# AGENDA CONTINUED

# JULY 7, 2022

# **RESOLUTIONS:**

# Finance Committee:

- No. 15 Setting Rate for Travel Allowance
- No. 16 Approval to Fund and Pay Invoices Received Utilizing the ARP Act Funds for the New Financial Software being Implemented in the Treasurers, Personnel and Clerk of the Board's Office
- No. 17 Approval to Terminate Financial Services Intermunicipal Agreement between Hamilton County and Town of Morehouse
- No. 18 Authorizing Transfer of Funds for IT Services

# Internal Management Committee:

No. 19 Authorization to Pay Patient Centered Outcomes Research Institute (PCORI) Fee

# Publicity, Tourism, Planning & Economic Development Committee:

No. 20 Resolution Authorizing Submission of a NYS Department of State Local Waterfront Revitalization Program Grant Application Requesting Funds for Workforce Housing

# Public Health Committee:

- No. 21 Authorizing Chairman to Sign Contract with School District for Transportation Services for the Preschool Special Education Summer Program 2022
- No. 22 Authorizing Chairman to Sign Contract with School District for Transportation Services for the Preschool Special Education Summer Program 2022
- No. 23 Authorizing the Grade Change of a Nurse Coordinator from a Grade 17 to a Grade 18
- No. 24 Second Disbursement of Flexible Spending for Local Health Departments to Fund COVID-19 Emergency Response and Detection Efforts in Schools

# Human Services Committee:

- No. 25 Approval of and Authorizing Chairman to Sign Resource Allocation Plan
- No. 26 Approval of and Authorizing Chairman to Sign an Agreement between Hamilton County Community Services and the Coordinated Care Services, Inc. for Staffing Recruitment Services

# Public Works Committee:

- No. 27 Authorizing Fleet Coordinator to Purchase Two Speed Signs for 2022
- No. 28 Authorizing Transfer of Funds for County Water System
- No. 29 Authorizing Transfer of Funds to Oxbow Lake Outlet Culvert Project
- No. 30 Authorizing Second Payment to D.H. Smith Co., Inc. for Oxbow Culvert Project
- No. 31 Authorizing the Purchase and Install of Security System Courthouse and Jail 2022
- No. 32 Authorizing Transfer of Vehicle within County Agencies
- No. 33 Authorizing Deposition of Excess Vehicles

# Emergency Preparedness/Emergency Response Committee:

No. 34 Transfer of Funds – Emergency Management

# Finance Committee:

- No. 35 Approval of Audits in County Highway Funds
- No. 36 Approval of Audits in the County General Fund and Capital Project 2019-1 Halloween Storm

# SETTING RATE FOR TRAVEL ALLOWANCE

# **DATED: JULY 7, 2022**

## BY

RESOLVED, that Hamilton County will, effective July 1, 2022, compensate auto mileage incurred by employees on behalf of the County at the rate of \$.625 per mile and the County Treasurer be so authorized.

# APPROVAL TO FUND AND PAY INVOICES RECEIVED UTILIZING THE ARP ACT FUNDS FOR THE NEW FINANCIAL SOFTWARE BEING IMPLEMENTED IN THE TREASURERS, PERSONNEL AND CLERK OF THE BOARD'S OFFICE

#### **DATED: JULY 7, 2022**

## BY

WHEREAS, three invoices have been received from Tyler Technologies for the new financial/personnel software being implemented, and

WHEREAS, per Resolution No. 288-21 dated November 10, 2021 the Board created the ARP Act accounts to cover the expenses of this implementation, be it

RESOLVED, the County Treasurer is hereby authorized to fund Account No. A1325.0412 – ARP Act Financial Software in the amount of \$3,185.00 to be offset by funding Revenue Account No. A4089.0200 – American Rescue Plan Act (ARPA) in the amount of \$3,185.00, and be it further

RESOLVED, that the County Treasurer is hereby authorized to pay Tyler Technologies \$3,185.00 for Invoice No. 025-379177 (\$260.00), Invoice No. 025-382229 (\$2,535.00) and Invoice No. 025-385443 (\$390.00) from Account No. A1325.0412 ARP Act, Financial Software.

