

## **ANNUAL SESSION**

**TUESDAY, NOVEMBER 12, 2013**

Chairwoman Fitzpatrick called the meeting to order at 7:00 p.m.

### **ROLL CALL OF MEMBERS**

All members present except Legislator Adsit.

### **Public Hearing**

#### **2014 Tentative County Budget**

Chairwoman Fitzpatrick called the public hearing to order at 7:01 p.m.

Ennio Corsi, Albany, General Counsel for Council 82 the parent union for Jefferson County's Dispatchers, Corrections Officer, and Deputy Sheriff's. He also represents dispatchers and correction officers across New York State, has been general counsel for 10 years and before that was in the Albany County Attorney's Office and the Albany City Corporation Counsel's Office. He addressed legislators concerning what he termed as understaffing in Jefferson County Dispatch and the unintended consequences that happen because of that. He said high stress and high fatigue lead to the likelihood of human errors and expose the County to tort liability. He said they are grateful to the Board for all they do, there is a problem and he asked that legislators fix the problem before it becomes a bigger problem.

Gail Sovie, 824 Coffeen Street, Watertown, and Dispatch employee outlined statistics on a couple handouts provided to legislators concerning the number of CAD events entered by Dispatch for three specific time periods and a staffing summary she performed for Dispatch. She has worked at Dispatch for 25 years, 20 years as a Supervisor, witnessing the evolution of 911 and the changing responsibilities of dispatchers and did not want to lose her passion for the job because of undue overtime. She asked that legislators take into consideration everything that is said tonight and add three dispatcher positions, one per shift.

Paul Renaud, 1060 West Street, Carthage, Dispatch Supervisor, taxpayer and citizen of Jefferson County who is also active in the Carthage Elks Lodge requested the addition of more positions to Dispatch as two dispatchers currently have earned more in overtime pay than what it would cost to hire another person for 22 weeks. He went over the layout of the Dispatch center in terms of staffing vs. services (desks), and related his experience on a particularly busy night in the Center. He meant no disrespect to any other County department and understood that every department is doing more with less but said their staffing could make a difference between life and death, and asked legislators to support their need for more positions.

There were no further comments and Chairwoman Fitzpatrick closed the hearing at 7:15 p.m.

## **PRIVILEGE OF THE FLOOR**

None.

## **MINUTES OF LAST SESSION**

The minutes of the October Session stand approved in the absence of objection or correction.

## **PRESENTATION OF PETITIONS, NOTICES AND COMMUNICATIONS**

None.

## **REPORTS OF STANDING COMMITTEES**

The Finance & Rules Committee reported favorably on resolutions referred from other jurisdictional committees.

A report of the Finance & Rules Committee on Legislators' expenses was received.

A report of the Finance & Rules Committee on the 2014 Tentative Budget was received.

## **REPORTS OF COUNTY OFFICERS AND OTHERS**

The Treasurer provided a report on Interest Allocation by Fund and Summary of Cash in Banks as of September 30, 2013.

The County Administrator provided a report on budget transfers for the month of October, 2013.

## **LOCAL LAWS, RESOLUTIONS AND MOTIONS**

### **Resolution No. 216-B**

#### **Revising and Adopting 2014 Tentative Budget**

By Legislator: Barry M. Ormsby

Whereas, Pursuant to Section 357 of the County Law, the Finance and Rules Committee of this Board has reviewed the Budget Officer's 2014 Tentative Budget and has proposed that certain changes, alterations and revisions be made to said budget.

Now, Therefore, Be It Resolved, That the 2014 Budget Officer's Tentative Budget be changed, altered and revised as shown on the attached Schedule A, said schedule shall be considered a part of this resolution as if fully set forth herein, and be it further

Resolved, That said Tentative Budget, with such changes, alterations and revisions as are heretofore set forth be and is hereby adopted as the Budget of the County of Jefferson for County fiscal year 2014.

Seconded by Legislator: Michael A. Montigelli

Legislator Behling supported putting three dispatch positions in the 2014 Budget and provided a worksheet he devised from examining the last three years' budgets for actual spending vs. budgeted amounts and identified funds from a number of departments along with a savings in overtime (identified by Mr. Plummer) in order to come up with funds to cover the cost of the three positions, without raising taxes or using fund balance. He estimated the cost of the three positions at \$162,750, including fringes, less \$27,125 (the cost of the ½ dispatcher position in the proposed budget) which left \$135,625 to find. He said this is not meant to blindside anyone as he thought the funding could come from fund balance, but emails he received suggested that specifically identifying accounts was needed. He went over each line item he took money from relating that none of the lines were zeroed out. He added that when overtime reaches a certain point, you need to hire additional people.

