

AGENDA
FOURTH SESSION
APRIL 3, 2025

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

Public Comment Period

Hamilton County Attorney: Charles R. Getty, Jr.

Reports of Standing/Special Committees

10:45 AM Amanda H. Fletcher, Public Work Wage Investigator – NYS Dept. of Labor

11:00 AM Caitlin Stewart, District Manager – HC Soil & Water Conservation District

PROCLAMATION:

Betsy Earley On the Occasion of Her Retirement January 31, 2025

RESOLUTIONS:

Finance Committee:

No. 1 Standard Work Day and Reporting for Elected and Appointed Officials

No. 2 Appointment of Director-at-Large – Board of Directors of the Hamilton County Soil and Water Conservation District

Internal Management Committee:

No. 3 Adoption of Updates to Hamilton County Employee Handbook

Central Government Committee:

No. 4 Setting the Stipend Fee for After Hours Arraignments by the Public Defender's Office

Health Committee:

- No. 5 Authorizing Chairman to Sign Contract with United Health Care Empire Plan
- No. 6 Authorizing Chairman to Sign EISEP Agreement between Warren/Hamilton County OFA for PCI and PCII Level Services – Public Health
- No. 7 Authorizing Chairman to Sign Community Services for the Elderly Contract Agreement between Warren/Hamilton Office for the Aging and Hamilton County Public Health Nursing Service
- No. 8 Reimbursement to Adirondack Health Institute, Inc.

Public Works Committee:

- No. 9 Approval of Transfer of Funds for Building Projects for 2025
- No. 10 Award of Bids for Stone, Sand and Gravel Items for 2025
- No. 11 Acceptance of Bids for Cold In-Place Reclamation for 2025
- No. 12 Acceptance of Bid for Ready Mix Concrete Delivered and Applied at Various Locations within Hamilton County 2025
- No. 13 Award of Bid for Pavement Marking 2025
- No. 14 Acceptance of Bids for Equipment Rental With and Without Operator for 2025
- No. 15 Adoption of Revised Fleet Management Policy
- No. 16 Authorizing DPW Superintendent to Purchase a Lawn Tractor for Buildings
- No. 17 Authorizing Payment for Vehicle – DPW
- No. 18 Authorizing the Purchase and Install of Door Access System -Community Services Building – Indian Lake -2025
- No. 19 Award of Bid for Bagged, Bulk, and Liquid Calcium Chloride and Emulsified Asphalt Dust Control Materials for 2025

RESOLUTION NO.

STANDARD WORK DAY AND REPORTING FOR ELECTED AND APPOINTED OFFICIALS

DATED: APRIL 3, 2025

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:

Name	SSN	NYSLRS ID	Title	Current Term Begin & End Dates	Standard Work Day	ROA Results	Not Submitted	Pay Frequency	Tier 1
Christian D. Rhodes	████	████████	Supervisor	1/1/24-12/31/25	7.00	6.98		Bi-Weekly	
John Frey	████	████████	Supervisor	1/1/24-12/31/25	7.00		X	Bi-Weekly	

Seconded by

RESOLUTION NO.

**APPOINTMENT OF DIRECTOR-AT-LARGE – BOARD OF DIRECTORS OF THE
HAMILTON COUNTY SOIL AND WATER CONSERVATION DISTRICT**

DATED: APRIL 3, 2025

BY

WHEREAS, the term of office of Shawn Hansen, as Director-at-Large of the Hamilton County Soil and Water Conservation District terminated on December 31, 2024, and

WHEREAS, the Hamilton County Board of Supervisors has received from the Hamilton County Soil and Water Conservation District a recommendation that Shawn Hansen be re-appointed as Director-at-Large to the Board of Directors of the Hamilton County Soil and Water Conservation District, be it

RESOLVED, that Shawn Hansen be appointed as Director-at-Large for a term of three years commencing January 1, 2025 terminating December 31, 2027.

Seconded by

RESOLUTION NO.

ADOPTION OF UPDATES TO HAMILTON COUNTY EMPLOYEE HANDBOOK

DATED: APRIL 3, 2025

BY

WHEREAS, there is a need to update and add to the Hamilton County Employee Handbook, and

WHEREAS, the Personnel Officer has recommended the adoption of said updates and additions to the handbook, be it

RESOLVED, the following additions be created in the employee handbook:

Addition – Section 4011 – Separation from Employment: “...unless the employee requests to split the payment into their last two (2) checks. The request needs to be in advance by the employee and approved by the Treasurer’s office.”

