

## REGULAR SESSION – MONDAY, MARCH 11, 2019

The Yates County Legislature convened in regular session Monday, March 11, 2019 with Chairman Paddock presiding.

Lisa Minns and Melissa Holly from Yates Transit Service gave a brief report for the last quarter of 2018. A copy of the report is at the end of these minutes.

Minutes of the February meeting were approved as presented.

Chairman Paddock asked for a report of the auditing committees.

Discussion:

Mr. Morrison stated there are two invoices in the Public Safety audit that he feels should be pulled and considered next month after a discussion can be held in Committee. The first is for Motorola in the amount of \$27,230.24 and the seconded is for Mercury Network in the amount of \$103,674.85. Mr. Morrison feels that both these expenses should have been put out to bid. Mr. Morrison does not remember discussing either one of these in Committee.

Mr. Morrison moved to remove the two invoices in question from the audit, seconded by Mr. Button.

Discussion:

Dr. Dennis questioned the Treasurer, have the items already been purchased and are in use? If that is the case, we are pretty much obligated to pay for them.

Treasurer Flynn stated that she respectfully disagrees that we shouldn't pay them because, there were resolutions appropriating this money to the appropriate budget lines, either through the adoption of the budget or through resolutions accepting grant money and appropriating it to the expenditure line. The vouchers did follow the procurement policy, whereby an expenditure over \$20,000 does not have to go through competitive bidding if it is a purchase from the Office of General Services of New York State and these do qualify as purchases through the Office of General Services of New York State. So it follows our resolutions and it follows the procurement policy as well and that is why the vouchers were submitted to the Legislature. Nonie confirmed that the items have been purchased and are in place.

Mr. Morrison stated he does not believe they are in place or in use.

Tim Groth, I.T. Director stated that yes, the tablets have been purchased and they have been in the process of being rolled out over the last three or four weeks.

Mr. Cutler stated that generally the invoices are received after we have received the goods. Mr. Morrison stated with regards to Motorola he does not believe that equipment has been received or installed.

Mrs. Church reported that the Sheriff sent an email this morning explaining.

Mr. Morrison stated that he takes issue with the Treasurer on one item. The reading of whether something has to go out to bid or not is not absolute. Just because you have a government bid, it means you don't have to go out, but it doesn't mean you can't. Mr. Morrison read a portion of the NYS Law. "The law provides that goods and services not *required* to be competitively *bid must be procured in a manner to assure the prudent and economical use of public moneys in the best interest of the taxpayers*; to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost; and, to guard against favoritism, improvidence, extravagance,

fraud and corruption." It is true, there is a statement that it doesn't have to go out to bid, but there is caveat there that even though it doesn't have to go out to bid, a bid must be procured in a manner etc, etc. It is not as cut and dry as we might think.

Mrs. Church questioned if the State Bid is the same process.

Treasurer Flynn stated that a purchase through Office of General Services, has already gone out to bid through the State. Following the County's adopted procurement policy, that purchase would not require competitive bidding.

Chairman Paddock stated it comes down to Mr. Morrison believing that it should have gone out to bid, but it is not mandatory that it do so. Mr. Morrison agreed.

Mrs. Percy stated, taking Mr. Morrison's philosophy on state bid, there are a lot of other departments that purchase items from state bid. Why aren't we being critical of those purchases too?

Mrs. Church stated these things help to maintain our existing system and to maintain communications, not only for the Sheriff's department but it also includes communications for the local police department, fire departments and ambulance services.

Mr. Cutler stated that the base station and repeater is operational equipment. This is not something that is going to be thrown out with a communications study. The decision in terms of dollars in the officer's vehicles is part of a larger program and will be compatible with anything going forward because we do want out law enforcement to have access to information while they are in their cars and performing their duties.

VOTE on motion: Roll Call: Morrison voting "Yes"; Cutler, Bronson, Chilson, Gleason, Church, Banach, Holgate, Multer, Percy, Dennis, Button, Willson, Paddock voting "No". Motion lost.

VOTE on approving the audit: Roll Call: Cutler, Bronson, Chilson, Gleason, Church, Banach, Holgate, Multer, Percy, Dennis, Willson, Paddock voting "Yes"; Morrison, Button voting "No". Motion carried.

