

4th Day
Tuesday, March 21, 2017
9:00 a.m.

The regular meeting of the Board of Supervisors was held in their chambers in the Court House, Chairman LeRoy presiding.

The Pledge of Allegiance was led by Supervisor Spickerman, followed by Chairman LeRoy giving the invocation for today.

Upon roll call, all Supervisors were present, except Supervisor Kolczynski. County Administrator Richard House and County Attorney Daniel Connors were also present.

APPROVAL OF MINUTES:

Mrs. Crane moved, seconded by Mrs. Pagano, to waive the reading of the minutes of the previous meeting and approve them as distributed. Upon roll call, carried.

COMMUNICATIONS:

The Chairman requested a motion to waive the reading of the following communications received and to approve them as listed below:

A Copy of the Sheriff's Office Cash Receipts Report dated March 16, 2017 totaling \$12,358.45 was received.

A copy of the February 2, 2017 Professional Advisory Committee Meeting Minutes were received and filed as per state requirements, after being accepted by the Wayne County Health and Medical Services Committee.

A Notice of Public Hearing for a Local Law to establish zoning requirements for Solar Energy Systems within the Town of Macedon was received, to be held on Tuesday, March 23, 2017 at 7:45 p.m. at the Macedon Town Hall, 32 Main Street, Macedon, NY.

Vern & Meyrick (Mayo) Peterson, Perrine Farm, Lyons, forwarded a link and podcast to Board members for their review to request Wayne County to make significant promotional pitches to Albany, Washington DC and US companies for significant private capital investments. Wayne County is a valuable destination to grow in. This would clearly entail specific campaigns for these investment dollars. These future investments are going to go to some communities, why not make them here in Wayne County.

A copy of the County Auditor's accounts payable report for monthly utilities, miscellaneous payments including the February 2017 warrants for accounts payable, totaling \$3,659,746.55 was received and filed.

Mr. Smith moved, seconded by Mrs. Marini. Motion carried.

ANNUAL REPORTS:

Chairman LeRoy noted that the following Annual Reports, including the annual report from the Department of Mental Health, were reviewed by their Standing Committees and referred to the full Board for filing:

Sheriff's Office	Veterans Service Agency
District Attorney	Nursing Home and Rehab Center
Public Works	Public Health
Tourism	Mental Health
Weights and Measures	Human Resources
Probation and Correctional Alternatives	Board of Elections
Emergency Management Services	County Auditor
Social Services	Self-Insured Plan
Aging and Youth	
Cornell University Cooperative Extension of WC	
Workforce Development	

Mr. Smith moved, seconded by Mrs. Marini, that the Annual Reports be received and filed. Upon roll call, carried.

PROCLAMATIONS

Supervisors John Smith and Patricia Marini together presented three proclamations for Sectional and Championship wins for Wayne Central School:

- Wayne Central School Varsity Basketball Cheerleading Squad - Section V and Division II and NYS Division II Cheerleading Squad Champions
- Wayne Central School Wrestler - Matt Caccamise - Section V - Class BBB Champion & 3rd place in NYS Division II Championship
- Wayne Central School Boys Basketball Team - Section V - Class A2 Sectional Title

Supervisor Baldrige along with Dian Devlin, Director of Public Health, made the presentation for Infant Immunization Awareness Week – April 22-29, 2017

Supervisor John Smith along with George Bastedo, Director of Emergency Management, Katie Dean and Chris Wilson, made the presentation for National Public Safety Telecommunicators Week - April 9-15, 2017.

AWARDS:

Peter Evans, Wayne County Historian, shared some history regarding the Mildred Taylor Award and how this stipend is awarded to individuals that research, write and publish their project regarding Wayne County; and submit copies to the Wayne County History for the Archives.

This year's Mildred Taylor Award recipients were Rosa Fox and Gavin Buehler. Huron Town Supervisor Laurie Crane read the presentation for **Rosa Fox, Huron Historian**, for her new book of postcard history, "Great Sodus Bay", and Peter Evan, County Historian read the presentation for **Gavin Buehler, Williamson High School Sophomore**, Boy Scout Eagle Award Project on the brochure, "A Walk through the Hamlet of Pultneyville".

RECESS:

Mr. Smith moved, seconded by Mrs. Pagano that the board take a brief recess at 9:34 a.m. Motion carried.

REGULAR SESSION:

The Board resumed regular session at 9:40 a.m.

PRIVILEGE OF THE FLOOR:

Chairman LeRoy opened the floor at this time for members of the public to address the Board of Supervisors on items listed on the agenda for action.

There was no other public comment on agenda items this evening.

PUBLIC HEARING:

Prior to the opening of the scheduled public hearing for this morning, Chairman LeRoy read the rules and procedures that are followed for conducting all hearings for this Board.

At 9:40 a.m., the Clerk of the Board read the following Notice of Public Hearing regarding the Inclusion of Land in a Certified Agricultural District.

**WAYNE COUNTY BOARD OF SUPERVISORS
NOTICE OF PUBLIC HEARING
REGARDING THE ANNUAL REVIEW PERIOD FOR INCLUSION OF LAND
IN A CERTIFIED AGRICULTURAL DISTRICT**

NOTICE IS HEREBY GIVEN that a public hearing will be held by the Board of Supervisors of Wayne County, State of New York, on **Tuesday, March 21, 2017 at 9:05 a.m.** in the Supervisors Chambers, Wayne County Courthouse, 26 Church Street, Lyons, New York, regarding the ANNUAL REVIEW PERIOD FOR INCLUSION OF LAND IN A CERTIFIED AGRICULTURAL DISTRICT.

This hearing will be held to consider the recommendations of the Wayne County Agricultural Development Board and any proposed modifications to the existing Agricultural District No. 1.

The Wayne County Agricultural Development Board reviewed and recommended approval of this request for inclusion of the following farmland property in the existing Agricultural District No. 1, as proposed by the owner:

Tax ID Num	Municipality	Name	Acres
63115-00-502061	Town of Walworth	David J. Wilbert Jr.	31.81

The Ag Development Board considers these parcels to be predominately viable agricultural land. Therefore, this proposed action will result in a modification to Agricultural District No. 1.

A tax map illustrating the proposed district modifications and recommendations of the Wayne County Agricultural Development Board has been available for examination during regular business hours, in the Wayne County Department of Economic Development & Planning, Second Floor, 9 Pearl St., Lyons, N.Y. 14489.

Sandra J. Sloane, Clerk
Lyons, New York
Wayne County Board of Supervisors

At 9:43 a.m., Chairman LeRoy opened the floor for the public, stating that people interested in making comment regarding the proposed amendment to Agricultural District No. 1, should come forward to the podium to address the Board. Further, he requested that they state their name and address for the record.

There was no public comment at this time.

After an additional request for comment was made, Chairman LeRoy asked for a motion to close the hearing.

Mrs. Crane moved, seconded by Mrs. Marini, that the hearing be closed at 9:44 a.m. Upon roll call, carried.

SCHEDULED BUSINESS

RESOLUTION NO. 152-17: AUTHORIZATION FOR THE CHAIRMAN OF THE BOARD TO SIGN RENEWAL CONTRACT WITH TYLER TECHNOLOGIES FOR MUNIS SOFTWARE AND FOR OPERATING SYSTEM AND DATABASE ADMINISTRATION SUPPORT

Mrs. Marini presented the following:

WHEREAS, the MUNIS is the software program where all of the county financial information is kept; and

WHEREAS, the maintenance comes up for renewal on an annual basis on March 17th; now, therefore, be it

RESOLVED, that the Chairman of the Wayne County Board of Supervisors is hereby authorized and directed to execute a contract on behalf of the County of Wayne, subject to the County Attorney's approval as to form and content, with Tyler Technologies for the following:

MUNIS software maintenance for all financial modules for the contract period starting March 17, 2017 to March 16, 2018 at a cost not to exceed \$ 213,888.96.

Mr. Verno moved the adoption of the resolution. Seconded by Mr. Smith. Upon roll call, adopted.

RESOLUTION NO. 153-17: TAX REFUND – ERROR ON TAX ROLL

Mrs. Marini presented the following:

WHEREAS, applications for refund of real property tax claimed to be attributable to an error on the tax roll has duly been filed with the Director of Real Property Tax Services (“Director”) for the properties listed below, pursuant to the provisions of Article Five, Title 3 of the Real Property Tax Law; and

WHEREAS, the Director investigated the circumstances of the claimed errors and has submitted a report recommending the applications be approved; now, therefore, be it

RESOLVED, pursuant to Article 5, Title 3 of the Real Property Tax Law that the following applications are hereby approved and the County Treasurer is hereby authorized and directed to pay the refunds:

TOWN OF MACEDON

2017 Tax Roll	
Account No.	62111-06-482844
Assessed to:	Zury, Peter
Total Tax Difference	\$ 42.62 Total County Tax Difference: \$ 29.16
Corrected Total Tax:	\$ 702.76

2016 Tax Roll	
Account No.	62111-06-482844
Assessed to:	Zury, Peter
Total Tax Difference	\$ 48.95 Total County Tax Difference: \$ 35.99
Corrected Total Tax:	\$ 638.07

and be it further

RESOLVED, that the County Treasurer is hereby authorized and directed to charge back the Refunds in the manner prescribed by Section 556 of the Real Property Tax Law.

Mr. Verno moved the adoption of the resolution. Seconded by Mrs. Crane. Upon roll call, adopted.

RESOLUTION NO. 154-17: AUTHORIZING PUBLIC AUCTION SALE OF REAL PROPERTY ACQUIRED BY THE COUNTY FOR DELINQUENT TAXES

Mrs. Marini presented the following:

WHEREAS, pursuant to the provisions of Article Eleven (11) of the Real Property Tax Law of the State of New York pertaining to the enforcement of the collection of delinquent taxes, the County of Wayne has or will acquire title to the real property as shown on Appendix A (attached hereto and incorporated herein by reference) and is entitled to acquire title by Court Order to the properties from 2015 listed on Appendix A; and

WHEREAS, pursuant to the provisions of Article Eleven (11) of the Real Property Tax Law, real property acquired by tax deed or Court Order may be disposed of by the County at such times and upon such terms as shall be determined by the Board of Supervisors; now, therefore, be it

RESOLVED, in accordance with Article Eleven (11) of the Real Property Tax Law;

FIRST: The County Attorney is hereby authorized and directed to take appropriate action regarding removal of property from the auction list after the filing of the Summary Judgement of the Petition of Foreclosure and up to the time of the auction.

SECOND: The Director of Real Property Tax Services is hereby authorized, empowered and directed to conduct a public auction sale of the properties listed on Appendix A at the Lyons High School Auditorium, 10 Clyde Rd., Lyons, New York, on June 14, 2017, commencing at 6:00 p.m.

THIRD: The Director of Real Property Tax Services is hereby authorized and directed to advertise the auction sale in such manner as she deems suitable for obtaining the greatest public participation in the sale and to charge the advertising cost to Account No. A1364.54000 (Expenses on Property Acquired for – Advertising).

FOURTH: Each parcel of property shall be offered and sold at the public auction sale subject to the following terms and conditions of sale:

**COUNTY OF WAYNE REAL PROPERTY AUCTION SALE
Lyons High School Auditorium, 10 Clyde Rd., Lyons, NY
June 14, 2017 at 6:00 p.m.**

TERMS AND CONDITIONS OF SALE

1. The property offered for sale has been acquired by the County of Wayne (hereinafter referred to as the "**County**") by Court Order pursuant to the provisions of Title 3, Article 11 of the Real Property Tax Law of the State of New York.
2. All potential Bidders/Buyers must provide acceptable photo identification for issuance of a bid number.
3. All Bidders/Buyers must register for this auction and hold a bid number.
4. Former owners will not be allowed to bid on their properties. **No third parties shall be allowed to bid on behalf of a former owner.**
5. By acknowledging and executing these Terms & Conditions, the purchaser certifies that he/she is not representing the former owner(s) of the property against whom the County Foreclosed tax liens and has no intent to defraud the County of the unpaid taxes, assessment, penalties, and charges which have been levied against the property. The purchaser agrees that neither he/she nor his/her assigns shall convey, **transfer, or assign** the property to the former owner(s) against whom the County foreclosed within 24 months subsequent to the auction date. If such conveyance occurs, the purchaser understands that he/she will be found to have committed fraud, and/or intent to defraud, and will be liable for any deficiency between the purchase price at auction and such sums as were owed to the County for unpaid taxes prior to the tax lien foreclosure on the property and consents to immediate judgment by the County for said amounts in addition to reasonable attorneys fees and expenses.
6. **NO PERSON OR ORGANIZATION CAN BID ON PROPERTIES AT THE AUCTION IF THEY, OR A CORPORATION OR COMPANY THEY ARE AFFILIATED WITH, OWE PROPERTY TAXES (CURRENT YEAR OR PRIOR YEAR) TO THE COUNTY. ALL SUCH TAX LIABILITIES MUST BE PAID PRIOR TO THE AUCTION IN ORDER TO BID AT THE AUCTION. Previously defaulting parties (i.e. parties who have a property tax installment contract or have failed to pay taxes for prior tax years) are not allowed to bid until 18 months after the default is cured.)** Failure to comply with this provision will be grounds for default and forfeiture of any deposits paid without exceptions.
7. The auctioneer's decision regarding any disputes is final, and the auctioneer reserves the right to reject any bid that is not an appreciable advancement over the preceding bid.
8. The property will be conveyed by the County to the purchaser by quit-claim deed, containing a description of the property as it appeared on the tax roll for the year upon which the County acquired title or as corrected up to date of deed. The deed will be recorded by the County upon payment in full of the purchase price and all closing fees/costs. **POSSESSION OF PROPERTY IS FORBIDDEN UNTIL THE DEED IS RECORDED WITH THE WAYNE COUNTY CLERK CONVEYING TITLE TO THE PURCHASER. TITLE VESTS AT THE RECORDING OF THE DEED.** It is agreed between the County and the purchaser that delivery and acceptance of the deed occurs upon recording of the deed, **which shall constitute the transfer of legal title of the premises to the buyer.**

9. Deeds shall convey title only to the person identified as the successful bidder whose bid has been accepted by the Board of Supervisors, along with the successful bidder's spouse, if so desired. No deed shall be executed to convey title in the name of anyone other than the successful bidder, and bidder's spouse, if so desired.
10. The County will not furnish an abstract of title or an instrument survey map.
11. **The County does not make any representations or warranties, expressed or implied,** (a) concerning the quality or the condition of the title to the property, or the validity or marketability of such title; the ownership of any improvements on the property; the condition of the property and any improvements thereon or its fitness for any use; or the accuracy of the property description on the tax roll or in the notice of sale or any other advertisement of sale furnished by the County; or (b) that the property or any improvements thereon presently comply with building or zoning codes, or with any state or local laws or regulations. Any information concerning the property furnished by the County or any of its officers, employees, or agents shall not be deemed to include any such representations or warranties. Any promotional tools such as photographic slides, tax maps, written or verbal descriptions, etc. are for informational purposes only.
12. Any successful bidder, who fails to tender the deposit to the Treasurer at the end of the auction, will be forbidden to participate in this or any other auction for a time period of 18 months. Any parcels which the County of Wayne Treasurer did not receive deposits for by the end of the auction will be considered defaulted. If a purchaser fails to close on the parcel(s) that he/she bids on at the auction, he/she will be prohibited from participating at future auctions held for the County of Wayne for a time period of 18 months.
13. The purchaser shall accept the property and any improvements thereon in "as is" condition with the understanding that the County makes no representation as to ownership or responsibility for any personal property located on the real property. The disposition of any personal property located on any parcel sold at auction shall be the sole responsibility of the successful purchaser following the closing of sale.
14. Evictions, if necessary, are solely the responsibility of the successful bidder after closing and recording of the deed.
15. The sale of the property is made **subject to** (a) Village, Town, **New York State** and Federal claims for taxes, liens or other encumbrances, and (b) all easements or rights-of-way which were in existence at the time of the levy of the tax the non-payment of which resulted in the tax deed to the County.
16. The County will convey the property free and clear of **County** tax liens accrued on or before January 1, 2017.
17. **The purchaser will pay all of the following taxes and charges, including all interest and penalties if applicable:**
 - **2017 Village Tax; current water, sewer, other special district charges, demolition charges, and any service charges levied and/or relieved against property by a Municipality - INCLUDING ANY APPLICABLE INTEREST AND PENALTIES**
 - **Federal and/or State taxes, liens and encumbrances of record**
 - **2017-2018 School Tax**
 - **2018 Town Tax & County Tax which may include re-levied village or school taxes**
 - **In order to avoid future delinquent charges, the new owner should immediately advise all tax collectors of the new ownership, and the address where future tax bills are to be mailed.**
18. All bids are subject to **and contingent upon** approval and acceptance by the Wayne County Board of Supervisors. The County reserves the right to sell to the second highest bidder if Purchaser defaults.
19. The Board of Supervisors reserves the right to accept or reject any or all bids, or to withdraw any parcel from the sale at any time prior to delivery of the deed to the purchaser.
20. In the event that a sale is cancelled by Court Order or judgment or by the Wayne County Board of Supervisors, the successful bidder shall be entitled only to a refund of the

