

AGENDA

THIRD SESSION

MARCH 5, 2020

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

Accepting Minutes of January 24, 2020 and February 6, 2020

Public Comment Period

Reports of Standing/Special Committees

10:45 AM Deanna Park, Director - Office for the Aging

11:00 AM Sylvie Nelson, Executive Director – North Country Workforce Dev. Board

11:15 AM Susan Brink, Partnership Specialist – New York Region Census Center

11:25 AM Caitlin Stewart, District Manager – HC Soil & Water Conservation District

RESOLUTIONS:

No. 1 Transfer of Funds to Cover 2019 Year End Budget Shortages

No. 2 Authorizing Adjustment of Beginning 2020 Hourly Rates of Employees and Funding Step Increases as Necessary

No. 3 Investment Policy for the County of Hamilton

No. 4 Rescinding Resolution No. 72-20 and Authorizing Funding for Remainder of the Courthouse Entrance Repair Project

No. 5 NTS Data Services, LLC – Board of Elections

No. 6 Authorizing Chairman to Sign Aid to Prosecution Grant

No. 7 Approval of Engagement Letter with Drescher and Malecki, LLP to Audit Annual Consolidated Fiscal Reports for Hamilton County Community Services for Year Ended December 31, 2019

No. 8 Authorization for Carpet and Flooring in Community Services Building

- No. 9 Authorizing Purchase of Equipment and Labor Required to Implement Broadband Service for Hamilton County Indian Lake and Lake Pleasant Facilities
- No. 10 Authorization for Land Survey for Big Brook Bridge on County Route 4
- No. 11 Authorizing Increased Funding Capital Project for Damage Repair from Halloween Storm 2019
- No. 12 Authorization for Soil Borings and Land Surveys for Bridge Replacements
- No. 13 Authorizing Payment to R&B Construction
- No. 14 Amending Resolution No. 75-20 Appropriation and Revenue for State Snow & Ice Contract
- No. 15 Authorizing Payment to Brant Lake Collision

RESOLUTION NO.

TRANSFER OF FUNDS TO COVER 2019 YEAR END BUDGET SHORTAGES

DATED: MARCH 5, 2020

BY

WHEREAS, the following two budget lines were found at year end with shortages, and

WHEREAS, the County Treasurer has identified these shortages, be it

RESOLVED, that \$415.91 be transferred from 2019 Account No. A1910.0401
Contingent and credited to the two following budget lines:

| | | |
|------------|-------------------------------------|----------|
| A1355.0104 | Real Property Senior Tax Technician | \$ 80.63 |
| A1420.0101 | Law, County Attorney | \$345.28 |

and the County Treasurer be so authorized and Clerk of the Board be so notified.

Seconded by

RESOLUTION NO.

**AUTHORIZING ADJUSTMENT OF BEGINNING 2020 HOURLY RATES OF
EMPLOYEES AND FUNDING STEP INCREASES AS NECESSARY**

DATED: MARCH 5, 2020

BY

WHEREAS, the Personnel Officer has identified several inconsistencies in the calculation of the starting hourly rates of employees, and

WHEREAS, several step increase lines in the budget were found to be short, and

WHEREAS, these differences have been identified and confirmed between the Personnel Officer, Budget Officer, and the Treasurer, be it

RESOLVED, that the following payroll account lines be credited with additional money to bring them into budget balance, and be it further

RESOLVED, that \$21,478.00 be transferred from A1990.401, Contingent to the below listed accounts, and the Personnel Officer and Treasurer be so advised:

| | | | |
|-----------|---------|-----------|---------|
| A1325.103 | \$ 687. | A4010.106 | \$ 430. |
| A1355.102 | 654. | A4010.115 | 272. |
| A1355.106 | 377. | A4010.116 | 367. |
| A1410.103 | 30. | A4010.119 | 2263. |
| A1410.104 | 405. | A4050.104 | 31. |
| A1410.107 | 118. | A4050.108 | 117. |
| A1430.102 | 118. | A4050.120 | 237. |
| A1620.106 | 59. | A4310.101 | 1438. |
| A1620.109 | 2. | A4310.104 | 1029. |
| A3110.104 | 2074. | A4310.108 | 893. |
| A3150.104 | 235. | A4310.110 | 207. |
| A3110.109 | 776. | A4310.117 | 1025. |
| A3140.103 | 1152. | D5010.102 | 90. |
| A3150.101 | 367. | A6010.105 | 1418. |
| A3150.102 | 122. | A6010.111 | 24. |
| A6010.109 | 132. | A6010.117 | 535. |
| A3150.105 | 539. | A6010.120 | 103. |
| A3150.107 | 998. | A8020.103 | 1145. |
| A3150.108 | 998. | | |
| A3150.109 | 11. | | |

Seconded by

RESOLUTION NO.

INVESTMENT POLICY FOR THE COUNTY OF HAMILTON

DATED: MARCH 5, 2020

BY

WHEREAS, the Investment Policy for the County of Hamilton was renewed on January 7, 2020, and

WHEREAS, the County Treasurer in working with the new investment advisors Three+one Company, have brought the County of Hamilton's Investment policy more up-to-date with the NYS Comptroller's guidelines, and

WHEREAS, the County Treasurer wishes to add one more bank to the list approved by Resolution No. 4-20, dated January 7, 2020, and

WHEREAS, the Chairman of Finance and the County Treasurer recommend updates to the Investment Policy and the addition of the below listed bank:

Add: TD Bank, NA, \$4,000,000.00 (Four Million)

be it

RESOLVED, that the above change be adopted and the attached Investment Policy dated January, 2020 be adopted, and the County Treasurer be so advised.

Seconded by

RESOLUTION NO.

**RESCINDING RESOLUTION NO. 72-20 AND AUTHORIZING FUNDING FOR
REMAINDER OF THE COURTHOUSE ENTRANCE REPAIR PROJECT**

DATED: MARCH 5, 2020

BY

WHEREAS, Resolution No. 337-19 authorized the courthouse entrance repairs, and

WHEREAS, the west entrance repairs were completed in 2019 and the east entrance repairs will be completed in spring of 2020, and

WHEREAS, Resolution No. 72-20 authorized the funding for the Courthouse Entrance Repair Project - East Entrance with the incorrect project total and incorrect Court Administration reimbursement percentage, and

WHEREAS, the correct ending 2019 balance of Account No. A1620.205 is \$38,000.00 and these funds need to be moved into the current 2020 budget so the work can be completed and the Office of Court Administration will fund 56% of this work, be it

RESOLVED, that Resolution No. 72-20 be hereby rescinded, and be it further

RESOLVED, the County Treasurer is hereby authorized to transfer \$16,720.00 from the Unappropriated General Fund Balance in accordance with Section 366 Subdivision 1 of the County to Account No. A1620.205 Court Improvements, and be it further

RESOLVED, the County Treasurer is hereby authorized to increase Account No. A1620.205 Court Improvements by \$21,280.00 to be totally offset by increasing Revenue Account No. A3021.0000 Court Facilities by \$21,280.00 and the DPW Superintendent and the Clerk of the Board be so notified.

Seconded by

RESOLUTION NO.

NTS DATA SERVICES, LLC – BOARD OF ELECTIONS

DATED: MARCH 5, 2020

BY

WHEREAS, Hamilton County entered into an agreement with NTS Data Services, Inc., for the furnishing of software known as Sign-IT and TEAM-2000 and for five (5) years of printing and binding of poll books for the Primary and General Elections which expires on December 31, 2019, and

WHEREAS, Hamilton County entered into an agreement with NTS Data Services Inc., for support and maintenance services related to IMS Interface Messaging System, Virtual Data Base Administration and System Administration which expires December 31, 2019, and

WHEREAS, NTS Data Services, LLC has made a proposal for a new contract for the maintenance and support of TEAM/Suite Voter Registration, IMS Interface Messaging System, Virtual Data Base Administration and System Administration and for the printing of poll books, including the printing and binding of poll books for the Primary and General Elections in the years 2020, 2021, 2022, 2023, and 2024, including the Presidential Primaries in 2020 and 2024, for a total of twelve (12) elections at the contract price of one hundred seven thousand eight hundred dollars (\$107,800.00), and

WHEREAS, the majority of the associated cost is hereby determined to be a professional service, now, therefore, be it

RESOLVED, that the Hamilton County Board of Supervisors does hereby authorize the Chairman of the Board of Supervisors to enter into contract with NTS Data Services, LLC, for said services for the years 2020 through the year 2024, including the Presidential Primaries in 2020 and 2024 at the total contract price of one hundred seven thousand eight hundred dollars (\$107,800.00).

