

## AGENDA

### THIRD SESSION

MARCH 6, 2025

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

Accepting Minutes of Nov. 7, 2024 & Nov. 13, 2024

Public Comment Period

Hamilton County Attorney: Charles R. Getty, Jr.

Reports of Standing/Special Committees

Bid Opening – Big Brook Road Bridge Replacement over Big Brook

10:45 AM Alison Webbinaro - Governor's Representative, North Country Region

#### RESOLUTIONS:

##### **Internal Management Committee:**

- No. 1 Authorizing Contract with C&L Enterprises for Computer, Server, Network and Advisory Services
- No. 2 Authorizing Creation of New Full-Time IT Positions

##### **Central Government Committee:**

- No. 3 Authorizing Chairman to Sign Amendment to the Second Statewide Expansion of Hurrell-Harring Grant
- No. 4 2025 Salary and Budget Increases – Public Defender – Amended Second Statewide Expansion of Hurrell-Harring Grant
- No. 5 Authorizing Creation of New Full-Time Account Clerk Position in the Public Defender's Office
- No. 6 Authorizing Creation of New Full-Time Confidential Legal Administrator Position in the Public Defender's Office

**Emergency Preparedness/Emergency Response Committee:**

- No. 7 Funding New York State Division of Criminal Justice Services (DCJS) for State's Law Enforcement Technology (LETECH) Grant
- No. 8 Authorization for Purchase of DJI M30T Drone with Accessories – NYS DCJS LETECH Grant
- No. 9 Hamilton County Sheriff's Office Records Request Fee

**Human Services Committee:**

- No. 10 Authorizing Payment for 25-Year Retirement Plan Specific for Probation Department Peace Officers
- No. 11 Contract for Psychiatric Services at Community Services – Rachel Jones, MD
- No. 12 Increase of Funds – Social Services
- No. 13 Agreement with Together for Youth for Non-Secure Detention Services
- No. 14 Authorization to Enter into Contract with Together for Youth for Certified Foster Care Homes

**Public Works Committee:**

- No. 15 Award of Bid Specification – Cold Storage Building
- No. 16 Authorizing Public Works Superintendent to Purchase a Bobcat UW56 Tool Cat
- No. 17 Authorizing Disposition of Excess Vehicles
- No. 18 Authorizing Payment for Purchase of Vehicle – DPW

**RESOLUTION NO.**

**AUTHORIZING CONTRACT WITH C&L ENTERPRISES FOR COMPUTER,  
SERVER, NETWORK AND ADVISORY SERVICES**

**DATED: MARCH 6, 2025**

**BY**

WHEREAS, Hamilton County has determined that there is a need for a Hamilton County IT Department, and

WHEREAS, C&L Enterprises has over 30 years experience in government IT services, and

WHEREAS, C&L Enterprises not only has the expertise to provide basic PC and network support for the County, but also has the knowledge to advise on the creation and training of a new IT position within Hamilton County, be it

RESOLVED, that with the approval of the County Attorney, the Chairman of the Board of Supervisors is hereby authorized to enter into a contract with C&L Enterprises for computer, server, network and advisory services for a term of April 1, 2025 through March 31, 2026.

Seconded by

**RESOLUTION NO.**

**AUTHORIZING CREATION OF NEW FULL-TIME IT POSITIONS**

**DATED: MARCH 6, 2025**

**BY**

WHEREAS, Hamilton County Board of Supervisors has determined that the County is in need of establishing an internal IT Department, and

WHEREAS, the Board of Supervisors will be entering into a contract with C&L Enterprises for computer, server, network and advisory services, and

WHEREAS, as part of the contract, C&L Enterprises will train a Hamilton County employee in IT Services for a municipality, and

WHEREAS, the Personnel Officer has established the necessary job specifications for an entry level position and a promoted title to work under the advisement of C&L Enterprises and the Chairman of the Board, and that under Civil Service Law §22, the appropriate civil service titles for these positions are: Network and PC Trainee at a Grade 10, and Network and PC Specialist at a Grade 12, therefore, be it

RESOLVED, that the Board of Supervisors approve the Personnel Officer to create the full-time positions, Network and PC Trainee and Network and PC Specialist effective immediately, and be it further

RESOLVED, that the Personnel Officer be authorized to advertise for the Network and PC Trainee position immediately, and the Personnel Officer and Treasurer be so notified.

