

<b>Tue., Jun. 11, 2019</b>	<b>Audit Committee</b>	<i>Immediately before Committee of the Whole</i>
“ “ “	<b>Committee of the Whole</b>	<b>1:00 PM</b>
“ “ “	<b>Board Meeting</b> <i>Supervisors' Chambers @ Government Center 143 N. Main St., Warsaw, NY</i>	<b>2:30 PM</b>
<b>Tue., Jun. 25, 2019</b>	<b>Human Resource Committee Meeting</b>	<b>9:00 AM</b>
“ “ “	<b>Audit Committee</b>	<i>Immediately following Human Resource</i>
“ “ “	<b>Human Service Committee Meeting</b>	<b>11:00 AM</b>
<b>Wed., Jun. 26, 2019</b>	<b>Public Health Committee Meeting</b>	<b>9:00 AM</b>
“ “ “	<b>Ag. &amp; Green Energy Committee Meeting</b>	<b>10:30 AM</b>
“ “ “	<b>Planning Committee Meeting</b>	<b>1:00 PM</b>
<b>Thu., Jun. 27, 2019</b>	<b>Public Safety Committee Meeting</b>	<b>9:00 AM</b>
<b>Tue., Jul. 02, 2019</b>	<b>Finance Committee Meeting</b>	<b>9:00 AM</b>
<b>Tue., Jul. 09, 2019</b>	<b>Audit Committee</b>	<i>Immediately before Committee of the Whole</i>
“ “ “	<b>Committee of the Whole</b>	<b>1:00 PM</b>
“ “ “	<b>Board Meeting</b> <i>Supervisors' Chambers @ Government Center 143 N. Main St., Warsaw, NY</i>	<b>2:30 PM</b>

## AGENDA

### Regular Session

Tuesday, June 11, 2019

Wyoming County Government Center  
Warsaw, New York



**CALL TO ORDER ~**

**OPENING PRAYER ~**

- Rev. Frank Fraser, Family Life Church Parishioner

**PLEDGE OF ALLEGIANCE TO THE FLAG ~**

- Wayne Eisenhower/ Town of Arcade

**HIGH SCHOOL DIPLOMA PRESENTATION ~**

- Wayne Eisenhower

## COMMUNICATIONS ~

- *05-16-19 Correspondence from NYSAC Executive Director Stephen Acquario acknowledging receipt of Resolution No. 19-232*
- *05-21-19 Correspondence from Assemblyman DiPietro acknowledging receipt of Resolution Nos. 19-219, 19-231 and 19-232*

## **\*CONSENT ITEMS:**

### **Agriculture Committee:**

- \*Resolution No. 1, By Mr. Kehl, Chairman of the Agriculture Committee:  
June 2019 Proclaimed Dairy Month in Wyoming County

## WYOMING COUNTY DAIRY PRINCESS ~

- *Alternate Brooke Noel ~ Daughter of Dwayne and Kellie Noel from the Town of Castile*

## PRESENTATION ~

- *Kenneth Huffer ~ Eagle Scout*

## PRESENTATION ~

- *Animal Control PowerPoint Presentation on Hoarding*
- *Animal Control Grant Recognized as Model for New York State*

### **Finance Committee:**

- \*Resolution No. 2, By Mr. Brick, Chairman of the Finance Committee:  
Funds Transferred to Various 2019 Accounts

- \*Resolution No. 3, By Mr. Brick, Chairman of the Finance Committee:  
Funds Appropriated to Various 2019 Accounts

### **Audit Committee:**

Presentation of Monthly Expenditures by Mr. Granger, Chairman of the Audit Committee

### **Human Resource Committee:**

- \*Resolution No. 4, By Mr. Tallman, Chairman of the Human Resource Committee:  
Wyoming County Purchasing Cards Procedures Policy Adopted

- \*Resolution No. 5, By Mr. Tallman, Chairman of the Human Resource Committee:  
Salary Schedule "X" Handbook Approved

### **Human Services Committee:**

- \*Resolution No. 6, By Ms. Grant, Chairman of the Human Services Committee:  
Chairman/Commissioner of Social Services Authorized to Sign a Welfare Management System Contract on Behalf of the Department of Social Services  
*(Children Awaiting Parents, Inc., d/b/a Donald J. Corbett Adoption Agency)*

\*Resolution No. 7, By Ms. Grant, Chairman of the Human Services Committee:  
Chairman Authorized to Sign a Grant Application and Acceptance Award on Behalf of  
Veterans Services  
*(New York State Division of Veterans' Affairs)*

\*Resolution No. 8, By Ms. Grant, Chairman of the Human Services Committee:  
Chairman Authorized to Award Bid and Sign a Contract on Behalf of Veterans Services  
*(Upstate Chrysler Dodge Jeep Ram, Inc.)*

\*Resolution No. 9, By Ms. Grant, Chairman of the Human Services Committee:  
Chairman Authorized to Sign a Grant Application and Acceptance Award on Behalf of  
Wyoming County Office for the Aging  
*(New York State Office for the Aging)*

\*Resolution No. 10, By Ms. Grant, Chairman of the Human Services Committee:  
Chairman Authorized to Sign a Contract on Behalf of the Youth Bureau  
*(Brandi Duvall)*

**Public Health Committee:**

\*Resolution No. 11, By Mrs. Ryan, Chairman of the Public Health Committee:  
Resolution Number 18-466 Amended

\*Resolution No. 12, By Mrs. Ryan, Chairman of the Public Health Committee:  
Chairman/Commissioner of Health Authorized to Sign a Grant Acceptance Award on  
Behalf of the County Health Department  
*(New York State Department of Health, Office of Health Insurance Programs)*

\*Resolution No. 13, By Mrs. Ryan, Chairman of the Public Health Committee:  
Chairman/Commissioner of Health Authorized to Sign a Grant Application and  
Acceptance Award on Behalf of the County Health Department  
*(Health Research, Inc.)*

\*Resolution No. 14, By Mrs. Ryan, Chairman of the Public Health Committee:  
Chairman/Commissioner of Health Authorized to Sign a Contract on Behalf of the  
County Health Department  
*(MailFinance, Inc.)*

\*Resolution No. 15, By Mrs. Ryan, Chairman of the Public Health Committee:  
Chairman/Commissioner of Health Authorized to Award Bid and Sign a Contract on  
Behalf of County Health Department  
*(Spurr Chevrolet, Inc.)*

\*Resolution No. 16, By Mrs. Ryan, Chairman of the Public Health Committee:  
Resolution in Opposition to the Implementation Timeline for New Lead Poisoning  
Regulations

**Planning Committee:**

- \*Resolution No. 17, By Mr. Leuer, Chairman of the Planning Committee:  
Set Public Hearing ~ Introductory Local Law No. B Year 2019

**Public Safety Committee:**

- \*Resolution No. 18, By Mr. Copeland, Chairman of the Public Safety Committee:  
A Resolution of the Wyoming County Board of Supervisors Opposing the Planned Closure of the Livingston Correctional Facility and Calling on Leadership in Albany to Reconsider the Planned Closure
- \*Resolution No. 19, By Mr. Copeland, Chairman of the Public Safety Committee:  
Chairman Authorized to Sign a Contract on Behalf of the Sheriff's Department  
*(Chautauqua County Sheriff's Office)*
- \*Resolution No. 20, By Mr. Copeland, Chairman of the Public Safety Committee:  
Fire Advisory Board Delegates Appointed/Reappointed
- \*Resolution No. 21, By Mr. Copeland, Chairman of the Public Safety Committee:  
Chairman Authorized to Sign a Grant Acceptance Award on Behalf of Emergency Services  
*(New York State Division of Homeland Security and Emergency Services Office of Emergency Management)*

**Public Works Committee:**

- \*Resolution No. 22, By Mr. Davis, Chairman of the Public Works Committee:  
Authorizing the Implementation and Funding of the Costs of 100% of Costs of a Transportation Project which may be Eligible for Federal-Aid and/or State-Aid or Reimbursement from Bridge NY Funds
- \*Resolution No. 23, By Mr. Davis, Chairman of the Public Works Committee:  
Chairman Authorized to Sign a Contract on Behalf of County Highway  
*(Villager Construction, Inc.)*
- \*Resolution No. 24, By Mr. Davis, Chairman of the Public Works Committee:  
Chairman Authorized to Sign Any or All of the Various Contracts on Behalf of County Highway
- \*Resolution No. 25, By Mr. Davis, Chairman of the Public Works Committee:  
Chairman Authorized to Sign a Contract on Behalf of County Highway  
*(Key Power Systems, Inc.)*

**Finance Committee:**

- \*Resolution No. 26, By Mr. Brick, Chairman of the Finance Committee:  
Salary Schedules "G", "I", "C", "P" and "S" Amended
- \*Resolution No. 27, By Mr. Brick, Chairman of the Finance Committee:  
Salary Schedule "X" Adopted

- \*Resolution No. 28, By Mr. Brick, Chairman of the Finance Committee:  
Resolution Number 15-030 Amended
- \*Resolution No. 29, By Mr. Brick, Chairman of the Finance Committee:  
Resolution Number 17-272 Amended
- \*Resolution No. 30, By Mr. Brick, Chairman of the Finance Committee:  
Chairman Authorized to Sign Various Contracts on Behalf of the Wyoming County  
Community Health System
- \*Resolution No. 31, By Mr. Brick, Chairman of the Finance Committee:  
Chairman Authorized to Sign an Employment Agreement ~ Salary Schedule "P" on  
Behalf of the Wyoming County Community Health System  
**(Rachel Muroff, RN, BSN)**
- \*Resolution No. 32, By Mr. Brick, Chairman of the Finance Committee:  
Resolution Number 17-166 Amended
- \*Resolution No. 33, By Mr. Brick, Chairman of the Finance Committee:  
Resolution Number 17-199 Amended
- \*Resolution No. 34, By Mr. Brick, Chairman of the Finance Committee:  
Resolution Number 17-238 Amended
- \*Resolution No. 35, By Mr. Brick, Chairman of the Finance Committee:  
Resolution Number 18-204 Amended
- \*Resolution No. 36, By Mr. Brick, Chairman of the Finance Committee:  
Resolution Number 19-157 Amended
- \*Resolution No. 37, By Mr. Brick, Chairman of the Finance Committee:  
Chairman Authorized to Award Bid and Sign a Contract on Behalf of the Wyoming  
County Community Health System  
**(Cross Cut Enterprise, LLC)**
- \*Resolution No. 38, By Mr. Brick, Chairman of the Finance Committee:  
Wyoming County Purchase Order/Payment Policy Approved
- \*Resolution No. 39, By Mr. Brick, Chairman of the Finance Committee:  
Semi-Annual Revenue Sharing for the Towns
- \*Resolution No. 40, By Mr. Brick, Chairman of the Finance Committee:  
Resolution Opposing a Portion of Proposed Legislative Bills 54676A / A4863 Changing  
the Order in which Multiple Tax Liens are to be Redeemed
- \*Resolution No. 41, By Mr. Brick, Chairman of the Finance Committee:  
Standard Work Day and Reporting Resolution

\*Resolution No. 42, By Mr. Brick, Chairman of the Finance Committee:  
Position(s) Approved

\*Resolution No. 43, By Mr. Brick, Chairman of the Finance Committee:  
Chairman Authorized to Sign Inter-Municipal Agreement for Countywide Assessing  
Services  
*(Town of Eagle)*

[COUNTY EVENT FLYERS](#) *(when available) ~*





# NYSAC

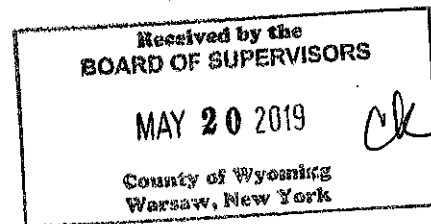
NEW YORK STATE  
ASSOCIATION OF COUNTIES

540 Broadway, 5<sup>th</sup> Floor, Albany, New York 12207 | Phone: (518) 465-1473 | Fax: (518) 465-0506 | [www.nysac.org](http://www.nysac.org)

President: Hon. Charles H. Nesbitt, Jr., Orleans County | Executive Director: Stephen J. Acquario, Esq.

May 16, 2019

Ms. Cheryl J. Ketchum  
Clerk to the Wyoming County Board of Supervisors  
Government Center  
143 N. Main St.  
Warsaw, NY 14569



Dear Ms. Ketchum:

On behalf of the New York State Association of Counties (NYSAC), thank you for forwarding a copy of Wyoming County Resolution No. 19-232. Please be assured that this resolution will be reviewed by the NYSAC staff member assigned to this program area and referred to the appropriate NYSAC Standing Committee.

Should you have further questions or concerns, please feel free to contact Dave Lucas or me at (518) 465-1473.

Sincerely,

Stephen J. Acquario  
Executive Director





THE ASSEMBLY  
STATE OF NEW YORK  
ALBANY

RANKING MINORITY MEMBER  
Small Business Committee

COMMITTEES  
Education  
Labor  
Transportation

DAVID DIPIETRO  
Assemblyman 147<sup>th</sup> District

Received by the  
BOARD OF SUPERVISORS  
MAY 23 2019  
County of Wyoming  
Warsaw, New York  
CK

May 21, 2019

Lisa A. Perez, Deputy Clerk  
Wyoming County Board of Supervisors  
143 North Main Street  
Warsaw, NY 14569

Dear Ms. Perez,

This letter acknowledges the receipt of Resolution 19-219, Resolution Opposing Driver's License Access and Privacy Act Concerning Undocumented Individuals and Resolution 19-231, Resolution of the Wyoming County Board of Supervisors in Support of New York State Senate Bill S5486, An Act to Amend the Environmental Conservation Law, In Relation to Taking Big and Small Game by Crossbow in Wyoming County and Resolution 19-232, Request to Amend Real Property Tax Law Section 483-A to Include Potato Storage Facilities and Shipping Facilities.

( ? )

These Resolutions was adopted by the Wyoming County Board of Supervisors on May 14, 2019.

I appreciate being informed about the issues which are of concern to the public and I value the information as I continue to represent the 147th Assembly District. Please continue to update this office with your actions.

Sincerely,

David J. DiPietro, Assemblyman  
147th District of the State of New York

DD/cg



**RESOLUTION NO. 19-  
(June 11, 2019)**

By Mr. Kehl, Chairman of the Agriculture Committee:

**JUNE 2019 PROCLAIMED DAIRY MONTH IN WYOMING COUNTY**

**WHEREAS**, The month of June as Dairy Month started out as National Milk Month in 1937 as a way to promote drinking milk. It was initially created to stabilize the dairy demand when production was at a surplus, but has now developed into an annual tradition that celebrates the contributions the dairy industry has made to the world; and

**WHEREAS**, Dairy Month is a great way to start the summer with nutrient-rich dairy foods. From calcium to potassium, dairy products like milk contain nine essential nutrients which may help to better manage your weight, reduce your risk for high blood pressure, osteoporosis and certain cancers; and

**WHEREAS**, Whether it is protein to help build and repair muscle tissue of active bodies or Vitamin A to help maintain healthy skin, dairy products are a natural nutrient powerhouse; and

**WHEREAS**, Wyoming County is the leading milk producing county in New York State in terms of total milk production and cow numbers; and

**WHEREAS**, The average dairy farm in New York State is family owned and consists of 135 cows. Wyoming County farms produce an average of 23,936 pounds (or 2,783 gallons) of milk per cow per year, with a total Wyoming County milk production of 1.1 billion pounds (or 131.3 million gallons) with 47,200 milk cows; and

**WHEREAS**, The top three leading dairy counties in New York State are Wyoming, Cayuga and St. Lawrence; now therefore

**BE IT RESOLVED**, That the Wyoming County Board of Supervisors does hereby proclaim June 2019 to be:

**DAIRY MONTH IN WYOMING COUNTY**

to honor our dairy farmers and the safe, wholesome products that they produce and encourage all our citizens to drink milk and enjoy other dairy foods to help strengthen our economy.