- purchase money. Purchaser shall not be entitled to special or consequential damages, attorney fees, reimbursement for any expenses incurred as a result of ownership or improvements of the property, nor for taxes paid during the period of ownership.
21. The purchaser shall pay full payment immediately at "Knockdown" (when the Auctioneer says "sold") for any properties sold in the amount of \$2,000 or less.
 22. Regarding any properties sold for more than \$2,000, the amount of \$2,000 plus 10% of the amount over \$2,000 must be paid immediately at "Knockdown"
 23. All sales shall be final, absolute and without recourse, and in no event shall the County be or become liable for any defects in title for any cause whatsoever, and no claim, demand or suit of any nature shall exist in favor of the purchaser, its heirs, successors or assigns, against the County arising from this sale.
 24. Notice is hereby given that the premises being sold may lie within an Agricultural District as designated upon the tax map. It is the sole responsibility of any bidder to ascertain which specific parcel(s) is so designated and thereby sold subject to the provisions of law applicable thereto.
 25. **The purchaser's bid will be submitted to the Board of Supervisors on JUNE 20, 2017. IT SHALL BE THE PURCHASER'S RESPONSIBILITY TO CONTACT THE COUNTY REAL PROPERTY TAX SERVICE AGENCY (315-946-5927) ON OR AFTER JUNE 21, 2017 TO DETERMINE WHETHER THE BID WAS ACCEPTED OR REJECTED BY THE BOARD OF SUPERVISORS.**
 26. A personal check or cash may be used the night of the auction for down payment.
 27. **The purchaser must pay the balance of the purchase price (paid in cash or by certified check, bank check or money order payable to the Wayne County Treasurer) together with the necessary recording taxes and fees (paid in cash or check payable to the Wayne County Clerk) to the County Attorneys office not later than the close of business on July 21, 2017. Upon receipt of such payments, the deed will be recorded in the County Clerk's Office and mailed to the purchaser upon completion of the recording process. The purchaser may not assign his/her right to complete the sale. ALL DEEDS SHALL BE EXECUTED SOLELY IN THE NAME OF THE BIDDER (AND SPOUSE, IF REQUESTED) AS REGISTERED AT THE AUCTION. IF THE PURCHASER FAILS TO MAKE SUCH PAYMENTS ON OR BEFORE JULY 21, 2017, THE SALE SHALL BE DEEMED CANCELLED, THE COUNTY SHALL NOT BE OBLIGATED TO CONVEY THE PROPERTY TO THE PURCHASER AND THE PURCHASER'S DEPOSIT SHALL BE RETAINED BY THE COUNTY AS LIQUIDATED DAMAGES.**
 28. The purchaser shall execute a Memorandum of Purchase at the time and place of the auction sale agreeing to purchase the property subject to the terms and conditions of sale prescribed by the County.

MEMORANDUM OF PURCHASE

I, _____, agree to purchase the property identified as
(print name)

Tax Map # _____,

Town of _____, subject to the terms and conditions of sale set forth
above, for the purchase price of \$ _____.

Dated: June 14, 2017

Name: _____ (Signature)

Social Security No.: _____

Telephone: _____

Residence _____ Address: _____

Mailing
Address: _____

GRANTEE DESIGNATION IN DEED:

Name _____ Soc. Security # _____

Residence Address _____

Name _____ Soc. Security # _____

Residence Address _____

Mr. Miller moved the adoption of the resolution. Seconded by Mr. Manktelow. Upon roll call, adopted.

RESOLUTION NO. 155-17: AUTHORIZATION TO AMEND THE 2017 BUDGET TO ALLOCATE COURT SECURITY CONTRACT INCREASES

Mrs. Marini presented the following:

WHEREAS, that the Wayne County 2017 Adopted Budget includes a contingency budget for the anticipated financial impact of Court Security staff increases to take place during 2017; and

WHEREAS, that the Wayne County Court Security staff received increases with the adoption of resolution 613-16; now, therefore be it

RESOLVED, that the Wayne County Treasurer's Office is hereby authorized to amend the 2017 County Budget as follows:

A1990 Contingent Fund General

(Appropriations)

\$17,525 From 54000 Contractual Expenses

A3116 Sheriff – Court Security

(Appropriations)

\$1,796 To 51499 Court Security Supervisor

\$11,901 To 51503 Court Security Officer

\$2,780 To 58100 NYS Retirement

\$1,048 To 58200 Payments to Social Security

Mrs. Crane moved the adoption of the resolution. Seconded by Mr. Smith. Upon roll call, adopted.

RESOLUTION NO. 156-17: ADOPTING NEW WAYNE COUNTY PURCHASING POLICY & PROCEDURE MANUAL AND RESCINDING RESOLUTION NO. 303-14

Mrs. Marini presented the following:

WHEREAS, Board of Supervisors Resolution No. 303-14 last amended and updated the County purchasing policy; and

WHEREAS, the County Administrator, Management Assistant, County Attorney, and Purchasing Clerk; have reviewed and revised the County purchasing policy; now, therefore, be it

RESOLVED, that the Board of Supervisors Rescinds Resolution No. 303-14; and be it further

RESOLVED, that the Board of Supervisors adopts the following County Purchasing & Procedure Manual:

**WAYNE COUNTY PURCHASING POLICY
AND PROCEDURES MANUAL**

DEFINITIONS

Bidding. A public competitive process for choosing a vendor from which to purchase materials, supplies and services. The purchase is made from the lowest responsible bidder who submits a responsive bid.

Collusion. Actions, contrary to law, of two or more persons to determine in advance the winning bidder or proposer of a contract let, or to be let, for competitive bidding or proposals by the County or any other such acts prohibited by law.

General Municipal Law. A state law governing bidding procedures for municipalities such as the County.

Professional or Technical Services. Services that involve specialized expertise, use of professional judgment, and/or a high degree of creativity. They are not purchase contracts or contracts for public work. The individual or company may be chosen based on qualifications to include, but not limited to, reliability, skill, education and training, experience, demonstrated effectiveness, judgment and integrity. These qualifications are not necessarily found in the individual or company that offers the lowest price.

Professional or technical services shall include but not be limited to the following:

Accounting (CPA)	Investment Management Services
Advertising Agency Promotion	Laboratory Testing
Architectural	Legal
Computer Customized Software	Management of Municipally Owned Property
Programming Services	Medical/Dental Services
Consultants	Public Relations
Design Services	Records Indexing
Engineering	Writing, Editing or Artwork
Instructors/Teachers/Training	Investment Management Services
Insurance Carriers and/or Insurance Broker	DSS Legal Counsel (if privately contracted)

Public Works Contract. Includes, but is not limited to, contracts for material and work on roads, highways, buildings, structures and improvements of all types, the construction, reconstruction, major renovation or painting of which is performed or contracted for by the County to serve the public interest.

Purchase Contract. The purchase, lease, rental or other acquisition by a County department of personal property and services, including ordinary repair or maintenance, in support of the departments' day-to-day activities and service provision.

Purchase Order. Document used by the Purchasing Department to purchase a product or service from an external vendor.

Purchase Requisition. The form used by departments that documents the requirements and is sent to the Purchasing Department for review and authorization prior to making the purchase.

Quote. Documentation from a vendor, preferably written, stating items, source, quantity, price, discounts, shipping, delivery time and contact information. When doing so a standard "spec form" should be used to collect quotes.

Request for Quotations (RFQ). A competitive process for choosing an individual or firm with which to contract for products or services. This process requires a standardized "spec sheet" to collect quotes from prospective vendors.

Request for Proposals (RFP). A competitive process for choosing an individual or firm with which to contract for services. The contract is awarded based on factors such as cost, qualifications, experience, and demonstrated ability, and not necessarily to the proposer with the lowest price. Not to be confused with bidding.

Practicable. Means sufficient performance and not unreasonably expensive.

POLICY

Statement of Policy. The County of Wayne shall purchase materials, supplies, equipment and services as needed, at the best possible prices and value, and maintain appropriate documentation in a manner in accordance with County Law and General Municipal Law. The Wayne County Purchasing Department dedicates itself to procuring goods and services for the various county departments in a timely manner assuring the prudent and economical use of public monies in the best interest of the taxpayers of Wayne County. It will facilitate the acquisition of goods and services at the best value and guard against favoritism, extravagance and fraud. The county shall, at its option, establish purchasing regulations that do not conflict with County Law and General Municipal Law.

AUTHORITIES

Wayne County Board of Supervisors – The Board of Supervisors has approval authority, by majority vote, over all contracts, and over budget actions necessary to begin the purchasing process for materials, supplies, equipment and services. The Chairman must sign off on all contracts.

Finance Committee - In consultation with the County Administrator, Committee Chairperson and Purchasing Clerk, the committee recommends, by majority vote, purchasing policies and amendments to the Board of Supervisors.

County Attorney - The County Attorney has contract review authority on all RFPs and contracts.

County Purchasing Clerk - The Purchasing Clerk shall be responsible for developing and administering a modified central purchasing system to make provisions for all purchases, servicing, sale, lease, and rental, of materials, supplies, equipment and services for all departments and agencies of County government pursuant to and in compliance with the applicable provisions of laws and regulations and County policy. The Purchasing Clerk has signatory authority on all purchase requisitions and purchase orders. The Purchasing Clerk

reviews the procurement activities of all County departments, as necessary, to ensure compliance with General Municipal Law and County policy, and may require written explanations and documentation from departments when purchasing policies are not followed, and may withhold authorization until such documentation is received. The Purchasing Clerk, in consultation with the County Attorney and Department Heads, determines if a transaction is a purchase contract, public work contract, or professional service. The Purchasing Clerk, Clerk of the Board or designee shall conduct all bid solicitations and openings and secure the recommendations for awarding contracts from the appropriate official(s).

LIMITS AND CONTROLS

REGULATION

1. Authorization limits and controls shall conform to General Municipal Law Section 103. The County may establish additional authorization limits and controls that do not conflict with General Municipal Law Section 103.

PROCEDURE

1. The authorized limits for purchasing transactions shall be reviewed annually by the County Purchasing Clerk and, if necessary, adjusted by the Finance Committee, to more accurately reflect the market pricing, inflation, processing expenses, and the County's utilization experience.
2. Prior to submitting a purchase requisition to the Purchasing Department, County staff are to refer to and follow:
 - a. Schedule A: Authorization Levels & Procedures: Purchase of Materials, Supplies and Equipment & Public Works Contracts, and
 - b. Schedule B: Authorization Levels & Procedures: Professional Services.

PURCHASING SYSTEM

REGULATIONS

1. The Purchasing Clerk shall authorize and administer all purchase orders for the County for the acquisition of materials, supplies, equipment and services over \$2,000 in accordance with established procedures. The procedures contained herein are applicable for purchases in excess of two thousand dollars (\$2,000) for all County departments.
2. The County shall purchase materials, supplies, equipment and services as required, at the best possible prices, and maintain and attach appropriate documentation. Depending on the type and amount of the purchase, purchases will be secured by use of written requests for proposals, requests for qualifications, competitive public bids, written quotations, to ensure that goods will be purchased at the lowest price and value, and that favoritism will be avoided.
3. Purchases shall be made to the extent practicable, through available state contracts of the Office of General Services, Division of Standards and Purchase, Department of Correctional Services, New York State Industries for the Disabled, Industries for the Blind of New York State, surplus and second-hand purchases from another governmental entity, and competitive purchase contracts from contiguous counties and municipal cooperatives, whenever such purchases are in the best interest of the County.
4. Opportunity shall be provided to all responsible suppliers to do business with the County. To this end, the Purchasing Clerk shall develop and maintain lists of potential suppliers for various types of materials, supplies, equipment and services. Such lists shall be used to develop mailing lists of potential suppliers and for distribution of specifications, invitations to bid, RFPs and RFQs. Any supplier may be included in the list upon request. Exceptions include vendors named ineligible by the NY State Office of General Services, or those who's past business practices have disqualified them from doing business with the County.

5. When soliciting bids, a statement of "General Conditions Agreement" shall be included with all specifications submitted to suppliers. These general conditions shall be incorporated in all contracts awarded for the purchase of materials, supplies, equipment and services.
6. The Purchasing Clerk shall only authorize purchase orders after first determining that unencumbered balances of budgetary appropriations are adequate to cover such obligations. If unencumbered balances are insufficient, a budget amendment must be approved by the Board of Supervisors prior to the Purchasing Clerk's authorization of the purchase order. Associated bills shall include a copy of the purchase order upon submission to the Audit Department for payment.
7. No official or employee of the County shall have financial interests in any purchase or contract secured by the County, without disclosure to and authorization from the originating department's standing committee. No official or employee of the County shall participate in collusive activity. This precludes:
 - a. acceptance of gratuities, financial or otherwise, by the above persons, from any supplier of materials, supplies, equipment or services to the County; and/or
 - b. the sharing of bids, RFPs, or specifications with potential bidders prior to the competitive process,
 - c. assisting a supplier or firm to win a contract award prior to or during the competitive process, and/or
 - d. all other activities prohibited by federal, state, or local law.
8. The County Purchasing Clerk in conjunction with the County Auditor developed the following procedures upon receipt of any inquiry or allegation in violation of this policy:
 - 1st inquiry/allegation – review of purchasing policy with alleged violator
 - 2nd inquiry/allegation – internal audit of violator's purchasing practices for prior 6 months and required corrective action plan for any findings
 - 3rd inquiry/allegation and all future inquiry/allegation's - referred to County administrator to address
9. Wayne County shall not pay for materials, supplies, equipment and services in advance.
10. Only equipment listed in the Equipment Addendum, which is attached to the county budget, may be purchased without prior approval from the standing committee, finance committee and an adopted resolution from the Board of Supervisors; a purchase order is still required for all equipment purchases with the required documentation. All purchases from the equipment addendum should be purchased within the first 6 months of the fiscal year, unless otherwise documented with an explanation.
11. All office supplies should be purchased through the Staples Contract (Res 463-16); in addition all toner and related Information Technology products should be ordered through Information Technology (Res 020-15) unless specifically specified by the Information Technology Department.
12. Only one contract may be applied to a quote and/or invoice at a time; if more than one contract is being used they MUST be invoiced separately. In addition, if an item is not on a contract that too must also be invoiced separately.

PROCEDURES

1. **Determining and Documenting Type.** Every total purchase over two thousand dollars (\$2,000); three thousand dollars (\$3,000) for Public Works, must have a completed requisition which will be reviewed by the Purchasing Department to determine whether it is a purchase contract, a public works contract, or a professional service. A good faith effort will be made to determine if the aggregate amount to be spent on the item of supply or service is subject to competitive bidding or competitive proposal, taking into account past purchases and the aggregate amount to be spent in a year.
 - a. An opinion that a purchase is not subject to competitive bidding will be documented in writing by the individual requesting the purchase and provided to the Purchasing Clerk with the Purchase Requisition. This documentation may include written

quotes from vendors, a memo from the purchaser indicating how the opinion was arrived at, a copy of the contract indicating the source which makes the item or service exempt, a memo from the purchaser detailing the circumstances which led to an emergency purchase, or any other written documentation that is appropriate. The Purchasing Clerk must prepare a memo for the requisitioner concurring with or overriding the department's opinion. A copy will be attached to the requisition.

