



YATES COUNTY LEGISLATURE  
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Douglas Paddock  
Chairman

Connie C. Hayes  
Clerk

**YATES COUNTY LEGISLATIVE  
AGENDA**

**March 11, 2019 at 1:00 pm**

**Legislative Chambers in the County Office Building**

- Quarterly update from Yates Transit Service
- Approve minutes from the February meeting
- Approve Audit
- Committee reports
- Public Comment

**RESOLUTIONS**

- Bronson 96-19 Authorization For Chairman Of The Legislature To Sign Contract Extension Form  
97-19 Authorization To Sign Annual Update Review And Approval For The Yates County Area Agency On Aging  
98-19 Amendment To Resolutions No. 3-19  
99-19 Authorize Payment Prior To Audit For Medications  
100-19 Amend Resolution 382-18 (Contract renewal with the following agencies)  
101-19 Appropriate Funding For Workforce Development Budget
- Church 102-19 Authorize Chairman To Sign Agreement With Verbatim Court Reporting Services, Inc.  
103-19 Recognize 2019 National Crime Victims' Rights Week  
104-19 Authorize Sheriff And Chairman To Sign Services Agreement With Finger Lakes Radiology, LLC  
105-19 Authorize Chairman, Sheriff And Probation Director To Sign Polygraph Services Agreement (Pliszka)  
106-19 Authorize Sheriff And Chairman To Sign Equitable Sharing Agreement  
107-19 Authorize Treasurer To Pay (TRADS) Prior To Audit  
108-19 Authorize Chairman To Renew Microwave Communications Tower Site Service
- Banach 109-19 Adopt Yates County Central Garage Policy And Procedures
- Holgate 110-19 Appoint Members To The Yates County Planning Board For At-Large And Town Of Benton Positions (Yonts, Worden, Strickland and Hullings)  
111-19 2018 Budget Transfers  
112-19 2019 Budget Transfers  
113-19 Appropriate 2019 GTSC Grant (Sheriff)  
114-19 Appropriate Carryover Of State Interoperable Grant (Sheriff)  
115-19 Appropriate Carryover Of FY17 SLETPP Grant (Sheriff)  
116-19 Appropriate Carryover Of FY16 SLETPP Grant (Sheriff)  
117-19 Accept And Appropriate State Interoperable Grant (Sheriff)  
118-19 Appropriate Carryover Of DCJS Grant (Sheriff)  
119-19 A Resolution Opposing The Proposed And Amended 2020 Executive State Budget Impacting Aid And Incentives To Municipalities And State Cost Shifts To Counties
- Dennis 120-19 Appoint Executive Secretary To Workers' Compensation Committee  
121-19 Resolution Urging New York State To Fund All Costs Associated With New State-Enacted Voting Reforms Implemented At The County Level  
122-19 Authorize Procurement Of Computer Hardware And Software By Way Of Cooperative Purchasing In The Year 2019  
123-19 Support Senate Bill S2270 And Assembly Bill A5029 Finger Lakes Community Preservation Act  
124-19 File County Officers Annual Reports With Clerk Of Legislature  
125-19 Adoption Of The State Of New York Deferred Compensation Plan

**EXECUTIVE SESSION – IF NEEDED**

**Resolution No. 96-19**  
**Motioned by: Bronson**

**Date: March 11, 2019**  
**Seconded by: \_\_\_\_\_**

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**AUTHORIZATION FOR CHAIRMAN OF THE LEGISLATURE  
TO SIGN CONTRACT EXTENSION FORM**

WHEREAS, there are grant funds available to the Yates County Public Defender's Office through yearly noncompetitive distribution monies; and

WHEREAS, in prior years a grant was written regarding Distribution #2 that was in the amount of \$48,684; and

WHEREAS, the balance remaining in that Distribution is \$44,627 as prior claims were paid; and

WHEREAS, in order to submit for reimbursement of items that have been paid by the County within the Distribution time period (June 1, 2012 – May 31, 2015) a contract extension form must be submitted to the Office of Indigent Legal Services (ILS); and

WHEREAS, there is current claim that has been submitted to ILS but that has not yet been paid out because a contract extension needs to be submitted; and

WHEREAS, the person authorized within the County to sign the form is the Chairman of the Legislature;

NOW, THEREFORE, BE IT RESOLVED, that the Chairman of the Legislature is authorized to sign Distribution #2 contract extension form.

**Resolution No. 97-19**  
**Motioned by: Bronson**

**Date: March 11, 2019**  
**Seconded by: \_\_\_\_\_**

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**AUTHORIZATION TO SIGN ANNUAL UPDATE REVIEW AND APPROVAL FOR THE  
YATES COUNTY AREA AGENCY ON AGING**

WHEREAS, it is required that the Yates County Area Agency on Aging, Pro Action of Steuben and Yates, Inc., submit an Annual Update Review and Approval; and

WHEREAS, Expanded In-home Services for the Elderly Program and the Community Services for the Elderly Program have been approved in the 2019 Yates County Budget for the Pro Action Yates Office for the Aging; and

WHEREAS, that 2019 Annual Update process requires local executive review and approval to receive State and Federal funds for the Expanded In-home Services for the Elderly Program or the Community Services for the Elderly Program;

NOW, THEREFORE, BE IT RESOLVED, that the Chairman of the Legislature be authorized to sign the 2019 Annual Update Review and Approval; and be it further

RESOLVED, that copies of this resolution be forwarded to the Pro Action Yates Office for the Aging.

**Resolution No. 98-19**  
**Motioned by: Bronson**

**Date: March 11, 2019**  
**Seconded by: \_\_\_\_\_**

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**AMENDMENT TO RESOLUTIONS #3-19**

WHEREAS, Resolution 3-19 authorized signature of agreements for agencies and persons; and

WHEREAS, revised State Aid Award letters have been received for OMH, OASAS and OPWDD funding;

NOW, THEREFORE, BE IT RESOLVED, that Resolution 3-19 be amended as follows:

NAME	SERVICE	RATE
ARC of Yates	School Based Counselor Transitional Employment (Non 620)	\$5,000 \$128,152
ARC of Yates	Developmental Disability Vocational Services	\$259,150
AspireHopeNY	Family Support	\$48,869
Connie L. Baughman <i>* Certificate of Liability Insurance Waived</i>	Parent Advocacy Services	\$15/hour
Big Brothers/ Big Sisters	Mentoring & Advocacy Services	\$44,301
Catholic Charities-Steuben/Kinship Family and Youth Services	Home Based Intervention	\$247,110
	Recreational Program	\$38,414 Total \$285,524
Council on Addiction of the Finger Lakes	Community Based & School Based Prevention & Education	\$244,644
Dundee Central School District	Advocacy Services to Students	\$45,100
Finger Lakes Area Counseling & Recovery Agency	Addiction Treatment Services	\$149,544
Carol Fiorilla <i>* Certificate of Liability Insurance Waived</i>	Respite Services	Up to \$30,240
Roberta Fisher <i>* Certificate of Liability Insurance Waived</i>	Fiscal Consultant	\$82/hour
Richard Hoyt, PhD <i>* Certificate of Liability Insurance Waived</i>	Psychological Consultation Services	\$125/hour
Lakeview Health Services	Outreach	\$56,848
	Adult SPOA	\$8,574
	Residential	\$104,460
	Drop In Center	\$25,092
	Psychosocial Club	\$61,048 Total \$256,022
Penn Yan Central School District	Educational Supports to Students	\$6,380

