

AGENDA
GOVERNMENT OPERATIONS COMMITTEE
Thursday, April 8th 9:00 a.m.

Supervisors: Emmel, Chatfield, Spickerman, Verkey, Eynor

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.

Board of Elections, Mark Alquist & John Zornow

TRANSMITTAL:

- Authorization to sign memorandum with Town of Ontario [BOE04RES02MOA 2021 REV1.doc](#)
[MOA.pdf](#)
- Authorization to Apply for Extension of Shoebox Grant [BOE04RES01 SHOEBOX REV1.doc](#)

9:10 a.m.

County Clerk, Michael Jankowski

1st Quarter Financials

9:20 a.m.

County Attorney, Dan Connors

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

TRANSMITTALS:

- Authorization to Adopt Record Retention and Disposition Schedule [CA04RES01.doc](#)
- Authorization to Amend Resolution 287-17 and Amend The 2021 [CA04RES02 PT Asst Attorney.doc](#)

9:25 a.m.

County Administrator, Rick House

NO BUSINESS

9:25 a.m.

Human Resource Department, Chris Kalinski

Monthly Reports:
COVID Costs
Staffing

RESOLUTION TRANSMITTAL

Committee No. 5 Date: 04/08/2021 Committee Chair: Emmel Department Heads: Alquist & Zornow

AUTHORIZATION TO SIGN MEMORANDUM OF AGREEMENT WITH THE TOWN OF ONTARIO FOR ELECTION SERVICES CONCERNING SPECIAL ELECTION TO BE HELD ON April 21, 2021

WHEREAS, the Town of Ontario is holding a Special Election on April 21, 2021, and is seeking the assistance of the Wayne County Board of Elections involving use of voting equipment, supplies and voting operations; and

WHEREAS, pursuant to NYS Town Law, Section 84 and Section 84a, the Town Board conducts their Special Election; and

WHEREAS, pursuant to NYS Election Law, Section 3-224, the Wayne County Board of Elections may permit districts within the county to use its voting machines and other equipment for the conduct of elections upon such terms and conditions as shall be fixed in writing as agreed to by both parties; and,

WHEREAS, the Wayne County Board of Elections and the Ontario Town Board do mutually covenant and agree to the terms and conditions as indicated within a written Memorandum of Agreement; now therefore be it

RESOLVED, that the Chairman of the Wayne County Board of Supervisors is hereby authorized to sign the Memorandum of Agreement with the Town of Ontario for Election Services to be held on April 21, 2021 subject to the County Attorney's approval to form and content.

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: 04/08/2020

**Committee Chair: Jake Emmel
Department Head: Alquist/Zornow**

AUTHORIZATION TO APPLY FOR EXTENSION OF THE C003252 SHOEBOX GRANT FOR WAYNE COUNTY BOARD OF ELECTIONS

WHEREAS, Wayne County has a contract with the New York State Board of Elections for SHOEBOX grant funds, which will end on March 31, 2020 unless otherwise extended; and,

WHEREAS, New York State Board of Elections is extending the contract for another year April 1, 2021 to March 31, 2022; and,

WHEREAS, Wayne County is desirous in extending said grant contract; now therefore, it be

RESOLVED, that the Chairman of the Wayne County Board of Supervisors is authorized to execute request for extension through March 31, 2022, of the C003252 SHOEBOX grant contract.

Budgeted: No Proposed Cost: \$83,320.63 Reimbursed Amount: \$83,320.63 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: _____

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 March 2021 is as follows:

Contracts Drafted and/or Reviewed	87
Insurance Certificates	56
Notice of Claim	2
Accidents	0
Disciplines/Grievances	1
Human Rights Complaints	0
Subpoenas	2
Freedom of Information Requests (FOIL)	37
FOIL Money Collected	\$10.25
Juvenile Delinquent's (JD's)	1
Persons In Need of Supervision (PINS)	1
Habeas Corpus	0
Poor Person Applications	5
Pistol Permit Hearings	0
Unemployment Hearings	0
Total Amount of Bills Paid from A1420(CA)	\$989.29
Total Amount Paid from A1930 (Judgment & Claims)	\$2,200.00
Total Amount Paid from A1931 (Liability & Casualty)	\$8,737.41
Total Amount Paid for 207c Claims	\$0.00

Respectfully submitted,



Daniel C. Connors, Esq.
County Attorney

RESOLUTION TRANSMITTAL

Committee No. 5

Date: April 8, 2021

Committee Chair: Jake Emmel
Department Head: Daniel Connors, Esq.

AUTHORIZATION TO ADOPT RECORD RETENTION AND DISPOSITION SCHEDULE

WHEREAS, the New York State Archives, pursuant to its authority under Article 57-A of the Arts and Cultural Affairs Law, recently updated its "Retention and Disposition Schedule for New York Local Government Records (LGS-1)"; and

WHEREAS, said schedule sets forth legal minimum retention periods for local government records; and

WHEREAS, each local government must formally adopt said schedule in order to legally destroy or otherwise dispose of records; now therefore be it

RESOLVED, that the "Retention and Disposition Schedule for New York Local Government Records (LGS-1)" is hereby adopted for use by all Wayne County departments in legally disposing of records described therein; and be it further

RESOLVED, that records described in the "Retention and Disposition Schedule for New York Local Government Records (LGS-1)" will only be disposed of after they have met the minimum retention period stated in the schedule.

Budgeted: yes ___ no ___ Proposed Cost: 0 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: April 8, 2021

Committee Chair: Jake Emmel
Department Head: Daniel Connors, Esq.

AUTHORIZATION TO AMEND RESOLUTION 287-17 AND AMEND THE 2021 BUDGET

WHEREAS, Resolution 287-17 was duly adopted by the Wayne County Board of Supervisors on May 16, 2017 and

WHEREAS, said resolution authorized a part-time Assistant County Attorney at an hourly rate of \$60.00 to serve as assistant to the full-time County Attorney and the full-time Assistant County Attorney; and

WHEREAS, the full-time Assistant County Attorney who now handles all of the Family Court proceedings for the County Attorney's Office will be temporarily absent on maternity leave anticipated to begin sometime around June 1, 2021; and

WHEREAS, the County Attorney has identified an attorney who is willing to step in as a part-time Assistant County Attorney and has agreed to assume the duties of the full-time Assistant County Attorney during the period of her maternity leave; and

WHEREAS, the County Administrator has reviewed and approved a salary range for this new part-time Assistant County Attorney position; now therefore be it

RESOLVED, that the County Attorney is hereby authorized to hire a part-time Assistant County Attorney to temporarily assume the duties of the full-time Assistant County Attorney during the period of time she is out on maternity leave, at an hourly rate of \$60.00 per hour; and be it further

2021 RESOLVED, that the County Treasurer is authorized to make the following amendment to the Wayne County Budget:

A1990 CONTINGENT FUND GEN
(Appropriations)
\$21,530 from 54000 Contractual Expense

A1420 County Attorney
(Appropriations)
\$20,000 to 51563 Assistant County Attorney (PT)
\$1,530 to 58200 Social Security

Budgeted: yes ___ no X Proposed Cost: \$21,530 Reimbursed Amount 0 County cost \$21,530

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: _____