

AGENDA

TENTH SESSION

OCTOBER 5, 2023

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

Accepting Minutes of September 7, 2023

Public Comment Period

Hamilton County Attorney: Charles R. Getty, Jr.

Reports of Standing/Special Committees

11:00 AM Public Hearing – Proposed Local Law No. 3 of 2023 A Local Law to
Extend the Additional Mortgage Recording Tax within the County of
Hamilton

RESOLUTIONS:

Finance Committee:

- No. 1 Setting Annual Session Dates
- No. 2 Funding NYS CDBG Project #500HR311-21
- No. 3 Authorizing Funding of Payroll Clerk Position in the Treasurer's Office
- No. 4 Approval of Application Software and Support Services Provided by Systems East, Inc. for the Treasurer's Office Tax Collection

Internal Management Committee:

- No. 5 Approving 2024 Holiday Schedule

Central Government Committee:

- No. 6 Authorization to Transfer Funds – County Clerk's Office

Human Services Committee:

No. 7 Fulton County Information Services Contract – Probation

Public Health Committee:

No. 8 Authorizing Chairman to Sign Contract for Evaluations with Northville Central School District for Children Aged 3-5 Years

No. 9 Resolution to Contract for Rabies Vaccination Clinics – VetCor of Albany LLC d/b/a Glove Cities Veterinary Hospital

Emergency Preparedness/Emergency Response Committee:

No. 10 Authorizing 3 Year Contract with I AM Responding and Payment for Year 1 – Emergency Services

Public Works Committee:

No. 11 Authorizing Payment to Southworth-Milton, Inc. – Insurance Repair

No. 12 Authorizing Abandonment of a Small Section of County Route 4, Big Brook Road, Indian Lake

No. 13 Authorizing Selection of Consulting Firm for CR16 Gilmantown Road Bridge Over Elbow Creek 2022 Bridge NY Project

No. 14 Authorizing Purchase and Payment for Polaris UTV – DPW

No. 15 Authorizing Payment for Vehicle – Sheriff's Office

No. 16 Authorizing Payment for Vehicle – DPW

No. 17 Authorizing County Public Works Superintendent to Purchase a Used Cab & Chassis

No. 18 Authorizing the Purchase and Install of Keyless Security System Indian Lake Buildings – 2023

RESOLUTION NO.
SETTING ANNUAL SESSION DATES

DATED: OCTOBER 5, 2023

BY

RESOLVED, the following dates have been designated as the annual session for 2023:

November 2 10:30 A.M.
November 8 10:30 A.M.
November 13 10:30 A.M.
November 15 10:30 A.M.
November 17 10:30 A.M.
PUBLIC HEARING 11:00 A.M.
December 7 AUDIT 10:30 A.M.
December 22 AUDIT 10:30 A.M.

and be it further

RESOLVED, that any necessary changes will be subsequently arranged.

Seconded by

RESOLUTION NO.

FUNDING NYS CDBG PROJECT # 500HR311-21

DATED: OCTOBER 5, 2023

BY

WHEREAS, Hamilton County was awarded NYS CDBG Project # 500HR311-21 in the amount of \$297,603.00, be it

RESOLVED, that the County Treasurer is hereby authorized to fund the following accounts:

Revenue:

CD.4089 Federal Aid, CDBG-Housing Rehab Grant #500HR311-21	\$297,603.00
--	--------------

Expenditure:

CD.8668.0401 Community Development, Rehab Loans and Grants	\$297,603.00
--	--------------

Seconded by

RESOLUTION NO.

**AUTHORIZING FUNDING OF PAYROLL CLERK POSITION IN THE
TREASURER'S OFFICE**

DATED: OCTOBER 5, 2023

BY

WHEREAS, Resolution No. 176-23 created the position of Payroll Clerk in the County Treasurer's Office, and

WHEREAS, the Treasurer has been approved for the provisional appointment of Michelle Malinowski to the position of Payroll Clerk, be it

RESOLVED, that Account No. A1325.0103 be renamed Payroll Clerk, and be it further

RESOLVED, that the County Treasurer is hereby authorized to transfer \$9,200.00 from Account No. A1990.0401 Contingent to Account No. A1325.0103, Payroll Clerk, and be it further

RESOLVED, that the County Treasurer, Budget Officer, and Personnel Officer to so notified.

Seconded by

RESOLUTION NO.