**Carried:            Ayes:            Noes:            Absent:            Abstain:**

**RESOLUTION NO. 19-  
(June 11, 2019)**

By Mr. Brick, Chairman of the Finance Committee:

**FUNDS TRANSFERRED TO VARIOUS 2019 ACCOUNTS**

**BE IT RESOLVED**, That funds are hereby transferred to the various 2019 accounts as follows:

<b>Mental Health</b>			
<b>From:</b> 01.38.4323.4.42306 Other <b>To:</b> 01.38.4323.1.10602 Insurance Buy Out <b>Reason:</b> To cover an employee’s insurance buyout.	\$90.00	\$90.00	
<b>Mental Health Total</b>			<b>\$90.00</b>
<b>Fire &amp; Building Codes</b>			
<b>From:</b> 01.37.3620.8.89001 Health Insurance <b>To:</b> 01.37.3620.4.40508 Private Auto Repairs <b>Reason:</b> Vehicle repairs (see attached)	\$1,680.74	\$1,680.74	
<b>Fire &amp; Building Codes Total</b>			<b>\$1,680.74</b>
<b>Buildings &amp; Grounds (Co. Bldgs.)</b>			
<b>From:</b> 01.34.1620.4.40809 Pavement Maint. <b>To:</b> 01.39.6010.4.40809 Pavement Maint. (DSS) 01.34.4010.4.40809 Pavement Maint. (HD) <b>Reason:</b> To cover cost of repairs in parking lots for 2019.	\$7,100.00	\$600.00 6,500.00	
<b>Buildings &amp; Grounds (Co. Bldgs.) Total</b>			<b>\$7,100.00</b>

**Carried:            Ayes:            Noes:            Absent:            Abstain:**

**RESOLUTION NO. 19-  
(June 11, 2019)**

By Mr. Brick, Chairman of the Finance Committee:

**FUNDS APPROPRIATED TO VARIOUS 2019 ACCOUNTS**

**BE IT RESOLVED**, That funds are hereby appropriated to the various 2019 accounts as follows:

<b>Veterans Services</b>			
<b>To:</b> 01.43.6510.2.23001 Motor Vehicle <i>w/any funds available</i> <b>Reason:</b> To purchase a new van.	\$24,824.19	\$24,824.19	
<b>Veterans Services Total</b>			<b>\$24,824.19</b>
<b>Mental Health</b>			
<b>To:</b> 01.38.4322.4.42408 Livingston/Wyoming ARC w/01.11.4322.3490 MH State Aid-ARC <b>Reason:</b> To appropriate additional state aid.	\$2,312.00	\$2,312.00	
<b>To:</b> 01.38.4310.4.41801 Misc. Assess/Chg. owed oth. Govt. <i>w/any funds available</i> <b>Reason:</b> To appropriate funds needed to pay for an inmate placed at RPC.	\$67,600.00	\$67,600.00	
<b>Mental Health Total</b>			<b>\$69,312.00</b>
<b>Public Health</b>			
<b>To:</b> 01.38.4010.2.23001 PH – Motor Vehicles w/01.08.4010.2665 Sale of Equipment 01.11.4010.340104 Additional State Aid <b>Reason:</b> For purchase of 2019 Malibu 4DSD from Spurr Chevrolet (auction proceeds iao \$285.34 and NYSDOH Year 6 Performance Incentive award iao \$19,211.66).	\$19,497.00	\$285.34 19,211.66	
<b>To:</b> 01.38.4010.4.41706 Medical & Safety Supplies w/01.03.4010.1601 Public Health Fees <b>Reason:</b> To purchase vaccines for HD (73% of 2019 budgeted revenue received as of April 2019)	\$4,000.00	\$4,000.00	
<b>Public Health Total</b>			<b>\$23,497.00</b>
<b>Public Defender</b>			
<b>To:</b> 01.32.1170.4.42497 ILS Distribution 6 w/01.11.1170.302506 ILS D-6 increased by <b>Reason:</b> To cover the cost of purchase of furniture and technology.	\$8,382.36	\$8,382.36	
<b>Public Defender Total</b>			<b>\$8,382.36</b>

**Carried:            Ayes:            Noes:            Absent:            Abstain:**

Board Meeting Date:		6/11/2019		6/11/2019		6/11/2019		6/11/2019		6/11/2019		6/11/2019	
Payment Type	Prepaid	Audited	Prepaid	Audited	Prepaid	Audited	Prepaid	Audited	Prepaid	Audited	Prepaid	Audited	Total
Paid Date	4/24/2019	5/14/2018	5/8/2019	5/28/2019	5/8/2019	5/28/2019	5/8/2019	5/28/2019	5/8/2019	5/28/2019	5/8/2019	5/28/2019	4/1 -4/30/19
Funds		(ck date 5/16)		(ck date 6/3)		(ck date 6/3)		(ck date 6/3)		(ck date 6/3)		(ck date 6/3)	4/1 -4/30/19
01 General	\$ 41,850.63	\$ 206,075.86	\$ 35,966.39	\$ 483,464.31	\$ 1,229,723.50	\$ 1,997,080.69							
03 Machinery	\$ 29.40	\$ 25,281.05	\$ 1,943.53	\$ 9,964.05	\$ 2,673.05	\$ 39,891.08							
04 County Road		\$ 3,457.11	\$ 26.52	\$ 34,494.63	\$ 32,589.16	\$ 70,567.42							
05 Compensation	\$ 58,717.11		\$ 231.16		\$ 237,631.40	\$ 296,579.67							
06 Job Training						\$ -							
09 Trust Fund						\$ -							
13 Highway Equipment						\$ -							
16 HUD						\$ -							
Capital Funds													
08 WCCH Cap Renov.						\$ -							
12 Bldg Capital Reserve		\$ 1,670.96				\$ 1,670.96							
13 Highway Equipment						\$ -							
15 Radio System Equip						\$ -							
17 Highway Rd Project						\$ -							
25 Emergency Services						\$ -							
27 Buildings & Grounds						\$ -							
61 DSS Capital Project						\$ -							
Grand Total All Funds	\$ 100,597.14	\$ 236,484.98	\$ 38,167.60	\$ 527,922.99	\$ 1,502,617.11	\$ 2,405,789.82							
						\$ 2,405,789.82							

**RESOLUTION NO. 19-  
(June 11, 2019)**

By Mr. Tallman, Chairman of the Human Resource Committee:

**WYOMING COUNTY PURCHASING CARDS PROCEDURES POLICY ADOPTED**

**BE IT RESOLVED**, That the Wyoming County Purchasing Cards Procedures Policy is hereby adopted; effective June 1, 2019 and annexed hereto.

**Carried:           Ayes:           Noes:           Absent:           Abstain:**

WYOMING COUNTY  
POLICY AND PROCEDURE

<b>EFFECTIVE DATE:</b> <b>June 1, 2019</b>	<b>REVIEWED BY:</b> (Individuals/Committees) Human Resources, Finance, Compensation	
<b>DATE DEVELOPED:</b> <b>June 1, 2019</b>	<b>PREPARED BY:</b> <b>Daniel J. Farberman Director          of Human Resources</b>	<b>SUPERSEDES:</b> <b>2012 Users Guidelines</b>
<b>CHIEF EXECUTIVE OFFICER'S          SIGNATURE:</b>		<b>REFERENCES:</b>

**POLICY:**                    **Wyoming County Purchasing Cards Procedures**

**INTRODUCTION:**

The Purchasing Card is a simplified and cost-effective method of purchasing and remitting payment for approved expenditures. The Purchasing Card can be used for retail purchases, mailed, telephoned, Internet or faxed orders.

**PURPOSE:**

The Purchasing Card is not intended to avoid or bypass appropriate purchasing procedures, but is to be used in accordance with the guidelines established by the Wyoming County Board of Supervisors as detailed in this manual. You are asked to treat this program with the same sense of responsibility and security you would use with your personal credit card.

All Purchasing Cards are issued at the request of your Department Head and card usage will be audited and can be restricted and/or rescinded at any time. You are the only person authorized to use your card and it is only to be used for **authorized** county purchases.

This policy provides the guidelines under which you may utilize your Purchasing Card. Please read it carefully. Your signature on the Cardholder Authorization Form indicates that you understand the intent of the program and agree to adhere to the policy established for the program.

Critical elements of this program are the retention of all receipts and prompt reconciliation of statements to these receipts.

The County of Wyoming is a tax-exempt organization. Therefore, **DO NOT** pay sales tax on purchases made with the Purchasing Card.

## Cardholder Responsibilities

The Purchasing Card is intended for purchases such as services, supplies, materials, lodging and conference registration. The Purchasing Card will not be used for any of the items on the list of prohibited transactions and should be used in conformity with current purchasing guidelines. Individual authorizations for dollar limits and types of transactions will vary by department.

- ❖ **ONLY AUTHORIZED PURCHASES FOR WYOMING COUNTY ARE ALLOWABLE. Use of the Purchasing Card for personal purchases is not permitted at any time.**
- ❖ Misuse of the Purchasing Card will result in revocation of the Card and if necessary, appropriate disciplinary action, up to and including discharge from employment and criminal penalties.

Violations may include, but not limited to:

- Purchasing items for personal use.
  - Failure to reconcile expenses, attach receipts and forward to Audit by the deadline established.
  - Using the Card for items clearly defined as “Not for Card use”.
  - Allowing someone else to use your card.
- ❖ The Purchasing Card may be used in person, via telephone, mail, Internet or fax.
- ❖ Cardholders are responsible for informing the vendors that Wyoming County is exempt from sales tax. The County’s tax-exempt information is printed on the card. When using your card in person if a vendor will not process the transaction as tax exempt DO NOT complete the transaction. If you are assessed sales tax on phone, Internet or mail orders the tax is to be adjusted by you on your statement before processing for approvals.
- ❖ Refunds and exchanges must be credited directly back to the Purchasing Card account. **Under no circumstances shall cash be received for refunds or exchanges.**
- ❖ If the purchase is for a service, the necessary insurance information must be on file with Purchasing before the transaction can be processed. Purchases of products only do not require insurance.
- ❖ If your purchase is software or computer related you must first receive written approval from the Information Technology Department.
- ❖ A transaction report is provided on-line for each account. It is a **Monthly Statement printed with detail** available after the first day of each month. The Cardholder will reconcile all receipts with the monthly detailed statement, attach all receipts to the statement and forward it to the department head for approval. After approval all documentation must be forwarded to the Audit Unit for payment by the 7th day of each month.
- ❖ The Purchasing Card should be treated with the same level of security as cardholders treat their own personal credit cards. Lost or stolen cards must be immediately reported to your Department

Head and the County Treasurer. Replacement of the Purchasing Card must be authorized by the Department Head and the Treasurer's Office.

## **Purchasing Card Controls**

Each card issued will have certain controls/restrictions placed on them. The types of controls consist of:

Card Limits:

- ❖ Each card will have a maximum amount that can be spent per month. Maximum amounts are approved by the Department's Home Standing Committee of the Board of Supervisors; this includes modifications (increases and/or decreases). TEMPORARY Credit limits may be increased as required for travel or unusual expenses as pre-approved, in writing, by the Home Committee Chair and presented to the home committee for formal approval during the next available round of committee meetings.

Exclusions by Merchant Category Code (MCC):

Specific vendors are excluded from use on all the County Purchasing Cards. Any attempt to use these vendors will cause the card to be declined and will be reported to the County Treasurer. Examples of excluded vendors include, but not limited to:

- ❖ Banks, ATM's, and Financial Institutions
- ❖ Liquor Stores
- ❖ Medical Services
- ❖ Restaurants
- ❖ Utility Companies
- ❖ Insurance Agencies
- ❖ Personal Service Providers (Dry cleaners, beauty salons, spas, etc.)
- ❖ Amusement & Entertainment (golf courses, theaters, country clubs)
- ❖ Phone Services

## **How to obtain a Purchasing Card**

In order to obtain a Purchasing Card, the Department Head must request the Card on behalf of the employee. The request must be in writing using the "Purchasing Card Request" form and must be signed by the Employee and Department Head, and presented to the Department's Home committee for approval prior to being forwarded to the County Treasurer for processing.

At that time, a Purchasing Card application form will be sent to the employee for completion, it will then be returned to the County Treasurer for processing. When the County Treasurer receives your card, you will be required to sign the cardholders' agreement and receive training at the office of the County Treasurer.

## **How the Process Works**



## Step 1 – Make a Purchase

Purchases can be made in person, over the telephone, by fax, by email or by US mail by completing an order form or via the Internet. Documentation/receipts will be required for all purchases.

- ❖ Make sure the vendor accepts Visa
- ❖ Identify yourself as an Wyoming County Employee
- ❖ Inform the vendor that you are making a tax-exempt purchase prior to completing the transaction
- ❖ Each card will have the Wyoming County tax-exempt information on the front of the card
- ❖ If you have prior approval to make a purchase over \$500, the purchasing policy requires 3 quotes, attach a copy of the telephone quotes or other documentation to the back of your statement when submitting it to Audit
- ❖ Make sure that the proper insurance is on file with Purchasing if you are charging a service

## Step 2 – Receive the Goods

Upon pick up or delivery of your goods, it is important to retain the receipt or packing list (if one is not provided you need to contact the vendor immediately for this documentation). **Every** purchase made on your Purchasing Card must be documented with a receipt, which could be in the form of a sales receipt, packing slip, and order form or registration application. You need to keep all receipts and charge slips for reconciliation of your statement.

All receipts must contain the following information:

- ❖ Merchant name
- ❖ Purchase date
- ❖ A description of each item purchased, including quantity
- ❖ Per item cost
- ❖ Total cost
- ❖ Cardholder name

If this information is not on the receipt the Cardholder is to handwrite it on the receipt prior to attaching it to the statement. If a receipt is lost and cannot be replaced by the vendor a copy can be secured by M&T Bank for a fee, the Cardholder is personally responsible for payment of this fee.

If an item has been ordered by mail that has not yet arrived (therefore no receipt), this should be noted on the statement and a copy of the order form included if available, and the receipt forwarded to Audit as soon as it is received.

## Step 3 – Verification of Goods Received

The Cardholder is responsible for working with the vendor to correct any problems, exchanges or credits. Your statement of account is available on line for you to review 24/7. You are responsible for locating any errors and reporting them to the Purchasing Card Customer Service available **24-hours at 1-800-443-8671**.

Audit will request complete details of the dispute in writing on county department letterhead in order to research the item in question.

If you believe the supplier has charged you incorrectly or there are outstanding quality or service issues, you must first contact the supplier and try to resolve the matter directly with the vendor. If a credit or adjustment is due be sure to highlight the line item on your copy of your monthly statement to verify receipt on your next monthly statement.

The Treasurer's Office must receive any charge dispute within 60 days of your statement date. While pending resolution, the Purchasing Card vendor will credit your account for the amount of the disputed transaction. Although the vendor acts as the arbitrator in any dispute, you should never assume that a dispute will be resolved in your favor.

If the dispute is not resolved to your satisfaction, and you believe you have been unfairly treated by the supplier, please notify the Treasurer's Office or Audit with the relevant details.

Any fraudulent charges must be reported immediately to the 24-hour Customer Service Center, the Treasurer's Office and home department. Prompt reporting of any such charges will help to prevent the county from being held responsible.

#### **Step 4 – Reallocate the Charges**

**All charges made against the purchasing card shall be assigned an account number by the cardholder by the 1<sup>st</sup> day of each month, to allow time to download a report of transactions.** This is done online monthly prior to printing the statement copy being sent to Audit. The Department Head is responsible for the review and verification that all transactions are charged to the correct account.

The Department Head shall confirm that all purchases are reasonable, authorized for departmental business, and that the transactions were not in violation of the Purchasing Card policies. The Department Head shall review and approve the Cardholder statements by signing and dating it and forwarding it to Audit. Once approved by Audit, charges will be forwarded to the Treasurer's Office for interface with the GFS system of ACS and charges will appear in your expenditure lines.

- The vendor number will be the same as the expenditure item and recorded automatically by the computer system providing transaction type.  
(40503 M&T Bank PC-Gasoline)
- The check number will appear as the last 4 digits of the purchasing card completing the transaction or user.
- The description will show where and when the transaction occurred.
- The invoice will be recorded from transaction receipt.

**Approved statements with the attached receipts are due in Audit by the 7<sup>th</sup> of each month.** Card billings will be closed on the last day of each month. On the first working day of each month the cardholders should reconcile their account on line, print the statement, attach all receipts and secure Department Head approval.

**If this information is not submitted on time, your card will be cancelled.**

## **Separation of Employment**

When a Cardholder leaves County employment, he/she must return their Purchasing Card to their Department Head. The Department Head is responsible for ensuring the card is reconciled and returned to the Treasurer's Office to be cancelled prior to the separation of employment or actual ending date. The Purchasing Card shall be cut in half and returned to the County Treasurer. The Department Head is responsible for submitting the final statement to Audit with all receipts attached.

If an employee is on extended leave or disability, the Department Head should contact the County Treasurer to have the card "suspended" until the Cardholder returns to work.

## **Audits of the Program**

All card purchases will be audited to confirm the Purchasing Cards are being utilized responsibly, receipts are being retained and the Cardholder's statements are being reconciled on a timely basis.

## **Conferences & Lodging**

For lodging within New York State, you will still need to secure a lodging tax exemption ST-129 form and a sales tax exemption ST-121 form from the Public Directory to be presented upon check in. If traveling out of state you should also present these forms, some vendors do accept it and not charge lodging tax or sales tax.

Meals will continue to be paid by employees and reimbursed per the Purchasing Policy and will be processed with appropriate receipts directly reimbursing the employee. Restaurants will be blocked from use on all cards.

Phone charges are not allowable applied to lodging receipts. If charges occur, a reimbursement check must be made out to "Wyoming County Treasurer" and will have to accompany your monthly statement.

**A Conference & Training Over-Night Travel form must be completed and approved by the Department Head prior to booking and charging to the Purchasing Card.**



**Wyoming County Purchasing Card  
Acknowledgment of Card Receipt  
And Card Holder Agreement**

Please read and sign page two of this form.

Employee Name: \_\_\_\_\_

Department: \_\_\_\_\_

Card Number: \_\_\_\_\_

Monthly limits: \$ \_\_\_\_\_

You are being entrusted with a Wyoming County Purchasing Card issued by Visa through M&T Bank. The card is provided to you to take care of your need to purchase materials for the County. The card may be revoked at any time without your permission. Your signature below indicates that you have read the Purchasing Card Policy manual and will comply with the manual and the terms of this user agreement.

I understand that I will be making financial commitments on behalf of the County and will strive to obtain the best value for the County when making purchases.

This purchasing card is issued in my name. I will not allow any other person to use my assigned card.

I have read the Wyoming County Purchasing Card Policy Manual as well as this cardholder agreement, understand them, and I will comply with both. Failure to do so may be considered misappropriation of funds, and may subject me to revocation of card privileges and disciplinary action.

I understand that the policies and procedures related to the Purchasing Card Program may be updated or changed at any time. The Card Administrator will notify me of these changes. I agree to and will be responsible for the execution of any program changes.