- b. If the purchase is subject to competitive bidding or is a professional service, the department shall complete and submit a Purchase Requisition and refer to Schedule A and Schedule B of this policy for procurement procedures.
2. **Purchase Requisition.** Purchase Requisition must be completed with the required documentation by the department requesting the product or service and forwarded to the Purchasing Department before a Purchase Order can be issued. Requisitions can be entered into MUNIS and will be forwarded to the Purchasing Department. Departments shall complete a Purchase Requisition specifying the item(s) requested in as much detail as possible. Details concerning quality and grade, specifications, including samples from vendor catalogs, should be attached, as well as any required quotes. All proper documentation must be attached for the requisition to be approved. Authorizations are required for the following items prior to sending the requisition to the Purchasing Department:
 - a. Purchase Requisitions for computers and cellphone equipment require the review and approval of the Director of Information Technology.
3. **Authorization.** The County Purchasing Clerk ensures compliance with the authorization limits and controls outlined in "Schedule A: Authorization Levels & Procedures: Purchase of Materials, Supplies and Equipment & Public Works Contracts," and "Schedule B: Authorization Levels & Procedures: Professional Services." The Purchasing Clerk approves vendor, verifies budget and authorizes Purchase Order.
4. **Confirmation/Inspection.** Upon receipt of goods, the department shall conduct a visual inspection and cross check the item(s) against the specifications as negotiated and agreed upon through the purchasing process. Should goods be received which were not ordered, or are damaged, or in any way do not meet the terms of the Purchase Order, DO NOT ACCEPT DELIVERY - contact the Purchasing Department. Failure to complete and document inspection may result in delay of payment.
5. **Payment.** The Department submits an up to date Purchase Order, and the original invoice to Audit.

COMPETITIVE BIDDING

REGULATIONS

1. Purchase contracts for materials, supplies and equipment involving an estimated expenditure in excess of \$20,000, and public works contracts in excess of \$35,000 within a calendar year, shall be awarded only after public advertising soliciting formal bids pursuant to Section 103 of the General Municipal Law.
2. The Clerk of the Board or designee shall be responsible for all required public advertising and competitive bidding, shall conduct all bid solicitations and openings, and shall provide recommendations for awarding contracts.
3. County officials and employees are prohibited from engaging in collusive activities with potential vendors. In cases where information is needed from an industry source to help prepare specifications, the requisitioner should consult with the County Purchasing Clerk before contacting a potential vendor.
4. Written documentation from the requisitioning department will be required whenever a purchase is awarded to other than the lowest responsible vendor. This documentation will include an explanation of cost savings, or other justification for disallowing the low bidder.

PROCEDURES

1. **Specifications.** If a purchase is deemed subject to competitive bidding, the requisitioner will assist the County Purchasing Clerk in the preparation of specifications for the Bid. It is the responsibility of the Purchasing Clerk to make alternative suggestions to the requisitioner if, in the judgment of the Purchasing Clerk, the specifications would restrict competition or otherwise preclude the most economical purchase of the required items. In case of disagreement as to the content of the specifications, the County Attorney, after reviewing all available data, will make the final determination. The finalized specifications will be initialed by the requisitioner, Purchasing Clerk, and the County Attorney; a copy will be maintained in the bid solicitation file in the Purchasing Department.
2. **Advertisement and Bids.** The advertisement for bids shall be in accordance with the provisions of the General Municipal Law. The Clerk of the Board shall publish the advertisement in the official newspapers designated by the Board of Supervisors and any other print or electronic publications that will insure receipt of responsible and competitive bids. The requisitioner may recommend additional sources for publication. Copies of the public notice, list of all publications, and publication dates shall be maintained in the bid solicitation file. During the period a bid is let, if the Purchasing Clerk determines an amendment is warranted, all known bidders will be notified of the amendment.
3. **Bid Openings.** Bids shall be opened by the Clerk of the Board, and the Purchasing Clerk, and will be publicly opened and read at a time and place published in the bid documents. Bids received after the published time will not be accepted and will be returned unopened. The Clerk of the Board or the Purchasing Clerk, and at least one County employee, must be present for the bid opening. No bids are to be opened by a County representative alone. The public and interested parties may attend the bid opening. At the bid opening, the Purchasing Clerk or designee shall prepare a bid tabulation sheet indicating the date, time and location of the bid opening, signature and affiliation of attendees, a listing of the bidders, item being bid, and bid price. This tabulation shall be maintained in the bid solicitation file.
4. **Bid Evaluation.** Following the opening of bids, the Purchasing Clerk shall prepare a bid evaluation to determine the lowest responsible and responsive bid.
 - a. The County must have assurance that the successful bidder will be able to perform satisfactorily under the contract. "Responsibility" of bidders shall be determined based upon financial stability, production capability, ability to deliver on time, ability to provide service if required and past performance. A "responsive" bid is one which is in conformance with the published specifications and requirements, essentially void of contravening terms, gratuitous additions, and unilateral mistakes or obvious errors made in calculating or presenting figures, and reasonable in price.
 - b. A bid which is not responsive to the specifications, terms and conditions of the bid shall be rejected by the Purchasing Clerk. Should a bidder be deemed to lack responsibility, the bid shall be rejected by the Purchasing Director. In all instances where bids are rejected, the Purchasing Clerk shall document in writing the specific reasons to substantiate the determination. This documentation shall be maintained in the bid solicitation file.
 - c. Upon completion of the bid evaluation, the Purchasing Clerk shall submit to the requisitioner a written summary of the bid process and evaluation. This summary shall contain a ranked listing of all qualified bidders and the recommendation of the Purchasing Clerk for awarding the bid. Upon request of the requisitioner, the complete bid solicitation file will be made available.
 - d. In the event the requisitioner does not concur with the recommendations of the Purchasing Clerk, the requisitioner shall document in writing the nature of the determination and the specific reasons to refute the determination. This documentation shall be maintained in the bid solicitation file.
5. **Award.** The Purchasing Clerk shall award the bid on the basis of the summary and evaluation. In the event the requisitioner does not concur with the Purchasing Clerk, the

award shall be determined by majority vote of the department's standing committee. The announcement of bid award shall be made in a public meeting of the department's standing committee.

6. Notification. The Purchasing Clerk shall notify all bidders of the determination and award. The preparation of the purchase order or contract will proceed consistent with purchasing procedures.
7. Audit. Annually, the County Auditor will conduct an audit of all competitive bid solicitations to insure compliance with this policy. A written report of findings with recommendations for corrective action, if warranted, shall be submitted to the County Administrator and Board of Supervisors.
8. Challenges. In the event a bidder challenges the County's bid award, the Purchasing Clerk shall notify the County Attorney and County Administrator and provide all relevant documentation.
9. Reservation of Rights. The County of Wayne reserves the right to reject any and all bids or proposals.

PROFESSIONAL SERVICES

REGULATIONS

1. All professional service contracts and agreements between Wayne County and any other entity are subject to competitive purchasing procedures and must be approved and reviewed according to County policy, County Law, General Municipal Law 104b and New York State Law, unless exempted (See EXEMPTIONS).
2. County officials and employees are prohibited from engaging in collusive activities with potential vendors. In cases where information is needed from an industry source to help prepare specifications, the requisitioner must consult with the County Purchasing Clerk before contacting a potential vendor.
3. Competitive procedures for professional services may include Requests for Quotations (RFQ), Requests for Proposals (RFP), and pre-qualification for engineering, architectural, and computer science services. Authorization limits and controls are outlined in "Schedule B: Authorization Levels & Procedures: Professional Services." Contracts are required for all vendors on Wayne County Property.
4. Contracts for professional services must be made in the best interest of the County. RFQs, RFPs, and pre-qualification surveys may consider inclusive factors such as price, staffing and suitability for needs, reliability, skill, education and training, experience, demonstrated effectiveness, judgment and integrity, and must include negotiations on a fair and equal basis.
5. A good faith effort shall be made to obtain the required number of quotations or proposals. Appropriate supporting documentation shall be maintained if the Purchasing Department is unable to obtain the required number of quotations or proposals. In no event shall the inability to obtain the quotations or proposals be a barrier to procurement of services.

PROCEDURES

1. **Determination.** Inquiries to determine whether a proposed service qualifies as professional shall be made to the County Purchasing Clerk, who in turn may consult with the Department Head, and/or the County Attorney, taking into consideration the following guidelines:
 - a. Whether the services are subject to State licensing or testing requirements;
 - b. Whether substantial formal education or training is a necessary prerequisite to the performance of the services;
 - c. Whether the services require an enduring professional and/or confidential relationship between the County and a vendor of proven ability.
 - d. Whether the services have been previously determined to be professional services

(See DEFINITIONS).

2. Solicitation.

- a. The Purchasing Clerk shall use "Schedule B: Authorization Levels & Procedures: Professional Services" to determine the solicitation procedure. b. RFQs, RFPs, and pre-qualification surveys, at minimum, should include:
 - i. Solicitation of a sufficient number of qualified firms. While this number will vary depending upon the situation, a minimum of three (3) firms should be contacted, if possible.
 - ii. The needs of the County and the desired format of the vendor's response must be shown as clearly and as specifically as possible. Vagueness in the requests will hamper the award process.
 - c. In consultation with the department head, the Purchasing Clerk will develop a list of potential vendors, and may choose to advertise the RFQ or RFP.
 - d. During the period a bid is let, if the County Purchasing Clerk determines if an amendment is warranted, all known bidders will be notified of the amendment.
3. **Evaluation.** Evaluation of proposals shall be conducted by a committee formed or designated for such purpose, which must include, at a minimum, the department head and Purchasing Clerk. The members of the committee should evaluate and rank proposals in accordance with pre-determined factors such as price, staffing and suitability for needs, reliability, skill, education and training, experience, demonstrated effectiveness, judgment and integrity. This process should culminate in a report summarizing all proposals and recommending an award.
4. **Award.** Awards for professional services shall follow the procedures outlined in the CONTRACTUAL OBLIGATIONS section of this policy.
5. **Pre-qualification.** The Purchasing Clerk shall develop and conduct a public competitive process to pre-qualify lists of engineering, architectural, and computer science services, which can reasonably be estimated to cost less than \$10,000 per project or \$20,000 per public work project.
- a. The pre-qualification process shall be conducted annually by the Purchasing Clerk, in consultation with appropriate department heads.
 - b. The pre-qualification process shall not obligate the County to the expenditure of monies to any firm.
 - c. Firms contracted to write grants shall not obligate the County in the grant application to any further contracts with the firm.
 - d. Pre-qualification programs conducted by New York State or New York State professional associations may be accepted.
 - e. The pre-qualification lists are subject to the approval of the Finance Committee and the Board of Supervisors.

BID PROTESTS

1. **Purpose:** Any actual or prospective bidder, offeror or contractor who is aggrieved in connection with the solicitation or award of a contract may file a protest with the Purchasing Department of Wayne County. The procedures for submitting such protests are set forth herein.
2. **Definitions:**
 - a. The term "County" shall mean Purchasing Department of Wayne County.
 - b. The term "bidder" shall mean any actual or prospective bidder, offeror or contractor who is aggrieved in connection with the solicitation or award of a contract pursuant to an Invitation for Bids, Request for Proposals (RFP) or other form of procurement solicitation.
 - c. The term "interested party" includes all bidders on the contract or procurement. The term also includes a subcontractor or supplier at any tier who shows that he/she has a substantial economic interest in a provision or in the interpretation of such a

- provision of a bid, RFP or other form of procurement solicitation.
3. **Grounds for Protest:** A bidder may file a protest which alleges that:
 - a. The County failed to follow its prescribed procedures in connection with the procurement which the bidder is protesting; or that
 - b. The County has violated a federal, state or local law in connection with the procurement which the bidder is protesting; or that
 - c. The County has abused its discretion in making a discretionary determination such as deciding the responsiveness of a bid or the responsibility of a bidder.
 4. **Contents of Protest:** A bidder desiring to file a protest may submit a written protest to County's Purchasing Clerk. The protest must include:
 - a. the name and address of the bidder;
 - b. identification of the contract or bid solicitation being protested;
 - c. a detailed and factual statement of the grounds for protest;
 - d. supporting documentation; and
 - e. the desired relief, action or ruling.
 5. **Time for Filing:**
 - a. Protests alleging restrictive specifications or improprieties in the bid solicitation which are or should be apparent prior to the bid due date must be received by the County not later than three working days prior to the bid due date.
 - b. All other protests must be received by the County within five working days after the cause of the protest should have reasonably become known to the protestor.
 - c. Any additional information relevant to the protest requested by the County from the protestor shall be submitted to the County as expeditiously as possible, but in no case later than three working days after receipt of such request by the protestor.
 - d. The time limits set forth in this section must be strictly adhered to. The County will not consider a protest or additional documentation which is not received by the Purchasing Director within the time periods set forth in this section.
 6. **Action by the County:**
 - a. Upon receiving a protest, the Purchasing Clerk shall notify the County Administrator and the County Attorney that a protest has been received.
 - b. If an award of a contract has already been made at the time that a bid protest is received, the County will notify the contractor of the protest, and will delay the issuance of any notice to proceed until the protest has been disposed of.
 - c. If an award of a contract has not already been made, but bids have been opened, the County will notify all bidders who appear to have a substantial and reasonable prospect of receiving an award if the protest is denied.
 - d. A recommendation to the Board of Supervisors will not be made for contract award until a written response to a bid protest has been prepared by the Purchasing Clerk and such response has been transmitted to the protestor.
 - e. If a bid protest is filed before the due date for receiving bids, the County will notify all bidders from whom bids have been received of the filing of a protest and that bids will not be opened until the protest has been resolved.
 - f. The filing of a protest will not alter the date on which bids are due. Bids will not, however, be opened by the County until such time as the protest is resolved.
 - g. If the County determines that the protest has merit and that the contract must be rebid, the County will set a new date for the submission of bids as set forth in following section (H).
 - h. The County shall make a decision regarding the protest and send notice of that decision to the protestor within ten working days following receipt of the protest by the County. The notice of the decision shall outline the factors upon which the decision is based.
 - i. The Purchasing Clerk shall notify the County Administrator and County Attorney concerning the decision.
 - j. If the relief, action or ruling requested by the protestor is granted, the County will

take appropriate actions to amend the bid solicitation or terminate the procurement process.

7. Furnishing Information on Protests: The County shall, upon request, make available to any interested party information bearing on the substance of the protest which has been submitted by the protestor except to the extent that withholding of information is required by law or regulation. Any comments on this material must be received by the County within three working days, but in no event will a decision be delayed because an interested party has not had an opportunity to provide comments.
8. Conference: A conference on the merits of the protest with the Purchasing Clerk may be held if the Purchasing Clerk deems such a conference to be necessary. Interested parties may request, and in the discretion of the Purchasing Clerk may be invited to attend the conference.

COMMUNICATIONS DURING BID/RFP PROCESS

1. All Bids/RFPs shall include a statement of communications restrictions that reflect the following:
 - a. Communications with the County shall be solely through the Purchasing Clerk during the Solicitation and Evaluation Period, which is defined as the time of issuance of Bid/RFP documents until the time an award is made. In the absence of the Clerk, communications may occur with designated purchasing staff.
 - b. There shall be no unauthorized communications among vendors, County officials, employees, and the news media regarding Bids/RFPs during the Solicitation and Evaluation Period, without prior written approval from the Purchasing Clerk.
 - c. Prior to the issuance of all bids/RFPs, the Purchasing Clerk, via e-mail, will notify all Legislators and all Department Heads of bid/RFPs number, title, subject and Solicitation and Evaluation Period so that they are aware that communication restrictions are in place.
 - d. Necessary, incidental or unauthorized communications, whether initiated by a vendor, County official, employee, or news media, **must** be reported to the Purchasing Clerk immediately, and in writing within two (2) business days, and will become part of the bid/RFP file.
 - e. If a vendor exists under current contract for the materials or services solicited in a bid/RFP, and contact between the vendor and requesting department is necessary to maintain operations or perform repairs during the Solicitation and Evaluation Period, department heads must report the contact to the Purchasing Clerk, as required by Section d above. During such necessary contact, the bid/RFP shall not be discussed.
 - f. During the Solicitation and Evaluation Period all communications between bidder/proposers and the Purchasing Clerk must be noted in the bid/RFP file, with a summary of the communication and initialed.
 - g. All responses to vendor questions will be made in writing under the same restrictions. All known bidders/proposers will receive copies of written responses to ensure that all have equal access to information.
 - h. All communications or contacts are limited to the Purchasing Department at 26 Church St Lyons, NY 14489, during normal operating hours, 9 a.m. to 5 p.m., unless otherwise part of an on-site pre-bid meeting or vendor site visit scheduled by the Purchasing Clerk.
 - i. All bidders/proposers must include a signed Non-Collusion Statement with their bids/proposals.
 - j. Depending on the nature and circumstances of unauthorized communications, violations of this policy may result in the rejection of the vendor's bid or proposal and/or disciplinary action against the County official or employee.
 - k. All sealed bids and proposals will be turned in to the Clerk of the Board, 26 Church St Lyons, NY 14489.