Seconded by

RESOLUTION NO.

AUTHORIZING CHAIRMAN TO SIGN AID TO PROSECUTION GRANT

DATED: MARCH 5, 2020

BY

WHEREAS, Hamilton County has an annual State Aid agreement with NYS Division of Criminal Justice Services, and

WHEREAS, said agreement needs to be renewed, and

WHEREAS, the agreement is proposed for \$30,200.00, the contract period will be for 12 months, be it

RESOLVED, the Chairman of the Board of Supervisors is hereby authorized to sign Aid to Prosecution Grant Project No. AP19-1020-R02 for the period of October 1, 2019 – September 30, 2020 in the amount of \$30,200.00 on behalf of the County of Hamilton and the County Treasurer be so advised.

Seconded by

RESOLUTION NO

**APPROVAL OF ENGAGEMENT LETTER WITH DRESCHER AND MALECKI, LLP
TO AUDIT ANNUAL CONSOLIDATED FISCAL REPORTS FOR HAMILTON
COUNTY COMMUNITY SERVICES FOR YEAR ENDED DECEMBER 31, 2019**

DATED: MARCH 5, 2020

BY

WHEREAS, Hamilton County Community Services (HCCS) is required annually to file a full Consolidated Fiscal Report (CFR) for the previous state fiscal year by May 1st, and

WHEREAS, a full CFR under Mental Hygiene Regulations requires that it be audited by an independent auditor and a Compliance Review Letter signed by the independent auditor be submitted with each CFR, be it

RESOLVED, that Hamilton County will sign a letter of engagement with the accounting firm Drescher and Malecki, LLP to perform these audits at a cost of between \$100.00 and \$200.00 per hour dependent upon the staff used to perform each audit and provide a Compliance Letter for each CFR, and be it further

RESOLVED, that the cost of this service is not to exceed \$5,000.00 and that it be charged to the department's Account No. A4310.403 Supplies and Service, and be it

RESOLVED, that the Hamilton County Board of Supervisors hereby authorizes the Chairman to sign the letter of engagement.

Seconded by

RESOLUTION NO.

**AUTHORIZATION FOR CARPET AND FLOORING IN COMMUNITY SERVICES
BUILDING**

DATED: MARCH 5, 2020

BY

WHEREAS, carpet and tile flooring within the Community Services Building needs to be replaced, and

WHEREAS, the DPW Superintendent requested and received a proposal from Oliver's Flooring, Inc. for the removal of the old carpet and vinyl flooring and replacing with new carpeting and flooring at a cost of \$53,277.21, and

WHEREAS, Oliver's Flooring, Inc. are under New York State Contract #PC68597 and the DPW Superintendent and the Community Services Director recommend that we move forward with the said carpet/flooring replacement, be it

RESOLVED, that the DPW Superintendent is hereby authorized to hire Oliver's Flooring, Inc. of Northville to complete the said carpet/flooring replacement in the Community Services Building at a cost of \$53,277.21 under NYS Contract #PC68597, be it further

RESOLVED, the Board of Supervisors hereby authorize a transfer of \$53,277.21 from Federal Salary Sharing currently in the unappropriated general fund balance be transferred from the Unappropriated General Fund Balance in accordance with Section 366 Subdivision 1 of the County Law to Account No. A4310.403 Supplies and Services to cover the said cost and the County Treasurer be so authorized and the Community Service Director, Clerk of the Board and the DPW Superintendent be so advised.

Seconded by

RESOLUTION NO.

