

SUPERVISORS NOTEBOOK

A Digest of Legislative Activities

For the Month of

October 2013



**Madison County
DEPARTMENT OF HIGHWAYS
139 North Court Street
P.O. Box 15
Wampsville, NY 13163**

**F. Joseph Wisinski
County Highway Superintendent**

**PH (315) 366-2221
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**Public Works Committee Meeting Minutes
August 21, 2013**

Ronald Bono called the meeting of the Public Works Committee to order at 2:10 p.m. in the Supervisor's Large Conference Room on the second floor of the County Office Building, Wampsville, NY

Those in attendance were Public Works Committee Members: Chairman Ron Bono, Alex Stepanski, Scott Henderson. Also in attendance were: Brad Newman, Deputy Highway Superintendent, Martha Conway, Kevin Loveless, Maintenance Supervisor, and Mark Scimone, County Administrator.

Acceptance of the Minutes from July 24, 2013.

Motion by S. Henderson to accept the minutes, seconded by R. Bono. All in favor.

James Christenson's Building at the Intersection of Perryville and Nelson Road

Joe Wisinski informed the committee that he and Russ Cary, Town of Fenner Supervisor have been discussing the future of Christenson building located at the intersection of Perryville and Nelson Road. He explained that according to an agreement, once James Christenson's business was no longer in operation, the building or part of the building could be torn down. He went on to explain that Russ Cary would like the County to be involved since the building is within the County right-of-way. Joe Wisinski explained that the building creates a safety issue because it limits the intersection sight distance and that there has been a history of accidents at the intersection.

Motion, No Motion Required

Madison County Sewer District Update

Mark Scimone gave a brief update of the Madison County sewer district to the committee.

Motion, No Motion Required

2014 Budget Review

Joe Wisinski reviewed the proposed 2014 highway budget with the committee. The committee discussed the proposed highway budget including the North Court Street Bridge project and the proposed equipment purchases.

Motion, No Motion Required

Abrasives Bid Review, Bid Ref. No. 13.14

The committee briefly discussed the abrasive bid results. Agreed to award Furnished bids to all Bidders and award Delivered bids according to lowest price bid.

Motion by A. Stepanski to award to all bidders, seconded by S. Henderson. All in favor.

Next Public Works Committee Meeting

The next Public Works Committee meeting will be held at 2:00 p.m. on **Wednesday, September 18, 2013** in the Large Conference Room, second floor of the County Office Building, Wampsville, NY.

Motion by to Adjourn Meeting at 2:34 p.m. All in favor.

**MADISON COUNTY
DEPARTMENTS OF MAINTENANCE and CENTRAL SERVICE**

Kevin F. Loveless
Building Maintenance Supervisor



138 North Court Street
County Office Building
Wampsville, NY 13163

(315) 366-2259
(315) 366-2511 (fax)

Buildings and Grounds Committee Meeting

Minutes August 21, 2013

PRESENT: Chairman Ronald Bono, Supervisors Alexander Stepanski and Scott Henderson, County Administrator Mark Scimone, Building Maintenance Supervisor Kevin Loveless and Richard Spadafora of Central Services

ABSENT: Vice Chairman Roger D. Bradstreet and Supervisor David L. Coye

The meeting was called to order at 2:34 p.m. following adjournment of the Public Works Committee meeting in the Supervisors Large Conference Room.

Minutes: The minutes of the regular meeting July 24, 2013, were unanimously approved on the motion of Supervisor Scott Henderson and second of Chairman Ronald Bono.

Service Report: Summary distributed for April through July.

Office Building Elevator: Loveless reported the work connecting the Office Building elevator to the generator was completed and tested.

Public Safety Building Server Room: Loveless reported that the air conditioning unit in the Office Building basement was removed from the IT Department ceiling, the refrigerant was recaptured and the unit was moved to the server room.

Court House Elevator Project: County Administrator Mark Scimone reported that the conference with the judge had been rescheduled by the court for the end of the month.

Fountain/Statuette: Loveless asked that the department be allowed to fill in the fountain basin surrounding the statue at the North Court Street side of the Court House. Loveless said the 15-foot-wide basin collects considerable rainwater, which is pushed into the County's septic. He said the umbrella is showing wear and tear and will need to be painted again. Loveless proposed the basin portion be filled in with the statuette positioned over the tapered top soil, which would then be landscaped. Consensus of the committee authorized the work.

Book Fair: Building Maintenance Supervisor Kevin Loveless reported that the quarterly book fair had just wrapped up. He said it appears the event, which requires four set-ups and breakdowns a year by Maintenance Department staff netted the county only \$225 and does not warrant the expenditure of county resources to support it.

Scimone asked Loveless to follow up with Personnel, as that is where the event originated. Bono said he would like to know who is benefitting from it.

Loveless said he would follow up on those items.

Surplus Furniture/Equipment: Loveless reported that the department has been spending a phenomenal amount of time handling surplus furniture, and that the expenditure of staff time has far exceeded any revenue generated from the auction of items, motor vehicles notwithstanding. He said crews are repeatedly arranging and rearranging items, taking and re-taking photos, it is taking

months to move things out and it is piling up.

Scimone said he had planned to have the affected parties meet, that the policy needed revision and new policy and procedure would be forthcoming.

STOP-DWI Office: The Sheriff's Office asked that it be allowed to retain the STOP-DWI office after the space was vacated to utilize it for another officer. It was also requested that Joe Treglia be allowed to move from the Office Building basement to space in the Mental Health Department after the ADAPT Program moves out, anticipated in early September.

Budgets: Richard Spadafora presented the budget for Central Services; Loveless presented the budget for the Maintenance Department.

Spadafora said he budgeted for a 2-percent increase for contracts/agreements.

Loveless said the process of replacing the heat pumps in the Veterans Building had begun, that he expected a few more of those to be replaced in the coming year, and he put \$135,000 in the budget for the rear parking lot. Salaries and resultant benefits increases are the biggest question marks, he said.

Motion to Adjourn: The meeting was adjourned at 3:23 p.m. on the motion of Bradstreet and second of Bono.

Next Meeting Date: Sept. 18, 2013, immediately following the 2 p.m. Public Works Committee meeting in the Supervisors Large Conference Room.

Respectfully submitted Sept. 16, 2013, by Martha E. Conway for Kevin Loveless and approved Sept. 18, 2013.



Kevin F. Loveless, Madison County Buildings & Grounds Supervisor

COMMITTEE ON PLANNING, ECONOMIC DEVELOPMENT, ENVIRONMENTAL
AND INTERGOVERNMENTAL AFFAIRS
MEETING MINUTES

August 22, 2013 – 9:00 A.M.- Supervisors' Large Conference Room

PRESENT:

Committee: **Ralph Monforte**, Russell Cary, James Rafté (9:08), and Priscilla Suits.

Absent: . Eve Ann Shwartz

Supervisors:

County Staff: Cindy Edick, Jamie Hart, Scott Ingmire, Jim Petreszyn (9:31), Mark Scimone (9:17), and Gwen Williamson (9:00)

Additional Present: Scott Flaherty, Kipp Hicks (9:05), Becky Marsala, Beth McKellips, Thomas Reichel, and April Winslow

Press:

Meeting called to order at 8:59 A.M. by Monforte.