CONTRACTUAL OBLIGATIONS

REGULATIONS

1. All contractual agreements committing County government to any obligation shall require the signature of the Chairman of the Board of Supervisors. Anyone who executes an agreement in violation of this stated policy shall assume personal liability for any and all obligations, monetary or otherwise.
2. All contracts must be approved by the Board of Supervisors, on the recommendation of the Department Head, Purchasing Clerk, County Attorney and the Department's Standing Committee.
3. Awards made not to the lowest proposer or bidder must be properly documented, including the rationale for selection of the Vendor.
4. A contract with current insurance is required for all vendors that come on Wayne County property, no matter the anticipated cost (pursuant to Resolution 584-15)
 - If the risk associated with the contract requires the modification of the Wayne County insurance requirement, it must be presented to the Ad-Hoc Committee consisting of the County Attorney, Insurance Specialist and the County Auditor (Res 399-15)
5. If the terms of the contract have a renewal option, a renewal notice will be sent from the County Attorney's office, to the originating department and Purchasing Department. If the department wishes to renew contract on the same terms they will indicate on the contract renewal form and send back to the County Attorney's office.
6. Previously approved contracts which contain renewal provisions, may be renewed by the Chairman. If the renewal contains amendments not covered by renewal provisions, which significantly affect financial impact or services, the authority to renew rests with the department's standing committee and approval from the County Attorney and the Board of Supervisors. In all cases the Chairperson has signatory authority on contract amendments.
6. A Department Head shall pick the option of the contracts to be effective for one year with the option to renew for two (2) additional one (1) year periods, or the contract be executed for a full three year term; unless earlier terminated.

PROCEDURES

1. **Contract Review.** Any type of contract must have a contract agreement form. All contracts shall be signed by the Chairperson and must be approved as to content by the County Attorney, County Administrator, Insurance Specialist and Purchasing Clerk. This includes any and all contracts, agreements, leases, maintenance agreements, and any other form which creates a legally binding agreement between the County and another entity
 - a. Contractual agreements shall be submitted to the County Attorney's Office no later than two (2) months prior to the required date of execution.
 - b. A sign-off sheet will accompany each contract and will be initialed by the Department Head, Chairperson, County Attorney, Self-Insurance Specialist and the Purchasing Clerk.
2. **Award.** Upon authorization and execution and delivery of approved contracts, and any required documentation, the County Attorney's office will provide a notice to proceed to the selected firm, the originating department and the Purchasing Clerk.
3. **Payment.** Payment terms are to be detailed in each contract. When submitting any payments, the Audit Department requires an updated copy of the Purchase Order attached to the invoice.
4. **Documentation.** Upon execution by the Chairperson, copies of the agreements shall be sent to the originating department and the original will be stored by the County Attorney's office for retention. A record of all contracts shall be maintained by the County Attorney's office.

EXEMPTIONS

REGULATIONS

1. Purchases may be exempted from competitive bidding and professional service RFP or RFQ by the County Purchasing Clerk when it is clearly determined that there is only one vendor (Sole Source) capable of providing a particular material or service. Status of a vendor as a sole source shall be fully and clearly documented in the vendor file and the sole source status should be declared by the Board of Supervisors in an appropriate resolution.
2. In accordance with Section 104 of the General Municipal Law, emergency purchases may be waived from competitive bidding in case of a public emergency arising out of an accident or other unforeseen occurrence or condition whereby circumstances affecting public buildings, public property or the life, health, safety or property of the inhabitants require immediate action.
3. The following items are NOT subject to competitive bidding pursuant to Section 103 of the General Municipal Law: purchase contracts under \$20,000, public works contracts under \$35,000 and professional service contracts under 20,000; emergency purchases; sole source purchases; goods purchased from agencies for the blind or disabled; goods purchased from correctional institutions; purchases under State contracts or competitive contracts of contiguous counties; surplus and second-hand purchases from another governmental entity; legal services as may be necessary under County Law 501 to represent or protect the interests of the County, its officers, and employees.

PROCEDURES

1. **Sole Source** Justification for sole source purchases includes: purchase order is made to the original manufacturer or provider; there are no regional distributors, or parts/equipment are not interchangeable with similar parts of another manufacturer, or it is the only known item that will meet the specialized needs of the department or perform the intended function; purchases required by contractual obligations; or standardization **approved by Resolution by the Board of Supervisors.**
 - a. Whenever a Department Head believes that materials or services they require are available only from a sole source vendor, he/she shall complete a purchase requisition and forward it to the County Purchasing Clerk for verification of a sole source. Documentation must be attached to the requisition.
 - b. When the Purchasing Department determines a sole source vendor, the Department Head must get Board approval declaring sole source.
 - c. Following approval, the purchase requisition will be processed in the normal procedure.
2. **Single Source.** A distributor/wholesaler/retailer that has contractual agreement for a specific territory to the exclusion of others.
 - a. Whenever a Department Head believes that materials or services they require are available only from a single source vendor, he/she shall complete a purchase requisition and forward it to the County Purchasing Clerk or designee for approval. Documentation must be attached to the requisition.
3. **Emergency Purchases.** Pursuant to Section 103(4) of the General Municipal Law, defines an emergency as, "as a public emergency arising out of an accident or other unforeseen occurrence or condition, whereby circumstances affecting public buildings, public property or the life, safety or property of the inhabitants require immediate actions." This section does not preclude alternate proposals if time permits.

During Normal Office Hours

1. The requisitioning department calls the County Purchasing Clerk and gives the following information:

- a. Reason for emergency purchase, with full documentation.
 - b. Department name and budget code.
 - c. Complete description and cost of services or materials to be purchased.
 - d. Name and address of recommended vendor.
2. The County Administrator, Standing Committee Chairperson or Chairman of the Board of Supervisors determines if the purchase is in fact an emergency.
 3. If so, a vendor will be selected. Vendors with immediate delivery of materials or services are given preference in the selection.
 4. The Purchasing Department will verify if budgetary appropriations are available. If not, the requisitioning department will obtain approval from the County Administrator, and the Committee Chairperson.
 5. The requisitioning department will complete a purchase requisition which will include the information in numbers 1 and 3 above. The requisition shall be forwarded to the Purchasing Department.
 6. A purchase order number is assigned and is completed and distributed.

Outside Normal Office Hours

1. When an emergency need is identified outside of the normal office hours of the Purchasing Department, and immediate action is required to correct the threat to the safety, health or welfare of the public, the using agency has the authority to procure the goods or services necessary to correct the problem without obtaining prior approval from Purchasing.
2. The purchase must be reported to Purchasing Department on the next working day to obtain the required purchase order number.
3. Process in the same manner as above.

PIGGYBACKING

General Municipal Law 103(16) allows procurement of certain goods (including apparatus, materials, equipment and supplies) and services through contracts let by the United States or any agency thereof, any state or any other political subdivisions or district therein, if such contract was let in a manner consistent with competitive bidding, and has been made available for use by other governmental agencies. The County shall take advantage of such contracts when doing so ensures that the County is buying goods at the lowest price and the county also accepts the insurance terms and conditions listed in the contract being piggybacked.

****It is the responsibility of the Department Head to provide a hard copy of the contract being piggybacked to the County Attorney's office for review along with a copy of all applicable insurance documents as required in the original contract from the awarded vendor (not an authorized seller). All forms must be attached to the requisition. Said document are subject to the review of the County Attorney and/or Self-Insurance Specialist **prior to the goods or services being purchased.** ****

Pursuant to Subsection 1-b of Section 103 of the General Municipal Law, the County shall have the option of purchasing information technology and telecommunications hardware, software and professional services through cooperative purchasing permissible pursuant to federal General Services Administration information schedule 70 and any successor schedule provided the County complies with federal schedule ordering procedures as provided in the applicable federal acquisition regulation(s).

***A Piggyback Authorization form must be completed with contract number and a copy of the associated contract included with your requisition.**

APPEALS & REMEDIES

1) *Right to Protest.* Any actual or prospective bidder, offeror, or contractor who is aggrieved in connection with the solicitation or award of a contract may protest to the Purchasing Department. A protest with respect to an invitation for bids or request for proposals shall be submitted in writing prior to the opening of bids or the closing date of proposals, unless the aggrieved person did not know and should not have known of the facts giving rise to such protest prior to bid opening or the closing date for proposals. The protest shall be submitted within 3 calendar days after such aggrieved person knows or should have known of the facts giving rise thereto. In the event of a timely protest under Subsection (1) of this Section, the Purchasing Clerk shall not proceed further with the solicitation or award of the contract until all administrative and judicial remedies have been exhausted or until the County Attorney makes a determination on the record that the award of a contract without delay is necessary to protect substantial interests of the County of Wayne. The Board of Supervisors shall receive written notification of each bid protest and any stays of procurement issued during the pendency of such protest or other action taken by the County Administrator under this section of the procurement policy.

VIOLATIONS

Department heads are responsible for their departments' and employees' compliance with this policy. Deviation from this policy may delay purchasing or payment. Violations of this policy will be reported to the County Administrator for corrective action.

This policy shall go into effect April 1, 2017 and will be reviewed periodically as circumstances warrant. If subsequent changes occur in New York State or Federal Law which are inconsistent with this Purchasing Policy, or if any part of this policy as adopted is in violation of state or federal law, state or federal law shall control the purchasing practices of the County of Wayne.

ATTACHMENTS

Contract Sign-Off Sheet, Schedule A, Schedule B, Piggybacking

REFERENCES:

New York State General Municipal Law and County Law

ISSUED:

Richard House
County Administrator

Steven LeRoy
Chairman

Schedule A: Authorization Levels and Procedures:		
Purchase of Materials, Supplies and Equipment and Public Works Contracts		
Purchase Contracts: Materials, Supplies and Equipment	Public Works Contracts:	Authorization and Process:
Total purchase amount anticipated for the calendar year		
\$0-\$1,999	\$0-\$2,999	*Discretionary spending unless vendor on county property
\$2,000-19,999	\$3,000-\$34,999	* RFQ required
		*Purchase Order required
\$20,000 or More	\$35,000 or more	*Competitive Bidding process required
		*Prepare bid specifications and send to Purchasing to finalize bid and get proper approvals
		*Bids advertised
Schedule B: Authorization Levels and Procedures:		
Professional Services		
Total purchase amount anticipated for the calendar year		
\$0-\$4,999	* Three oral quotes (written preferred)	
	*Purchase Order required	
\$5,000-\$19,999	*RFP is required	
	*Department sends Purchasing the RFP specifications; Purchasing will then finalize RFP and get approval from the County Attorney then send to the Clerk of the Board for advertisement	
	*Vendor is selected by the Department Head and Purchasing after approval from the County Attorney	
	*Purchase Order required	
\$20,000 or more	*Competitive Bidding process required	
	*Prepare bid specifications and sent to Purchasing to finalize bid and get proper approvals	
	*Bids advertised	
**A contract is required for all vendors who's employees/agents will be physically on the county property at any point during the contract.		
Pursuant to Resolution 584-15**		

Mr. Verno moved the adoption of the resolution. Seconded by Mr. Miller. Upon roll call, adopted.

RESOLUTION NO. 157-17: AUTHORIZATION TO ENTER INTO AN AGREEMENT WITH THE MONROE COUNTY PUBLIC SAFETY LABORATORY FOR WAYNE COUNTY SHERIFF'S OFFICE

Mr. Smith presented the following:

WHEREAS, the County of Monroe operates a regional crime laboratory (hereinafter referred to as "Laboratory") that provides forensic laboratory services to the Wayne County Sheriff's Office and the police departments in the County of Wayne; and

WHEREAS, the County of Wayne has utilized the services of the Laboratory for several years and has entered into an Agreement with the County of Monroe each year that such Laboratory services have been provided; and

WHEREAS, the current Agreement with the County of Monroe for such Laboratory services expired December 31, 2016 and on February 1, 2017 Monroe County released the 2017 contract; and

WHEREAS, the Agreement with the County of Monroe for such Laboratory services for January 1, 2017 through December 31, 2017 is due to be signed by the County of Wayne; and

WHEREAS, under the Agreement, the cost of such Laboratory services is \$138,162.00, which is the Sheriff's 20176 budgeted amount; and

WHEREAS, the Sheriff is requesting that the County of Wayne enter into an Agreement with the County of Monroe for such Laboratory services for a the time period of January 1, 2017 through December 31, 2017; now, therefore, be it

RESOLVED, that the Chairman of the Board of Supervisors is hereby authorized to sign an Agreement with the County of Monroe for Public Safety Laboratory services for the time period of January 1, 2017 through December 31, 2017 for \$138,162.00, upon review and approval of the County Attorney.

Mr. Verno moved the adoption of the resolution. Seconded by Mr. Verkey. Upon roll call, adopted.

RESOLUTION NO. 158-17: AUTHORIZATION TO SIGN AN AGREEMENT WITH THE PALMYRA – MACEDON CENTRAL SCHOOL DISTRICT FOR A LIMITED DEPUTY SHERIFF SCHOOL RESOURCE OFFICER ACTIVITIES AND STUDENT PROGRAMMING INSTRUCTION AND AMEND THE 2017 COUNTY BUDGET

Mr. Smith presented the following:

WHEREAS, the Palmyra – Macedon Central School District, hereinafter referred to as the District, was awarded funding from Senator Michael Nozzolio for support of a law enforcement partnership; and

WHEREAS, the District is desirous to enter into a partnership with the Wayne County Sheriff for limited Deputy Sheriff School Resource Officer (SRO) activities and student programming instruction funded by the District, which shall include salary, training and other related expenses; and

WHEREAS, the District is requesting to enter into an agreement with the County and Wayne County Sheriff for limited SRO activities and student programming instruction commencing March 1, 2017 through June 30, 2017; and

WHEREAS, the Sheriff is requesting that the 2017 County Budget be amended and that an agreement be entered into with the District for limited SRO activities and Student programming instruction; now, therefore, be it

RESOLVED, that the Chairman of the Board of Supervisors and Sheriff are hereby authorized to sign an agreement with the Palmyra – Macedon School District for limited Deputy Sheriff SRO activities and student programming instruction for the time period of March 1, 2017 through June 30, 2017, at no cost to County taxpayers, upon review and approval of the County Attorney; and be it further

RESOLVED, that the 2017 County Budget be amended as follows:

A3114-ROAD PATROL:

(revenues)

\$10,000.00 to .42770 Misc

(appropriations)
\$10,000.00 to .51376 Deputy Sheriff

Mr. Chatfield moved the adoption of the resolution. Seconded by Mrs. Marini. Upon roll call, adopted.

RESOLUTION NO. 159-17: AUTHORIZATION FOR DISTRICT ATTORNEY AND CHAIRMAN TO EXECUTE ANNUAL FEDERAL EQUITABLE SHARING AGREEMENT AND CERTIFICATION REPORT FOR YEAR ENDING 12/31/16

Mr. Smith presented the following:

WHEREAS, the District Attorney and the Chairman of the Board of Supervisors are requested to file an Annual Federal Equitable Sharing Agreement and Certification Report in order to continue to receive illegal narcotics monies forfeited through the federal government; now, therefore, be it

RESOLVED, that Chairman of the Wayne County Board of Supervisors and the Wayne County District Attorney are hereby authorized and directed to sign the Federal Annual Equitable Sharing Agreement and Certification Report on behalf of the County of Wayne and the Federal Equitable Sharing Agreement.