**APPROVAL OF APPLICATION SOFTWARE AND SUPPORT SERVICES PROVIDED
BY SYSTEMS EAST, INC. FOR THE TREASURER'S OFFICE TAX COLLECTION**

DATED: OCTOBER 5, 2023

BY

WHEREAS, the proposal to provide application software and support services to the Hamilton County Treasurer's Office, as well as the towns and school districts, for their tax collection has been submitted by Systems East, Inc., and

WHEREAS, the Treasurer's Office is satisfied with the services and support received from Systems East in the past, and

WHEREAS, an increase of \$174 over last year's agreement has been proposed for a total contract price of \$12,362.00 to cover the period of January 1, 2024 through December 31, 2024, and

WHEREAS, a portion of this contract price will be charged back to the towns and schools at the same level as last year (\$200.00 each), be it

RESOLVED, that the Chairman of the Board be authorized to sign the agreement as proposed and the County Treasurer be so notified.

Seconded by

RESOLUTION NO.

APPROVING 2024 HOLIDAY SCHEDULE

DATED: OCTOBER 5, 2023

BY

WHEREAS, the Hamilton County Board of Supervisors has received a recommendation from the Internal Management Committee to approve the 2024 Holiday Schedule, and

WHEREAS, the Internal Management Committee has reviewed the 2024 Holiday Schedule proposed by the County Personnel Office, and

RESOLVED, that this Board of Supervisors authorizes the Hamilton County Holiday Schedule for 2024 as attached and recommended by the Personnel Officer, and be it further

RESOLVED, that the Personnel Officer is hereby authorized to disseminate the 2024 Hamilton County Holiday Schedule as appropriate and that a certified copy of this resolution be provided to the Hamilton County Personnel Officer.

Seconded by

COUNTY HOLIDAYS

2024

New Year's Day	Monday, January 1, 2024
Martin Luther King, Jr. Birthday	Monday, January 15
President's Day	Monday, February 19
Good Friday	Friday, March 29
Memorial Day	Monday, May 27
Juneteenth Day	Wednesday, June 19
Independence Day	Thursday, July 4
Labor Day	Monday, September 2
Columbus Day	Monday, October 14
Veterans Day	Monday, November 11
Thanksgiving	Thursday, November 28 Friday, November 29
Christmas Eve	Tuesday, December 24 – Half Day
Christmas	Wednesday, December 25

RESOLUTION NO:

AUTHORIZATION TO TRANSFER FUNDS - COUNTY CLERK'S OFFICE

DATED: OCTOBER 5, 2023

BY

WHEREAS, the Hamilton County Clerk's Office continues to have staffing issues on both sides of the house due to illness and vacations, and

WHEREAS, all office employees have been willing to work additional hours to complete the work as needed, and

WHEREAS, the Additional Time Account funds are nearly exhausted and the need is likely to continue until the end of the year, and

WHEREAS, there is money available in Account No. A1410.0106 Motor Vehicle Clerk 3 to transfer to Account No. A1410.0108 Additional Time, and

WHEREAS, at the recent Central Government Committee meeting, it was agreed that \$5,000.00 could be transferred, therefore, be it

RESOLVED, that \$5,000.00 be transferred from Account No. A1410.0106 Motor Vehicle Clerk 3, to Account No. A1410.0108 Additional Time and the Treasurer's Office be so authorized.

Seconded by

RESOLUTION NO.

FULTON COUNTY INFORMATION SERVICES CONTRACT – PROBATION

DATED: OCTOBER 5, 2023

BY

WHEREAS, the Hamilton County Probation Department began contracting with the Fulton County Information Services Department to provide hosting and IT services for their Caseload Explorer Program on October 1, 2013, and

WHEREAS, the Probation Department wishes to continue receiving this service, and

WHEREAS, the Fulton County IT Department is willing to continue this service at the same rate of \$2,600.00 per year, be it

RESOLVED, that the Chairman of the Board of Supervisors is hereby authorized to sign a contract between Hamilton County Probation Department and the Fulton County Information Services Department for \$2,600.00 per year, effective January 1, 2023 – December 31, 2023.

Seconded by

RESOLUTION NO.

**AUTHORIZING CHAIRMAN TO SIGN CONTRACT FOR EVALUATIONS WITH
NORTHVILLE CENTRAL SCHOOL DISTRICT FOR CHILDREN AGED 3-5 YEARS**

DATED: OCTOBER 5, 2023

BY

WHEREAS, Hamilton County is required to provide for Comprehensive evaluations for children aged 3-5, who reside within Hamilton County and have a suspected developmental delay through the Committee on Pre-School Special Education (CPSE) process, and

WHEREAS, pursuant to Section 4410 of the New York State Education Law, the County is required to maintain contracts with several providers for the provision of comprehensive Evaluations as described above; in order to provide parents with a choice for service provision, and