# APPROVAL TO TERMINATE FINANCIAL SERVICES INTERMUNICIPAL AGREEMENT BETWEEN HAMILTON COUNTY AND TOWN OF MOREHOUSE

#### **DATED: JULY 7, 2022**

## BY

WHEREAS, through a mutual understanding between the Town of Morehouse and the Hamilton County Treasurer's Office, it has been agreed that terminating the 2022 Town of Morehouse Financial Services Intermunicipal Agreement between the Town of Morehouse and the County Treasurer's Office is in the best interest of both parties, and

WHEREAS, Resolutions have been approved by the Morehouse Town Board to move in this direction, and

WHEREAS, both parties agree to waive the 90-day written notice of termination (Section E of agreement) due to the fact that a June 30, 2022 end day is most effective for a smooth transition being it is the end of the quarter and half year mark, be it

RESOLVED, that the Intermunicipal Agreement between Town of Morehouse and Hamilton County created by Resolution No. 303-21, dated December 2, 2021 be terminated as of June 30, 2022, and be it further

RESOLVED, that an invoice for the end of the second quarter services has been submitted and will be the final payment due the County from the Town of Morehouse for services to June 30, 2022.

# AUTHORIZING TRANSFER OF FUNDS FOR IT SERVICES

## **DATED: JULY 7, 2022**

## BY

WHEREAS, Hamilton County has contracted with My Techs Global, Inc. for IT managed services for maintenance and security, and

WHEREAS, My Techs has completed a county-wide Email Upgrade to Microsoft 365, and

WHEREAS, My Techs continues to work on multiple projects in different departments, be

it

RESOLVED, that the County Treasurer is hereby authorized to transfer \$12,000.00 from Account No. A1990.0401 Contingent to Account No. A1040.0410 Computer Maintenance for IT services.

# AUTHORIZATION TO PAY PATIENT CENTERED OUTCOMES RESEARCH INSTITUTE (PCORI) FEE

# **DATED: JULY 7,2022**

## BY

WHEREAS, the Affordable Care Act imposes a fee on HRA plan sponsors to help fund the Patient-Centered Outcomes Research Institute (PCORI), and

WHEREAS, the PCORI Fee, required to be reported only once a year on the second quarter FORM 720 and paid by July 31, is based on the average number of lives covered under the plan for the twelve months of the previous plan year, and

WHEREAS, the Chairman of the Board of Supervisors has the authority to authorize said payments on an annual basis upon completion of Tax Form 720 by the County Treasurer, and

WHEREAS, the applicable dollar amount is \$2.79 per covered life on an annual basis, and

WHEREAS, the Personnel Officer has determined the average number of covered lives for the Hamilton County 2021 plan year is 44, now, therefore, be it

RESOLVED, that the Hamilton County Board of Supervisors do hereby authorize payment of \$122.76 made payable to the United States Treasury, Department of Treasury, Internal Revenue Service, Ogden, UT 84201-0009, out of Account No. A9060.0801, for the required 2021 PCORI Fee and the County Treasurer be so authorized, and the Personnel Officer be so advised.

# RESOLUTION AUTHORIZING SUBMISSION OF A NYS DEPARTMENT OF STATE LOCAL WATERFRONT REVITALIZATION PROGRAM GRANT APPLICATION REQUESTING FUNDS FOR WORKFORCE HOUSING

#### **DATED: JULY 7, 2022**

#### BY

WHEREAS, the NYS Department of State (DOS) is accepting grant applications through the 2022 Consolidated Funding Application (CFA) process for the Local Waterfront Revitalization Program (LWRP), and

WHEREAS, the Region's tourism economy has been especially impacted by the lack of available workforce housing, and

WHEREAS, Adirondack Experience: The Museum on Blue Mountain Lake located in Indian Lake is partnering with Hamilton County to develop a regional work force housing facility that would creatively accommodate employees for several local businesses, and

WHEREAS, Adirondack Experience has identified and begun collaborating with a wide variety of possible partners in order to quantify workforce housing needs, identify possible solutions, and develop a working model that may accommodate 30 plus dormitory style housing units in a multi-family structure, and

