

AGENDA CONTINUED

JUNE 7, 2018

RESOLUTIONS:

- No. 16 Authorizing Agreement with SpyGlass for Telecommunications Audit
- No. 17 Authorizing Payment to Accela – Clerk of the Board
- No. 18 Authorizing Hamilton County Treasurer to Enter into Agreement with Systems East for Xpress-Pay – A Credit Card/E-Check Payment System
- No. 19 Authorizing Purchase of Additional Antenna System – Emergency Communications Project
- No. 20 Authorizing & Funding NYSA Grant 0580-19-7584 – County Historian
- No. 21 Removing Section 817 Education Assistance in the Hamilton County Employee Handbook
- No. 22 Approval of and Transfer of Funds for 2018 Merit Pay
- No. 23 Approval of Audits in County Highway Funds
- No. 24 Approval of Audits in the County General Fund and Capital Project No. 2017-1 Hatch Brook Bridge

RESOLUTION NO.

**AUTHORIZING AGREEMENT WITH SPYGLASS FOR TELECOMMUNICATIONS
AUDIT**

DATED: JUNE 7, 2018

BY

WHEREAS, Hamilton County has not conducted a telecommunications audit since 2008,
and

WHEREAS, the Clerk of the Board has been contacted by The SpyGlass Group, LLC to
conduct said audit with success based fees that only pertain to the recommendations Hamilton
County selects, be it

RESOLVED, that upon the approval of the County Attorney, the Chairman of the Board
of Supervisors is hereby authorized to sign the SpyGlass Snapshot Audit Agreement for said
services.

Seconded by

RESOLUTION NO.

AUTHORIZING PAYMENT TO ACCELA – CLERK OF THE BOARD

DATED: JUNE 7, 2018

BY

WHEREAS, the Clerk of the Board requested more information from Accela and did not pay the 2017 Accela Invoice for support and maintenance on the County's accounting system, and

WHEREAS, the Clerk of the Board and County Treasurer are now comfortable paying said invoice, be it

RESOLVED, that the County Treasurer is hereby authorized to transfer \$4,713.30 from the Unappropriated General Fund Balance in accordance with Section 366 Subdivision 1 of the County Law to Account No. A1040.0410 Computer Maintenance, and be it further

RESOLVED, that the County Treasurer is hereby authorized to pay Accela Invoice # INV-ACC31634 for maintenance for the period of 8/1/17 – 7/31/18 in the amount of \$4,713.30 from Account No. A1040.0410 Maintenance.

Seconded by

RESOLUTION NO.

**AUTHORIZING HAMILTON COUNTY TREASURER TO ENTER INTO
AGREEMENT WITH SYSTEMS EAST FOR XPRESS-PAY – A CREDIT CARD/E-
CHECK PAYMENT SYSTEM**

DATE: JUNE 7, 2018

BY

WHEREAS, the Hamilton County Treasurer has been in discussions with Systems East, Inc. concerning the ability to accept credit card or e-check payments for the collection of taxes, and

WHEREAS, Systems East, Inc. is already the provider of the Total Tax Collection System the County Treasurer's Office presently uses to process the collection of taxes which enables the tax payer to have access to our downloaded bills to process their payment on-line or through a mobile payment without the County Treasurer having to deal with the credit card exchange, and

WHEREAS, Xpress-pay has been in existence for forty years for the ease and use of processing payments of all types by many counties, towns and cities, be it

RESOLVED, that the County Treasurer enter into an enrollment agreement with Systems East, Inc. for the use of Xpress-pay to accept credit card payments at a onetime set-up fee of \$100.00 and a monthly fee of \$15 to "Secure Bank Card" for the credit card security and "Profit Star" for e-checks security, all of which can be absorbed by the County Treasurer Maintenance Account No. A1325.408 in the 2018 budget, and be it further

RESOLVED, that the Chairman of the Board be so authorized to sign the enrollment agreements for Xpress-pay after review by the Hamilton County Attorney, and the County Treasurer be so advised.

Seconded by

RESOLUTION NO.

AUTHORIZING PURCHASE OF ADDITIONAL ANTENNA SYSTEM – EMERGENCY COMMUNICATIONS PROJECT

DATED: JUNE 7, 2018

BY

WHEREAS, Hamilton County has received a grant from New York State Department of Homeland Security and Emergency Services (DHSES) in the amount of \$2,530,385.00, contract C198376, for a new communications system, and

WHEREAS, one phase of the communications project was the construction of a communications tower at Lake Pleasant, and

WHEREAS, another phase of the communications project is to make provision for a system for back-up redundancy and interoperability for the Hamilton County Sheriff's Office communications system, and

WHEREAS, to accomplish redundancy, an additional antenna system, to be mounted on the newly constructed communications tower at Lake Pleasant, is necessary to send signal from the back-up communications system stored in the radio room in Lake Pleasant, and