WHEREAS, reimbursement for comprehensive evaluations is determined by the extent of the evaluation, and based on rates set in conjunction with the Rate Setting Unit of the New York State Education Department, and

WHEREAS, Comprehensive Evaluations may be requested at any time and/or professional related service provision may be requested at any time through the regular school year and/or the 30 day summer session, and

WHEREAS, the Hamilton County Public Health Nursing Service represents Hamilton County as administrator of this program, be it

RESOLVED, that the Chairman of the Hamilton County Board of Supervisors is hereby authorized to sign contracts, upon approval of the County Attorney, for Comprehensive Evaluations, for the period of September 1, 2023 through August 31, 2024 between the Hamilton County Public Health Nursing Service, and

Northville Central School District
131 S. 3rd Street
Northville, NY 12134

Seconded by

RESOLUTION NO.

**RESOLUTION TO CONTRACT FOR RABIES VACCINATION CLINICS – VETCOR
OF ALBANY LLC d/b/a GLOVE CITIES VETERINARY HOSPITAL**

DATED: OCTOBER 5, 2023

BY

WHEREAS, in NYS it is the responsibility of the local health department to have a system in place for the control and suppression of rabies, and

WHEREAS, the Hamilton County Nursing Service (HCPHNS) holds quarterly rabies vaccination clinics throughout the County which provides for free vaccination of taxpayers dogs, cats and domestic ferrets, and

WHEREAS, the services of a licensed veterinarian is required to provide this service, and

WHEREAS, VetCor of Albany LLC d/b/a Glove Cities Veterinary Hospital, 35 Harrison Street, Gloversville, NY has agreed to provide veterinarian services for HCPHNS, and

WHEREAS, VetCor of Albany LLC d/b/a Glove Cities Veterinary Hospital has agreed to maintain membership in the American Veterinary Medical Association, making them eligible to maintain professional liability insurance at the required level, and

WHEREAS, one licensed veterinarian from the Glove Cities Veterinary Hospital will be reimbursed at a rate of \$100.00 per hour, to include travel time and clinic hours plus travel reimbursement at the prevailing county mileage rate, be it

RESOLVED, that the Chairman of the Board of Supervisors is authorized to enter into a contract with VetCor of Albany LLC d/b/a Glove Cities Veterinary Hospital, to provide veterinary services at HCPHNS rabies clinics, at a rate of \$100.00 per clinic hour, plus travel time and mileage reimbursement, as described above, to begin May 1, 2023 to April 30, 2024 upon approval of the County Attorney and the County Treasurer be so notified.

Seconded by

RESOLUTION NO.

**AUTHORIZING 3 YEAR CONTRACT WITH I AM RESPONDING AND PAYMENT
FOR YEAR 1 – EMERGENCY SERVICES**

DATED: OCTOBER 1, 2023

BY

WHEREAS, Hamilton County has received a grant from New York State Department of Homeland Security and Emergency Services (DHSES) in the amount of \$540,451.00, contract C197915, to include improvements to the communications system, and

WHEREAS, one part of the improvement of the communications system includes an app for all fire and EMS departments called I AM Responding, and

WHEREAS, its function is to provide alerts via text or email of calls and important agency or county information, and

WHEREAS, Hamilton County Emergency Services has received an invoice from Emergency Services Marketing Corps, Inc. for such services at a price of \$8,490.00 per year for a contract period of three years, and

WHEREAS, the purchase of the I Am Responding app requires a payment of \$8,490.00, therefore, be it

RESOLVED, that the Hamilton County Board of Supervisors authorizes the purchase of the I Am Responding app for \$8,490.00 and with the approval of the County Attorney the Chairman of the Board of Supervisors is hereby authorized to sign said contract, and be it further

RESOLVED, the Hamilton County Treasurer is hereby authorized to make a payment of \$8,490.00 from Account No. A3645.0422 Statewide Communications Grant Emergency Services SI19-1010-E00 to Marketing Corps., Inc., PO Box 93, Dewitt, NY 13214-0093 in order to place the order and the Director of Emergency Management and Sheriff be so notified.

Seconded by

RESOLUTION NO.