I will review and approve transactions on a regular basis via the Internet and reconcile my monthly statement.

I will use the card only for authorized purchases.

I will obtain a hard copy receipt from the vendor each time the card is used. When ordering by phone or via the Internet, I will request the vendor provide me with a receipt. If the receipt is lost and cannot be replaced by the vendor, any charges for a copy through M&T Bank will be paid at my expense.

I understand that my card account is subject to internal control reviews and audits to protect the interests of Wyoming County and I agree to comply with these reviews and audits.

I am responsible for immediately notifying M&T Bank, my supervisor and the County Treasurer if the card is lost or stolen. I will complete the Lost or Stolen Card form and submit it to the County Treasurer.

Upon resignation/separation, or the request of my Department Head or the County Treasurer, I will turn in the card to the Department Head.

As I am responsible for all charges on the card, I will reconcile the statement and resolve any discrepancies by either contacting the vendor or M&T Bank.

Employee Signature: \_\_\_\_\_ Date\_\_\_\_\_

County Treasurer: \_\_\_\_\_ Date\_\_\_\_\_

**Wyoming County – Purchasing Card  
Bank - Visa  
Lost/Stolen Card Notification Form**

Name of Cardholder: \_\_\_\_\_

Cardholder Account Number \_\_\_\_\_

I certify that my Visa card has been lost/stolen. I first noticed it was missing on \_\_\_\_\_ (Date).  
I have called M&T Bank at 1-800-443-8671 and have also spoken with my Department Head to notify them  
that the card is lost/stolen so that no more charges may be made on it.

Cardholder Signature \_\_\_\_\_

Department Head Signature \_\_\_\_\_

Upon completion of this form please email or fax it directly to the County Treasurer

**RESOLUTION NO. 19-  
(June 11, 2019)**

By Mr. Tallman, Chairman of the Human Resource Committee:

**SALARY SCHEDULE "X" HANDBOOK APPROVED**

**BE IT RESOLVED**, That Salary Schedule "X", Wyoming County Community Health System – Family Clinic Facilities Handbook is hereby adopted; effective June 11, 2019 and annexed hereto.

**Carried:            Ayes:            Noes:            Absent:            Abstain:**





## **SCHEDULE X**

### **WCCHS – FAMILY CLINIC FACILITIES**

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### **EMPLOYEE HANDBOOK/BENEFITS MANUAL**

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## PURPOSE

The **WYOMING COUNTY BOARD OF SUPERVISORS and WCCH BOARD OF MANAGERS** value the dedication and service of its WCCH management and management support employees; otherwise, referred to as **SCHEDULE X**. The provisions contained herein are intended to establish guidelines for the terms and condition of employment for this important segment of Wyoming County's workforce. As such, these guidelines are subject to change by direction of the Board of Supervisors.

## GUIDELINES

The term "employee" or Schedule X as used in this manual refers to those employees who occupy positions that are exempt from any County bargaining unit under the Taylor Law. These employees are grouped into one (1) of three (3) categories.

1. **MANAGEMENT:** These employees function in a leadership position, and are directly responsible for seeing that the missions of their departments are met. Department Managers are appointed by the Board of Supervisors/Board of Managers upon the approval and/or recommendation of the Chairman of the Board of Supervisors subject to New York State Law.
2. **MANAGEMENT SUPPORT:** Employees who are appointed by a Department Manager to perform support functions for management positions and/or other assignments of a confidential nature.
3. **CLINICAL:** These are employees are directly involved with patient care appointed by a Department Manager and make work under the direction and supervision a clinic physician.

Specific benefits or responsibilities that pertain to certain employees or groups of employees have been so noted.

## ELIGIBILITY FOR BENEFITS

### Part Time (with benefits)

A part time Schedule X employee works a **0.6 FTE** or more per year shall be eligible for health insurance with 80% of the applicable premiums to be paid by the employer and 20% to be paid by the employee for single plans and 60% of the applicable premiums to be paid by the employer and 40% to be paid by the employee for family plans.

### Part Time (without benefits)

A part time Schedule X employee who works less than **0.6 FTE** per year shall be eligible for only to those benefits mandated by law. These employees may participate in the health insurance program at their own expense.

### Full Time

A Full time Schedule X employees shall receive all benefits mandated by law and shall be eligible for health insurance with 80% of the applicable premiums to be paid by the employer and 20% to be paid by the employee for single plans and 60% of the applicable premiums to be paid by the employer and 40% to be paid by the employee for family plans.

An employee appointed to a Schedule X position who has continuous prior County employment in a full-time or part-time position shall have his/her date of hire or years of service determined for benefits under Schedule X by using his/her first date of hire or permanent appointment in the County to a full-time or part-time Schedule X position. In addition, such an employee shall carry over unused sick and vacation accruals earned in such prior County employment. If the amount of sick leave carryover exceeds the maximum for such leave in Schedule X, then the employee shall not receive any additional sick leave accruals under Schedule X until the accruals fall below the maximum. If the amount of vacation carryover exceeds the maximum for such leave in Schedule X, then the employee shall be paid for the excess at his/her rate of pay in his/her prior position in the first payroll following his/her employment in the Schedule X position.

**COVERED EMPLOYEES BY CLASSIFICATION**

<b>Title</b>	<b>Status</b>	<b>Civil Service Classification</b>	<b>Category</b>
Physician's Assistant (PA)		Competitive	C
Nurse Practitioner (NP)		Competitive	C
Registered Professional Nurse (RN)		Non-Competitive	C
Medical Office Assistant		Competitive	C
Medical Biller		Competitive	MS
Licensed Practical Nurse (LPN)		Competitive	C
Medical Receptionist		Competitive	MS
Practice Manager		Competitive	M
Physicians		Competitive	C

TERM: All positions listed above are Continuous Service.

NOTE: Covered employees may be amended by management at any time.

CATEGORY: M-Management

MS-Management Support

C - Clinical

**PRE-EMPLOYMENT DRUG TEST AND PHYSICAL**

All individuals seeking employment must pass a pre-employment physical and a drug/alcohol screening administered by WPHS. No Schedule X employee can be hired unless he/she successfully passes these tests. The Human Resource Department shall arrange these tests.

A prospective employee, with a disability, requiring "reasonable accommodation" shall be reviewed by the Human Resource Director.

The cost of these tests shall be borne by the County.

**COMPENSATION**

All appointments to Schedule X employment will be reviewed by the WCCH Compensation Committee annually. The determination to start a new employee above the current salary for the position must be recommended by the appointing authority and approved by the Board of Managers and the Board of Supervisors.

### **PROBATIONARY PERIOD**

Employees are subject to a probationary period of six (6) months (**This can be up to one year according to Civil Service Rules**). At the end of the probationary period, the employee's performance and suitability for advancement to regular status shall be evaluated by his/her Senior Manager and/or the applicable department manager.

### **HOURS OF WORK**

Schedule X employees are responsible for performing the duties of their office. The workday is determined by the tasks to be performed. The workweek for a full-time position shall be a minimum of 40 hours.

### **OVERTIME PAY and COMPENSATORY TIME**

Schedule X Management employees (M) personnel shall not be entitled to receive overtime or compensatory time off

### **ANNUAL/VACATION LEAVE**

All full-time Schedule X employees shall be granted annual vacation leave in accordance with the following schedule, to a maximum of sixty (60) days:

After completing 1 year	5 Days
After completing 2-5 years	10 Days
After completing 6-10 years	15 Days
After completing 10+ years	15 Days

Part-time employees 0.6 FTE and above shall granted vacation on a pro-rated basis.

Vacation day requests for all Schedule X employees, must be approved by the Clinic Manager, CEO or Designee (whichever is the immediate supervisor).

Department Managers will make every effort to insure that the work of the department is responsibly attended during their absence and to supply contact information to their immediate supervisor during leave.

Any employee who is laid off, retires, or resigns; shall receive payment for earned annual vacation leave if the employee gives 20 working days' notice to the Senior Manager or CEO or Designee. All annual leave shall be paid at the employee's current rate at separation.

Schedule X employees, who have accrued at least 90% of the maximum allowed, shall be permitted to receive vacation pay without taking vacation for which they are eligible up to a maximum of 5 days in any fiscal year. Schedule X employees must submit the request to tender benefit time to their Senior Manager; Senior Managers must submit the request to tender benefit time to the CEO or Designee; CEO must submit the request to tender benefit time to the President of the Board of Managers. The required amount of accrued hours for a 40 hour/week employee is 432 hours. Upon approval the Senior Manager or CEO will submit the request to payroll.

AT NO TIME shall any employee receive more than 60 days of vacation leave pay at separation of employment with Wyoming County.

### **LONGEVITY PAY**

Employees must work in a benefitted position for 10 continuous years. The following will be paid out at the stated years of service each year until the next level is reached. Part time employees receive a pro-rated amount based on their FTE. Longevity pay will be divided amongst each paycheck over the entire calendar year.

*Note: Management shall have the right on a case by case basis to credit Schedule X employees' years of service with another employer, if that employer is purchased or incorporated into Wyoming County Community Health System for the purpose of longevity payments in accordance with this section.*

Consecutive years of service	Per Annum Effective 01/01/20 (paid in normal paycheck)
10 years	\$420
15 years	\$510
20 years	\$630
25 years	\$690
30 years	\$870

Said increment shall be awarded to qualified employees commencing with the first pay period following qualification, said payment in the 1st year of qualification to be pro-rated over the remaining pay periods in the calendar year to constitute the full amount of the increment. In subsequent years of qualification, the increment shall be pro-rated over the entire calendar year. Consecutive service shall mean continuous and uninterrupted employment for the County of Wyoming, except that no person shall be disqualified by absences which were bona fide sick leave, military leave, sabbatical leave, or leave of absence granted by the CEO or Designee or his designated representative. An employee shall be qualified for the increment herein granted in the calendar year in which his employment reached the necessary span of years to qualify while working at a 0.6 FTE or above.

### **JURY DUTY**

Upon presenting proof of the necessity for the employee to serve jury duty, or to attend court for other than personal matters, a leave of absence with pay shall be granted to all employees by the Department Manager or CEO or Designee. Any juror pay received by the employee, with the exception of mileage payment, shall be turned over to the WCCH Business Office.

### **HOLIDAYS**

The following six (6) paid holidays per year: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. Any such holidays falling on a Sunday shall be observed on the following Monday. Any such holidays falling on a Saturday, shall be observed on the preceding Friday. A Holiday must be taken on the day it is recognized and be paid in the pay-period it falls. Holidays cannot be accrued and will not be paid out upon separation of employment.

**PERSONAL DAYS**

Full-time Schedule X with one (1) year of service or greater employees shall earn three (3) personal leave days per year. Part Time employees with a 0.6 FTE or greater will accumulate personal days on a pro-rated basis. Part Time employees with less than 0.6 FTE shall not receive personal days. Unused personal days cannot be carried over into the following anniversary year. In no case, shall unused personal leave be exchanged for cash upon the separation from County Service.

**SICK LEAVE**

Sick leave shall be defined as absence for reasons of illness/injury, or dental/medical appointment for the employee.

All full time Schedule X employees shall accrue annual sick leave biweekly based on four (4) days per calendar year following upon successful completion of the six (6) months probationary period to a total one hundred (100) days. Part-Time employees with a 0.6 FTE or greater shall receive sick days be on a pro-rated basis.

Any employee requesting sick leave during three (3) or more consecutive days shall be required to supply a letter from a physician licensed under Article 131 of the Education Law. Where an employee is entitled to compensation insurance for any period, such employee may elect to take a portion of his sick leave to make a full normal pay.

Other than cases of emergency, medical or dental appointment, sick leave shall be granted by prior arrangement with the CEO, Designee or Sr. Manager.

Accrued sick time credit can be applied to an employee’s service credit at retirement under the provisions of Section 41J of the Retirement Law.

**BEREAVEMENT LEAVE**

When a death occurs in the employee’s family, they will be entitled to time off with pay in accordance with the following schedule:

<b>5 WORK DAYS</b>	<b>3 WORK DAYS</b>	<b>1 WORK DAY</b>
Parent/Step Parent	Brother/Sister	Brother/Sister-in-law
Spouse/Domestic Partner	Grandparent	Aunt/Uncle
Child/Stepchild	Grandchild	
Foster Child/Guard	Son/daughter-in-law	
Related member of the employee’s household	Parent-in-law	

Time off must be taken in consecutive workdays starting with the first day following the death. Such leave shall be deducted from the employee’s accumulated sick, vacation, or personal days. If such accumulations are not available to the employee, bereavement leave shall be granted without pay.

**LEAVE OF ABSENCE**

A leave of absence without pay, not to exceed one (1) year, may be granted to full-time

Schedule X employees under the following conditions:

- ◆ A written request for a leave of absence must be submitted to the Senior Manager at least four (4) weeks prior to the requested date of leave stating the reason for the leave and the anticipated duration of the leave.
- ◆ The Senior Manager shall review such request and pass on his/her recommendation for approval or disapproval to the CEO and Human Resource Director. Once approved by the CEO and Human Resource Director the recommendation for approval shall be brought to the Board of Managers for final approval or disapproval.
- ◆ A leave of absence shall not be granted to explore other employment opportunities.
- ◆ No less than thirty (30) days prior to the expiration of an employee's leave, the employee shall be required to submit written notification to the Senior Manager of their intention to return to work.
- ◆ An employee on a leave of absence may be allowed to reduce the period of leave without pay by the use of any accumulated personal leave or annual leave. Additionally, in case of leave due to illness or injury of the employee, the employee may be allowed to use accumulated sick leave to reduce the period of unpaid leave during any days when the employee is ill or injured.
- ◆ While on an *unpaid* leave of absence, he/she shall not accrue benefits. An employee may, however, at his/her expense, continue coverage in the group health insurance program provided to all county employees. If unpaid leave qualifies under the Family Medical Leave Act, the employee's health insurance will be paid at the same level as before such leave commenced for up to 12 weeks as prescribed by the Act.
- ◆ An employee who returns from a leave of absence and has complied with this policy shall be returned to his former title unless there has been a layoff or elimination of the employee's position.
- ◆ The county complies with state and federal laws relative to military leave rights.

#### **HEALTH INSURANCE**

The employer will pay 80% of the cost of single health insurance coverage and 60% of the cost of family health insurance coverage for Schedule X employees who are eligible for employer provided medical benefits. Premiums will be deducted over 24 pay periods per year on a pre-tax basis.

#### **FLEXIBLE BENEFITS PLAN (FSA)**

An employee who works 30 or more hours per week or 130 hours or more per month and are eligible for health insurance in accordance with the requirements of this Schedule shall be eligible to participate in the Wyoming County Flexible Benefits Plan (effective 1/1/19) as of the first day of the next month following their date of hire, in accordance with the plan



provisions.

#### **DENTAL INSURANCE**

All employees who elect to join shall contribute 100% towards the cost of dental insurance.

#### **WORKERS' COMPENSATION**

All employees who suffer an injury or illness related to their employment shall be eligible for Workers' Compensation Insurance. Employees who suffer an injury or illness must immediately notify their supervisor, the supervisor shall assist the employee in the completion of the employee incident report.

The Department Manager or Designee shall be responsible for completing and submitting the employee incident report to Workplace Health Services within three (3) working days of the work related injury or illness.

#### **DEFERRED COMPENSATION**

All Schedule X employees are eligible to voluntarily participate in the County sponsored 457 B Deferred Compensation Program effective upon hiring. This program allows employees to save a portion of their gross pay before taxes. Information concerning the particulars of this program can be obtained from the Human Resource Department.

#### **RETIREMENT**

All full time county employees must join the New York State Employees' Retirement System. Any employee who works part-time (less than 30 hours per week) or on a temporary basis has the option of joining the retirement system.

Detailed information on the retirement system including enrollment is available from the Human Resource Department.

#### **PERFORMANCE EVALUATION**

All Schedule X employees will be evaluated on a yearly basis. Senior Managers will be evaluated by the CEO and Managers will be evaluated by their Senior Manager.

#### **SECONDARY EMPLOYMENT**

The employees covered by this policy understand and agree that their employment with the County is of basic and primary importance, and that secondary employment must not inhibit or impede the effective performance of their County responsibilities, or attendance; nor shall it impair their judgment in the exercise of their official duties. Any secondary employment must be in adherence to the Wyoming County Code of Ethics.

#### **PAY DAY**

Schedule X employees will be paid on a biweekly basis. Such pay shall be in the form of a payroll check or through direct deposit with local banks.

#### **CONTINUING MEDICAL EDUCATION (CME)**

Full time employees classified at "Mid-Levels" covered under this Schedule will be eligible to

receive continuing medical education reimbursement payments up to \$1,500.00 annually and up to three (3) days additional paid time off each calendar year. Part time eligible employee will receive a pro-rate payment in accordance with their FTE. Reimbursement payments will only be made upon written submission of successful completion and attendance with required receipts. Employees must have completed one year of service to be eligible for this benefit. Unused CME benefits will not carry over from year to year.

Full time employees classified at Physicians covered under this Schedule will be eligible to receive continuing medical education reimbursement payments up to \$2,500.00 annually and up to five (5) days additional paid time off each calendar year. Part time eligible employee will receive a pro-rate payment in accordance with their FTE. Reimbursement payments will only be made upon written submission of successful completion and attendance with required receipts. Employees must have completed one year of service to be eligible for this benefit. Unused CME benefits will not carry over from year to year.

Physicians covered under this schedule will be eligible for annual reimbursement, up to \$1,000.00, for required licensure and related fees, including New York State Licensure, Board Registration fees, and DEA certificates. Part time Physicians will be eligible for a pro-rata reimbursement.