WHEREAS, a request for quote was sent to Tessco, Primus, and Hutton, on May 10th and later to PMC Associates who supplies under state contract, all suppliers of antennas and antenna supplies, and

WHEREAS, to date, the Office of Emergency Services has received a complete quote from Tessco at \$8,914.68 including sales tax of \$660.34, a quote from PMC Associates at \$8824.47, a quote which includes one "not able to bid" antenna from Primus for \$6,787.19, and no quote at all from Hutton, and

WHEREAS, Tessco has submitted a quote on May 7, 2018 for the entire antenna equipment list in the amount of \$8,914.68 including sales tax of \$660.34 which is less than the PMC quote under state contract, therefore, be it

RESOLVED, that the Hamilton County Office of Emergency Services, purchase the aforementioned antenna equipment from Tessco in the amount of \$8,254.34 with funding coming from Account No. A3645.406 DHSES contract C198376.

Seconded by

RESOLUTION NO.

AUTHORIZING & FUNDING NYSA GRANT 0580-19-7584 – COUNTY HISTORIAN

DATED: JUNE 7, 2018

BY

WHEREAS, a grant has been awarded by the New York State Archives (“Local Government Records Management Improvement Fund, ID No. 0580-19-7584”) to the County Historian in the amount of \$60,043 to improve the management of the County Historian’s collection of historic records, therefore, be it

RESOLVED, that the County Historian is hereby authorized to accept said grant, and be it further

RESOLVED, that Account No. A7510.0407 Records Management Grant be hereby created and funded at \$60,043.00 to be totally offset by creating and funding Revenue Account No. A3060 Records Management Grant at \$60,043.00 and the County Treasurer be so authorized.

Seconded by

RESOLUTION NO.

**REMOVING SECTION 817 EDUCATION ASSISTANCE IN THE HAMILTON
COUNTY EMPLOYEE HANDBOOK**

DATED: JUNE 7, 2018

BY

WHEREAS, the Internal Management Committee met to discuss issues that arose previously from an Employee Education Assistance process and have determined that there should be a change to the Hamilton County Employee Handbook, and

WHEREAS, after reviewing the Education Assistance portion of the handbook, the Internal Management Committee has recommended removing section 817, Education Assistance from the employee handbook, be it

RESOLVED, that Section 817 Education Assistance be removed from the Hamilton County Employee Handbook.

Seconded by

RESOLUTION NO.

APPROVAL OF AND TRANSFER OF FUNDS FOR 2018 MERIT PAY

DATED: JUNE 7, 2018

BY

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

WHEREAS, the Internal Management Committee met on May 29, 2018 to review merit evaluations, be it

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

COMMUNITY SERVICES

Noni Irish	July 28, 2018 to July 28, 2019	\$1.65
Michele Vance	June 5, 2018 to June 5, 2019	\$.66

SHERIFF

Kevin Braunius	June 24, 2018 to June 24, 2019	\$1.65
Justin Loomis	June 9, 2018 to June 9, 2019	\$1.10

HIGHWAY

Martin Hutchins	June 14, 2018 to June 14, 2019	\$1.32
Christopher Mitchell	June 13, 2018 to June 13, 2019	\$1.54

TOURISM

RaChelle Hosley	June 15, 2018 to June 15, 2019	\$1.21
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and be it further

RESOLVED, that the following transfers be made to cover the above 2018 merit pay:

FROM:	A1990.402	Contingent for Merit	\$17,291.23
TO:	A4310.113	Clinical Social Worker	\$3,445.20
	A4310.104	Clerk	\$693.00
	A3110.102	Under-Sheriff	\$3,445.20
	A3110.109	Deputy Sheriff	\$1,892.00
	D5110.101	Personal Services	\$2,756.16
	D5110.101	Personal Services	\$3,215.52
	A8020.103	Economic Dev. & Tourism Aide	\$1,844.15

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

Seconded by

RESOLUTION NO.

APPROVAL OF AUDITS IN COUNTY HIGHWAY FUNDS

DATED: JUNE 7, 2018

BY

RESOLVED, that the bills in the Machinery Fund amounting to \$69,541.00 and bills in the County Road Fund amounting to \$56,923.39 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 NO. 2017-1 HATCH BROOK BRIDGE**

DATED: JUNE 7, 2018

BY

RESOLVED, that the bills audited this day in the County General Fund in the amount of \$267,955.67 by the following committees:

Public Works (Buildings) Committee.....	\$21,354.74
Public Works (Solid Waste) Committee	15,918.48
Finance Committee	69,396.44
Health Committee.....	27,736.60
Human Services Committee.....	36,393.47
Central Government Committee	13,706.37
Emergency Prep./Emergency Response.....	74,288.73
Publicity, Tourism, Economic Development & Planning Committee.....	7,769.92
Internal Management Committee	1,390.92

be it further

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

Hatch Brook Bridge Capital Project 2017-1.....	\$14,239.59
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are hereby approved.

Seconded by