**AUTHORIZING PAYMENT TO SOUTHWORTH-MILTON, INC.– INSURANCE
REPAIR**

DATED: OCTOBER 5, 2023

BY

WHEREAS, the Cat Model 306 Excavator – Fleet #307 was involved in an accident and the repairs for the damage were completed by Southworth-Milton, Inc., and

WHEREAS, the Fleet Coordinator recommends the payment of said repairs of the Cat Model 306 Excavator – Fleet #307, be it

RESOLVED, the County Treasurer is hereby authorized to increase Account No. A1910.0402 Repairs to Vehicles-Insurance by \$4,272.91 to be totally offset by increasing Revenue Account No. A2680.0000 Insurance Recoveries by \$4,272.91, and be it further

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

Southworth-Milton, Inc.
PO Box 3851
Boston, MA 02241-3851

for Invoice #SCINV746409 in the amount of \$5,272.91 and the funds be taken out of Account No. A1910.0402 Repairs to Vehicles-Insurance and the Fleet Coordinator and Clerk of the Board be so notified.

Seconded by

RESOLUTION NO.

**AUTHORIZING ABANDONMENT OF A SMALL SECTION OF COUNTY ROUTE 4,
BIG BROOK ROAD, INDIAN LAKE**

DATED: OCTOBER 5, 2023

BY

WHEREAS, Hamilton County owns 7.72 centerline miles named County Route 4, Big Brook road located in the Town of Indian Lake, and

WHEREAS, there is a section of 750 feet of County Route 4 at the very end that is private land on both sides of County Route 4 that serves no benefit to Hamilton County of continuing the cost of maintenance and liability responsibility, and

WHEREAS, the Public Works Superintendent has met with the landowners of the property, and they would like the County to stop maintenance of the said 750 feet of County Route 4, and

WHEREAS, the Public Works Superintendent recommends Hamilton County abandon the 750 feet of County Route 4, be it

RESOLVED, that the County Board of Supervisors hereby authorize the abandonment of 750 feet at the end of County Route 4, be it further

RESOLVED, that beginning on October 5, 2023 the last 750 feet of County Route 4, Hamilton County relieves itself of all maintenance, liability and any other responsibilities the County may be subject to for this section of road, be it further

RESOLVED, that a certified copy of the adopted resolution be filed in the Clerk of Board office, Hamilton County Clerk's office, County Highway office and a certified copy be mailed to Tim Marks, PO Box 568, Indian Lake, NY 12842 and the County Sheriff and County Treasurer be so notified.

Seconded by

RESOLUTION NO.

**AUTHORIZING SELECTION OF CONSULTING FIRM FOR CR16 GILMANTOWN
ROAD BRIDGE OVER ELBOW CREEK 2022 BRIDGE NY PROJECT**

DATED: OCTOBER 5, 2023

BY

WHEREAS, Hamilton County has been awarded \$1,854,400.00 for the replacement of the CR16 Gilmantown Road bridge over Elbow Creek through the 2022 Bridge NY program, and

WHEREAS, the County Highway Superintendent sent out Request for Interest to fifteen consulting firms that are on NYSDOT Region 2 list for Locally Administered Federal Aide Projects (LAFA), and

WHEREAS, Hamilton County has a four-member selection committee to review and select a consulting firm from the nine firms who submitted interest letters in the project, and

WHEREAS, the selection committee reviewed and rated the firms qualifications and selected Greenman-Pedersen, Inc. (GPI) of Albany to proceed with the project, and

WHEREAS, the DPW Superintendent recommends that the County Board approve the selection made by the selection committee, be it

RESOLVED, the Chairman of the Board is hereby authorized to sign a contract agreement with Greenman-Pedersen, Inc. for the CR16 Gilmantown Road bridge over Elbow Creek 2022 Bridge NY project with the approval of the County Attorney and the Treasurer, Clerk of the Board and Highway Superintendent be so notified.

Seconded by

RESOLUTION NO.

AUTHORIZING PURCHASE AND PAYMENT FOR POLARIS UTV - DPW

DATED: OCTOBER 5, 2023

BY

WHEREAS, the County Superintendent met with the Public Works committee and purchasing a UTV was considered because of emergencies in storms and maintenance of East Mountain road to the 911 tower site, and

WHEREAS, the committee approved moving forward with the purchase of the said UTV with tracks, and

WHEREAS, a UTV was available under Sourcewell purchasing agreement from Powerhouse Motor Sports for \$31,823.77, and

WHEREAS, the said UTV has been approved to be eligible for CHIP's funding and the County will be fully reimbursed under CHIP's funding, and

WHEREAS, the said UTV has been delivered and inspected by the Superintendent who now recommends payment of the UTV, be it

RESOLVED, the County Treasurer is hereby authorized to make payment to Powerhouse Motor Sports, PO Box 414, Mayfield, NY 12117 in the amount of \$31,823.77 and it be a charge to Account No. D5112.0202 Capital Projects and the DPW Superintendent and the Clerk of the Board be so notified.

Seconded by

RESOLUTION NO.