Mark Reynolds, PhD <i>* Certificate of Liability Insurance Waived</i>	Psychological Consultation Services	\$125/hour
Safe Harbors of the Finger Lakes	Advocacy Services for At Risk Youth	\$29,529
Sexual Behaviors Outreach Consultants	Individual and Group Treatment	\$200/Group as needed and \$150/assessment Not to exceed \$5,000
Soldiers & Sailors Memorial Hospital	Clinic	\$164,233
	Crisis Intervention	\$24,018
	Health Homes Care Management Adult	\$19,884
	Health Home Services Dollars Adult	\$3,749
		Total \$211,884
Yates County Public Health	Principle Account Clerk & Account Clerk Services up to 14 hrs/week	Current Hourly Rate plus Fringe
Yates County Sheriff's Office	Chemical Dependency Services at the Jail	\$3,352
Yates County Workforce Development	Vocational & Work Readiness Activities to Adults	\$3,014
	Youth	\$7,218 Total \$10,232

And be it further

RESOLVED, that copies of this resolution be provided to the Public Health office, and Yates County Treasurer.

**Resolution No. 99-19**  
**Motioned by: Bronson**

**Date: March 11, 2019**  
**Seconded by: \_\_\_\_\_**

**AUTHORIZE PAYMENT PRIOR TO AUDIT FOR MEDICATIONS**

WHEREAS, the County receives State Aid funding to assist those who have been incarcerated and recently released into the community to bridge any gaps in medication needs by covering the cost of prescription medications purchased at a local pharmacy; and

WHEREAS, it has been noted that following the current audit schedule of reimbursement to the local pharmacy results in additional cost of late fees; and

WHEREAS, the Yates County Legislature would like to find ways to avoid this unnecessary cost;

NOW, THEREFORE, BE IT RESOLVED, that bills received from Village Drug may be paid prior to audit; and be it further

RESOLVED, that said practice will become effective upon adoption of this resolution; and be it further

RESOLVED, that copies of this resolution be provided to the Director of Community Services and the Treasurer.

**Resolution No. 100-19**  
**Motioned by: Bronson**

**Date: March 11, 2019**  
**Seconded by: \_\_\_\_\_**

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**AMEND RESOLUTION 382-18**

(Contract Renewal with the Following Agencies)

WHEREAS, Yates County and the Department of Social Services wish to renew their contracts/agreements with the following agencies; and

WHEREAS, the term of these contracts/agreements is January 1, 2019 through December 31, 2019;

NOW, THEREFORE BE IT RESOLVED, that the Chairman of the Yates County Legislature and Commissioner of Social Services are authorized to sign renewal contracts with the following agencies;

- Child and Family Resources for the provision of parenting and supervised visitation at \$60 per hour
- ProAction of Steuben and Yates Counties for Job Coach Services, \$112,324

And, be it further

RESOLVED, that a copy of this resolution be sent to the Department of Social Services and the Yates County Treasurer.

**Resolution No. 101-19**  
**Motioned by: Bronson**

**Date: March 11, 2019**  
**Seconded by: \_\_\_\_\_**

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**APPROPRIATE FUNDING FOR WORKFORCE DEVELOPMENT BUDGET**

WHEREAS, Workforce Development allocates DSS Workforce funds for 2019

Revenue		
DSS Workforce	CD6292.42802	\$12,000.00

NOW, THEREFORE BE IT RESOLVED, that appropriations of DSS funds be made in these accounts:

DSS Works Staff Wage:	CD6292 1G	\$5,000.00
DSS Works Staff Fringe:	CD6292 8G	\$3,000.00
DSS Works Operating:	CD6292 4G	\$4,000.00

And, be it further

RESOLVED, that copies of this resolution be provided to the DSS Commissioner and the Yates County Treasurer.

**Resolution No. 102-19**  
**Motioned by: Church**

**Date: March 11, 2019**  
**Seconded by: \_\_\_\_\_**

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**AUTHORIZE CHAIRMAN TO SIGN AGREEMENT WITH VERBATIM COURT REPORTING SERVICES, INC.**

WHEREAS, the District Attorney is required to retain a court reporter for transcription of the minutes of Grand Jury proceedings and Felony Preliminary Hearings and to obtain transcripts of these and other court or recorded proceedings or events; and

WHEREAS, the District Attorney wishes to retain the services of Verbatim Court Reporting Services, Inc. and to enter into a written agreement for those purposes at a cost of:

- a. Original transcript and one condensed copy of transcript produced at a rate of \$4.10 per page;
- b. There will be NO cost for an email PDF version of said transcripts upon request of the County;
- c. There will be NO appearance fees or expediting costs except a fee of \$60.00 for hearing under General Municipal Law 50-h; and
- d. There will be a charge of \$10.00 for shipping and handling, unless hand delivery of transcripts is practicable.

And

WHEREAS, the County requires that payment for the provision of these continuing services be under a written contractual agreement;

NOW, THEREFORE, BE IT RESOLVED, that the Chairman of the Legislature is authorized to sign such contract; and be it further

RESOLVED, that the District Attorney and the Treasurer be provided with a copy of this resolution.

**Resolution No. 103-19**

**Date: March 11, 2019**

**RECOGNIZE 2019 NATIONAL CRIME VICTIMS' RIGHTS WEEK**

WHEREAS, the National Crime Victims' Rights Week is designated as April 7-13, and this year's theme is "HONORING OUR PAST, CREATING HOPE FOR OUR FUTURE" and as the District Attorney, the Victims' Advocates, the Sheriff, the Victims Impact Panel Coordinator, and the Probation Director in their commitments to raise victim awareness now request a proclamation for recognition of this annual victims' rights week; and

WHEREAS, in 1982, the President's Task Force on Victims of Crime envisioned a national commitment to a more equitable and supportive response to victims, and this commemorative week celebrates the energy, perseverance and commitment that launched the victims' rights movement, inspired its progress, and continues to advance the cause of justice for crime victims; and

WHEREAS, crime can leave a lasting impact on any person, regardless of age, national origin, race, creed, religion, gender, sexual orientation, immigration, or economic status and incorporating communities' existing experts and trusted sources of support into efforts to fully serve survivors will develop a criminal justice system response that is truly accessible and appropriate for all victims of crime; and

WHEREAS, serving victims and rebuilding their trust restores hope to victims and survivors, as well as supports thriving communities, while engaging a broader array of healthcare providers, community leaders, faith organizations, educators and businesses can provide new links between victims and services that improve their safety, healing, and access to justice; and

WHEREAS, honoring the rights of victims, including the rights to be heard and to be treated with fairness, dignity, and respect, and working to meet their needs rebuilds their trust in the criminal justice and social service systems; and

WHEREAS, National Crime Victims' Rights Week provides an opportunity to recommit to ensuring that all victims of crime – especially those who are challenging to reach or serve – are offered culturally and linguistically accessible and appropriate services in the aftermath of crime; and

WHEREAS, the county of Yates is hereby dedicated to strengthening victims and survivors in the aftermath of crime, building resilience in our communities and our victim responders, and working for a better future for all victims and survivors, and

WHEREAS, in Yates County criminal justice services both public and private are dedicated to strengthen victims and survivors available to help rebuild lives, and thus victims' rights are a critical component that of the Probation Officers, District Attorney's staff and Victim's Advocates, Sheriff's services including STOP program Victims Impact Panel, and VINE in-custody hotline and the notification of the service of protective orders all play a role in victims' support;

NOW, THEREFORE, BE IT RESOLVED, that this Legislature recognizes **National Crime Victims' Rights Week** April 7 – 13, 2019 and supports the rights of crime victims and survivors to be treated with dignity and fairness; and be it further

RESOLVED, that this Legislature thanks all the local efforts of so many advocates, volunteers, individuals, public employees and entities in our community for this endeavor, and express our appreciation for those victims and crime survivors who have turned personal tragedy into a motivating force toward victim services, and be it further

RESOLVED, that a copy of this resolution be provided Marisa Rube, Director, Safe Harbors of the Finger Lakes; Caitlin Metz, Director of Victim/witness services at the D.A. office, Jannine Phillips,

Victim's Advocate for the Sheriff's Office, STOP program VIP Coordinator Linda Wright, Probation Director Sharon Dawes; District Attorney Todd Casella, and Sheriff Ron Spike.

