

AGENDA

GOVERNMENT OPERATIONS COMMITTEE

Thursday, February 6th 8:30 a.m.

Supervisors: Emmel, Chatfield, Spickerman, Verkey and Eygnor

8:30 a.m.

Approval of meeting minutes

8:30 a.m.

Transmittals referred to Committee

8:40 a.m.

County Attorney, Dan Connors

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

8:45 a.m.

Board of Elections, Mark Alquist & John Zornow

Annual Report [BOE 2019 Annual Reporting.xls](#) [BOE Annual Report.pdf](#)
[BOE 2019 inspector duties.pdf](#) [BOE 2019 MLCK CERT.pdf](#)

9:00 a.m.

County Clerk, Mike Jankowski

Annual Report [CC Annual Report 2019.pdf](#)
Pistol Permit meetings
Historical Resource meetings

9:20 a.m.

Interim Compliance Officer, Ed Hunt

NO BUSINESS

9:20 a.m.

Census 2020, Ellen Wayne

9:35 a.m.

Grants, Jay Roscup

9:50 a.m.

County Administrator, Rick House

Monthly Activities Report

TRANSMITTALS:

- Authorization to Apply for a New York State Census 2020 Outreach Grant [Census 2020 Grant Application Resolution Res.docx](#)
- Approve and Use a Wayne County Census 2020 Committee Logo for Use by the Wayne County Census Committee [COTB 02 RES3 WC Census 2020 Logo.doc](#)
- Authorize Appointments to Inter-County Association of Western New York [COTB02RES01.doc](#)
- Authorization to Re-Create the Position of Purchasing Agent, Set Salary and Amend Budget [Purchasing agent position 1-25-2020.doc](#)

10:15 a.m.

Human Resource Department, Chris Kalinski

TRANSMITTAL:

- Authorize Adoption of Managerial/Confidential Position Pay Grade for Purchasing Agent [HR2020 02Res1 Adoption mang conf position pay grade Purchasing Agent REV.doc](#)

Monthly Staff Report

EXECUTIVE SESSION

COUNTY OF WAYNE
OFFICE OF THE COUNTY ATTORNEY

WAYNE COUNTY COURTHOUSE
26 CHURCH STREET, LYONS, NEW YORK 14489
FAX: (315) 946-5942

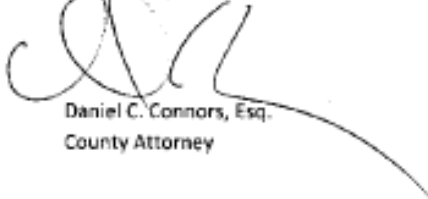
DANIEL C. CONNORS, ESQ.
COUNTY ATTORNEY
(315) 946-7442

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

The County Attorney's Office monthly report for January 2020 is as follows:

Contracts Drafted and/or Reviewed	52
Insurance Certificates	49
Notice of Claim	2
Accidents	3
Disciplines/Grievances	2
Human Rights Complaints	0
Subpoenas	3
Freedom of Information Requests (FOIL)	25
FOIL Money Collected	\$3.00
Juvenile Delinquent's (JD's)	1
Persons In Need of Supervision (PINS)	0
Habeas Corpus	0
Poor Person Applications	7
Pistol Permit Hearings	0
Unemployment Hearings	0
Total Amount of Bills Paid from A1420(CA)	\$2,868.03
Total Amount Paid from A1930 (Judgment & Claims)	\$0.00
Total Amount Paid from A1931 (Liability & Casualty)	\$0.00
Total Amount Paid for 207c Claims	\$0.00

Respectfully submitted,



Daniel C. Connors, Esq.
County Attorney

RESOLUTION TRANSMITTAL

Committee No. 5

Date: February 6, 2019

Committee Chair: Mr. Emmel
Department Head: Mr. House

Transmittal Title:

AUTHORIZATION TO APPLY FOR A NEW YORK STATE CENSUS 2020 OUTREACH GRANT

Brief Explanation:

WHEREAS, Wayne County has been declared eligible to apply for funding from New York State under the Census 2020 Complete Outreach Grant, for \$131,000, and

WHEREAS, if Wayne County is awarded such grant, the County is to utilize such funds for Census 2020 outreach activities, and

WHEREAS, the Census 2020 Outreach Grant application is due for submission by March 2, 2020, and

WHEREAS, the management of such grant funds will be under the direction of Wayne County Census Committee co-chairpersons, Dr. Ellen Wayne and Jay Roscup; now, therefore be it

RESOLVED, that the Wayne County Board of Supervisors hereby authorizes Dr. Ellen Wayne and Jay Roscup to apply for the New York State Census 2020 Outreach Grant.

