

GOVERNMENT OPERATIONS AGENDA
Location: Yates County Legislative Chambers
Date: July 6, 2020 at 1:30 p.m.

NOTE:

- Maximum attendance at any meeting is limited to 50 persons.
- Considering 14 Legislators, the Clerk of the Legislature and the County Administrator, Public attendance will therefore be limited to 34 persons
- If it is desired to address the committee (or Legislature) it would be appreciated that the Clerk of the Legislature be contacted to assure that there will be capacity in the room. (Phone 315-536-5150 or email chayes@yatescounty.org)
- Wear a mask when not seated.
- Wear a mask if not able to maintain 6 feet from adjacent persons (i.e – social distance)
- Attendance can also be by ZOOM; the login information is below

Yates County Committee Meetings Scheduled for Monday July 6th & Tuesday July 7th 2020

Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to join.

<https://zoom.us/j/95039311471?pwd=YVZWZGtNTFloa2dWYU5tTDN6NnIrUT09>

Webinar ID: 950 3931 1471

Password: 687390

Or join by phone:

Dial

US: +1 646 558 8656 or +1 312 626 6799

Committee members: Ed Bronson, Dick Harper, Carlie Chilson, Tim Cutler, Jim Multer, Bonnie Percy

- Ed and Dick will sign the audit this month
- Approve minutes of the June meeting
- Public Comment

County Attorney – Scott Falvey

- Resolution Authorizing the Chairman To Enter Into A Contract Concerning The Provision Of Westlaw To The County Attorney

Legislative Operations

- Meetings and public hearings will be held in-person with appropriate measures (distancing, masks, sanitizing, etc.) Scott is researching allowable methods for public participation in the event seating capacity of the chambers is exceeded and/or participants do not wish to travel to the site.
- Point of Sale of Marijuana – Carlie. YSAC wishes municipalities to be prepared to prevent shops from opening near schools, playgrounds, etc.

Elections Robert Brechko/Robert Schwarting

- State Legislative update
- June Objectives
- COVID-19 related measures
- July Goals and Objectives

Soil & Water Colby Petersen

- Watershed Inspection/KWIC
- Keuka Lake 9E
- Hydroseeding
- AEM-Agricultural Environmental Management
- Soil & Water Summer Newsletter

Cornell Cooperative Extension Arlene Wilson

- Program updates

IT – Tim Groth

- Statistics
- Project updates

County Clerk Lois Hall/ Molly Linehan

- Statistical reports
- DMV updates

Clerk of the Legislature – Connie Hayes

- Adopt Standard Workday Resolution
- Renewal Resolution Of The Legislature Of The County Of Yates, Increasing Taxes On Sales And Uses Of Tangible Personal Property And Of Certain Services, On Occupancy Of Hotel Rooms and On Amusement Charges, Pursuant To Article 29 Of The Tax Law Of The State Of New York

Personnel Kerry Brennan

- Restoration Plan/Front Desk update
- Employee Handbook updates
- County Office Building Emergency Procedures Guide

Resolutions:

- Adopt Local Law 5-20 Entitled: A Local Law Amending County Of Yates Local Law No.1 Of The Year 1956 – A Local Law Establishing A Plan Of Self-Insurance As Provided For In Article 5 Of The Workmen’s Compensation Law, And Providing For The Administration Thereof
- Adopt Yates County Employee Handbook
- Amend Non-Union Salary Resolution
- Amend Hourly Salary Resolution

County Administrator Nonie Flynn

- Project Status Report as it relates to Government Operations

EXECUTIVE SESSION . If needed

**AUTHORIZE CHAIRMAN TO ENTER INTO A CONTRACT CONCERNING THE
PROVISION OF WESTLAW TO THE COUNTY ATTORNEY**

WHEREAS, during his tenure, the County Attorney has utilized the online research database commonly known as “Westlaw” for the purposes of conducting legal research; and

WHEREAS, Westlaw is provided by West Publishing Corporation, aka Thomson Reuters, aka Thomson Reuters – West; and

WHEREAS, circumstances dictate that a new contract concerning the utilization of Westlaw by the County Attorney is needed;

NOW, THEREFORE, BE IT RESOLVED, that the Chairman, upon approval of the County Attorney, is hereby authorized to execute a contract on behalf of the County with West Publishing Corporation, aka Thomson Reuters, aka Thomson Reuters - West for the provision of Westlaw to the County Attorney, upon the following material terms: Westlaw Product – West Proflex, Minimum Term and Charge – 12 months @ \$199.96 per month, as well as execute all other appropriate and necessary documents related to such contract; and be it further

RESOLVED, that the County’s general liability insurance requirement is hereby waived with respect to said contract; and be it further

RESOLVED, that copies of this resolution be given to the County Attorney.

To: Government Operations Committee
From: Bob Brechko, Rob Schwarting
Date: July 1, 2020
Subject: Monthly Report for July 2020 Meeting

State Legislative Update: No action by the Governor or Legislature at this time. The Legislature must act on setting the petitioning procedures for putting Independent Candidates on the November Ballot. Also, the Legislature must act on setting the procedures for the postponed April Village Election that is now scheduled for September 15th.

Issues of significance or needing to be resolved: The BOE is preparing to implement procedures that respond to the two issues above. Also, the BOE has to respond to a large number of applications by Democrats who were sent special absentee ballot applications for the Presidential Primary that erroneously applied for an absentee ballot for the General Election. The COVID-19 pandemic has created anxiety and fear of infection that is causing many voters to request absentee ballots for the General Election and testing the limits of the definition of “Temporary Illness.”

June Objectives Achieved:

- Operated the office under State mandated postponements and County mandated staff reduction and closure. While the office was closed to the public, various staff and poll inspectors were called in for machine configuration and testing, and for 9 days of early voting.
- Website was updated 6 times with new Corona virus – BOE information
- Prepared preliminary contract language for a cybersecurity grant to implement security enhancements and mitigations recommended by the Grant-Thorn study. Held an in depth meeting with IT and our state funded technical advisor to develop a plan of work.
- Documented expenses eligible for reimbursement under the Care Act (absentee balloting, sanitation, personal protective equipment, etc.)
- Implemented a consolidated countywide voting plan. Gained valuable experience in use of the electronic poll books when changing fundament set ups.
- Spun up the emergency voting site plan for the Election Districts in the Town of Milo using the Maintenance Building here in the County Office Complex. It went very well.
- Received excellent support from several county departments with several short fuse requests for pre-election planning assistance, equipment and supplies, and use of facilities. Planning and execution of a safe COVID-19 impacted election was smooth in all regards.
- Conducted a consolidated Primary for the SAM party and conducted a Democratic Party Presidential Primary.
- Met all state routine and many special reporting requirements
- Processed an absentee ballot mass mailing, processed ballot requests (1097 applications received) and also processed sent and returned ballots (867 out and 734 received back). Implemented time saving measures provided by registration system administrator NTS.
- Completed mandatory county training topics for thirty of the 120 poll inspectors; updated training access with HR.
- Conducted training for and coordination of the Primaries by WebEx.
- We deployed on-demand printers at all town polling sites. Obtained excellent data and experience on deployment, use, and recovery.