**Resolution No. 104-19**  
**Motioned by: Church**

**Date: March 11, 2019**  
**Seconded by: \_\_\_\_\_**

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**AUTHORIZE SHERIFF AND CHAIRMAN TO SIGN SERVICES AGREEMENT WITH FINGER LAKES RADIOLOGY, LLC**

WHEREAS, at intermittent times the Yates County Jail may require radiology (MRI) services, and agreements are required for service delivery and especially for being charged the Medicaid rate;

NOW, THEREFORE, BE IT RESOLVED, that upon the approval of the County Attorney that the Sheriff and the Chairman of the Board may affix their signatures to this one year agreement; and be it further

RESOLVED, that a copy of this resolution be provided the Sheriff and the Treasurer.

**Resolution No. 105-19**  
**Motioned by: Church**

**Date: March 11, 2019**  
**Seconded by: \_\_\_\_\_**

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**AUTHORIZE CHAIRMAN, SHERIFF AND PROBATION DIRECTOR TO SIGN POLYGRAPH SERVICES AGREEMENT (Pliszka)**

WHEREAS, at intermittent times the Probation Department and the Sheriff's Office require polygraph services to perform examinations on registered sex offenders and pre-employment examinations for job applicants; and

WHEREAS, Michael Pliszka, Western New York Polygraph Services, Inc., Buffalo, N.Y. meets the qualifications for this service at \$275 an occurrence;

NOW, THEREFORE, BE IT RESOLVED, that upon the approval of the County Attorney the Chairman, the Sheriff and the Probation Director may sign said agreement; and be it further

RESOLVED, that copies of this resolution be provided the Sheriff, Probation Director, and the Treasurer.

**Resolution No. 106-19**  
**Motioned by: Church**

**Date: March 11, 2019**  
**Seconded by: \_\_\_\_\_**

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**AUTHORIZE SHERIFF AND CHAIRMAN TO SIGN EQUITABLE SHARING AGREEMENT**

WHEREAS, existing contractual agreements have been in place for several years in the event of forfeiture funds sharing should there be a qualifying criminal prosecuted case, therein requiring a sharing agreement of criminal proceeds in place with the USDOJ and the US Department of Treasury;

NOW, THEREFORE, BE IT RESOLVED, that after review by the County Attorney that the Chairman and Sheriff are authorized to sign a three-year agreement, effective 12/1/2018 thru 11/30/2021; and be it further

RESOLVED, that a copy of this resolution be provided the District Attorney, Treasurer and Sheriff.



**Resolution No. 107-19**  
**Motioned by: Church**

**Date: March 11, 2019**  
**Seconded by: \_\_\_\_\_**

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**AUTHORIZE TREASURER TO PAY (TRADS) PRIOR TO AUDIT**

WHEREAS, the Sheriff's Office regularly uses the services of TransUnion Risk and Alternative Data Solutions, Inc. (TRADS) of Dallas, Texas by the criminal investigation division, and the 911 PSAP for address verifications affecting the required MSAG on a regular basis requiring payments every thirty days that cannot always occur given the system in place that can lead to late charges or penalties of loss of the services; and

WHEREAS, making payment of the invoice at receipt will secure consistent service delivery;

NOW, THEREFORE, BE IT RESOLVED that the County Treasurer is authorized to pay the TransUnion Risk and Alternative Data Solutions, Inc. invoice and or voucher upon receipt prior to audit to insure continuity of services; and be it further

RESOLVED, that a copy of this resolution be provided the Sheriff and Treasurer.

**Resolution No. 108-19**  
**Motioned by: Church**

**Date: March 11, 2019**  
**Seconded by: \_\_\_\_\_**

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**AUTHORIZE CHAIRMAN TO RENEW MICROWAVE  
COMMUNICATIONS TOWER SITE SERVICE**

NOW, THEREFORE, BE IT RESOLVED, that the Chairman upon the review of the Sheriff and the approval of the County Attorney, is authorized to renew the microwave services agreement for repair services and preventative maintenance at tower sites with Motorola Solutions, Inc. a NYS OGS #PT67405 vendor for microwave communication service as designated by Motorola Solutions to be Midstate Communications, Oriskany, NY from March 5, 2019 thru March 4, 2020 at \$50,592 a year, that is within the 2019 budget for the period;

NOW, THEREFORE, BE IT RESOLVED, that the Treasurer is authorized to make said payment forthwith; and be it further

RESOLVED, that a copy of this resolution be provided the Sheriff and Treasurer.

**Resolution No. 109-19**  
**Motioned by: Banach**

**Date: March 11, 2019**  
**Seconded by: \_\_\_\_\_**

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**ADOPT YATES COUNTY CENTRAL GARAGE POLICY AND PROCEDURES**

WHEREAS, the Highway Department has recommended for adoption and implementation the attached Yates County Central Garage Policy and Procedures;

NOW, THEREFORE BE IT RESOLVED, that the Yates County Central Garage Policy and Procedures is hereby adopted and shall be added to the Yates County Employee Handbook; and be it further

RESOLVED, that a copy of this resolution be forwarded to the Acting County Administrator and all Department Heads.

*Central Garage/Vehicle Usage Policy*

Table of Contents

1. Central Garage Policy Statement
2. Administration

3. Vehicle Acquisition, Replacement and Disposal
  - A. Light Duty Vehicles
  - B. Needs Assessment for Vehicle Replacement
  - C. Disposal of Vehicles
  
4. Central Garage Procedures
  - A. Assignment of Vehicles
  - B. Drivers Information
  - C. Personal Vehicle Use
  - D. Policy Compliance
  - E. Eligibility for Use of Central Garage Vehicles
  - F. Parking of Central Garage Vehicles
  - G. Vehicle Misuse
  
5. Vehicle Maintenance
  - A. Routine Maintenance
  - B. Unscheduled or Emergency Maintenance
  
6. Vehicle Breakdown/Accident Reporting Procedures

#### Attachments

- A. Vehicle Use Agreement
- B. Vehicle Request Form
- C. Vehicle Logbook
- D. Procedure for WEX Gas Card Usage
- E. Accident Report Form
- F. Request for Mileage Reimbursement

#### 1 **Central Garage Policy Statement –**

- A. **Statement of Purpose** – The purpose of this policy is to establish criteria and procedures for the acquisition, reservation, utilization, maintenance, replacement and disposal of County owned passenger vehicles including, cars, pick-up trucks, minivans and SUV's. This policy shall apply to Yates County Departments, officials and employees that are authorized to use Central Garage vehicles for the purpose of conducting county business. It shall be the policy of Yates County to furnish Central Garage owned vehicles to authorized county employees in the performance of their job duties. All Central Garage vehicles are owned and maintained for the purpose of conducting official business of the County and said vehicles may not be used for personal business. Only those passengers and/or materials necessary to conduct this business will be transported.
- B. This document will also establish and serve as the universal policy to guide the County's Central Garage vehicle management practices.