WHEREAS, the creation of a regional work force housing facility is supported by the recommendations of the Raquette River Corridor Blueway Trail Plan an LWRP component plan and is identified as a priority recommendation in the Forward Together -Economic Recovery and Resiliency Plan prepared by the region's Economic Development Organization: Lake Champlain/Lake George Regional Planning Board, and

WHEREAS, Hamilton County is now seeking LWRP funding through the 2022 CFA process to advance the pre-development and design of a regional workforce housing facility that will provide numerous economic benefits to the local and regional community, and

WHEREAS, the grant application process recommends that the governing body of the applicant authorize submission of the application and related actions, therefore, be it

RESOLVED, Hamilton hereby authorizes and directs the Supervisor to submit an application to DOS through the 2022 CFA process and to act in connection with the submission of the application, including execution of all required certifications and forms and to provide such additional information as may be required.

# AUTHORIZING CHAIRMAN TO SIGN CONTRACT WITH SCHOOL DISTRICT FOR TRANSPORTATION SERVICES FOR THE PRESCHOOL SPECIAL EDUCATION SUMMER PROGRAM 2022

#### **DATED: JULY 7, 2022**

#### BY

WHEREAS, Hamilton County Public Health is required to provide services for children aged 3-5 who reside within Hamilton County and have a developmental delay as defined through a comprehensive evaluation, through the Committee on Pre-School Special Education (CPSE) process, and

WHEREAS, transportation is required for a child from Lake Pleasant Central School to Arietta, NY, from July 5, 2022 through August 12, 2022, and

WHEREAS, the family will provide transportation to school, and

WHEREAS, the Wells Central School District has a bus and a driver available, and is able to fill this transportation need at a rate of \$22.20 per hour, be it

RESOLVED, that the Chairman of the Hamilton County Board of Supervisors is authorized to sign a contract with Wells Central School District to transport the preschool child from Lake Pleasant Central School to their home as recommended by the CPSE committee, and that the County Attorney and the County Treasurer be so notified.

# AUTHORIZING CHAIRMAN TO SIGN CONTRACT WITH SCHOOL DISTRICT FOR TRANSPORTATION SERVICES FOR THE PRESCHOOL SPECIAL EDUCATION SUMMER PROGRAM 2022

#### **DATED: JULY 7, 2022**

#### BY

WHEREAS, Hamilton County Public Health is required to provide services for children aged 3-5 who reside within Hamilton County and have a developmental delay as defined through a comprehensive evaluation, through the Committee on Pre-School Special Education (CPSE) process, and

WHEREAS, round trip transportation is required for a child to participate in services at Lake Pleasant Central School from July 5, 2022 through August 12, 2022, and

WHEREAS, the child is located in Wells, NY, and

WHEREAS, the Wells Central School District has a bus and a driver available, and is able to fill this transportation need at a rate of \$22.20 per hour, be it

RESOLVED, that the Chairman of the Hamilton County Board of Supervisors is authorized to sign a contract with Wells Central School District to transport the preschool child from Lake Pleasant Central School to their home as recommended by the CPSE committee, and that the County Attorney and the County Treasurer be so notified.

# AUTHORIZING THE GRADE CHANGE OF A NURSE COORDINATOR FROM A GRADE 17 TO A GRADE 18

## **DATED: JULY 7, 2022**

## BY

WHEREAS, there has been a vacancy for a Registered Professional Nurse for the past year, and

WHEREAS, this position has been difficult to fill historically, and

WHEREAS, there are several upcoming retirements of current Registered Professional Nurses within the Public Health Department, and

WHEREAS, the grade of a Registered Professional Nurse increased from a grade 16 to a grade 17, and

WHEREAS, Tracey Hunt is currently a Grade 17 Nurse Coordinator who supervises other registered professional nurses, and

WHEREAS the Public Health Director requests that the grade of a Nurse Coordinator be increased to a grade 18, be it

RESOLVED, that the Nurse Coordinator be increased from a Grade 17 to a Grade 18, and be it further

RESOLVED, that the Hamilton County Personnel Office be authorized to make this change effective July 24, 2022.