Coronavirus related measures have precipitated the following:

- Responded to a State BOE lawsuit and agreement with an affirmative action for voters who were blind or had severe disability related needs by adding special ballot access notices and links on the county website. Also, the BOE prepared a special computer readable ballot through a third party vendor. As with most procedures to assist voters with challenges, it went unused.
- Implemented special Poll Inspector protection procedures

July Goals and Objectives:

- Continue to coordinate cybersecurity grant with IT, complete and file with state by August 1st.
- If possible, finalize the contingent use of an alternative back up to the County Office Building IAW the Emergency Operations Plan. Continue discussions with the Benton Fire Department.
- Complete the majority of county mandatory training for Poll Inspectors by September 1st.
- As soon as travel is possible, complete maintenance and parts replacement per warrantee of the Imagecast machines by Dominion staff.
- Update and configure the OKI Data Printers for larger ballots.
- Develop Budget for 2021
- Prepare new training material to use during WebEx for Poll Inspector training.
- Conduct extensive After Action Reviews with Poll Inspectors/Chairs regarding newly implemented ballot account procedures (time saving measures), use of on-demand ballot printers, proposed new procedures and revised training such as using WebEx.
- Reconfigure staff for the General Election so as to handle high volume of absentee balloting, full implementation of reduced staff at poll sites and increased State BOE demands for information
- Reschedule Recertification Training
- Check poll inspector availability (COVID-19 related) for the November GE, and recruit new poll inspectors as needed.



**Soil and Water Conservation Districts
in New York State**

Protecting Today, Preserving Tomorrow

**Yates County Soil & Water
Conservation District**

417 Liberty Street
Penn Yan, New York 14527
(315) 536-5188 fax (315) 536-5136
Colby@ycsoilwater.com

Government Operations Report July 2020

Watershed Inspection/KWIC:

Staff have completed 140 of an estimated 400 inspections in the Towns of Barrington, Jerusalem, Milo, Torrey and the Villages of Dresden and Penn Yan. Zone 1 letters have gone out, past due letters and notices of violation are going out soon. District staff have completed 40 engineered plan reviews, 30 site evaluations/soils investigations and 11 hours of assistance to other watershed inspectors as the Contract Watershed Manager this year.

Keuka Lake 9E

The Project Advisory Committee (PAC) meeting was held on June 29 with an attendance of 37. The presentation will be available on the SWIO and KWIC websites. The PAC's purpose is to help shape the 9E plan and it's direction. The PAC is intended to be comprised of representatives of all the various interest groups in the watershed including but not limited to: businesses, municipalities, farmers, lake front owners, watershed organizations, etc.

Hydroseeding

Staff have seeded 6 sites in the month of June for home owners, covering over 1.5 acres. Drought conditions have made seeding success difficult. We have switched over to the use of our bale mulcher while the dry conditions continue. The bale mulcher shreds small square bales of straw for mulch cover. The straw preserves moisture much better than the wood fiber mulch in hydroseed.

AEM-Agricultural Environmental Management

A new grant application for the Seneca Lake Watershed has been submitted for consideration under Round 26 of the ag non-point source grant funding opportunity through NYS Ag & Markets.

Preparation for the 2021 Soil Health Workshop is underway. A newsletter/survey is scheduled for mailing on July 7th, the mailing is attached.

YATES COUNTY SOIL AND WATER CONSERVATION DISTRICT SUMMER 2020 NEWSLETTER

Review of the February 2019 Soil Health Workshop

Jerry Martin and Jeff Stoltzfus from Penn State University Extension. Jerry & Jeff have worked for many years with farmers in the Chesapeake Bay Watershed on water quality projects due to extensive pressure from the Environmental Protection Agency and Pennsylvania law. We have a lot to learn in our area as we face pressure due to harmful algal blooms in the Finger Lakes. Our neighbors to the south have been facing this pressure since the 1980's. Topics covered by Jerry & Jeff included –

- Know your farm – Environmentally sensitive areas, manure sources, water flow patterns
- Know how nutrients behave and leave your farm
- Understand how surface and groundwater flow through your farm
- Understand farmstead sources of nutrients and control (barnyards, milkinghouse drains, silage)
- Manure storages – use proper engineering and construction standards
- Pasture congregation areas – vegetated vs non-vegetated pasture areas
- Nitrogen and Phosphorous behavior in the environment

Anthony Prestigiaco – NYS DEC Finger Lakes Watershed HUB – Tony presented information on what is currently known and not known about the bacteria that cause the harmful algal blooms (HAB's) in water.

- Caused by Cyanobacteria – amongst the oldest living organisms on our planet making them very well adapted to survival
- HAB's are present in high and low nutrient lakes, bloom triggers not fully understood
- Toxins from blooms have been found in local drinking water supplies
- Wild cards affecting HABs – climate change, wind speed, lake orientation, zebra & quagga mussels, timing and interactions
- DEC HAB's program includes monitoring, surveillance, testing, data analysis, reporting, education/outreach, research, mitigation
- Twelve lakes in NYS are developing HAB action plans

Tom Eskildsen – Yates County Soil & Water Conservation District – Tom covered regulation on agriculture in surrounding states and what exists in NYS

- Water quality problems in our local lakes is the avenue to regulation
- Required in NYS – If you participate in federal programing – soil erosion plans on highly erodible land, wetland compliance
 - CAFO – Managed by NYS DEC – Regulated at 200 dairy cows; 300 beef cows, heifers, veal calves; 750 swine; 25,000 chickens – Full nutrient management plan and 100% containment of all farmstead runoff
- Pennsylvania requires every animal farm to have a manure management plan and a soil erosion plan regardless of federal program participation.
- Vermont has a calendar-based winter manure spreading ban
- Maryland requires all farms that apply manure and fertilizer to have a nutrient plan
- Chesapeake Bay – Requires all states to have sediment and nutrient reductions by 2025 or face regulation.
- What can we do locally? – work together as a community and not point fingers! Everyone has a part in maintaining our local way of life

Laura Bailey – Yates County Cornell Cooperation Extension – Laura covered agricultural invasive species in our area

- How invasive species spread and their impact on agriculture
- Invasive species includes weed and insect pests
- Local invasive insects include spotted lanternfly, brown marmorated stinkbug, spotted wing drosophila, & hemlock wooly adelgid
- Learn to identify and control methods of each

Sarah Pethybridge – Cornell University assistant professor of plant pathology – Sarah covered white mold control in soybeans utilizing IPM and no-till practices

- White mold has a broad host range of over 400 plant species
- Crop loss by diseased pods and a reduced number of beans per pod
- Control strategies – Rotate crops, canopy airflow, fungicides
- In season control – timing of first application is critical
- Rolled / crimped cereal rye showed promise for control while providing erosion control

Review of the March 2020 Soil Health Workshop

Jerry Martin & Jeff Stoltzfus from Penn State University Extension returned for additional information and projects they have worked on. Topics included:

- Practices for nutrient control and water retention – need to understand nutrient sources and control methods – all effective management practices require a combination of money, time, inconvenience
- Keep clean water clean – Roof water control, proper underground outlets, surface water control before entering farmstead areas
- Treat contaminated water – grass, grass, grass; send to manure storage if available
 - Vegetated treatment areas – spread runoff evenly through area – not concentrated
- Remove manure - stabilized surface to allow for scraping, curbing
- 80% rule – It is better to control 80% of the problem than to insist on 100% control
- There are hundreds of ways to “adequately” control nutrients that won’t meet standards
- Keep cattle out of areas when conditions are wet / muddy
- Cover crops – September planting has much more options than October
- Most leaching occurs in March and April making cover crops active then most important
- Pennsylvania requires a cover crop for winter manure spreading
- Cover crops in vegetable plots can have large positive impacts – reduce erosion, cleaner fruit, ease of harvest, cooler microclimate

