

**AGENDA**  
**FIFTH ANNUAL SESSION**  
**NOVEMBER 17, 2023**

- 10:30 AM Call to Order  
Pledge to Flag  
Opening Prayer  
Roll Call
- Public Comment Period
- Reports of Standing/Special Committees
- 10:45 AM Caitlin Stewart, HCSWCD District Manager
- 11:00 AM Public Hearing – 2024 Tentative Budget
- 11:15 AM Public Hearing - Proposed Local Law No. 4 of 2023 Overriding the Tax Levy Limit for Hamilton County for 2024

**RESOLUTIONS:**

**Health Committee:**

- No. 1 TABLED – Authorizing the Job Description Change for Director of Public Health

**Finance Committee:**

- No. 2 Scheduling Additional Annual Session
- No. 3 Resolution to Set Date of Organization Meeting

**Emergency Preparedness/Emergency Response Committee:**

- No. 4 Authorization to Purchase Maintenance and Licenses for Impact Software

**Public Works Committee:**

- No. 5 Authorizing Sale of Surplus Vehicle to Village of Northville Police Department
- No. 6 Authorizing Deposition of Excess Vehicle

- No. 7 Authorizing Extension of Contract with Town of Inlet for Operation of Recycling Center
- No. 8 Authorizing Hiring Consulting Firm – Fayle Road Bridge
- No. 9 Authorizing Addition of 35 Hour Full Time Cleaner for 2024 – Buildings
- No. 10 Authorizing Supervisory Adjustments – Public Works for 2024
- No. 11 Authorizing Grade/Step Adjustments of DPW Employees

Close Public Hearing – 2024 Tentative Budget

Close Public Hearing - Proposed Local Law No. 4 of 2023 Overriding the Tax Levy Limit for Hamilton County for 2024

OTHER REPORTS

RECESS

**TABLED**

**RESOLUTION NO.**

**AUTHORIZING THE JOB DESCRIPTION CHANGE FOR DIRECTOR OF PUBLIC HEALTH**

**DATED: NOVEMBER 15, 2023**

**BY**

WHEREAS, the Certified Home Health Agency has had a vacant full time Director of Patient Services position for four months with no applicants, and

WHEREAS, New York State Department of Health states that the Home Health Agency must have this position filled or provide an Administrator and Registered Nurse providing clinical oversight, and

WHEREAS, the Public Health Director has had meetings with other home health agencies and county health departments, and

WHEREAS, the Director of Public Health will assume the additional duties of Home Health Agency Administrator, which will be incorporated to her current job description, be it

RESOLVED, that the Public Health Director will receive a \$15 per hour increase for adding the duties of a Home Health Agency Administrator, and be it

RESOLVED, that the Hamilton County Personnel Office be authorized to make this change effective November 15, 2023, and be it

RESOLVED, that the Hamilton County Treasurer be authorized to transfer \$4,500 from A4050.0121 Director of Patient Services, to A4050.0101 Director of Public Health, and be it

RESOLVED, that the addition of additional duties to the Director of Public Health position be reviewed every three months, for a period of one year, as to determine if these additional duties is sustainable for the future, and be it

RESOLVED, that if the Public Health Director is unable to maintain her additional duties as Home Health Agency Administrator, the job description will change back to Public Health Director and salary will decrease by \$15 per hour.

Seconded by

**RESOLUTION NO.**  
**SCHEDULING ADDITIONAL ANNUAL SESSION**

**DATED: NOVEMBER 17, 2023**

**BY**

WHEREAS, it has been determined that an additional Annual Session meeting is required,  
be it

RESOLVED, that the Hamilton County Board of Supervisors hereby adds November 27,  
2023 at 10:30 AM to the Annual Session dates.

Seconded by

**RESOLUTION NO.**

**RESOLUTION TO SET DATE OF ORGANIZATION MEETING**

**DATED: NOVEMBER 17, 2023**

**BY**

RESOLVED, that the Organization Meeting of the Board of Supervisors will be held on Thursday, January 4, 2024 at 2:00 P.M.