#### **AMENDMENT AND CLARIFICATION**

Despite the County's best effort to clarify the guidelines for benefits and conditions of employment governing Schedule X employees, it is understood that questions will arise concerning interpretation of the Schedule X Employee Handbook/Benefits Manual and refinements may need to be made from time to time.

As changes or interpretations are made to this manual of guidelines by the Human Resource Committee they will be registered as an addendum and forwarded to the WCCH Board of Managers and to each Senior Manager for distribution to all Schedule X employees.

#### **SEVERABILITY AND AMENDMENT**

This handbook and its component provisions are subordinate to any present or future Federal or New York law/regulation or Resolutions of the Board of Supervisors. If any Federal or New York law or regulation or the final decision of any Federal or New York Court or administrative agency affects any provision of this handbook, each provision will be amended to the extent necessary to comply with such law, regulation or decision, but otherwise this handbook will not be affected.

#### **DISCLAIMER**

The Schedule X Benefits Booklet contains general summaries and information regarding benefits for employees covered by Schedule X. Some of the items described in this booklet are covered in detail by County policy and/or procedure documents. You should refer to these documents for specific information, since this booklet only briefly summarizes those benefits. Please also note that a full description of insurance and deferred compensation benefits offered by the County are set forth in written plan documents, which are controlling in the event of any inconsistency with what is contained in this booklet.

Nothing in this booklet creates any contractual rights to the benefits described herein, or creates any contractual rights to employment. In that regard, the Board of Supervisors reserves the right to eliminate, modify or deviate from the provisions of this booklet in its sole discretion. Every attempt will be made to inform you of any changes when they occur. If you have questions about the information in this booklet, please contact the Human Resource Department.

**READING/UNDERSTANDING THE HANDBOOK**

Each Schedule X employee of the Wyoming County Healthcare System shall be given a copy of this Handbook/Benefits Manual and be required to read and acknowledge on the attached "Acknowledgment Statement."



**ACKNOWLEDGMENT STATEMENT**

Employee Statement: I, acknowledge that I have been given, and have read the Wyoming County Community Health System's Schedule X Employee Handbook/Benefits Manual.

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

**RESOLUTION NO. 19-  
(June 11, 2019)**

By Ms. Grant, Chairman of the Human Service Committee:

**CHAIRMAN/COMMISSIONER OF SOCIAL SERVICES AUTHORIZED TO SIGN A WELFARE MANAGEMENT SYSTEM CONTRACT WITH CHILDREN AWAITING PARENTS, INC., D/B/A DONALD J. CORBETT ADOPTION AGENCY ON BEHALF OF THE DEPARTMENT OF SOCIAL SERVICES**

**BE IT RESOLVED**, That the Chairman of this Board and Commissioner of Social Services, pursuant to General Municipal Law §104(b) and with the approval of the County Attorney, are hereby authorized and directed to sign a contract with *Children Awaiting Parents, Inc., d/b/a Donald J. Corbett Adoption Agency*, 274 North Goodman Street, Suite D103, Rochester, NY 14607 on behalf of the Department of Social Services. Said contract to provide adoption transition services for children in the care and custody of Social Services in an amount not to exceed sixty thousand dollars (\$60,000.00); effective June 1, 2019 through May 31, 2020. Contingent upon the availability of funds.

**Carried:            Ayes:            Noes:            Absent:            Abstain:**

**RESOLUTION NO. 19-  
(June 11, 2019)**

By Ms. Grant, Chairman of the Human Service Committee:

**CHAIRMAN AUTHORIZED TO SIGN A GRANT APPLICATION AND ACCEPTANCE  
AWARD WITH THE NEW YORK STATE DIVISION OF VETERANS' AFFAIRS ON  
BEHALF OF VETERANS SERVICES**

**BE IT RESOLVED**, That the Chairman of this Board with the approval of the County Attorney is hereby authorized to sign a grant application and acceptance award with the *New York State Division of Veterans' Affairs*, Matthew Courcelle, Office of General Services, Division of Financial Administration, P.O. Box 2166, Empire State Plaza, Albany, NY 12220-0282 on behalf of Veterans Services. Said grant funds for services to veterans in our locality in a minimum amount of ten thousand dollars (\$10,000.00); effective April 1, 2019 through March 31, 2020.

**Carried:            Ayes:            Noes:            Absent:            Abstain:**

**RESOLUTION NO. 19-  
(June 11, 2019)**

By Ms. Grant, Chairman of the Human Service Committee:

**CHAIRMAN AUTHORIZED TO AWARD BID AND SIGN A CONTRACT WITH  
UPSTATE CHRYSLER DODGE JEEP RAM, INC. ON BEHALF OF  
VETERANS SERVICES**

**BE IT RESOLVED** That the Chairman of this Board, pursuant to General Municipal Law §103 and with the approval of the County Attorney is hereby authorized and directed to award bid and sign a contract with *Upstate Chrysler Dodge Jeep Ram, Inc.*, 125 Prospect Street, Attica, NY 14011 on behalf of Veterans Services. Said contract is for a 2019 Grand Caravan SE with second row bucket seats and third row split seat, both with Stow n’ Go in an amount not to exceed twenty-four thousand eight hundred twenty-four dollars (\$24,824.00); effective June 11, 2019 through delivery of vehicle.

Contingent upon the availability of funds.

**Carried:            Ayes:            Noes:            Absent:            Abstain:**

**RESOLUTION NO. 19-  
(June 11, 2019)**

By Ms. Grant, Chairman of the Human Service Committee:

**CHAIRMAN AUTHORIZED TO SIGN A GRANT APPLICATION AND ACCEPTANCE  
AWARD WITH THE NEW YORK STATE OFFICE FOR THE AGING ON BEHALF OF  
WYOMING COUNTY OFFICE FOR THE AGING**

**BE IT RESOLVED**, That the Chairman of this Board and the Commissioner of Health with the approval of the County Attorney are hereby authorized to sign a grant application and acceptance award with the *New York State Office for the Aging*, 2 Empire State Plaza Albany, NY 12223 on behalf of Wyoming County Office for the Aging. Said grant to provide funds to continue the implementation of the expansion and enhancement of NY Connects in a minimum amount of one hundred seventy-five thousand nine hundred eighty-two dollars (\$175,982.00); effective April 1, 2019 through March 31, 2020.

**Carried:            Ayes:            Noes:            Absent:            Abstain:**

**RESOLUTION NO. 19-  
(June 11, 2019)**

By Ms. Grant, Chairman of the Human Service Committee:

**CHAIRMAN AUTHORIZED TO SIGN A CONTRACT WITH BRANDI DUVALL ON  
BEHALF OF THE YOUTH BUREAU**

**BE IT RESOLVED**, That the Chairman of this Board, pursuant to General Municipal Law §104(b) and with the approval of the County Attorney, is hereby authorized and directed to sign a contract with *Brandi Duvall*, 8526 Oramel Hill Road, Caneadea, NY 14717 on behalf of the Youth Bureau. Said contract for pre-school related services in an amount not to exceed the 2019 ~ 2021 budget; effective August 1, 2019 through June 30, 2021.

Contingent upon the availability of funds.

**Carried:           Ayes:           Noes:           Absent:           Abstain:+**



**RESOLUTION NO. 19-  
(June 11, 2019)**

By Ms. Ryan, Chairman of the Public Health Committee:

**RESOLUTION NUMBER 18-466 AMENDED**

**WHEREAS**, Resolution Number 18-466 entitled, **“CHAIRMAN AUTHORIZED TO SIGN A CONTRACT WITH LIVINGSTON/WYOMING ARC ON BEHALF OF MENTAL HEALTH,”** passed by this Board of Supervisors on November 13, 2018 and provides for competitive employment services for mentally ill residents of Wyoming County in an amount not to exceed fifty-one thousand nine hundred forty-nine dollars (\$51,949.00); effective January 1, 2019 through December 31, 2019; now therefore

**BE IT RESOLVED**, That *Resolution Number 18-466* be hereby amended to reflect an increase in state aid in an amount of two thousand three hundred twelve dollars (\$2,312.00) for a new total contract amount of fifty-four thousand two hundred sixty-one dollars (\$54,261.00).

All else remains the same.

**Carried:            Ayes:            Noes:            Absent:            Abstain:**

**RESOLUTION NO. 19-  
(June 11, 2019)**

By Ms. Ryan, Chairman of the Public Health Committee:

**CHAIRMAN/COMMISSIONER OF HEALTH AUTHORIZED TO SIGN A GRANT  
ACCEPTANCE AWARD WITH THE NEW YORK STATE DEPARTMENT OF  
HEALTH, OFFICE OF HEALTH INSURANCE PROGRAMS ON BEHALF OF THE  
COUNTY HEALTH DEPARTMENT**

**BE IT RESOLVED**, That the Chairman of this Board and the Commissioner of Health with the approval of the County Attorney are hereby authorized to sign a grant acceptance award with *New York State Department of Health, Office of Health Insurance Programs*, Corning Tower, Empire State Plaza, Albany, NY 12237 on behalf of the County Health Department. Said grant to provide funds for the “*Consumer Assistance for New York State Health ~ Wyoming County Navigator Program*” in a minimum amount of two hundred thousand dollars (\$200,000.00) per year; effective August 1, 2019 through July 31, 2024.

**Carried:           Ayes:           Noes:           Absent:           Abstain:**

**RESOLUTION NO. 19-  
(June 11, 2019)**

By Ms. Ryan, Chairman of the Public Health Committee:

**CHAIRMAN/COMMISSIONER OF HEALTH AUTHORIZED TO SIGN A GRANT APPLICATION AND ACCEPTANCE AWARD WITH HEALTH RESEARCH, INC. ON BEHALF OF THE COUNTY HEALTH DEPARTMENT**

**BE IT RESOLVED**, That the Chairman of this Board and the Commissioner of Health with the approval of the County Attorney are hereby authorized to sign a grant application and acceptance award with the *Health Research, Inc.*, 150 Broadway, Suite 516, Riverview Center, Menands, NY 12204 on behalf of the County Health Department. Said grant to provide funds for the “*Public Health Emergency Preparedness Program*” in a minimum amount of forty-nine thousand six hundred twenty-five dollars (\$49,625.00); effective July 1, 2019 through June 30, 2020.

**Carried:            Ayes:            Noes:            Absent:            Abstain:**

**RESOLUTION NO. 19-  
(June 11, 2019)**

By Ms. Ryan, Chairman of the Public Health Committee:

**CHAIRMAN/COMMISSIONER OF HEALTH AUTHORIZED TO SIGN A CONTRACT  
WITH MAILFINANCE, INC. ON BEHALF OF THE COUNTY  
HEALTH DEPARTMENT**

**BE IT RESOLVED**, That the Chairman of this Board and the Commissioner of Health, pursuant to General Municipal Law §104(b) and with the approval of the County Attorney, are hereby authorized and directed to sign a contract with *MailFinance, Inc.*, 478 Wheelers Farm Road, Milford, CT 06461 on behalf of the County Health Department. Said contract for the lease of a IN-600HR Digital Mailing System with a five (5) pound scale in an amount not to exceed eighty-four dollars and eighty-six cents (\$84.86) per month for a term of sixty-three (63) months for a total contract amount not to exceed five thousand three hundred forty-six dollars and eighteen cents (\$5,346.18); effective June 2019 through September 2024 and billed quarterly.

Contingent upon the availability of funds.

**Carried:            Ayes:            Noes:            Absent:            Abstain:**

**RESOLUTION NO. 19-  
(June 11, 2019)**

By Ms. Ryan, Chairman of the Public Health Committee:

**CHAIRMAN/COMMISSIONER OF HEALTH AUTHORIZED TO AWARD BID AND  
SIGN A CONTRACT WITH SPURR CHEVROLET, INC. ON BEHALF OF COUNTY  
HEALTH DEPARTMENT**

**BE IT RESOLVED**, That the Chairman of this Board and the Commissioner of Health, pursuant to General Municipal Law §103 and with the approval of the County Attorney, are hereby authorized and directed to sign a contract with *Spurr Chevrolet, Inc.*, 6325 Brockport-Spencer Road, Brockport, NY 14420 on behalf of the County Health Department. Said contract is for the purchase of a 2019 Chevrolet Malibu LS 4-Door Sedan in an amount not to exceed nineteen thousand four hundred ninety-seven dollars (\$19,497.00); effective June 11, 2019 through delivery of vehicle but not later than June 28, 2019.

Contingent upon the availability of funds.

**Carried:            Ayes:            Noes:            Absent:            Abstain:**

**RESOLUTION NO. 19-**  
**(June 11, 2019)**

By Ms. Ryan, Chairman of the Public Health Committee:

**RESOLUTION IN OPPOSITION TO THE IMPLEMENTATION TIMELINE FOR NEW  
LEAD POISONING REGULATIONS**

**WHEREAS**, Protecting children from exposure to lead is a key public health priority. Even low levels of lead in blood have been shown to affect IQ, ability to pay attention, and academic achievement; there is no safe level of lead exposure and the neurological and behavioral effects of lead are believed to be irreversible; and

**WHEREAS**, New York State has lowered the definition of elevated blood lead level (EBLL) to five micrograms per deciliter (5 µg/dL); this policy change is important to addressing the long-term health and economic impact that lead poisoning has on individual children and families and our communities as a whole; and

**WHEREAS**, The change in the law was not accompanied with the resources needed to assure swift and effective implementation; in their recent regulatory impact statement, the New York State Department of Health indicates that lowering the EBLL to 5 µg/dL will result in a six fold increase in children requiring public health interventions statewide; and

**WHEREAS**, Counties anticipate that the statutory change will result in renewed efforts to assure compliance with current lead testing requirements on the part of physicians, which may further increase the number of reported cases; and

**WHEREAS**, The regulatory impact statement provides an average nursing cost of \$713.00 per case and an average environmental management cost of \$2,123.00 per case; and

**WHEREAS**, Based on the average projected number of cases and the average costs provided, the NYS 2019-20 fiscal year investment of \$9.4 million for local health department services leaves approximately \$36.6 million – or 80% – of the costs to be paid by local governments; and

**WHEREAS**, Local health departments report that they will incur additional personnel and non-personnel costs relative to the increased number of lead cases; and

**WHEREAS**, Article Six state aid reimbursement does not allow for reimbursement of fringe or indirect costs, which are a 100% county cost; and

**WHEREAS**, The costs associated with this expanded mandate may affect the ability of local governments to stay within the state enacted property tax cap, thus placing a greater tax burden on communities; and

**RESOLUTION NO. 19-**

**June 11, 2019**

**Page 2**

**WHEREAS**, The proposed implementation date of this new mandate is October 1, 2019, which necessitates significant mid-year unbudgeted expenditures by Wyoming County; and

**WHEREAS**, Securing the necessary resources in that timeframe could result in either significant reductions in other critical public health services and staff or the inability to comply with the new requirements; and

**WHEREAS**, Full and effective implementation of this statutory change cannot occur in the short timeframe currently proposed; now therefore

**BE IT RESOLVED**, That the Wyoming County Board of Supervisors requests that the New York State Department of Health extend the implementation of the proposed deadline to at least April 1, 2020 in recognition of the resource and time needs related to budgeting, hiring and purchasing; and be it

**FURTHER RESOLVED**, That the Governor and the New York State Legislature identify and provide additional revenue sufficient to cover the full costs of this expanded mandate to local governments; and be it

**FURTHER RESOLVED**, That this funding be provided through grant mechanisms to allow the needed flexibility to support hiring and non-personnel expenses; and be it

**FURTHER RESOLVED**, That the Wyoming County Board of Supervisors urges that future savings to government programs from this statutory change be allocated to support primary lead poisoning prevention activities and other public health services; and be it

**FURTHER RESOLVED**, That the Clerk to the Board shall forward copies of this resolution to Governor Andrew M. Cuomo, New York State Senator Patrick Gallivan, New York State Assemblyman David DiPietro, the New York State Association of Counties and all others deemed necessary and proper.

**Carried:            Ayes:            Noes:            Absent:            Abstain:**

**RESOLUTION NO. 19-  
(June 11, 2019)**

By Mr. Leuer, Chairman of the Planning Committee:

**SET PUBLIC HEARING ~ INTRODUCTORY LOCAL LAW NO. B YEAR 2019**

**WHEREAS**, There has been duly presented and introduced at a meeting of this Board of Supervisors of Wyoming County on this 11<sup>th</sup> day of June 2019, a proposed local law entitled, “Local Law Introductory No. B, Year 2019, **A LOCAL LAW TO ESTABLISH A SUSTAINABLE ENERGY LOAN PROGRAM (OPEN C-PACE) IN THE COUNTY OF WYOMING**”; and

**WHEREAS**, Subdivision 5, Section 20 of the Municipal Home Rule Law requires a public hearing to be held on such local law; now therefore

**BE IT RESOLVED**, That a Public Hearing will be held on the said proposed Local Law by this Wyoming County Board of Supervisors on the *9<sup>th</sup> day of July, 2019 at 2:30 PM in the Supervisors’ Chambers, 2<sup>nd</sup> Floor of the Wyoming County Government Center, 143 North Main Street, Warsaw, New York.*

**INTRODUCTION OF LOCAL LAW B – YEAR 2019**

A Local Law entitled “***A Local Law to Establish a Sustainable Energy Loan Program (Open C-Pace) in the County of Wyoming***”

**BE IT ENACTED** by the County of Wyoming (the “Municipality”) as follows:

*Local Law No. 1 of the Year 2017 entitled “A Local Law Establishing a Sustainable Energy Loan Program in the County of Wyoming” and Local Law No. 1 of 2018 entitled “A Local Law Amending Local Law No. 1 of the Year 2017 entitled “A Local Law Establishing a Sustainable Energy Loan Program in the County of Wyoming” are hereby repealed in their entirety and replaced with the following local law:*

**SECTION 1.** This local law shall be known as the “***Energize NY Open C-PACE Financing Program***” and shall read as follows:

**ARTICLE I**

**§1. Legislative Findings, Intent and Purpose, Authority**

- A. It is the policy of both the Municipality and the State of New York (the “State”) to achieve energy efficiency and renewable energy improvements, reduce greenhouse gas emissions, mitigate the effect of global climate change, and advance a clean energy



economy. The Municipality finds that it can fulfill this policy by providing property assessed clean energy financing to Qualified Property Owners (as defined below) for the installation of renewable energy systems and energy efficiency measures. This local law establishes a program that will allow the Energy Improvement Corporation (as defined below, "EIC"), a local development corporation, acting on behalf of the Municipality pursuant to the municipal agreement (the "Municipal Agreement") to be entered into between the Municipality and EIC, to make funds available to Qualified Property Owners that will be repaid through charges on the real properties benefited by such funds, thereby fulfilling the purposes of this local law and accomplishing an important public purpose. This local law provides a method of implementing the public policies expressed by, and exercising the authority provided by, Article 5-L of the General Municipal Law (as defined below, the "Enabling Act").