Mark Ochs – Ochs Consulting – Mark discussed nitrogen fertilizer stabilizers

- Product choice depends on if you need surface loss prevention (volatilization) or subsurface loss protection from denitrification or leaching
- Nitrate N cannot attach to soil particles making it readily available to leach
- Nitrification of applied ammonium is rapid – rates affected by soil temperature, pH, water
- Up to 100 pounds of nitrate in 5 days can be lost under the right conditions
- Use inhibitors on very early pre-plant incorporated N; Soils with drainage problems
- Nitrification inhibitors can delay conversion for 4 to 10 weeks
- Base the use of your product on your specific site and what type of Nitrogen you are trying to protect

Karl Czymmeck – Cornell University ProDairy Program – Karl discussed harmful algal blooms in NYS and manure application strategies during difficult weather conditions

- Harmful algal blooms are on the rise in NYS
- Nutrients in a watershed come from many sources – not just ag!
- Agriculture is dense in our area making for very little amounts of phosphorous loss per acre adding up over a whole watershed
 - Also means we can make significant gains with small reductions
- Climate change is occurring – warmer temperatures, increased rainstorm intensities are making things more difficult with the NE portion of the US being more affected
- Studies have shown frozen ground manure applications can be more susceptible to runoff but can also be done properly with little chance for runoff
- So, what can we do?
 - Fields – maintain soil phosphorous levels in a good range
 - Time applications of manure appropriately (adequate manure storage)
 - Setbacks from water resources adjacent to cropland (maintain a buffer)
 - Monitor tile drains before, during, and after spreading
 - Manure – Test it; know the spreading rate; don't spread before rain or snowmelt; identify when soil is saturated frozen and avoid;
- Winter & wet weather spreading – find low risk fields, increase setback distances, have emergency spread fields available
- Have a manure spill response plan

David DeGolyer – Western NY Crop Management Association – Dave discussed problematic weed species and varied control options

- Horseweed / Maretail; Tall Waterhemp; Palmer Amaranth
- Resistance to herbicides in weeds can occur very quickly
- There are over 500 weeds with some form of herbicide resistance
- Rapid increase in Group 2 herbicide resistance (ALS inhibitors)
- Concern is growing with glyphosate resistant crops and multiple applications of a single product
- Maretail has shown resistance to 5 chemical modes of action; Palmer amaranth to 8 modes
- Know your enemy – learn to identify if you have multiple resistant weeds on your farm
- Resistance management – rotate crops, rotate chemical sites of action
- Soil health – healthy crops will outcompete weeds
- Cover crops have shown very effective at smothering out problem weeds

These workshops have been sponsored by the Yates County Soil & Water Conservation District and the Town of Milo agricultural advisory committee. Assistance has been provided by Cornell Cooperative Extension of Yates County. Financial assistance provided by: Seneca Lake Pure Waters, Keuka Lake Association, Lyons National Bank, Bank of the Finger Lakes, Monroe Tractor, LandPro, Blowers Agra Service, and Nutrien Ag Solutions.

Summer of 2019 also saw a farm walk on two small dairy farms in Yates County. These farms were treated as if current NYS regulations were needed with discussion on the various practices the farm would need to implement for farmstead practices, field erosion, and manure spreading. Food safety principles in vegetables was touched on as well.

The Yates County Soil & Water Conservation District and the Town of Milo agricultural advisory committee are interested in continuing these educational workshops for ALL farms in Yates County. We would like to know what topics are of interest to you. Please select from the list of topics below or use the extra space at the bottom to suggest another topic. Workshops can be winter time meetings or summer outdoor workshops (please label if you have a preference). Also if you have a speaker of interest to you please suggest that below.

Circle all that interest you

Improving soil quality	Utilizing & understanding manure nutrients
Cover crops	Harmful algal blooms
Reduced tillage options	Pasture Management
Tile drainage – what’s new?	Organic crop production
Farmstead water quality practices	Field erosion control practices
Withstanding heavy rainstorms	Understanding fertilizer differences
Composting manure	Composting animal mortalities
Insect and weed management – ID & Scouting	Integrated Pest Management Strategies
Farmer panel of what’s worked for them and what they have struggled with	Feed management strategies
Pathogen Management strategies	Manure storages
Stream management	DEC Pesticide Credits
Crop nutrient removal rates	Soil testing and understanding results – PPM vs lbs/acre; base saturation; CEC
Contour farming principles	Pesticide resistance strategies

Others???

Please mail back to Tom Eskildsen at the Yates County Soil & Water Conservation District at 417 Liberty Street, Penn Yan, NY 14527 or fax to 315 – 536 – 5136 by August 1st if possible.

Yates Cooperative Extension - Program Report Summary

				<u>June</u>			
	Workshops/ Ed. Events	Farm/Home People Reached	Office Visits/ Phone/Email	Month's Workshops/Ed. Events	Annual Goal Workshops	Year to Date People reached	Annual Goal People Reached
Agriculture			3		10	170	290
	SMV Work					132	
Orchards/Fruit			1			3	100
	Vegetable	Grape Update newsletter	75			90	100
	Grape						
	Dairy			1		1	
	Energy	Farm visits/education				58	100
	Food Safety		6	1	3	29	
		OFRR	1	1		1	
	FL Produce					51	
	Pesticide				2	2	20
	Soil Health				2		50
	Farmland Pr			1		3	20
	Social						
Nutrition/ Life							
	Social						
	Social						
Horticulture			12				
	Community				6	0	
	Master				4	0	200
	Master			3		5	
	Garden Ed.	50			3	9	30
	Workshops						
	Social	Camp Corey Tea Garden	114				203
	Media Posts	Video					
	Social	Seedling Selection Video	48		3	340	300
	Media						
	Social	Potato Planting Video	80			128	
In House							
				Edition Published		Copies to date	
Food Pantry Brochure*						150	
Yates Farm Update 5th ed. Mailed May 25th						350	
Forest Owner						12	
Hiking Guide				100		110	
Gardening Matters newsletter				50		55	50
Lake Living						5	250
Harvest NY							100
Finger Lakes Grape Program							500
Cornell Vegetable Program							500
Dates for Yates (4-H newsletter)						30	

Yates Cooperative Extension - Program Report Summary

				June			
				articles published		articles to date	
External							
Chronicle Exp.	sanitize press release			4	6	4	
The Observer				4	6	4	
Finger Lakes Times					2	5000	
Lake to Lake Bullentin					2	0	
F.L.A.M.E.				1	5	7500	
Youth Programs							
4-H						0	
4-H Youth						43	70
4-H Teen	Teen Group Zoom mtg.					4	
4-H Public						17 [13]	
4-H Clubs						20	
4-H Youth	Dog Obedience Virtula Class	6	4	2		934	
Non 4-H	Dog Obedience Virtual class			2		5	
Extended					18		30
Extended					12		20
St. Michaels							30
Rainbow						24	10
Other &						2	300
4-H Events							250
Nutrition							
Eat Smart NY					2		
Fruit/Veggie					6		
Life Skills							
TANF					17	20	2 of 17
Client Case		5	24			10	20
Natural Resources							
Earth Day						10	
Master	Research & Update	20		1		30	
Forest Owner	workshop						
Terrestrial IS	Tree Pests Live Presentation	15	4	1		15	
Watershed IS	Shoreline Monitors Training	10				12	5000
Research	Swallowwort Project mtg.	5				2	
Social	Invasive Species Week	4000				4000	4000
Media Post	Postings						
Social	Black Swallowwort Info. Video	110			3	119	352
Media Post							
* FLCC Intern project							

