

## **AGENDA**

### **TENTH SESSION**

**OCTOBER 4, 2018**

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

Accepting Minutes of September 6, 2018

Public Comment Period

Reports of Standing/Special Committees

11:00 AM Presentation of the Hamilton County Shared Services Plan

#### **RESOLUTIONS:**

- No. 1 Setting Annual Session Dates
- No. 2 Appointment of Member to the Hamilton County Industrial Development Agency
- No. 3 Standard Work Days for Elected and Appointed Officials
- No. 4 Approval of Application Software and Support Services Provided by Systems East, Inc. for the Treasurer's Office Tax Collection
- No. 5 Contract with the Unified Court System for Court Cleaning and Minor Repairs
- No. 6 Authorizing Archivists Contract under NYSA Grant 0580-19-7584 – County Historian
- No. 7 Transfer of Funds – Community Services
- No. 8 Hamilton County Public Health and Hamilton County Community Service Contract with Warren/Hamilton County Office for the Aging for Community Engagement
- No. 9 Approval of Expenditures for Water Well rehab for Jail and Courthouse Buildings
- No. 10 Approval of Expenditures for Line Striping 2018

**RESOLUTION NO.**  
**SETTING ANNUAL SESSION DATES**

**DATED: OCTOBER 4, 2018**

**BY**

RESOLVED, the following dates have been designated as the annual session for 2018:

November 1	10:30 A.M.
November 7	10:30 A.M.
November 14	10:30 A.M.
November 26	10:30 A.M.
PUBLIC HEARING	11:00 A.M.
December 6 AUDIT	10:30 A.M.
December 18 AUDIT	10:30 A.M.

and be it further

RESOLVED, that any necessary changes will be subsequently arranged.

Seconded by

**RESOLUTION NO.**

**APPOINTMENT OF MEMBER TO THE HAMILTON COUNTY INDUSTRIAL  
DEVELOPMENT AGENCY**

**DATED: OCTOBER 4, 2018**

**BY**

WHEREAS, pursuant to Section 856 of the General Municipal Law, the Hamilton County Industrial Development Agency shall consist of at least three (3) and not more than seven (7) members, all of whom shall be appointed by the Hamilton County Board of Supervisors, with all members serving at the pleasure of the Hamilton County Board of Supervisors, and

WHEREAS, the County of Hamilton and the Industrial Development Agency has received Brian E. Towers' resignation from the Industrial Development Agency, be it

RESOLVED, that Steven M. Tomlinson of Hope, NY is hereby appointed to fill the vacancy of Brian E. Towers to serve as a member of the Hamilton County Industrial Development Agency, and be it further

RESOLVED, the Clerk of the Hamilton County Board of Supervisors is hereby directed to file a Certificate of Appointment to the Hamilton County Industrial Development Agency with the New York State Secretary of State.

Seconded by

**RESOLUTION NO.**

**STANDARD WORK DAYS FOR ELECTED AND APPOINTED OFFICIALS**

**DATED: OCTOBER 4, 2018**

**BY**

WHEREAS, New York State Retirement Regulation 315.4 requires time logs, and the Board of Supervisors to set the Standard Work Day for Elected and Appointed Officials, and

WHEREAS, time logs have been kept and submitted, now, therefore, be it

RESOLVED, that the County of Hamilton here establishes the following as standard work days for elected and appointed officials and will report the following days worked to the New York State and Local Employees' Retirement System based on the record of activities maintained and submitted by these officials to the Clerk of the Board:

Title	Name	Social Security Number (Last 4 digits)	Reg. Number	Standard Work Day	Term Begins/ Ends	Participates in Employer's Time Keeping System (Y/N)	Days/Month (based on record of activity)
Supervisor	Steven M. Tomlinson	■	■	7	1/1/18-12/31/19	N	5.19

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 4, 2018**

**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 \$66 over last year's agreement has been proposed for a total contract price of \$11,610.00 to cover the period of January 1, 2019 through December 31, 2019, 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.**

**CONTRACT WITH THE UNIFIED COURT SYSTEM FOR COURT CLEANING AND  
MINOR REPAIRS**

**DATED: OCTOBER 4, 2018**

**BY**

WHEREAS, the State of New York, pursuant to the laws of 1996, Chapter 686, began to assume responsibility for the costs of cleaning and minor repairs to the court facilities, and

WHEREAS, the County is now in receipt of a new five year agreement which runs from SFY 2018-2019 through SFY 2022-2023, and

WHEREAS, the initial contract period is for April 1, 2018 through March 31, 2019 for an amount not to exceed \$115,662.00, now, therefore, be it

RESOLVED, that the Hamilton County Board of Supervisors does hereby authorize the Chairman to enter into a contract with the Unified Court System for the purposes of being reimbursed for the costs of cleaning and making minor repairs to the Hamilton County Court facilities, for the period running from April 1, 2018 to March 31, 2019.