Addition – Section 5020 – Outside Employment: “A County employee must fill out the County Outside Employment Disclosure form upon being hired, when their outside employment changes, and verified annually. The record will be stored in the employee’s personnel folder and will be reviewed for any potential ethical violations or conflicts by the Personnel Officer and/or the Board of Ethics.”

Addition – Section 603 – Military Leave and Military Leave of Absence: “An employee on military leave who enters no-pay status, may be permitted to remain on the County’s insurance plans and will be required to make the County whole in regards to medical deductions upon being released from duty. The employee can provide a personal check or may choose to make the County whole through payroll in a way that is agreeable with the Personnel Department and the Treasurer’s Office.”; be it further

RESOLVED, that the provisions and policies contained in the Employee Handbook are intended to supersede any and all prior manuals, guidelines or related policies issued by Hamilton County, and be it further

RESOLVED, that the Personnel Officer will provide all employees with a copy of updated employee handbook with said changes highlighted for their convenience.

Seconded by

RESOLUTION NO.

**SETTING THE STIPEND FEE FOR AFTER HOURS ARRAIGNMENTS BY THE
PUBLIC DEFENDER'S OFFICE**

DATED: APRIL 3, 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 includes a budget line to cover the expenses for after hour arraignments handled by the Public Defender's Office, be it

RESOLVED, that the stipend amount per after hours arraignment shall be \$450.00 each arraignment effective April 1, 2025.

Seconded by

RESOLUTION NO.

**AUTHORIZING CHAIRMAN TO SIGN CONTRACT WITH UNITED HEALTH CARE
EMPIRE PLAN**

DATED: APRIL 3, 2025

BY

WHEREAS, Hamilton County Public Health Nursing Services wishes to enter into a contract with United Healthcare Empire Plan, and

WHEREAS, United Healthcare and HCPHNS have agreed to the following fee schedule as set forth in Compensation Exhibit 418: Ancillary Home Care Services Provider Payment:

Home Health Aide	\$32.50
Registered Nurse Services (billed hourly)	\$130.00
Medica Social Services	\$130.00
Occupational Therapy Evaluation	\$130.00
Physical Therapy Evaluation/treatment	\$130.00
Speech Therapy Services	\$130.00

and

WHEREAS, the effective date of the agreement will be listed on the signature page and will be in effect for a period of (3) years, therefore, be it

RESOLVED, that the Chairman of the Board of Supervisors is authorized to sign the United Healthcare Empire Plan Provider Agreement upon approval of the County Attorney.

Seconded by

RESOLUTION NO.

**AUTHORIZING CHAIRMAN TO SIGN EISEP AGREEMENT BETWEEN
WARREN/HAMILTON COUNTY OFA FOR PCI AND PCII LEVEL SERVICES –
PUBLIC HEALTH**

DATED: APRIL 3, 2025

BY

WHEREAS, the Hamilton County Public Health Nursing Service has the capacity to provide personal care worker services for Hamilton County residents, and

WHEREAS, Warren/Hamilton Office for the Aging wants to contract for PCI and PCII levels of service under the EISEP program with Hamilton County Public Health Nursing Service, and

WHEREAS, this agreement is for the period commencing April 1, 2025 – March 31, 2026 for a total of \$45,000.00, be it

RESOLVED, that upon the County Attorney's approval, the Chairman of the Board of Supervisors is hereby authorized to sign an agreement with Warren/Hamilton Office for the Aging for PCI and PCII level services under the EISEP program for a term of April 1, 2025 to March 31, 2026 for a total of \$45,000.00.

Seconded by

RESOLUTION NO.

AUTHORIZING CHAIRMAN TO SIGN COMMUNITY SERVICES FOR THE ELDERLY CONTRACT AGREEMENT BETWEEN WARREN/HAMILTON OFFICE FOR THE AGING AND HAMILTON COUNTY PUBLIC HEALTH NURSING SERVICE

DATED: APRIL 3, 2024

BY

WHEREAS, the Hamilton County Public Health Nursing Service maintains an agreement with Warren/Hamilton Office for the Aging, and

WHEREAS, Hamilton County Public Health Nursing Service provides services for Hamilton County residents under a Community Services for the Elderly contract, and

WHEREAS, this contract has been submitted for renewal for the period April 1, 2025 – March 31, 2026 in the amount of \$3,313.00, be it

RESOLVED, that the Chairman of the Board of Supervisors is hereby authorized to sign the agreement between the Public Health Nursing Service and Warren/Hamilton Office for the Aging, upon approval of the County Attorney, on behalf of the Hamilton County Public Health Nursing Service.

Seconded by

RESOLUTION NO.

REIMBURSEMENT TO ADIRONDACK HEALTH INSTITUTE, INC.