**AUTHORIZING PURCHASE OF EQUIPMENT AND LABOR REQUIRED TO
IMPLEMENT BROADBAND SERVICE FOR HAMILTON COUNTY INDIAN LAKE
AND LAKE PLEASANT FACILITIES**

DATED: MARCH 5, 2020

BY

WHEREAS, Resolution No. 240-19 authorized the installation of broadband in the Indian Lake and Lake Pleasant county facilities, and

WHEREAS, Hamilton County executed a contract with Frontier Communications of America, Inc. on August 30, 2019 to provide the broadband services, and

WHEREAS, Fulton County Information Technology department has created a network diagram, scope of work and equipment list for Hamilton County needed to finalize the project, and

WHEREAS, the equipment list supplied by Fulton County includes NYS OGS Contract pricing and Sourcewell pricing through SHI, Inc., and

WHEREAS, the Fulton County Information Technology Department has proposed providing the experienced labor required to install the equipment and networking for all of the departments using Fulton County Information Technology personnel at a rate of \$45.00 per person/per hour plus mileage, be it

RESOLVED, that the Hamilton County DPW be authorized to order the equipment through SHI, Inc. using NYS OGS Contract pricing or Sourcewell at a cost not to exceed \$14,000.00, be it further

RESOLVED, the DPW is authorized to use Fulton County IT Staff to install the equipment and manage the changeover to broadband and be paid the rate of \$45.00 per person/per hour plus mileage upon completion and the County Treasurer, Clerk of the Board and Public Works Superintendent be so advised.

Seconded by

RESOLUTION NO.

**AUTHORIZATION FOR LAND SURVEY FOR BIG BROOK BRIDGE ON COUNTY
ROUTE 4**

DATED: MARCH 5, 2020

BY

WHEREAS, the Superintendent has applied for Federal funding to replace the Big Brook Bridge located on County Route 4, Big Brook Road, and

WHEREAS, because of the Federal funding process right-of-way (ROW) it is required that adjacent property needs to be owned by Hamilton County, and

WHEREAS, the Superintendent feels that if Hamilton County moves forward and purchases the necessary ROW that would be necessary for bridge reconstruction and re-alignment Hamilton County stands a better chance to receive Federal funding for this bridge replacement, and

WHEREAS, the Superintendent recommends hiring Van Dusen & Steves Land Surveyors to complete a land survey of the property adjacent to this bridge at a cost of \$6,000.00 to \$7,000.00, be it

RESOLVED, that the DPW Superintendent is hereby authorized to hire Van Dusen & Steves Land Surveyors to complete a land survey of Big Brook Bridge on County Route 4 in Indian Lake at the cost estimated mention herein and this cost will be a charge to Account No. D5020.403 Engineering Services and the County Treasurer, DPW Superintendent and Clerk of the Board be so advised.

Seconded by

RESOLUTION NO.

**AUTHORIZING INCREASED FUNDING CAPITAL PROJECT FOR DAMAGE
REPAIR FROM HALLOWEEN STORM 2019**

DATE: MARCH 5, 2020

BY

WHEREAS, Resolution No. 335-19 authorized Appropriations of \$250,000.00 for repairs of damage from the Halloween Storm of 2019, and

WHEREAS, the DPW has been continuing emergency repairs from the damage and needs more funding to continue the damage repairs, and

WHEREAS, the DPW needs to have funding available for these resources while state and federal government agencies continue to complete damage assessments for the declared disaster for Hamilton County for the related storm damage, and

WHEREAS, DPW Superintendent recommends the transfer of \$250,000.00 from the County Road Fund balance to fund these ongoing repairs, be it

RESOLVED, that \$250,000.00 be transferred from the Unappropriated County Road Fund Balance in accordance with Section 366 Subdivision 1 of the County Law to Capital Account No. H7.8760.401 Halloween Storm 2019 and that hereby the County Treasurer is authorized to make the said transfer and the Clerk of the Board and County DPW Superintendent be so notified.

Seconded by

RESOLUTION NO.