Program Report Summary June 2020							
	Workshops/ Ed. Events	Farm/Home People Reached	Office Visits/ Phone/Email/ Queries	Month's Workshops/Ed. Events	Annual Goal Workshops/ Ed. Events	Year to Date People reached	Annual Goal People Reached
CCE Yates FB Pages (3) adding critical COVID 19 content for: Dairy, Veg. growers, farm workers, public (food distribution, \$\$, Etc.)							
CCE Youtube Page Created							
Homemade Chocolate Ice Cream video with Samantha (Dairy Month)					862		June
Youth Summer Activity Booklet - Puzzels, scavenger hunt, coloring, puzzles, etc.					200+		End of June/July
Dog Obedience Program: Cohort II							July/August
Finger Lakes 4-H Launchpad	Monday thru Friday live activities on Facebook						
Round One							
NY Clean Hand Sanitizer			Distribution	Remaining	Employees Served	June 22nd	
White cotton masks			764	236			
2 oz. spray			100	0			
1 gallon bottles			243	465	770		
Round Two NY Clean	(supplies received for fall 2020)				700+	June 8th	
<u>(COVID-19) Seasonal Farm Worker Safety Guide</u>							June 19th
Distribution List 200+	Drop Spots (Printed Copies):	50	Emails (Electronic copies):		150		
	Martin Hardware		Farmland Protection Board				
	Himrod Hardware		CCE Yates Board (Past & Present)				
	Cleason Horst		Co. Legislature				
	Eastview Veterinary Clinic		Yates Admin list				
			NYS Farm Bureau members				
			CCE Upstate Ag. Educators Listserv				
<u>(COVID-19 2nd edition) of Yates County Dairy and Livestock Farmers Update</u>							June 26th
Upcoming presentations/Workshops/videos:							
<u>Natural Resources</u>			<u>4-H/Youth</u>				
HABS and Mussels Connection Webinar			Family Animal Science Quiz Bowl		June 30th		
Lake Friendly Living Presentation			Virtual 4-H Exhibit Hall Project Spotlight		July		
			4-H Activity Kits		July		
			4-H Virtual Cooking (Mug Mondays)		July		
<u>Gardening</u>			County Fairground Activities:		August		
How to prepare a Soil Sample			Animal Science Shows Exhibit Hall		July		
Development of After School Programming Model (Garden Club)			Development of After School Programming Model (Cooking Club)		September		
PY Elementary School Garden			Dundee School District		September		



YATES COUNTY INFORMATION TECHNOLOGY

417 Liberty Street, Suite 2027

Penn Yan, New York 14527

Phone: 315-531-3444

Fax: 315-531-3226

MEMORANDUM

To: Government Operations Committee

From: Tim Groth
I.T. Director

Date: July 1, 2020

Re: Report for June 2020

SUMMARY

- **Help-Desk calls**
 - In the month of May, the I.T. Help Desk took in 267 calls

- **I.T. Project Update Summary**
 - Firewall Upgrade
 - NYSBOE County Election Infrastructure Risk Remediation Project
 - Veteran Services Office & the Assigned Counsel Office Relocations
 - Time Clock Plus Update
 - Empire Access connection from the County Office Building to Highway Facility
 - Internal/External Vulnerability Scanning and Penetration Tests of the County Network

Project Updates

- **Firewall Upgrade**

We are continuing to roll-out additional features of the new Firewall. We are currently working with the vendor on cutting over to the email spam filtering and email encryption features, but due to some operational concerns we are currently still using the previous Barracuda SPAM filter solution which I had to extend the licensing during this period of testing for security reasons.

- **NYSBOE County Election Infrastructure Risk Remediation Project**

I have been working with the assigned technical advisor from the NYSTEC group (NYS Remediation Partner Group) and Entre Computer technical staff on completing and submitting the Yates County BOE Remediation Plan by the targeted date of August 1st.

- **Veteran Services Office & the Assigned Counsel Office Relocations**

We completed the relocation of all the I.T. assets for the Veteran Services office and the Assigned Counsel office.

- **Time Clock Plus Update**

Our current Time Clock management software support will end mid-December of this year and the company has notified us that they are moving all customers to a Cloud Solution model. What this will mean for the County is that all user access will take place on their servers as well as all maintenance and upgrade requirements to the software. They will take on all backup responsibilities of the data and Windows patch management as required. There will be a realized cost savings for Windows licensing, management, storage and backup costs, however they will be increasing their support and licensing costs as well. There is a possibility they will extend our current support and let us remain on our in-house solution due to the current COVID issues, but that is still yet to be determined.

- **Empire Access connection from the County Office Building to Highway Facility**

The fiber build-out project from the County Office Building to the County Highway facility has been completed by Empire Access as well as the installation of the equipment required to link the two facilities. Empire Access is working on the configuration of the equipment to complete the link. Once this has been completed, we will confirm connectivity and do some testing prior to cutting over to the new connection.

- **Internal/External Vulnerability Scanning and Penetration Tests of the County Network**

I have been working with the NYS Department of Homeland Security and Emergency Services (DHSES) on the scope of work to complete all testing. With the recent COVID issues their efforts this year have been significantly hampered in completing these tests for multiple counties, but we should be able to have all testing completed by mid to late August.

INTER-OFFICE CORRESPONDENCE

YATES COUNTY

TO: Ed Bronson, Chair
Legislators Government Operations Committee

FROM: Lois Hall, County Clerk

SUBJECT: Updates—County Clerk's Office

DATE: July 1, 2020

STATISTICAL REPORTS

DMV fees for retention collected for May 2020, \$9,523.85 with \$29,480.52 sales tax collected.
COPRS Internet fees collected year to date \$1066.86.
County Clerk transactions 1316 and fees collected \$238,694.00.

Our surrounding counties Seneca, Cayuga, Steuben, Ontario, Wayne and Schuyler are running pretty much the same as we are. Open by appointment, masks to be worn, gloves and social distancing.

Clerk's offices say the appointment process is working well.

Our office has not had any issues with the appointments that have been made.

Courts will re-open to July 1, 2020 to select in-person operations. This will increase the court work in the clerk's office as there has been a pause in the court proceedings since the COVID outbreak.

In person pistol permit appointments will resume July 1, 2020. Pistol permit paperwork is also being handled by the mail when possible.

We are continuing to operate as close to normal as possible.

The Commissioner of DMV has been silent as far as protocols for county run offices. June 1, 2020 directives for the state run offices were sent.

The County Clerks were informed that we run the county offices and each county has its own protocol as far as opening. The Albany office has been very vague. Each time I have contacted the liaison I have been told there will be directives coming but no clear time frame when that will be. (There is a press release attached from Frank Merola, Rensselaer County Clerk that says it all).

As for Phase 3 certain regions would possibly be allowed to go forward with in person transactions by appointment for county residents only. CDL Permits are now allowed, CDL Road tests, Class D road tests and permits July, 1.

Wayne and Seneca DMV with restrictions of county resident's s are accepting customers in the offices for all transactions by appointment. Licenses, permits, ID's are for county residents only. Schuyler, Yates, Ontario, Cayuga, Wayne and Steuben are implementing drop box or mail for registrations, fines , plate surrenders and all appointments for licenses, permit's and ID's are restricted to county resident's only. Most offices with drop boxes have a two to three day turnaround.

All counties are expressing issues with telephone calls. Cayuga County has turned off their incoming calls in the DMV to be able to concentrate on completing the paperwork and wait on customers.

Our telephones ring nonstop. People are rude, demanding and not understanding the policies that have to be followed at this time. We are trying to accommodate everyone as we can.

People are utilizing the drop box. Packets of instructions and documents needed are available next to the drop box. Most transactions are not able to be processed because the instructions have not been followed correctly. Unfortunately this causes a lot of time verifying all of these documents and either calling customers or returning documents for correction and fees. On the average there are 40-45 documents daily and maybe 5-7 can be processed.