Airport Fund	\$ 1,851.25
Finance	\$ 520,181.48
Flint Creek	\$ -0-
Government Operations	\$ 112,106.06
Human Services	\$ 279,040.57
Prior to Audit	\$ 116,439.73
Public Safety	\$ 292,204.64
Public Works	\$ 272,802.98
Total	\$1,530,880.71

### COMMITTEE REPORTS

Mr. Multer reported the Tourism Advisory Committee will be meeting later this month with the expectation that they can start receiving applications in April for funding.

Dr. Dennis reported the airport has been awarded a NYS DOT Aviation grant of approximately \$550,000 which will be used for emergency preparedness, a friction measuring device, a generator and a deicing catch basin.

Mr. Willson reported he attended the County Planning Board meeting. Also, FEMA held a meeting in the County Auditorium last week where they presented what they hope the results of a study that they are in process of doing will be. Mr. Willson stated he was encouraged to hear things like standardizing the data, some discussion on advice where we might be able to do mitigation type things to prevent some of the flooding and also eventually this may fit in with our GIS system.

Mr. Cutler reported he attended the Genesee Finger Lakes Regional Planning Council meeting. Yates County has become part of the Northern Border Region Commission. This opens up grant opportunities of approximately \$20 million dollars in grants that we can apply for.

Ms. Chilson reported she attended the DRI meeting and the Village Board meeting. They are working very hard at finalizing the grant. They also have a shared services agreement with the DOT for materials and equipment.

Mrs. Church reported with regards to the Yates County Water Infrastructure Study, it is moving forward and a kick off meeting will take place at the end of April.

#### Public Comment

Mr. Downs urged the Legislature to pass resolution 123-19 in Support of Senate Bill S2270 and Assembly Bill A5029 Finger Lakes Community Preservation Act.

#### CHAIRMAN'S APPOINTMENT

Chairman Paddock appointed Shelby DeMistry to the Yates County Youth Board for a term of 3/11/19 to 3/11/22.

#### **RESOLUTION NO. 96-19**

Mr. Bronson offered the following resolution and moved its adoption, seconded by Mrs. Percy.

#### **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.

VOTE: Unanimous

**RESOLUTION NO. 97-19**

Mr. Bronson offered the following resolution and moved its adoption, seconded by Mr. Gleason.

**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.  
VOTE: Unanimous

**RESOLUTION NO. 98-19**

Mr. Bronson offered the following resolution and moved its adoption, seconded by Mrs. Percy.

**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.

VOTE: Unanimous

**RESOLUTION NO. 99-19**

Mr. Bronson offered the following resolution and moved its adoption, seconded by Mr. Button.

**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.

VOTE: Unanimous

**RESOLUTION NO. 100-19**

Mr. Bronson offered the following resolution and moved its adoption, seconded by Mrs. Percy.

**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.

VOTE: Unanimous

**RESOLUTION NO. 101-19**

Mr. Bronson offered the following resolution and moved its adoption, seconded by Ms. Chilson.

**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.

VOTE: Unanimous

**RESOLUTION NO. 102-19**

Mrs. Church offered the following resolution and moved its adoption, seconded by Mr. Gleason.

**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.

VOTE: Unanimous

### **RESOLUTION NO. 103-19**

Mrs. Church offered the following resolution and moved its adoption, seconded by Mr. Cutler.

### **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.

VOTE: Unanimous

#### **RESOLUTION NO. 104-19**

Mrs. Church offered the following resolution and moved its adoption, seconded by Mrs. Percy.

#### **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.  
VOTE: Unanimous

**RESOLUTION NO.105-19**

Mrs. Church offered the following resolution and moved its adoption, seconded by Mr. Cutler.

**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.

VOTE: Unanimous

**RESOLUTION NO. 106-19**

Mrs. Church offered the following resolution and moved its adoption, seconded by Mr. Bronson.

**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.

VOTE: Unanimous

**RESOLUTION NO. 107-19**

Mrs. Church offered the following resolution and moved its adoption, seconded by Mrs. Percy.

**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.  
VOTE: Unanimous

#### **RESOLUTION NO. 108-19**

Mrs. Church offered the following resolution and moved its adoption, seconded by Mrs. Percy.  
DISCUSSION:

Mr. Morrison stated he will oppose this as he feels it should have gone out to bid.

