

# AGENDA

## GOVERNMENT OPERATIONS COMMITTEE

### April 7<sup>th</sup>, 2016

Supervisors: Crane, Manktelow, Spickerman, Verkey and Chatfield

- 8:30 a.m. **Approve minutes from previous meeting**
- 8:30 a.m. **County Clerk, Michael Jankowski**  
1st Quarter Financials [First Quarter 16.ppt](#)
- 8:40 a.m. **Transmittals Referred to Committee**
- 8:50 a.m. **County Administrator, Rick House**  
MONTHLY REPORT: [CADMIN March 2016.docx](#)
- 9:00 a.m. **Management Assistant, Patrick Schmitt**  
TRANSMITTALS:
  - Accepting Bids for County Printing Services [CAdmin 04 Res 1.doc](#)
  - Authorization to Set Salary and Amend Budget for Purchasing Agent [CAdmin 04 Res 2.doc](#)
- 9:20 a.m. **Self-Insurance Specialist, Lindsey Burgess**  
EXECUTIVE SESSION:
  - Workers' Compensation Claims
- 9:35 a.m. **Board of Elections, Marjorie Bridson & Mark Alquist**  
TRANSMITTAL:
  - Setting Salary for Election Clerk [BOE Election Clerk RESOLUTION 2016.doc](#)
- 9:45 a.m. **County Attorney, Dan Connors**  
MONTHLY REPORT: [CA Monthly Report - March.pdf](#)
- 9:55 a.m. **Public Defender, Jim Kernan**  
EXECUTIVE SESSION:
  - Personnel



**Office of the County Administrator  
Rick House, Interim County Administrator  
Committee Report for March 2016**

**Department Head Meetings**

- **12 month Activity Plan**
- **Goals and Objectives**
- **Internal Controls**

**Projects**

- **Policy and Procedures**
- **Procurement Officer**
- **Derelict Properties**
- **Travel Reimbursement**
- **Leadership Training**
- **Printing Services**
- **Public Defender Renovation**

**Town Board Meetings**

- **Arcadia**
- **Walworth**

**Committee Meetings**

- **Derelict Properties**
- **911 Relocation Project**
- **CAD Project**
- **Purchasing Card**

**RESOLUTION TRANSMITTAL**

Committee No. 5

Date: 4/7/16

Committee Chair: Supervisor Crane  
Department Head: House / Schmitt

Transmittal Title: Accepting Bids for County Printing Services

WHEREAS, pursuant to Resolution 015-16, the Clerk of the Board of Supervisors has duly advertised for bids for printing services; and

WHEREAS, bids were publicly opened on Monday, March 14, 2016, at 2:00 p.m. and the following bids were received:

			<b>STAPLES BUSINESS ADVANTA GE</b>	<b>WAYNE ARC</b>	<b>WAYUGA PRINTING AND PUBLISHING</b>	<b>PROGRESSIVE GRAPHICS AND PRINTING</b>	<b>GRAPHIC COLOR CORP</b>
<b>GROUP A ITEMS</b>			Common Carrier Option Price per Unit	Delivery Option Price per Unit	Delivery Option Price per Unit	Delivery Option Price per Unit	Common Carrier Option Price per Unit
<b>Ite m</b>	<b>Descriptio n</b>	<b>Unit</b>					
1	Envelopes, #10 Regular, Blk Ink	500 bx	42.97	35.00	45.00	16.45	45.00
2	Envelopes, #10 Regular, Blk Ink, Security Print	500 bx	45.00	42.00	49.00	22.40	49.00
3	Envelopes, #10 Window, w/Blk ink	500 bx	47.63	42.00	45.00	19.25	45.00
4	Envelopes, #10 Window, w/Blk ink, Security Print	500 bx	47.63	51.00	55.00	25.10	55.00
5	Envelopes, #9 Regular, w/Blk Ink	500 bx	41.18	34.00	40.00	17.05	40.00
6	Department Specialized Letterhead, w/Blk Ink	500 bx	56.71	56.00	65.00	25.95	65.00
7	Department Specialized Letterhead, Royal Laid	500 bx	50.25	47.00	140.00	31.80	140.00
8	Business Cards, w/ Blk Ink	250 bx	41.38	16.00	35.00	15.00	35.00
9	Appointment Cards w/ Blk Ink	250 bx	66.45	19.00	35.00	18.00	35.00
10	Business Cards, w/ Color Ink	250 bx	24.33	18.00	40.00	25.00	40.00
<b>GROUP B ITEMS</b>							
13	2-Part Carbonless Paper, w/Blk Ink	500 bx	62.94	92.00	155.00	44.30	155.00
14	3-Part Carbonless Paper, w/Blk Ink	500 bx	90.29	130.00	245.00	75.25	245.00
15	4-Part Carbonless Paper, w/Blk Ink	500 bx	123.85	160.00	355.00	105.95	355.00