We are asking customers to give us contact information so we can contact them to come and pick up plates once the transaction is finished. It costs \$4.60 for every set of plates we mail, some customers were including the fees to have plates mailed and some were not. Having them come and pick up the plates will help offset the cost of postage

Yates County began offering in person transactions license renewal, REAL ID's, EDL's and reciprocities on June 15 by appointment only, for our residents only. These are scheduled every fifteen minutes to thirty minutes depending the type of transaction. Two people will be allowed at a time in the office to comply with the social distancing, masks must be worn, all paperwork must be completed prior to entering the office and customers must bring their own pen. Every appointment is filled for July. I believe that the appointment structure will be ongoing possibly to year end if not longer just to accommodate everyone.

If there are any questions please contact me directly.

MEROLA -STATE DMV NEEDS TO SERVE PUBLIC, NOT GOVERNOR'S AGENDA

For Release: Immediate

Contact: Frank J. Merola -270-4080

Greg DeJulio -270-4080

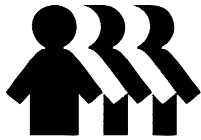
Rensselaer County Clerk Frank J. Merola is livid at NYS DMV and Governor Andrew M. Cuomo for what he says is "a lack of preparation and implementation" of a coherent plan to reopen statewide DMVs that were closed due to the COVID pandemic. Rensselaer County DMV opened Wednesday, June 17 and has seen long lines of frustrated DMV customers attempting to renew licenses, register vehicles and take permit tests. Counties are attempting to serve the public without adequate guidance from State DMV officials. This lack of guidance, according to Mr. Merola, is hurting both County DMVs and the general public by not providing necessary information.

"No one appears to be in charge at DMV," Mr. Merola said, "Albany says that they will be open for appointments then they say they are not going to be open. Albany then says that DMVs can reopen but by appointment only then don't answer their phones when we have questions on how and what the public can make appointments for." Mr. Merola said, "Meanwhile, the public gets mad because their kids can't take permit tests, they cannot renew registrations and licenses because there is no place to go but County DMVs. I understand the gravity of the COVID crisis, but surely the Governor should have told the DMV Commissioner that they would be reopening and to have a plan in place. So far the State DMV plan is to issue incoherent emails to County Clerks, hide under their desks and hope that County DMV officials solve these issues."

A recent state DMV email to Clerks stated that the Albany offices would be open by appointment only for Albany County residents. Residents of other counties who work in Albany and may want to utilize State DMV are being told to use their county DMVs. As a result, local DMVs are being overwhelmed with customers both from all parts of the Capital Region due to the State DMV not being open for business.

"My office looks like the Saratoga track in August with the long lines of people waiting to get in." Mr. Merola said, "We cannot sustain this level of use for long periods of time without assistance. As of Tuesday, June 23, we will only process transactions for Rensselaer County residents. For all others, Albany DMV has a drop box on Central Avenue. I am forced to take this step because our DMV is overwhelmed. This situation is a direct result of State DMV not having an effective reopening plan in place. State DMV needs to step up, open and get their acts together."

#####



Office of the New York State Comptroller
 New York State and Local Retirement System
 Employees' Retirement System
 Police and Fire Retirement System
 110 State Street, Albany, New York 12244-0001

Standard Work Day and Reporting Resolution for Elected and Appointed Officials

RS 2417-A

(Rev. 8/15)

BE IT RESOLVED, that the _____ / _____ hereby establishes the following standard work days for these titles and
(Name of Employer) (Location Code)

will report the officials to the New York State and Local Retirement System based on their record of activities:

Title	Standard Work Day (Hrs/day) Min. 6 hrs Max. 8 hrs	Name (First and Last)	Social Security Number (Last 4 digits)	Registration Number	Tier 1 (Check only if member is in Tier 1)	Current Term Begin & End Dates <i>(mm/dd/yy-mm/dd/yy)</i>	Record of Activities Result*	Not Submitted (Check only if official did not submit their Record of Activities)
Elected Officials								
					<input type="checkbox"/>			<input type="checkbox"/>
					<input type="checkbox"/>			<input type="checkbox"/>
					<input type="checkbox"/>			<input type="checkbox"/>
Appointed Officials								
					<input type="checkbox"/>			<input type="checkbox"/>
					<input type="checkbox"/>			<input type="checkbox"/>
					<input type="checkbox"/>			<input type="checkbox"/>

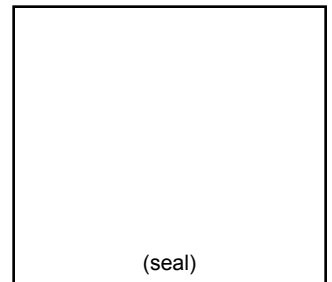
SEE INSTRUCTIONS FOR COMPLETING FORM ON REVERSE SIDE

I, _____, secretary/clerk of the governing board of the _____, of the State of New York,
(Name of secretary or clerk) (Circle one) (Name of Employer)
 do hereby certify that I have compared the foregoing with the original resolution passed by such board at a legally convened meeting held on the _____ day of _____, 20__ on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the _____ on this _____ day
(Name of Employer)
 of _____, 20__, _____.
(Signature of the secretary or clerk)

Affidavit of Posting: I, _____, being duly sworn, deposes and says that the posting of the
(Name of secretary or clerk)
 Resolution began on _____ and continued for at least 30 days. That the Resolution was available to the public on the
(Date)

- Employer's website at _____
- Official sign board at _____
- Main entrance secretary or clerk's office at _____



RESOLUTION OF THE LEGISLATURE OF THE COUNTY OF YATES, INCREASING TAXES ON SALES AND USES OF TANGIBLE PERSONAL PROPERTY AND OF CERTAIN SERVICES, ON OCCUPANCY OF HOTEL ROOMS AND ON AMUSEMENT CHARGES, PURSUANT TO ARTICLE 29 OF THE TAX LAW OF THE STATE OF NEW YORK.

Be it enacted by the Legislature of the County of Yates, as follows:

SECTION 1. Section 4-A of Resolution No. 112-67, enacted by the Yates County Legislature on November 20, 1967, imposing sales and compensating use taxes, as amended, is amended to read as follows:

SECTION 4-A. Imposition of additional rate of sales and compensating use taxes.

Pursuant to the authority of section 1210 of the Tax Law, in addition to the sales and compensating use taxes imposed by sections 2 and 4 of this resolution, there is hereby imposed and there shall be paid an additional one percent rate of such sales and compensating use taxes, for the period beginning September 1, 2003, and ending November 30, 2023. Such additional taxes shall be identical to the taxes imposed by such sections 2 and 4 and shall be administered and collected in the same manner as such taxes.

All of the provisions of this resolution relating to or applicable to the administration and collection of the taxes imposed by such sections 2 and 4 shall apply to the additional taxes imposed by this section, including the applicable transitional provisions, limitations, special provisions, exemptions, exclusions, refunds and credits as are set forth in this resolution, with the same force and effect as if those provisions had been incorporated in full into this section and had expressly referred to the additional taxes imposed by this section.

SECTION 2. Paragraph (B) of subdivision (1) of section 11 of Resolution No. 112-67, enacted by the Yates County Legislature on November 20, 1967, imposing sales and use taxes, as amended, is amended to read as follows:

(B)With respect to the additional tax of one percent imposed for the period beginning September 1, 2003, and ending November 30, 2023, in respect to the use of property used by the purchaser in this county prior to September 1, 2003.

SECTION 3. This enactment shall take effect December 1, 2020.