#### **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.  
VOTE: Roll Call: Cutler, Bronson, Chilson, Gleason, Church, Banach, Holgate, Multer, Percy, Dennis, Willson, Paddock voting "Yes"; Morrison, Button voting "No". Motion carried.

#### **RESOLUTION NO. 109-19**

Mr. Banach offered the following resolution and moved its adoption, seconded by Mr. Gleason.  
DISCUSSION:

Mr. Banach complimented Dave and Craig for all the work in putting this together.

Mr. Paddock stated there was a great deal of effort in putting this together and also thanked Dave and Craig.

#### **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

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4. Central Garage Procedures
  - A. Assignment of Vehicles
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### 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

## Attachment B – Vehicle Request Form

Yates County  
Central Garage

### Vehicle Request Form

	Request Date:	<input type="text"/>
Department:	<input type="text"/>	
Employee:	<input type="text"/>	
Reservation Date(s):	Pickup: <input type="text"/>	Return: <input type="text"/>
Time of Use:	Pickup: <input type="text"/>	Return: <input type="text"/>
Vehicle Preference:	(1) <input type="text"/>	(2) <input type="text"/> (3) <input type="text"/>
Thruway Travel:	<input type="text"/>	
Wex Gas Card:	<input type="text"/>	
Comments:	<input type="text"/>	

Vehicle availability and preference is not guaranteed

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

Attachment C – Vehicle Logbook

Yates County – Central Garage

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.

# Attachment E – Accident Report



## 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: \_\_\_\_\_

VOTE: Unanimous

**RESOLUTION NO. 110-19**

Mr. Holgate offered the following resolution and moved its adoption, seconded by Mr. Willson.

**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 Hullings 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.

VOTE: Unanimous

**RESOLUTION NO. 111-19**

Mr. Holgate offered the following resolution and moved its adoption, seconded by Mr. Willson.

**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.

VOTE: Unanimous

**RESOLUTION NO. 112-19**

Mr. Holgate offered the following resolution and moved its adoption, seconded by Mr. Button.

**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.

VOTE: Unanimous

**RESOLUTION NO. 113-19**

Mr. Holgate offered the following resolution and moved its adoption, seconded by Mr. Bronson.

**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.

VOTE: Unanimous

**RESOLUTION NO. 114-19**

Mr. Holgate offered resolutions 114 thru 116-19 and moved their adoption, seconded by Mr. Banach.

**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.

VOTE: Unanimous

**RESOLUTION NO. 115-19**

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

WHEREAS, the Sheriff received a SLETPP grant managed by the NYS Division of Homeland Security and Emergency Services (DHSES) and a balance of \$8,686.84 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 \$8,686.84:

Revenue:		
A3110.44307 SH-SLETPP FY2017		\$ 8,686.84
Appropriation:		
A3110.52953 SH-SLETPP FY2017		\$ 8,686.84

And be it further

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

VOTE: Unanimous

**RESOLUTION NO. 116-19**

**APPROPRIATE CARRYOVER OF FY16 SLETPP GRANT  
(Sheriff)**

WHEREAS, the Sheriff received a SLETPP grant managed by the NYS Division of Homeland Security and Emergency Services (DHSES) and a balance of \$2,034.59 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 \$2,034.59:

Revenue:		
A3110.43321 SH-SLETPP		\$ 2,034.59
Appropriation:		
A3110.52949 SH-SLETPP		\$ 2,034.59

And be it further

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

VOTE: Unanimous

**RESOLUTION NO. 117-19**

Mr. Holgate offered the following resolution and moved its adoption, seconded by Mr. Banach.

**ACCEPT AND APPROPRIATE STATE INTEROPERABLE GRANT  
(Sheriff)**

WHEREAS, Yates County has received a grant from the NYS Division of Homeland Security and Emergency Services, Office of Interoperable and Emergency Communications in the amount of \$351,776.00, and there have not been appropriations into the 2019 budget;

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.

VOTE: Unanimous

#### **RESOLUTION NO. 118-19**

Mr. Holgate offered the following resolution and moved its adoption, seconded by Mr. Cutler.