# SECOND DISBURSEMENT OF FLEXIBLE SPENDING FOR LOCAL HEALTH DEPARTMENTS TO FUND COVID-19 EMERGENCY RESPONSE AND DETECTION EFFORTS IN SCHOOLS

#### **DATED: JULY 7, 2022**

#### BY

WHEREAS, the New York State Department of Health through Health Research, Inc. (HRI) has been awarded a grant from the Center for Disease Control and Prevention, and has contracted with Hamilton County Public Health Nursing Service for Public Health Emergency Preparedness and School ELC COVID-19 Enhanced Detection Response, and

WHEREAS, Resolution No. 247-21 created the Appropriation Account No. A4189.4105 Supplies & Miscellaneous, and

WHEREAS, the budget for the 2021-2022 HRI School ELC Grant included funding for each school district to purchase health screening equipment and supplies, and

WHEREAS, the funding will be split between the four school districts in Hamilton County, be it

RESOLVED, that the County Treasurer be so authorized to write four checks, each in the amount of \$5,560.00, and issue one to each of the four following school districts.

Indian Lake Central School District 6345 NYS Rt. 30 Indian Lake, NY 12842

Long Lake Central School District 20 School Road Long Lake, NY 12847

Lake Pleasant Central School District 120 Elm Lake Road Speculator, NY 12164

Wells Central School District 1571 NYS Rt 30 Wells, NY 12190

# APPROVAL OF AND AUTHORIZING CHAIRMAN TO SIGN RESOURCE ALLOCATION PLAN

## **DATED: JULY 7, 2022**

## BY

WHEREAS, the County of Hamilton is in receipt of the Resource Allocation Plan for the County's Youth Board funding provided by the Office of Children and Family Services for 2022, and

WHEREAS, the plan identifies the program and project applications as part of the required components of the County's Comprehensive Youth Service Plan as approved by the Office of Children and Family Services, and

WHEREAS, this plan will qualify the County for State reimbursement in the amount of \$2,677.00 for the program year, be it

RESOLVED, that the Hamilton County Board of Supervisors hereby approves the 2022 Resource Allocation Plan and authorizes the Chairman to sign, and be it further

RESOLVED, that Special Delinquency Revenue Account No. A3820.0000 be increased from \$2,000.00 by \$677.00 to \$2,677.00 and its corresponding expense Account No. A7310.0401 be increased from \$2,500.00 by \$177 to \$2,677.00 and the County Treasurer be so authorized.

# APPROVAL OF AND AUTHORIZING CHAIRMAN TO SIGN AN AGREEMENT BETWEEN HAMILTON COUNTY COMMUNITY SERVICES AND THE COORDINATED CARE SERVICES, INC. FOR STAFFING RECRUITMENT SERVICES

## **DATED: JULY 7, 2022**

#### BY

WHEREAS, Hamilton County Community Services (HCCS) currently has an opening for a clinical social worker that has been open since the summer of 2021, and

WHEREAS, the Director of Community Services is retiring on August 26th of this year and his position needs to be filled in a timely manner, and

WHEREAS, the Coordinated Care Services Inc. (CCSI) located in Rochester NY is a qualified provider of support services to behavioral health programs including human resources development, and

WHEREAS, CCSI has provided a proposal to assist in the recruitment of a clinical social worker and the Director of Community Services at a cost equal to twenty-three percent of the annualized cost of these positions, and

WHEREAS, Hamilton County Community Services has funding to cover the projected costs through the use of unused funds currently in its budget for staffing, be it

RESOLVED, that the Hamilton County Board of Supervisors hereby authorizes the Chairman to sign an agreement with CCSI to assist in recruiting the two positions.

# AUTHORIZING FLEET COORDINATOR TO PURCHASE TWO SPEED SIGNS FOR 2022

## **DATED: JULY 7, 2022**

#### BY

WHEREAS, the DPW owns two (2) All Traffic Solutions (ATS) Speed Alert Message trailers that are used for speed study's, warnings, traffic counts and other speed related uses on county routes, and

WHEREAS, the current trailers aren't enough to meet demand and the DPW Superintendent recommends the purchase of two (2) more speed alert trailers, and

WHEREAS, the Superintendent received a written quote for two additional trailers at a delivered cost of \$20,462.44 under GSA Contract GS-07F-6092R, and

WHEREAS, ATS is the sole source for these trailers, be it

RESOLVED, that the Fleet Coordinator is hereby authorized to order two (2) All Traffic Solutions Speed Alert 18 Radar Message Sign Trailers for the DPW as mentioned hereon for a total of \$20,462.44 delivered from All Traffic Solutions, 14201 Sullyfield Circle, Ste 300, Chantilly, VA 201151 and the County Treasurer, Fleet Coordinator and the Clerk of the Board be so notified.