A-1: July 18, 2013 and August 13, 2013 meeting minutes were unanimously approved on a **MOTION** by Suits and seconded by Monforte. 9:00 A.M. 3/0/0

A-2: Cindy Edick presented the Sales Tax update. The overall trends for Sales Tax Receipts, OTB Revenue, and Local Vehicle Tax Revenue have remained consistent throughout the year. The Medical and Prescription claims, although still high, seem to be somewhat reduced in the last few months. The Occupancy Tax Revenue has been consistently down compared to 2012. Edick prepared a document showing that there was significant increase in the 2012 revenue over the 2011 revenue. She suggested that the elevated numbers may be attributable to extensive training by the Chobani Company in 2012. Scott was asked to send a copy of the Sales Tax report to Madison County Tourism.

A-3: Becky Marsala presented the Tax Delinquent Property Update and Review. She noted that there are currently 63 parcels slated for auction with 5 repurchased. The auction signs have been installed on properties and the info is on the website. Becky anticipates that there will be 20 or so properties left at auction time.

A-4: Tom Reichel presented the Career Center Update. There are no significant changes on the Center Usage Report but he did note that the unemployment numbers dropped from 7.3 to 7.2 and he hopes to see the trend continue.

Kipp Hicks said that CFA announcements are expected around November or December.

A-5: Tom Reichel presented the Summer Youth Employment Program Update. He said that it was a very productive summer. Everything went great and much work was done throughout the County. He considers the program a complete success.

A-7: Becky Marsala presented the Utica Street Update. She said that the abstract is being updated.. She also mentioned that the 60-day notification is not required in this case and the parcel may still get to auction. Eve Ann Shwartz will be coordinating the meeting with the towns and villages regarding the Hamilton Utica Street property.

Damien Vanetti has provided a contact with EPA for the Brownfields Grant. He said that it is very competitive and he can offer tips to help. Scott will be attending the grant writing meeting and will update this committee next month.

A-6: Beth McKellips introduced April Winslow, 4-H Coordinator, who reviewed the 4-H Report 2012-2013 with the Committee. She highlighted the Local Government Intern program, participation in the Madison County Fair, the excellent showing they had at the Eastern National 4-H Roundup Horse Judging Contest and the great opportunity the Spurs-n-Spokes members had to work with Beezie Madden. She also talked about the increase in youth membership and the importance of the 4-H portfolios.

Beth emphasized that the Open Farm Day event was a huge success with approximately 5,000 visits reported.

Beth noted that an application was submitted in the CFA for a commercial malting facility feasibility study. She is also working on coordinating efforts to create an equine-related website for the County. There are many individual equine-based entities and this website would be a way to connect them. This project may fall under Cornell Cooperative Extension. AED is looking at Saratoga and Kentucky to see if there is an existing successful model to work from.

Russ Cary, April Winslow, and Mark Scimone will try to make arrangements for intern 4-H members to come to committee meetings instead of the Board of the Whole in order to see where the work happens before the vote.

AED would like to move the AED budget line into the CCE budget line, instead of separating them out. Cornell Cooperative Extension gets matching funds and that money is currently being lost by reporting it separately. Mark suggested that Beth find out the specific money amounts and prepare the budget both ways: combined and separate. April noted that 4-H has already approved combining their budgets.

A-8a: Jim Petreszyn presented the 2014 Park Budget Plan. The bottom line is the same. He designated money for a new pavilion at Nichols Pond overlooking the wind farm as his main capital improvement for 2014. The Committee had consensus to send this plan forward.

A-9: The resolution regarding the JBL/CRC property transfer pertains to the Madison County Landfill and not the A.R.E Park, and as such is not a resolution for this Committee to approve. It will go before the Solid Waste Committee.

A-10: Scott Ingmire and Jamie Hart presented the resolution regarding a Buy Madison Debit Card. Oneida Saving Bank is working to help develop and promote these cards which will encourage consumers to keep their tax dollars local. The bank is offering an (as yet undetermined) interchange amount back to help fund this promotion. Scott Flaherty suggested getting the specifics of that interchange amount buttoned down and in writing. Monforte requested posters in the bank locations. Promoting these cards will eventually promote the local businesses who are willing to offer discounts to card holders.

Cary out at 9:59

The Committee authorized a resolution for a Buy Madison Debit Card Program with Oneida Savings Bank on a MOTION by Suits and seconded by Rafte. 10:00 A.M 3/0/0.

A-11: Scott Ingmire unveiled the tentative design for the new debit cards. It had the word "rewards" on it which all agreed will need to be defined as soon as possible. There will be a meeting with the Chambers of Commerce this fall to determine the specifics of "rewards". The Committee offered consensus of approval on the design of the card. (10:07 A.M.) Monforte wants to have a Buy Madison packet ready for board day, one for each Supervisor with posters, balloons and confetti. Other packets will go to the press and local business'. Monforte asked Hart to prepare a statement for cooperation with Oneida Savings Bank for the press.

A-12: Jamie Hart presented information about a possible Madison County Adventure Challenge. She had recently participated in one in Vermont and would like to help see that one gets coordinated for Madison County. The concept is similar to a scavenger hunt for adults and it promotes local business', local history, and local tourism. Joan Johnson's class is working on the basic format and Matt Urtz has ideas for the historical portion. There will be more about this topic as it develops.

A-6 update: Beth provided some specifics about how the formula for match-funding would work if budgets were combined, estimating that the amount of dollars added would be in the neighborhood of 5 to 6 thousand. Beth will email the formula to Mark.

A-13: Scott Ingmire presented the Vegetation Harvesting Update. This year, more lakes were harvested than ever. The lakes are charged \$31.00 per hour which covers maintenance, repairs and operation. Ralph suggested consideration of charging enough to cover a major upgrade and perhaps to set up a capital reserve fund for this purpose. The DEC has recommended skirting in Cazenovia Lake to catch loose clippings when harvesting, allowing up to 99% captured waste. Scott will look into these topics.

A-14: It was determined that no travel request is required for the APA conference in Schenectady.

A-15: Scott Ingmire presented an update on the County owned former rail bed property that Dave Taylor has again expressed interest in purchasing. Taylor has made an offer of \$200.00 for a small piece of it, which would cause the rest to be land-locked. It was decided by consensus, that due to current grant applications and future potential pertaining to projected sewer needs, proposed handicap fishing project and the anticipated Oneida Rail Trail project, it would be in the best interest to NOT sell any portion of this parcel at this time.

A-8: Scott Ingmire presented the proposed Planning budget for 2014. He highlighted the changes in the Madison Transit system, noting that it is running currently at no expense to the County. Federal and State Operating Assistance runs the buses that Madison Transit still has. Ingmire noted that the Aquatic Harvester Operator position is paid by other revenue. He has no control over the approximate 4% CSEA wage increase. Lastly the funding for Pictometry from the County Attorney's office may no longer be available to help cover the cost, and that reflects in the proposed budget. AED and IDA are still reflected as part of Planning budget at this time.

Scott Ingmire presented the proposed WIA budget, which has no cost to the County. They are adding a counselor position to replace the one that did not get filled when Lorraine retired and people were promoted.

A-16: New Business: Jamie Hart gave a brief explanation of the upcoming Planning and Zoning Institute Fall Event. This October the training will be in a new and exciting format which will include local speakers, appreciation recognitions, networking and training all in a dinner type setting. Jamie is hoping that there might be funding at the municipal level to help send people but even if they have to pay themselves, \$23.50 per person is a fair price for all the above and a year's worth of training credit. More information to be sent soon.

A-17: The next scheduled Planning Committee meeting will be September 19th at 9:00 A.M. in the Supervisors' Large Conference Room.

A-18. The meeting was adjourned on a MOTION by Rafte and seconded by Suits. 11:14 A.M.