#### **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.

VOTE: Unanimous

#### **RESOLUTION NO. 119-19**

Mr. Holgate offered the following resolution and moved its adoption, seconded by Mr. Cutler.

DISCUSSION:

Chairman Paddock stated as currently proposed in the Governor's budget, with the offsetting revenue that the county is anticipated to get for an increase in internet sales tax but yet give money to the municipalities in the same amount that has been designated in the state budget in the past results in a net loss to Yates County of \$41,000 in the 2018 budget. This is another indication of cost shifts from the State to the Counties.

**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.  
VOTE: Unanimous

**RESOLUTION NO. 120-19**

Dr. Dennis offered the following resolution and moved its adoption, seconded by Mrs. Percy.

**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.

VOTE: Unanimous

**RESOLUTION NO. 121-19**

Dr. Dennis offered the following resolution and moved its adoption seconded by Mrs. Percy.

**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.

VOTE: Unanimous

## **RESOLUTION NO. 122-19**

Dr. Dennis offered the following resolution and moved its adoption, seconded by Mrs. Percy.

### **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.

VOTE: Unanimous

## **RESOLUTION NO. 123-19**

Dr. Dennis offered the following resolution and moved its adoption, seconded by Mr. Willson.

### **DISCUSSION:**

Dr. Dennis stated it's time that those of us in the Finger Lakes stand up for what we stand for and what we are so proud of and do everything we can to protect it.

### **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.

VOTE: Unanimous

## **RESOLUTION NO. 124-19**

Dr. Dennis offered the following resolution and moved its adoption, seconded by Mr. Button.

### **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.  
VOTE: Unanimous

### **RESOLUTION NO. 125-19**

Dr. Dennis offered the following resolution and moved its adoption, seconded by Mrs. Percy.

#### **DISCUSSION:**

Dr. Dennis questioned, since the current Yates County Plan expired March 1<sup>st</sup> is there any reason we should not do this.

Chairman Paddock stated that we may have to do some additional work.

Acting Administrator Flynn stated that she checked with the Personnel Officer on the existing contract that we have and that has expired. Ms. Flynn believes we are still waiting for the County Attorney to respond on whether we can end the existing contract that we have. Ms. Flynn feels the new plan with the State should be adopted. We have done everything according to what we should do to go with the NYS Plan. Ms. Flynn is confident that there will not be a reason why we cannot get out of the contract that we have now.

Chairman Paddock stated it will come down to the details of how things will get transferred over. We are probably ok passing the resolution but Chairman Paddock stated he would not be surprised if additional activities or a resolution will be needed.

Ms. Flynn stated that in meeting with our current plan provided and hopefully our future plan provider, because it is with the same carrier, it shouldn't be difficult to transfer funds.

Mr. Button questioned if Ms. Flynn would have the ability to negotiate something different if the need should arise.

Ms. Flynn stated that is what was done. By going with the NYS plan we already went through the negotiations and we believe the NYS Plan is better, not only for the county but the employees as well.

### **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:

\_\_\_\_\_  
VOTE: Unanimous

\* 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.

### **RESOLUTION NO. 126-19**

Mrs. Church offered the following resolution and moved its adoption, seconded by Ms. Chilson.

#### **APPOINT MEMBERS TO THE YATES COUNTY EMS ADVISORY BOARD**

RESOLVED, that the following people be appointed to the Yates County EMS Advisory Board for the term 1/1/19 – 12/31/19

Ken Riehl  
Jon Wood  
Jason Johnson

Josiah Peachy  
Sarah Huey  
Cyndi Davis

Dundee Fire Department Emergency Squad  
Middlesex Valley Vol Ambulance Corps  
Penn Yan Area Volunteer Ambulance Corps

Patty Day  
David Nielsen  
Diane Caves  
John Collins  
Ryan Bailey  
Cassie Wood  
Alex Keene

Bellona Vol Fire Company First Responders  
Benton Fire Department First Responders  
Branchport/Keuka Park First Responders  
Dresden Fire Department First Departments  
Himrod Fire Department First Responders  
Middlesex Hose Company First Responders  
Penn Yan Fire Department First Responders

Joshua Burghart  
Christeen Olsen  
David Dowdle

Potter Fire Department First Responders  
Rushville Fire Department First Responders  
Yates County Advanced Life Support

Brian Winslow	Fire Coordinator	Yates County
Sandy Smith	Senior Dispatcher	Yates County
vacant	EMS Coordinator	Yates County
Michelle Michael-Korn	SSMH	Finger Lakes Health
Leslie Church	Legislature	Yates County Legislature

And be it further

RESOLVED, that copies of this resolution be provided to Yates County OES.