Seconded by

**RESOLUTION NO.**

**AUTHORIZING CHAIRMAN TO SIGN AMENDMENT TO THE SECOND  
STATEWIDE EXPANSION OF HURRELL-HARRING GRANT**

**DATED: MARCH 6, 2025**

**BY**

WHEREAS, Hamilton County has received an amendment to the Second Statewide Expansion of Hurrell-Harring Grant, Contract No. CSTWIDE220 with a term of April 1, 2023 through March 31, 2026, and

WHEREAS, said amendment increases the amount of the Second Statewide Expansion of Hurrell-Harring Grant from \$1,165,574.34 to \$1,665,574.34, be it

RESOLVED, that the Chairman of the Board of Supervisors is hereby authorized to sign the amendment to the Second Statewide Expansion of Hurrell-Harring Grant.

Seconded by

**RESOLUTION NO.**

**2025 SALARY AND BUDGET INCREASES - PUBLIC DEFENDER – AMENDED  
SECOND STATEWIDE EXPANSION OF HURRELL-HARRING GRANT**

**DATED: MARCH 6, 2025**

**BY**

WHEREAS, the NYS Office of Indigent Legal Services has amended Hamilton County’s Second Statewide Expansion of Hurrell-Harring Grant, Contract No. CSTWIDE220, and

WHEREAS, NYS Office of Indigent Legal Services has increased the budget of said grant for Hamilton County in order to reach or maintain compliance with Executive Law §832(4), be it

RESOLVED, that the salaries for the following positions in the Public Defender’s Office be created and/or set for 2025 as follows, with said salaries being prorated effective April 1, 2025:

ACP Admin./Public Defender - \$141,000.00 (includes \$1,000.00 Family Court Admin.)  
Confidential Legal Administrator (Formally Admin Staff) - \$66,102.00  
Account Clerk (New) - \$45,000.00  
First Assistant Public Defender (PT) - \$85,500.00 (includes \$1,000.00 Family Court Admin.)  
Second Assistant Public Defender (FT) - \$91,454.00 (includes \$10,000.00 Family Court Cases)  
Arraignment Stipend CSTWIDE220 (New) \$20,000.00  
Intern (New)- \$20,000.00

and be it further

RESOLVED, that the following expenditure accounts be created and/or set for 2025 as follows:

18-B Panel Specialized Services - \$53,445.75  
Training - \$9,000.00  
Legal Reference Materials - \$16,000.00  
PD Specialized Services - \$58,000.28  
Rent - \$15,000.00  
Supplies & Phones - \$47,240.00  
Benefits - \$208,528.00

and be it further

RESOLVED, that the County Treasurer is hereby authorized to increase Revenue Account No. 3025.0100 State Aid Public Defender by \$462,282.03 to be totally offset by increasing/creating the following payroll/expenditure accounts:

A.1170.0101 ACP Admin./Public Defender \$19,332.00

A1170.0102 Confidential Legal Administrator	\$19,538.00
A1170.0103 Account Clerk	\$45,000.00
A1170.0104 First Assistant PD (PT)	\$14,104.00
A1170.0105 Second Assistant (FT)	\$13,391.00
A1170.0107 Arraignment Stipend CSTWIDE220	\$20,000.00
A1170.0108 Intern	\$20,000.00
A1170.0402 18-B Panel Specialized Services	\$53,445.75
A1170.0403 Training	\$8,000.00
A1170.0404 Legal Reference Materials	\$16,000.00
A1170.0405 PD Specialized Services	\$58,000.28
A1170.0406 Rent	\$6,600.00
A1170.0407 Supplies & Phones	\$39,240.00
A1170.0801 Benefits	\$129,631.00

and be it further

RESOLVED, that the Public Defender, Personnel Officer and the Clerk of the Board be so notified.

Seconded by

**RESOLUTION NO.**

**AUTHORIZING CREATION OF NEW FULL-TIME ACCOUNT CLERK POSITION IN  
THE PUBLIC DEFENDER'S OFFICE**

**DATED: MARCH 6, 2025**

**BY**

WHEREAS, Hamilton County has received an amendment to the Second Statewide Expansion of Hurrell-Harring Grant, and

WHEREAS, the NYS Office of Indigent Legal Services has requested that a full-time Account Clerk position be created within the Hamilton County Public Defender's Office and is being funded by the Hurrell-Harring Grant, be it

RESOLVED, that the Board of Supervisors approve the Personnel Officer to create the position Account Clerk in the Public Defender's Office effective immediately, and be it further

RESOLVED, that the Personnel Officer be authorized to advertise for the position, and the Personnel Officer and Treasurer be so notified.

