

AGENDA

GOVERNMENT OPERATIONS COMMITTEE

August 4th, 2016

Supervisors: Crane, Manktelow, Spickerman, Verkey and Chatfield

8:30 a.m. Approve minutes from previous meeting

8:30 a.m. Transmittals Referred to Committee

8:40 a.m. County Administrator, Rick House

MONTHLY REPORT

8:50 a.m. Human Resources, Charles Dye

MONTHLY REPORT

TRANSMITTAL:

- Authorization to establish Workers' Comp Plan Premium Equivalents
[HR08Res 2017 WC Plan Premium Equivalents.doc](#)

9:00 a.m. Board of Elections, Marjorie Bridson & Mark Alquist

NO BUSINESS

9:00 a.m. County Clerk, Michael Jankowski

TRANSMITTAL:

- Authorization to Create and Fill a Temporary Position of Deputy County Clerk in the Office of the County Clerk [CC08Res01 Create temporary deputy county clerk 2.docx](#)

2nd quarter Reports [Second Quarter 16.ppt](#)

9:15 a.m. County Attorney, Dan Connors

OFFICE ACTIVITIES REPORT

9:20 a.m. Management Assistant, Patrick Schmitt

TRANSMITTALS:

- Authorization to Transfer or Surplus Equipment for the Wayne County Print Shop [CAdmin 08 Res 1 REV1.doc](#)
- Authorization to Amend Clerk of the Board Conference Travel Budget [COTB 08 RES1 - Clerk of the Board NYSAC Conference budget adjustment \(2\).doc](#)
- Authorization to Participate in a Cooperative Bid Coordinated by the Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties for Various Commodities and/or Services [COTB08RES1.FLBOCES.doc](#)

9:20 a.m. Lindsey Burgess, Self Insurance Specialist

Executive Session
Workers' Comp/litigation

RESOLUTION TRANSMITTAL

Committee No. 5 Date: August 4, 2016

Committee Chairperson: Laurie Crane
Department Head: Charles A. Dye
Lindsey Burgess

Transmittal Title: Authorization to Establish 2017 Workers' Compensation Plan Premium-Equivalents
WHEREAS, the County of Wayne is required to establish premium-equivalents for 2017 for the Self-Insured Workers Compensation Plan; and

WHEREAS, said premium-equivalents shall be adopted by the Wayne County Board of Supervisors for each member of the Self-Insured Workers Compensation Plan; now, therefore, be it

RESOLVED, that the County of Wayne hereby adopts the following premium-equivalents for 2017 for the Self-Insured Workers Compensation Plan:

Wayne County	\$	1,649,436	Village of Clyde	\$	11,257
Town of Arcadia	\$	27,298	Village of Newark	\$	303,541
Town of Butler	\$	10,743	Village of Palmyra	\$	82,132
			Village of Red		
Town of Galen	\$	12,710	Creek	\$	3,068
Town of Huron	\$	29,863	Village of Sodus	\$	39,479
			Village of Sodus		
Town of Lyons	\$	86,926	Point	\$	13,623
Town of					
Macedon	\$	99,094	Village of Wolcott	\$	12,076
Town of Marion	\$	25,529			
Town of Ontario	\$	118,262			
Town of Palmyra	\$	23,568			
Town of Rose	\$	13,224			
Town of					
Savannah	\$	33,385			
Town of Sodus	\$	97,967			
Town of					
Walworth	\$	111,496			
Town of					
Williamson	\$	49,940			
Town of Wolcott	\$	16,074			

and, be it further

RESOLVED, that in addition to the amounts shown above, the following participants also have the following final installments for the corrections to 2010 and 2011 under-assessments as authorized in Resolution No. 803-11, due in 2017:

Town of Lyons	\$	2,550	Village of Palmyra	\$	405
Town of Marion	\$	984	Village of Wolcott	\$	386
Town of Ontario	\$	6,938			
Town of Palmyra	\$	2,438			
Town of Rose	\$	1,090			
Town of Savannah	\$	3,042			
Town of Sodus	\$	4,285			
Town of Walworth	\$	4,402			
Town of Williamson	\$	1,993			