Respectfully submitted by Gwen Williamson

MADISON COUNTY
DEPARTMENTS OF MAINTENANCE and CENTRAL SERVICE
Kevin F. Loveless
Building Maintenance Supervisor



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Buildings and Grounds Committee Meeting

Minutes August 26, 2013

PRESENT: Chairman Ronald Bono, Vice Chairman Roger D. Bradstreet, Supervisors Alexander Stepanski, David L. Coye (videoconference) and Scott Henderson, Board of Supervisors Chairman John M. Becker, County Administrator Mark Scimone, Attorney Chris Harrigan (teleconference), First Assistant County Attorney Tina Wayland-Smith, Building Maintenance Supervisor Kevin Loveless

The meeting was called to order at 2:34 p.m. in the Supervisors Large Conference Room.

The committee immediately unanimously voted to enter executive session for the purpose of litigation strategy and advice of counsel on the motion of Supervisor Scott Henderson and second of Roger D. Bradstreet.

The committee exited executive session at 3:24 p.m. on the motion of Henderson and second of Chairman Ronald Bono.

The meeting was adjourned at 3:24 p.m. on the motion of Henderson and second of Bradstreet.

Next Meeting Date: Sept. 18, 2013, immediately following the 2 p.m. Public Works Committee meeting in the Supervisors Large Conference Room.

Respectfully submitted Sept. 16, 2013, by Martha E. Conway for Kevin Loveless and approved Sept. 18, 2013.

A handwritten signature in cursive script that reads "Kevin F. Loveless".

Kevin F. Loveless, Madison County Buildings & Grounds Supervisor

**MADISON COUNTY BOARD OF HEALTH
AND
PUBLIC HEALTH SERVICES' COMMITTEE MEETING
MONDAY, AUGUST 26, 2013**

BOARD OF HEALTH MEMBERS PRESENT:

PRESIDENT, JOHN ENDRES, DVM
VICE PRESIDENT, JOHN SALKA, LEGISLATIVE REPRESENTATIVE
MARGARET S. ARGENTINE, PHD, RN, CNE
SAM BARR, DMD (EXCUSED)
WENDY CARY, CITY OF ONEIDA
ROBERT DELORME, MD, (EXCUSED) PHYSICIAN REPRESENTATIVE
RACHEL ELDER, MD, PHYSICIAN REPRESENTATIVE
JENNIFER MEYERS, MD, PHYSICIAN REPRESENTATIVE

PUBLIC HEALTH COMMITTEE MEMBERS PRESENT:

CHAIRMAN, JOHN SALKA, TOWN OF BROOKFIELD
LEW CARINCI, CITY OF ONEIDA, WARDS 4-5-6
JAMES GOLDSTEIN, TOWN OF LEBANON
EVE ANN SHWARTZ, (EXCUSED) TOWN OF HAMILTON
ALEX STEPANSKI, TOWN OF STOCKBRIDGE

OTHERS PRESENT:

ERIC FAISST, DIRECTOR OF PUBLIC HEALTH
CHERYL GEILER, DIRECTOR OF COMMUNITY HEALTH
GEOFF SNYDER, DIRECTOR OF ENVIRONMENTAL HEALTH
CONNIE COULTHART, ASSISTANT DIRECTOR OF ADMINISTRATIVE SERVICES
R. SEELAN NEWTON, MD, MEDICAL CONSULTANT
RONNY GOELER, VILLAGE OF CHITTENANGO MAYOR
BOB FRUENSCHT, VILLAGE OF CHITTENANGO ADMINISTRATOR
ALAN LAUBE, VILLAGE OF CHITTENANGO TRUSTEE
DONNA LYNCH, CHITTENANGO CREEK WALK & NEIGHBORHOOD TRAIL SYSTEM
CHRISTINE COE, CONFIDENTIAL SECRETARY

MADISON COUNTY PUBLIC HEALTH SERVICES COMMITTEE

John Salka called the Public Health Committee meeting to order at 4:45 p.m. indicating that there was a quorum for the Public Health Services Committee.

The Public Health Services Committee reviewed the July minutes. A motion to approve the minutes as written was made by Jim Goldstein, seconded by Alex Stepanski and approved by all.

Resolutions:

- A. Authorizing the Chairman to enter an agreement with New York State Department of Health was made by Lew Carinci, seconded by Alex Stepanski and approved by all.
- B. Drinking water enhancement grant renewal and modifying the 2013 County budget was made by Lew Carinci, seconded by Alex Stepanski and approved by all.
- C. Entering an agreement with Health Research, Inc. for Public Health Preparedness Grant and modifying the 2013 County budget was made by Lew Carinci, seconded by Alex Stepanski and approved by all.
- D. Authorizing the Chairman to enter into an agreement for a Federal & State Grant Immunization Action Plan and modifying the 2013 County budget was made by Lew Carinci, seconded by Alex Stepanski and approved by all.
- E. Authorizing the Chairman to modify an agreement with Madison Oneida BOCES for the Preschool Program was made by Jim Goldstein, seconded by Alex Stepanski and approved by all.

2013 2nd Quarter Financials (ending 6/30/2013) and 2014 Proposed Budget:

The 2013 Statement of Revenues and Expenses for the period ending 6/30/2013 and the 2014 proposed budget were submitted to the Committee for review.

The 2014 proposed budget represents a slight increase (1.31%) from last year's budget, due primarily to an increase in fringe benefits and the cost of preschool transportation for two children in wheelchairs. Most items held consistent although a few items were moved under different cost centers to reflect changes in made in the Article 6 State Aid Funding, and the State takeover of the fiscal responsibility for the Early Intervention Program.

Monthly revenues received from HCR payments are factored into the budget.

LHCSA Review:

The New York State Department of Health visited the Health Department on Friday, August 23rd for an unannounced review of our Licensed Home Care Services Agency (LHCSA). The Plan of Correction is due back to the State by September 5th and a copy will be provided to the Chairman of the Board of Supervisors.

Corporate Compliance Update:

The Committee reviewed the Madison County Board of Supervisors August Corporate Compliance Report.

- The Corporate Compliance Committee met on August 20th. The Committee is seeking representation on the Committee from the Board of Supervisors.
- The Committee will review a draft of the 2013 Corporate Compliance Program Assessment at the October meeting. Once finalized, the 2014 Annual Work Plan will be developed.
- 2013 Annual Work Plan – most important items have been completed, the remaining items are being addressed.
- The KCheck exclusion reports were reviewed by the Committee. Compliance officer will work with Treasurer's office to determine how best to handle excluded names that are probably not matches; however the information from the County's records and/or KChecks web site is not sufficient to positively exclude them at this time.
- All Board of Supervisors members completed the training in March, and all but 5 County employees have completed their annual compliance training. Reminders will be sent to their Department Heads.
- The Public Health Department is now requesting verification of required corporate compliance training from contractors prior to contract renewal. It was recommended that MH consider doing the same with their Class A contractors. Class A contractors were sent notification of the required training to be completed by November 1st.
- The BOH was informed of the required compliance training. Five of the eight BOH members have completed the training and reminders have been sent. CSB will be asked to complete the training in September.
- OMIG accepted the County's self-disclosure notification and will be required to submit payment to OMIG within the next 20 days.
- The investigation was conducted regarding non-compliant documentation and possible inaccurate billing within the ADAPT program. Upon review, the recommendation was to self – correct.
- We received word from legal counsel that OMIG may be starting to reactivate audits that were previously on hold.

AgeNet Ribbon Cutting 9/10/13:

The Committee received an invitation to attend the September 10th AgeNet Ribbon Cutting Event at the Health Department.