#### 2 **Administration –**

- A. The Deputy Highway Superintendent or his/her designee shall be the Central Garage **Fleet Coordinator** and shall be designated as such until the Yates County Legislature deems it necessary to change this status.
- B. The Fleet Coordinator will be responsible for the following:
  - a) Evaluation, recommendation and procurement of fleet vehicles
  - b) Preparing annual Central Garage budgets
  - c) Establishment and implementation of vehicle maintenance procedures
  - d) Maintaining and administering vehicle use, documentation, history and other records

- e) Monitoring Central Garage costs
- f) Identification and sale of surplus fleet vehicles

3 **Vehicle Acquisition, Replacement and Disposal** – The acquisition of vehicles will be based on an analysis of all available options for securing transportation. This analysis should reflect the most economical means of transportation, acquiring vehicles in a cost-effective manner and becoming more energy efficient.

- A. **Light Duty Vehicles – Cars, Pick-up Trucks, Minivans and SUV's** – The purchase of Central Garage light duty vehicles will focus on obtaining the most cost effective vehicles available on State Contract, County Bid or Piggy Back bid that will also meet the operational needs of various departments.
- B. **Needs Assessment for Vehicle Replacement and Disposal of Surplus Vehicles** – Prior to making any purchases of new vehicles for Central Garage, full consideration will be given to the disposition of vehicles already existing in the County fleet. Justification regarding the type of new vehicles to be purchased or the need for additional fleet vehicles shall be provided to the Yates County Legislature by the Fleet Coordinator or his/her designee prior to purchase. The Replacement of vehicles will be based on the following factors:
  - a) **Age** – When a vehicle is three (3) years of age or more
  - b) **Mileage** – When a vehicle has accumulated over 75,000 miles
  - c) **Damage** – When a vehicle has been involved in an accident
  - d) **Deterioration** – If a vehicle has deteriorated to the extent that it is no longer economical to repair

In all cases, prior to procurement, the Fleet Coordinator or his/her designee will provide the following information to the Public Works Committee of the Yates County Legislature for approval:

- 1) Make and model of vehicle(s) identified for purchase
  - 2) Method of purchasing the selected vehicle
  - 3) Vehicle cost if available
  - 4) Vehicle to be replaced or justification for addition to Central Garage
- C. **Disposal of Vehicles** – After new vehicles have been procured and surplus vehicles meeting the Age and/or Mileage, Damage and Deterioration criteria stated above are identified, the Fleet Coordinator will advise the Yates County Public Works Committee. Surplus vehicles to be disposed of will be sold by public bid or by auction. All revenue from vehicle sales shall be returned to the Central Garage account.

4 **Central Garage Procedures** –

- A. **Assignment of Vehicles** –
  - a) All Central Garage vehicle must be reserved by completing a **Reservation Request Form** and emailing it to [centralgarage@yatescounty.org](mailto:centralgarage@yatescounty.org). A **Reservation Request Form** (Attachment B) has been developed for reserving vehicles. The Reservation Request Form is available on the Yates County Intranet.
  - b) The Reservation Request Form contains gray shaded boxes for the Department, Vehicle Preference, Thruway Travel and WEX Gas Card lines which are dropdown menus. Click on the dropdown boxes and select the appropriate choice for each line.
  - c) All requests shall be reviewed and acted on in the order they are received.
  - d) If there is a special need such as a client/customer transport then that should be noted on the request form.
  - e) The Fleet Coordinator or his/her designee will review the form and determine if the requested vehicle(s) are available on the date and time requested.
  - f) The Fleet Coordinator will attempt to reserve one (1) of three (3) requested vehicles in the selected order whenever possible. Vehicle availability and preference are not guaranteed.
  - g) If one (1) of the three (3) requested vehicles are available on the date(s) and time(s) requested, the reservation will be logged into the Central Garage reservation calendar and

the Reservation Form will be watermark stamped as **“Reserved”** with the reserved vehicle circled and the form returned via email to the employee requesting said vehicle.

- h) If none of the three (3) requested vehicles are available and another vehicle is available, the available vehicle will be assigned by the Fleet Coordinator or his/her designee and the Reservation Request Form will be watermark stamped **“Reserved”** and the assigned vehicle will be circled and returned by email to the requester.
- i) If there are no vehicles available the form will be marked **“None Available”**.

**B. Driver’s Information –**

- a) During normal Highway Department business hours all assigned/reserved vehicles and keys may be picked up at the Highway Department office.
- b) Outside of normal Highway Department business hours, reserved vehicle keys will be placed in a lock box near the Highway Department office for pickup. Keys being returned shall be placed in the large lock box at the same location.
- c) Each driver will be responsible for recording data as requested in the **Vehicle Logbook** (Attachment C) such as department, operator, date, mileage, gallons of gas pumped, location and any other comments or information deemed necessary.
- d) The Vehicle Logbook is a three (3) part form. The original white copy shall be returned with the vehicle keys, the second copy shall be turned into the appropriate supervising authority of the employee and the third copy shall remain in the logbook for reference.
- e) All drivers assigned to the vehicle will be responsible for the cleanliness of the vehicle interior. There are dumpsters located across from the Highway Department office that are to be used to deposit trash and debris from the Central Garage vehicles.
- f) If the vehicle is returned and Highway Department staff have to clean the interior of a vehicle of garbage, food, debris, etc., the labor costs for cleaning will be invoiced to the last user’s department. If upon entering a vehicle it is noticed by the user to be in an unsatisfactory condition due to leftover debris, food, garbage, etc., it should be noted in the Vehicle Logbook. Routine cleaning of the vehicle exterior and the interior floor mats and carpet will be done by Highway Department shop personnel.
- g) All Central Garage vehicles have assigned gas keys for use at the Yates County Highway Department fueling station. Drivers must utilize this facility for fuel.
- h) Drivers must fill the fuel tank whenever the fuel gauge reaches one half (1/2) or less prior to returning the vehicle to its designated parking spot.
- i) WEX Gas Cards are available for use during extended trips. WEX Gas Cards are to be used for county owned vehicles only. Instructions on the use of the WEX gas card (Attachment D) will be available at the time of pickup.
- j) Departments will be invoiced monthly on a per mile basis for the use of Central Garage vehicles. The current IRS mileage rate will be used for this calculation. E-Z PASS tolls will be invoiced at the actual rate.

**C. Personal Vehicle Use –**

- a) Central Garage owned vehicles shall be used by authorized employees on official county business whenever they are available. Personal vehicles shall not be used to conduct county business unless there are no Central Garage vehicles available or when prior approval by an employee’s supervising authority is given to the employee to use his/her personal vehicle.
- b) Exceptions may be made if, in the opinion of the supervising authority, it is more efficient to allow an employee to use his/her personal vehicle than to use a Central Garage vehicle. Exceptions such as this should be infrequent.
- c) When personal vehicle mileage reimbursement requests are made to the Treasurer’s office, the voucher must be accompanied by a **Vehicle Request Form** indicating that no vehicles were available on the date the employee’s personal vehicle was used or a completed **Request For Mileage Reimbursement (Attachment F)** form with written approval/authorization from the employee’s supervising authority.