Yates County Office of Personnel
417 Liberty Street
Penn Yan, NY 14527
(P) 315.536.5112, (F) 315.536.5118
Yatespersonnel@yatescounty.org

GOVERNMENT OPERATIONS COMMITTEE AGENDA JULY 2020

This is to update you on the recent activity of the Personnel Office.

UPDATES:

Restoration Plan/Front Desk Update – County Office Building front desk coverage will continue through July.

Employee Handbook Updates – Below are recommended changes to content within our Employee Handbook and are a direct reflection of changes made by the NYS Division of Human Rights to NYS Human Rights Laws. Our Labor Attorney was consulted on bullets one (1) through four (4). For bullet number five (5), the only change made here was the one (1) year statute of limitation has been modified to three (3) years, in the two (2) places included below. The associated resolution is enclosed.

1. **For 306.5, Code of Ethics – Non-Discrimination, page 14:**
 - "It is the policy of the County not to discriminate on the basis of sex, (including gender identity or expression and the status of being transgender), sexual orientation, race (including traits historically associated with race, including, but not limited to, hair texture and protective hairstyles, for example, braids, locks or twists), color, national origin, religion, disability, pregnancy, age, marital status, veteran status, military status, genetic information or predisposing characteristics, domestic violence victim status or any other protected status."
2. **For Section 413.2, Personal Appearance / Identification Cards, page 27:**
 - Delete the sentence that reads "Radical departures from conventional dress or personal grooming and hygiene standards are not permitted."
 - Additionally, at the end of 413.2, add the sentence "However, nothing in this Section 413 shall be construed in a manner that violates the New York State Human Rights Law."
3. **For 802.3.B, Non-Discrimination and Harassment (including Sexual Harassment) in the Workplace – Bias-Based Harassment, page 71:**
 - "Harassment that denigrates, offends or shows hostility or aversion towards an individual on the basis of sex, (including gender identity or expression and the status of being transgender), sexual orientation, race (including traits historically associated with race, including, but not limited to, hair texture and protective hairstyles, for example, braids, locks or twists), color, national origin, religion, disability, pregnancy, age, marital status, veteran status, military status, genetic information or predisposing characteristics, domestic violence victim status or any other protected status..."
4. **For 802.3.C, Non-Discrimination and Harassment (including Sexual Harassment) in the Workplace – Discrimination, page 71:**
 - "Yates County is an Equal Opportunity Employer. The County does not discriminate on the basis of sex, (including gender identity or expression and the status of being transgender), sexual orientation, race (including traits historically associated with race, including, but not limited to, hair texture and protective hairstyles, for example, braids, locks or twists), color, national origin, religion, disability, pregnancy, age, marital status, veteran status, military status, genetic information or predisposing characteristics, domestic violence victim status or any other protected status..."
5. **For 802.12.A.a, Non-Discrimination and Harassment (including Sexual Harassment) in the Workplace – New York State Division of Human Rights (DHR), page 78:**

- “The Human Rights Law (HRL) applies to employers in New York State with regard to harassment and protects employees and non-employees regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with DHR or in New York State Supreme Court. Complaints with DHR may be filed any time within three (3) years of the harassment...The three (3) years is counted from the date of the most recent incident of harassment.”

COB Emergency Procedures Guide – In an attempt to be more efficient, rather than have employees review the Emergency Procedures Guide and sign a paper acknowledgment form that gets sent to my office to file, the document will be able to be viewed electronically through Yates Skill-Up. By utilizing Yates Skill-Up there will be an electronic record of employees reviewing the emergency procedure specific to their work location. Additionally, there will be a cost savings since the acknowledgment forms will not need to be printed, and Department Heads/Supervising Authorities, and Personnel Office personnel will save on time not having to track and file the forms. CSEA and Non-Union personnel working at the following locations will be affected, COB, Courthouse, Buildings and Grounds and Highway. The Sheriff does not wish to participate, as he is satisfied with their current procedures. I am currently in the process of getting this completed and anticipate having it implemented prior to August 31.

Public Hearing for Local Law amending workers comp –

RESOLUTION(S):

Adopt Local Law 5-20

Adopt Yates County Employee Handbook

Non-Union Salary Resolution – Amended to correct/remove the PD and APD Hurrell-Harring additions/salaries.

Hourly Salary Resolution – Needs to be amended to correct the Secretary to the Sheriff's hourly rate. Changing \$25.23 back to \$21.01.

ADOPT LOCAL LAW 5-20 ENTITLED: A LOCAL LAW AMENDING COUNTY OF YATES LOCAL LAW NO. 1 OF THE YEAR 1956 – A LOCAL LAW ESTABLISHING A PLAN OF SELF-INSURANCE AS PROVIDED FOR IN ARTICLE 5 OF THE WORKMEN'S COMPENSATION LAW, AND PROVIDING FOR THE ADMINISTRATION THEREOF

WHEREAS, proposed Local Law 5-20 “Entitled A Local Law Amending County Of Yates Local Law No. 1 Of The Year 1956 – A Local Law Establishing A Plan Of Self-Insurance As Provided For In Article 5 Of The Workmen’s Compensation Law, And Providing For The Administration Thereof” was introduced at the June 8th meeting; and

WHEREAS, a public hearing was duly held on July 13, 2020;

NOW, THEREFORE, BE IT RESOLVED, that proposed Local Law 5-20 entitled “A Local Law Amending County Of Yates Local Law No. 1 Of The Year 1956 – A Local Law Establishing A Plan Of Self-Insurance As Provided For In Article 5 Of The Workmen’s Compensation Law, And Providing For The Administration Thereof” is hereby adopted; and be it further

RESOLVED, that a copy of this resolution be given to the County Attorney and the Secretary of State.

NEW YORK STATE DEPARTMENT OF STATE

Text of law should be given as amended. Do not include matter being eliminated and do not use italics or underling to indicate new matter.

County

~~City~~ of Yates

~~Town~~

~~Village~~

LOCAL LAW 5-20 ENTITLED: A LOCAL LAW AMENDING COUNTY OF YATES LOCAL LAW NO. 1 OF THE YEAR 1956 – A LOCAL LAW ESTABLISHING A PLAN OF SELF-INSURANCE AS PROVIDED FOR IN ARTICLE 5 OF THE WORKMEN’S COMPENSATION LAW, AND PROVIDING FOR THE ADMINISTRATION THEREOF

Be it enacted by the Legislature of the

County

~~City~~ of Yates as follows:

~~Town~~

~~Village~~

Section 1: Legislative Intent

The intent of this Local Law is to amend County of Yates Local Law No. 1 of the Year 1956, entitled A Local Law Establishing A Plan Of Self-Insurance As Provided For In Article 5 of the Workmen’s Compensation Law, And Providing For The Administration Thereof, which establishes a plan of self-insurance pursuant to the New York State Workers’ Compensation Law and provides a framework for its administration. Said Local Law No. 1-1956 was first amended by way of Local Law No. 1 of the Year 1961. The intent of this Local Law herein is to enact a second amendment to said Local Law No. 1-1956.

Section 2: Physical Examination Requirement

The Section numbered “5” of County of Yates Local Law No. 1 of the Year 1956, is hereby amended as follows:

SECTION 5: Every new employee of any participant in the plan, with the exception of any Exempt Employee, as such term is defined in this Section herein, shall undergo a physical examination before undertaking any of the duties of his or her employment, except in the case of an emergency, in which case the participant employing such employee shall arrange for such physical examination at the earliest possible time after such undertaking of duties. The expense of such physical examination shall be paid from the funds of the plan. Reports of medical examinations shall be filed with the Executive Secretary of the Committee. No participant shall allow an employee to assume a position, the duties of which will aggravate any physical defect or disability known at the date of employment. The following employees constitute Exempt Employees for the purposes of this Section: (a) all elected officials, (b) all members, officers and employees of boards of elections, (c) all members of any participant’s boards or committees, (d) recipients of public assistance who are required to participate in community service or work experience activities pursuant to the New York State Social Services Law, namely workforce development activities, community aide activities and youth program activities and € any employee of a particular participant who was last employed by that particular participant within one (1) year of being re-employed by such participant.