Old Business:

None

New Business:

Geoff reported that Madison County's first positive EEE (Eastern Equine Encephalitis) mosquito was identified on Moore Road in the Town of Sullivan this afternoon. It has not been determined if the mosquito is a mammal or bird biter yet. There have been no human or equine cases reported to date. Surveillance will be increased along with education on personal protection measures. There is also a new outdoor kiosk at the Great Swamp Conservatory to educate the public on the EEE and West Nile viruses.

The Committee discussed whether spraying should be considered. Geoff stated that would be a decision of the Town of Sullivan but spraying is cost prohibitive at \$50k and

has limited effectiveness. Spraying only kills the adult mosquitos, not the larvae; therefore, it only takes care of the issue for a few days.

Public Health Committee adjourned at 5:18 p.m.

MADISON COUNTY BOARD OF HEALTH

John Endres called the Board of Health Meeting to order at 6:30 p.m. indicating that there was a quorum for the Board of Health meeting.

The Board of Health Committee reviewed the July minutes. Motion to approve the minutes was made by Jennifer Meyers, seconded by Wendy Cary and approved by all.

Record of Claims:

Connie Coulthart distributed the Record of Claims for review and approval. Motion to approve was made by John Salka, seconded by Jennifer Meyers and approved by all. John Endres signed for approval.

Joint Discussion with Village of Chittenango:

The Board of Health held their meeting at Sullivan Free Library in Chittenango and invited village officials for the purpose of identifying opportunities for collaboration on key public health issues in Madison County.

John Endres gave a brief overview of the Board of Health and introductions were made.

This joint meeting was the second in a series of Madison County Board of Health meetings that will take place in various locations across the county with other community organizations in an effort to promote collaboration and build awareness about the state of health initiatives in the county. The mission of the Madison County Board of Health is to guide, advocate, and collaborate to ensure the essential public health services are provided to residents of Madison County. In recent months, the Board has considered initiatives dealing with:

- Smart Growth communities and healthy community design
- Childhood obesity
- Tobacco use with a primary focus on youth
- Access to primary and preventive care services for medical, dental and behavioral health care.
- Healthy housing
- Healthy workforce
- Environmental health tracking system and the establishment of indicators for the community
- Establishment of a Rural Health Network
- Comprehensive community health assessment using a life stage model

Senior housing is an area that the Village of Chittenango would like help to address. The current senior housing (Boliver Landing, Tom Tom Street) has a 1 year waiting list, forcing many of our seniors to move out of the county for similar accommodations. There is property available in downtown Chittenango and developers with plans to build senior housing within the village, but the available properties are cost prohibitive. The Village's goal is to partner with developers to build to smart growth designed, elderly

friendly patio homes within the village, but a financial incentive is needed to make it happen (i.e. tax advantages, pilot opportunities, grants).

Public transportation is another issue, especially for seniors. The Village is trying to create a walkable path to the village from the current senior housing. Busses that were previously available had very limited schedules (early morning, evening) making them impractical for a senior that needs transportation to a doctor's appointment. Smaller busses with a diverse schedule would be more user-friendly.

John Salka stated that these are issues throughout the county, especially the southern tier. Solutions to public transportation continue to be looked at.

Support service guidelines for the elderly need to be expanded to address gaps in the system. Once a patient shows improvement on a point scale, they are penalized. The support services are removed that may still be necessary, but the patient no longer meets the guidelines. The system should be more flexible to meet the patients' needs. As Chairman of the Social Services Committee, John Salka will address this with the Commission of Social Services.

The Health Department's recent Community Health Assessment identified similar issues (e.g., senior housing, assisted living). The recently formed Madison County Rural Health Council will be looking at issues like these (aging population, healthy housing and access to care) that government is unable to address.

The Health Department is currently working on a healthy housing initiative. Part of that initiative is to encourage modification of current homes to accommodate an aging population. The Office for the Aging may have resources or contacts to assist with home modification. New homes should be designed to keep people in them longer.

In regards to the EPA Smart Growth technical assistance meetings that the Village of Chittenango was involved with in February, the consultants have submitted the audit tool to the EPA for review and approval. Once it is received, it will be rolled out to the Village and other municipalities so that it may be used to identify issues and needs within their communities and target specific initiatives.

The Village officials questioned the mosquito activity in Madison County. Geoff stated that there has been active mosquito surveillance. Before today, two pools tested positive for West Nile Virus and, as of this afternoon, one pool tested positive for EEE on Moore Road in the Town of Sullivan. It has not been determined if the mosquito is a mammal or bird biter yet. There have been no human or equine cases reported to date. Surveillance will be increased along with education on personal protection measures. There is also a new outdoor kiosk at the Great Swamp Conservatory to educate the public on the EEE and West Nile viruses (WNV).

The Village officials questioned whether spraying has been considered. Geoff stated that would be a decision of the Town of Sullivan but spraying is cost prohibitive at \$50k and has very limited effectiveness. Spraying only kills the adult mosquitos, not the larvae; therefore, it only takes care of the issue for a few days.

Donna Lynch stated that bat boxes have been installed near the trails system to help address the mosquito issue. Geoff stated that was a positive step. Bats are only an issue when they get into homes. It is important to educate the public that when a bat is captured, it needs to be brought to the Health Department for testing to avoid unnecessary post exposure treatment. Geoff will provide signage regarding WNV and EEE for the Chittenango trail system.

Donna would like to see initiatives or projects to get children out walking more. Donna would like to see walking tours from day care programs and schools for children. Trails are being expanded throughout the village. Cheryl will share this idea with school nurses and add trail information to the day care center packets.

Eric stated that childhood obesity (healthy weight) is one of the Health Department's targeted initiatives. The Madison County Trail Maps project inventoried various trails throughout the County that can be found on the Planning Department and Tourism websites. The goal of the maps was to increase awareness of the trails and increase their use, not only for recreation but also as a mode of transportation to get from place to place. Jennifer recommended developing a project to show people how to get from one trail to another. She also suggested organizing high-tech scavenger hunt activities for families using QR codes (smart tags) and smart phones.

The Village and County share several priorities and look forward to collaborating to address them. Eric asked the village representatives to contact him with any additional concerns.

REPORTS:

Division and Medical Director reports were submitted prior to the meeting for review.

Director's Activities

Healthy Care

- In the process of forming work groups to develop the strategies in more detail. The Health Promotion Division worked with HealthConnections to develop a framework for the strategy development phase as part of the health improvement plan process. Using the developed framework, the final set of strategy sessions will occur in September. The strategies for the health improvement areas will be documented in the Health Improvement Plan for Madison County for the next 5 years.
- Work began on identifying the format and design for the Annual Report Card as part of the Community Health Assessment Process.
- RHN group met on Aug 8. Review and approved new board member candidates. Set date for joint meeting with NYS Office of Rural Health, Madison County Rural Health Council and Hamilton-Crouse Network for September 11 to discuss possible merger of networks.
- Waiting for response to application for "Local Health Department Technical Support for Immunization Billing Implementation" grant application to the NYSDOH, Bureau of Immunization and Office of Public Health Practice. This initiative provides LHDs with tools necessary to effectively capture critical immunization revenue. Grant request was \$20,100 for Madison County. We will collaborate with other counties to

leverage our individual grant awards to develop and implement an electronic billing system.

- Preparing a grant request form, on behalf of the Madison County Rural Health Council to the NYS Health Foundation for their "Supporting a Health Insurance Enrollment Network in NYS" grant. The grant would be to provide community outreach and enrollment services for targeted groups that are disproportionately uninsured (e.g., low wage workers).