## AUTHORIZING TRANSFER OF FUNDS FOR COUNTY WATER SYSTEM

## **DATED: JULY 7, 2022**

## BY

WHEREAS, the budget appropriation amount for Account No. A8320.401 Water System for 2022 was set and duly adopted for \$6,000.00, and

WHEREAS, the water system had problems and the pumps needed to be pulled out and repaired, and

WHEREAS, the 2022 appropriation is now over expended by \$3,629.97, and

WHEREAS, the County receives 67% reimbursement of yearly expenditures for the water system through the NYSDOT snow & ice contract, be it

RESOLVED, the County Board of Supervisors authorize that \$5,000.00 be transferred from Unappropriated County General Fund Balance in accordance with Section 366 Subdivision 1 of the County Law to Account No. A8320.401 Water System and that hereby the County Treasurer be so authorized, and the Highway Superintendent and Clerk of the Board be so notified.

# AUTHORIZING TRANSFER OF FUNDS TO OXBOW LAKE OUTLET CULVERT PROJECT

# **DATED: JULY 7, 2022**

## BY

WHEREAS, Resolution No. 132-21 Awarded D. H. Smith Co., Inc. the contract for the construction of the Oxbow Culvert project in the amount of \$466,342.43, and

WHEREAS, Account No. D5112.2022 Oxbow Outlet Culvert project was only funded for construction and not engineering, and

WHEREAS, Greenman –Pedersen, Inc. consulting firm for Hamilton County on this Bridge NY project fees to date are \$69,308.78, and

WHEREAS, the County Highway Superintendent recommends the consulting services be included in this account, be it

RESOLVED, the County Board of Supervisors authorize that \$69,308.78 be transferred from Unappropriated County Road Fund Balance in accordance with Section 366 Subdivision 1 of the County Law to Account No. D5112.2022 Oxbow Outlet Culvert project and that hereby the County Treasurer be so authorized and the Highway Superintendent and Clerk of the Board be so notified.

# AUTHORIZING SECOND PAYMENT TO D. H. SMITH CO, INC. FOR OXBOW CULVERT PROJECT

## **DATED: JULY 7, 2022**

## BY

WHEREAS, the Oxbow Culvert Project is substantially complete, and

WHEREAS, the second payment application and certification has been approved by Greenman-Pedersen, Inc. for this project in the amount of \$224,864.09, be it

RESOLVED, that the County Treasurer is hereby authorized to make a check payable to D. H. Smith, Inc., PO Box 293, Clayville, NY 13322 in the amount of \$224,864.09 for the second payment, and the funds be taken out of Account D5112.2022 Oxbow Culvert Project and the Highway Superintendent and Clerk of the Board be so notified.

# AUTHORIZING THE PURCHASE AND INSTALL OF SECURITY SYSTEM COURTHOUSE AND JAIL - 2022

## **DATED: JULY 7, 2022**

## BY

WHEREAS, the DPW Superintendent has met with the Public Works Committee to discuss installing a security system for the courthouse and county jail complexes and

WHEREAS the DPW Superintendent received a written quote for the full purchase and installation from LINSTAR, Inc. under New York State Contract No. PT68825 in the amount of \$36,903.75 which includes a one year maintenance agreement, and

WHEREAS, the Emergency Services Department has grant funding for this project in the amount \$26,781.00 and the Superintendent recommends the security system be purchased and installed, and

WHEREAS, the Superintendent recommends to transfer the remaining funds necessary to complete the said security system, be it

RESOLVED, the DPW Superintendent is authorized to move forward with the purchase and installation of the security system for the County Courthouse and Jail at a cost of \$36,903.75 from LINSTAR, Inc., 430 Lawrence bell Drive, Buffalo, NY 14221, be it further

RESOLVED, the County Board of Supervisors authorize that \$10,122.75 be transferred from Unappropriated County General Fund Balance in accordance with Section 366 Subdivision 1 of the County Law to Account No. A1620.0413 IL & LP Building Projects and that hereby the County Treasurer be so authorized, and the Highway Superintendent and Clerk of the Board be so notified.