- B. The Municipality is authorized to execute, deliver and perform the Municipal Agreement and otherwise to implement this Energize NY Open C-PACE Financing Program pursuant to the Constitution and laws of New York, including particularly Article IX of the Constitution, Section 10 of the Municipal Home Rule Law, the Enabling Act and this local law.
- C. This local law, which is adopted pursuant to Section 10 of the Municipal Home Rule Law and the Enabling Act shall be known and may be cited as the "Energize NY Open C-PACE Local Law".

## §2. Definitions

- A. Capitalized terms used but not defined herein have the meanings assigned in the Enabling Act.
- B. For purposes of this local law, and unless otherwise expressly stated or unless the context requires, the following terms shall have the meanings indicated:
  - **Annual Installment Amount** – shall have the meaning assigned in Section 8, paragraph B.
  - **Annual Installment Lien** – shall have the meaning assigned in Section 8 paragraph B.
  - **Authority** – the New York State Energy Research and Development Authority.
  - **Benefit Assessment Lien** – shall have the meaning assigned in Section 3, paragraph A.
  - **Benefited Property** – Qualified Property for which the Qualified Property Owner has entered into a Finance Agreement for a Qualified Project.
  - **Benefited Property Owner** – the owner of record of a Benefited Property.

- **EIC** – the Energy Improvement Corporation, a local development corporation, duly organized under section 1411 of the Not-For-Profit Corporation Law of the State, authorized hereby on behalf of the Municipality to implement the Program by providing funds to Qualified Property Owners and providing for repayment of such funds from money collected by or on behalf of the Municipality as a charge to be levied on the real property.
- **Eligible Costs** – costs incurred by the Benefited Property Owner in connection with a Qualified Project and the related Finance Agreement, including application fees, EIC’s Program administration fee, closing costs and fees, title and appraisal fees, professionals’ fees, permits, fees for design and drawings and any other related fees, expenses and costs, in each case as approved by EIC and the Financing Party under the Finance Agreement
- **Enabling Act** – Article 5-L of the General Municipal Law of the State, or a successor law, as in effect from time to time.
- **Finance Agreement** – the finance agreement described in Section 6A of this local law.
- **Financing Charges** – all charges, fees and expenses related to the loan under the Finance Agreement including accrued interest, capitalized interest, prepayment premiums, and penalties as a result of a default or late payment and costs and reasonable attorneys’ fees incurred by the Financing Party as a result of a foreclosure or other legal proceeding brought against the Benefited Property to enforce any delinquent Annual Installment Liens.
- **Financing Parties** – Third party capital providers approved by EIC to provide financing to Qualified Property Owners or other financial support to the Program which have entered into separate agreements with EIC to administer the Program in the Municipality.
- **Municipality** – the County of Wyoming, a municipality of the State constituting a tax district as defined in Section 1102 of the RPTL of the State.
- **Municipal Lien** – a lien on Qualified Property which secures the obligation to pay real property taxes, municipal charges, or governmentally imposed assessments in respect of services or benefits to a Qualified Property.
- **Non-Municipal Lien** – a lien on Qualified Property which secures any obligation other than the obligation to pay real property taxes, municipal charges, or governmentally-imposed assessments in respect of services or benefits to a Qualified Property Owner or Qualified Property.
- **Program** – the Energize NY Open C-PACE Financing Program authorized hereby.

- **Qualified Project** – the acquisition, construction, reconstruction or equipping of Energy Efficiency Improvements or Renewable Energy Systems or other projects authorized under the Enabling Act on a Qualified Property, together with a related Energy Audit, Renewable Energy System Feasibility Study and/or other requirements under or pursuant to the Enabling Act, with funds provided in whole or in part by Financing Parties under the Program to achieve the purposes of the Enabling Act.
- **Qualified Property** – Any real property other than a residential building containing less than three dwelling units, which is within the boundaries of the Municipality that has been determined to be eligible to participate in the Program under the procedures for eligibility set forth under this local law and the Enabling Act and has become the site of a Qualified Project.
- **Qualified Property Owner** – the owner of record of Qualified Property which has been determined by EIC to meet the requirements for participation in the Program as an owner, and any transferee owner of such Qualified Property.
- **RPTL** – the Real Property Tax Law of the State, as amended from time to time.
- **Secured Amount** – as of any date, the aggregate amount of principal loaned to the Qualified Property Owner for a Qualified Project, together with Eligible Costs and Financing Charges, as provided herein or in the Finance Agreement, as reduced pursuant to Section 8, paragraph C.
- **State** – the State of New York.

### §3. **Establishment of an Energize NY Open C-PACE Financing Program**

- A. An Energize NY Open C-PACE Financing Program is hereby established by the Municipality, whereby EIC acting on its behalf pursuant to the Municipal Agreement, may arrange for the provision of funds by Financing Parties to Qualified Property Owners in accordance with the Enabling Act and the procedures set forth under this local law, to finance the acquisition, construction, reconstruction, and installation of Qualified Projects and Eligible Costs and Financing Charges approved by EIC and by the Financing Party under the Finance Agreement. EIC, on behalf of the Municipality, and with the consent of the Benefited Property Owner, will record a Benefit Assessment Lien on the Benefited Property in the Secured Amount (the “Benefit Assessment Lien”) on the land records for the Municipality. Such recording shall be exempt from any charge, mortgage recording tax or other fee in the same manner as if recorded by the Municipality.
- B. Before a Qualified Property Owner and a Financing Party enter into a Finance Agreement which results in a loan to finance a Qualified Project, repayment of which is secured by a Benefit Assessment Lien, a written consent from each existing mortgage holder of the Qualified Property shall be obtained, permitting the Benefit Assessment Lien and each Annual Installment Lien to take priority over all existing mortgages.

#### **§4. Procedures for Eligibility**

- A. Any property owner in the Municipality may submit an application to EIC on such forms as have been prepared by EIC and made available to property owners on the website of EIC and at the Municipality's offices.
- B. Every application submitted by a property owner shall be reviewed by EIC, acting on behalf of the Municipality, which shall make a positive or negative determination on such application based upon the criteria enumerated in the Enabling Act and § 0 of this local law. EIC may also request further information from the property owner where necessary to aid in its determination.
- C. If a positive determination on an application is made by EIC, acting on behalf of the Municipality, the property owner shall be deemed a Qualified Property Owner and shall be eligible to participate in the Program in accordance with § 0 of this local law.

#### **§5. Application Criteria**

Upon the submission of an application, EIC, acting on behalf of the Municipality, shall make a positive or negative determination on such application based upon the following criteria for the making of a financing:

- A. The property owner may not be in bankruptcy and the property may not constitute property subject to any pending bankruptcy proceeding;
- B. The amount financed under the Program shall be repaid over a term not to exceed the weighted average of the useful life of Renewable Energy Systems and Energy Efficiency Improvements to be installed on the property as determined by EIC;
- C. Sufficient funds are available from Financing Parties to provide financing to the property owner;
- D. The property owner is current in payments on any existing mortgage on the Qualified Property;
- E. The property owner is current in payments on any real property taxes on the Qualified Property; and
- F. Such additional criteria, not inconsistent with the criteria set forth above, as the State, the Municipality, or EIC acting on its behalf, or other Financing Parties may set from time to time.

#### **§6. Energize NY Finance Agreement**

- A. A Qualified Property Owner may participate in the Program through the execution of a finance agreement made by and between the Qualified Property Owner and a Financing Party, to which EIC, on behalf of the Municipality, shall be a third-party beneficiary (the

“Finance Agreement”). Upon execution and delivery of the Finance Agreement, the property that is the subject of the Finance Agreement shall be deemed a “Benefited Property”).

- B. Upon execution and delivery of the Finance Agreement, the Benefited Property Owner shall be eligible to receive funds from the Financing Party for the acquisition, construction, and installation of a Qualified Project, together with Eligible Costs and Financing Charges approved by EIC and by the Financing Party, provided the requirements of the Enabling Act, the Municipal Agreement and this local law have been met.
- C. The Finance Agreement shall include the terms and conditions of repayment of the Secured Amount and the Annual Installment Amounts.
- D. EIC may charge fees to offset the costs of administering the Program and such fees, if not paid by the Financing Party, shall be added to the Secured Amount.

**§7. Terms and Conditions of Repayment**

The Finance Agreement shall set forth the terms and conditions of repayment in accordance with the following:

- A. The principal amount of the funds loaned to the Benefited Property Owner for the Qualified Project, together with Eligible Costs and Financing Charges approved by EIC and by the Financing Party, shall be specially assessed against the Benefited Property and will be evidenced by a Benefit Assessment Lien recorded against the Benefited Property on the land records on which liens are recorded for properties within the Municipality. The special benefit assessment shall constitute a “charge” within the meaning of the Enabling Act and shall be collected in annual installments in the amounts certified by the Financing Party in a schedule provided at closing and made part of the Benefit Assessment Lien. Said amount shall be annually levied, billed and collected by EIC, on behalf of the Municipality, and shall be paid to the Financing Party as provided in the Finance Agreement.
- B. The term of such repayment shall be determined at the time the Finance Agreement is executed by the Benefited Property Owner and the Financing Party, not to exceed the weighted average of the useful life of the systems and improvements as determined by EIC, acting on behalf of the Municipality.
- C. The rate of interest for the Secured Amount shall be fixed by the Financing Party in conjunction with EIC, acting on behalf of the Municipality, as provided in the Finance Agreement.

**§8. Levy of Annual Installment Amount and Creation of Annual Installment Lien**

- A. Upon the making of the loan pursuant to the Finance Agreement, the Secured Amount shall become a special Benefit Assessment Lien on the Benefited Property in favor of the

Municipality. The amount of the Benefit Assessment Lien shall be the Secured Amount. Evidence of the Benefit Assessment Lien shall be recorded by EIC, on behalf of the Municipality, in the land records for properties in the Municipality. Such recording shall be exempt from any charge, mortgage recording tax or other fee in the same manner as if recorded by the Municipality. The Benefit Assessment Lien shall not be foreclosed upon by or otherwise enforced by the Municipality.

- B. The Finance Agreement shall provide for the repayment of the Secured Amount in installments made at least annually, as provided in a schedule attached to the Benefit Assessment Lien (the “Annual Installment Amount”). The Annual Installment Amount shall be levied by EIC, on behalf of the Municipality, on the Benefited Property in the same manner as levies for municipal charges, shall become a lien on the Benefited Property as of the first day of January of the fiscal year for which levied (the “Annual Installment Lien”) and shall remain a lien until paid. The creation or any recording of the Annual Installment Lien shall be exempt from any charge, mortgage recording tax or other fee in the same manner as if recorded by the Municipality. Payment to the Financing Party shall be considered payment for this purpose. Such payment shall partly or wholly discharge the Annual Installment Lien. Delinquent Annual Installment Amounts may accrue Financing Charges as may be provided in the Finance Agreement. Any additional Financing Charges imposed by the Financing Party pursuant to the Finance Agreement shall increase the Annual Installment Amount and the Annual Installment Lien for the year in which such overdue payments were first due.
- C. The Benefit Assessment Lien shall be reduced annually by the amount of each Annual Installment Lien when each Annual Installment Lien becomes a lien. Each Annual Installment Lien shall be subordinate to all Municipal Liens, whether created by Section 902 of the RPTL or by any other State or local law. No portion of a Secured Amount shall be recovered by the Municipality, EIC, or an assignee upon foreclosure, sale or other disposition of the Benefited Property unless and until all Municipal Liens are fully discharged. Each Annual Installment Lien, however, shall have priority over all Non-Municipal Liens, irrespective of when created, except as otherwise required by law.
- D. Neither the Benefit Assessment Lien nor any Annual Installment Lien shall be extinguished or accelerated in the event of a default or bankruptcy of the Benefited Property Owner. Each Annual Installment Amount shall be considered a charge upon the Benefited Property and shall be collected by EIC, on behalf of the Municipality, at the same time and in the same manner as real property taxes or municipal charges. Each Annual Installment Lien shall remain a lien until paid. Amounts collected in respect of an Annual Installment Lien shall be remitted to EIC, on behalf of the Municipality, or the Financing Party, as may be provided in the Finance Agreement.
- E. EIC shall act as the Municipality’s agent in collection of the Annual Installment Amounts. If any Benefited Property Owner fails to pay an Annual Installment Amount, the Financing Party may redeem the Benefited Property by paying the amount of all unpaid Municipal Liens thereon, and thereafter shall have the right to collect any amounts

in respect of an Annual Installment Lien by foreclosure or any other remedy available at law. Any foreclosure shall not affect any subsequent Annual Installment Liens.

- F. EIC, on behalf of the Municipality, may sell or assign for consideration any and all Benefit Assessment Liens and Annual Installment Liens to Financing Parties that provide financing to Qualified Properties pursuant to Finance Agreements. The Financing Parties may sell or assign for consideration any and all Benefit Assessment Liens and Annual Installment Liens received from EIC, on behalf of the Municipality, subject to certain conditions provided in the administration agreement between EIC and the Financing Party. The assignee or assignees of such Benefit Assessment Liens and Annual Installment Liens shall have and possess the same powers and rights at law or in equity as the Municipality would have had if the Benefit Assessment Lien and the Annual Installment Liens had not been assigned with regard to the precedence and priority of such lien, the accrual of interest and the fees and expenses of collection.

**§9. Verification and Report**

EIC, on behalf of the Municipality, shall verify and report on the installation and performance of Renewable Energy Systems and Energy Efficiency Improvements financed by the Program in such form and manner as the Authority may establish.

**§10. Separability**

If any clause, sentence, paragraph, section, or part of this local law shall be adjudged by any court of competent jurisdiction to be invalid, such judgment shall not affect, impair or invalidate the remainder thereof, but shall be confined in its operation to the clause, sentence, paragraph, section, or part thereof involved in the controversy in which such judgment shall have been rendered.

**SECTION 2.**

This local law shall take effect upon filing with the Secretary of State.

DATED at Warsaw, New York  
June 11, 2019 (Introduced)  
Cheryl J. Ketchum, <sup>CMC</sup>  
Clerk to the Board

**Carried:            Ayes:            Noes:            Absent:            Abstain:**

**RESOLUTION NO. 19-  
(June 11, 2019)**

By Mr. Copeland, Chairman of the Public Safety Committee:

**A RESOLUTION OF THE WYOMING COUNTY BOARD OF SUPERVISORS  
OPPOSING THE PLANNED CLOSURE OF THE LIVINGSTON CORRECTIONAL  
FACILITY AND CALLING ON LEADERSHIP IN ALBANY  
TO RECONSIDER THE PLANNED CLOSURE**

**WHEREAS**, During the 2019-2020 New York State Budget negotiation process, the Governor requested and subsequently received expanded authority to have discretion to arbitrarily close prisons with merely a 90-day notice; and

**WHEREAS**, The New York State Department of Corrections and Community Supervision (DOCCS) announced the closure of two (2) state prisons in press release on May 18, 2019; and

**WHEREAS**, Neither DOCCS, the Executive Branch nor any other New York State Agency had a single public hearing or public comment period on the announced closure of the Livingston Correctional Facility; and

**WHEREAS**, 327 people work in the facility at the Livingston Correctional Facility and these jobs are mid, middle-class, public sector positions; and

**WHEREAS**, the public deserves a more informed, more transparent process with more opportunity for comment than a 90-day, definitive closing announcement; and

**WHEREAS**, the Livingston Correctional Facility was well-occupied at 92% and was recently improved with millions of dollars in taxpayer-funded capital upgrades; and

**WHEREAS**, there has been no word from DOCCS officials on any plan for development or reuse for the to-be-closed prison; and

**WHEREAS**, The Wyoming County Board of Supervisors stands simply for good government and has recognized and thanked the Governor and State government when decisions were of positive impact and conversely has taken to task and opposed the same parties when actions were of negative consequences; now therefore

**BE IT RESOLVED**, That the Wyoming County Board of Supervisors hereby strongly opposes the planned closure of the Livingston Correctional Facility and the complete lack of fair process and transparency in reaching this decision and respectfully calls on leadership in Albany to reconsider the decision.