Healthy Environments

- Receive copies of draft documents. Documents awaiting approval from EPA.
- Summer intern completed collecting information for our Healthy Housing initiative. Information used to inform CHA Healthy Environment profile. Next step will be to develop a healthy housing primer for Madison County.

Health Promotion

- Press Release created regarding the two laws passed last year by the state regarding the Clean Indoor Air Act: One involving the distance of 100 feet from all public school property and one involving the prohibition of sales to minors of e-cigarettes. All mayors, police chiefs and school superintendents received copies of the State Laws and our press release.
- The department held a car seat training for staff transporting children or working with parents on August 14th at the Health Department. Seven staff from the Health Department, DSS, Head Start, and a child care center attended. The pre-test demonstrated that 31% of the questions were answered correctly prior to the training, and the post-test demonstrated that 91% of the questions were answered correctly after the training. Several staff from CAP, WIC and Head Start were unable to attend on this date, so the department plans to hold another training this fall.
- Eating Well with Diabetes will be held Tuesdays and Thursdays from September 17th to October 3rd from 5:30-7:00 pm at Madison County Office for the Aging, Inc. in Canastota. (See attached brochure.)
- A car seat check will be held at Wal-Mart in Oneida on Thursday, September 26th from 4:00-7:00 pm in partnership with the Madison County Sheriff's Office and NYS Police in honor of National Child Passenger Safety Week. This is typically the busiest event of the year with 40 seats checked last year. (See attached flyer.)
- The department participated in two special events held at the Oneida Farmers' Market the third Thursday of July and August. Vendors are reporting that these events are making a difference by creating more traffic at the market. Event sponsors recognize the importance of reinforcing consistent messages about consuming fresh fruits and vegetables in various locations in the community. Staff are using their time at the market to expose customers to easy ways to use the fresh produce available at the market in preparing recipes, a strategy that helps people to consume more fruits and vegetables.
- Press releases created and packaged mold and recovery information for the City of Oneida and the Village of DeRuyter.
- Monthly Animal Disease Surveillance report and monthly veterinary survey report for June.
- Preparation and presentation at Family Fun Day, August 16th. Interactive game with students of all ages regarding Mosquitoes and prevention of mosquito bites.

- Field telephone calls and personal visits from residents needing help with environmental issues such as flooding, mites, bed bugs, mold, mosquitoes, radon, etc. Mold and water issues are dominant.
- Ribbon cutting ceremony at the Great Swamp on Monday, July 29th at 12:30 highlighted the new educational kiosk created by the Environmental Division. The kiosk will be updated quarterly with timely environmental education.
- Ongoing collaboration with HealthConnections , review and preparation for Community Health Assessment using Life Stage model.
- Distribution of West Nile Virus prevention signs in Town of Sullivan area parks ongoing.
- Many service requests for help with Bedbugs from many Oneida and Canastota renters.
- Started working on the Environmental Division's web page re-structure. Two meetings with Environmental staff have clarified the intent and vision of their web pages.
- Radon group (Healthy Indoor Air of Central New York) met in Cortland, discussed new heating and envelope developments and how radon levels are affected. Mini grants of up to \$3000 are available from the coalition to member organizations. Expect to request grant for the purpose of the National Poster Program this year. Deadline early October.
- The Health Department released a press release announcing the first positive West Nile Virus mosquito pool in the Town of Sullivan, collected August 6th. The Department's mosquito webpage was updated and includes resources. This was the Department's first positive West Nile Virus result since 2011.
- Staff attended the Colgate University's Field School Fellows Presentation where the Health Promotion intern, Laura Arboleda, talked about her experience and projects this summer at the Health Department.
- Planning began on a workshop for fall prevention during the week of September 22nd. The workshop is part of an annual awareness campaign to keep fall prevention in the forefront using evidence-based education strategies.
- Immunization clinics, flu clinics, and related press releases were submitted to the media.
- Worked with the Colgate Intern to update the Breastfeeding Community Resource Guide.
- Work began on updating the Department's media contact list.

Emergency Preparedness

- An After-Action Conference was held on July 25th to debrief on the Department's strengths and areas for improvement related to the flooding response that began June 28th and went to the end of July. The Department hired TRES Planning to conduct the debriefing and draft the after-action report using grant funds from the New York State Homeland Security Grant.
- A workshop was held on July 25th with local health and medical response partners (Emergency Management, Red Cross, Oneida Healthcare Center, NYS Troopers and others) to determine the need and scope for a Health and Medical Response Annex to the County Emergency Management Plan (CEMP). During the workshop it was decided to move forward with such an Annex. Each agency shared what they view their roles and responsibilities to begin the planning process. A table of contents was

drafted and the agencies agreed to be part of the working group to develop the Annex.

- Planning began for a set of meetings with local response partners (Emergency Management, hospitals, and the Red Cross) to educate them on the CNY Medical Response Corps, of which Madison County Health Department is the local liaison. The meetings are intended to create awareness of the Corps, talk about the makeup of members, the level of training volunteers receive, the process for activation, and how agencies can request and use volunteers during drills, exercises, and emergencies.
- The Department met with the NYSDOH Regional Emergency Preparedness IT/HAN Representative to review the roles of the IHANS/IT Staff, what they can offer, and where the Department is with its related deliverables. It was identified that the Department would like assistance with moving forward with establishing Telecommunications Services Priority (TSP), which would provide priority telecommunication restoration and/or provisioning in an emergency.
- Monthly Epi-Alliance conference call. The Department shared it's response during the flood emergency and the use of its 500-person Vaccination Go-Bag. The Alliance asked the Department to share other items for inclusion in the Go-Bags and a list of items used to submit for inventory replenishment.
- The Department completed and submitted the Emergency Preparedness Grant budget for GY13.
- Work began on collecting Emergency Preparedness Plans, guidance documents, contact lists, etc. to be added to a secure USB jump drive for On-call Staff in the Department.

MADISON COUNTY

- Attended department head meeting
- Budget development
- Madison Central School is applying for the Community Schools grant available via NYSED and has invited the MCDOH to collaborate. The grant would be to become "community hubs to deliver co-located or school-linked academic health, mental health, nutrition, counseling, legal and/or other services to students and their families in a manner that will lead to improved educational and other outcomes."
- Corporate Compliance meeting.

OTHER

- Registered as a participating STAR Community.
- Attended NYSACHO Board and general membership meeting
- Participated in several joint NYSACHO/NYSDOH conference calls regarding changes to Article 6
- Participated in NYSDOH webinar on Climate Change and public health
- Met with Herkimer County DOH and Health Net to collaborate on joint grant application to NYS Health Foundation regarding diabetes management training program.
- Presented "Trails of Madison County" project to NYSACHO members.

Environmental Report:

Refer to the report.

Prevent Update:

Refer to the report.

EI/Pre-K Update:

Refer to the report.

County:

Nothing to report.

City of Oneida:

Nothing to report.

Medical Director:

Refer to the report.

A Powassan virus case was confirmed in Saratoga County; however it is not known if it was acquired in New York State. While extremely rare, Powassan virus is a rare tick-borne illness that is transmitted by deer ticks. With Lyme disease, it takes approximately 36 hours for the tick to transmit the pathogen; but with the Powassan virus, a tick can start transmitting the virus within 15 minutes. Cheryl stated that Wadsworth is the only approved testing site for the Powassan virus. She attended a webinar last week on the illness and will forward the presentation to the Board.

President:

Nothing to report.

OLD BUSINESS:

A press release was created regarding the two laws passed last year by the state regarding the Clean Indoor Air Act; one involving the distance of 100 feet from all public school property and one involving the prohibition of sales to minors of e-cigarettes. All mayors, police chiefs and school superintendents received copies of the State Laws and our press release. The Board received a copy of the documents to review.