# AUTHORIZING TRANSFER OF VEHICLE WITHIN COUNTY AGENCIES

## **DATED: JULY 7, 2022**

#### BY

WHEREAS, the Fleet Coordinator recommends the following vehicle transfer to utilize the vehicles for county departments:

Year	Make/Model	VIN	Plate
FROM: Social Services – Car #808			
(1) 2015	Chevrolet Impala	2G1WA5E30F1168041	AW4367
	To: Probation	Value:	\$2,000.00

and,

WHEREAS, the above values represent the policy of Hamilton County to transfer vehicles from one County Agency to another at 35% of low book value, now, therefore, be it

RESOLVED, that vehicle transfer be made as shown above, and be it further

RESOLVED, that the Fleet Coordinator ensure that the proper ownership is recorded and the appropriate paperwork for this transaction is accomplished, and be it further

RESOLVED, that the Director of Fixed Assets, Respective Department Heads, and the County Treasurer be so advised

#### **AUTHORIZING DEPOSITION OF EXCESS VEHICLES**

## **DATED: JULY 7, 2022**

#### BY

WHEREAS, certain vehicles/equipment have become excess and no longer needed by certain County Agencies, and

WHEREAS, the County Fleet Coordinator has made the recommendation that the following equipment be disposed from the County inventory:

Year	Make/Model	VIN	Plate#	Dept	FN
2014	Chevrolet Impala	2G1WA5E30E1158043	AB9804	DPW	756

be it

RESOLVED, the above equipment be sold by auction online by Auctions International and funds from the mentioned auction shall be a revenue credit to Account DM2665 Sale of Equipment, be it further

RESOLVED, that the Fleet Coordinator see that proper inventory notes be recorded when the transactions are accomplished, and the Fleet Coordinator, Director of Fixed Assets, and the County Treasurer be so notified.

# **TRANSFER OF FUNDS – EMERGENCY MANAGEMENT**

# **DATED: JULY 7, 2022**

## BY

WHEREAS, the 2022 Emergency Management budget did not anticipate the cost of the Emergency Services Director having a vehicle, and

WHEREAS, there is a shortage of funds in Emergency Management Account No. A3640.0402 Travel/Office Expense, therefore, be it

RESOLVED, that the County Treasurer be hereby authorized to make the following transfer:

FROM: A1990.0401 Contingent	\$5,000.00
TO: A3640.0402 Travel/Office Expense	\$5,000.00

## APPROVAL OF AUDITS IN COUNTY HIGHWAY FUNDS

# **DATED: JULY 7, 2022**

# BY

RESOLVED, that the bills in the Machinery Fund amounting to \$473,079.57 and bills in the County Road Fund amounting to \$282,455.99 presented by the County Superintendent of Highways and audited this day by the County Public Works Committee, be, and the same hereby are approved and audited.

# APPROVAL OF AUDITS IN THE COUNTY GENERAL FUND AND CAPITAL PROJECT 2019-1 HALLOWEEN STORM

# **DATED: JULY 7, 2022**

#### BY

RESOLVED, that the bills audited this day in the County General Fund in the amount of \$298,508.14 by the following committees:

Public Works (Buildings) Committee	\$36,035.71
Public Works (Solid Waste) Committee	67,948.87
Finance Committee	49,782.67
Health Committee	20,709.44
Human Services Committee	40,264.73
Central Government Committee	21,406.61
Emergency Prep./Emergency Response	19,704.09
Publicity, Tourism, Economic Development & Planning	
Committee	40,626.42
Internal Management Committee	2,029.60

be it further

RESOLVED, that the bills audited this day in the following Capital Projects:

Halloween Storm Capital Pro	ject 2019-1	\$ 539,558.12

are hereby approved.