Seconded by

**RESOLUTION NO.**

**AUTHORIZING ARCHIVIST CONTRACT UNDER NYSA GRANT 0580-19-7584 –  
COUNTY HISTORIAN**

**DATED: OCTOBER 4, 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 \$60,043.00 to improve the management of the County Historian’s collection of historic records, and

WHEREAS, said grant has been funded as follows:

Account No. A7510.0101 County Historian	\$ 5,152.50
Account No. A7510.0102 Temp.	\$ 22,500.00
Account No. A7510.0407 Records Management Grant	\$ 32,390.50

to be totally offset by Revenue Account No. A3060 at \$60,043.00, and

WHEREAS, the NYSA recommends that a portion of the grant be used to hire a professional archivist to advise the grant project, and

WHEREAS, archivist Alicia Jettner of Jettner Information Services has submitted the only quote out of three solicitations, therefore, be it

RESOLVED, that with the County Attorney’s approval, the Chairman of the Board is hereby authorized to sign the contract provided by Jettner Information Services in the amount of \$9,750.00 for said services to be paid from Account No. A7510.0407 Records Management Grant.

Seconded by

**RESOLUTION NO.**

**TRANSFER OF FUNDS – COMMUNITY SERVICES**

**DATED: OCTOBER 4, 2018**

**BY**

WHEREAS, the Hamilton County Community Services Department is recommending to the Hamilton County Board of Supervisors that \$5,000.00 of the \$17,790.34 in Account No. A4310.101 Clinical Social Worker, which represents the remaining salary in the Departments currently vacant Clinical Social Worker position, be reallocated to Outreach for budget year 2018 to support advertising expenses for recruiting Clinical Staff, be it

RESOLVED, that the County Treasurer is hereby authorized to transfer \$5,000.00 from Account No. A4310.101 Clinical Social Worker to Account No. A4320.407 Outreach.

Seconded by



**RESOLUTION NO.**

**HAMILTON COUNTY PUBLIC HEALTH AND HAMILTON COUNTY COMMUNITY  
SERVICE CONTRACT WITH WARREN/HAMILTON COUNTY OFFICE FOR THE  
AGING FOR COMMUNITY ENGAGEMENT**

**DATED: OCTOBER 4, 2018**

**BY**

WHEREAS, Hamilton County Public Health Nursing Service and Hamilton County Community Services have determined that there is a need to increase utilization by county residents at senior meal site locations operated by Hamilton/Warren County Office for the Aging, and

WHEREAS, Hamilton County Public Health Nursing Service and Hamilton County Community Services have community engagement funds, awarded through DSRIP, to support Warren/Hamilton County OFA in their efforts to increase utilization, be it

RESOLVED, that Hamilton County Public Health Nursing Service and Hamilton County Community Services will contract with Warren/Hamilton County OFA to support initiatives, not to exceed \$30,000, to increase utilization at the meal sites pending approval by Hamilton County Public Health and Community Services.

Seconded by

**RESOLUTION NO.**

**APPROVAL OF EXPENDITURES FOR WATER WELL REHAB FOR JAIL AND  
COURTHOUSE BUILDINGS**

**DATED: OCTOBER 4, 2018**

**BY**

WHEREAS, the water well to the County Jail and Courthouse is a sufficient well for the needs of the jail and courthouse but is in need of rehabbing, and

WHEREAS, the rehab includes but not limited to replacing pump, weld 8 feet of new well casing, replacing the 315 gallon pressure tank and associated items, and

WHEREAS, the Superintendent received a written quote from –  
Hawk Drilling Co, Inc., Ballston Spa, NY - \$12,260.64

and

WHEREAS, the Superintendent recommends moving forward with this project, be it

RESOLVED, that Board of Supervisors does hereby approve the expense of the rehab of the water well for the jail and courthouse buildings performed by Hawk Well Drilling, 354 Stone Church Road, Ballston Spa, NY 12020 at a cost of \$12,260.64 and the County Treasurer and Clerk of the Board be so advised.

Seconded by

**RESOLUTION NO.**

**APPROVAL OF EXPENDITURES FOR LINE STRIPING 2018**

**DATED: OCTOBER 4, 2018**

**BY**

WHEREAS, the County Public Works Committee authorized the County Superintendent to stripe centerline and edge lines on County Routes 1, 4, 6, 11, 18 & 19 in 2018, and

WHEREAS, County Routes 1, 4, 14 & 19 were completed by Seneca Pavement Marking, Inc., earlier in 2018 and County Routes 6 & 11 recently have been completed, be it

RESOLVED, the Board of Supervisors does authorize the County Treasurer to make payment to Seneca Pavement Marking, Inc., 3526 Watkins Road, Horseheads, NY 14845 in the amount of \$9,519.25 out of Account No. D5110.402 Rental Equipment for County Routes 6 & 11 and the County Superintendent and Clerk of the Board be so advised.

Seconded by