Seconded by



**RESOLUTION NO.**

**AUTHORIZING CREATION OF NEW FULL-TIME CONFIDENTIAL LEGAL ADMINISTRATOR POSITION IN THE PUBLIC DEFENDER'S OFFICE**

**DATED: MARCH 6, 2025**

**BY**

WHEREAS, Hamilton County has received an amendment to the Second Statewide Expansion of Hurrell-Harring Grant, and

WHEREAS, the NYS Office of Indigent Legal Services has requested that the part-time Administrative Assistant position be changed to a full-time position, and

WHEREAS, Susan Goodspeed has served in the part-time Administrative Assistant position since April 9, 2019 and she is willing and able to work a full-time 35-hour work week, and

WHEREAS, the Personnel Officer has determined that under Civil Service Law §22, the appropriate civil service title for this position is Confidential Legal Administrator at a Grade 14, be it

RESOLVED, that the Board of Supervisors approve the Personnel Officer to create the full-time position, Confidential Legal Administrator in the Public Defender's Office and remove the part-time Administrative Assistant position effective April 1, 2025, and be it further

RESOLVED, that the Public Defender is authorized to appoint Susan Goodspeed as Confidential Legal Administrator, and the Personnel Officer and Treasurer be so notified.

Seconded by

**RESOLUTION NO.**

**FUNDING NEW YORK STATE DIVISION OF CRIMINAL JUSTICE SERVICES  
(DCJS) FOR STATE'S LAW ENFORCEMENT TECHNOLOGY (LETECH) GRANT**

**DATED: MARCH 6, 2025**

**BY**

WHEREAS, Hamilton County Sheriff's Office has been awarded a NYS DCJS grant for State's Law Enforcement Technology (LETECH) in the amount of \$25,000.00, and

WHEREAS, the funds have not been spent, therefore, be it

RESOLVED, that the County Treasurer be authorized to fund Account No. A3110.0419 – DCJS LETECH at \$25,000.00 to be totally offset by funding Revenue Account No. A3389.0200 – DCJS LETECH at \$25,000.00 and the Sheriff be so notified.

Seconded by

**RESOLUTION NO.**

**AUTHORIZATION FOR PURCHASE OF DJI M30T DRONE WITH ACCESSORIES -  
NYS DCJS LETECH GRANT**

**DATED: MARCH 6, 2025**

**BY**

WHEREAS, Hamilton County Sheriff's Office was awarded a NYS DCJS grant for State's Law Enforcement Technology (LETECH) in the amount of \$25,000.00, and

WHEREAS, Hamilton County Sheriff's Office is requesting to purchase a drone and has received three quotes for DJI M30T Thermal Drone with accessories as follows:

Dominion Drones	\$14,098.00
DSLR Pros	\$14,144.00
Advexure	\$14,144.00

be it

RESOLVED, that Sheriff is authorized to purchase the DJI M30T Thermal Drone with accessories from Dominion Drones, 215 High Street, Portsmouth, VA 23704 for \$14,098.00 to be charged against Account No. A3110.0419 – DCJS LETECH.

Seconded by

**RESOLUTION NO.**

**HAMILTON COUNTY SHERIFF'S OFFICE RECORDS REQUEST FEE**

**DATED: MARCH 6, 2025**

**BY**

WHEREAS, the Sheriff's Office has seen an increase in requests for records, pictures, bodycam footage and other data that would be collected by this office, and

WHEREAS, when a request is made to the Sheriff's Office for records it takes staff time to search, print and in some cases redact sensitive information by hand to ensure it is not released, and

WHEREAS, the Sheriff's Office would like to implement a fee schedule and formalize the procedure in regards to any request for all reports, therefore, be it

RESOLVED, that the Board of Supervisors approve the following fee schedule and procedure for any record requests made to the Sheriff's Office:

1. All requests for records of the Sheriff's Office will be made in writing.
2. Each written request will be accompanied by a \$5.00 fee for the initial report.
  - a. Each additional page beyond the initial report shall be \$1.00 per page.
  - b. If the written request is to include any digital media, then an additional \$5.00 fee will be assessed for a USB.
3. If a report requires redaction, the Sheriff will reserve the right to have 30 days to review and complete the redaction before issuing the report.

and be it further,

RESOLVED, that the Sheriff's Office Records Request Fee Schedule and Procedure take effect immediately.