Mr. Manktelow moved the adoption of the resolution. Seconded by Mr. Verno. Upon roll call, adopted.

RESOLUTION NO. 160-17: AUTHORIZATION FOR DISTRICT ATTORNEY AND CHAIRMAN TO CORRECT AND RESUBMIT ANNUAL FEDERAL EQUITABLE SHARING AGREEMENT AND CERTIFICATION REPORT FOR YEAR ENDING 12/31/15

Mr. Smith presented the following:

WHEREAS, the District Attorney and the Chairman of the Board of Supervisors are requested to file an Annual Federal Equitable Sharing Agreement and Certification Report in order to continue to receive illegal narcotics monies forfeited through the federal government; and

WHEREAS, the District Attorney's Office has recently been made aware that the Agreement for year ending 12/31/15 was inaccurate and needs to be resubmitted; now, therefore, be it

RESOLVED, that Chairman of the Wayne County Board of Supervisors and the Wayne County District Attorney are hereby authorized and directed to re-sign the Federal Annual Equitable Sharing Agreement and Certification Report on behalf of the County of Wayne and the Federal Equitable Sharing Agreement.

Mrs. Crane moved the adoption of the resolution. Seconded by Mr. Verno. Upon roll call, adopted.

RESOLUTION NO. 161-17: AUTHORIZATION FOR THE DISTRICT ATTORNEY TO APPLY FOR AND ACCEPT FUNDS UPON APPLICATION APPROVAL FOR THE AID TO PROSECUTION GRANT FOR THE PERIOD OCTOBER 1, 2016 TO SEPTEMBER 30, 2017

Mr. Smith presented the following:

WHEREAS, the District Attorney has been notified that the County of Wayne may be eligible for an Aid to Prosecution Grant in the amount of \$29,200.00 for the period of 10/1/16 to 9/30/17; and

WHEREAS, the District Attorney has applied for and received said Grants, in previous years when made available; now, therefore, be it

RESOLVED, that the District Attorney is authorized to apply for a \$29,200.00 Aid to Prosecution Grant with no matching funds for the period of 10/1/16 to 9/30/17; and be it further

RESOLVED, that the Chairman of the Board of Supervisors is authorized to execute all necessary documents to implement the grant for the period of 10/1/16 to 9/30/17 on behalf of the County, subject to the County Attorney's approval as to form and content, with the New York State Division of Criminal Justice Services; and be it further

RESOLVED, that the Chairman of the Wayne County Board of Supervisors accept the

funds upon application approval.

Mrs. Crane moved the adoption of the resolution. Seconded by Mrs. Marini. Upon roll call, adopted.

RESOLUTION NO. 162-17: AUTHORIZATION FOR THE DISTRICT ATTORNEY TO TRANSFER FUNDS FROM TE FUND TO GENERAL FUND

Mr. Smith presented the following:

WHEREAS, the District Attorney's Office has \$243.00 in the TE 2043 DA-Special Drug Forfeiture account that was deposited there incorrectly in 2015; and

WHEREAS, the District Attorney would like the account to be accurate and to reflect the correct amount for Federal Forfeiture reporting purposes; now, therefore, be it

RESOLVED, that the County Treasurer is authorized to transfer the \$243.00 from the TE 043 Drug Forfeiture account to the A11650. 42770 misc revenues account.

Mr. Verno moved the adoption of the resolution. Seconded by Mrs. Deyo. Upon roll call, adopted.

RESOLUTION NO. 163-17: AUTHORIZATION TO ESTABLISH ADJUNCT SERVICE POSITIONS FOR WAYNE COUNTY ALS

Mr. Smith presented the following:

WHEREAS, pursuant to Board of Supervisors Resolution No. 073-13, Wayne County Advanced Life Support Services began a program of employing local Paramedics to staff the County's ALS response vehicles during hours when the vehicles were not in routinely in service, essentially, overnights; and

WHEREAS, under this program, personnel serve as County Paramedics, receiving pay during overnight service only in the form of a stipend of \$40 for each occasion where the Wayne County Paramedic provides advanced EMS care for a patient transported by a Wayne County EMS agency; and

WHEREAS, although this program does not achieve continuous, round the clock ALS coverage, it has proven to augment the coverage already existing, as well as to provide a platform for including more Paramedics into the physician lead trainings provided at Wayne County ALS, especially important for local, newer Paramedics, who need consistent, aggressive training and critical incident exposure; and

WHEREAS, pursuant to Resolution No. 294-15 adopted by the Board, this established the number of Adjunct ALS positions at five, with all five positions currently filled, and other local EMS personnel now desirous of participating in this program, which will assist them with development of new skills, as well as improve ALS coverage in the county; now, therefore, be it

RESOLVED, that the number of Adjunct ALS positions authorized for staffing under the guidelines of the Adjunct program, shall be increased from five (5) to ten (10).

Mr. Groat moved the adoption of the resolution. Seconded by Mrs. Crane. all Supervisors voted Aye. Absent – Supervisor Kolczynski. The Chairman declared the Resolution adopted.

RESOLUTION NO. 164-17: AUTHORIZATION TO EXECUTE CONTRACT WITH SAM ASHER COMPUTING SERVICES, INC. FOR THE EMERGENCY MANAGEMENT OFFICE

Mr. Smith presented the following:

WHEREAS, Sam Asher Computing Services Inc. of Rochester, NY provides Wayne County with emergency telephonic notification via a software-as-a-service system called Hyper-Reach, which is used by the County for public notification during emergencies, as well as for routine notification of County personnel as required; and

WHEREAS, the annual payment to cover the operational period from 11/1/15 to 10/31/17 is encumbered by purchase order in the 2016 operating budget; and

WHEREAS, the Hyper-Reach notification system has been used by Wayne County sixty-five (65) times since 11/1/2016; now, therefore, be it

RESOLVED, that the Chairman of the Board of Supervisors shall be authorized to

execute an agreement with Sam Asher Computing Services, Inc. for the continued provision of, and support for, the Hyper-Reach notification system, for a contract period from November 1, 2015 to October 31, 2017 at an annual cost of \$13,000, subject to the approval of the County Attorney as to form and content.

Mr. Verno moved the adoption of the resolution. Seconded by Mrs. Crane. Upon roll call, adopted.

RESOLUTION NO. 165-17: AUTHORIZING TERM OF AGREEMENT BETWEEN THE COUNTY AND ROCHESTER REGIONAL HEALTH FOR THE PROVISION OF MEDICAL DIRECTOR SERVICES FOR WAYNE COUNTY EMERGENCY MANAGEMENT AND OTHER PUBLIC SAFETY DEPARTMENTS

Mr. Smith presented the following:

WHEREAS, pursuant to Resolution No. 026-16, the Board of Supervisors authorized the execution of an agreement between the County and Rochester Regional Health for the provision of Medical Director services for Wayne County Advanced Life Support and Wayne County 911, as well as other support and consulting services for other County departments and initiatives, including the Sheriff's Office and the EMS Coordinator, and

WHEREAS, the aforementioned resolution did not specify a term for the agreement to be executed; now, therefore, be it

RESOLVED, that the term for said agreement shall be three years, commencing retroactively on January 1, 2016, with no automatic renewals.

Mr. Verno moved the adoption of the resolution. Seconded by Mrs. Marini. Upon roll call, adopted.

RESOLUTION NO. 166-17: AUTHORIZATION FOR SINGLE SOURCE PURCHASING OF SOFTWARE LICENSING AND SOFTWARE UPDATES THROUGH MAGNET FORENSICS FOR WAYNE COUNTY PROBATION DEPARTMENT

Mr. Smith presented the following:

WHEREAS, Wayne County Probation operates a Forensics Investigations Unit; and

WHEREAS, there is a need to renew the software and associated modules to continue operations; and

WHEREAS, the cost of the Software Renewal is \$ 1,375.00; and

WHEREAS, there is only one vendor that can meet the need, there is justification of a noncompetitive Single Source award; now, therefore, be it

RESOLVED, that the Wayne County Board of Supervisors recognizes Magnet Forensics, 13800 Coppermine Road, Suite 314 Herndon, VA 20171 as the Single Source provider for the SMS Magnet IEF Software, SMS Magnet IEF Module-Mobile Artifacts and the SMS Magnet IEF Module-Business Application & OS Artifacts; and the Magnet IEF Module-Business Application & OS Artifacts; and be it further

RESOLVED, that the Director of Wayne County Probation is hereby authorized to make a single source purchase of software renewals and modules for a total cost of \$1,375.00.

Mr. Verkey moved the adoption of the resolution. Seconded by Mrs. Crane. Upon roll call, adopted.

RESOLUTION NO. 167-17: AUTHORIZATION TO ENTER INTO AGREEMENT WITH DEANGELO BROTHERS INC. TO PERFORM ROADSIDE SPRAYING ON COUNTY ROADWAYS

Mr. Miller presented the following:

WHEREAS, the Highway Department has previously hired a contractor to perform roadside spraying on County Roadways; and

WHEREAS, the Superintendent of Public Works has solicited price quotes for this service on the County Roadways and has received the following:

DeAngelo Brothers Incorporated - Hazleton PA	\$8,099.99
Chase Enterprises – Oswego NY	\$8,110.00

now, therefore, be it

RESOLVED, that the Chairman of the Board of Supervisors is authorized to sign an agreement with DeAngelo Brothers Inc, subject to the County Attorney's approval, for the not-to-exceed amount of \$8,099.99.

Mr. Manktelow moved the adoption of the resolution. Seconded by Mr. Verkey. Upon roll call, adopted.

RESOLUTION NO. 168-17: AUTHORIZATION TO EXECUTE CONTRACT WITH NRC FOR ASBESTOS ABATEMENT FOR THE WAYNE COUNTY PUBLIC WORKS DEPARTMENT

Mr. Miller presented the following:

WHEREAS, the Wayne County Public Works Department has discovered asbestos in the construction area on the 2nd floor of 9 Pearl St building; and

WHEREAS, the asbestos containing material will need to be removed and the space cleaned prior to continuing any further improvements; and

WHEREAS, the Superintendent of Public Works has contacted Lu Engineers from our On-Demand Term Contract to provide a scope of work to abate this area; and

WHEREAS, the Superintendent received the quotes for abatement from the following contractors;

NRC	\$ 5,500.00
Environmental Construction Group	\$ 8,200.00
AAC Contracting, Inc	\$ 9,925.00

now, therefore, be it

RESOLVED, that the Chairman of the Wayne County Board of Supervisors is hereby authorized and directed to execute a contract on behalf of the County of Wayne, subject to the County Attorney's approval as to form and content, with NRC for abatement services for a cost not to exceed \$5,500.00.

Mr. Verno moved the adoption of the resolution. Seconded by Mr. Smith. Upon roll call, adopted.

RESOLUTION NO. 169-17: AUTHORIZATION TO DECLARE LOCKER SURPLUS IN THE FORMER 911 CENTER

Mr. Miller presented the following:

WHEREAS, the 911 Communication Center was relocated in 2016; and

WHEREAS, the 911 Communication Center had a variety of lockers that have been removed and are no longer needed; now, therefore, be it

RESOLVED, that the Superintendent of Public Works is hereby authorized to declare the lockers surplus and shall dispose of them in accordance with the Wayne County Surplus Equipment Disposition Policy.

Mrs. Pagano moved the adoption of the resolution. Seconded by Mr. Verkey. Upon roll call, adopted.

RESOLUTION NO. 170-17: AUTHORIZATION TO ENTER AGREEMENT WITH THE TOWNS OF MARION, ONTARIO AND PALMYRA FOR ROADSIDE MOWING

Mr. Miller presented the following:

WHEREAS, the Towns of Marion, Ontario, Williamson and Palmyra have expressed interest in providing roadside mowing services on county roadways in the Towns of Marion, Ontario and Palmyra as they have done in the past several years; and

WHEREAS, the roadside mowing in Marion, Ontario, Williamson and Palmyra benefits the towns and county; and

WHEREAS, the Town of Marion will do a minimum of three complete mowings on Wayne County roads within the Town of Marion with a total of 22.4 miles; and

WHEREAS, the Town of Ontario will do a minimum of three complete mowings on Wayne County roads within the Town of Ontario with a total of 25.5 miles; and

WHEREAS, the Town of Williamson will do a minimum of three complete mowings on

Wayne County roads within the Town of Williamson with a total 29.0 miles; and
WHEREAS, the Town of Palmyra will do a minimum of three complete mowings on
Wayne County roads within the Town of Palmyra with a total of 23.8 miles; now, therefore, be it
RESOLVED, that the Chairman of the Wayne County Board of Supervisors is hereby
authorized and directed to execute a contract on behalf of the County of Wayne, subject to the
County Attorney's approval as to form and content, with the Towns of Ontario and Palmyra for
mowing county roadsides located in the towns at a rate of \$235.00 per mile for the 2017
season.

Mr. Verno moved the adoption of the resolution. Seconded by Mr. Chatfield.

Mr. Verno moved, seconded by Mr. Miller that the Towns of Williamson and Marion be
added to the title of the resolution. Motion carried.

Upon roll call, adopted.

**RESOLUTION NO. 171-17: AUTHORIZE THE CREATION OF TWO PART TIME CLEANER
POSITIONS WITHIN THE WAYNE COUNTY PUBLIC WORKS DEPARTMENT**

Mr. Miller presented the following:

WHEREAS, the Superintendent of Public Works has struggled with the third party
cleaners that currently provide cleaning and janitorial services in the Wayne County Clerk's
and Treasurer's Buildings; and

WHEREAS, there have been multiple discussions and meetings with the vendor to
attempt to correct and improve the services which seems to help for a short period of time and
then again diminish; and

WHEREAS, the Superintendent has reviewed the current cleaning effort in these two
buildings and recommends that the County hire two part-time staff to perform these cleaning
services which will allow for better control and management of these buildings; and

WHEREAS, the County cost for the two part-time cleaners will be at or slightly below the
cost currently being paid for the third party cleaning and janitorial services; now therefore, be it

RESOLVED, that the Board of Supervisors does hereby create two Part-Time Cleaner
positions in the Public Works Department; and be it further

RESOLVED, that the Treasurer is authorized to adjust the Buildings & Grounds budgets
as follows;

A1615 Building & Grounds

\$22,352 from	54500 (Fees for Services Non-Employ)
\$18,266 to	51107 (Cleaner PT)
\$ 2,667 to	58100 (Payments to NYS Retirement Sys)
\$ 1,397 to	58200 (Payment to Social Security)
\$ 22 to	58901 (Employee Assistance Program)

Mr. Chatfield moved the adoption of the resolution. Seconded by Mr. Verno. Upon roll
call, all Supervisors voted Aye. Absent – Supervisor Kolczynski. The Chairman declared the
Resolution adopted.

**RESOLUTION NO. 172-17: AUTHORIZATION TO CONTRACT WITH JEMCO FOR WATER
TREATMENT SERVICES FOR WAYNE COUNTY OWNED HVAC EQUIPMENT**

Mr. Miller presented the following:

WHEREAS, Wayne County has multiple HVAC system that require periodical testing and
conditioning throughout the year to insure proper and efficient performance; and

WHEREAS, our current Water Treatment Service contract will expire on April 30th; and
WHEREAS, the Wayne County Clerk of the Board have advertised the Request for
Proposal for said services; and

WHEREAS, the Request for Proposals were received by February 24th at 2:00pm; and

WHEREAS, the County only received one proposal from JEMCO Water Treatment
Services, Inc for a cost of \$10,425.00 per year for the first two years of services; now,

therefore, be it

RESOLVED, that the proposal for two year water treatment services is hereby accepted from JEMCO Water Treatment Services, Inc for a cost of \$10,425.00 per year for two years; and be it further

RESOLVED, that the Chairman of the Wayne County Board of Supervisors is hereby authorized and directed to execute a contract on behalf of the County of Wayne, subject to the County Attorney's approval as to form and content, with JEMCO Water Treatment Services in accordance with the RFP acceptance.

Mr. Chatfield moved the adoption of the resolution. Seconded by Mr. Verno. Upon roll call, adopted.

