

**AGENDA**  
**FIFTH ANNUAL SESSION**  
**DECEMBER 1, 2016**

10:30 AM Call to Order  
Pledge to Flag  
Opening Prayer  
Roll Call

Accepting Minutes of November 7 and November 9, 2016

Public Comment Period

Reports of Standing/Special Committees

**RESOLUTIONS:**

- No. 1 Resolution to Set Date of Organization Meeting
- No. 2 Calendar Schedule of Regular Sessions for the Year 2017
- No. 3 Authorizing Payment to ROOST – Humanities in the Public Square Grant
- No. 4 Authorizing One Year Contract Extension with Essex County IDA for Economic Development Assistance
- No. 5 Authorizing Chairman to Sign Agreements between Hamilton County Public Health Nursing Service and KanTime
- No. 6 Contract with Laura Davis, Pharmaceutical Consultant for the Year 2017
- No. 7 Appointment to the Community Services Board – Bryan Rudes
- No. 8 Authorization to Close Permanent Project Accounts that are Complete and Transfer Remaining Balance to other Permanent Projects
- No. 9 Authorizing Payment to Stephen Miller General Contractors
- No. 10 Transfer of Funds – Solid Waste
- No. 11 Approval of and Transfer of Funds for 2016 Merit Pay
- No. 12 Approval of Audits in County Highway Funds
- No. 13 Approval of Audits in the County General Fund and Capital Project 2015-1 Fuel Consolidation Phase III

**RESOLUTION NO.**

**RESOLUTION TO SET DATE OF ORGANIZATION MEETING**

**DATED: DECEMBER 1, 2016**

**BY**

RESOLVED, that the Organization Meeting of the Board of Supervisors will be held on Thursday, January 5, 2017 at 2:00 P.M.

Seconded by

**RESOLUTION NO.**

**CALENDAR SCHEDULE OF REGULAR SESSIONS FOR THE YEAR 2017**

**DATED: DECEMBER 1, 2016**

**BY**

RESOLVED, that the attached calendar as submitted by the Chairman of the Hamilton County Board of Supervisors be set up through November 2, 2017 with dates for the Annual Session determined at a later date, and be it further

RESOLVED, that Committee meetings shall be held on the Monday, eleven days prior to the regular Board meeting.

Seconded by

**HAMILTON COUNTY BOARD OF SUPERVISORS  
COURTHOUSE  
Lake Pleasant, New York 12108**

2017 Annual Meeting Calendar presented December 1, 2016  
All meetings will start at 10:30 A.M. except when otherwise stated.

	<b>MEETING DATE</b>	<b>CUT OFF DATE SUBMISSION OF BILLS</b>
Organization Meeting 2PM	January 5, 2017	December 30, 2016
February Meeting	February 2	January 24, 2017
March Meeting	March 2	February 21
April Meeting	April 6	March 28
May Meeting	May 4	April 25
June Meeting	June 1	May 23
July Meeting	July 6	June 27
August Meeting	August 3	July 25
September Meeting	September 7	August 29
October Meeting	October 5	September 26
November Meeting	November 2	October 24

Committee meeting shall be held on the Monday, eleven days prior to the regular Board meeting.

**RESOLUTION NO.**

**AUTHORIZING PAYMENT TO ROOST – HUMANITIES IN THE PUBLIC SQUARE  
GRANT**

**DATED: DECEMBER 1, 2016**

**BY**

WHEREAS, the Hamilton County Historian and Hamilton County received a NEH Grant,  
and

WHEREAS, the grant covered a variety of expenditures and tasks during fiscal year 2016,  
and

WHEREAS, part of the grant covered professional services to be obtained from the  
Regional Office of Sustainable Tourism (ROOST), and

WHEREAS, these services were separate and distinct from the County Tourism contract  
and specific to the County Historian's need for the development of a website, filming of video  
histories, editing of footage, etc., now, therefore, be it

RESOLVED, that invoice #2453 from ROOST, in the amount of \$23,500.00 is hereby  
authorized for payment by the Hamilton County Treasurer, and be it further

RESOLVED, that ROOST invoice #2453 be paid from Account No. A7510.0405  
Humanities in the Public Square.

Seconded by

**RESOLUTION NO.**

**AUTHORIZING ONE YEAR CONTRACT EXTENSION WITH ESSEX COUNTY IDA  
FOR ECONOMIC DEVELOPMENT ASSISTANCE**

**DATED: DECEMBER 1, 2016**

**BY**

WHEREAS, the Essex County Industrial Development Agency has agreed to continue to assist Hamilton County, therefore, be it

RESOLVED, that the County of Hamilton enter into a one-year contract extension with the Essex County Industrial Development Agency to provide economic development assistance, support, grant writing assistance, and advice, for the period of January 1, 2017 to December 31, 2017, not to exceed \$14,000.00, and be it further

RESOLVED, the Chairman is authorized to sign said contract.