Section 3: Effective Date

This Local Law shall take effect immediately upon filing with the Secretary of State.

**AMEND YATES COUNTY EMPLOYEE HANDBOOK
(Yates County Employee Handbook)**

WHEREAS, the Employee Handbook is in need of modifications and are a direct reflection of changes made by the NYS Division of Human Rights to NYS Human Rights Laws;

NOW, THEREFORE, BE IT RESOLVED, that effective July 13, 2020 the following language in Section 306.5 Code of Ethics – Non-Discrimination be updated accordingly;

5. **Non-Discrimination** – It is the policy of the County not to discriminate on the basis of sex, (including gender identity or expression and the status of being transgender), sexual orientation, race (including traits historically associated with race, including, but not limited to, hair texture and protective hairstyles, for example, braids, locks or twists), color, national origin, religion, disability, pregnancy, age, marital status, veteran status, military status, genetic information or predisposing characteristics, domestic violence victim status or any other protected status.

And be it further

RESOLVED, that the second sentence in Section 413.2 Personal Appearance / Identification Cards – Standards, starting with the word “Radical” and ending with the word “permitted”, be removed from the section and at the end of the section the following sentence be added, "However, nothing in this Section 413 shall be construed in a manner that violates the New York State Human Rights Law.", therefore the new Section 413.2 will be;

2. **Standards** – An employee must maintain a personal appearance in a manner that reflects a good image to the public. Acceptable personal appearance is an ongoing requirement of employment with the County. Employees should wear clothing that is appropriate for the particular work environment. Department Heads will determine and enforce what is appropriate in each department. However, nothing in this Section 413 shall be construed in a manner that violates the New York State Human Rights Law.

And be it further

RESOLVED, the following language in Section 802.3.B Non-Discrimination and Harassment (including Sexual Harassment) in the Workplace – Bias-Based Harassment be updated accordingly;

- B. **Bias-Based Harassment** - Harassment that denigrates, offends or shows hostility or aversion towards an individual on the basis of sex, (including gender identity or expression and the status of being transgender), sexual orientation, race (including traits historically associated with race, including, but not limited to, hair texture and protective hairstyles, for example, braids, locks or twists), color, national origin, religion, disability, pregnancy, age, marital status, veteran status, military status, genetic information or predisposing characteristics, domestic violence victim status or any other protected status...;

And be it further

RESOLVED, the following language in Section 802.3.C Non-Discrimination and Harassment (including Sexual Harassment) in the Workplace – Discrimination be updated accordingly;

- C. **Discrimination** - Yates County is an Equal Opportunity Employer. The County does not discriminate on the basis of sex, (including gender identity or expression and the status of being transgender), sexual orientation, race (including traits historically associated with race, including, but not limited to, hair texture and protective hairstyles, for example, braids, locks or twists), color, national origin, religion, disability, pregnancy, age, marital status, veteran status, military status, genetic information or predisposing characteristics, domestic violence victim status or any other protected status...

And be it further

RESOLVED, the following language in Section 802.12.A.a Non-Discrimination and Harassment (including Sexual Harassment) in the Workplace – New York State Division of Human Rights (DHR), be updated accordingly;

- A. **New York State Division of Human Rights (DHR)** –
- a. The Human Rights Law (HRL) applies to employers in New York State with regard to harassment and protects employees and non-employees regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with DHR or in New York State Supreme Court. Complaints with DHR may be filed any time within three (3) years of the harassment...The three (3) years is counted from the date of the most recent incident of harassment.

And be it further

RESOLVED, that the revised Employee Handbook be made available to all County employees by means of the Intranet; and be it further

RESOLVED, that a copy of this resolution be forwarded to all Yates County Employees.

**AMEND RESOLUTION 228-20
ADOPT 2020 NON-UNION EXEMPT EMPLOYEE SALARY SCHEDULE**

WHEREAS, Resolution 228-20 was duly adopted on June 8, 2020 which adopted the 2020 Non-Union Exempt Employee Salary Schedule; and

WHEREAS, revisions are needed to accurately record the current salaries for personnel located within the Public Defender's Office;

NOW THEREFORE BE IT RESOLVED, that "Assistant Public Defender \$43,764" be amended to "Assistant Public Defender \$35,896"; and be it further

RESOLVED, that "Assistant Public Defender \$35,896" be amended to "Assistant Public Defender \$43,764"; and be it further

RESOLVED, “Public Defender – Add-On - \$9,877” be removed; and be it further

RESOLVED, “Assistant Public Defender – Hurrell-Harring Grant Add-On – \$4,275” be removed; and be it further

RESOLVED, that copies of this resolution be given to all Department Heads, the Personnel Officer, County Administrator, and County Treasurer.

**AMEND RESOLUTION 229-20
ADOPT 2020 NON-UNION NON-EXEMPT EMPLOYEE WAGE SCHEDULE**

WHEREAS, Resolution 229-20 was duly adopted on June 8, 2020 which adopted the 2020 Non-Union Non-Exempt Employee Wage Schedule Hourly Schedule; and

WHEREAS, the hourly wage for Secretary to the Sheriff was inadvertently recorded incorrectly;

NOW, THEREFORE, BE IT RESOLVED, that “Secretary to the Sheriff...\$25.23” be corrected back to “Secretary to the Sheriff...\$21.01”; and be it further

RESOLVED, that copies of this resolution be given to all Department Heads, the Personnel Officer, County Administrator and County Treasurer.

	<u>Start Rate</u>	<u>After 12 Months</u>	<u>After 3 Years</u>
Account Clerk Typist (<i>Sheriff's Office</i>)	\$14.88	\$15.14	\$15.66
Animal Control Officer (<i>Part Time</i>)	\$15.69		
Clerk (<i>Historian/Records Management Office/Sheriff</i>)	\$14.94		
Correction Officer	\$18.49	\$19.58	
Correction Officer/ Court Security	\$18.49	\$19.58	
Coroner	\$100.00/case		
County Code Enforcement Officer	\$21.33		
County Historian (<i>Part Time</i>)	\$25.66		
Deputy Sheriff (<i>Experience 80% CO82 LE contract for appropriate step</i>)	\$18.91		
Deputy Sheriff (<i>90% as above, if duty requires special instructor or certification</i>)	\$21.28		
Deputy Election Commissioner	\$23.93		
Polling Site Coordinator	\$16.32		
Poll Inspector	\$12.24		
Poll Inspector (<i>traveling</i>)	\$13.36		
Polling Site Chairperson/Electronic Poll Book Team Leader	\$15.30		
Polling Site Chairperson/Electronic Poll Book Team Leader (<i>traveling</i>)	\$16.32		
Electronic Machine Technician II	\$25.50		
Emergency Services Dispatcher	\$15.42	\$15.88	
Examination Monitor	\$15.46		
	<u>Year 1</u>		
	<u>Start Rate</u>	<u>Premium</u>	<u>After 12 Months</u> <u>Rate</u> <u>Premium</u>
			<u>After 3 Years</u> <u>Rate</u> <u>Premium</u>

