

AGENDA CONTINUED

JUNE 4, 2015

RESOLUTIONS:

- No. 5 Rescinding Res. 94-00 Appointment by Department Heads and Authorizing an Update Procedure
- No. 6 Authorizing Acceptance of Back Taxes
- No. 7 Authorizing Retention of Legal Counsel Regarding Tower Siting
- No. 8 Authorizing Funding and Payments for Adirondack Community-Based Trails and Lodging System (ACTLS)
- No. 9 Authorizing Grant Application(s) for NEH Funding – County Historian
- No. 10 Designating Instructor for County's Safe Driver Program and Authorizing Payment for Application
- No. 11 Authorization to Advertise for and Hire an Economic Development and Tourism Aide
- No. 12 Authorizing Chairman to Sign Contract with School District for Transportation Services for the Preschool Special Education Program – Indian Lake Central School
- No. 13 Authorizing HCPHNS Public Health Director to Attend the Out of State Conference of the National Association of County & City Health Officials (NACCHO)
- No. 14 Authorizing Payment to Henderson Ford for 2015 Highway Pickup
- No. 15 Approval of South Pond Bridge Replacement Project for 2015
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RESOLUTION NO.

**RESCINDING RES. 94-00 APPOINTMENT BY DEPARTMENT HEADS AND
AUTHORIZING AN UPDATE PROCEDURE**

DATED: JUNE 4, 2015

BY

WHEREAS, the present policy of the Board of Supervisors with respect to approving appointments by Department Heads to fill vacancies in their departments has created some confusion, and

WHEREAS, the Hamilton County Board of Supervisors desires to establish a new policy,

NOW, THEREFORE, BE IT

RESOLVED, that the Hamilton County Board of Supervisors does hereby rescind all resolutions previously adopted dealing with appointments by Department Heads to fill vacancies, including Resolution #99-00 of May 4, 2000, and be it further

RESOLVED, the Hamilton County Board of Supervisors establishes the following policy to fill vacancies. Any Hamilton County Department Head desiring to appoint a person to fill a vacancy within his or her department, which is budgeted for, shall:

1. Contact their Committee Chair and discuss the vacancy, need to fill the vacancy, the process to fill the vacancy, the key questions, key qualifications, and all other relevant items/considerations. The Dept. Head and the Committee Chair, will then jointly make a determination, as to who needs to be involved in the interviews to fill said position. In all instances, the best interest of the County and the Dept., will be paramount. All efforts to notify candidates, work with the Personnel Office, schedule interviews, etc., will include the copying of the Committee Chair and the Chairman of the Board of Supervisors. Upon completion of interviews, and prior to the formal notice being sent to the Board of Supervisors, the determination of the interview process will be reviewed with the Committee Chair and the Chairman of the Board of Supervisors. Upon completion of all of the above, the Dept. Head will then notify the Chairman of the Board of Supervisors in writing setting forth the position to be filled, whether such position is a civil service position, the name and address of the person proposed to be appointed and whether the person is on the civil service list if one is required.
2. The Chairman of the Board shall notify each member of the Board of Supervisors in writing of the proposed appointment.
3. The members of the Board of Supervisors shall have a period of ten (10) calendar days from the date of the written notification to contact the Chairman.
4. If any member of the Board of Supervisors contacts the Chairman with concerns about the appointment, the Chairman will bring the matter before the full Board of Supervisors at its next regular meeting.
5. If none of the members of the Board of Supervisors contact the Chairman with concerns or if the Supervisors notify the Chairman of no objections to the appointment, the Chairman will notify the Department Head in writing that he or she may proceed with the appointment.

6. The Department Head shall have no authority to make an appointment to fill a vacancy until he or she has received written authorization from the Chairman of the Board,

and be it further

RESOLVED, that the foregoing policy shall not apply to appointment(s) by a Department Head: (1) to whom statutory authorization is given to make said appointment; (2) who annually uses temporary employees on an as-needed basis, have monies allocated in their budget for such temporary employees and employ the same individuals on a temporary basis. (Those departments would include, but are not limited to, the County Clerk's Office, Board of Elections, County Treasurer, Clerk of the Board, Personnel, Sheriff's Department, Highway Department and Real Property). The appointments must be on the same terms and conditions as the preceding year. The Department Heads appointing the temporary employee shall notify the Chairman of the Board of Supervisors and the Hamilton County Personnel Office five (5) days in advance of any such appointment.

Seconded by

RESOLUTION NO.