Legislators Ferris and Behling questioned the \$25,000 allocated to the Jefferson County Mediation Center under the authorized agencies. Chairwoman Fitzpatrick indicated it was for the Bridge Program that is operated out of Urban Mission to help recovering addicts get back on their feet. Mr. Hagemann advised that it is a new allocation, a presentation was made to the Board and paperwork submitted with the other authorized agency requests so it was included and has been approved thus far. Legislator Nabywaniec added that the FDRHPO allocation was reduced by \$25,000 in order to provide funding for this program and the presentation indicated that savings realized by the County through the program would far outweigh the costs.

Legislator Behling made a motion to amend the 2014 Tentative Budget to make the changes he identified and the motion was seconded by Legislator Doldo.

Legislator Gray asked if Administration had a comfort level with the changes and said in fairness to the departments that money is being taken away from, they should have an opportunity to defend themselves. Mr. Hagemann advised that he could not comment on the accuracy of the numbers as it was not put together by staff. Legislator Gray suggested an analysis on the overtime numbers in the very least would be appropriate before changes are made as historically we have not been able to contain overtime and these are significant changes to the budget.

Legislator Ormsby appreciated Legislator Behling's efforts and budget knowledge, but felt further examination is needed before we move forward on it as there are times when departments are anticipating larger expenditures than in the past.

Legislator Drake said that we have to do something with the dispatch positions to remedy the situation but we need time to come up with a solution.

Legislator Astafan asked if there is a reason that we have never been able to get a hand on the rising cost of overtime realizing that some overtime costs will always be constant and if it has ever been analyzed, addressing the more senior members of the Board.

Legislator Docteur stated that he has the utmost respect for the employees present and in that department and the work that they do, saying and discussion tonight has been about cutting overtime costs to improve the quality of life for the employees, but asked if the overtime in terms of hours per person per week for that department were available to put some of this in perspective.

Legislator Reed advised that he has expressed support for extra dispatchers, extra patrols and extra corrections officers and he was not sure if there was an easy answer on overtime costs because containing overtime has not worked in any of those cases. He stated that his commitment has always been public safety and the welfare of the citizens and asked the questions posed by Legislator Docteur of the Budget Analyst (with the assistance of Mr. Plummer) and received the answers this afternoon; per another request he received the actual overtime hours of each employee from Mr. Kaskan. He said the information deserves deliberation and while Legislator Behling did put some numbers together he did not agree with voting on that tonight. He appreciated everyone's passion and the professionalism and conduct of the dispatchers in stating their case, and suggested discussion concerning an overtime policy would be appropriate.

Legislator Montigelli thanked Legislator Behling for his work to find funds to cover costs and said by the nature of having benefits with an employee you create an overtime liability. He supports public safety but said there is no way to get a handle on overtime as you don't know statistically what is going to shape the use of overtime in any given period, except that if you hire more employees you will create more need for overtime.

Legislator Peck also appreciated Legislator Behlings' efforts to find funds but did not support voting on the changes this evening, and said he would not support overriding the tax cap this year. He questioned time frames for persons out on medical leave in the department. Director Plummer indicated that there were two employees each out for six weeks one started on Halloween and the other will start the middle of November.

Legislator Ferris supported the extra help but questioned if the three dispatchers were approved how would they be used for staffing and how will that save overtime. Mr. Plummer advised that one would be used on each rotation on certain days of the week which would mean some days there are six people per shift and other days there would be five, but the fifth person would not be someone on overtime; and they would be moved around according to need.

Legislator Doldo asked if additional staff would allow for adequate training also. Mr. Plummer advised that they are getting by on training by paying overtime when it is necessary to send someone to training, but it would allow for training without the need for overtime.

Legislator Drake asked where do we go procedurally from here, what happens if we don't

pass the budget tonight and what kind of a time frame do we have.

Legislator Gray stated that we have until December to adopt a budget, but encouraged legislators to adopt a budget as recommended by Finance & Rules and go back and flush out the numbers and do an amendment to the budget for dispatch. He also agreed with Legislator Montigelli that increasing staffing increases exposure for overtime and the Board needs to think about whether they want to take a hard line on overtime and how that will be accomplished. He appreciated Legislator Behling's effort and time spent going through the budget, it is admirable and he concurred with taking time to look; until the specified numbers are flushed out there is no way of knowing if they are budgeted numbers or were amended to cover other costs within the budget. He stressed that due diligence is needed, cautioned against adopting anything in haste and said he would not support the motion to amend at this time.

Legislator Ormsby did not want to over simplify but said at the end of the day it is either overriding the tax cap or using fund balance and he was not advocating for either. He would not support the amendment, but would be supporting the budget as recommended by Finance & Rules and going back to amend it at a later date with regard to dispatch.

Legislator Reed talked about the need to further examine overtime overall in the County and more specific answers with regard to overtime in dispatch and while he supported Legislator Behling's research, time is needed to analyze it. Legislator Ferris also supported looking at a policy for overtime to maintain and manage it.