AUTHORIZING PAYMENT FOR VEHICLE – SHERIFF’S OFFICE

DATED: OCTOBER 5, 2023

BY

WHEREAS, Resolution No. 269-23 authorizes the County Fleet Coordinator to purchase one (1) 2022 Dodge Ram SSV Pickup from Main Motor Car for use by the Sheriff’s Office, and

WHEREAS, the vehicle ordered was delivered, and

WHEREAS, the County Fleet Coordinator has inspected the said vehicle and confirms it is accepted and meets specifications and recommends payment for said vehicle, be it

RESOLVED, the County Treasurer is hereby authorized to make payment to Main Motorcar, 224 West Main Street, Johnstown, NY 12095 in the amount of \$42,247.00 and the funds to be taken out of Account No. A3110.0202 Automobile and the Sheriff and the Clerk of the Board be so notified.

Seconded by

RESOLUTION NO.

AUTHORIZING PAYMENT FOR VEHICLE – DPW

DATED: OCTOBER 5, 2023

BY

WHEREAS, Resolution No. 185-23 authorizes the payment of two (2) 2023 New Dodge Ram Pickups from Account No. DM5130.0201 Road Eqpt, and

WHEREAS, the DPW Superintendent has allocated one of the said vehicles for the Buildings Division, and

WHEREAS, the DPW Superintendent recommends transferring \$45,000.00 from Account No. A1620.0202 Equipment to reimburse DM5130.0201 Road Equipment for said vehicle, and

WHEREAS, Resolution No. 270-23 authorizes the County Fleet Coordinator to purchase one (1) 2023 Dodge Durango from Main Motor Car for use by the Highway Division, and

WHEREAS, the vehicle ordered was delivered, and

WHEREAS, the County Fleet Coordinator has inspected the said vehicle and confirms it is accepted and meets specifications and recommends payment for said vehicle, be it

RESOLVED, the County Treasurer is hereby authorized to transfer \$45,000.00 from Account No. A1620.202 Equipment to Account No. DM5130.0201 Road Equipment, be it further

RESOLVED, the County Treasurer is hereby authorized to make payment to Main Motorcar, 224 West Main Street, Johnstown, NY 12095 in the amount of \$44,610.00 and the funds to be taken out of Account No. DM5130.0201 Road Equipment and the DPW Superintendent and the Clerk of the Board be so notified.

Seconded by

RESOLUTION NO.

**AUTHORIZING COUNTY PUBLIC WORKS SUPERINTENDENT TO PURCHASE A
USED CAB & CHASSIS**

DATED: OCTOBER 5, 2023

BY

WHEREAS, the Highway Department is in need of a used cab & chassis to utilize as a water truck, and

WHEREAS, the Lake Pleasant Volunteer Fire Department owns a 1996 International 470 cab & chassis that was replaced by a new truck, and

WHEREAS, the volunteer fire department has offered the said cab & chassis to Hamilton County for \$10,000.00, and

WHEREAS, the County Highway Superintendent is recommending approval to purchase the said cab & chassis to utilize it for a water truck, be it

RESOLVED, that hereby the County Highway Superintendent is authorized to purchase the 1996 International 470 Cab & Chassis, VIN #1HTSLABM4TH349600 in the amount of \$10,000, be it further

RESOLVED, that hereby the County Treasurer is authorized to issue a check in the amount of \$10,000.00 to the Lake Pleasant Volunteer Fire Co., PO Box 545, Lake Pleasant, NY 12108 out of Account No. DM5130.0201 Road Equipment and the Clerk of the Board and DPW Superintendent be so notified.

Seconded by

RESOLUTION NO.

**AUTHORIZING THE PURCHASE AND INSTALL OF KEYLESS SECURITY SYSTEM
INDIAN LAKE BUILDINGS - 2023**

DATED: OCTOBER 5, 2023

BY

WHEREAS, the DPW Superintendent has met with the Public Works committee to discuss installing a keyless security system for the Indian Lake Buildings entryways, and

WHEREAS, the DPW has received a written quote for the full purchase and installation from LINSTAR, Inc. under New York State Contract No. PT68825 in the amount of \$40,248.90 which includes a one-year maintenance agreement, and

WHEREAS, the Superintendent recommends the security system be purchased and installed, be it

RESOLVED, the DPW Superintendent is authorized to move forward with the purchase and installation of the keyless door security system as described hereon at a cost of \$40,248.90 from LINSTAR, Inc., 430 Lawrence Bell Drive, Buffalo, NY 14221 to be charge to Account No. A1620.0414 5 Year Building Project Plan and the County Treasurer, DPW Superintendent and Clerk of the Board be so advised.

Seconded by