Budgeted: yes ___ no ___ Proposed Cost: ___\$___ Reimbursed Amount ___\$___ County cost ___\$

Departmental transfer \$ ___ from Account No. _____ to Account No. _____

County Administrator Approval: yes ___ no ___ by: _____

Fiscal Manager Approval: yes ___ no ___ by: _____

Personnel Office Review & Approval: yes ___ no ___ by: _____

Standing Committee: Ayes _____ Nays _____ Date: _____ Signature: _____

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

Committees referred to:

Committee: _____ Ayes _____ Nays _____ Date: _____ Signature: _____

Committee: _____ Ayes _____ Nays _____ Date: _____ Signature: _____

RESOLUTION TRANSMITTAL

Committee No . 5 Date: August 4, 2016

Committee Chairperson: Laurie Crane
Department Head: Mike Jankowski

Transmittal Title & Brief Explanation:

AUTHORIZATION TO CREATE AND FILL A TEMPORARY POSITION OF DEPUTY COUNTY CLERK IN THE OFFICE OF THE COUNTY CLERK

WHEREAS, the current Second Deputy County Clerk in the Office of the County Clerk will be on Medical Leave expected to last for a minimum of eight weeks; and

WHEREAS, this employee will be returning to work at the end of her recovery period; and

WHEREAS, The Second Deputy County Clerk is a critical position in the office of the County Clerk; therefore, be it

RESOLVED, that a temporary position of Second Deputy County Clerk (Managerial Confidential employee group, pay grade 5) be created beginning September 8, 2016; and be it further

RESOLVED, that the County Clerk is hereby authorized to fill the temporary Deputy County Clerk position beginning on September 8, 2016 and then abolish such position when the Deputy Clerk's medical leave ends, anticipated to be on or before December 31, 2016.

Budgeted: yes X no ___ Proposed Cost: \$800.00 Reimbursed Amount \$0 County cost \$800.00

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

County Administrator Approval: yes ___ no ___ by: _____

Fiscal Manager Approval: yes ___ no ___ by: _____

Personnel Office Review & Approval: yes ___ no ___ by: _____

Standing Committee: Ayes ___ Nays ___ Date: _____ Signature: _____

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

Committees referred to:

Committee: ___ Ayes ___ Nays ___ Date: _____ Signature: _____

Committee: ___ Ayes ___ Nays ___ Date: _____ Signature: _____

RESOLUTION TRANSMITTAL

Committee No. 1

Date: 8/4/16

Committee Chair: Supervisor Crane
Department Head: House/Schmitt

Transmittal Title: **AUTHORIZATION TO TRANSFER OR SURPLUS EQUIPMENT FOR THE WAYNE COUNTY PRINT SHOP**

WHEREAS, the County print shop was closed in February of 2106 due to employee retirement; and
WHEREAS, the County outsourced its printing services with resolution 248-16; and
WHEREAS, the following equipment and supplies are no longer needed for County printing operations:
Equipment:

- Super Cut G-26 SN# 1098003/354
- Challenge Paper Drill Model JF SN#43384
- Standard Digital Duplicator SD460 SN# F9981000001
- GBC CombBind C800pro SN# QIP0003
- Lectrojog Office Jogger County Asset Tag #000341
- NuArc Light Table LT18 SN# 20F64-52

Computer Equipment:

- HP Compaq dc5800 microtower SN# 2UA831145P
- Dell monitor model 190FP SN# CN-0T6116-71618-55K-AA2F
- HP Laser Jet 2200DN SN# USBRB03689

Supplies:

- Various reams of paper white and color (various sizes)
- #10 envelopes with and without windows
- Numerous boxes of plastic binding rings in various sizes

now, therefor be it

RESOLVED, that the County Administrator is authorized to transfer and surplus the above equipment as per the Wayne County Equipment Disposal policy, and accept bids or place equipment in approved online auctions, and be it further

RESOLVED, that the surplus paper will be offered to County Departments and area not for profits that are registered 501(c) (3) organizations.