**Carried:            Ayes:            Noes:            Absent:            Abstain:**



**RESOLUTION NO. 19-  
(June 11, 2019)**

By Mr. Copeland, Chairman of the Public Safety Committee:

**CHAIRMAN AUTHORIZED TO SIGN A CONTRACT WITH THE CHAUTAUQUA  
COUNTY SHERIFF’S OFFICE ON BEHALF OF THE SHERIFF’S DEPARTMENT**

**BE IT RESOLVED**, That the Chairman of this Board, pursuant to General Municipal Law §104(b) and with the approval of the County Attorney, is hereby authorized and directed to sign a contract with the *Chautauqua County Sheriff’s Office*, 15 East Chautauqua Street, Mayville, NY 14757 on behalf of the Sheriff’s Department. Said contract to provide prisoner housing for Wyoming County inmates at the Chautauqua County Jail in an amount not to exceed eighty-five dollars (\$85.00) per day or an amount not to exceed one hundred seventy dollars (\$170.00) per day for prisoners under constant watch; effective December 14, 2018 through December 31, 2020.

Contingent upon the availability of funds.

**Carried:           Ayes:           Noes:           Absent:           Abstain:**

**RESOLUTION NO. 19-  
(June 11, 2019)**

By Mr. Copeland, Chairman of the Public Safety Committee:

**FIRE ADVISORY BOARD DELEGATES APPOINTED/REAPPOINTED**

**BE IT RESOLVED**, That the following named persons are hereby appointed/  
reappointed to the Wyoming County Fire Advisory Board in accordance with Section 225-a of  
the County Law for a term of one (1) year; effective *July 1, 2019 through June 30, 2022*:

Arcade	Gregory Landis	782 Geer Road, Arcade, NY 14009
Attica*	Jay Myers	297 Main Street, Attica, NY 14011
Bennington	Chester Zymowski, Jr	1931 Route 354, Attica, NY 14011
Bliss	Trapper Sampson	6809 Centerville Road, Bliss, NY 14024
Castile	William Dake	73 West Park Road, Castile, NY 14427
Cowlesville	Jeff Anderson	361 Clinton Street, Cowlesville, NY 14037
Gainesville	Brian Hill	4341 East Hillside Road, Bliss, NY 14024
Harris Corners*	Edward Mest	869 Centerline Road, Strykersville, NY 14545
North Java*	Jeremy Boorman	1549 Beaver Meadow Road, Java Center, NY 14082
Perry*	Paul Hinsken	PO Box 243, Perry, NY 14530
Perry Center	James Brick	7618 Route 20A, Perry, NY 14530
Pike*	Nathan Lyke	34 Telegraph Road, Bliss, NY 14024
Sheldon*	Francis George	287 Sinn Road, Cowlesville, NY 14037
Silver Springs	John Proper	80 Orchard Street, PO Box 183, Silver Springs, NY 14550
Strykersville	Donald Simons	425 Factory Road, Strykersville, NY 14145
Varysburg	James Kelly	2757 Buffalo Road, Varysburg, NY 14167
Warsaw	Joseph Cummins	5400 Toolhouse Road, Warsaw, NY 14569
Wyoming	John Moore	911 Tower Road, Wyoming, NY 14591

*\*denotes new delegates*

Members At-Large for Towns without Departments:

Orangeville	Town Supervisor	Town of Orangeville
Covington	Town Supervisor	Town of Covington

**Carried:            Ayes:            Noes:            Absent:            Abstain:**

**RESOLUTION NO. 19-  
(June 11, 2019)**

By Mr. Copeland, Chairman of the Public Safety Committee:

**CHAIRMAN AUTHORIZED TO SIGN A GRANT ACCEPTANCE AWARD WITH THE  
NEW YORK STATE DIVISION OF HOMELAND SECURITY AND EMERGENCY  
SERVICES OFFICE OF EMERGENCY MANAGEMENT ON BEHALF OF  
EMERGENCY SERVICES**

**WHEREAS**, At the November 30, 3017 Public Safety Committee Meeting, approval was granted for the submission of this grant application; now therefore

**BE IT RESOLVED**, That the Chairman of this Board with the approval of the County Attorney is hereby authorized to sign a grant acceptance award with the *New York State Division of Homeland Security and Emergency Services Office of Emergency Management*, 1220 Washington Avenue, Building 22, Suite 101, Albany, NY 12226-2251 on behalf of Emergency Services. Said grant to provide funds to update the *Wyoming County Multi-Jurisdictional All-Hazard Mitigation Plan* in a minimum amount of one hundred thousand dollars (\$100,000.00); effective February 20, 2019 through March 22, 2021.

**Carried:            Ayes:            Noes:            Absent:            Abstain:**

**RESOLUTION NO. 19-  
(June 11, 2019)**

By Mr. Davis, Chairman of the Public Works Committee:

**AUTHORIZING THE IMPLEMENTATION AND FUNDING OF THE COSTS  
OF 100% OF COSTS OF A TRANSPORTATION PROJECT WHICH MAY BE  
ELIGIBLE FOR FEDERAL-AID AND/OR STATE-AID OR REIMBURSEMENT  
FROM BRIDGE NY FUNDS**

**WHEREAS**, A Project for the *Replacement of Hillside Road Bridge over Wiscoy Creek, Town of Eagle, Wyoming County, P.I.N. 4BNY.30; BIN 3319730* (the Project") is eligible for funding under Title 23 U.S. Code, as amended, that calls for the apportionment of the costs such program to be borne at the ratio of 95% Federal funds and 5% non-federal funds; and

**WHEREAS**, The sponsor will design, let and construct the Project: and

**WHEREAS**, The County of Wyoming desires to advance the Project by making a commitment of 100% of the costs of the work for the Project or portions thereof.

**NOW, THEREFORE**, The Board of Supervisors, duly convened does hereby

**RESOLVE**, That the Board of Supervisors hereby approves the above-subject project; and bit it

**FURTHER RESOLVED**, That the Board of Supervisors hereby authorizes the Chairman to pay 100% of the cost or PE/design and ROW work for the Project or portions thereof; with the understanding that qualified costs may be eligible for federal-aid, state-aid, or reimbursement from Bridge NY funds; and be it

**FURTHER RESOLVED**, That the sum of *\$231,000.00* is hereby appropriated from Board of Supervisors and made available to cover the cost of participation in the above phase of the Project; and be it

**FURTHER RESOLVED**, That the Board of Supervisors hereby agrees that the Chairman shall be responsible for all cost of the project which exceed the amount of the federal-aid, state-aid, or NY Bridge Funding awarded to the County of Wyoming; and be it

**FURTHER RESOLVED**, That in the event the Project costs not covered by federal-aid. State-aid, or NY Bridge funding exceed the amount appropriated above, the Board of Supervisors shall convene as soon as possible to appropriate said excess amount immediately upon the notification by the New York State Department of Transportation thereof; and be it

**FURTHER RESOLVED**, That the County of Wyoming hereby agrees that the construction of the Project shall begin no later than twenty-four (24) months after award and

construction phase of the project shall be completed within thirty (30) months; and be it

**FURTHER RESOLVED,** That the Chairman of the Board of Supervisors be and is hereby authorized to execute on behalf of Wyoming County all necessary agreements, certifications or reimbursement requests for federal-aid and/or state- aid on behalf of the Board of Supervisors with the New York State Department of Transportation in connection with the advancement or approval of the Project and providing for the administration of the Project and the municipality's funding of project costs and permanent funding of the local share of federal-aid and state-aid eligible Project costs and all Project costs within appropriations therefore that are not so eligible; and be it

**FURTHER RESOLVED,** That a certified copy of this resolution be filed with the New York State Commissioner of Transportation by attaching it to any necessary Agreement in connection with the Project; and be it

**FURTHER RESOLVED,** This Resolution shall take effect immediately.

**Carried:            Ayes:            Noes:            Absent:            Abstain:**

**RESOLUTION NO. 19-  
(June 11, 2019)**

By Mr. Davis, Chairman of the Public Works Committee:

**CHAIRMAN AUTHORIZED TO SIGN A CONTRACT WITH VILLAGER  
CONSTRUCTION, INC. ON BEHALF OF COUNTY HIGHWAY**

**BE IT RESOLVED**, That the Chairman of this Board, pursuant to General Municipal Law §104(b) and with the approval of the County Attorney, is hereby authorized and directed to sign a contract with the *Villager Construction, Inc.*, 425 Old Macedon Center Road, Fairport, NY 14450 on behalf of County Highway. Said contract to provide material crushing services in an amount not to exceed thirty-five thousand dollars (\$35,000.00); effective June 12, 2019 through October 31, 2019.

Contingent upon the availability of funds.

**Carried:            Ayes:            Noes:            Absent:            Abstain:**

**RESOLUTION NO. 19-  
(June 11, 2019)**

By Mr. Davis, Chairman of the Public Works Committee:

**CHAIRMAN AUTHORIZED TO SIGN ANY OR ALL OF THE VARIOUS  
CONTRACTS ON BEHALF OF COUNTY HIGHWAY**

**BE IT RESOLVED**, That the Chairman of this Board, pursuant to General Municipal Law §104(b) and with the approval of the County Attorney, is hereby authorized and directed to sign *any or all* contracts with the following vendors for *Asphalt Field Density Testing*, as needed and based on price and availability in an amount not to exceed fifteen thousand dollars (\$15,000.00) per contract year; effective June 1, 2019 through December 31, 2019:

- *CME Associates, Inc.*, 491 Elmgrove Road, Suite 600, Rochester, NY 14606
- *P~W Laboratories, Inc.*, 6544 Freemont Road, East Syracuse, NY 13057
- *W. A. Wilson Inc.*, 5700 Maelou Drive, Building E, Hamburg, NY 14075

Contingent upon the availability of funds.

**Carried:           Ayes:           Noes:           Absent:           Abstain:**

**RESOLUTION NO. 19-  
(June 11, 2019)**

By Mr. Davis, Chairman of the Public Works Committee:

**CHAIRMAN AUTHORIZED TO SIGN A CONTRACT WITH KEY POWER SYSTEMS,  
INC. ON BEHALF OF COUNTY HIGHWAY**

**BE IT RESOLVED**, That the Chairman of this Board, pursuant to General Municipal Law §104(b) and with the approval of the County Attorney, is hereby authorized and directed to sign a contract with the *Key Power Systems, Inc.*, 953 Creek Road, Route 98, Attica, NY 14001 on behalf of County Highway. Said contract to provide preventative maintenance on back-up generators at various County buildings and towers in an amount not to exceed ten thousand five hundred ten dollars (\$10,510.00); effective June 1, 2019 through May 31, 2020.

Contingent upon the availability of funds.

**Carried:            Ayes:            Noes:            Absent:            Abstain:**



**RESOLUTION NO. 19-  
(June 11, 2019)**

By Mr. Brick, Chairman of the Finance Committee:

**SALARY SCHEDULES “G”, “I”, “C”, “P” AND “S” AMENDED**

**BE IT RESOLVED**, That the Wyoming County Salary Plan which became effective January 01, 1967, as amended, is hereby amended as follows:

**Salary Schedule “G”:**

*District Attorney/Treasurer*

- Set a one-time stipend of \$750.00 for Maryann Saylor as *Deputy Treasurer*.
  - Said amount to cover January 1, 2019 through March 31, 2019.
  - Paid out of Traffic Diversion Funds (1161).

*Public Defender*

- Set one-time stipends plus corresponding fringes to the following:
  - *Public Defender* \$6,000.00
  - *Assistant Public Defender (1<sup>st</sup>)* \$10,000.00
  - *Assistant Public Defender (2<sup>nd</sup>)* \$5,000.00
  - *Assistant Public Defender (3<sup>rd</sup>)* \$10,000.00
  - *Assistant Public Defender (4<sup>th</sup>)* \$6,000.00
  - *Investigator* \$5,000.00
  - *Secretary to Public Defender , PT* \$7,080.00
  - *Secretary I* \$5,000.00
    - Said amounts to be paid immediately.
    - Funds are provided through ILS grant Second Quality Improvement and Caseload Reduction (*Contract C2ND656*)
- Increase salary with corresponding fringes to the following:
  - *Assistant Public Defender (4<sup>th</sup>)* \$6,000.00
    - Said amount to be paid bi-weekly and retroactive from July 1, 2018 through June 30, 2020.
    - Funds provided through ILS Second Quality and Caseload Reduction (*Contract C2ND656*)

**Salary Schedule “I”:**

*District Attorney*

- Set the salary of the *District Attorney* within the District Attorney’s Office at \$200,400.00 to comply with the Laws of New York, 2010, Chapter 567, the Report of the Special Commission of December 24, 2015 and Judiciary Law section 183-a; effective retroactively to April 1, 2019.

**Salary Schedule “C”:**

*Wyoming County Community Health System*

- Abolish one (1) position of *Assistant Director of Finance* under FISCAL SERVICES; effective June 15, 2019.
- Place one (1) position of *Senior Executive Officer* under ADMINISTRATION and set the salary at \$260,000.00 per year; position available date is May 28, 2019.
- Include a stipend for the *Senior Executive Officer* under ADMINISTRATION and set the amount at \$15,000.00; effective one-time, upon start date.
- Place one (1) position of *Hospital Administrator* under ADMINISTRATION and set the salary at \$260,000.00 per year; position available date is May 28, 2019.
- Set the salary of the *Controller* under FISCAL SERVICES at \$70,000.00 per year.
- Set the salary of the *Financial Analyst* under FISCAL SERVICES at \$62,000.00 per year; effective May 28, 2019.

**Salary Schedule “P”:**

*Wyoming County Community Health System*

- Set the salary for one (1) position of *Certified Nurse Midwife, FT* (Position Code 17.111.519) under OB CLINIC at \$90,000.00 per year; position available date is May 28, 2019.
- Include a stipend for one (1) position of *Certified Nurse Midwife, FT* (Position Code 17.111.519) under OB CLINIC in an amount up to \$15,000.00; effective upon meeting pre-established goals with satisfactory performance.
- Place one (1) position of *Family Practice Internal Medicine Physician* under FAMILY PRACTICE and set the salary at \$225,000.00 per year; position available date is May 28, 2019.
- Include a stipend for the *Family Practice Internal Medicine Physician* under FAMILY PRACTICE in an amount up to \$15,000.00; effective upon meeting pre-established goals with satisfactory performance.

**Salary Schedule “S”:**

*Sheriff*

- Correct *Secretary to the Sheriff* noted compensation adjustment to be consistent with the 2016 ~ 2019 Deputy Sheriff’s Association agreement as follows:
  - 2%; effective January 1, 2019
  - 2%; effective July 1, 2019

*Building and Grounds*

- Set the salary of *Sec to Supt of Build & Gr (CB)* at \$41,000.00 annually; effective April 1, 2019.

**Carried:            Ayes:            Noes:            Absent:            Abstain:**

**RESOLUTION NO. 19-  
(June 11, 2019)**

By Mr. Brick, Chairman of the Finance Committee:

**SALARY SCHEDULE "X" ADOPTED**

**BE IT RESOLVED**, That the Wyoming County Salary Plan which became effective January 01, 1967, as amended, is hereby further amended to include the addition of Salary Schedule "X"; effective June 11, 2019 and annexed hereto.

**Carried:            Ayes:            Noes:            Absent:            Abstain:**



**RESOLUTION NO. 19-  
(June 11, 2019)**

By Mr. Brick, Chairman of the Finance Committee:

**RESOLUTION NUMBER 15-030 AMENDED**

**WHEREAS**, Resolution Number 15-030 entitled, “**CHAIRMAN AUTHORIZED TO SIGN VARIOUS CONTRACTS ON BEHALF OF THE WYOMING COUNTY COMMUNITY HEALTH SYSTEM**” passed by this Board of Supervisors on January 20, 2015 and provided in part for the following contract:

- *AMN Healthcare Company (including Nursefinders, LLC)*, 1900 S. Clinton Avenue, Rochester, NY 14618 to provide temporary staffing in an amount not to exceed one hundred thousand dollars (\$100,000.00) per year; effective January 1, 2015 through December 31, 2015.

Now therefore,

**BE IT RESOLVED**, That *Resolution Number 15-030* be hereby amended as follows:

- Extend the term of the agreement from December 31, 2015 through *December 31, 2017*.
- Increase the contract amount from one hundred thousand dollars (\$100,000.00) per year to an amount not to exceed *one hundred thirty-nine thousand dollars (\$139,000.00)* per year for the period of *January 1, 2016 through December 31, 2016*.

All else remains the same.

**Carried:            Ayes:            Noes:            Absent:            Abstain:**

**RESOLUTION NO. 19-  
(June 11, 2019)**

By Mr. Brick, Chairman of the Finance Committee:

**RESOLUTION NUMBER 17-272 AMENDED**

**WHEREAS**, Resolution Number 17-272 entitled, “**CHAIRMAN AUTHORIZED TO SIGN VARIOUS CONTRACTS ON BEHALF OF THE WYOMING COUNTY COMMUNITY HEALTH SYSTEM**” passed by this Board of Supervisors on June 13, 2017 and provides, in part, for the following contract:

- *AMN Healthcare Company (including Nursefinders, LLC)*, 1900 South Clinton Avenue, Rochester, NY 14618 for the purpose of using healthcare clinicians to provide temporary professional services in an amount not to exceed one hundred thousand dollars (\$100,000.00) per year; effective April 19, 2017 through April 30, 2019.