NEW BUSINESS:

The Board received an invitation to attend the September 10th AgeNet Ribbon Cutting Event at the Health Department.

Board of Health meeting adjourned at 7:45 p.m.

Next Meeting: Monday, September 23, 2013



Dept. of Solid Waste & Sanitation
PO Box 27, Wampsville, NY 13163
SHARON A. DRISCOLL,
Recycling Coordinator/Media Director
Phone: 315/361-8408
sharon.driscoll@madisoncounty.ny.gov

**Solid Waste and Recycling Committee Meeting
August 27, 2013**
Approved minutes from July 23, 2013 and August 13, 2013

Chairman Jim Goldstein called the Solid Waste and Recycling committee meeting to order at 9:20 a.m. in the Supervisor's Conference room on the second floor of the County Office Bldg. in Wampsville, NY.

Those in attendance were Chairman Jim Goldstein and Solid Waste Director James A. Zecca. Solid Waste Committee members in attendance were: Supervisors, Darrin Ball, Scott Henderson, and Jim Rafta. Also in attendance were: Landfill Attorney Bill Buchan, Sharon Driscoll, Media Director and Recycling Coordinator, Mark Scimone, County Administrator and Kipp Hicks, Director of the Madison County IDA.

Approve Minutes –

Motion by J. Rafta to approve the minutes from July 23, 2013 and August 13, 2013 meetings seconded by D. Ball and approved.

Solar PPA update –

Landfill Attorney B. Buchan reported that he gave the PPA to Cindy Urtz, clerk to the board, for Chairman John Becker's signature. The last piece to be addressed is language in the energy law –"de-obligate funds". The County has a right to do this, but if they do it is a breach of contract. "The PPA is ready to be signed," said Buchan.

According to Buchan the Department of Labor has yet to comment on the issue of wage determination/prevaling wage. Buchan along with Hancock and Easterbrook wrote an eight page letter to the Dept. of Labor explaining that the contract between the County and Solar Liberty is not considered a public works project and noting that this designation does not apply to PPAs.

Solar Liberty will be doing the installation and will be paying prevailing wage. According to Buchan, if there is a challenge by the Dept. of Labor Solar Liberty will handle it.

Buchan has spoken to Allen Fredrick at the Dept. of Labor regarding this situation. "We are in a position to move forward, but the dept. of labor has not made a determination yet."

Director Zecca reported that he had received a visit from the local labor representative from Syracuse who wanted to know when we were going to bid out the solar project. Zecca told him that the project is not going to be bid out. The next day he received a call from Mr. Fredericks.

Motion by D. Ball to move forward with the Solar Liberty project seconded by J. Rafte and unanimously approved by the committee.

Attorney Buchan noted that there is a potential for disruption. Director Zecca said, "We have no control over Solar Liberty's payroll."

JBL Project update –

K. Hicks explained that a survey of the 2.35 acres of land that is to be transferred from the County to the CRC was necessary. Director Zecca said the survey had been completed.

An appraisal of the property to be transferred is also needed and according to K. Hicks it is a requirement. One quote for an appraisal was \$2,600. Chairman Goldstein's reply to that figure was a resounding "NO!"

Director Zecca reported that Joel Arsenault of Arsenault Appraisal Assoc., 104 Center St., Canastota, NY could do the appraisal for \$400 to \$600.

K. Hicks reported that the IDA recently presented to the Town of Lincoln Planning Board. It was agreed that the process would move along slowly, with two public hearings scheduled. The Lincoln Planning Board has the site plan in front of them. The legal notice has been sent out and a public hearing is scheduled for 2:15 p.m. on Sept. 10, 2013 during the Board of Supervisors meeting.

Motion by S. Henderson authorizing the conveyance of 2.35 acres of land to the Madison County Capital Resource Corporation in connection with the Johnson Brothers Lumber project at the Buyea Rd. Landfill site in the Town of Lincoln second D. Ball and approved.

Flood Clean up –

Director Zecca reported that the flood cleanup efforts in the City of Oneida went well. Their tipping fees for the City of Oneida as of the end of July were \$86,549.76. The City will not be reimbursed immediately by FEMA, "therefore I am asking the committee to wave the late charges," said Zecca. This would apply to all of the towns and villages affected by the flood and disposing of material at the Buyea Rd. landfill site. The Town of Brookfield was less than \$200 and will apply their disposal fees to the road side cleanup program. The Town of DeRuyter is about \$10,000.

However, Phase 2 is another story. There are a lot of buildings in the City of Oneida that were affected by the flooding and may have to be demolished. The looming question is will FEMA cover demolition costs, said Chairman Goldstein.

D. Ball noted that this is the city's responsibility "not ours (County) The best thing is to have Director Zecca work with city officials."

Director Zecca explained that obtaining funding from FEMA is many times a political process. "We must all work together: the city of Oneida and all of the towns and villages in Madison County. We should also speak with Joe DeFrancisco about a resolution."

M. Scimone reported that he had spoken with a representative from the Senator's office. Scimone said that there is a problem with FEMA granting an extension. "They are saying it was a separate weather event."

Motion by S. Henderson to delay late fees for flood disposal debris from the City of Oneida and other town and villages affected by the flood seconded by J. Rafte and approved.

NYS Consolidated Funding Application –

The Central New York Planning Board applied for the NYS Consolidated Funding Grant for Central New York -- a plan to become Cleaner Greener Communities (CGC), Phase II Implementation grants, Category 3: Sustainability Projects. Within that plan they talked about industrial eco systems and mentioned the ARE park three times during the presentation. The Ag plastic project has the potential to become a regional collection site in Madison County. K. Hicks felt there is a good chance that Madison County would be eligible to receive state funding and use that funding with an RFP to be a partner – CFA's to put together a grant application.

He indicated that there is a pool of financial packages and a number of applicants vying for a portion of the \$30 million from the state for stage 3. However, no one project will receive more than \$6 million. Madison County is up against other large projects i.e. the Inner harbor in Onondaga County and others. K. Hicks is encouraged, mentioning the Ag plastic and ARE park. He noted that 60 tons of plastic was sent to Niagara Falls in the past two months. For further details see the completed application.

Chenango County proposal to purchase old landfill flares –

Director Zecca reported that Chenango County is interested in purchasing the old landfill flares. "We don't need them anymore and if the committee approves this request it can go to the Board of Supervisors for final approval.

M. Scimone said there is no need to go to the board.

Motion by J. Rafte to approve the sale of old landfill flares to Chenango County for \$100 each seconded by S. Henderson and approved.

Compost Bin Program –

Assistant Recycling Coordinator Mary Bartlett has been working with Onondaga County to secure kitchen caddies, compost bins and rain barrels not sold at Onondaga Counties recent event. The units will be offered to Madison County residents at a significant discount over retail. The program will be advertised and residents will have an opportunity to order and pay upfront for the unit they wish to

purchase. Once orders are completed and paid for, Madison County residents can pick up their units at the Buyea Rd. Landfill site in the Town of Lincoln. The kitchen caddies are \$7; compost bins are \$49.00 and rain barrels are \$59.00. Quantities are limited and this program is on a first come first serve basis.

Motion by J. Rafte to allow the recycling coordinator to advertise the sale of kitchen caddies, compost bins and rain barrels to residents of Madison County seconded by S. Henderson and approved.

Solid Waste Local Law Flow Control update --

B. Buchan reiterated that a survey was sent out to the committee members asking them to prioritize, for discussion purposes, nine items pertaining to changes for the Local Law.

After discussing the objectives a short list of items to be changed was established.