Legislator Peck concurred with Legislator Reed's remarks about overtime and said while it is admirable to find funds for positions in the 2014 Budget, but where will we find savings to operate at the new level for the following years, especially if overtime continues to increase. He said it is important for the Board to look at where things are headed because unless sales tax turns around or new industry comes to the area, overriding the tax cap may be necessary in future years. He made a motion to lay the budget on table until the next full Board meeting.

County Attorney Paulsen advised that the motion currently on the floor to amend the budget needed to be dispensed with before another motion can be entertained.

Legislator Drake clarified that the Board can vote to pass the budget and then entertain separately Legislator Behling's proposal after taking time to look at the facts and figures then amend the budget at the next full Board meeting and expressed support for doing that.

Discussion ensued with regard to whether Legislator Behling wanted his motion voted on tonight, if he wanted to rescind it so the matter could go back to Finance & Rules, and whether a simple majority could amend the budget or if it would take a 2/3 majority vote to do that. Legislator Behling suggested the funds could be taken out of fund balance and Administration could take funds out of the identified departments, or any others they feel they should at a later date to replenish fund balance. He said the Board is who identified the amount of fund balance the County needs to have on hand and can change it or use it at any time, but he felt the fund balance was at a healthy level. He added that when overtime reaches a certain point, you need to

hire additional people and he believes the County has the money to do it. Legislator Astafan agreed with Legislator Behling regarding overtime and the need to hire additional employees. Mr. Hagemann advised that only a simple majority was required to amend the budget.

Legislator Docteur said the amendment may have merit but adding positions at this point is philosophically a substantial departure from past practice regarding the budget. He referenced the Efficiency Ad Hoc Committee exercise in meeting with departments who came up with ideas of their own to better use labor and other resources within their department and he wanted to continue to streamline County government.

Legislator Doldo asked legislators to keep in mind the type of work that these employees perform stating that it can take a mental toll unlike other positions. He felt those employees deserved the Board's support and was not sure what could be done with positions, but some relief for the employees is appropriate.

Legislator Ferris could understand others views but felt more positions would help the dispatchers do their job more efficiently.

Legislator Reed pointed out that if he does not vote for this amendment this evening it does not mean he is not for public safety, he is for good, careful deliberations and bringing both sides together. He was in favor of more dispatchers but we need to do it in a timely, smart fashion and know why we are doing it and what is the most effective way.

Legislator Nabywaniec stated that he has supported more dispatch positions in the past but would not be supporting the amendment tonight. He is in favor of looking at amending the budget in the next couple weeks and looking at an overtime policy next year.

Legislator Montigelli would like the figures in the amendment vetted and agreed there may be funds elsewhere, but said he would not be supporting the amendment as is this evening.

Legislator Ormsby reiterated that it comes down to exceeding the tax cap or fund balance and he believed following feedback after the initial budget discussion, and everyone's input, 1 dispatcher mid year was not ideal he said it was agreed to with the idea that we would revisit the issue moving toward something more in 2015. He felt due diligence was done, the budget team did a good job and Finance & Rules Chairman has done a little for each of the concerns and said would be supporting the budget, but not the amendment this evening.

Legislator Gray called the question and debate on the motion and asked for a roll call vote.

Roll Call Vote on Legislator Behling's motion

Ayes: Ferris, Behling, Astafan

Nays: Nabywaniec, Gray, Drake, Doldo, thomas, Reed, Docteur, Montigelli, Ormsby,

Peck, Fitzpatrick

Absent: Adsit

Motion failed.

Legislator Drake clarified that discussion on the positions would still be ongoing. Legislator Montigelli wondered how we move forward with vetting the numbers.

Chairwoman Fitzpatrick advised that Administration and the budget team would be taking a strong look at the numbers Legislator Behling provided and any other numbers before a decision will be made by the Board, through the Finance & Rules Committee. Legislator Gray recommended that the Budget be passed as recommended by Finance & Rules Committee, and confirmed that no one is opposed to taking a hard long look at Legislator Behling's proposal, however time is needed to go back and research all of this but it was not reason enough to hold up the budget. He assured Legislator Behling that he would work with Administration and get something to the Finance & Rules Committee and through the committee process for consideration as quickly as can be done.

In response to questions from Legislator Behling, Deputy Administrator Kaskan and Budget Analyst Hudson explained the process by which a department requests upgrades for employees and how it appears in the different columns of the budget depending upon if it is approved or not; specifically noting that there were no positions added in the Airport Department, an upgrade was denied.