and

WHEREAS, the bids have been reviewed by the County Attorney, the Interim County Administrator and Management Assistant; and

RESOLVED, pursuant to recommendation, the Wayne County Board of Supervisors hereby accepts the bid submitted by Progressive Graphics and Printing for both Group A and Group B items; and be it further

RESOLVED, that the Chairman of the Board is hereby authorized to execute a contract on behalf of the County of Wayne, subject to the County Attorney's approval as to form and content, with Progressive Graphics and Printing, for County printing services for a twelve (12) month contract period with the option to renew said contract up to two additional (12) twelve-month periods

Budgeted: yes  no  Proposed Cost: \_\_\_\_\_ Reimbursed Amount \_\_\_\_\_ County cost \_\_\_\_\_

Departmental transfer \$ \_\_\_\_\_ from Account No. \_\_\_\_\_ to Account No. \_\_\_\_\_

County Administrator's Review \$ Approval: yes  no  by: \_\_\_\_\_

Human Resources Office Review & Approval: yes  no  by: \_\_\_\_\_

Standing Committee: Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Signature/Date Rec'd: \_\_\_\_\_ Clerk, Board of Supervisors

Referred to:

Committee: \_\_\_\_\_ Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Committee: \_\_\_\_\_ Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**RESOLUTION TRANSMITTAL**

Committee No. 5

Date: Committee Chair: Supervisor Crane  
Department Head: House/Schmitt/Blake

Transmittal Title: **AUTHORIZATION TO SET SALARY AND AMEND BUDGET FOR PURCHASING AGENT**

WHEREAS, the position of Purchasing Agent was created by resolution 352-11; and  
WHEREAS, a suitable candidate was not found, the position was defunded; and  
WHEREAS, the Interim County Administrator, Fiscal Assistant, Management Assistant/County Auditor, have determined that it would be fiscally prudent to hire a full time purchasing agent to stream line purchasing in the County, to save taxpayer dollars and create efficiencies in the purchasing process; and  
WHEREAS, this person would be developing procedures and the purchasing department from the ground up, and considerable time will be needed to implement these changes; and  
WHEREAS, estimated cost for Energy Bond Debt Service came in lower than anticipated for 2016 that can be used to fund this position for the remainder of 2016; now, therefore, be it  
RESOLVED that the salary established for this position is up to \$55,280 annually in pay grade 7 of the Managerial/Confidential pay plan; and be it further  
RESOLVED that the Interim County Administrator is authorized to advertise and fill the position of Purchasing Agent with a start date of June 1, 2016 or later; and be it further  
RESOLVED that the Wayne County Treasurer is authorized to make the following budget adjustment:

**A1990 Contingent Fund**

\$55,462.00 from .54000 Contractual Expenses

**A1345 Purchasing**

- \$32,247.00 to .51091 Purchasing Director
- \$7,095.00 to .58100 Payments to Social Security
- \$2,467.00 to .58200 Payments to NYS Retirement
- \$9,179.00 to .58400 Hospitalization
- \$154.00 to .58600 Disability
- \$21.00 to .58901 Employee Assistance Program
- \$750.00 to .52200 Office Equipment
- \$700.00 to .52201 Computer Equipment
- \$500.00 to .54150 Office Supplies
- \$50.00 to .54166 Postage
- \$245.00 to .54230 Telephone
- \$120.00 to .54408 Copier Expense
- \$500.00 to .54410 Conference Expense
- \$934.00 to .54414 Information Technology
- \$50.00 to .54418 Dues
- \$250.00 to .54485 Travel
- \$200.00 to .54919 Mileage