Seconded by

**RESOLUTION NO.**

**AUTHORIZING CHAIRMAN TO SIGN AGREEMENTS BETWEEN HAMILTON  
COUNTY PUBLIC HEALTH NURSING SERVICE AND KANTIME**

**DATED: DECEMBER 1, 2016**

**BY**

WHEREAS, the Hamilton County Public Health Nursing Service's Director of Public Health and the Director of Patient Services along with input from support staff and the Certified Home Health Agency's clinical staff have conducted a thorough search of relevant professional service providers of electronic medical record systems to support the activities of the Certified Home Health Agency as well as Public Health services, and

WHEREAS, KanTime Healthcare Software, a professional service provider, has successfully demonstrated their solutions to both the administration and staff of HCPHNS, and

WHEREAS, KanTime has also provided a competitive pricing proposal of their solutions based on the identified needs of the HCPHNS, be it

RESOLVED, that the Chairman of the Board of Supervisors is authorized to enter into a contract with KanTime for the purchase and implementation of a new electronic medical record system for HCPHNS in the sum of \$12,000 and an ongoing monthly fee based on patient census of between \$800-\$1,250 per month subject to payment installments and such other terms and condition per approval of the County Attorney, and be it further

RESOLVED, that the process of implementing the system may begin as determined by the Director of Public Health, the Director of Patient Services, and KanTime in accordance with the terms and provisions of the aforesaid contractual arrangement.

Seconded by

**RESOLUTION NO.**

**CONTRACT WITH LAURA DAVIS, PHARMACEUTICAL CONSULTANT FOR THE  
YEAR 2017**

**DATED: DECEMBER 1, 2016**

**BY**

WHEREAS, the Hamilton County Public Health Nursing Service is required to have a Pharmaceutical Consultant to insure compliance with all federal and state regulations relative to the storage of pharmaceuticals within the Agency, and

WHEREAS, providers qualified to perform these services are limited within Hamilton County, and

WHEREAS, Laura Davis, 212 Meriline Avenue, Scotia, NY 12302 has agreed to perform the services for the Hamilton County Public Health Nursing Service at a charge of Two Hundred Fifty Dollars (\$250.00) per visit to the County plus mileage at the prevailing county rate, and

WHEREAS, she also agrees to provide pharmaceutical services to the County in the event of an emergency requiring large scale distribution of drugs or vaccines by the Agency at the rate of Fifty Dollars (\$50.00) per hour plus mileage, and

WHEREAS, she will maintain professional liability insurance in order to provide additional services during large scale distribution of pharmaceuticals, with the understanding that she will be reimbursed by the County for insurance premiums, not to exceed \$200.00, therefore, be it

RESOLVED, that the Chairman of the Board of Supervisors is authorized to enter into contract with Laura Davis, upon approval of the County Attorney, to perform Pharmaceutical Consultant Services for the Hamilton County Public Health Nursing Service pursuant to 10NYCRR Section 752.5, as delineated above for the period of January 1, 2017 through December 31, 2017 and the County Treasurer be so notified.

Seconded by

**RESOLUTION NO.**

**APPOINTMENT TO THE COMMUNITY SERVICES BOARD – BRYAN RUDES**

**DATED: DECEMBER 1, 2016**

**BY**

WHEREAS, the Chair of the Community Services Board can recommend appointments and reappointments to the Community Services Board, and

WHEREAS, Bryan Rudes is a member of the Community Services Board whose term is set to expire on December 31, 2016, be it

RESOLVED, that Bryan Rudes of PO Box 134 Piseco, NY, 12139 be reappointed to the Community Services Board with a term expiring December 31, 2020, and the County Treasurer be so advised.

Seconded by



**RESOLUTION NO.**

**AUTHORIZATION TO CLOSE PERMANENT PROJECT ACCOUNTS THAT ARE COMPLETE AND TRANSFER REMAINING BALANCE TO OTHER PERMANENT PROJECTS**

**DATED: DECEMBER 1, 2016**

**BY**

WHEREAS, the County Road permanent improvement projects are completed for 2016, and

WHEREAS, the projects funds have been appropriated through the CHIP's program, be it

RESOLVED, the following projects have overages and the following transfers be made to cover said overages:

**FROM:**

Account No. D5112.2494                      \$18,158.97

**TO:**

Account No. D5112.2493                      \$ 3,951.08

Account No. D5112.2499                      \$11,796.79

Account No. D5112.2500                      \$ 2,411.10

and be it further

RESOLVED, that the remaining balance after the said transfers in Account No. D5112.2494 of \$87,987.38 be transferred to Account No. D5112.202, be it further

RESOLVED, that the balance of Account No. D5112.2495 in the amount of \$2,297.41 be transferred to Account No. D5112.202, and be it further

RESOLVED, that the following projects have been completed:

D5112.2493 Hope Falls Rd

D5112.2494 Durant Rd

D5112.2495 Algonquin Rd

D5112.2499 South Shore Rd

D5112.2500 Big Brook Rd.

and the County Treasurer be so authorized to complete the transfers mentioned herein and close the above mentioned completed projects, and the Clerk of the Board and the County Superintendent be so notified.