And,

**WHEREAS**, That Resolution Number 17-272 was previously amended by *Resolution Number 19-245* by this Board of Supervisors on May 14, 2019 to extend the contract term from April 30, 2019 through *April 30, 2020*; now therefore

**BE IT RESOLVED**, That *Resolution Number 17-272* and previously amended by *Resolution Number 19-245* be hereby further amended as follows:

- Increase the contract amount from one hundred thousand dollars (\$100,000.00) per year to an amount not to exceed *three hundred forty-five thousand dollars (\$345,000.00)* per year for the period of *April 19, 2017 through April 18, 2018*.

All else remains the same.

**Carried:            Ayes:            Noes:            Absent:            Abstain:**

**RESOLUTION NO. 19-  
(June 11, 2019)**

By Mr. Brick, Chairman of the Finance Committee:

**CHAIRMAN AUTHORIZED TO SIGN VARIOUS CONTRACTS ON BEHALF OF THE  
WYOMING COUNTY COMMUNITY HEALTH SYSTEM**

**BE IT RESOLVED**, In accordance with Resolution Number 11-209 passed by the Wyoming County Board of Supervisors, on June 14, 2011 entitled, **“AMENDING RESOLUTION 91-159, AUTHORITY OF THE BOARD OF MANAGERS OF THE HOSPITAL,”** the Chairman of this Board, pursuant to General Municipal Law §104(b) and with the approval of the County Attorney and/or Costello Cooney Fearon, PLLC, legal counsel, is hereby authorized and directed to sign the following contracts on behalf of the Wyoming County Community Health System:

- **WNY Medical, P.C.**, 4979 Harlem Road, Amherst, NY 14226 for the purchase of the group's family medicine practice in Arcade, NY and transition of its active patient medical records for the Arcade Office in an amount not to exceed thirty thousand dollars (\$30,000.00) for active patient medical charts and release of any staff non-compete covenants; effective July 1, 2019.
- **Megan Mase, NP**, 33 Clinton Street, Batavia, NY 14020 as an independent contractor to provide nurse practitioner services for Workplace Health, fireman's physicals and vacation coverage in an amount not to exceed sixty dollars (\$60.00) per hour for a total amount not to exceed six thousand dollars (\$6,000.00) per year; effective June 1, 2019 through May 31, 2024.
- **Farkad Balaya, MD PC**, 155 Main Street, Hamburg, NY 14075 to provide the services of one or more qualified, board certified or board eligible physicians specializing in OB/GYN services to provide OB/GYN services at WCCHS in the OB/GYN clinic, in surgery, in labor and delivery and/or providing call coverage, provide a Chief of the OB/GYN Department acceptable to WCCHS and assure a physician is providing services for WCCHS 24-hours per day 365 days per year in an amount not to exceed eight hundred thousand dollars (\$800,000.00) per year; effective July 1, 2019 through June 30, 2021.
- **University Orthopaedic Services, Inc., (UOS)**, 4225 Genesee Street, Cheektowaga, NY 14225 for orthopaedic services of physician (Lindsey Clark, MD) and physician's assistant in an amount not to exceed three hundred thousand dollars (\$300,000.00) per year; effective July 14, 2019 through June 13, 2022.

Contingent upon the availability of funds.

**Carried:            Ayes:            Noes:            Absent:            Abstain:**

**RESOLUTION NO. 19-  
(June 11, 2019)**

By Mr. Brick, Chairman of the Finance Committee:

**CHAIRMAN AUTHORIZED TO SIGN AN EMPLOYMENT AGREEMENT ~ SALARY SCHEDULE “P” WITH RACHEL MUROFF, RN, BSN ON BEHALF OF THE WYOMING COUNTY COMMUNITY HEALTH SYSTEM**

**BE IT RESOLVED**, In accordance with Resolution Number 11-209 passed by the Wyoming County Board of Supervisors, on June 14, 2011 entitled, **“AMENDING RESOLUTION 91-159, AUTHORITY OF THE BOARD OF MANAGERS OF THE HOSPITAL,”** the Chairman of this Board, pursuant to General Municipal Law §104(b) and with the approval of the County Attorney and/or Costello Cooney Fearon, PLLC, legal counsel, is hereby authorized and directed to sign an Employment Agreement – Salary Schedule “P” with *Rachel Muroff, RN, BSN*, 472 Breckenridge Street, Buffalo, NY 14113 on behalf of the Wyoming County Community Health System. Said contract to provide inpatient and outpatient midwifery services in an amount not to exceed one hundred five thousand dollars (\$105,000.00) per year; effective August 1, 2019 through July 31, 2021 or within sixty (60) days upon the completion of credentialing and obtaining malpractice insurance.

Contingent upon the availability of funds.

**Carried:            Ayes:            Noes:            Absent:            Abstain:**



**RESOLUTION NO. 19-  
(June 11, 2019)**

By Mr. Brick, Chairman of the Finance Committee:

**RESOLUTION NUMBER 17-166 AMENDED**

**WHEREAS**, Resolution Number 17-166 entitled, “**CHAIRMAN AUTHORIZED TO SIGN VARIOUS CONTRACTS ON BEHALF OF THE WYOMING COUNTY COMMUNITY HEALTH SYSTEM**” passed by this Board of Supervisors on March 14, 2017 and provided in part for the following contract:

- *J. Joseph Lanigan, M.D. PLLC*, Girdle Road, East Aurora, NY 14052 to provide cardiologist physician services in non-invasive cardiology medicine at WCCHS clinic, inpatient and on-call services in an amount not to exceed three hundred five thousand dollars (\$305,000.00) per year (\$225,000.00 per year for professional services and \$80,000.00 per year for office operations and staff); effective March 1, 2017 through February 28, 2019.

And,

**WHEREAS**, That Resolution Number 17-166 was previously amended by this Board of Supervisors on February 12, 2019 by *Resolution Number 18-088* to extend the contract expiration date through February 29, 2020; now therefore,

**BE IT RESOLVED**, That *Resolution Number 17-166* as previously amended by *Resolution Number 18-088* be hereby further amended as follows; effective May 1, 2019 through February 29, 2020:

- Increase compensation to an amount not to exceed three hundred fifteen dollars (\$315,000.00) per year:
  - \$225,000.00 per year for professional services
  - \$90,000.00 per year for office operations and staff

All else remains the same.

**Carried:            Ayes:            Noes:            Absent:            Abstain:**

**RESOLUTION NO. 19-  
(June 11, 2019)**

By Mr. Brick, Chairman of the Finance Committee:

**RESOLUTION NUMBER 17-199 AMENDED**

**WHEREAS**, Resolution Number 17-199 entitled, “**CHAIRMAN AUTHORIZED TO SIGN VARIOUS CONTRACTS ON BEHALF OF THE WYOMING COUNTY COMMUNITY HEALTH SYSTEM,**” passed by this Board of Supervisors on April 11, 2017 and provides, in part, for the following contract:

- **Genesee Valley OB/GYN**, 990 South Avenue, Suite 200, Rochester, NY 14620
  - For the professional medical services of one (1) or more qualified, board certified/eligible physicians specializing in OB/GYN to provide OB/GYN services at WCCHS for mutually agreed upon periods of time providing clinic, surgery, emergency on-call or laborist services. Agreed upon periods of time will be scheduled and confirmed in writing or by email between the parties and will be paid in an amount not to exceed one hundred dollars (\$100.00) per hour; effective on or about April 1, 2017 through March 31, 2018 and upon credentialing.

And,

**WHEREAS**, That Resolution Number 17-199 was previously amended by this Board of Supervisors on July 11, 2017 by **Resolution Number 17-294** to change the effective dates from April 1, 2017 through March 31, 2018 to **May 1, 2017 through May 1, 2018**; now therefore,

**BE IT RESOLVED**, That **Resolution Number 17-199** as previously amended by **Resolution Number 17-294** be hereby further amended to extend the contract end date through **May 1, 2020**.

All else remains the same.

**Carried:           Ayes:           Noes:           Absent:           Abstain:**

**RESOLUTION NO. 19-  
(June 11, 2019)**

By Mr. Brick, Chairman of the Finance Committee:

**RESOLUTION NUMBER 17-238 AMENDED**

**WHEREAS**, Resolution Number 17-238 entitled, “**CHAIRMAN AUTHORIZED TO SIGN VARIOUS CONTRACTS ON BEHALF OF THE WYOMING COUNTY COMMUNITY HEALTH SYSTEM,**” passed by this Board of Supervisors on April 11, 2017 and provides, in part, for the following contracts:

- ***Gustave Ruckert, DO***, 21 Willow Pond Way, Penfield, NY 14526 for the professional medical services of a board certified/eligible OB/GYN to provide OB/GYN services at WCCHS for mutually agreed upon periods of time providing clinic, surgery, emergency on-call or laborist services in an amount not to exceed one hundred dollars (\$100.00) per hour; effective on or about April 1, 2017 through March 31, 2018 and upon credentialing.
- ***J. Steven Burkhart, MD***, 21 Willow Pond Way, Penfield, NY 14526 for the professional medical services of a board certified/eligible OB/GYN to provide OB/GYN services at WCCHS for mutually agreed upon periods of time providing clinic, surgery, emergency on-call or laborist services in an amount not to exceed one hundred dollars (\$100.00) per hour; effective on or about April 1, 2017 through March 31, 2018 and upon credentialing.
- ***Mary Wilsch, MD***, 21 Willow Pond Way, Penfield, NY 14526 for the professional medical services of a board certified/eligible OB/GYN to provide OB/GYN services at WCCHS for mutually agreed upon periods of time providing clinic, surgery, emergency on-call or laborist services in an amount not to exceed one hundred dollars (\$100.00) per hour; effective on or about April 1, 2017 through March 31, 2018 and upon credentialing

And

**WHEREAS**, That Resolution Number 17-238 was previously amended by this Board of Supervisor on July 11, 2017 by ***Resolution Number 17-295*** as follows:

- ***Gustave Ruckert, DO***
  - Correct the address to 57 Old Stonefield Way, Pittsford, NY 14534
  - Correct the effective dates from April 1, 2017 through March 31, 2018 to ***May 1, 2017 through May 1, 2018.***
- ***J. Steven Burkhart, MD***
  - Correct the address to 202 Heatherstone Lane, Rochester, NY 14618
  - Correct the effective dates from April 1, 2017 through March 31, 2018 to ***May 1, 2017 through May 1, 2018.***
- ***Mary Wilsch, MD***
  - Correct the address to 77 Gramercy Park, Rochester, NY 14610
  - Correct the effective dates from April 1, 2017 through March 31, 2018 to ***May 1, 2017 through May 1, 2018.***

Now therefore,

**BE IT RESOLVED**, That *Resolution Number 17-238* as previously amended by *Resolution Number 17-295* be hereby further amended to extend the *Gustave Ruckert, DO*, contract end date through *May 1, 2020*.

All else remains the same.

**Carried:            Ayes:            Noes:            Absent:            Abstain:**

**RESOLUTION NO. 19-  
(June 11, 2019)**

By Mr. Brick, Chairman of the Finance Committee:

**RESOLUTION NUMBER 18-204 AMENDED**

**WHEREAS**, Resolution Number 18-204 entitled, “**CHAIRMAN AUTHORIZED TO SIGN VARIOUS CONTRACTS ON BEHALF OF THE WYOMING COUNTY COMMUNITY HEALTH SYSTEM,**” passed by this Board of Supervisors on April 10, 2018 and provides for various contracts, in part, as follows:

- ***Morrison Community Living***, 400 Northridge Road, Suite 600, Atlanta, GA 30350 to operate and manage food and food services operations, WCCHS to control the purchase of food and other services directly, management fee not to exceed eighty-five thousand dollars (\$85,000.00) per year plus annual expenses of staff and other direct costs incurred not to exceed two million dollars (\$2,000,000.00) per year; effective May 1, 2018 through April 30, 2023.
- ***Dale L. Deahn, MD***, 401 Main Street, Arcade, NY 14009 to sublet approximately five hundred (500) square feet of office space for use as a hospital clinic for OBGYN/Midwife care services in an amount not to exceed ten thousand dollars (\$10,000.00) per year; effective December 1, 2017 through December 31, 2018.

And,

**WHEREAS**, That Resolution Number 18-204 was previously amended by this Board of Supervisors on May 8, 2018 by ***Resolution Number 18-241*** to correct the effective dates of the ***Dale L. Deahn, MD*** contract to sublet approximately five hundred (500) square feet of office space from December 1, 2017 to ***October 1, 2017***; and

**WHEREAS**, That Resolution Number 18-204 as previously amended by Resolution Number 18-241 was further amended by this Board of Supervisors on March 12, 2019 by ***Resolution Number 19-158*** as follows:

- ***Morrison Community Living***, 400 Northridge Road, Suite 600, Atlanta, GA 30350
  - Amend the management fee of eighty-five thousand dollars (\$85,000.00) per year plus annual expenses of staff and other direct costs incurred in an amount not to exceed two million dollars (\$2,000,000.00) per year to a ***management fee in an amount not to exceed eighty thousand dollars (\$80,000.00) per year plus annual expenses of staff and other direct costs incurred in an amount not to exceed two million dollars (\$2,000,000.00) per year.***
  - Amend the effective date of the contract from May 1, 2018 through April 30, 2023 to ***April 1, 2019 through March 31, 2024.***

- ***Dale L. Deahn, MD***, 401 Main Street, Arcade, NY 14009
  - Extend the term of the agreement to sublet approximately five hundred (500) square feet of office space from October 1, 2017 through December 31, 2018 to ***January 1, 2019 through December 31, 2020.***

Now therefore,

**BE IT RESOLVED**, That ***Resolution Number 18-204*** as previously amended by ***Resolution Number 18-241*** and ***Resolution Number 19-158*** be hereby further amended to correct the ***Morrison Community Living*** contract dates from April 1, 2019 through March 31, 2024 to ***May 1, 2019 through April 30, 2024.***

All else remains the same.

**Carried:            Ayes:            Noes:            Absent:            Abstain:**

**RESOLUTION NO. 19-  
(June 11, 2019)**

By Mr. Brick, Chairman of the Finance Committee:

**RESOLUTION NUMBER 19-157 AMENDED**

**WHEREAS**, Resolution Number 19-157 entitled, “**CHAIRMAN AUTHORIZED TO SIGN VARIOUS CONTRACTS ON BEHALF OF THE WYOMING COUNTY COMMUNITY HEALTH SYSTEM,**” passed by this Board of Supervisors on April 10, 2018 and provides for various contracts, in part, as follows:

- *Westside Podiatry Group, LLC*, 2236 Ridge Road West, Rochester, NY 14626 to provide Podiatrists and Physician Assistants to provide podiatry services to the Hospital’s Podiatry Clinic and in surgery in an amount not to exceed one hundred seventy-five thousand dollars (\$175,000.00) per year; effective June 1, 2019 or upon credentialing and obtaining malpractice insurance through May 31, 2020.

Now therefore,

**BE IT RESOLVED**, That *Resolution Number 19-157* be hereby amended to correct the effective date of June 1, 2019 through May 31, 2020 or upon credentialing and obtaining malpractice insurance to *September 1, 2019 through August 31, 2020 or upon credentialing and obtaining malpractice insurance.*

All else remains the same.

**Carried:           Ayes:           Noes:           Absent:           Abstain:**

**RESOLUTION NO. 19-  
(June 11, 2019)**

By Mr. Brick, Chairman of the Finance Committee:

**CHAIRMAN AUTHORIZED TO AWARD BID AND SIGN A CONTRACT WITH  
CROSS CUT ENTERPRISES, LLC ON BEHALF OF  
THE WYOMING COUNTY COMMUNITY HEALTH SYSTEM**

**BE IT RESOLVED**, In accordance with Resolution Number 11-209 passed by the Wyoming County Board of Supervisors, on June 14, 2011 entitled, **“AMENDING RESOLUTION 91-159, AUTHORITY OF THE BOARD OF MANAGERS OF THE HOSPITAL,”** the Chairman of this Board, pursuant to General Municipal Law §104(b) and with the approval of the County Attorney and/or Costello Cooney Fearon, PLLC, legal counsel, is hereby authorized and directed to award bid and sign a contract with *Cross Cut Enterprise, LLC*, 82 Covington Street, Perry, NY 14530 on behalf of the Wyoming County Community Health System. Said contract is for the parking lot pavement project in an amount not to exceed two hundred sixty thousand three hundred seventy dollars and ninety-six cents (\$260,370.96); effective June 12, 2019 through October 15, 2019.

Contingent upon the availability of funds.

**Carried:            Ayes:            Noes:            Absent:            Abstain:**



**RESOLUTION NO. 19-  
(June 11, 2019)**

By Mr. Brick, Chairman of the Finance Committee:

**WYOMING COUNTY PURCHASE ORDER/PAYMENT POLICY APPROVED**

**BE IT RESOLVED**, That the Wyoming County Purchase Order/Payment Policy is hereby approved; effective July 2, 2019 and annexed hereto.

**WYOMING COUNTY  
POLICY AND PROCEDURE**

<b>EFFECTIVE DATE:</b> July 2, 2019	<b>REVIEWED BY:</b> (Individuals/Committees) Human Resources, Finance, Treasurer, Budget & Reimbursement	
<b>DATE DEVELOPED:</b> September 28, 2018	<b>PREPARED BY:</b> Lumsden & McCormick	<b>SUPERSEDES:</b> N/A
<b>CHIEF EXECUTIVE OFFICER’S SIGNATURE:</b>		<b>REFERENCES:</b>

**POLICY:** Purchase Order/Payment Policy

**PURPOSE:** The following procedures are designed to provide internal controls over Wyoming County funds and follow State and local laws where applicable. Note that segregation of duties for proper internal controls should be monitored at an individual employee level, not necessarily by department. Below is a summary of Department responsibilities:

**PROCEDURE:**

**County Treasurer**

In accordance with County Law, the County Treasurer is the Chief Fiscal Officer of the County and is the official custodian for all County funds. The County Treasurer is also responsible for keeping a true accounting of all receipts and expenditures.