Budgeted: yes  no  Proposed Cost: \_\_\_\_\_ Reimbursed Amount \_\_\_\_\_ County cost \_\_\_\_\_

Departmental transfer \$ \_\_\_\_\_ from Account No. \_\_\_\_\_ to Account No. \_\_\_\_\_

County Administrator's Review \$ Approval: yes  no  by: \_\_\_\_\_

Human Resources Office Review & Approval: yes  no  by: \_\_\_\_\_

Standing Committee: Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Signature/Date Rec'd: \_\_\_\_\_ Clerk, Board of Supervisors

Referred to:

Committee: \_\_\_\_\_ Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Committee: \_\_\_\_\_ Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**RESOLUTION TRANSMITTAL**

Committee No. 5 Date: April 7, 2016

Committee Chair: Laurie Crane  
Department Head:

Alquist/Bridson

Transmittal Title: Setting Salary for Election Clerk

WHEREAS, due to a resignation effective March 24, 2016, there is a vacancy at the Board of Elections in the title of Election Clerk which must be filled; and

WHEREAS, the position of Election Clerk is in the Managerial/Confidential employee group, pay grade 2; and

WHEREAS, the hourly wage for the new employee must match the hourly wage paid to the other Election Clerk; and

WHEREAS, the Director of Human Resources has reviewed this situation and determined that the hourly wage rate is above that which can be set with the approval of the County Administrator under the program guidelines established by the Board in Resolution 388-14, and

WHEREAS, the hourly wage rate must be set by the Board of Supervisors; now, therefore, be it

RESOLVED, that the 2016 hourly wage rate for the Board of Elections Clerk shall be set at \$17.93 effective March 25, 2016.

Budgeted: yes  no  Proposed Cost: \_\_\_\_\_ Reimbursed Amount \_\_\_\_\_ County cost \_\_\_\_\_

Departmental transfer \$ \_\_\_\_\_ from Account No. \_\_\_\_\_ to Account No. \_\_\_\_\_

County Administrator's Review \$ Approval: yes  no  by: \_\_\_\_\_

Human Resources Office Review & Approval: yes  no  by: \_\_\_\_\_

Standing Committee: Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Signature/Date Rec'd: \_\_\_\_\_ Clerk, Board of Supervisors

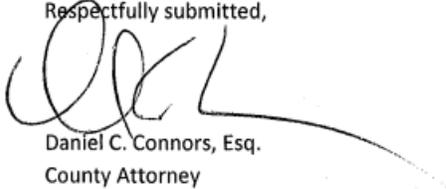
Referred to:  
Committee: \_\_\_\_\_ Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Committee: \_\_\_\_\_ Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

The County Attorney's Office monthly report for March 2016 is as follows:

Contracts Drafted	15
Insurance Certificates	47
Notice of Claim	1
Accidents	0
Disciplines/Grievances	2
Human Rights Complaints	0
Subpoenas	1
Freedom of Information Requests (FOIL)	16
FOIL Money Collected	\$2.00
Juvenile Delinquent's (JD's)	3
Persons In Need of Supervision (PINS)	3
Poor Person Applications	5
Pistol Permit Hearings	0
Unemployment Hearings	0
Total Amount of Bills Paid from A1420(CA)	\$1,407.49
Total Amount Paid from A1930 (Judgment & Claims)	\$489.25
Total Amount Paid from A1931 (Liability & Casualty)	\$0.00
Total Amount Paid for 207c Claims	\$0.00
Total Amount Paid for Union Negotiations	\$3,445.00

Respectfully submitted,



Daniel C. Connors, Esq.  
County Attorney