DATED: APRIL 3, 2025

BY

WHEREAS, during an internal audit by Adirondack Health Institute, Inc. it was found that there had been errors in billing for Care Management Services and they had overpaid for those services, and

WHEREAS, after all claims had been revised and adjusted, Adirondack Health Institute, Inc. needs to be reimbursed in the amount of \$9,173.93 for the overpayment of services, and

WHEREAS, that \$9,173.93 be transferred from the Unappropriated General Fund Balance in accordance with Section 366 Subdivision 1 of the County Law to Account No. A4310.0403 Supplies and Services, be it

RESOLVED, that the Hamilton County Board of Supervisors hereby authorizes the reimbursement of \$9,173.93 to Adirondack Health Institute, Inc. to be paid from Account No. A4310.0403 Supplies and Services and the County Treasurer be so authorized.

Seconded by

RESOLUTION NO.

APPROVAL OF TRANSFER OF FUNDS FOR BUILDING PROJECTS FOR 2025

DATED: APRIL 3, 2025

BY

WHEREAS, Resolution No. 245-22 Authorized \$600,000.00 to begin to fund a Five-Year Buildings Capital Projects Plan, and

WHEREAS, after several projects were completed in 2022, 2023 and 2024 there remained a balance of \$131,577.41, and

WHEREAS, the Superintendent recommends transferring the remaining balance to Account No. A1620.0414 Five Year Building Project Plan, and

WHEREAS, the Superintendent will be meeting with the Public Works Committee to discuss 2025 projects, be it

RESOLVED, that the Board of Supervisors hereby approves the transfer of \$131,577.41 from the Unappropriated General Fund Balance in accordance with Section 366 Subdivision 1 of the County Law to Account No. A1620.0414 Five Year Building Project Plan and the County Treasurer be so authorized, and the Superintendent and Clerk of the Board be so advised.

Seconded by

RESOLUTION NO.

AWARD OF BIDS FOR STONE, SAND AND GRAVEL ITEMS FOR 2025

DATED: APRIL 3, 2025

BY

WHEREAS, Hamilton County DPW solicited bids for purchase of Stone, Sand and Gravel Items for 2025, pursuant to invitation to bidders and in accordance with Specification No. 8-2025, dated March 25, 2025, and

WHEREAS, twelve (12) bids were received in response to said invitation to bidders, be it

RESOLVED, that all bids for Stone, Sand and Gravel Items for 2025 be accepted and awards made wherever hauling and loading expense and quality of product is most advantageous to the Hamilton County DPW as determined by the County Highway Superintendent and the Clerk of the Board and County Treasurer be so notified.

Seconded by

RESOLUTION NO.

ACCEPTANCE OF BIDS FOR COLD IN-PLACE RECLAMATION FOR 2025

DATED: APRIL 3, 2025

BY

WHEREAS, two (2) bids were received for Cold In-Place Reclamation for 2025, in accordance with Specification No. 5-2025, dated March 25, 2025, as advertised by the DPW Superintendent, and

WHEREAS, the following bids were received:

1. All States Construction, Inc., Gorman Construction, 200 Church St., Albany, New York 12202

COLD IN-PLACE RECLAMATION

	Recycle Price/ square yard	Recycle with Stabilizer/ square yard
Depth of cut		
4-7 inches	\$.90	\$2.25
7-10 inches	\$ 1.00	\$2.45

2. Peckham Road Corporation, 438 Vaughn Road, Hudson Falls, NY 12839

COLD IN-PLACE RECLAMATION

	Recycle Price/ square yard	Recycle with Stabilizer/ square yard
Depth of cut		
4-7 inches	\$ 1.60	\$ 3.65
7-10 inches	\$ 1.65	\$ 3.75

and

WHEREAS, the DPW Superintendent recommends the award be made to the low bidder for Cold In-Place Reclamation, be it

RESOLVED, that award be made for Cold In-Place Reclamation for 2025 to All States Construction, Inc., Gorman Construction and the DPW Superintendent, County Treasurer and Clerk of the Board be so notified.

Seconded by

RESOLUTION NO.