RESOLUTION NO. 173-17: AUTHORIZATION TO DISPOSE OF SURPLUS COUNTY VEHICLES

Mr. Miller presented the following:

WHEREAS, the Central Garage has several surplus vehicles that are no longer needed by various departments and should be disposed of, and

WHEREAS, the Superintendent of Public Works and the Central Garage staff have determined that the following list of vehicles and equipment should be declared surplus and disposed of as noted:

VEHICLE/ITEM	DISPOSAL
2009 Chevrolet Impala – VIN 2GIWB57N591264067 (DSS)	Auction/Municipality
2010 Chevrolet Impala – VIN 2G1WA5EN5A1201092 (PH)	Auction/Municipality
2007 Chevrolet Malibu – VIN 1G1ZS57F77F276863 (DSS)	Auction/Municipality

now, therefore be it

RESOLVED, that the vehicles listed above be sold at an upcoming public auction, Municipal online auction or sold to another Municipality in accordance with the County's Equipment Disposition policy.

Mr. Miller moved, seconded by Mr. Chatfield, that due to several changes that are needed, this resolution is amended as follows:

"RESOLUTION NO. 173-17: AUTHORIZATION TO DISPOSE OR TRANSFER SURPLUS COUNTY VEHICLES

Mr. Miller presented the following:

WHEREAS, the Central Garage has several surplus vehicles that are no longer needed by various departments and should be disposed of or transferred; and

WHEREAS, the Superintendent of Public Works and the Central Garage staff have determined that the following vehicle should be declared surplus and disposed of as noted:

VEHICLE/ITEM	DISPOSAL
2009 Chevrolet Impala – VIN 2GIWB57N591264067 (DSS)	Auction/Municipality

and

WHEREAS, the Sheriff has requested that the following surplus vehicles be transferred to the Sheriff's Office for their use:

2010 Chevrolet Impala - VIN 2G1WA5EN5A1201092 (PH)
2007 Chevrolet Malibu – VIN 1G1ZS57F77F276863 (DSS)

now, therefore, be it

RESOLVED, that the vehicles listed above be transferred, sold at an upcoming public auction, Municipal online auction or sold to another Municipality in accordance with the County's Equipment Disposition policy".

Motion carried.

Mrs. Crane moved the adoption of the amended resolution. Seconded by Mr. Smith. Upon roll call, adopted.

RESOLUTION NO. 174-17: AUTHORIZATION TO ESTABLISH A PROJECT ACCOUNT FOR IMPROVEMENTS TO THE SECOND FLOOR OF THE 9 PEARL STREET

Mr. Miller presented the following:

WHEREAS, the Building Relocation/Renovation Sub-Committee has identified improvements to the second floor of 9 Pearl Street; and

WHEREAS, these improvements will mainly involve the relocation of the Tourism Department into a new space within the second floor and provide a new large conference room for use by multiple County Departments; and

WHEREAS, the Superintendent of Public Works had originally estimated a cost for said work to be approximately \$60,000.00; and

WHEREAS, since the time of the original estimate, the Public Works Department has discovered some asbestos that will need to be abated prior to proceeding further; and

WHEREAS, that the new large conference room will need furnishings that will accommodate twenty people; and

WHEREAS, the Superintendent of Public Works has revised the project estimate now to be approximately \$80,000.00; and

WHEREAS, the Tourism 2017 budget included \$12,600.00 for improvements to their space that can be used toward this project leaving a shortfall of \$67,400.00; and

WHEREAS, the Superintendent of Public Works has identified remaining contingency funds in the E911 Relocation Project that could be used for this project, now, therefore, be it

RESOLVED, that the County Treasurer is authorized to transfer \$67,400.00 from the E911 Relocation Project Contingency, and, be it further

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

A6410 Tourism

(Appropriations)

\$12,600 from 54396 Maintenance Work Orders

A9950 Transfer to Capital Fund Projects

(Appropriations)

\$12,600 to 52774 Build Renov Cap Proj PEARL (9 Pearl St second Floor Renovation)

H1933 Building Renovation Projects

(Revenue)

\$12,600 to 45031 Interfund Transfers PEARL (9 Pearl St second Floor Renovation)

(Appropriations)

\$67,400 from 52583 Contingency E911A (E911 Relocation Project)

\$74,500 to 52000 Equip & Other Capital PEARL (9 Pearl St second Floor Renovation)

\$5,500 to 52569 Asbestos Abatement PEARL (9 Pearl St second Floor Renovation)

Mr. Spickerman moved the adoption of the resolution. Seconded by Mrs. Deyo. Upon roll call, adopted.

RESOLUTION NO. 175-17: MAKING A DETERMINATION UNDER THE STATE ENVIRONMENTAL QUALITY REVIEW ACT

Mr. Spickerman presented the following:

WHEREAS, in January of each year, Wayne County undertakes review of agricultural district #1 pursuant to AML §303-b to consider requests for inclusion of land which is

predominantly viable agricultural land within certified agricultural district; and

WHEREAS, pursuant to Article 8 of the Environmental Conservation Law, Chapter 43-B of the Consolidated Laws of New York, as amended (the "SEQRA Act") and the regulations adopted pursuant thereto by the Department of Environmental Conservation of the State, being 6 NYCRR Part 617, as amended (the "Regulations"), the Wayne County Board of Supervisors (the "Board"), as lead agency, considers the modification of agricultural district to be an Unlisted action under SEQ and desires to determine whether the following action may have a "significant effect on the environment" (as said quoted term is defined in the SEQRA Act and the Regulations) and therefore require the preparation of an environmental impact statement: An action to approve that Agricultural District Number 1 be modified to include the following parcel (the "Project"); (63115-00-502061); and

WHEREAS, to aid the Board in determining whether the Project may have a significant effect on the environment, the Director of Economic Development & Planning has caused to be prepared a SEQR Short Environmental Assessment Form a copy of which is on file with the Clerk of the Board of Supervisors; and

WHEREAS, the County has examined the Short EAF in order to make a determination as to the potential environmental significance of the Project; now, therefore, be it

RESOLVED, as follows:

1. Based upon examination of the Short EAF, and based further upon the Board's knowledge of the area surrounding the Project and such further investigation of the Project and its environmental effects as the County has deemed appropriate, the Board makes the following findings with respect to the Project:
 - (a) the Project consists of those components described in the second "Whereas" clause of this resolution; and
 - (b) there are no known potentially significant impacts on the environment other than those noted in and addressed and/or mitigated by the County as set forth in the SEAF.
2. Based upon the foregoing investigation of the potential environmental impacts of the Project and considering both the magnitude and importance of each environmental impact therein indicated, the Board makes the following findings and determinations with respect to the Project:
 - (a) The Project constitutes an Unlisted Action (as defined in the Regulations); and
3. The Project will not result in any large and important impacts and, therefore, is one which will not have a significant effect on the environment, and the Board will not require an environmental impact statement with respect to the Project; and
4. This determination constitutes a negative declaration for the purposes of the SEQR Act.

Mrs. Marini moved the adoption of the resolution. Seconded by Mr. Verno. Upon roll call, adopted.

RESOLUTION NO. 176-17: APPROVE MODIFICATION OF AGRICULTURAL DISTRICT 1

Mr. Spickerman presented the following:

WHEREAS, New York State enacted legislation enabling landowners to apply to the Board of Supervisors for inclusion of predominantly viable agricultural land into certified agricultural districts prior to the required eight year review period; and

WHEREAS, this legislation requires the County to establish an annual 30 day review period during which landowners may request inclusion in a certified agricultural district; and

WHEREAS, the Board of Supervisors designated January 1 to January 31 as the annual 30 day review period when landowners may submit a request to the County for inclusion in certified agricultural districts prior to established agricultural district review periods; and

WHEREAS, the following landowner has requested to have the following tax parcel included in the certified agricultural district;

Tax ID Num	Municipality	Name	Acres	Parcel Location	
63115-00-502061	Town of Walworth	David J. Wilbert Jr.	31.81	04211	WALWORTH ONTARIO RD.
TOTAL ACREAGE					31.81

and

WHEREAS, the Agricultural Development Board has reviewed and recommended approval of this modification and has determined that the land requested for inclusion in the agricultural district is predominantly viable agricultural land; and

WHEREAS, the Board of Supervisors has conducted the required public hearing; now, therefore, be it

RESOLVED, that Wayne County Agricultural District No. 1 is hereby modified to include the agricultural land identified by their tax parcel numbers in the above referenced chart.

Mrs. Marini moved the adoption of the resolution. Seconded by Mr. Verno. Upon roll call, adopted.

RESOLUTION NO. 177-17: AUTHORIZE MEMORANDUM OF AGREEMENT FOR COUNTY FAIR HOUSING OFFICER TO SERVE AS TOWN FAIR HOUSING OFFICER

Mr. Spickerman presented the following:

WHEREAS, Wayne County understands the importance of taking action to affirmatively further Fair Housing in the community and is committed to meeting its responsibilities in this respect; and

WHEREAS, in an effort to reduce the duplication of services the County agrees to provide the services of the County Fair Housing Officer to Towns and Villages subject to a Memorandum of Agreement; and

WHEREAS, participating municipalities shall have passed a Fair Housing Plan and have agreed to work cooperatively with the County to affirmatively further Fair Housing; now, therefore, be it

RESOLVED, the Chairman of the Board is authorized to sign a Memorandum of Agreement as needed that enables the County Fair Housing Officer to be responsible for the day-to-day administration of Fair Housing Plans with participating municipalities, pending approval of County Attorney as to form and content.

Mr. Manktelow moved the adoption of the resolution. Seconded by Mr. Miller. Upon roll call, adopted.

RESOLUTION NO. 178-17: AUTHORIZATION TO MAKE LUMP SUM PAYMENT OF OVERTIME TO ELECTION CLERK

Mrs. Crane presented the following:

WHEREAS, the Managerial/Confidential Salary Plan was adopted by the Board on June 17, 2014; and

WHEREAS, the Election Clerks were placed in pay grade 2, paid on an hourly basis; and
WHEREAS, the Election Clerks have been entitled to overtime pay since June 17, 2014; and

WHEREAS, the Board of Election (BOE) payroll liaison and the Election Commissioners were not aware of this change; and

WHEREAS, one of the current Election Clerks has worked many overtime hours which have not been properly compensated; and

WHEREAS, Mindy Robinson has 92.25 overtime hours documented on payroll from September 9, 2014 through October 17, 2016, which should have been paid at OT 1 and OT 1.5 of her hourly base pay rate from each of the three years, for a total of \$1,863.64 (gross pay); and

WHEREAS, the Director of Human Resources has reviewed this situation with the BOE and recommends that these documented hours be paid to correct the underpayment; and

WHEREAS, the BOE is now managing the Election Clerks as hourly paid employees; now, therefore, be it

RESOLVED, that the BOE is hereby authorized to process this overtime payment which will be subject to standard withholding.

Mr. Manktelow moved the adoption of the resolution. Seconded by Mr. Verkey. Upon roll call, adopted.

RESOLUTION NO. 179-17: AUTHORIZATION TO MAKE A 2017 BUDGET ADJUSTMENT FOR THE OVERTIME OF ELECTION CLERKS

Mrs. Crane presented the following:

WHEREAS, the Managerial/Confidential Salary Plan was adopted by the Board on June 17, 2014; and

WHEREAS, the Election Clerks were placed in pay grade 2, paid on an hourly basis; and

WHEREAS, the Election Clerks have been entitled to overtime pay since June 17, 2014;

and

WHEREAS, the BOE payroll liaison and the Election Commissioners were not aware of this change; and

WHEREAS, the 2017 budget does not have a dollar amount in the Overtime line for the Election Clerks overtime for the 2017 election process; and

WHEREAS, the BOE is requesting a 2017 Budget adjustment of \$2000.00 to the Overtime line to cover such overtime cost; and

WHEREAS, the BOE is now aware of the needed line item to be added each year; now, therefore, be it

RESOLVED, that the County Treasurer is hereby authorized to make the following 2017 budget adjustment to cover the mandated overtime to cover the 2017 election process.

A1990 Contingent Fund General

(Appropriations)

\$2,000 to 54000 Contractual Expenses

A1450 Board of Elections

(Appropriations)

\$2,000 to 51904 Overtime

Mr. Chatfield moved the adoption of the resolution. Seconded by Mrs. Deyo. Upon roll call, adopted.

RESOLUTION NO. 180-17: AUTHORIZATION TO APPLY FOR EXTENSION OF GRANT FUNDS FOR THE WAYNE COUNTY BOARD OF ELECTIONS

Mrs. Crane presented the following:

WHEREAS, that Wayne County has contracts with the New York State Board of Elections for Voter Education/Poll Worker Training with a balance of \$206.70 and New York State Poll Site Access Improvement with a balance of \$999.66, which will end on March 31, 2017 unless otherwise extended; and

WHEREAS, that the New York State Board of Elections is working to extend said contracts for another year from April 1, 2017 to March 31, 2018; and

WHEREAS, that Wayne County must file for a contract extension with the New York State Board of Elections in order to extend said contract; and

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

RESOLVED, that the Chairman of the Wayne County of Supervisors is authorized to execute a request for extension through March 31, 2018 with the New York State Board of Elections for the Voter education/Poll Worker Training and the New York State Poll Site Access Improvement grant contracts.

Mr. Smith moved the adoption of the resolution. Seconded by Mr. Verkey. Upon roll call, adopted.

RESOLUTION NO. 181-17: AUTHORIZATION TO ACCEPT ADDENDUM TO TYLER

IMAGING SYSTEM CONTRACT

Mrs. Crane presented the following:

WHEREAS, Wayne County and Tyler have an agreement effective May 29, 2008, under which Wayne County acquired licenses to Tyler software as well as related professional services, and maintenance and support for recording software in the County Clerk's office; and

WHEREAS the County Clerk desires to amend the Agreement to begin the E-filing and E-recording of official documents; and

WHEREAS Tyler has modules available that the County could use for e-filing and e-recording at a proposed cost of \$ 68,860; and

WHEREAS the purchase of E-filing, E-recording, and related equipment was budgeted for in the 2017 budget; now, therefore, be it

RESOLVED, that the Chairman of the Board of Supervisors is hereby authorized and directed to execute an addendum on behalf of the County of Wayne, subject to the County Attorney's approval as to form and content, with Tyler Technologies for digital imaging services.

Mr. Chatfield moved the adoption of the resolution. Seconded by Mr. Smith. Upon roll call, adopted.

RESOLUTION NO. 182-17: AUTHORIZATION TO CREATE A TEMPORARY FULL TIME EARLY INTERVENTION SERVICE COORDINATOR POSITION FOR WAYNE COUNTY PUBLIC HEALTH

Mr. Baldrige presented the following:

WHEREAS, Wayne County Public Health (WCPH) is mandated by the New York State Department of Health (NYSDOH) to perform / ensure that Service Coordination services are provided to children who are eligible for Early Intervention (EI) services; and

WHEREAS, the Director of Public Health has been notified by a current EI Service Coordinator (EISC) that they will be leaving their position in the next few months; and

WHEREAS, WCPH wishes to create and fill a temporary full time Early Intervention Service Coordinator position prior to the current employee leaves her position for training purposes; and

WHEREAS, that the department's labor expenses are currently running under budget and will not need additional appropriations to cover the cost of the temporary position; now, therefore be it

RESOLVED, that the Director of Public Health is hereby authorized to create and fill a temporary full time Early Intervention Service Coordinator position.

Mr. Chatfield moved the adoption of the resolution. Seconded by Mrs. Crane. Upon roll call, all Supervisors voted Aye. Absent – Supervisor Kolczynski. The Chairman declared the Resolution adopted.