AUTHORIZING ACCEPTANCE OF BACK TAXES

DATED: JUNE 4, 2015

BY

WHEREAS, the Board of Supervisors has been contacted by John P. Maguire, as part owner, concerning the 2011, 2012, 2013 and 2014 taxes owed on property located in Benson, with parcel ID #160.006-1-5, and

WHEREAS, a written explanation of the circumstances of why the taxes have not been paid to date and a request to rectify the situation by paying the 2011, 2012, 2013 and 2014 back taxes has been submitted, and

WHEREAS, the County Treasurer believes the County should allow this redemption, and

WHEREAS, ownership of this property has been transferred to the County of Hamilton and is scheduled for public auction on June 17, 2015, be it

RESOLVED, that the Hamilton County Treasurer is hereby authorized to accept payment of the taxes owed in the amount of \$5,222.80 together with an administrative charge of \$1,000.00 for a total of \$6,222.80 along with any additional legal fees to remove the property from the County of Hamilton's ownership and return to the prior owners, and be it further

RESOLVED, that this resolution requires that said payment is to be received on or before 4:30 PM EST on June 10, 2015 in order for the said parcel to be removed from public auction.

Seconded by

RESOLUTION NO.

AUTHORIZING RETENTION OF LEGAL COUNSEL REGARDING TOWER SITING

DATED: JUNE 4, 2015

BY

WHEREAS, the New York State Department of Homeland Security has awarded a \$2,530,385.00 grant to Hamilton County, as part of the Adirondack Regional Interoperability Communications Consortium, to improve radio and microwave coverage within Hamilton County, and

WHEREAS, implementation of said grant will require Hamilton County to establish two new tower sites in the Adirondack Park, as well as to upgrade equipment on at least two existing tower sites, and

WHEREAS, specialized legal services are needed by Hamilton County to assist with all elements of the said tower siting and improvements, together with all aspects of permitting through the Adirondack Park Agency and any other state and/or federal agencies/departments, and

WHEREAS, a request for qualifications and proposals to provide said legal services to Hamilton County was heretofore submitted to various potential and interested legal providers, and

WHEREAS, proposals from legal providers have been received and reviewed, now, therefore, be it

RESOLVED, that the Chairman of the Board of Supervisors, upon the recommendation of the County Attorney, is hereby authorized to accept the proposal of The Murray Law Firm, PLLC, 10 Maxwell Drive, Suite 100, Clifton Park, New York, to provide the aforesaid legal services and to be compensated therefor at an hourly rate of \$275.00 for partners and \$200.00 for associates, together with out-of-pocket disbursements advanced, and to execute a letter of engagement or such other agreement pursuant to said proposal, and the County Treasurer be so advised.

Seconded by

RESOLUTION NO.

AUTHORIZING FUNDING AND PAYMENTS FOR ADIRONDACK COMMUNITY-BASED TRAILS AND LODGING SYSTEM (ACTLS)

DATED: JUNE 4, 2015

BY

WHEREAS, Hamilton County has been awarded CFA #39752 Adirondack Community-based Trails and Lodging System (ACTLS) in the amount of \$220,000.00, and

WHEREAS, Resolution No. 102-15 authorized a contract with Leading E.D.G.E, in an amount not to exceed \$200,000.00, to assist the County of Hamilton in the preparation of an Adirondack Community-based Trails and Lodging System (ACTLS), and

WHEREAS, Resolution No. 103-15 authorized a contract with Nancy Berkowitz, in an amount not to exceed \$20,000.00, to provide contract administration for said CFA, now, therefore, be it

RESOLVED, that the County Treasurer be hereby authorized to create Account No. A6326.0408 ACTLS in the amount of \$220,000.00 to be totally offset by the creation of Revenue Account No. A3902.100 ACTLS in the amount of \$220,000.00, and be it further

RESOLVED, that the County Treasurer be hereby authorized to make payment to Leading E.D.G.E in the amount of \$28,849.00 for Invoice #2471A and \$4,880.00 for Invoice #2473A for a total payment of \$33,729.00, and be it further

RESOLVED, that the County Treasurer be hereby authorized to make payment to Nancy Berkowitz in the amount of \$3,575.00 for Invoice #1 and \$1,820.00 for Invoice #2 for a total payment of \$5,395.00.

Seconded by

RESOLUTION NO.

AUTHORIZING APPLICATIONS FOR 2016 NEH GRANTS

DATED: JUNE 4, 2015

BY

WHEREAS, the Hamilton County Historian recommends the County apply for funding from the National Endowment for the Humanities grants “Common Heritage” (CFDA No. 45.149) and “Humanities in the Public Square” (CFDA No. 45.164), and

WHEREAS, the Board of Supervisors recognizes the vital role that humanities ideas can play in our civic life and the value of the humanities disciplines to the work of the County Historian, be it

RESOLVED, that the County Historian is hereby authorized to sign said grant applications.