**ACCEPTANCE OF BID FOR READY MIX CONCRETE DELIVERED AND APPLIED
AT VARIOUS LOCATIONS WITHIN HAMILTON COUNTY 2025**

DATED: APRIL 3, 2025

BY

WHEREAS, Hamilton County DPW heretofore solicited bids for the county's purchase of Ready Mix Concrete delivered and applied, pursuant to invitation to bidders and in accordance with Specification No 9-2025, and

WHEREAS, one (1) bid was received in response to the said invitation to bidders, follows:

- (1) Miller's Ready Mix Concrete
PO Box 291
Mayfield, NY 112117

Item No. 1 – New York State Standard Class “A” Mix Concrete

Total delivered price per cubic yard to the following towns:

Arietta	\$ 227.00	Lake Pleasant	\$ 227.00
Benson	\$ 185.00	Long Lake	\$ N/B
Hope	\$ 185.00	Morehouse	\$ 255.00
Indian Lake	\$ 255.00	Wells	\$ 199.00
Inlet	\$ N/B		

Item No. 2 – 4000 LBS Ready Mix Concrete (Non-DOT)

Total delivered price per cubic yard to the following towns:

Arietta	\$ 227.00	Lake Pleasant	\$ 227.00
Benson	\$ 185.00	Long Lake	\$ N/B
Hope	\$ 185.00	Morehouse	\$ 255.00
Indian Lake	\$ 255.00	Wells	\$ 199.00
Inlet	\$ N/B		

and

WHEREAS, the DPW Superintendent recommends awarding to the low bidder, therefore, be it

RESOLVED, that the bid be accepted and awarded to Miller's Ready Mix Concrete, Mayfield, New York as specified above, and the County Treasurer and Clerk of the Board be so notified.

Seconded by

RESOLUTION NO.

AWARD OF BID FOR PAVEMENT MARKING 2025

DATED: APRIL 3, 2025

BY

WHEREAS, one (1) bid was received for Pavement Markings for 2025 in accordance with Specification No. 4-2025, dated March 25, 2025, as advertised by the County Highway Superintendent, and

WHEREAS, the following bid was received:

1. Seneca Pavement Markings
3526 Watkins Rd.
Horseheads, NY 14845

Pavement Markings -

Mobilization Fee into County	\$1,000.00
Centerline application including materials per mile	\$ 588.00
Edgeline application including materials per mile/per side	\$ 388.00
Yellow traffic line paint per gallon	\$ 16.00
White traffic line paint per gallon	\$ 16.00
Reflectorized Glass Beads per pound	\$ 0.55

Pavement Symbols & Letters -

Stop Bars 18" wide	\$ 5.00 Per Foot
--------------------	------------------

and

WHEREAS, the DPW Superintendent recommends the award be made to the low bidder for each item, now, therefore, be it

RESOLVED, that award be made for Pavement Markings to Seneca Pavement Markings of Horseheads, NY and the Superintendent, Treasurer and Clerk of the Board be so advised.

Seconded by

RESOLUTION NO.

**ACCEPTANCE OF BIDS FOR EQUIPMENT RENTAL WITH AND WITHOUT
OPERATOR FOR 2025**

DATED: APRIL 3, 2025

BY

WHEREAS, the Hamilton County DPW has solicited bids for Rental of Equipment With and Without Operator pursuant to invitation to bidders and in accordance with Specification No. 7-2025, and

WHEREAS, three (3) bids were received in response to said invitation to bidders, as on file with the Clerk of the Board, and

WHEREAS, the intention of the bid proposal dated March 25, 2025, Spec. No. 7-2025, is to secure a tabulated list of Equipment Rental Rates With and Without Operator to be used by the Hamilton County DPW as necessary, be it

RESOLVED, that all bids be and hereby are listed and accepted and are to be tabulated and used as needed and available in order of rate beginning with the lowest in each category, and the Clerk of the Board and County Treasurer be so notified.

Seconded by

RESOLUTION NO.

ADOPTION OF REVISED FLEET MANAGEMENT POLICY

DATED: APRIL 3, 2025

BY

WHEREAS, the Hamilton County Fleet Management Policy was duly adopted by Resolution No. 162-10 on June 3, 2010, and

WHEREAS, the Fleet Management Policy was revised by Resolution on March 6, 2014, April 7, 2017, and July 7, 2022, and

WHEREAS, the Fleet Coordinator recommends the Fleet Management Policy be revised to include the GPS Tracking Policy for Hamilton County Fleet Vehicles along with minor updates, be it

RESOLVED, the Hamilton County Fleet Management Policy Revision dated April 3, 2025 is hereby adopted as recommended by the County Fleet Coordinator and is on file in the Clerk of the Board's Office and the Personnel Office.

Seconded by

RESOLUTION NO.