**D. Policy Compliance –** Policy and procedures compliance will be monitored and handled by the Fleet Coordinator. For the purpose of compliance with this policy, the following standards must be met at all times:

- a) While employees are using a Central Garage vehicle, oversight of the vehicle must remain under the general administrative jurisdiction and direction of the supervising authority to which the employee is assigned.
- b) County vehicles shall be assigned to specific County officials and employees for specific county business purposes and tasks. Said vehicles may not be used for any unauthorized purpose nor to conduct personal, private, or non-County related business.
- c) County vehicles must always be operated in a safe and responsible manner and in compliance with all applicable motor vehicle and traffic laws and County policies in effect.
- d) Cell phones – To ensure compliance with NY State Law, the use of hand-held mobile phones while operating a County owned vehicle is prohibited. Hands free apparatus for communication devices may be used, as well as vehicle radios (if applicable), while operating a County vehicle. Hands-free calling should be conducted only if it does not interfere with the safe operation of the vehicle.
- e) Employees are responsible for any Vehicle & Traffic Law infractions or fines that result from their operation of Central Garage vehicles, and must report them to their supervising authority. The County is responsible for the mechanical upkeep and maintenance of the vehicles and will pay for any fines which are received as a result of a mechanical defect. This includes tickets a user may receive for mechanical items such as inoperable tail light(s), brake light(s), headlight, turn signal(s), etc.
- f) Any motor vehicle or property damage accident involving a Central Garage vehicle, regardless of severity, must be reported as soon as possible to the appropriate supervising authority and the supervising authority shall proceed with additional notifications per the procedures in Section 6, **Vehicle Breakdown/Accident Reporting Procedures**.
- g) Central Garage vehicles must always be maintained in a safe and secure location when not in use. They will be locked and/or under direct observation by the user.
- h) An employee noticing a potential mechanical problem with any County vehicle must note the problem in the Vehicle Logbook and be reported to either the Fleet Coordinator or the Fleet Maintenance Supervisor.
- i) County owned or leased vehicles shall never be operated by an individual who is under the influence of drugs or alcohol. Possession of drugs or alcohol in a County owned or leased vehicle is prohibited.
- j) The carrying of firearms and other weapons in a Central Garage owned vehicle is prohibited.
- k) Smoking and tobacco use is prohibited in all County vehicles (Local Law 1-18).
- l) The use of seatbelts by Central Garage vehicle occupants shall be per NYS Vehicle & Traffic Law.
- m) No advertisements, signs, bumper stickers or other markings of a political or commercial nature may be displayed on County vehicles at any time.
- n) County owned vehicles are required to have official license plates.
- o) Lost keys are the responsibility of the employee to whom the vehicle is assigned. The cost for replacement keys will be borne by the employee that lost them.

**E. Eligibility for use of Central Garage Vehicles –**

- a) All drivers, including volunteer drivers, shall adhere to this policy and must have a valid New York State driver's license and any necessary endorsements needed to operate their assigned vehicle.
- b) The County will participate in the Licensing Event Notification Service (LENS) Program administered by the NYS Department of Motor Vehicles in order to receive reports of driver license revocations, suspensions, or restrictions.
- c) All drivers, including volunteer drivers, must sign a **Vehicle Use Agreement** (Attachment A).

**F. Parking of Central Garage Vehicles –** All Central Garage vehicles shall be parked at the Highway Department facility in Benton Center or other designated areas at county facilities when not in use. When a Central Garage vehicle is removed from its designated

spot in the Baptist Church parking lot, the employee should park his/her personal vehicle in the designated spot until the Central Garage vehicle is returned

- G. **Vehicle Misuse** – The unauthorized or inappropriate use of a County vehicle is considered misuse and includes, but is not limited to, the following:
- a) Use of the County vehicle for personal gain.
  - b) Transportation of a family member or friend for non-work related activities.
  - c) Loaning the County vehicle to a non-County employee.
  - d) Any violation of this policy.

Misuse of a County vehicle may result in the revocation of vehicle use privileges and may subject the employee to formal disciplinary actions as deemed appropriate by the supervising authority after the supervising authority has been notified of an instance of misuse.

5 **Vehicle Maintenance** –

A. **Routine Maintenance** –

- a) The Yates County Highway Department Fleet Maintenance Supervisor is responsible for overseeing the routine service and maintenance of all Central Garage vehicles. All drivers of Central Garage vehicles will be responsible for recording vehicle use information in the **Vehicle Logbook** (Attachment C).
- b) All routine maintenance and repairs will be scheduled and completed by Yates County Highway Department unless it is determined by the Fleet Maintenance Supervisor to be more cost effective through an external source.

- B. **Unscheduled or Emergency Maintenance** – In the event of an unscheduled occurrence or concern during normal working hours such as an accident, warning lights, unusual noises/vibrations, flat tire, etc., the driver is responsible for reporting the concern to the Fleet Maintenance Supervisor (315) 531-3238 or the on-duty Yates County mechanics should the Fleet Maintenance Supervisor be unavailable. They will arrange for whatever troubleshooting and repair might be necessary. For similar occurrences during off hours, the driver should use the AAA cards or Roadside Assistance cards and notify the Fleet Maintenance Supervisor at his/her earliest opportunity that AAA or Roadside Assistance was used.

- 6 **Vehicle Breakdown / Accident Reporting Procedures** – In case of an accident, notify law enforcement and cooperate with their procedures. Obtain the accident report number from law enforcement. Drivers of Central Garage vehicles involved in an accident shall report the incident as soon as possible to their supervising authority and the supervising authority shall notify the County Administrator, Clerk of the Legislature and the Fleet Coordinator. The incident will be reported in detail on the **Accident Report Form** (Attachment E) and submitted to the supervising authority within twenty four (24) hours. The supervising authority shall submit the Accident Report Form to the County Administrator, Clerk of the Legislature and Fleet Coordinator. If a vehicle needs to be towed from an accident or a breakdown, when possible the vehicle should be towed to the Yates County Highway Department at 939 Rte. 14A, Penn Yan, NY. Vehicles will be equipped with AAA or Roadside Assistance cards and a sales tax exempt form.

Attachment A – Vehicle Use Agreement

I acknowledge and understand the following terms and conditions:

- 1) The County has made vehicles available for my use for the performance of official County business and duties. These vehicles may not be used for personal business.
- 2) Unauthorized use of the County vehicle may result in the revocation of vehicle privileges and cause me to be subject to appropriate disciplinary actions.
- 3) I have received, read and understand the Yates County Central Garage Policy & Procedures.
- 4) I am responsible for the vehicle while it is assigned to me.
- 5) I have a valid New York State driver's license and am allowing a copy to be made and attached to this agreement. I will notify my supervisor immediately if my driver's license ever becomes suspended, revoked or restricted and realize that these events may impact my vehicle use privileges. I give Yates County permission to validate my driver's license through the NYS LENS program.