Seconded by

RESOLUTION NO.

**DESIGNATING INSTRUCTOR FOR COUNTY'S SAFE DRIVER PROGRAM AND
AUTHORIZING PAYMENT FOR APPLICATION**

DATED: JUNE 4, 2015

BY

WHEREAS, Safety Officer and Treasurer, Beth Hunt, has been offering Safe Driver/Insurance Reduction classes to County, Town and Village employees and County residents since 1997 and feels it would be in the County's best interest to pursue another certified instructor, and

WHEREAS, the County has the personnel already existing in the Public Health Department that could be trained to become a certified instructor, be it

RESOLVED, Daryl Parslow, Family Health Services Coordinator, be allowed to attend the NY Safety Program instructor class when offered and become certified to take over the County's Safe Driver program, and be it further

RESOLVED, that the County Treasurer is authorized to write a check to the NYSP to be included with the application in the amount of \$120.00, to be charged against Personnel Account No. A1430.0413 Health & Safety and the County Personnel Officer, Public Health Director and the County Treasurer be so notified.

Seconded by

RESOLUTION NO.

**AUTHORIZATION TO ADVERTISE FOR AND HIRE AN ECONOMIC
DEVELOPMENT AND TOURISM AIDE**

JUNE 4, 2015

BY

WHEREAS, the Office of Planning, Tourism and Economic Development went through a significant transition, as two of the three staff retired, and

WHEREAS, during this transition, the prior Economic Development/Tourism Aid has been appointed Acting Director, by Resolution No. 155-15 of May 7, 2015, and

WHEREAS, having continued to evaluate how the Acting Director is doing, and having sought input from ROOST on the tasks most important to their work, it has become evident that the Office requires us to fill the Economic Development and Tourism Aide position, now, therefore, be it

RESOLVED, that the Hamilton County Personnel Office is hereby authorized to work with the Acting Director for Planning, Tourism and Economic Development to advertise for an Economic Development and Tourism Aide, and be it also

RESOLVED, that the Acting Director for Planning, Tourism and Economic Development and the Planning, Tourism and Economic Development Committee are hereby authorized to do interviews for said position, for the purpose of filling same, through the standard appointment process.

Seconded by

RESOLUTION NO.

**AUTHORIZING CHAIRMAN TO SIGN CONTRACT WITH SCHOOL DISTRICT FOR
TRANSPORTATION SERVICES FOR THE PRESCHOOL SPECIAL EDUCATION
PROGRAM - INDIAN LAKE CENTRAL SCHOOL**

DATED: JUNE 4, 2015

BY

WHEREAS, the Hamilton County Public Health Nursing Service is required to provide for services for children aged 3-5 who reside within Hamilton County and have a developmental delay as defined through a comprehensive evaluation, through the Committee on Pre-School Special Education (CPSE) process, and

WHEREAS, transportation is required for a child from the Town of Indian Lake to Prospect Center in Queensbury on a daily basis, and

WHEREAS, Indian Lake Central School District will provide round trip transportation from the Town of Indian Lake to Queensbury each day as recommended by the CPSE for the time frame needed, and

WHEREAS, the County desires to have the Indian Lake Central School District provide transportation for the child at a rate of \$67.04 per day from July 6 – August 14, 2015, be it

RESOLVED, that the Chairman of the Hamilton County Board of Supervisors is authorized to sign a contract with the Indian Lake Central School District to transport the preschool child for center-based services in Queensbury as recommended by the CPSE, upon approval of the County Attorney, and the County Treasurer be so notified.

Seconded by

RESOLUTION NO.

AUTHORIZING HCPHNS PUBLIC HEALTH DIRECTOR TO ATTEND THE OUT OF STATE CONFERENCE OF THE NATIONAL ASSOCIATION OF COUNTY & CITY HEALTH OFFICIALS (NACCHO)

DATED: JUNE 4, 2015

BY

WHEREAS, Susan M. Franko has been accepted into the NACCHO Leadership Development Institute for New Local Health Officials' Community of Practice which is contingent upon attendance of the 2015 NACCHO Annual's Conference from July 6th, 2015-July 9th, 2015, and

WHEREAS, NACCHO will cover the cost of the conference and one night's hotel, therefore, be it

RESOLVED, that \$1,000.00 be transferred from Account No. A4010.404 Contracts to Account No. A4050.411 Continuing Education to cover additional expenses, and be it also

RESOLVED, that the Board of Supervisors authorizes Susan M. Franko to travel to Kansas City, MO to attend the NACCHO 2015 Annual Conference to be held from July 6th-July 9th, 2015 and the County Treasurer be so authorized and the Personnel Officer be so notified.