Budgeted: no Proposed Cost: \$0 Reimbursed Amount \$0 County Cost \$0

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

County Administrator's Review: _____ Date: _____

Human Resources Office Review: yes ___ no ___ N/A ___ Signature: _____

County Attorney Review: yes ___ no ___ N/A ___ Signature: _____

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

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

Referred to:

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

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

RESOLUTION TRANSMITTAL

Committee No. 5

Date: February 6, 2020

Committee Chairperson: Jake Emmel
County Administrator: Rick House

RESOLUTION TO APPROVE AND USE A WAYNE COUNTY CENSUS 2020 COMMITTEE LOGO FOR USE BY THE WAYNE COUNTY CENSUS COMMITTEE

WHEREAS the U.S. Census Bureau is required by the United States Constitution to conduct a count of all persons; and

WHEREAS the Census count requires extensive work, and the Census Bureau requires partners at the state and local level to insure a complete and accurate count; and

WHEREAS, a Wayne County Census 2020 Committee was established in December 2019, bringing together a cross section of community members who will utilize their local knowledge and expertise to reach out to all persons of our community; and

WHEREAS, it is the opinion of the committee that a Wayne County Census 2020 logo would be helpful to this effort to disseminate 2020 Census information, encourage all County residents to participate in events and initiatives that will raise the overall awareness of the 2020 Census and strive for an accurate count; now, therefore, be it

RESOLVED, that the following logos are hereby approved by the Board of Supervisors for the use by the Wayne County Census 2020 Committee:



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

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

County Administrator's Review: _____ Date: _____

Human Resources Office Review: yes ___ no ___ N/A ___ Signature: _____

County Attorney Review: yes ___ no ___ N/A ___ Signature: _____

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

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

Referred to:

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

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

RESOLUTION TRANSMITTAL

Committee No. 5

Committee Chair: Emmel
(D.Liseno)

Authorize Appointments to Inter-County Association of Western New York

RESOLVED, the Wayne County Board of Supervisors hereby approves the appointments of the following individuals to the Inter-County Association of Western New York for the term January 1, 2020, through December 31, 2021, as listed below:

Kenneth Miller, Representative
Susie Jacobs, Representative
Jody Bender, Representative

RESOLVED, that certified copies of this resolution be sent by the Clerk of this Board to the Association and the appointees.

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

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

County Administrator's Review: _____ Date: _____

Human Resources Office Review: yes ___ no ___ N/A ___ Signature: _____

County Attorney Review: yes ___ no ___ N/A ___ Signature: _____

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

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

Referred to:

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

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

RESOLUTION TRANSMITTAL

Committee No: 5

Date: 2/6/2020

Committee Chair: Mr. Emmel

Department Head: House

AUTHORIZATION TO RE-CREATE THE POSITION OF PURCHASING AGENT, SET THE SALARY AND AMEND THE BUDGET

WHEREAS, in Resolution #250-16, the Board of Supervisors authorized and funded the position of Purchasing Agent and placed in the Managerial/Confidential pay plan, and

WHEREAS, in Resolution #426-16, the Board of Supervisors abolished the position of Purchasing Agent due to the inability to find a qualified candidate and created the position of Purchasing Clerk, and

WHEREAS, the current Purchasing Clerk, who has been in the position 15 months, has attained permanent status, has performed exceptionally and meets the criteria for the position of Purchasing Agent, and

WHEREAS, the current Purchasing Clerk is performing duties consistent with the title of Purchasing Agent, in that she facilitates, directs all staff, controls and supervises all purchasing functions for the County, and

WHEREAS, the position of Purchasing Agent has been evaluated by HR Consultants and a recommendation has been made for placement in grade 6 of the Managerial/Confidential pay plan, with an annual salary of 49,245, and

WHEREAS, the County Administrator is desirous of re-creating the position of Purchasing Agent, and promoting the current Purchasing Clerk to such position at a salary of \$49,245; now, therefore be it

RESOLVED, that the Board of Supervisors hereby abolishes the position of Purchasing Clerk and re-creates the position of Purchasing Agent at a salary of \$49,245; and, be it further

RESOLVED, the County Treasurer is hereby authorized to amend the County Budget as follows:

A1990 Contingent Fund

(Appropriations)

\$18,467 from .54000 Contractural Expenses

A1345 Purchasing Department

(Appropriations)

\$33,455 from 51624 Purchasing Clerk

\$49,245 to Purchasing Agent

\$1,469 to 58100 Retirement

\$1,208 to 58200 Social Security

Budgeted: no Proposed Cost: 18,465 Reimbursed Amount: \$0.00 County cost: \$18,465

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

Human Resource's Office Review & Approval: yes ___ no ___ by: _____

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

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

Referred to:

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

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

RESOLUTION TRANSMITTAL

HR 02 RES 1
Committee No.5

February 6, 2020

Committee Chair: Jake Emmel
Department Head: Chris Kalinski

AUTHORIZE ADOPTION OF MANAGERIAL/CONFIDENTIAL POSITION PAY GRADE FOR PURCHASING AGENT

WHEREAS, the Board of Supervisors adopted Resolution No. 382-14 establishing pay grades for the Managerial Confidential (M/C) positions in place at that time; and

WHEREAS, the Board of Supervisors adopted Resolution No. 622-18 to renew contract with Public Section HR Consultants LLC to provide services including the rating of new positions that may be created in the M/C employee group; and

WHEREAS, it is the desire of the County Administrator Office to create the position of Purchasing Agent within the County Administrator Office and abolish the position of Purchasing Clerk; and

WHEREAS, Public Section HR Consultants LLC has studied and rated the position and recommends placement in M/C pay grade 6; now, therefor be it

RESOLVED, that the position of Purchasing Agent is hereby placed in M/C pay grade 6 with a starting salary of \$ 49,245

Budgeted: yes ___ no X Proposed Cost: \$0.00 Reimbursed Amount \$0.00 County cost \$0.00

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

Human Resources Office Review & Approval: yes ___ no ___ by: _____

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

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

Referred to:

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

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