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department

\_\_\_\_\_  
Supervising Authority Signature

\_\_\_\_\_  
Date

Yates County  
Central Garage

**Vehicle Request Form**

Request Date:

Department:

Employee:

Reservation Date(s): Pickup:  Return:

Time of Use: Pickup:  Return:

Vehicle Preference: (1)  (2)  (3)

Thruway Travel:

Wex Gas Card:

Comments:

Vehicle availability and preference is not guaranteed

[Email form to: centralgarage@yatescounty.org](mailto:centralgarage@yatescounty.org)



Vehicle ID: \_\_\_\_\_

Operator: \_\_\_\_\_

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

Date Out: \_\_\_\_\_

Date In: \_\_\_\_\_

Mileage Out: \_\_\_\_\_

Mileage In: \_\_\_\_\_

Fuel: Gals. \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### Attachment D – Procedure for WEX Gas Card Usage

WEX (Wright's Express) gas credit cards are available upon request to employees that have to travel out of County and/or for overnight travel that will result in the consumption of more than a full tank of gas. Employees should use the County-owned gasoline pumps (with the programmed fuel key) at the Highway Department facility in Benton Center for normal in-county vehicle usage.

- 1) When needed for long distance and/or overnight travel and upon request, WEX gas cards may be distributed to each user for the reserved vehicle assigned to them. If a WEX card is needed it should be noted on the Vehicle Request Form under the WEX Card dropdown.
- 2) WEX cards are the responsibility of the person they are distributed to. All necessary security precautions must be taken to protect the WEX cards.
- 3) After using the card, please make sure the card and the receipt are placed back in the protective sleeve. The card must be returned with the keys and the white copy from the Vehicle Logbook when the vehicle is returned to the Highway Department.
- 4) Any WEX gas cards that are lost or stolen must be reported immediately to the Yates County Highway Department office. Please call 315-531-3200 to report lost or stolen WEX gas cards.
- 5) Under **no** circumstance is a gas card to be exchanged or used by a person other than the one it is assigned to and it shall only be used with a County owned vehicle.



**Yates County Fleet  
Accident Report**

*Please File this Report with the Supervising Authority Within 24 Hours of Accident*

Date of Report: \_\_\_\_\_  
 Department: \_\_\_\_\_  
 Reported By: \_\_\_\_\_

**Vehicle Information**

Year: \_\_\_\_\_ Yates County Fleet  
 Make: \_\_\_\_\_ Vehicle #: \_\_\_\_\_  
 Model: \_\_\_\_\_  
 VIN: \_\_\_\_\_

**Accident Information**

Please be as descriptive as possible regarding the following information. This information will be used to report the incident and vehicle/equipment damage to the Insurance Company.

Date of Accident: \_\_\_\_\_

Location of Accident: \_\_\_\_\_  
*( Please use landmarks, house numbers and/or mile markers if possible)*

Driver of Vehicle: \_\_\_\_\_

Was a Police Report Done: YES  NO  If Yes, Police Report #: \_\_\_\_\_

Description of how the accident happened: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Were there any injuries: YES  NO   
 If yes, describe injury: \_\_\_\_\_

Were there others involved: YES  NO   
 If yes, list others/vehicles: \_\_\_\_\_

Were there any witnesses: YES  NO   
 If yes, list witnesses: \_\_\_\_\_

**Insurance Information**

Insurance Company Notified?: YES  NO   
 If yes, date of notification: \_\_\_\_\_

Attachment F – Request for Mileage Reimbursement

Date personal vehicle was driven: \_\_\_\_\_

Location personal vehicle was driven from: \_\_\_\_\_

Location personal vehicle was driven to: \_\_\_\_\_

Number of miles personal vehicle was driven: \_\_\_\_\_

Reason for use of personal vehicle instead of county car: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

If the request for a county car was denied, please attach a copy of the denial form

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

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

Date: \_\_\_\_\_

\*\*\*\*\*  
\*\*\*\*\*

Approved            1 Disapproved

Supervising Authority Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Resolution No. 110-19**  
**Motioned by: Holgate**

**Date: March 11, 2019**  
**Seconded by: \_\_\_\_\_**

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**APPOINT MEMBERS TO THE YATES COUNTY PLANNING BOARD FOR AT-LARGE AND TOWN OF BENTON POSITIONS**

**(Alicen Yonts, Robert Worden, Lawrence Strickland - At Large and Steven Hullings - Town of**

**Benton)**

WHEREAS, Alicen Yonts (115 Glencoe Ave, Penn Yan), Robert Worden (4496 East Bluff Drive, Penn Yan) and Lawrence Strickland (234 E. Main Street, Penn Yan) have expressed their interest to serve as “at large” representatives on the Yates County Planning Board, along with Steven Hullings (2384 Stape Road, Penn Yan) to be the representative from the Town of Benton, and being that each person’s experience and knowledge would provide the Board with a range of serving members;

NOW, THEREFORE, BE IT RESOLVED, that Alicen Yonts, Robert Worden and Lawrence Strickland are hereby appointed as at-large members of the Yates County Planning Board, and Steven Hulling is hereby appointed as a representative of the Town of Benton, for terms to expire on March 28, 2020 (Yonts), March 28, 2021 (Worden and Hullings) and March 28, 2022 (Strickland); and be it further

RESOLVED, that copies of this resolution be given to Alicen Yonts, Robert Worden, Lawrence Strickland and Steven Hullings, the County Planner, the Town of Benton, and a copy filed with the County Clerk.

**Resolution No. 111-19  
Motedioned by: Holgate**

**Date: March 11, 2019  
Seconded by: \_\_\_\_\_**

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**2018 BUDGET TRANSFERS**

BE IT RESOLVED, that the following transfers be made in the 2018 budget:

From:	To:	Amount:
A6102.54312 DSS-Med Assist	A6101.54311 DSS-Med Assist	\$ 6,900.00
A6102.54312 DSS-Med Assist	A6055.54303 DSS-Day Care	\$ 33,088.27
A6102.54312 DSS-Med Assist	A6119.54307 DSS-Foster Child Care	\$ 35,373.68

and be it further

RESOLVED, that copies of this resolution be given to the County Treasurer/Budget Officer and the Social Services Director.

**Resolution No. 112-19  
Motedioned by: Holgate**

**Date: March 11, 2019  
Seconded by: \_\_\_\_\_**

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**2019 BUDGET TRANSFERS**

BE IT RESOLVED, that the following transfers be made in the 2019 budget:

From:	To:	Amount:
A1625.51166 B&G-Cleaner	A9080.51507 Sick Bank	\$ 708.79
A1625.58100 B&G-FICA/Med	A9080.58100 Sick Bank FICA/Med	\$ 48.89
A6010.51410 DSS-Supp Inv.	A6010.54011 DSS-Consultant	\$ 3,000.00
A6010.44655 DSS-Day Care Fed	A6010.43655 DSS-Day Care State	\$ 75,045.00
A6055.44655 DSS-Day Care Fed	A6055.43655 DSS-Day Care State	\$ 198,600.00
D9010.58400 HWY-Retirement	D9089.58600 HWY-HRA	\$ 5,200.00

and be it further

RESOLVED, that copies of this resolution be given to the Treasurer/Budget Officer, Building Superintendent, Social Services Director, and Highway Superintendent.

**Resolution No. 113-19**

**Date: March 11, 2019**

**APPROPRIATE 2019 GTSC GRANT  
(Sheriff)**

WHEREAS, the Sheriff’s Department is to receive a New York State Governor’s Traffic Safety Committee (GTSC) grant for the year 2019; and

WHEREAS, these funds are not part of the 2019 budget;

NOW, THEREFORE, BE IT RESOLVED, that the following accounts be increased by \$2,500.00:

Revenue:	
A3110.44388 SH-GTSC	\$ 2,500.00
Appropriation:	
A3110.54954 SH-GTSC-Supplies	\$ 2,500.00

And be it further

RESOLVED, that copies of this resolution be given to the Sheriff and the County Treasurer/Budget Officer.