VOTE: Unanimous

### **RESOLUTION NO. 127-19**

Mr. Holgate offered the following resolution and moved its adoption, seconded by Mr. Cutler.

#### **DISCUSSION:**

Mr. Morrison stated he did not support this project a couple of years ago and he still is not in support of it. Apparently there is a problem in Albany, the person or persons who are asking repeated questions are evidently in Albany. We weren't supplied with their names, phone numbers or anything so that we could contact them. In reading the first sentence and looking up what the project entails, Mr. Morrison stated, now the average condominium price is approximately \$600,000. That is not anywhere near the price that was quoted a couple of years ago. Mr. Morrison feels the price structure is not viable. Mr. Morrison went on to say that if he was going to support the Moorings on Keuka project, he would need to consider what the project is and he can't see where it is financially viable.

Chairman Paddock stated that Yates County already has an agreement with Keuka Outlet Development, Chris Iversen as principal, and the Village of Penn Yan. We have some commitments on that project yet. So if it doesn't move forward, we don't have to do anything that we committed to but by the same token we have a Brownfield cleaned up but there will be ongoing maintenance which we are committed to. It is probably better to have it back on the tax rolls in some fashion rather than just sitting there.

Mr. Morrison stated when we talk about being back on the tax rolls, the assessment is not the same as it would be on a house. Condominiums are taxed completely different than a house. It has something to do with the rental value of the unit and it's probably somewhere around a third of what you would expect.

Mr. Willson stated with regards to the condominium and tax issue, this has vibrated through this community for a number of years. The reality under the condominium law, the common elements are owned by the group, they do the maintenance, they do the replacement, they do snow removal and so on. In any condominium unit the impact on the town or village or whatever it is, is much less because they are not demanding the same requirements as someone who just has a regular house. Even though they are assessed less, their cost to the community is also less.

Mr. Button stated that he was hoping that this could be discussed in executive session. Chairman Paddock stated that there is no reason for this to be discussed in executive session.

Dr. Dennis stated as to the tax implication of the condominium we have known that for a long time.

**AUTHORIZE CHAIRMAN TO SEND A LETTER OF SUPPORT FOR THE MOORINGS ON KEUKA PROJECT**

WHEREAS, a request has been received from Chris Iversen, a principal of Keuka Outlet Development LLC for a letter supporting the Moorings on Keuka condominium project; and

WHEREAS, an agreement exists among Yates County, the Village of Penn Yan and Keuka Outlet Development LLC related to the Moorings on Keuka project; and

WHEREAS, the project will develop a former manufacturing site into a residential area that will provide additional housing;

NOW, THEREFORE, BE IT RESOLVED, that the chairman of the Legislature is authorized to prepare and send a letter of support to appropriate personnel; and be it further

RESOLVED, that copies of this resolution be provided to Chris Iversen.

VOTE: Roll Call: Cutler, Bronson, Chilson, Gleason, Church, Banach, Holgate, Multer, Percy, Dennis Willson, Paddock voting “Yes”; Morrison, Button voting “No”. Motion lost.

Mrs. Church moved to enter executive session to discuss the employment history of a particular individual or individuals, and the financial history of a corporation or corporations with the Legislature and Acting County Administrator present, seconded by Mrs. Percy.

Meeting adjourned at 3:25 p.m.