AUTHORIZING DPW SUPERINTENDENT TO PURCHASE A LAWN TRACTOR FOR BUILDINGS

DATED: APRIL 3, 2025

BY

WHEREAS, the Buildings Division is need of replacing their riding lawn tractor at the Indian Lake facilities, and

WHEREAS, John Deere lawn tractors are available to purchase on NYS Contract pricing, and

WHEREAS, PW Superintendent recommends the purchase of a John Deere X590 Select Series Tractor with 54" mowing deck and bagger in the amount of \$10,106.19, and

WHEREAS, the Superintendent had estimated during budget discussions the cost to be \$10,000.00 and that was budgeted in the 2025 adopted budget, be it

RESOLVED, that the PW Superintendent is hereby authorized to purchase said tractor from Deere & Co., of North Carolina with United Ag & Turf of Fultonville, NY being the delivering dealer under NYS Contract Landscaping Grounds PC69683 (PG CG 22) in the amount of \$10,106.19, be it further

RESOLVED, that \$106.19 be transferred from Account No. A1620.0401 Lawn to Account No. A1620.0202 Equipment to cover the said cost of the tractor and payment be made from Account No. A1620.0202 Equipment and the PW Superintendent, County Treasurer and Clerk of the Board be so notified.

Seconded by

RESOLUTION NO.

AUTHORIZING PAYMENT FOR VEHICLE - DPW

DATED: APRIL 3, 2025

BY

WHEREAS, Resolution No. 349-23 authorizes the Public Works Superintendent to purchase Ram pickups for 2024, and

WHEREAS, the 2024 Ram 4500 Crew Cab pickup was delayed but was delivered on March 26, 2025, and

WHEREAS, the Superintendent recommends payment of the vehicle, be it

RESOLVED, that hereby the County Treasurer is authorized to issue a check in the amount of \$82,316.00 out of Account No. DM5130.0201 Road Equipment to Main Motorcar, 224 W. Main St., Johnstown, NY 12095 and the Clerk of the Board and Public Works Superintendent be so notified.

Seconded by

RESOLUTION NO.

**AUTHORIZING THE PURCHASE AND INSTALL OF DOOR ACCESS SYSTEM
COMMUNITY SERVICES BUILDING - INDIAN LAKE - 2025**

DATED: APRIL 3, 2025

BY

WHEREAS, the County is desirous to have a common system for door access for security in all county buildings, and

WHEREAS, all the county buildings have a key fob system that was installed by LINSTAR, Inc., and

WHEREAS, the Community Services building located in Indian Lake is the only county owned building that does not have this system yet, and

WHEREAS, the Superintendent has received a written quote for the full purchase and installation of the same system from LINSTAR, Inc. under New York State Contract No. PT68825 in the amount of \$13,115.60 which includes one-year maintenance, and

WHEREAS, the Superintendent recommends the security system be purchased and installed, be it

RESOLVED, that \$13,115.60 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 A4310.0403 Supplies and Services, Community Services, and be it further

RESOLVED, the DPW Superintendent is authorized to move forward with the purchase and installation of the keyless door security system as described hereon at a cost of \$13,115.60 from LINSTAR, Inc., 430 Lawrence Bell Drive, Buffalo, NY 14221 to be charged to Account No. A4310.0403 Supplies and Services and the County Treasurer, DPW Superintendent, Community Services Director and Clerk of the Board be so advised.

Seconded by

RESOLUTION NO.

AWARD OF BID FOR BAGGED, BULK, AND LIQUID CALCIUM CHLORIDE AND EMULSIFIED ASPHALT DUST CONTROL MATERIALS FOR 2025

DATED: APRIL 3, 2025

BY

WHEREAS, one (1) bid was received for Bagged Bulk, and Liquid Calcium Chloride and Emulsified Asphalt Dust Control Materials for 2025 in accordance with Specification No. 6-2025, dated March 25, 2025, as advertised by the County Highway Superintendent, and

WHEREAS, the following bid was received:

1. All States Construction Inc., dba Gorman Construction
Att: Dane Mellon, Sales Manager
200 Church Street
Albany, N.Y. 12202

BAGGED CACl -- Price per Pallet (Pallet =55 bags@50 lbs=2,750 lbs)	No Bid
BULK DELIVERED	No Bid
LIQUID CACl2 -- Price per Gallon 35% Bulk Liquid Applied	\$ 1.50 per Gallon
LIQUID MAGNESIUM CHLORIDE 28-30% Corrosion Inhibited Applied	\$ 1.65 per Gallon

and

WHEREAS, the DPW Superintendent recommends the award be made to the low bidder, therefore, be it

RESOLVED, that award be made for Bagged, Bulk, and Liquid Calcium Chloride and Emulsified Asphalt Dust Control Materials for 2025 to All States Construction, Inc., dba Gorman Construction of Albany, New York as specified above and the DPW Superintendent, Treasurer and Clerk of the Board be so notified.

Seconded by