### **County Auditor**

The County Auditor shall audit all claims otherwise required to be audited by the Board of Supervisors. Every payment (including, but not limited to, checks, money orders, cash, or electronic fund transfers) using County funds must be audited by the County Auditor except for the following:

- Salaries and related withholdings
- Principal and interest on debt
- Payments made pursuant to a court order
- Retirement contributions

### **Budget Officer**

The Budget Officer is responsible for reviewing proposed budgets submitted by department heads and preparing a tentative budget. During the year, the Budget Officer shall monitor appropriations and inform the Board of Supervisors when potential shortfalls exist. The Budget Officer requires accurate accounting records from the County Treasurer in order to appropriately monitor the County budget.

### **Purchasing Official**

The purchasing official has delegated responsibilities to the Vice Chair of the Board. Purchase orders should be approved by the Purchasing Official or designee. Currently, the purchasing process is assisted by the Budget and Audit department staff.

### **Audit Committee**

An audit committee is typically responsible for approving County disbursements prior to payment. Since the Board of Supervisors has appointed a County Auditor, there is no formal requirement to have the Audit Committee review disbursements prior to payment.

### **SUBJECT: PURCHASE REQUISITION PREPARATION**

- **GENERAL:**

The purchasing requisition is the document used to alert the purchasing agent the goods or services are required for the County. It is the basis for the preparation of the purchase order.
- **STEPS:**
  1. At the department level, individual departments complete a requisition electronically within ACS. ACS does not allow creation of a requisition without available budget space, therefore departments are unable to create a requisition for a budget line for which there is no available space.
  2. Once the requisition is completed, it should be submitted electronically to the Audit department for initial review. Such review should include review of vendor, description, budget codes, fully executed contract, and other pertinent details for accuracy and completeness.
  3. If the requisition is not accurate or complete, it should be returned to the applicable department for correction and resubmission.

4. If the requisition is accurate and complete, it should be printed and given to the purchasing official (delegated to the Vice-Chair of the Board of Supervisors) for final approval and creation of the purchase order.

**SUBJECT: PURCHASE ORDER PREPARATION AND DISTRIBUTION**

- **GENERAL:**

The purchase order is used to initiate and control purchases. It should therefore be completed and approved prior to making a purchase so that effective managerial control can be continually maintained. Purchase orders and quotes/bids/etc. should be prepared in accordance with the County's existing purchasing policy and General Municipal Law.

- **STEPS:**

1. Purchasing official receives printed requisitions in the form of unposted purchase orders from the Audit department.
2. Purchasing official should evaluate the need for the goods or services requested and verify available budget space.
3. Purchasing official should determine whether bids are required, and if so, ensure bids and fully executed contract were obtained.
4. If all information is appropriate, the purchasing official should sign the requisition, formally making it the purchase order.
5. The purchasing official should give the original purchase order to the Audit department.
6. The Audit department should scan and send electronic copies of purchase orders back to the applicable departments, with electronic copies to the Treasurer's office.
7. The Treasurer's office posts the approved purchase orders in ACS.
8. The departments should send their purchase orders to the applicable vendors.

**SUBJECT: RECEIPT OF GOODS OR SERVICES BY DEPARTMENTS**

- **GENERAL:**

This procedure discusses the receipt of good or services by the responsible department.

- **STEPS:**

1. Ideally, purchase orders are created in advance of purchases; however, if a purchase order does not exist when the goods or services are received, the department responsible for the purchase should create a purchase order at that time.
2. The department receiving the goods or services should match the invoice to the department's copy of the purchase order to ensure details are correct regarding amount, payee, items (quality and quantity), etc.
3. Discrepancies should be resolved by the department receiving the goods or services. When necessary, the applicable department should contact Purchasing (Audit) for assistance.
4. Once satisfied, the department should sign and date the purchase order, attach the invoice and any other required documentation, and forward to the Audit department for review.

5. If the invoice/delivery does not completely match the purchase order, the department shall provide sufficient detail to the Audit department to prepare a partial payment if necessary.

**SUBJECT: APPROVAL OF PURCHASES BY THE COUNTY AUDITOR**

- **GENERAL:**

As authorized by County Law Section 600, the Board of Supervisors can appoint a County Auditor to audit all claims on their behalf. Such process provides comfort that claims are paid only for valid County purposes.

Except as otherwise authorized by law, every payment by the County should be audited. Exceptions include the following, which should not be included on the Schedule of Bills:

- Salaries and related withholdings
- Principal and interest payments on debt
- Payments made pursuant to a court order
- Retirement contributions

In addition, certain payments are allowed to be made in advance of approval. Such claims should also be included on the Schedule of Bills subsequent to payment:

- Utilities (electric, gas, water, sewer, phone)
- Postage
- Freight
- Petty cash reimbursements
- Time sensitive disbursements

Finally, the County allows the use of purchasing cards in certain circumstances, in accordance with the Wyoming County Purchasing Card User's Guidelines for Cardholders and Department Heads. Such policy sets parameters around purchases and requires all receipts for a given month be forwarded to the Audit department for approval by the 7th day of the following month.

- **STEPS:**

1. The Audit department receives the voucher packet, including signed purchase order or voucher, invoice and receiving information, from the applicable department.
2. For purchasing card activity, the Audit department receives a signed voucher with attached receipts or other documentation from individuals for their purchases. Such purchases should be matched against the statement to create a voucher packet.
3. As groups of voucher packets are received, the Audit department creates batches for payment. As part of this process, the Audit department is reviewing the documentation and denoting audit approval by initialing each voucher packet within the batch.
4. The information for each batch is input into the ACS payables module. After everything is entered for that pay date, a report is delivered to the Treasurer's office for preparation of check (or wire) for payment.

## **SUBJECT: PAYMENT OF CLAIMS**

- **GENERAL:**

This procedure discusses the payment process once the invoice batch detail is approved for payment by the Audit Department.
- **STEPS:**
  1. The Treasurer's office receives a batch report from the Audit Department.
  2. The Treasurer's office runs the Schedule of Bills report from ACS and provides it to the Audit Department.
  3. The Treasurer's office prepares electronic fund transfers EFTs (when applicable) but does not release funds until after the Audit department notifies them of the Audit committee's review and approval.
  4. The Audit Department reviews the Schedule of Bills and provides it to the Audit Committee with the voucher packets.
  5. The Audit committee reviews the Schedule of Bills and corresponding documentation, then, completes the Authorization of Payment form, returning it and all documents to the Audit Department as approved.
  6. The Audit department requests that the Treasurer's office prepare disbursements.
  7. The Treasurer's office prints checks and provides them to the Audit department at least one business day prior to the check date. Such checks are secured in a locked cabinet in the Audit department.
  8. The Treasurer's office releases EFTs (when applicable) according to the payment schedule.
  9. The Audit department matches remittance advice, as necessary, with the checks, and stuffs the envelopes. Such matching is supported through read-only access to the check register, which includes all EFT transactions.
  10. The Audit department separately mails remittances related to EFTs, as necessary.
  11. Other than those required to be delivered to a department to make a specific payment directly, such as for payments required immediately upon time of service, the Audit department mails the checks once satisfied that printed checks agree to the previously audited Schedule of Bills. No checks should be held for later payment.

*\*\* To ensure all claims required to be audited have in fact been approved for payment (the 'completeness' assertion), the Audit department can access PDF copies of bank statements directly from the Treasurer's office and can view electronic check registers through read-only access to ACS. Although the verification would be after the fact, this would allow for review of electronic payments and review for continuity of check numbers as proof that all payments required have been submitted through the Audit department.*

## **SUBJECT: ADDITION OF NEW VENDORS AND VENDOR MAINTENANCE**

- **GENERAL:**

Accurate vendor maintenance limits discrepancies upon payment, ensures accurate reporting to the IRS for 1099 purposes, and limits the risk of fictitious vendors.

- **STEPS:**
  1. When a department is requesting use of a new vendor, the department must require completion of IRS Form W-9 by the vendor.
  2. Once received, Form W-9 should be forwarded to the Treasurer's office for creation of the vendor in ACS.
  3. Existing vendors at times relocate or have more than one remittance address. In such cases, when a new address is needed, a Vendor Address Change form should be completed and forwarded to the Treasurer's office for addition into ACS.
  4. At least annually, the Treasurer's office should review the vendor file and deactivate those vendors not used within the past two years. In order to reactivate a vendor, a new Form W-9 is required.
  5. A read-only vendor change report should be generated by the Audit department for review and approval with each check run. This report should be signed and dated by the Audit department, then maintained by the Treasurer's office.

**Carried:            Ayes:            Noes:            Absent:            Abstain:**

**RESOLUTION NO. 19-  
(June 11, 2019)**

By Mr. Brick, Chairman of the Finance Committee:

**SEMI-ANNUAL REVENUE SHARING FOR THE TOWNS**

**BE IT RESOLVED**, That the Chairman of the Finance Committee, presented the Semi-Annual Revenue Sharing Report for the period of October 1, 2017 through March 31, 2018 and moved that the Clerk draw warrants on the County Treasurer for the various amounts therein.

**To:** Cheryl D. Mayer, County Treasurer of Wyoming County, New York  
You are hereby authorized and directed to distribute the Semi-Annual Revenue Sharing amounts totaling **\$37,586.02** (*thirty-seven thousand five hundred eighty-six dollars and two cents*) to the sixteen towns of Wyoming County, in accordance with the report filed with the Clerk of the Board of Supervisors, as follows:

<b>TOWNS</b>	<b>REVENUE SHARING DISTRIBUTIED</b>
Arcade	\$3,825.84
Attica	\$2,418.39
Bennington	\$2,459.33
Castile	\$2,939.97
Covington	\$710.43
Eagle	\$1,001.09
Gainesville	\$1,554.78
Genesee Falls	\$535.00
Java	\$1,996.23
Middlebury	\$651.82
Orangeville	\$969.00
Perry	\$4,446.85
Pike	\$4,330.91
Sheldon	\$1,676.96
Warsaw	\$7,556.26
Wethersfield	\$513.16
<b>Grand Totals:</b>	<b>\$37,586.02</b>

Let this be your Warrant for Such Payment: **\$37,586.02** (*thirty-seven thousand five hundred eighty-six dollars and two cents*). **IN WITNESS WHEREOF**, I have hereunto set my hand and seal of the Board of Supervisors this 11<sup>th</sup> day of June, 2019.

*s/Cheryl J. Ketchum*, Clerk  
Board of Supervisors

**Carried:            Ayes:            Noes:            Absent:            Abstain:**

**RESOLUTION NO. 19-**  
**(June 11, 2019)**

By Mr. Brick, Chairman of the Finance Committee:

**RESOLUTION OPPOSING A PORTION OF PROPOSED LEGISLATIVE BILLS  
54676A/A4863 CHANGING THE ORDER IN WHICH MULTIPLE TAX LIENS  
ARE TO BE REDEEMED**

**WHEREAS**, Since the adoption of the Uniform Delinquent Tax Act in 1995, the County of Wyoming, New York (the "County") enforces real property taxes pursuant to Article 11 of the New York State Real Property Tax Law ("Article 11"); and

**WHEREAS**, Under Article 11, the County is responsible for enforcing school, village, town and County taxes within its boundaries; and

**WHEREAS**, The County is responsible for guaranteeing town, school and village taxes; and

**WHEREAS**, For the year 2019, the County enforces taxes on approximately 24,275 parcels having a total taxable assessed value of approximately \$2,347,723,719 and a total tax amount of approximately \$21,587,177; and

**WHEREAS**, Enforcement of taxes under the current Article 11 has resulted in 99.99% of the parcels in the County being paid by the redemption date; and

**WHEREAS**, Legislative bills 54676A/A4863 (the "Bill"), have been introduced proposing to amend Article 11; and

**WHEREAS**, The Bill proposes to amend Article 11, Section 1112(1), by changing the order in which a tax lien must be redeemed when the County holds more than one tax lien; and

**WHEREAS**, Article 11, Section 1112(1), currently provides that multiple tax liens must be paid in reverse chronological order. In other words, the most recent lien must be redeemed first; and

**WHEREAS**, The Bill proposes to amend Article 11 so that tax liens must be paid in chronological order. In other words, the oldest tax lien must be paid first; and

**WHEREAS**, The Bill as proposed will have detrimental effects on both tax payers and the municipality collecting taxes; and

**WHEREAS**, The purpose for requiring that tax liens be paid in reverse chronological order is that pursuant to Article 11, Section 1123, the County cannot file its lis pendens to enforce the taxes until twenty one months after the lien date; and



**WHEREAS**, This requirement of a two year cycle combined with the Bill's change allowing the oldest tax lien to be paid first may result in taxpayers always being a year in delinquency; and

**WHEREAS**, The Bill would result in the County's inability to enforce the most recent tax lien; and

**WHEREAS**, the Bill would further result in the County expending additional resources to manage the increased number of delinquent parcels; and

**WHEREAS**, Permitting taxpayers to be a year in arrears would be unfair to the taxpayers who timely pay their taxes; and

**WHEREAS**, The Finance Committee recommend adoption of this resolution; now, therefore, be it

**RESOLVED**, That the Wyoming County Board of Supervisors opposes the Bill to the extent that it changes the order in which multiple tax liens are to be redeemed; and be it

**FURTHER RESOLVED**, That certified copies of this resolution be sent by the Clerk of this Board to Senate Majority Leader Andrea Stewart-Cousins, Assembly Speaker Carl Heastie, Assembly Minority Leader Brian Kolb, Senator Patrick Gallivan, Assemblyman David DiPietro, County School Superintendents, County Village Mayors and the New York State Association of Counties.

**Carried:            Ayes:            Noes:            Absent:            Abstain:**

**RESOLUTION NO. 19-  
(June 11, 2019)**

By Mr. Brick, Chairman of the Finance Committee:

**STANDARD WORK DAY AND REPORTING RESOLUTION**

**WHEREAS**, Regulation number 315.4 of the New York State Office of the State Comptroller became effective on August 12, 2009. This regulation more clearly defines the process of reporting elected and appointed officials and adds additional requirements for both employers and officials. Among the requirements for employers are a more detailed Standard Work Day and Reporting Resolution, submission of the resolution to the Retirement System and certification that the resolution was publicly posted; now therefore

**BE IT RESOLVED**, That the County of Wyoming hereby establishes the following as standard work days for elected and appointed officials whose term begins on or after August 12, 2009 and will report the following days worked to the New York State and Local Employees' Retirement System based on the record of activities maintained and submitted by these officials to the Clerk of this Board:

Title	Standard Work Day (Hrs/day)	Name	Social Security Number (Last 4 digits)	NYS Retirement Reg. #	Tier 1 (Check only if member is in Tier 1)	Term Begins/Ends	Record of Activities Result*	Not Submitted (Check only if Official did not submit their Record of Activities)
<b>Elected Officials</b>								
District Attorney	7	O'Geen, Donald	XXXX	XXXXXXXXXX		01/01/19-12/31/22	22	
Coroner	6	Pruitsman-Pfeiffer, Jennifer	XXXX	XXXXXXXXXX		01/01/19-12/31/21	N/A	

**Carried:            Ayes:            Noes:            Absent:            Abstain:**

**RESOLUTION NO. 19-  
(June 11, 2019)**

By Mr. Brick, Chairman of the Finance Committee:

**POSITION(S) APPROVED**

**BE IT RESOLVED**, That the following positions are hereby created, amended, extended modified, reassigned, abolished and/or reclassified in the following Wyoming County

Departments:

**CREATED:**

*Building & Grounds (Co. Bldgs.)*

- One (1) position of *Building Maintenance Mechanic (1.00 FTE)* on CSEA Schedule B, Job Grade 9 at \$18.57/hr. - \$20.52/hr. Position available date is June 12, 2019.

*Youth Bureau*

- One (1) position of *Early Intervention Preschool Coordinator (1.00 FTE)* on CSEA Schedule A, Job Grade 13 at \$20.18/hr. - \$23.20/hr. Position available date is June 12, 2019.

**ABOLISHED:**

*Youth Bureau*

- One (1) position of *Handicapped Preschool Coordinator* (position code 013.121) and remove from Salary Schedule “S”; effective June 12, 2019.

**Carried:            Ayes:            Noes:            Absent:            Abstain:**

**RESOLUTION NO. 19-  
(June 11, 2019)**

By Mr. Brick, Chairman of the Finance Committee:

**CHAIRMAN AUTHORIZED TO SIGN AN INTER-MUNICIPAL AGREEMENT WITH  
THE TOWN OF EAGLE FOR COUNTYWIDE ASSESSING SERVICES**

**WHEREAS**, The Wyoming County Board of Supervisors offers Countywide Assessing Services to the municipalities within the borders of Wyoming County; now therefore

**BE IT RESOLVED**, That the Chairman of this Board with the approval of the County Attorney is hereby authorized and directed to sign an Inter-Municipal Agreement with the *Town Eagle* to participate in the *Countywide Assessing Services Program* per Real Property Tax Law §1537 and in an amount not to exceed sixteen dollars and five cents (\$16.05) per parcel, per year for a prorated amount not to exceed three thousand nine hundred dollars and fifteen cents (\$3,900.15); effective July 1, 2019 through September 30, 2019.

**Carried:            Ayes:            Noes:            Absent:            Abstain:**