**Resolution No. 114-19  
Motioned by: Holgate**

**Date: March 11, 2019  
Seconded by: \_\_\_\_\_**

**APPROPRIATE CARRYOVER OF STATE INTEROPERABLE GRANT  
(Sheriff)**

WHEREAS, the Sheriff’s Department received a Grant from the NYS Division of Homeland Security and Emergency Services, Office of Interoperable and Emergency Communications in the year 2018 and a balance of \$326,126.58 remained at the end of 2018; and

WHEREAS, these funds are not part of the 2019 budget and can be carried over to the 2019 fiscal year;

NOW, THEREFORE, BE IT RESOLVED, that the following accounts be increased by \$326,126.58:

Revenue:	
A3020.43327 SH-FY18 SICG	\$326,126.58
Appropriation:	
A3020.52948 SH-FY18 SICG	\$326,126.58

And be it further

RESOLVED, that copies of this resolution be given to the Sheriff and the County Treasurer/Budget Officer.

**Resolution No. 115-19  
Motioned by: Holgate**

**Date: March 11, 2019  
Seconded by: \_\_\_\_\_**

**APPROPRIATE CARRYOVER OF FY17 SLETPP GRANT  
(Sheriff)**



NOW, THEREFORE, BE IT RESOLVED, that this grant is hereby accepted and the following accounts be increased in the 2019 budget:

Revenue:  
A3020.43322 SH-SLETPP \$351,776.00

Appropriation:  
A3020.52949 SH-SLETPP \$351,776.00

And be it further

RESOLVED, that copies of this resolution be given to the Sheriff and the County Treasurer/Budget Officer.

**Resolution No. 118-19**  
**Motioned by: Holgate**

**Date: March 11, 2019**  
**Seconded by: \_\_\_\_\_**

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**APPROPRIATE CARRYOVER OF DCJS GRANT  
(Sheriff)**

WHEREAS, the Yates County Sheriff's Department received a New York State Department of Criminal Justice Services grant for the year 2017 and 2018, an a balance of \$8,997.32 remained at the end of 2018; and

WHEREAS, these funds are not part of the 2019 budget and can be carried over to the 2019 fiscal year;

NOW, THEREFORE, BE IT RESOLVED, that the following accounts be increased by \$8,997.32:

Revenue:  
A3110.43326 SH-DCJS T101239 \$ 8,997.32

Appropriation:  
A3110.52965 SH-DCJS T101239 \$ 8,997.32

And be it further

RESOLVED, that copies of this resolution be given to the Sheriff and the County Treasurer/Budget Officer.

**Resolution No. 119-19**  
**Motioned by: Holgate**

**Date: March 11, 2019**  
**Seconded by: \_\_\_\_\_**

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**A RESOLUTION OPPOSING THE PROPOSED AND AMENDED 2020 EXECUTIVE STATE BUDGET IMPACTING AID AND INCENTIVES TO MUNICIPALITIES AND STATE COST SHIFTS TO COUNTIES**

WHEREAS, on February 15, 2019, Governor Cuomo announced a 30-Day Amendment to the 2020 Executive Budget making impacted towns and villages whole from changes to AIM funding by utilizing revenue from county sales tax; and

WHEREAS, instead of restoring AIM with State funding and signifying a desire by the State to act as partners with local governments, this budget amendment requires counties to make up for lost AIM funding with sales tax revenue, imposing a new mandate on counties; and



WHEREAS, already-existing unfunded State mandates are the cause of high local taxes in New York State; and

WHEREAS, counties were granted the authority to levy a local sales tax in the late 1960s to help pay for Medicaid, indigent legal defense services, and other state mandates on counties; and

WHEREAS, requiring counties to make up for the State's cut in AIM funding to villages and towns sets an unsustainable precedent and unnecessarily shifts the State's burden to local taxpayers who already pay some of the highest property taxes in the nation; and

WHEREAS, currently nine state mandated programs placed on counties equals more than 90 percent of the typical county property tax levy, and these mandated costs continue to grow; and

WHEREAS, cutting AIM funding in the first place is a tax-shift from broad-based State income taxes to regressive local property taxes; and

WHEREAS, replacing what had been State AIM assistance with funding from county revenues is simply a tax-shift that ultimately will result in higher property taxes;

NOW, THEREFORE BE IT RESOLVED, that Yates County supports the full restoration of this state aid program to local governments and urges the Governor and State Legislature to fully restore this state funding in the final 2019/2020 state budget; and be it further

RESOLVED, that copies of this resolution be sent to the counties of New York State encouraging member counties to enact similar resolutions; and be it further

RESOLVED that Yates County shall forward copies of this resolution to Governor Andrew M. Cuomo, the New York State Legislature and all others deemed necessary and proper.

**Resolution No. 120-19**  
**Motioned by: Dennis**

**Date: March 11, 2019**  
**Seconded by: \_\_\_\_\_**

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#### **APPOINT EXECUTIVE SECRETARY TO WORKERS' COMPENSATION COMMITTEE**

WHEREAS, Yates County is self-insured for Workers' Compensation; and

WHEREAS, an Executive Secretary needs to be appointed for said plan;

NOW, THEREFORE, BE IT RESOLVED, that Kerry Brennan, Personnel Officer, be appointed as Executive Secretary for the Workers' Compensation Fund effective March 11, 2019; and be it further

RESOLVED, that copies of this resolution be given to Kerry Brennan, the Yates County Treasurer, and the Acting County Administrator.

**Resolution No. 121-19**  
**Motioned by: Dennis**

**Date: March 11, 2019**  
**Seconded by: \_\_\_\_\_**

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#### **RESOLUTION URGING NEW YORK STATE TO FUND ALL COSTS ASSOCIATED WITH NEW STATE-ENACTED VOTING REFORMS IMPLEMENTED AT THE COUNTY LEVEL**

WHEREAS, New York State has some of the lowest voter turnout rates in the nation; and

WHEREAS, State Lawmakers have passed and the Governor has enacted a series of reforms to state election law and the voting process, including early voting, consolidating the federal and state primary dates, voter registration transfers, and same day voter registrations; and

WHEREAS, counties, through local Boards of Elections, are responsible for managing election operations, and paying for all or most of the costs of these operations; and

WHEREAS, the State's new early voting law requires counties to open polling sites for early voting for 10 days prior to any primary or general election, starting during the 2019 general election; and

WHEREAS, another state proposal would allow for same day voter registration, which would enable voting-age residents to register to vote and vote on Election Day; and

WHEREAS, these reforms will likely require counties to purchase and use electronic polling books, and make other investments in their election systems;

NOW, THEREFORE BE IT RESOLVED, the Yates County Legislature calls upon Governor Andrew M. Cuomo and the New York State Legislature to create a task force of state and local officials to determine the costs associated with implementing these voting reforms; and be it further

RESOLVED, that the State fund the costs associated with the new reforms; and be it further

RESOLVED that Yates County shall forward copies of this resolution to Governor Andrew M. Cuomo, the New York State Legislature and all others deemed necessary and proper.