Seconded by

**RESOLUTION NO.**

**AUTHORIZATION TO PURCHASE MAINTENANCE AND LICENSES FOR IMPACT SOFTWARE**

**DATED: NOVEMBER 17, 2023**

**BY**

WHEREAS, Hamilton County Emergency Management was awarded SICG Grant from NYS Statewide Interoperable Communications Formula Grant SI20-1037-E00 in the amount of \$566,267.00, contract T970900, and

WHEREAS, Hamilton County Public Safety Answering Point uses the IMPACT system for a Records Management System (RMS), Computer Aided Dispatch (CAD), and Automatic Vehicle Locater (AVL), and

WHEREAS, Fulton County uses the same system for their Dispatch System which will afford the same information and protocols for a proper back-up system situation, and

WHEREAS, IMPACT is under New York State Contact number PM67378, and

WHEREAS, Hamilton County has received a bill for the annual maintenance and site licenses for the PSAP's IMPACT system with the contract period running from January 1, 2024, thru December 31, 2024 in the amount of \$19,423.08, be it

RESOLVED, that the Hamilton County Board of Supervisors authorizes the purchase of the maintenance and site licenses for IMPACT for \$19,423.08, and be it further

RESOLVED, that the Hamilton County Treasurer is hereby authorized to issue a check to the IMPACT (Central Square), 12079 Collection Center Drive, Chicago, IL 60693 for Invoice No. 395643 from Account 3645.0425, Department of Homeland Security and Emergency Services grant SI20-1028-E00.

Seconded by

**RESOLUTION NO.**

**AUTHORIZING SALE OF SURPLUS VEHICLE TO VILLAGE OF NORTHVILLE  
POLICE DEPARTMENT**

**DATED: NOVEMBER 17, 2023**

**BY**

WHEREAS, the Hamilton County Sheriff's Office owns a 2019 Chevrolet Tahoe SSV which is no longer needed and considered surplus equipment, and

WHEREAS, the Village of Northville contacted Hamilton County stating their interest in purchasing the said vehicle, and

WHEREAS, the Village of Northville employees have inspected the vehicle and have made an offer of \$8,000.00, and

WHEREAS, the Fleet Coordinator and the County Sheriff feel that is a fair price and recommend the offer be accepted, be it

RESOLVED, the Fleet Coordinator is hereby authorized to sell the 2019 Chevrolet Tahoe SSV VIN No.1GNSKFEC2KR308950 for \$8,000.00 to Village of Northville Police Department, PO Box 153, Northville, NY 12134 and the revenue be deposited into Account No. A2665.0000 Sale of Equipment and the County Treasurer, Fleet Coordinator, County Sheriff and Clerk of the Board be so notified.

Seconded by

**RESOLUTION NO.**

**AUTHORIZING DEPOSITION OF EXCESS VEHICLE**

**DATED: NOVEMBER 17, 2023**

**BY**

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

WHEREAS, the County Fleet Coordinator has recommended that the following vehicle be disposed from the County inventory:

<u>Year</u>	<u>Make/Model</u>	<u>VIN</u>	<u>Plate#</u>	<u>Dept</u>	<u>FN</u>
2020	Freightliner 122SD	3AKJGND10NDNN7675	BF4075	DPW	592

be it

RESOLVED, the above vehicle be sold by auction online by Auctions International at a minimum reserve of \$125,000.00 and funds from the auction shall be a revenue credit to Account No.DM2665 Sale of Equipment for DPW vehicles, 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.

Seconded by



**RESOLUTION NO.**

**AUTHORIZING EXTENSION OF CONTRACT WITH TOWN OF INLET FOR  
OPERATION OF RECYCLING CENTER**

**DATED: NOVEMBER 17, 2023**

**BY**

WHEREAS, Resolution No. 281-13 authorized the Chairman of the Board to enter into an agreement with the Town of Inlet for the operation of the Northern Recycling Center, and

WHEREAS, the Solid Waste Coordinator recommends that Hamilton County extend the said contract for a period of one (1) year beginning on January 1, 2023 to December 31, 2023 for the same terms, be it

RESOLVED, that effective January 1, 2023 the County will contract with the Town of Inlet for the operation of the Northern Recycling Center, and be it further

RESOLVED, the Chairman of the Board is hereby authorized to enter into a contract with the Town of Inlet for:

- A period to run from January 1, 2023 to December 31, 2023
- For \$20,000.00 per year
- The County will continue to own and maintain the skid steer and bailer, including replacement if necessary
- All other responsibilities and functions will be borne by the Town of Inlet

and be it further

RESOLVED, the Solid Waste Coordinator and County Treasurer be so notified.