Seconded by

**RESOLUTION NO.**

**AUTHORIZING PAYMENT FOR 25-YEAR RETIREMENT PLAN SPECIFIC FOR  
PROBATION DEPARTMENT PEACE OFFICERS**

**DATED: MARCH 6, 2025**

**BY**

WHEREAS, Resolution No. 36-25 adopted January 8, 2025 authorized the pension benefit of Sections 89-t and 603(p) of the Retirement and Social Security Law, and

WHEREAS, the County Treasurer has received the invoices from the Office of the New York State Comptroller for said benefit, be it

RESOLVED, that the County Treasurer is hereby authorized to transfer \$43,900.00 from Account No. A3140.0406 DCJS Pretrial Services Grant to Account No. A9010.0801 Employee Benefits-State Retirement, and be it further

RESOLVED, that the County Treasurer is hereby authorized to issue a check from Account No. A9010.0801 Employee Benefits-State Retirement to the New York State and Local Employees' Retirement System in the amount of \$43,900.00 for Invoice No. 7150 (\$6,800.00) and Invoice No. 7151 (\$37,100.00) and the Personnel Office and Probation Office be so notified.

Seconded by

**RESOLUTION NO.**

**CONTRACT FOR PSYCHIATRIC SERVICES AT COMMUNITY SERVICES –  
RACHEL JONES, MD**

**DATED: MARCH 6, 2025**

**BY**

WHEREAS, it has been determined that there is a need for psychiatric services, and

WHEREAS, psychiatric services were budgeted in the 2025 Community Services budget for a Psychiatric Nurse Practitioner at \$155/hr, and

WHEREAS, that provider is no longer available to serve Hamilton County, and

WHEREAS, Dr. Rachel Jones is available to provide in-person care and treatment to individuals in Hamilton County, be it

RESOLVED, that Psychiatrist Rachel Jones, MD, of 252 South Main St, Northville, NY 12134, who provides this service, be paid \$250.00 per hour not to exceed an amount of \$70,000.00 during this contractual period, and be it further

RESOLVED, that said contract would be in effect from May 1, 2025 until December 31, 2025, and be it further

RESOLVED, that \$34,920.00 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. A4310.0420 Telepsychiatry to cover the increased expense and the County Treasurer be so authorized, and be it further

RESOLVED, that upon the approval of the County Attorney, the Chairman of the Board of Supervisors is hereby authorized to execute a contract on behalf of the Hamilton County Community Services with Dr. Rachel Jones.

Seconded by

**RESOLUTION NO.**

**INCREASE OF FUNDS - SOCIAL SERVICES**

**DATED: MARCH 6, 2025**

**BY**

WHEREAS, funds were exhausted in Hamilton County Department of Social Services Day Care Account No. A6055.0401 at the end of December 2024, be it

RESOLVED, that Appropriation Account No. A6055.0401, Day Care, be increased by Eighteen Dollars and Ninety-five cents (\$18.95) to be totally offset by increasing Revenue Account No. A4689, Federal Aid - Day Care, by Eighteen Dollars and Ninety-five Cents (\$18.95) and the County Treasurer be so authorized.

Seconded by

**RESOLUTION NO.**

**AGREEMENT WITH TOGETHER FOR YOUTH FOR NON- SECURE DETENTION SERVICES**

**DATED: MARCH 6, 2025**

**BY**

WHEREAS, the County of Hamilton, on occasion is required to place juveniles in a non-secured detention facility, and

WHEREAS, Together for Youth operates two (2) non-secured detention facilities for juveniles placed with the Department of Social Services, and

WHEREAS, Together for Youth requires an agreement in order to place juveniles in their facility,

NOW, THEREFORE, BE IT

RESOLVED, that upon approval of the County Attorney, the Chairman of the Hamilton County Board of Supervisors is hereby authorized to enter into an unreserved usage agreement with Together for Youth for the purposes of placing appropriate juveniles with a per diem rate for an unreserved bed of \$740.00 and will be effective from January 1, 2025 through December 31, 2025.

Seconded by



**RESOLUTION NO.**

**AUTHORIZATION TO ENTER INTO CONTRACT WITH TOGETHER FOR YOUTH  
FOR CERTIFIED FOSTER CARE HOMES**

**DATED: MARCH 6, 2025**

**BY**

WHEREAS, children placed in the care and custody of the Commissioner of Social Services as a result of abuse, neglect, maltreatment or voluntary surrender require out-of-home placement in Certified Foster Family Boarding homes, and

WHEREAS, these foster homes are certified by the New York State Office of Children and Family Services (OCFS), and

WHEREAS, maximum state reimbursable rates are established by OCFS, be it

RESOLVED, the Chairman of the Board of Supervisors, upon review and approval of the County Attorney, is hereby authorized and directed to enter into agreements with said Foster Family Boarding Homes.