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 Gov Ops

Date: August 7, 2016

Committee Chair: Laurie Crane
Department Head: Steve LeRoy

Transmittal Title: AUTHORIZATION TO AMEND CLERK OF THE BOARD CONFERENCE TRAVEL BUDGET

WHEREAS, that attending educational conferences that cover topics pertinent to staff's work related responsibilities is important for employee knowledge growth and ability to perform job responsibilities; and

WHEREAS, that New York State Association of Counties (NYSAC) conferences cover educational topics that are valuable for County staff knowledge growth; and

WHEREAS, that many County Clerks of the Board attend NYSAC conferences to enhance knowledge growth and improve their ability to perform job responsibilities at a high level of performance; and

WHEREAS, that the Chairman of the Wayne County Board of Supervisors is desirous in promoting the Wayne County Clerk of the Board's knowledge growth by sending her to the NYSAC Fall Conference; and

WHEREAS, the a budget adjustment is necessary to appropriate funds for the Wayne County Clerk of the Board to attend the 2016 NYSAC Fall Conference; and

RESOLVED, that the County Treasurer is authorized to make the following budget adjustments:

A1990 Contingent Fund General

(Appropriations)

\$751 from 54000 Contractual Expenses

A1040 Clerk of the Board

(Appropriations)

\$170 to 54150 Conference

\$581 to 54485 Travel

Budgeted: No Proposed Cost: \$751 Reimbursed Amount \$0 County
Cost \$751

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

Personnel 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: August 2016

Committee Chairperson: Laurie Crane

Transmittal Title & Brief Explanation:

AUTHORIZATION TO PARTICIPATE IN A COOPERATIVE BID COORDINATED BY THE BOARD OF COOPERATIVE EDUCATIONAL SERVICES OF ONTARIO, SENECA, WAYNE AND YATES COUNTIES FOR VARIOUS COMMODITIES AND/OR SERVICES

WHEREAS, the County of Wayne ("County") desires to participate in a Cooperative Bidding Program conducted by the Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties ("BOCES") from year to year or, until this Resolution is rescinded, for the purchase of various commodities and/or services; and

WHEREAS, the County is desirous of participating with BOCES in the joint bid of the commodities and/or services on file with the Clerk of the Board as authorized by General Municipal Law, Section 119-o; and

WHEREAS, the County has appointed BOCES as representative to assume the responsibility for drafting specifications, advertising for bids, accepting and opening bids, tabulating bids, reporting the results to the County and making recommendations thereon; now, therefore, be it

RESOLVED, that the County hereby accepts the appointment of BOCES to represent it in all matters related above; and be it further

RESOLVED, that the County hereby authorizes the above-mentioned BOCES to represent it in all matters regarding the entering into contract(s) for the purchase of the commodities and/or services; and be it further

RESOLVED, that the County agrees to assume its equitable share of the costs incurred as a result of the cooperative bidding; and be it further

RESOLVED, that the Chairman of the Wayne County Board of Supervisors is hereby authorized and directed to execute an agreement on behalf of the County of Wayne, subject to the County Attorney's approval as to form and content, with BOCES for participation in cooperative bidding conducted by BOCES for various commodities and services and if requested to furnish BOCES with an estimated minimum number of units that will be purchased by BOCES; and be it further

RESOLVED, that the Board of Supervisors hereby authorizes BOCES to award cooperative bids to the bidder deemed to be the lowest responsive and responsible meeting the bid specifications and otherwise complying with Article 5-A of the General Municipal Law of the State of New York relating to public bids and contracts.

Budgeted: yes ___ no ___ Proposed Cost: _____ Reimbursed Amount _____ County cost _____

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

County Administrator Approval: yes ___ no ___ by: _____

Fiscal Manager Approval: yes ___ no ___ by: _____

Personnel Office Review & Approval: yes ___ no ___ by: _____

Standing Committee: Ayes _____ Nays _____ Date: _____ Signature: _____

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

Committees referred to:

Committee: _____ Ayes _____ Nays _____ Date: _____ Signature: _____

Committee: _____ Ayes _____ Nays _____ Date: _____ Signature: _____