1. Flow Control recyclables. If you are going to FC recyclables will there be a fee?
2. Recovering the County's costs for enforcement – County's legal fees are paid as well as fines owned by those breaking the flow control laws
3. Consider hiring a permanent enforcement officer, as opposed to a part time Deputy Sheriff. This person would be more in line with a Codes Enforcement Officer, who has the right to issue tickets.
4. Stronger enforcement of littering/uncovered loads
5. The financial piece - how rates are set – tipping fee structure

Director Zecca reported that Deputy Zimmer from the County Sheriff's Dept. has been assigned to deal with illegal incidents pertaining to the County landfill – upholding the local law – flow control.

The committee was concerned that broadening the scope of flow control to include recyclables could adversely affect companies like Wal-Mart, Lowes and others who want to locate in Madison County i.e. Cietti.

The committee felt that the only way to continue is to more strictly enforce laws. B. Buchan will develop language that will expand recycling laws and leave the Wall-Marts and Lowes alone.

Attorney Buchan will work up a draft for the committee to review.

Syracuse Haulers Case –

Attorney Buchan reported on the status of the Syracuse Hauler case. He asked the committee to approve a motion to dismiss as the legal notice was filed in January – 9 months ago.

Motion by D. Ball authorizing Attorney Bill Buchan to file a motion to dismiss in regard to Syracuse Haulers seconded by S. Henderson and approved.

Transfer Station Accident –

Director Zecca reported on a recent accident at the Buyea Rd. transfer station. The transfer station attendant was wedged between the half wall at the trash drop off and a pickup truck. He is back to work

today (August 27, 2013). The accident is on video tape and has been given to the State Troopers. "Clearly, the man driving the vehicle hit the gas while backing and hit John Miner. A committee member wanted to know why the troopers were called. Director Zecca explained that this accident was handled as a motor vehicle accident.

It was suggested that the Safety Officer be notified and that the particulars of this type of accident become part of his training – "never stand behind a vehicle!"

Proposed 2014 Budget ---

Director Zecca presented the preliminary 2014 budget to the committee. They discussed the proposed budget.

Director Zecca noted that the ARC's budget is less than last year – three years in a row. Included in the budget are funds to replace the fork lift, although, it may be possible to utilize excess funds in the current year's budget to purchase this piece of equipment.

On Page 2 was an update from the treasurer's office indicating that there is \$353,349.41 in the operating budget. The committee did not feel it was necessary to have that much money in the Operating budget. Director Zecca agreed.

He also reported that the equipment fund, which has \$1,031,157.27, is more than enough. "We are replacing equipment as needed, said Zecca.

The committee spoke of the closure post closure/landfill expansion (incorporate) funds. D. Ball felt the landfill expansion fund is an operating fund and the closure post closure fund is a fund that should not be touched.

Continuing, D. Ball said, "There has to be money in the Closure/Post Closure fund to close the cells and take care of it when it is over." Currently, there is \$150,638.07 in the closure/post closure fund. "We should build this fund back up. We should put 2% or 3% in this fund every year."

Director Zecca reported that currently, we are paying as we go.

Moving on with the discussion Chairman Goldstein broached the subject of increasing punch cards with rate of inflation. "We should not wait and increase punch cards every 5 years. We need to do a little every year."

Director Zecca noted that the fee for commercial haulers has been increasing yearly.

The committee suggested that operating and expansion become a new category and that \$100,000 be transferred to the Closure/Post closure fund. It will be 3 years before we go to next phase.

The committee also discussed increases in indirect costs, which have gone up \$139,689 over the current year. These costs include: indirect costs for the county attorney, Treasurer Cindy Edick and Clerk to the Board Cindy Urtz. Indirect costs are established through a federal formula. Last year indirect costs were \$124,000.

State retirement, compensation, hospital and medical costs have gone up from \$230,638 to \$255,665.

After further discussion the committee approved the proposed 2014 budget.

Motion by D. Ball to approve the proposed 2014 Solid Waste and Recycling budget in the amount of \$3,917,802.00 seconded by S. Henderson and approved.

Note: The tentative 2014 Dept. of Solid Waste budget will be reviewed by the Finance Ways and Means committee during a budget hearing on Friday, 13, 2013 before going to the Board of Supervisors for final approval.

Motion by D. Ball approving a \$1.00 across the board increase in the commercial tipping fee for 2014 seconded by S. Henderson and approved.

Miscellaneous business:

Village Seeks reduction for June billing –

Business manager Larry Carpenter asked that the committee consider a reduction in the June billing for the Village of Canastota. He indicated that although the contract is dated June 1, 2-13, it was not executed by the County until July 9, 2013. Further, the Village did not bring any product to the landfill until June 19, 2013. Between June 1 and June 17 the village delivered 7 loads to DeMario. Between June 19 and June 30, the Village delivered 5 loads to the landfill. Thus, the village is seeking a prorated billing for the month of June.

Motion by D. Ball to prorate the Village of Canastota's bill for the month of June billing them half of the contract amount seconded by J. Rafte and approved.

Next Meeting –

The next meeting of the Solid Waste and Recycling Committee will be at 9 a.m. Tuesday, September 24 in the supervisor's conference room on the second floor of the County Office Bldg. in Wampsville.

Adjourn Meeting --

Motion by S. Henderson to adjourn the Solid Waste and Recycling meeting seconded by J. Rafte.

MINUTES
FINANCE, WAYS AND MEANS COMMITTEE
August 29, 2013

Present:

Committee: J. Reinhardt, R. Bono, R. Cary, P. Suits

Supervisors: J. Becker, D. Degear, R. Monforte

County Staff: C. Brophy, C. Edick, K. Kunkel, S. Makarchuk, B. Marsala, D. Roe, M. Scimone, S. Trexler

Also Present: B. McKellips and R. Bunce of A.E.D. - Cornell Cooperative Extension

Absent: R. Bargabos

A quorum being present, J. Reinhardt called the meeting to order at 9:04 a.m.

I. Approval of Minutes

Motion by R. Bono to approve the minutes of the August 1, 2013 meeting; second by P. Suits. Motion unanimously approved.

II. Real Property Tax Services

C. Brophy reviewed the 2014 departmental budget request for the Real Property Tax Services department. She also discussed the maintenance agreement for their Xerox equipment.

III. County Clerk

K. Kunkel and D. Roe reviewed the 2014 departmental budget request for the County Clerk and the Historian.

IV. County Treasurer

1. C. Edick reviewed an Analysis of Sales Tax Receipts, Analysis of Local Vehicle Use Tax Revenue, Analysis of Off-Track Betting Revenue, Actual Medical and Prescription Claims Payments, and an Analysis of Occupancy Tax Revenue.

2. C. Edick reviewed a Budget Amendment report, listing the departmental budget transfers posted that no longer required approval by the Board of Supervisors.

3. B. McKellips and R. Bunce explained how combining the Agricultural Economic Development (AED) budget and the Cornell Cooperative Extension (CCE) budget would result in additional New York State funding for them. If their budgets were combined in the 2014 County budget, then they would expect to receive approximately \$4,563 of additional State funding beginning in 2015. Motion by R. Cary to authorize combining the AED and CCE budgets; Second by P. Suits. Motion unanimously approved.

4. There was continued discussion regarding the possibility of the County entering into a one-year agreement with the Town of Hamilton, on a test basis, for the collection of real property taxes. C. Edick was asked to provide information about what the County's

costs would be, and what would be a reasonable basis for charging the Town for this service. However, having not performed this service for any other municipality, and not knowing whether the County would be collecting jointly with the Town or only the County would be collecting, Edick noted that it is difficult to arrive at an estimated cost.