AUTHORIZATION FOR SOIL BORINGS AND LAND SURVEYS FOR BRIDGE REPLACEMENTS

DATED: MARCH 5, 2020

BY

WHEREAS, Hamilton County sustained major damage to several bridges from the Halloween Storm of 2019, and

WHEREAS, two of the bridges that were damaged will need to be replaced, and

WHEREAS, the engineering of the bridge replacements will require land surveys and soil borings, and

WHEREAS, the DPW Superintendent and Andrew Bell, Engineer have requested proposals from four (4) vendors and only received two (2) price quote estimates from Atlantic Testing Laboratories (ATL) and CME Associates with ATL being the lowest estimate as follows:

Soil Boring per engineers soil boring scope requirements - \$5,286.50 for each bridge for a total of \$10,573.00, and

WHEREAS, the Superintendent and Andrew Bell, Engineer received a proposal from Van Dusen & Steves Land Surveyors to complete land surveys for both bridges per engineers scope requirements at a cost of \$6,000.00 to \$7,000.00 per bridge, be it

RESOLVED, that the DPW Superintendent is hereby authorized to hire Atlantic Testing Laboratories (ATL) for soil borings and Van Dusen & Steves Land Surveyors for land surveys of Fayle Road Bridge in Morehouse and Haskell Road Bridge in Arietta at the cost estimates mention herein and these costs will be taken out of Account No. H7.8760.401 Halloween Storm 2019 and the County Treasurer, DPW Superintendent and Clerk of the Board be so advised.

Seconded by

RESOLUTION NO.

AUTHORIZING PAYMENT TO R&B CONSTRUCTION

DATED: MARCH 5, 2020

BY

WHEREAS, R&B Construction has been doing emergency scour repairs to the county owned Dunning Brook culvert on Gilmantown Road in Wells, and

WHEREAS, this culvert sustained major scour damage from the storm on Halloween, and

WHEREAS, Resolution No. 335-19 authorizes a capital project for storm damage repairs and the Superintendent recommends making payment for repairs on Dunning Brook culvert to date, be it

RESOLVED, that the County Treasurer is hereby authorized to make payment #4 as follows:

\$22,568.14 from Account No. H7.8760.401 made payable to:

R&B Construction, L.L.C.
1094 Bulls Head Road
Amsterdam, NY 12010

and the Highway Superintendent and Clerk of the Board be so notified.

Seconded by

RESOLUTION NO.

**AMENDING RESOLUTION NO. 75-20 APPROPRIATION AND REVENUE FOR
STATE SNOW & ICE CONTRACT**

DATED: MARCH 5, 2020

BY

WHEREAS, Resolution No. 75-20 Authorizes amending the appropriation and revenues for the state snow & ice contract, and

WHEREAS, Resolution No. 75-20 amended the final expenditures and revenues for 2019 as follows:

Appropriations -
D5144.401 Equipment Rental - Increased - \$ 81,221.43
D5144.402 Salt - Increased - \$236,150.81

Revenue –
D2302.000 Snow Removal - Increased - \$317,372.24

and

WHEREAS, due to a clerical error Account No. D5144.402 needed to be increased by \$252,593.38 not \$236,150.81, be it

RESOLVED, Resolution No. 75-20 be amended as follows:

Appropriations –
D5144.401 Equipment Rental - Increased - \$ 81,221.43
D5144.402 Salt - Increased - \$252,593.38

Revenue –
D2302.000 Snow removal- Increased - \$333,814.81

and the County Treasurer be so authorized and the Clerk of the Board and Highway Superintendent be so notified.

Seconded by

RESOLUTION NO.

AUTHORIZING PAYMENT TO BRANT LAKE COLLISION

DATED: MARCH 5, 2020

BY

WHEREAS, DPW Pickup #88 needed some body repair, and

WHEREAS, the Fleet Coordinator took the vehicle to Brant Lake Collision for repairs,
and

WHEREAS, the Fleet Coordinator recommends the payment of the said repairs of
vehicle #88, be it

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

Brant Lake Collision, Inc.
11 Town Landfill Road
Brant Lake, NY 12815

in the amount of \$2,238.53 and the funds be taken out of Account No. DM5130.404 Repairs and
the Fleet Coordinator and Clerk of the Board be so notified.

Seconded by