Seconded by

**RESOLUTION NO.**

**AUTHORIZING PAYMENT TO STEPHEN MILLER GENERAL CONTRACTORS**

**DATED: DECEMBER 1, 2016**

**BY**

WHEREAS, the South Pond Bridge project is complete, and

WHEREAS, the final payment due to Stephen Miller General Contractors is \$103,691.20 which includes a change order for extra work due to the water line that was needed during construction, and

WHEREAS, Andrew S. Bell, P.E., project engineer has approved the said payment due, and

WHEREAS, there is a current balance of \$65,965.89 in Account No. D5120.2005 South Pond Bridge project and the final payment to Stephen Miller General Contractors, Inc. will result in an overage of \$37,725.31, be it

RESOLVED, that the County Treasurer is hereby authorized to transfer \$37,725.31 from Account No. D5112.203 Bridge Projects to Account No. D5120.2005 South Pond Bridge, and be it further

RESOLVED, that the County Treasurer is hereby authorized to make payment payable to:

Stephen Miller General Contractors, Inc.  
PO Box 291  
Mayfield, NY 12117

with said payment being made from Account No. D5120.2005 South Pond, County Route 3 in the amount of \$103,691.20 and the Highway Superintendent and Clerk of the Board be so notified.

Seconded by

**RESOLUTION NO.**

**TRANSFER OF FUNDS - SOLID WASTE**

**DATED: DECEMBER 1, 2016**

**BY**

WHEREAS, there is a shortage of funds in Solid Waste Account No. A8160.104 P/T Laborer, be it

RESOLVED, that the following transfer be made:

FROM:

Account No. A8160.401 Supplies                      \$453.55

TO:

Account No. A8160.104 P/T Laborer                      \$453.55

and

the County Treasurer be so authorized and the Clerk of the Board and Highway Superintendent be so notified.

Seconded by

**RESOLUTION NO.**

**APPROVAL OF AND TRANSFER OF FUNDS FOR 2016 MERIT PAY**

**DATED: DECEMBER 1, 2016**

**BY**

WHEREAS, the Hamilton County Board of Supervisors has instituted a merit system for county employees, and

WHEREAS, the Internal Management Committee met on November 21, 2016 to review merit evaluations, be it

RESOLVED, that the Internal Management Committee recommends the following hourly merit increments:

HIGHWAY

Gerald Burnett                      December 20, 2016 to December 20, 2017    \$1.43

COUNTY CLERK

Heather Farber                      November 1, 2016 to November 1, 2017    \$1.65

Eileen Higgins                      December 17, 2016 to December 17, 2017    \$1.65

NURSING

Daryl Parslow                      December 17, 2016 to December 17, 2017    \$ .77

SHERIFF

Jennifer Simons-Mattice            December 28, 2016 to December 28, 2017    \$ .22

and be it further

RESOLVED, that the following transfers be made to cover the above 2016 merit pay:

FROM:	A1990.402	Contingent for Merit	\$10,471.12
TO:	D5110.101	Personal Services	\$2,985.84
	A1410.102	Deputy County Clerk	\$3,445.20
	A1410.104	Asst. Deputy County Clerk	\$3,014.55
	A4050.111	Family Health Services Coordinator	\$1,020.25
	A3150.101	Correction Officer	\$5.28

and the County Treasurer be so authorized and Personnel Officer be notified.

Seconded by

**RESOLUTION NO.**

**APPROVAL OF AUDITS IN COUNTY HIGHWAY FUNDS**

**DATED: DECEMBER 1, 2016**

**BY**

RESOLVED, that the bills in the Machinery Fund amounting to \$132,452.49 and bills in the County Road Fund amounting to \$417,416.29 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.

Seconded by

**RESOLUTION NO.**

**APPROVAL OF AUDITS IN THE COUNTY GENERAL FUND AND CAPITAL PROJECT 2015-1 FUEL CONSOLIDATION PHASE III**

**DATED: DECEMBER 1, 2016**

**BY**

RESOLVED, that the bills audited this day in the County General Fund in the amount of \$213,922.19 by the following committees:

Building Committee .....	\$19,092.10
Public Works (Solid Waste) Committee .....	26,867.85
Finance Committee .....	29,681.28
Health Committee.....	18,347.55
Human Services Committee.....	12,511.95
Central Government Committee .....	43,593.80
Emergency Prep./Emergency Response.....	19,535.55
Publicity, Tourism, Economic Development & Planning Committee.....	36,695.99
Internal Management Committee .....	7,596.12

be it further

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

Fuel Consolidation Phase III.....	\$ 43,100.00
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are hereby approved.

Seconded by