RESOLUTION NO. 183-17: AUTHORIZATION TO CONTRACT WITH RxCP SERVICES FOR PHARMACY CONSULTATION FOR WAYNE COUNTY PUBLIC HEALTH

Mr. Baldrige presented the following:

WHEREAS, Wayne County Public Health (WCPH) performs a monthly Tuberculosis Article 28 clinics and therefore is required to handle medications; and

WHEREAS, 10 NYCRR, Section 752.5 requires an Article 28 clinic that do not have a pharmacy on site to consult with a qualified pharmacist to assist in the development of policies and procedures for providing medications and biologicals; and

WHEREAS, WCPH has identified a local pharmacy consulting group, RxCP Services, who is willing to perform these services; now, therefore, be it

RESOLVED, that the Chairman of the Board of Supervisors is hereby authorized and directed to execute a

contract for the period of January 1, 2017 to December 31, 2017 with RxCP Services, 104 William St., Lyons, NY 14489, subject to the approval of the County Attorney as to form and content, subject to the pharmacists being in compliance with the County's insurance

requirements, with the following established fees, a bi-annual policy and procedure review and Professional Advisory Committee attendance fee \$200, and \$75.00 per hour for any identified new service need, with a total amount not to exceed \$3,000.

Mrs. Pagano moved the adoption of the resolution. Seconded by Mr. Chatfield. Upon roll call, adopted.

RESOLUTION NO. 184-17: AUTHORIZATION TO RENEW CONTRACT WITH S2AY RURAL HEALTH NETWORK FOR WAYNE COUNTY PUBLIC HEALTH

Mr. Baldrige presented the following:

WHEREAS, Wayne County Public Health (WCPH) wishes to renew its contract with S2AY Rural Health Network for the purpose of providing Quality Assurance and Quality Improvement services, administration of various public and private grants, data collection for Community Health Assessments, retain services of an In-service Coordinator as independent contractor and sharing the cost with the S2AY Rural Health Network partnership that includes Steuben, Schuyler, Ontario, Seneca, and Yates Counties; and

WHEREAS, WCPH's share is \$17,500 for the period covering January 1, 2017 through December 31, 2017; now, therefore, be it

RESOLVED, that the Chairman of the Board of Supervisors is hereby authorized and directed to execute a contract on behalf of Wayne County Public Health with S2AY Rural Health Network for the period of January 1, 2017 through December 31, 2017 at a cost not to exceed \$17,500, subject to the County Attorney's approval as to form and content.

Mrs. Crane moved the adoption of the resolution. Seconded by Mrs. Marini. Upon roll call, adopted.

RESOLUTION NO. 185-17: AUTHORIZATION TO ADVERTISE CHRONIC DISEASE PREVENTION, CHILDREN WITH SPECIAL HEALTH CARE NEEDS AND FIGHT THE BITE HEALTH EDUCATION AT COLBURN PARK DURING THE NEWARK PILOTS 2017 BASEBALL SEASON

Mr. Baldrige presented the following:

WHEREAS, Wayne County Public Health's (WCPH) Community Health Improvement Plan (CHIP) identifies activities to promote healthier lifestyles to prevent chronic diseases by reducing obesity and reducing smoking rates; and

WHEREAS, WCPH is also required by funding sources to promote the Children with Special Healthcare Needs (CSHN) program; and

WHEREAS, WCPH will be conducting a mass Fight the Bite health education campaign this mosquito season; and

WHEREAS, WCPH would like to advertise at Colburn Park during the 2017 Newark Pilot Baseball season for each of these areas; and

WHEREAS, WCPH would like to purchase:

- Obesity Prevention – bleacher top sign at entrance @ \$750
- Tobacco Prevention- bleacher top sign at entrance @ \$750
- CSHN – outfield wall banner @ \$1400 and bleacher top sign @ \$750 (+ \$64 set up fee)
- Fight the Bite - outfield dominating banner @ \$2512

for a total not to exceed \$6,226.00; now, therefore, be it

RESOLVED, that the Director of Public Health is hereby authorized to purchase the above signs and banners at Coburn Park during the Newark Pilots 2016 baseball season, at a cost not to exceed \$6,226.

Mr. Groat moved the adoption of the resolution. Seconded by Mr. Chatfield. Upon roll call, adopted.

RESOLUTION NO. 186-17: AUTHORIZATION TO CONTRACT WITH S2AY RURAL HEALTH NETWORK FOR MEMBERSHIP INTO THE FINGER LAKES PUBLIC HEALTH ALLIANCE

Mr. Baldrige presented the following:

WHEREAS, Wayne County Public Health (WCPH) receives assistance from the S2AY Rural Health Network via the Finger Lakes Public Health Alliance (FLPHA) with coordination and communication of emergency public health planning; and

WHEREAS, WCPH membership to FLPHA expired June 30, 2016 and WCPH wishes to renew this membership for the period of July 1, 2016 to June 30, 2017 for the amount of \$2,000; now, therefore, be it

RESOLVED, that the Chairman of the Board of Supervisors is hereby authorized to execute a contract with the S2AY Rural Health Network for membership to the Finger Lakes Public Health Alliance for emergency public health planning for the period of July 1, 2016 to June 30, 2017 for the amount of \$2,000, subject to the County Attorneys approval of form and content.

Mr. Chatfield moved the adoption of the resolution. Seconded by Mrs. Marini. Upon roll call, adopted.

RESOLUTION NO. 187-17: APPOINTMENT OF MEMBERS TO THE WAYNE COUNTY COMMUNITY SERVICES BOARD

Mr. Baldrige presented the following:

WHEREAS, the following Wayne County residents have generously given of their time to volunteer and serve on the Wayne County Community Services Board and each of these members service term has recently expired; and

WHEREAS, the following noted members would like to continue serving on the Wayne County Community Services Board; and

WHEREAS, the Director of Community Services, CEO for the Wayne County Community Services Board (CSB), on behalf of the CSB, presents these individuals to the Wayne County Board of Supervisors for re-appointment to serve on the Wayne County Community Services Board for the term periods noted below; now, therefore, be it

RESOLVED that the Wayne County Board of Supervisors, upon recommendation of the Director of Community Services and the Wayne County Community Services Board, hereby appoints the following individuals to serve on the Wayne County Community Services Board for the duration of the terms as noted below, and pursuant to Article 41 of the New York State Mental Hygiene Law:

Renewed Terms through March 31, 2020

- Sheriff Barry Virts
- Paul Pfrommer, Ontario
- Rebecca Remington, Palmyra

Mr. Smith moved the adoption of the resolution. Seconded by Mrs. Marini. Upon roll call, adopted.

RESOLUTION NO. 188-17: AUTHORIZATION TO WAYNE BEHAVIORAL HEALTH NETWORK TO RENEW ITS ANNUAL CONTRACT WITH ACM MEDICAL LABORATORY

Mr. Baldrige presented the following:

WHEREAS, Wayne Behavioral Health Network (WBHN) wishes to renew its annual contract with this provider for laboratory testing, analysis, and specimen pick-up, as the need for these ongoing services is medically necessary to the operation of the agency; and

WHEREAS, there is no cost to WBHN for this service; now, therefore, be it

RESOLVED, that the Chairman of the Board is authorized to sign a renewal contract with the above provider for the period of January 1, 2017 to December 31, 2017, subject to the County Attorney's review and approval of the contract as to form and content.

Mrs. Crane moved the adoption of the resolution. Seconded by Mrs. Marini. Upon roll call, adopted.

RESOLUTION NO. 189-17: AUTHORIZATION FOR THE MENTAL HEALTH DEPARTMENT TO ABOLISH ONE FULL-TIME STAFF SOCIAL WORKER POSITION AND ABOLISH ONE

FULL-TIME SUBSTANCE ABUSE COUNSELOR POSITION AND CREATE TWO FULL-TIME COMMUNITY MENTAL HEALTH PROFESSIONAL POSITIONS AND AMEND THE 2017 BUDGET

Mr. Baldrige presented the following:

WHEREAS, the Mental Health Department has a vacant full-time Staff Social Worker position and a vacant full-time Substance Abuse Counselor position; and

WHEREAS, the department has been unable over the past few months to recruit appropriately qualified candidates for these vacant positions and likewise there is not a current civil service list of eligible candidates for either of these titles; and

WHEREAS, the Director of Mental Health has determined the need continues to exist for these additional behavioral health professionals, and therefore would like to abolish these two vacant positions and create two full-time Community Mental Health Professional positions, which by doing so will expand the potential pool of qualified licensed professionals who can equally fulfill these roles; therefore, be it

RESOLVED, that one position title of full-time Staff Social Worker and one position title of full-time Substance Abuse Counselor be abolished and two full-time positions titled Community Mental Health Professional be created in the Mental Health Department; and be it further

RESOLVED, that the Wayne County Treasurer is authorized to make the following 2017 Budget amendment:

Account No. A4300 – Behavioral Health

(Appropriations)

\$41,010 from 51322 Staff Social Worker

\$41,010 from 51497 Substance Abuse Counselor

\$82,020 to 51325 CMHP-Community Mental Health Professional

Mr. Groat moved the adoption of the resolution. Seconded by Mrs. Marini. Upon roll call, all Supervisors voted Aye. Absent – Supervisor Kolczynski. The Chairman declared the Resolution adopted.

RESOLUTION NO. 190-17: AUTHORIZATION TO ABOLISH AND CREATE A POSITION FOR THE WAYNE COUNTY NURSING HOME

Mr. Baldrige presented the following:

WHEREAS, the Wayne County Nursing Home has determined that a re-organization of the current Senior Account Clerk position will enhance efficiency in the Business Office and better serve the Department; and

WHEREAS, the re-organization recommended is to abolish the position of Sr. Account Clerk and create the position of Finance Clerk; and

WHEREAS, this re-organization shall be effective April 21, 2017; and

WHEREAS, the proposed hourly rate shall be at a grade 13 accordance with the CSEA agreement; now, therefore, be it

RESOLVED, that the Sr. Account Clerk position is hereby abolished effective April 21, 2017; and be it further

RESOLVED, that the position of full time Finance Clerk be created effective April 21, 2017 at a grade 13 hourly rate in accordance with the CSEA agreement subject to the County Attorney's approval; and be it further

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

E6000 Nursing Home

(Appropriations)

\$34,932 from 51154-8310 Sr. Account Clerk

\$34,932 to 51717-8310 Finance Clerk

Mrs. Crane moved the adoption of the resolution. Seconded by Mr. Smith. Upon roll call, all Supervisors voted Aye. Absent – Supervisor Kolczynski. The Chairman declared the Resolution adopted.

RESOLUTION NO. 191-17: AUTHORIZATION TO SIGN AGREEMENTS WITH LIBERTY HEALTHCARE, LLC FOR THE WAYNE COUNTY NURSING HOME

Mr. Baldrige presented the following:

WHEREAS, Wayne County Nursing Home purchases a variety of medical/central supplies for the care of residents; and

WHEREAS, Liberty Healthcare Inc. currently provides urological, colostomy, tracheostomy, surgical dressing, and enteral therapy to the nursing homes residents; and

WHEREAS, the nursing home is reviewing policies and procedures to improve costs in regards to these medical supplies; and

WHEREAS, working with Liberty Healthcare will allow the nursing home to utilize more efficient supply tracking and documentation software at no charge to the nursing home; now, therefore, be it

RESOLVED, that the Chairman of the Wayne County Board of Supervisors is hereby authorized to execute agreements for third party payors and Medicare Part A, on behalf of the Wayne County Nursing Home, with Liberty Healthcare LLC, for the provision of medical supplies to the nursing home residents at no charge to the nursing home. Agreements are subject to the County Attorney's approval as to form and content.

Mrs. Crane moved the adoption of the resolution. Seconded by Mrs. Marini. Upon roll call, adopted.

RESOLUTION NO. 192-17: AUTHORIZATION TO AMEND CONTRACT WITH MARIA ALESSIO FOR SOCIAL WORK CONSULTANT SERVICES AT THE WAYNE COUNTY NURSING HOME

Mr. Baldrige presented the following:

WHEREAS, Resolution No. 097-17 authorized amending the Contract with Maria Alessio with no specified end date; and

WHEREAS, the County Attorney and County Auditor are working to ensure the contract come up for review at least every three years; and

WHEREAS, this contract needs to be amended to a one year term with the option to renew for two more one year terms; and

WHEREAS, all previously approved terms will remain the same; now, therefore, be it

RESOLVED, that the Chairman of the Board of Supervisors is authorized to sign the amended contract with Maria Alessio with a 1 year term from 1/1/17-12/31/17, with the option to renew for two additional one year terms.

Mr. Manktelow moved the adoption of the resolution. Seconded by Mr. Chatfield. Upon roll call, adopted.

RESOLUTION NO. 193-17: SUPPORTING RESEARCH AND FUNDING TO ADDRESS HARMFUL ALGAL BLOOMS IN THE FINGER LAKES AND SOUTHERN TIER REGION

Mr. Baldrige presented the following:

WHEREAS, the Finger Lakes area a valuable natural resource and economic asset to Upstate New York communities, greatly contributing to both the economy and the quality of life for residents in our region; and

WHEREAS, Although Blue-Green algae appears naturally in most bodies of fresh water in low numbers as part of the aquatic environment, toxic Harmful Algal Blooms ("HABS") are increasingly abundant in lakes in our region over the last several years; and

WHEREAS, These HABS have been confirmed or suspected in seventy (70) of New York State's lakes and fifty-two (52) ponds, negatively impacting the water quality of our lakes; and

WHEREAS, These HABS may produce harmful toxins that pose dangerous health risks to people and animals, and if left unchecked can threaten the drinking water supplies, lead to decreases in property values, and reduce the recreational value of our lakes, all resulting in an adverse impact on the economy of our Finger Lakes and Southern Tier regions; and

WHEREAS, Additional research and funding is essential to determining how to prevent formation of HABS in our lakes and how to dissipate these harmful blooms; now, therefore, be

it

RESOLVED, That the Wayne County Board of Supervisors hereby recommend that our representatives in the State and Federal Government work to allocate resources and funding to the Environmental Protection Agency, the New York State Department of Environmental Conservation, the New York State Health Department as well as qualified local agencies to research the cause, determine best management practices for controlling the HABS, and provide funding opportunities to implement these best management practices in our region; and be it further

RESOLVED, That the members of the Wayne County Board of Supervisors, in concert with the Wayne County Public Health Department, are prepared to assist in efforts to secure funding and to support effective strategies to control HABS when identified; and be it further

RESOLVED, That copies of this resolution be forwarded to the NYS Commissioner of Health, the NYS Commissioner of the Department of Environmental Conservation, the Inter County Association of Western New York, the NYS Association of Counties, Senators Charles E. Schumer and Kristin Gillibrand, Congressmen John Katko, Governor Andrew Cuomo, Senator Pamela Helming and Assemblymen Bob Oaks.

Mrs. Crane moved the adoption of the resolution. Seconded by Mrs. Deyo. Upon roll call, adopted.

RESOLUTION NO. 194-17: AUTHORIZATION TO ENTER INTO A 2017 RENTAL AGREEMENT WITH CLYDE UNITED METHODIST CHURCH FOR A SENIOR CONGREGATE MEAL SITE FOR THE DEPARTMENT OF AGING AND YOUTH

Mr. Manktelow presented the following:

WHEREAS, the Department of Aging and Youth provides congregate meals in six senior centers in Wayne County; and

WHEREAS, the Department is requesting to enter into a rental agreement with the Clyde United Methodist Church in the amount of \$325 per month for congregate meal site for 2017; now, therefore, be it

RESOLVED, that the Chairman of the Board of Supervisors is hereby authorized and directed to execute a rental agreement with Clyde United Methodist Church, in the amount of \$325.00 per month, on behalf of Wayne County for the period of January 1, 2017 through December 31, 2017, subject to the County Attorney's approval as to form and content.

Mr. Chatfield moved the adoption of the resolution. Seconded by Mr. Verkey. Upon roll call, adopted.

