1362.402 Miscellaneous Expense	\$ 1,000	\$ 525
A1362.4075 Credit Card Fees to Merchant	500	975
A1362.4074 Parcel & Advertising Expense	0	7,300
A1362.4750 Auctioneer Services-Buyer's Premium	0	52,101
Totals	\$ 1,500	\$60,901

Control Total		\$59,401
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**Revenue**

A2770.1020 Misc Rev-Parcel & Advertising Fee-Auctioneer	\$ 0	\$ 7,300
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A2770.1030 Misc Rev-10% Buyer's Premium Auctioneer	0	52,101
Totals	\$ 0	\$59,401

Control Total		\$59,401
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**Modification No.3**

**General Fund**

**1620 County Buildings**

**Expense**

	<u>From</u>	<u>To</u>
A1620.2903 Architectural & Engineering Expense-DSS	\$-0-	\$110,000

Control Total		\$110,000
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<b>A599 Appropriated Fund Balance</b>	\$9,212,540	\$9,322,540
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Control Total		\$110,000
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**Modification No. 4****General Fund****3020 Communications Center****Expense**

	<u>From</u>	<u>To</u>
A3020.4196 Legal Services-Tower Lease	\$ -0-	\$ 7,440

**1990 Contingent Fund****Expense**

A1990.4444 Contingent Fund	\$181,425	\$173,985
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Control Total	<u>\$181,425</u>	<u>\$181,425</u>
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**Modification No. 5****General Fund****3150 Sheriff-Correctional Facility****Expense**

	<u>From</u>	<u>To</u>
A3150.4237 SCAAP Grant-Justice Benefits Inc. Reimb	\$ 0	\$ 74

Control Totals	<u>\$ 0</u>	<u>\$ 74</u>
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**Revenue**

A4389.4520 Fed Aid-State Criminal Alien Assistance Program	\$ 0	\$ 74
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Control Totals	<u>\$ 0</u>	<u>\$ 74</u>
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**Modification No. 6****General Fund****6109 – TANF****Expense**

	<u>From</u>	<u>To</u>
A6109.41085 EAF-Services	\$ 116,939	\$ 167,824

**6142 – Emergency Aid to Adults****Expense**

A6142.41095 Emergency Aid to Adults	<u>\$ 20,000</u>	<u>\$ 30,000</u>
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Totals	<u>\$ 136,939</u>	<u>\$ 197,824</u>
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Control Total		<u>\$ 60,885</u>
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**6109 - TANF****Revenue**

A3609 St. Aid TANF	\$ 53,754	\$ 85,303
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**6140 – Safety Net****Revenue**

A3640 St. Aid Safety Net	\$ 316,543	\$ 306,603
A4640 Federal Aid Safety Net	\$ 38,973	\$ 73,249

**6142 – Emergency Aid to Adults****Revenue**

A3642 St. Aid Emergency Aid to Adults	<u>\$ 10,210</u>	<u>\$ 15,210</u>
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Totals \$ 419,480 \$ 480,365

Control Total \$ 60,885

**Modification No. 7**

**County Road Fund**

**5110 Maintenance of Roads & Bridges**

**Expense**

D5110.46003 Asphalt, Tar & Stone

<u>From</u>	<u>To</u>
\$ 40,000	\$ 45,000

**5112 Construction Projects**

**Expense**

D5112.46007 Misc. Materials

D5112.4733 Contract Paving

D5112.4734 Asphalt Paving

D5112.4735 In-Place Recycling /Milling

150,000	165,000
305,130	331,500
106,000	141,000
374,870	293,500

Control Totals	<u>\$976,000</u>	<u>\$976,000</u>
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Dated: November 10, 2014

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John A. Reinhardt, Chairman  
Finance, Ways & Means Committee