Seconded by

RESOLUTION NO.

AUTHORIZING PAYMENT TO HENDERSON FORD FOR 2015 HIGHWAY PICKUP

DATED: JUNE 4, 2015

BY

WHEREAS, Resolution No. 126-15 duly adopted on April 2, 2015 authorizes the County Fleet Coordinator to purchase two (2) 2015 Ford Pickup trucks for use by the Highway Department under New York State Contract, and

WHEREAS, one of the vehicles ordered was delivered on May 29, 2015, and

WHEREAS, the County Fleet Coordinator has inspected said vehicle and confirms that it is accepted and meets specification and recommends payment of said vehicle, be it

RESOLVED, that the County Treasurer is hereby authorized to make payment in the amount of \$27,188.89 to:

Henderson Ford
810 Ridge Road
Webster, NY 14580

and the funds to be taken out of Account No. 5130.2010-DM Road Equipment for the Highway Department and the Highway Superintendent and the Clerk of the Board be so notified.

Seconded by

RESOLUTION NO.

APPROVAL OF SOUTH POND BRIDGE REPLACEMENT PROJECT FOR 2015

DATED: JUNE 4, 2015

BY

WHEREAS, there has been appropriated in the 2015 Highway budget the sum of \$325,000.00 for County Bridge Projects for 2015, and

WHEREAS, the Highway Committee and the County Highway Superintendent have recommended the initial budget of \$200,000.00 for the design, survey and material procurement for the construction of the following bridge project:

COUNTY BRIDGE PROJECT NO. 1 Town of Long Lake
Co Rd No. 3 – South Pond Bridge, Superstructure replacement to include widening and abutment replacement -\$200,000.00

and

WHEREAS, the above designated bridge project is on a completed system of the Hamilton County road map adopted by the Board of Supervisors of Hamilton County and approved by the Commissioner of Transportation, be it

RESOLVED, that the Board of Supervisors of the County of Hamilton does allot and appropriate from Account No. D5112.203 Bridge Projects, the sum of \$200,000.00, for the construction of the above designated project as recommended by the County Highway Superintendent and the County Treasurer and Clerk of the Board be so advised.

Seconded by

RESOLUTION NO.

APPROVAL OF AND TRANSFER OF FUNDS FOR 2015 MERIT PAY

DATED: JUNE 4, 2015

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 22, 2015 to review merit evaluations, be it

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

COMMUNITY SERVICES

Allison Gonyo	June 15, 2015 to June 15, 2016	\$1.32
Seth Harrington	June 16, 2015 to June 16, 2016	\$.22

SOCIAL SERVICES

Susan Eldridge	June 1, 2015 to June 1, 2016	\$1.54
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SHERIFF

Kevin Braunius	June 24, 2015 to June 24, 2016	\$1.65
Alex Stuart	June 28, 2015 to June 28, 2016	\$1.10

HIGHWAY

Martin Hutchins	June 14, 2015 to June 14, 2016	\$1.32
Christopher Mitchell	June 13, 2015 to June 13, 2016	\$1.54

NURSING

Penny Warrington	June 1, 2015 to June 1, 2016	\$.99
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and be it further

RESOLVED, that the following transfers be made to cover the above 2015 merit pay:

FROM:	A1990.402	Contingent for Merit	\$18,684.71
TO:	A4310.115	Substance Abuse Prevention Educator	\$2,231.46
	A4310.108	Substance Abuse Prevention Educator	\$220.22
	A6010.111	Principal Account Clerk	\$2,895.97
	A3110.102	Under-Sheriff	\$3,445.20
	A3110.106	Deputy Sheriff B	\$2,296.80
	D5110.101	Personal Services	\$2,653.20
	D5110.101	Personal Services	\$3,215.52
	A4010.103	Supervising Community Health Nurse	\$1,726.34

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 4, 2015

BY

RESOLVED, that the bills in the Machinery Fund amounting to \$89,729.34 and bills in the County Road Fund amounting to \$20,109.37 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

DATED: JUNE 4, 2015

BY

RESOLVED, that the bills audited this day in the County General Fund in the amount of \$154,235.31 by the following committees:

Building Committee	\$21,670.91
Public Works (Solid Waste) Committee	23,736.88
Finance Committee	39,245.02
Health Committee.....	22,899.82
Human Services Committee.....	17,796.47
Central Government Committee	16,025.49
Emergency Prep./Emergency Response.....	9,389.03
Publicity, Tourism, Economic Development & Planning Committee.....	1,149.23
Internal Management Committee	2,322.46

are hereby approved.

Seconded by