RESOLUTION NO. 194-17: AUTHORIZATION FOR THE DEPARTMENT OF AGING AND YOUTH TO CREATE A FULL TIME ACCOUNT CLERK POSITION AND AMEND THE 2017 BUDGET

Mr. Manktelow presented the following:

WHEREAS, NY State Office for Aging (NYSOFA) has allocated \$207,964 of Balancing Incentive Program (BIP) funding to assist individuals with long term care needs access community based services, and

WHEREAS, that the Aging Department 2017 Budget currently includes \$157,508 of BIP funding; and

WHEREAS, the Aging Department is requesting authorization to use \$35,345 of the additional \$50,456 of BIP funding, to create an Account Clerk (Grade 10) to provide clerical supportive services, e.g., data entry, reporting and reconciling accounts activities to allow the health insurance counselors and NY Connect workers more time to fulfill the service duties of the Balancing Incentive Program, and

WHEREAS, the Human Resource Director has reviewed the proposed position, and determined the appropriate title of Account Clerk in the CSEA general Unit, pay grade of 10; now, therefore be it

RESOLVED, that the Director of Aging and Youth requests authorization to create a full time account clerk position funded with available 100% NYSOFA funding for nine (9) months in

2017, starting April 1, 2017; further be it

RESOLVED, the Wayne County Treasurer is authorized to make the following 2017 Budget Amendments:

A6772 Area Agency on Aging

(Revenue)

\$50,456 to .43772 State Aid-Program for Aging Balancing Incentive Funding

(Appropriations)

\$20,996 to 51122 Account Clerk

\$1,869 to 58100 NYS Retirement

\$1,607 to 58200 Social Security

\$10,742 to 58400 Hospitalization

\$154 to 58600 Disability

\$22 to EAP

A1990 Contingent Fund General

(Appropriations)

\$15,066 to 54000 Contractual Expenses

and further be it

RESOLVED, that the position referenced herein will be abolished in the event funding for the position is not renewed through NYSOFA funding.

Mr. Chatfield moved the adoption of the resolution. Seconded by Mr. Groat. Upon roll call, all Supervisors voted Aye. Absent – Supervisor Kolczynski. The Chairman declared the Resolution adopted.

RESOLUTION NO. 196-17: AUTHORIZATION TO APPOINT YOUTH ADVISORY BOARD MEMBER

Mr. Manktelow presented the following:

WHEREAS, **Emily Wells**, youth representative from the town of Macedon and the Wayne Central School District; has agreed to serve on the Youth Advisory Board; now, therefore, be it

RESOLVED, that the Chairman of the Board of Supervisors authorizes the appointment youth representative Emily Wells to the Wayne County Youth Advisory Board:

Emily Wells

4008 West Walworth Rd.

Macedon, NY 14502

Mrs. Marini moved the adoption of the resolution. Seconded by Mrs. Crane. Upon roll call, adopted.

RESOLUTION NO. 197-17: AUTHORIZATION TO ENTER INTO A 2017 CONTRACT AGREEMENT WITH EMMANUEL UNITED METHODIST CHURCH FOR A NEWARK SENIOR CONGREGATE MEAL SITE FOR THE DEPARTMENT OF AGING AND YOUTH

Mr. Manktelow presented the following:

WHEREAS, the Department of Aging and Youth provides congregate meals in six senior centers in Wayne County; and

WHEREAS, the Department is requesting to enter into a contractual agreement with the Emmanuel United Methodist Church for the annual amount of \$5,000 to provide congregate meal services for 2017; now, therefore, be it

RESOLVED, that the Chairman of the Board of Supervisors is hereby authorized and directed to execute a contract with the Emmanuel United Methodist Church, on behalf of Wayne County in the annual amount of \$5,000 for the period of January 1, 2017 through December 31, 2017, subject to the County Attorney's approval as to form and content.

Mr. Verkey moved the adoption of the resolution. Seconded by Mrs. Pagano. Upon roll call, adopted.

RESOLUTION NO. 198-17: AUTHORIZATION TO SUBMIT A REQUEST FOR PROPOSAL

(RFP) FOR THE PROVISION OF A PERSONAL EMERGENCY RESPONSE SYSTEM VENDOR AND TO CONTRACT WITH A TEMPORARY PROVIDER IN THE INTERIM UNTIL A PERMANENT VENDOR IS SELECTED

Mr. Manktelow presented the following:

WHEREAS, the Department of Aging and Youth has a contract with M. Sauer Company for the provision of Personal Emergency Response System (PERS) services, and

WHEREAS, The Department is in the process of terminating the contract within seven days due to the vendors unsatisfactory performance in administrating the contract; and

WHEREAS, the Director of Aging and Youth is requesting authorization to advertise an Request for Proposal to select another provider to contract for the Personal Emergency Response Services system; and

WHEREAS, Doyle Security Inc., 792 Calkins Rochester, NY 14623, has agreed to install and monitor 160 PERS units on an interim basis at the cost of \$18 per month per unit to minimize disruption of PERS services for frail and elderly participants; and

WHEREAS, Doyle Securities will charge \$25 per unit for the technician's installation cost that will be waived if Doyle Securities is selected as the permanent vendor, and

WHEREAS, the funding for a PERS vendor is in the 2017 county budget and one service will terminate before the interim vendor's contract begins, so there should be no additional county cost, now, therefore be it

RESOLVED, that the Chairman of the Wayne County Board of Supervisors is hereby authorized and directed to execute an interim contract on behalf of the County of Wayne, subject to the County Attorney's approval as to form and content, with Doyle Security Inc. in accordance with the bid acceptance for the installation of 160 units and monitoring services for the Wayne County Department of Aging and Youth in the amount of \$18 per unit per month, effective March 21, 2017 until a formal RFP bid process designates a permanent provider; and further be it

RESOLVED, if Doyle Securities is not selected as the permanent vendor, the \$25 installation fee per unit will be covered by existing funding in the Department of Aging and Youth's TE 96 account; now, therefore, be it

RESOLVED, the Department of Aging and Youth is hereby authorized to prepare RFP specifications for the provision of PERS services; and be it further

RESOLVED; that the Clerk of the Board of Supervisors is hereby authorized to publically open the RFP responses at the time and place specified in the RFP document, and to present a record of the RFP at the next meeting of the Board of Supervisors following the RFP opening.

Mrs. Marini moved the adoption of the resolution. Seconded by Mrs. Crane. Upon roll call, adopted.

RESOLUTION NO. 199-17: AUTHORIZATION FOR THE DIRECTOR OF WAYNE COUNTY DEPARTMENT OF AGING AND YOUTH TO SIGN A MEMO OF UNDERSTANDING WITH WAYNE COUNTY ACTION PROGRAM-(WCAP) TO BE DESIGNATED A HOST SITE AGENCY FOR THE AMERICORPS PROGRAM

Mr. Manktelow presented the following:

WHEREAS, Wayne CAP has been awarded an AmeriCorps Grant and is requesting the Wayne County Department of Aging and Youth be designated as a host site agency at no cost to the county; and

WHEREAS, a Memo of Understanding (MOU) between Aging and Youth and WCAP is required for our Agency to be designated as a host site and to house a volunteer in the main office; and

WHEREAS, the AmeriCorps volunteer responsibility is to market the Chronic Disease Self-Management Program to Wayne County residents, from April 1, 2017 through December 31, 2017; now, therefore, be it

RESOLVED, that the Chairman of the Board of Supervisors hereby authorizes Penny Shockley to sign an MOU on behalf of the Department of Aging and Youth, subject to the

County Attorney's approval as to form and content, with the Wayne County Action Program to be designated an AmeriCorps host site. The MOU period is April 1, 2017 through December 31, 2017.

Mr. Chatfield moved the adoption of the resolution. Seconded by Mrs. Deyo. Upon roll call, adopted.

RESOLUTION NO. 200-17: AUTHORIZE AGREEMENT WITH REGIONAL TRANSIT SERVICE/WAYNE AREA TRANSPORTATION SERVICES (RTS-WAYNE) FOR ON-DEMAND TRANSPORTATION FOR THE WAYNE COUNTY DEPARTMENT OF SOCIAL SERVICES

Mr. Manktelow presented the following:

WHEREAS, Wayne County is required to meet participation rates or face possible fiscal penalties as a consequence specified by the Federal Deficit Reduction Act of 2005 and New York State statute; and

WHEREAS, one of the major barriers to work/work readiness participation is the lack of transportation; and

WHEREAS, New York State has provided, through the Office of Temporary and Disability Assistance, Community Solutions to Transportation (CST) monies to counties in the past but now is not providing monies to Wayne County Department of Social Services (DSS); and

WHEREAS, RTS has been allocated CST monies by New York State in the past but is no longer receiving them; and

WHEREAS, Wayne DSS is able to use TANF funds to offset local costs for this service; and

WHEREAS, WATS may be able to use Job Access Reverse Commute (JARC) funds to offset local costs; and

WHEREAS, WATS has provided timely and effective service in the past; therefore be it RESOLVED, that the Chairman of the Wayne County Board of Supervisors is hereby authorized to enter into an agreement with the RTS/WAYNE, subject to review by the County Attorney, for the provision of on-demand services to Wayne DSS clients for an amount not to exceed \$215,000 for the time period 1/1/17 – 12/31/17.

Mr. Chatfield moved the adoption of the resolution. Seconded by Mr. Groat. Upon roll call, adopted.

RESOLUTION NO. 201-17: AUTHORIZE CONTRACT WITH FORMER DIRECTOR OF ADMINISTRATIVE SERVICES FOR THE WAYNE COUNTY DEPARTMENT OF SOCIAL SERVICES

Mr. Manktelow presented the following:

WHEREAS, the Director of Administrative Services (DAS) in the Wayne County Department of Social Services (DSS) retired as of January 28, 2017; and

WHEREAS, this position has not yet been filled; and

WHEREAS, the Accounting Supervisor is in need of guidance regarding claims processing; and

WHEREAS, even after the DAS position is filled, it is anticipated that there will be tasks which will need oversight by the former DAS; and

WHEREAS, the former DAS is willing to perform these tasks on an as-needed consultant basis; therefore be it

RESOLVED, that the Chairman of the Board of Supervisors is hereby authorized, subject to the County Attorney's review and approval, to enter into a contract with Laurie Holtz, former DSS DAS, for an amount not to exceed \$2,500.00, payable at \$50.00/hour for the timeframe 3/31/17-12/31/17.

Mr. Chatfield moved the adoption of the resolution. Seconded by Mrs. Pagano. Upon roll call, adopted.

RESOLUTION NO. 202-17: AUTHORIZE CONTRACT WITH CATHOLIC CHARITIES OF THE DIOCESE OF ROCHESTER D/B/A CATHOLIC CHARITIES OF WAYNE COUNTY FOR THE

PROVISION OF PREVENTIVE SERVICES

Mr. Manktelow presented the following:

WHEREAS, Wayne County is required to provide a Designated Assessment Service for potential PINS youth; and

WHEREAS, Wayne DSS desires to contract for this service with an agency that has developed an expertise and track record in this area; and

WHEREAS, Catholic Charities has developed both an expertise and effective track record; now therefore, be it

RESOLVED, that the Chairman of the Wayne County Board of Supervisors is hereby authorized to execute an Agreement with Catholic Charities of the Diocese of Rochester d/b/a Catholic Charities of Wayne County, subject to the County Attorney's approval as to form and content, for the provision of Preventive Services to the Department of Social Services during the period 1/1/17-12/31/17 subject to a maximum contract amount of \$283,500.

Mr. Miller moved the adoption of the resolution. Seconded by Mr. Chatfield. Upon roll call, adopted.

RULE 14 RESOLUTION

RESOLUTION NO. 203-17: AUTHORIZATION TO DESIGNATE COUNTY ADMINISTRATOR AS FREEDOM OF INFORMATION LAW APPEAL REVIEW OFFICER

Mrs. Crane presented the following:

WHEREAS, the County is required to have an appeal process for Freedom of Information Law (FOIL) requests that are denied; and

WHEREAS, the last individual designated as the FOIL Appeals Officer is no longer employed by the County; now, therefore, be it

RESOLVED, that the County Administrator is hereby designated as the FOIL Appeals Officer.

Mrs. Smith moved the adoption of the resolution. Seconded by Mr. Verkey. Upon roll call, adopted.

OTHER BUSINESS

Mrs. Crane moved, seconded by Mr. Verno that two (2) resolutions be allowed on the floor under Other Business. Upon roll call, all Supervisors voted Aye. Absent - Supervisor Kolczynski. Motion Carried.

RESOLUTION NO. 204-17: AUTHORIZATION TO AMEND THE 2017 BUDGET FOR SUPPLEMENTAL MEDICAID UPPER PAYMENT LIMIT (UPL) PAYMENTS AND AFFIRM PAYMENT

Mrs. Marini presented the following:

WHEREAS, Wayne County has been informed that monies will be made available for supplemental Medicaid Upper Payment Limit (UPL) payments to public nursing facilities, one of which is the Wayne County Nursing Home; and

WHEREAS, the supplemental payment is for State fiscal year 2015-16 for the amount of \$6,692,536; and

WHEREAS, the payment is based on the facility's reported Medicaid days divided by the total Medicaid days for the calendar year 2013; and

WHEREAS, each county is responsible for transferring the local share of 50% to the State prior to the corresponding 100% payment being released to the County Nursing Home; and

WHEREAS, the 2017 Wayne County Budget did not anticipate the Medicaid Upper Payment Limit Payment to the Wayne County Nursing Home, or a County Appropriation for the County 50% local share payment to the State; now therefore be it

RESOLVED, that the County Treasurer is authorized to transfer \$3,346,268 from the General Fund Unassigned Fund Balance; and be it further

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

A6102 MMIS Medical Assistance

\$3,346,268 to 54000 Contractual Expenses

and be it further

RESOLVED, that the County Treasurer is authorized to pay the non-federal share on the date specified by the New York State Medicaid Financial Management Office.

Mr. Smith moved the adoption of the resolution. Seconded by Mr. Chatfield. Upon roll call, adopted.

RESOLUTION NO. 205-17: RESOLUTION TO SUPPORT CORNELL COOPERATIVE EXTENSION ASSOCIATIONS IN THE STATE OF NEW YORK

Mr. Spickerman presented the following:

WHEREAS, the mission of Cornell Cooperative Extension is "CCE puts knowledge to work in pursuit of economic vitality, ecological sustainability and social well-being. We bring local experience and research based solutions together, helping New York State families and communities thrive in our rapidly changing world"; and

WHEREAS, New York State County Law 224 adopted in 1914 established the ability for NYS and County's to contribute funds to support the creation of Cornell Cooperative Extension Associations in each county and there are now 56 associations across NYS; and

WHEREAS, the key objectives of the associations as stated in their constitutions are to provide for an association of residents in cooperation with Cornell University and USDA, to extend educational resources of Cornell (including Ag and Life Sciences, Human Ecology, Vet Med), and to further the objectives of CCE associations and the CCE system in the fields of agriculture, community and economic vitality, environment and energy, nutrition and healthy families, and youth development; and

WHEREAS, the primary programs and objectives of CCE are directly linked to a least of 8 of 16 goals of Governor Cuomo's initiatives for improving New York State, and CCE educators are key community partners in helping to implement these initiatives state-wide, including: maximizing agriculture and beverage production, strengthening the upstate economy, promoting a healthier New York, preserving our environment, building opportunity through education, designing a clean energy economy, and investing in tourism; and

WHEREAS, costs for operating CCE Associations (501C3 subordinate organizations) have increased significantly yet the annual funding allocated by the state for this system has remained stagnant since the 1970's; now, therefore, be it

RESOLVED, that the Wayne County Board of Supervisors request that New York State allocate an additional \$3 million dollars per year to County 224 funding to support Cooperative Extension Associations in NYS.

Mr. Manktelow moved the adoption of the resolution. Seconded by Mrs. Pagano. Upon roll call, adopted.

Prior to board adjournment, Mr. Manktelow inquired about TABLED Resolution No. 102-17, entitled, "Authorization to Sign a Clinical Affiliation Agreement with Roberts Wesleyan College School of Nursing (TABLED on 2/28/17); and if any action would be taken on this today.

Mr. Baldridge noted that the insurance requirements for this contract have not been met; however, he would like to keep this resolution on the table for possible future presentation to the board when said documents are received.

Mr. Groat asked if the consideration of night time meetings had been resolved. Chairman LeRoy informed him that in January, the Board adopted the new Rules of Order that all scheduled monthly meetings would begin at 9:00 a.m.; discontinuing nightly sessions, unless scheduled.

ADJOURNMENT:

The next scheduled meeting of the Board is **Tuesday, April 18, 2017 at 9:00 a.m.**

Mrs. Crane moved, seconded by Mrs. Deyo, that the board adjourn at 10:14 a.m. Carried.

Sandra J. Sloane, Clerk, Wayne County Board of Supervisors
