

**AGENDA**  
**GOVERNMENT OPERATIONS COMMITTEE**  
**Thursday, March 3<sup>rd</sup> 9:00 a.m.**

*Supervisors:* Lasher, Donalty, Kolczynski, Chatfield, Eygnor

9:00 a.m. **Approval of meeting minutes**

9:00 a.m. **Transmittals referred to Committee**

9:05 a.m. **Compliance Officer, Ed Hunt**  
NO BUSINESS

9:05 a.m. **County Clerk, Michael Jankowski** (not present)

TRANSMITTALS:

- Authorization to Sign Agreement with Biel's Document Management [CC 03 01 - NYSID-Biels Rev1.doc](#)
- Authorization to carry over 2021 Hoffman Foundation Grant Funds [HIST 03 01 Carry Over 2021 Hoffman Grant Funds.doc](#)

9:10 a.m. **County Attorney, Dan Connors**

Monthly Report [County Attorney - monthly report - February.pdf](#)

9:15 a.m. **County Grants Manager, Jay Roscup**

PROGRAM UPDATE

9:25 a.m. **Human Resource Director, Chris Kalinski**

PERSONNEL UPDATE

9:30 a.m. **Board of Elections: Mark Alquist & John Zornow**

ANNUAL REPORT [BOE 2021 financial annual report.pdf](#)

TRANSMITTAL:

- Authorization to Transfer Funds for the purchase of voting machines  
[BOE03RES01 2021 Machine Purchase RESOLUTION TRANSMITTAL.docx](#)

9:40 a.m. **County Administrator, Rick House**  
Monthly Report

9:50 a.m. **Fiscal Assistant, Brian Sams**

EXECUTIVE SESSION:  
Pending Litigation

**RESOLUTION TRANSMITTAL**

**Committee No: 5**

**Date: 3/3/2022**

**Committee Chair: Mr. Lasher  
Department Head: Mike Jankowski**

**AUTHORIZATION TO ENTER INTO AN AGREEMENT WITH NYSID/BIEL'S DOCUMENT MANAGEMENT FOR MICROFILM SERVICES**

WHEREAS, Wayne County needs to convert accumulated digital images into microfilm; and  
WHEREAS, the Office of the County Clerk has received a service proposal from NYSID/Biel's Document Management for Microfilm Conversion Services for \$0.03 per image; and  
WHEREAS, the County Clerk is satisfied that NYSID/Biels Document Management has the necessary skills and expertise to provide this service; and  
WHEREAS, said agreement shall commence January 1, 2022 for the duration of one year terminating on December 31, 2022; now, therefore be it  
RESOLVED, that the Chairman of the Board of Supervisors is hereby authorize and directed to execute and agreement for Microfilm Services on behalf of the County of Wayne, subject to the County Attorney's approval as to form and content, with NYSID/Biels Document Management for a cost of \$0.03 per image; and be it further  
RESOLVED, that said agreement shall commence January 1, 2022 for the duration of one year terminating on December 31, 2022.

Budgeted: Yes	Proposed Cost:	Reimbursed Amount	County Cost \$0
Departmental transfer \$_____ from Account No. _____ to Account No. _____			
County Administrator's Review: _____		Date: _____	
Human Resources Office Review: yes ___ no ___ N/A ___ Signature: _____			
County Attorney Review: yes ___ no ___ N/A ___ Signature: _____			
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: 3/3/2022**

**Committee Chair: Mr. Lasher  
Department Head: Mike Jankowski**

**AUTHORIZATION TO CARRY OVER THE 2021 REMAINING BALANCE FOR THE HOFFMAN FOUNDATION GRANT AND AMEND THE 2022 BUDGET**

WHEREAS, an unspent balance of \$8,504.04 of Hoffman Foundation grant funding for historical projects was available as of December 31, 2021 and fell to the Unassigned General Fund Balance during the 2021 yearend closing process; and

WHEREAS, the County Historian is desirous in amending the 2022 budget to appropriate the Hoffman Foundation Grant funding for use toward necessary historical projects; now, therefore, be it

RESOLVED, that the Wayne County Treasurer is authorized to transfer \$8,504.04 from the Unassigned General Fund Balance, and further be it

RESOLVED, that the Wayne County Treasurer is authorized to amend the 2022 Wayne County Budget as follows:

**A7510 County Historian**

(Appropriations)

\$8,504.04 to 54484 Hoffman Foundation Grant Expenditures

Budgeted: Yes                      Proposed Cost: \$8,504.04                      Reimbursed Amount \$8,504.04                      County Cost \$0

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

County Administrator's Review: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources Office Review: yes \_\_\_ no \_\_\_ N/A \_\_\_ Signature: \_\_\_\_\_

County Attorney Review: yes \_\_\_ no \_\_\_ N/A \_\_\_ Signature: \_\_\_\_\_

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: \_\_\_\_\_

**COUNTY OF WAYNE**  
**OFFICE OF THE COUNTY ATTORNEY**  
WAYNE COUNTY COURTHOUSE  
26 CHURCH STREET, LYONS, NEW YORK 14489  
FAX: (315) 946-5942

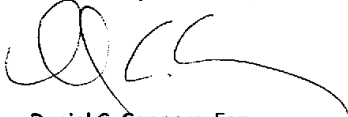
DANIEL C. CONNORS, ESQ.  
COUNTY ATTORNEY  
(315) 946-7442

ERIN M. HAMMOND, ESQ.  
ASSISTANT COUNTY ATTORNEY  
(315) 946-7444

The County Attorney's Office monthly report for February 2022 is as follows:

Contracts Drafted and/or Reviewed	32
Insurance Certificates	28
Notice of Claim	0
Accidents	6
Disciplines/Grievances	1
Human Rights Complaints	0
Subpoenas	3
Freedom of Information Requests (FOIL)	27
FOIL Money Collected	\$0.00
Juvenile Delinquent's (JD's)	2
Persons In Need of Supervision (PINS)	0
Habeas Corpus	0
Poor Person Applications	5
Pistol Permit Hearings	0
Unemployment Hearings	0
Total Amount of Bills Paid from A1420(CA)	\$544.00
Total Amount Paid from A1930 (Judgment & Claims)	\$2,107.50
Total Amount Paid from A1931 (Liability & Casualty)	\$11,091.50
Total Amount Paid for 207c Claims	\$1,128.00

Respectfully submitted,



Daniel C. Connors, Esq.  
County Attorney

**RESOLUTION TRANSMITTAL**

**Committee No: 5**

**Date: 03/03/2022**

**Committee Chair Lasher  
Department Head: Alquist & Zornow**

**AUTHORIZATION TO TRANSFER FUNDS FROM THE CAPITAL RESERVE FUND TO PURCHASE FIFTEEN VOTING MACHINES ON BEHALF OF THE WAYNE COUNTY BOARD OF ELECTIONS**

WHEREAS, New York State has enacted laws expanding early voting in New York State, and certain voting machines purchased in 2008 within the Board of Elections' Office inventory are aging and recommended by the Board of Elections Machine Techs to be replaced on a revolving basis; and,

WHEREAS, Wayne County will have an early voting location at the Board of Elections Office, and at a second location to be determined in the western part of the County; and,

WHEREAS, based upon the above considerations, the Wayne County Board of Elections Office is desirous of purchasing fifteen new machines with three of them specifically designated for early voting; and,

WHEREAS, the Board of Elections Office has obtained a quote from New York State Office of Governmental Services ("OGS") Contract and Dominion with the total expenditure purchase being \$163,500.00 for the fifteen voting machines; and,

WHEREAS, Resolution 435-20 established a Capital Reserve Fund for the purchase of non-motorized equipment; NOW, therefore be it

RESOLVED, that the Board of Elections Office is authorized to purchase fifteen new voting machines via OGS Contract; and it is further

RESOLVED, that the Wayne County Board of Supervisors authorizes the transfer of \$163,500.00 from the Capital Reserve to pay for this purchase; and it further

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

**H1450 Board of Elections**

(Appropriations)

\$163,500.00 to .52000 Equipment & Capital Outlay

Budgeted: No                      Proposed Cost: \$163,500.00                      Reimbursed Amount: \$0                      County Cost:  
\$163,500.00

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

County Administrator's Review: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources Office Review: yes \_\_\_ no \_\_\_ N/A \_\_\_ Signature: \_\_\_\_\_

County Attorney Review: yes \_\_\_ no \_\_\_ N/A \_\_\_ Signature: \_\_\_\_\_

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: \_\_\_\_\_