There was much discussion concerning the amount to bill the Town of Hamilton. It was suggested that the Town should be charged for all hard costs such as paper, envelopes, postage, paper clips and staples. However, it could be difficult for the Treasurer's Office to keep track of the quantity and cost of these items as they are used for the collection of Town taxes.

There was a general consensus that the Town of Hamilton should not receive this service for free. The rationale is that the proposed arrangement would not benefit any other municipality in the County, and there should be a reasonable basis for charges that could be applied to other townships if they wished to enter into a similar arrangement with the County in the future.

It was recommended that the Town should purchase a license for the County's tax collection system, at a cost of approximately \$2,000. This fee would be paid by the Town of Hamilton directly to the tax collection system vendor.

It is expected that a representative from the Town of Hamilton will be present at the next Finance, Ways and Means meeting, at which time the topic will be discussed further.

V. Resolutions

1. Authorizing Acceptance of Grant award from NYS Office of Children and Family Services to Madison County Sheriff's Office – Motion by P. Suits to approve the resolution; second by R. Bono. Motion unanimously approved.
2. Authorizing Chairman to Enter into an Agreement for a Federal and State Grant Immunization Action Plan and Modifying the 2013 Budget – Motion by R. Bono to approve the resolution; second by R. Cary. Motion unanimously approved.
3. Entering an Agreement with Health Research, Inc. for Public Health Preparedness Grant and Modifying the 2013 County Budget – Motion by R. Cary to approve the resolution; second by R. Bono. Motion unanimously approved.
4. Drinking Water Enhancement Grant Renewal and Modifying the 2013 County Budget – Motion by P. Suits to approve the resolution; second by R. Bono. Motion unanimously approved.
5. Authorizing Chairman to Enter into an Agreement - Motion by P. Suits to approve the resolution; second by R. Cary. Motion unanimously approved.
6. Authorizing the Modification of 2013 County Budget – Motion by R. Cary to approve the resolution; second by R. Bono. Motion unanimously approved.
7. Acknowledging Introduction of Proposed Local Law No. 6 for the Year 2013 and Calling for a Public Hearing (A Local Law Overriding Tax Levy Limit Established in General Municipal Law §3-c) – Motion by P. Suits to approve the resolution; second by R. Bono. Motion unanimously approved.

VI. Adjournment

1. The next regular meeting is scheduled for Thursday, September 26, 2013, at 9:00 a.m., or immediately following the Administration and Oversight Committee meeting if needed.
2. Motion by R. Bono to adjourn the meeting; second by P. Suits. Motion unanimously approved. Meeting adjourned at 10:45 a.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Cindy J. Edick".

Cindy J. Edick
Madison County Treasurer

MADISON COUNTY DEPARTMENT OF PERSONNEL/CIVIL SERVICE

COUNTY OFFICE BUILDING
PO BOX 636
WAMPSVILLE, NY 13163
(315) 366-2341 (Phone)
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Ryan D. Aylward
Director of Labor Relations
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GOVERNMENT OPERATIONS COMMITTEE MEETING

August 29, 2013

Minutes

Present: D. Degear, R. Monforte and J. Reinhardt

Also Present: R. Aylward, J. Becker, R. Bradstreet, J. Campanie, P. Cowburn, C. Edick, S. Prievo,
M. Scimone, T. Wayland-Smith and E. Zehr

Absent: D. Ball and R. Bargabos

D. Degear called the meeting to order at 11:07 a.m.

I. MINUTES: Minutes from August 1, 2013 and August 13, 2013 - Motion by R. Monforte to approve the minutes from the above dated committee meetings. Second by Reinhardt. The motion was unanimously approved.

II. RESOLUTIONS:

- A. Authorizing the Chairman to Enter into an Agreement with Entre Computer Services – Motion by R. Monforte to approve the resolution. Second by J. Reinhardt. The motion was unanimously approved.
- B. Authorizing the Chairman to Renew an Agreement with Locey and Cahill - Motion by J. Reinhardt to approve the resolution. Second by R. Monforte. The motion was unanimously approved.
- C. Authorizing a Stipend for the First Assistant District Attorney - Motion by R. Monforte to approve the resolution. Second by J. Reinhardt. The motion was unanimously approved.
- D. Authorizing Stipends for the Undersheriff and the Confidential Secretary to the Sheriff - Motion by R. Monforte to approve the resolution. Second by J. Reinhardt. The motion was unanimously approved.
- E. Designating Disposal of Obsolete/Surplus Personal County Property – Cars - Motion by J. Reinhardt to approve the resolution. Second by R. Monforte. The motion was unanimously approved.
- F. Designating Disposal of Obsolete/Surplus Personal Property - Motion by J. Reinhardt to approve the resolution. Second by R. Monforte. The motion was unanimously approved.
- G. Out of State Travel Request – Sheriff's - Motion by R. Monforte to approve the resolution. Second by J. Reinhardt. The motion was unanimously approved.

III. OTHER:

- A. Dependent Eligibility Audit – Patrick Cowburn from KBM Management presented on his company’s proposal to write and administer an RFP for conducting a dependent eligibility audit for the County. Mr. Cowburn discussed the background of his company, how a dependent eligibility audit works and anticipated outcomes of the audit. A motion was made by J. Reinhardt to move forward with having KBM Management write the RFP. Second by R. Monforte. The motion was unanimously approved. The committee would like to see the actual audit conducted in the first quarter of 2014.
- B. Deferred Compensation RFP Update – The committee discussed the responses from the RFP and based on the proposals, the committee decided that Mass Mutual’s proposal was the best option and would like to renew their contract. A motion was made by J. Reinhardt to renew an agreement with Mass Mutual. Second by R. Monforte. The motion was unanimously approved.
- C. Fire Emergency Evacuation Plan Update - S. Priervo discussed the revisions made to the Fire and Emergency Evacuation Procedure including a location change for one of the evacuation sites at the Department of Social Services and an addition of the evacuation procedure for the County ReUse Store located at the Landfill. A motion to accept the revision was made by R. Monforte. Second by J. Reinhardt. The motion was unanimously approved.
- D. Management Salaries – The committee discussed management salary increases for 2014. The committee is recommending a 3% increase. A resolution will be put forth to the entire committee during annual session.
- E. Voting Machine Technicians – Laura Costello and Lynne Jones requested a 3% increase for the Voting Machine Technicians for 2014. These titles have not received a pay increase since 2010. The current rate of pay is \$18.00/hour. The proposed rate of pay would be \$18.54/hour. A motion was made by R. Monforte to increase the rate to \$18.54/hour effective January 1, 2014. Second by J. Reinhardt. The motion was unanimously approved.
- F. Budget Reviews - Budgets from Personnel, Clerk to the Board, County Attorney and Information Technology were presented to the Committee. The Committee is content with all budgets presented and approved all budgets to be forwarded to the Budget Committee.
- G. Statement of Support for the Guard and Reserve – The Social and Mental Health Services Committee requested that the Government Operation Committee review a resolution in support of the Guard and Reserve prior to going in front of the entire board. The committee reviewed the resolution and are content with it going to the Board.

IV. MOTION TO ENTER EXECUTIVE SESSION: Motion by J. Reinhardt to enter executive session. Second by R. Monforte. The motion was unanimously approved.

Motion to exit Executive Session by J. Reinhardt. Second by R. Monforte.

V. NEXT MEETING: Committee Meeting: September 27, 2013 at 11:00 a.m.

Motion by R. Monforte to adjourn. Second by J. Reinhardt.