# Updated Utilization Table

OCTOBER	Public Pax	Contract Pax	Service Miles	Revenue Miles	Cash Fare	Fare Media	Daily Ridership
Route 1	82	473	1722	1719	\$71.00	\$5.00	555
Route 1A	9	272	1293	1277	\$10.00	\$2.00	281
Route 1 Ltd.	25	0	1271	1257	\$21.00	\$4.00	25
Route 2	0	460	616	607	\$0.00	\$0.00	460
Route 3	46	419	2901	2865	\$36.00	\$10.00	465
Route 3 Lts.	307	0	1219	1038	\$7.00	\$0.00	307
Route 4	17	331	3096	3072	\$14.00	\$0.00	348
Route 5	25	388	1786	1725	\$24.00	\$2.00	413
Route 5A	15	221	1862	1746	\$10.00	\$5.00	236
Route 6A	0	344	221	122	\$0.00	\$0.00	344
Route 6B	0	170	337	255	\$0.00	\$0.00	170
Route 6C	0	345	381	248	\$0.00	\$0.00	345
<b>Total</b>	<b>526</b>	<b>3423</b>	<b>16705</b>	<b>15931</b>	<b>\$193.00</b>	<b>\$28.00</b>	<b>3949</b>

NOVEMBER	Public Pax	Contract Pax	Miles	Revenue Miles	Cash Fare	Fare Media	Daily Ridership
Route 1	86	399	1578	1557	\$51.00	\$22.00	485
Route 1A	0	227	1179	1170	\$0.00	\$0.00	227
Route 1 Ltd.	34	0	1088	1062	\$22.00	\$8.00	34
Route 2	0	409	492	453	\$0.00	\$0.00	409
Route 3	28	341	2656	2628	\$22.00	\$4.00	369
Route 3 Lts.	288	0	1263	1072	\$13.00	\$0.00	288
Route 4	19	283	2810	2795	\$8.00	\$0.00	302
Route 5	34	315	1635	1576	\$34.00	\$0.00	349
Route 5A	21	176	1697	1591	\$19.00	\$0.00	197
Route 6A	1	285	181	107	\$1.00	\$0.00	286
Route 6B	0	171	278	228	\$0.00	\$0.00	171
Route 6C	0	291	348	209	\$0.00	\$0.00	291
<b>Total</b>	<b>511</b>	<b>2897</b>	<b>15205</b>	<b>14448</b>	<b>\$170.00</b>	<b>\$34.00</b>	<b>3408</b>

DECEMBER	Public Pax	Contract Pax	Miles	Revenue Miles	Cash Fare	Fare Media	Daily Ridership
Route 1	81	352	1502	1487	\$65.00	\$10.00	433
Route 1A	0	214	1079	1105	\$0.00	\$0.00	214
Route 1 Ltd.	30	0	1163	1098	\$26.00	\$4.00	30
Route 2	0	358	451	425	\$0.00	\$0.00	358
Route 3	10	337	2538	2502	\$10.00	\$0.00	347
Route 3 Lts.		88	510	424	\$9.00	\$0.00	88
Route 4	5	262	2669	2653	\$4.00	\$1.00	267
Route 5	27	265	1522	1497	\$26.00	\$1.00	292
Route 5A	18	216	1586	1514	\$14.00	\$4.00	234
Route 6A	0	274	160	118	\$0.00	\$0.00	274
Route 6B	1	171	272	220	\$0.00	\$1.00	172
Route 6C	0	293	304	1196	\$0.00	\$0.00	293
<b>Total</b>	<b>172</b>	<b>2830</b>	<b>13756</b>	<b>14239</b>	<b>\$154.00</b>	<b>\$21.00</b>	<b>3002</b>

## STOA Reports

Q3 STOA				Q4 STOA			
Ridership	Public	Contract		Ridership	Public	Contract	
JULY	185	3061		OCTOBER	526	3423	
AUGUST	244	3279		NOVEMBER	511	2897	
SEPTEMBER	476	2676		DECEMBER	172	2830	
TOTAL	905	9016		TOTAL	1209	9150	
		9921 x \$ .405	\$4,018.01			10359 x \$ .405	\$4,195.40
Revenue Miles				Revenue Miles			
JULY	13603			OCTOBER	15931		
AUGUST	15171			NOVEMBER	14448		
SEPTEMBER	13544			DECEMBER	14239		
TOTAL		42318 x \$.69	\$29,199.42	TOTAL		44618 x \$.69	\$30,786.42
		STOA DUE: \$33,217.43				STOA DUE: \$34,981.82	

## New Business

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- Keuka Contract Update
- Medicaid Update
- Survey Questionnaire