**Resolution No. 122-19**  
**Motioned by: Dennis**

**Date: March 11, 2019**  
**Seconded by: \_\_\_\_\_**

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### **AUTHORIZE PROCUREMENT OF COMPUTER HARDWARE AND SOFTWARE BY WAY OF COOPERATIVE PURCHASING IN THE YEAR 2019**

WHEREAS, pursuant to Section Three (E) of the Yates County Procurement Policy and Procedures implemented on November 13, 2018 via Resolution No. 370-18, in instances where procurement by the competitive bidding process is not required, purchases of goods and services with a total one (1) year aggregate value of more than \$2,500 may be purchased through cooperative networks or other forms of cooperative purchasing, upon approval by the County Legislature and being deemed to be an adequate method of procurement in accordance with the Purchasing Standard (to wit: procured in a manner so as to assure the prudent and economical use of public moneys in the best interests of the taxpayers of the County, with such acquisitions being of maximum quality at the lowest possible cost under the circumstances); and

WHEREAS, Information Technology plans to make purchase(s) of Computer Hardware and Software within the calendar year 2019, of which such purchase(s) are not required to be made by the competitive bidding process, but have a total one (1) year aggregate value of more than \$2,500 (hereinafter referred to as the "Subject Purchase(s)"); and

WHEREAS, Information Technology wishes to make the Subject Purchase(s) through the following cooperative network(s) or other form(s) of cooperative purchasing:

- GSA - General Services Administration
- NIPA - National Intergovernmental Purchasing Alliance
- NCPA - National Cooperative Purchasing Alliance
- NJPA – National Joint Powers Alliance
- TCPN - The Cooperative Purchasing Network

and has demonstrated that purchasing from the same is in accordance with the aforementioned Purchasing Standard;

NOW, THEREFORE, BE IT RESOLVED, that Information Technology is hereby authorized to make purchase(s) of Computer Hardware and Software within the calendar year 2019 through the following cooperative network(s) or other form(s) of cooperative purchasing:

- GSA - General Services Administration
- NIPA - National Intergovernmental Purchasing Alliance
- NCPA - National Cooperative Purchasing Alliance
- NJPA – National Joint Powers Alliance
- TCPN - The Cooperative Purchasing Network

and be it further

RESOLVED that such method of purchase set forth above is in this instance an adequate method of procurement in accordance with the aforementioned Purchasing Standard; and be it further

RESOLVED, that a copy of this resolution be given to the County Attorney, County Treasurer and the Director of Information Technology.

**Resolution No. 123-19**  
**Motioned by: Dennis**

**Date: March 11, 2019**  
**Seconded by: \_\_\_\_\_**

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**SUPPORT SENATE BILL S2270 AND ASSEMBLY BILL A5029  
FINGER LAKES COMMUNITY PRESERVATION ACT**

WHEREAS, construction of a trash incinerator has been proposed for the Finger Lakes region; and

WHEREAS, siting a trash incinerator in the Finger Lakes region, with the associated adverse impacts of air and ash pollution, additional traffic on public roads, damage to the local tourism, winery and agriculture industries as well as the lakes and farmland throughout the area will significantly affect the thriving agriculture-tourism region; and

WHEREAS, three (3) of the largest landfills in New York State are located in the Finger Lakes Region, importing over three (3) million tons of trash per year; and

WHEREAS, the cumulative impact of adding more imported waste would have an extremely negative effect on the public health and safety of the community, the local businesses and lakes; and

WHEREAS, the Senate and Assembly have submitted bills to create the Finger Lakes Community Preservation Act which would prohibit the construction of incineration facilities in the Finger Lakes Region;

NOW, THEREFORE, BE IT RESOLVED, that the Yates County Legislature fully supports Senate Bill S2270 and Assembly Bill A5029 and urges their passing; and be it further

RESOLVED, that copies of this resolution be given to Senator Thomas O'Mara, Senator Pamela Helming, Senator Rachel May, Senator Rich Funke, Senator Brad Hoylman, Senate Majority Leader Andrea Stewart-Cousins, Senate Minority Leader John Flanagan, Assemblyman Philip Palmesano, Assemblyman Michael Cusick, Assemblywoman Barbara Lifton, Assemblywoman Carrie Woerner, Assemblywoman Donna Lupardo, Assemblyman Fred Thiele Jr., Assemblywoman Deborah Glick, Assemblyman Gary Finch, Assemblywoman Linda Rosenthal, Assemblyman Félix Ortiz, Assemblyman Steve Englebright, Assembly Minority Leader Brian Kolb, Speaker of the Assembly Carl Haestie, Assembly Majority Leader Crystal Peoples-Stokes, and Governor Andrew Cuomo.

**Resolution No. 124-19**

**Date: March 11, 2019**

**Motioned by: Dennis**

**Seconded by: \_\_\_\_\_**

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**FILE COUNTY OFFICERS ANNUAL REPORTS WITH CLERK OF LEGISLATURE**

RESOLVED, that all County Officers' reports be filed with the Clerk of the Legislature by April 1, 2019 and that said copies will be in the form of electronic and hard copy; and be it further

RESOLVED, that copies of this resolution be forwarded to all County Departments.

**Resolution No. 125-19**

**Date: March 11, 2019**

**Motioned by: Dennis**

**Seconded by: \_\_\_\_\_**

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**ADOPTION OF THE STATE OF NEW YORK DEFERRED COMPENSATION PLAN**

WHEREAS, Yates County wishes to adopt the Deferred Compensation Plan for Employees of the State of New York and Other Participating Public Jurisdictions (the "Plan") for voluntary participation of all eligible employees; and

WHEREAS, Yates County is a local public employer eligible to adopt the Plan pursuant to Section 5 of the State Finance Law\*; and

WHEREAS, Yates County has reviewed the Plan established in accordance with Section 457 of the Internal Revenue Code and Section 5 of the State Finance Law of the State of New York; and

WHEREAS, the purpose of the Plan is to encourage employees to make and continue careers with Yates County by providing eligible employees with a convenient and tax-favored method of saving on a regular and long-term basis and thereby provide for their retirement;

NOW, THEREFORE BE IT RESOLVED, that the Yates County Legislature hereby adopts the Plan for the voluntary participation of all eligible employees; and it be further

RESOLVED, that the appropriate officials of Yates County are hereby authorized to take such actions and enter such agreements as are required or necessary for the adoption, implementation, and maintenance of the Plan; and it be further

RESOLVED, that the Administrative Services Agency is hereby authorized to file copies of these resolutions and other required documents with the President of the State of New York Civil Service Commission.

Adopted the 11<sup>th</sup> day of March, 2019 at a meeting of the Yates County Legislature.

I hereby certify that Yates County is a local public employer within the meaning of Section 5 of the State Finance Law and that the adoption of the Plan has received all required approvals of any local governing body or officer and otherwise complies with local law.

Witnesseth:

By:

Douglas Paddock, Legislature Chairman

Consent of the Deferred  
Compensation Board of the  
State of New York to  
Local Public Employer's  
Participation

By:

\* A local public employer eligible to adopt the Plan pursuant to Section 5 of the State Finance Law includes: a county, city, town, village or other political subdivision as defined in Section 131 of the retirement and Social Security law or civil division of the State; a school district or other governmental entity operating a public school, college, or university; a public improvement or special district, a public authority, commission, or public benefit corporation; or any other public corporation, agency or instrumentality or unit of government which exercises governmental powers under the laws of the State.