Jail Cook	\$11.80	\$13.79	\$12.38	\$14.06	\$12.89	\$14.33
Laborer (<i>Seasonal- Highway Department</i>) (80% CSEA Contract rate)	\$12.86					
Law Enforcement Liaison	\$22.90					
	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>			
Marine Patrol Officer (<i>Seasonal</i>)	\$15.77	\$16.38	\$17.06			
Motor Equipment Operator (<i>YC Stop- SMART</i>)	\$14.38					
Motor Vehicle Supervisor	\$25.68					
Personnel Assistant	\$21.88					
Public Health Program Coordinator (<i>Part Time</i>)	\$27.05					
Records Management Officer	\$18.85					
Registered Nurse	\$33.23					
Secretary to County Attorney	\$33.60					
Secretary to District Attorney	\$20.63					
Secretary to Public Defender	\$21.04					
Secretary to Sheriff	\$21.01					
Senior Account Clerk Typist (<i>Public Health</i>)	\$18.36					
Senior Account Clerk Typist (<i>Treasurer</i>)	\$25.00					
SPOA Coordinator	\$57.00					
Youth Bureau Director	\$25.11					

PERSONNEL OFFICE VACANCY REPORT

****New hire orientation and paperwork processing for new hires takes roughly 2 hours per person****

Vacancy Report							
Vacant Position	Account Number	Department	Personnel Status	Vacancy Start Date	Position Status	New Hire – Recent Activity	Current Staffing Level
						6/2020	
Conflict Defender	A1171.51642	Conflict Defender	PT – 17.5 Hrs	3/31/20	Vacant.	0	0
Corrections Officer	A3150.51990	YCSO – Jail	FT – 40 Hrs	12/30/19	Temp. FT appt. made 12/30/19 – 12/30/20	0	27
Corrections Officer	A3150.51821	YCSO – Jail	FT – 40 Hrs	4/3/2019	Hiring Freeze	0	27
Corrections Officer	A3150.51803	YCSO – Jail	FT – 40 Hrs	9/7/19	Hiring Freeze	0	27
Corrections Officer	A3150.51814	YCSO – Jail	FT – 40 Hrs	2/27/20	Hiring Freeze	0	27
Corrections Officer	A3150.51815	YCSO – Jail	FT – 40 Hrs	3/14/20	Hiring Freeze	0	27
Corrections Officer	A3150.51824	YCSO – Jail	FT – 40 Hrs	4/22/20	Hiring Freeze (Res 220-20 – postponed – July)	0	27
Corrections Officer	A3150.51829	YCSO – Jail	FT – 40 Hrs	5/8/20	Hiring Freeze Res 220-20 – postponed – July)	0	27
EMS Coordinator	A3645.5XXXX	OEM	PT – 17.5 Hrs	11/30/18	Waiting for signed agreement w/ Schuyler.	0	0
Dispatcher	A3021.51714	YCSO – E911	FT – 40 Hrs	5/9/20	Vacancy review in July	0	8
Highway Superintendent	D5010.51074	Highway	FT – 40 Hrs	3/27/20	Vacant.	0	0
Assistant Public Defender	A1170.5XXXX	Public Defender	FT – 35 Hrs	Newly Created	Job offer accepted. DOH 6/1/10	1	1
Senior Account Clerk Ty.	A4010.51271	Public Health	FT – 35 Hrs	7/31/20	Vacancy review in July.	0	0
Senior ESD	A3021.51702	YCSO – 911	FT – 40 Hrs	2/28/20	Exam results received.	0	3
TOTAL:						1	

****Currently Recruiting means the Personnel Office has advertised the position and is collecting applications. The above numbers take into consideration the anticipated vacancy ****

Continuous Recruitment					
<i>(Applications are accepted on a continuous basis)</i>					
Position Title	Account Number	Department	Personnel Status	New Hire - Recent Activity	Current Staffing Level
				6/2020	
Corrections Officers	A3150.51990	YCSO – Jail	Part Time	0	15
Corrections Officers	A3190.51981	YCSO - Court	Part Time	0	1
Deputy Sheriff	A3110.51985	YCSO – LE	Part Time	0	1
Dispatcher	A3021.51986	YCSO – Dispatch	Part Time	0	0
Marine PO	A3110.51995	YCSO – LE	Seasonal	0	7



Yates County: Project Status Report

Summary													
Item #	Committee	Department	Item	Status	Importance	Responsible	Consulted	Description	Due Date	Closed Date	Updates (include date)	Outcome	Associated Outcome Docs
2	Finance	Planning	Manage ReConnect Grant	In Progress	High	Dan Long	Committee					Committee formed. Hired Hunt to apply for grant, working with Corning Inc. on feasibility study. Received \$10.3M Grant!!!	
26	Finance	Planning	Oversight of county-wide water infrastructure study	In Progress	Medium	Dan Long	Leslie	Working w/ Municipal Solutions & Clark	12/31/20		Waiting for contracts. Kick-off mtg. 5/2 NYS submitted contracts.		
27	Finance	Planning	Oversight of airport sewer project.	In Progress	Medium	Dan Long	Doug				Res. 211-19 YC/Milo Agreemt.		
30	Finance	Planning	Update Comprehensive Plan	In Progress	Medium	Dan Long	Planning Committee			11/30/20	Monthly mtgs.		
1	Gov't. Ops.	IT	Plan for use of twelve unused strands.	In Progress	High	Tim Groth	Committee			12/31/20	Mtg. 3/7, Committee Formed, 4/12 mtg. Dresden splice completed, Frontier cutting over 10/28		
19	Public Safety	Probation	Implement transition plan for "Raise the Age".	In Progress	Medium	Sharon	Nonie	LDC formed.				Bath site chosen.	
4	Public Works	B & G	Determine whether YC qualifies as a Clean Energy Community.	In Progress	Medium	Joe	Nonie	4 of 10 items qualify	9/30/19			Waiting on NYSERDA's input	
24	Public Works	B & G	Review Safety Audit recommendations	In Progress	Medium	Joe	Nonie			12/31/20			
CLOSED:													
6	Gov't. Ops.	Legislature	Plan budget orientation session for new legislators.	Closed	Low	Nonie			1/31/20	1/7/20		Distributed 2020 budgets. Trained Dick Harper.	
21	Public Safety	Sheriff	Complete needs assessment for Communications.	Closed	High	Dan Long	Ron		11/26/19	1/31/20	Scope mtg. 5/16, Present to PS & Finance in June, RFP due 7/14, vendor responded	Received assessment	
22	Public Safety	Sheriff	Research potential sites for Italy Hill Tower.	Closed	Medium	Dan Long	Ron	waiting on MidState report	1/31/20			Lease thru 11/2022. Emerson Rd Needs assessment completed.	
11	Gov't. Ops.	Personnel	Update Administrative Manual.	Closed	High	Kerry	Committee		12/9/19	5/11/20	Mtg. 6/14, 8/22, waiting on attorney review, adopted		
18	Human Services	Indigent Legal Services	Evaluate office	Closed	Medium	Ed Bronson	Nonie		9/30/19	5/11/20	Staff office using 5 year ILS grant, hired new employees		
32	Public Works	B & G	Investigate feasibility of solar panels at Torrey landfill	Closed	Medium	Joe	Nonie		11/30/19	5/19/20	RIPs sent by 8/30, signed contract w/ BQ Energy		
36	Finance	Planning	Manage Septic Replacemt. Grant	Closed	Medium	Dan Long	Legislature		5/1/20	6/30/20	Applications rcvd. For final \$102K	Last disbursement vouchered	
37	Finance	Planning	Public Safety Building Needs Assessment	Closed	Critical	Dan Long	Ron		7/1/20		RIP needed	Proposals received	