Seconded by

**RESOLUTION NO.**

**AUTHORIZING HIRING CONSULTING FIRM – FAYLE ROAD BRIDGE**

**DATED: NOVEMBER 17, 2023**

**BY**

WHEREAS, during the Halloween Storm of 2019 the Fayle Road Bridge was washed out and replacement of the existing bridge was necessary, and

WHEREAS, the trusses from the old bridge are considered historic by SHPO and FEMA and the County will be required to store and preserve these trusses in order to receive FEMA funding for the new bridge structure, and

WHEREAS, the Superintendent has received a proposal from a consulting firm, Hartgen Archeological Associates, Inc. to perform the necessary archeological study and documentation package for the mitigation the adverse effect of the removal of the said trusses in the estimated amount of \$7,700.00 that will satisfy SHPO and FEMA requirements, and

WHEREAS, the DPW Superintendent recommends that the County Board approve moving forward with Hartgen Archeological Associates, Inc., so this project can be completed and closed and funding can be released from FEMA, be it

RESOLVED, the Board of Supervisors hereby authorize the DPW Superintendent to hire Hartgen to perform the stated study and document package for the preservation of the Fayle Road bridge trusses and the County Treasurer, Clerk of the Board and the DPW Superintendent be so notified.

Seconded by

**RESOLUTION NO.**

**AUTHORIZING ADDITION OF 35 HOUR FULL TIME CLEANER FOR 2024 -  
BUILDINGS**

**DATED: NOVEMBER 17, 2023**

**BY**

WHEREAS, the DPW Superintendent has met with the Public Works Committee to discuss the addition of a 35-hour full time Cleaner position the Buildings Division in 2024, and

WHEREAS, the DPW Superintendent and Public Works Committee recommends the addition of a 35-hour Full Time Cleaner to the Buildings Staff in 2024, be it

RESOLVED, that hereby the DPW Superintendent is hereby authorized to advertise to hire a 35-hour Full Time Cleaner for 2024, and be it further

RESOLVED, that hereby the County Budget Officer is authorized to add an appropriation line within the Buildings Division Account No. A1620.0112 Cleaner at \$32,981 and the DPW Superintendent, County Treasurer, Personnel Officer, Budget Officer and Clerk of the Board be so notified.

Seconded by

**RESOLUTION NO.**

**AUTHORIZING SUPERVISORY ADJUSTMENTS – PUBLIC WORKS FOR 2024**

**DATED: NOVEMBER 17, 2023**

**BY**

WHEREAS, the DPW Superintendent has met with the Public Works Committee and Internal Management Committee to recommend supervisory adjustments within the Public Works Department, and

WHEREAS, the following changes were recommended to the Public Works Committee and Internal Management Committee -

- Chris Mitchell, Road Supervisor III Grade 19 to Grade 21 at a salary of \$79,648 under Budget Line D5110.0101 and change this job title to Highway/Solid Waste Manager
- Mark Stuart, Building Project Supervisor Grade 22 to Grade 24 at a salary of \$79,632 under Budget Line A1620.0105 and change this job title to Buildings & Grounds Manager

and

WHEREAS, the Public Works Superintendent has justified the following promotion with the Public Works and Internal Management Committees, verified the qualifications and discussed the requirement to test for the following promotion –

- Lisa Johnson provisionally promoted to Deputy Public Works Superintendent, Grade 14 with a salary of \$79,362 under Budget Line D5010.102

and

WHEREAS, the Public Works and Internal Management Committees recommend these adjustments and promotion, be it

RESOLVED, that hereby the Personnel Officer is authorized to adjust the employees as stated hereon effective 1/1/2024 and the DPW Superintendent, County Treasurer and Clerk of the Board be so notified.

Seconded by

**RESOLUTION NO.**

**AUTHORIZING GRADE/STEP ADJUSTMENTS OF DPW EMPLOYEES**

**DATED: NOVEMBER 17, 2023**

**BY**

WHEREAS, the DPW Superintendent has met with the Public Works Committee and Internal Management Committee to recommend Step and Grade adjustments for the following employees -

- Paul Strain, Jr., - from MEO Grade 11, Step 3 to HEO Grade 13, Step 3 at \$24.249 per hour under Budget Line D5110.0101
- James Hamm - from HEO Grade 13 Step Hire to HEO Grade 13 Step 3 at \$24.249 per hour under Budget Line D5110.0101
- Daniel Saltis, Maintenance Mechanic, from Grade 20, Step 2 to Grade 20, Step 4 at a salary of \$60,784 under Budget Line A1620.0111

and

WHEREAS, the Public Works and Internal Management Committees recommend these adjustments, be it

RESOLVED, that hereby the Personnel Officer is authorized to adjust the employees as stated hereon effective 1/1/2024 and the DPW Superintendent, County Treasurer and Clerk of the Board be so notified.

Seconded by