Seconded by

**RESOLUTION NO.**

**AWARD OF BID SPECIFICATION – COLD STORAGE BUILDING**

**DATED: MARCH 6, 2025**

**BY**

WHEREAS, the Public Works Committee authorized the County DPW Superintendent to advertise for bids for the construction of a Cold Storage Building at the Lake Pleasant Public Works garage location, and

WHEREAS, five (5) bids were received for Cold Storage Building in accordance with the Specification as advertised by the DPW Superintendent and Public Works Committee, and

WHEREAS, the following bids were received:

1. Rozell Industries Inc.  
129 Park Road  
Queensbury, NY 12804 - Bid Price - \$465,000.00
2. D.C. Building Systems, Inc.  
1015 Water Street  
Watertown, NY 13601 - Bid Price - \$529,800.00
3. Stephen Miller General Contractors, Inc.  
PO Box 291  
Mayfield, NY 12117 - Bid Price - \$710,370.00
4. Borderline Excavating & Fence  
149 Thumb Road  
St. Johnsville, NY 13452 - Bid Price – 782,990.00
5. Plank, LLC  
2165 Technology Drive  
Schenectady, NY 12308 - Bid Price - \$754,927.00

and

WHEREAS, Andrew S. Bell, P.E. has reviewed the bids and recommends awarding to the low bidder, and

WHEREAS, the DPW Superintendent recommends awarding the bid to Rozell Industries Inc. of Queensbury, NY, be it

RESOLVED, that the award be made to Rozell Industries Inc., 129 Park Road, Queensbury, NY 12804, and be it further

RESOLVED, that the Chairman of the Board of Supervisors is hereby authorized to enter into a contract for the said Cold Storage Building Construction in the amount of \$465,000.00 with the approval of the County Attorney, and be it further

RESOLVED, that the County Treasurer is hereby authorized to create Account No. A1620.0415 Cold Storage Building Project and transfer \$480,000.00 from the Unappropriated General Fund Balance in accordance with Section 366 Subdivision 1 of the County Law to Account No. A1620.0415 Cold Storage Building Project for construction and engineering and the County Attorney, Clerk of the Board and DPW Superintendent be so advised.

Seconded by

**RESOLUTION NO.**

**AUTHORIZING PUBLIC WORKS SUPERINTENDENT TO PURCHASE A BOBCAT  
UW56 TOOL CAT**

**DATED: MARCH 6, 2025**

**BY**

WHEREAS, the Public Works Superintendent has spoken with the Public Works Committee to purchase a Bobcat UW56 Tool Cat with attachments under New York State Purchase Contract PC69396, and

WHEREAS, the Superintendent feels this would be an advantageous piece of equipment for use by the Buildings and Highway Divisions, and

WHEREAS, the said equipment purchase price is \$87,970.93 delivered, be it

RESOLVED, that the Superintendent is hereby authorized to purchase one (1) new and unused Bobcat UW56 per written quote LR1005039 from Finke H. Finke & Sons Inc., 1569 Selkirk, NY 12158 delivered for a total of \$87,970.93 delivered and it shall be a charge to Account No. DM5130.0201 Road Equipment and the Superintendent, County Treasurer and Clerk of the Board be so notified.

Seconded by

**RESOLUTION NO.**

**AUTHORIZING DISPOSITION OF EXCESS VEHICLES**

**DATED: MARCH 6, 2025**

**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 of from the County inventory:

Year	Make/Model	VIN	Plate#	Dept	FN
2013	Ford E350 Van	1G1ZC5ST3MF0852	AB6922	CS	911

be it

RESOLVED, the above vehicles/equipment be sold by auction online by Auctions International and the funds from the auction shall be a revenue credit to Account No. A2665 Sale of Equipment, 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 PAYMENT FOR PURCHASE OF VEHICLE – DPW**

**DATED: MARCH 6, 2025**

**BY**

WHEREAS, the Fleet Coordinator was authorized to order a new 2024 Ram 4500 Crew Cab with Dump Body from Main Motorcar for the Public Works Department under State Contract #68941 pricing, and

WHEREAS, the said vehicle has been delivered, be it

RESOLVED, that the Treasurer be authorized to make payment to Main Motorcar, 224 West Main Street, Johnstown, NY 12095 in the amount of \$82,806.00 out of Account No. DM5130.0201 Road Equipment and the Clerk of the Board and Fleet Coordinator be so advised.

Seconded by