Legislator Behling questioned where the funds could be found in the budget for the various delinquent tax auctions that have been held because those funds were supposed to be allocated for distressed properties that the County holds title to through delinquent taxes. Mr. Kaskan advised that in 2011 the County made a profit at the tax sale auction and most of it was put in a capital account for property remediation (p. 157, Acct. 20-9006-6989.2060); last year the County lost \$220,000 through the auction and it was not taken out (p.4 Acct. 91051); and even though a profit was made this year, nothing has been put in the capital account for a couple reasons. First, no cost has been identified of the remediation properties that the County has done Phase 2 environmentals on, and second we expect our fund balance usage to be up again and we hope to use some of that profit to protect against fund balance loss. Legislator Behling thought a motion or a resolution had been done to put the money in the account. Mr. Kaskan advised that there was no policy established and a past resolution may have indicated we would look at doing that in the future and he could look that up, but there is no official policy; it was one resolution done two years ago at the time the County was looking at properties. Legislator Behling said it should be a decision of the Board and he would like to see it brought forward.

Roll Call Vote on Resolution 216

Ayes: Ormsby, Nabywaniec, Montigelli, Doldo, Docteur, Thomas, Reed, Drake, Peck, Gray, Fitzpatrick

Nays: Behling, Ferris, Astafan

Absent: Adsit

Resolution passed.

**Resolution No. 217**

**Appropriation for the Conduct of County Government  
for Fiscal Year 2014**

By Legislator: James A. Nabywaniec

Whereas, Pursuant to Sections 354 and 355 of the County Law the Budget Officer has prepared and submitted to this Board the 2014 Budget Officer's Tentative Budget, and

Whereas, Said Tentative Budget has been changed, altered and revised by this Board in accordance with Section 358 of the County Law, and

Whereas, Said Tentative Budget, as changed, altered and revised, has been adopted by this Board by Resolution No.

Now, Therefore, Be It Resolved, That the numbers in the 2014 Budget Officer's Tentative Budget in the column entitled "Budget Officer's Recommendations," with such changes, alterations and revisions as have been approved by this Board, be inserted in the column entitled "Adopted," and be it further

Resolved, That, pursuant to Section 360 of the County Law, the several amounts specified in such budget in the column entitled "Adopted" be and are hereby appropriated for the objects and purposes specified, effective January 1, 2014.

Seconded by Legislator: Michael J. Docteur

Roll Call Vote

Ayes: Drake, Behling, Doldo, Thomas, Astafan, Ferris, Peck, Gray, Montigelli, Docteur, Nabywaniec, Reed, Ormsby, Fitzpatrick

Absent: Adsit

Resolution passed.

**Resolution No. 218**

**Adopting Capital Plan for 2014 - 2019**



By Legislator: Barry M. Ormsby

Whereas, Pursuant to Resolution No. 357 of 1992 and Section 99-g of the General Municipal Law, the Budget Officer has prepared and submitted as part of the 2014 Budget Officer's Tentative Budget a Six Year Capital Plan for the years 2014-2019.

Now, Therefore, Be It Resolved, That said Capital Plan be and is hereby adopted.

Seconded by Legislator: Michael A. Montigelli

Roll Call Vote

Ayes: Behling, Ferris, Gray, Docteur, Reed, Montigelli, Peck, Nabywaniec, Ormsby, Doldo, Thomas, Drake, Astafan, Fitzpatrick

Absent: Adsit

Resolution passed.

#### **Resolution No. 219**

##### **Certification of Taxes to the City of Watertown**

By Legislator: James A. Nabywaniec

Resolved, That the Clerk of the Board be and is hereby authorized and directed to certify to the Clerk and the Assessor of the City of Watertown, the apportioned share of the 2014 County Tax to be levied on real property within the City as follows:

County Tax ..... \$7,721,781.53

Seconded by Legislator: Barry M. Ormsby

All members present voted aye.

#### **Resolution No. 220**

##### **Levying Tax Map Maintenance Charges for 2014**

By Legislator: Michael A. Montigelli

Resolved, That, Pursuant to Section 1534 of the Real Property Tax Law, the twenty-two Towns of the County be and are hereby charged \$315,527 for 2014 Tax Map Maintenance, and be it further

Resolved, That the Clerk of the Board of Legislators be and is hereby authorized and directed to apportion said sum among the twenty-two Towns in the County of Jefferson in accordance with Resolution No. 248 of 1987, and that the amount apportioned to each Town be and is hereby levied and assessed against the taxable property of the respective Town.

Seconded by Legislator: James A. Nabywaniec

Roll Call Vote

Ayes: Peck, Doldo, Ferris, Reed, Drake, Docteur, Ormsby, Nabywaniec, Gray, Thomas, Astafan, Behling, Montigelli, Fitzpatrick

Absent: Adsit

Resolution passed.

#### **Resolution No. 221**

#### **Approving Mortgage Tax Report**

By Legislator: Michael A. Montigelli

Whereas, This Board is in receipt of the semi-annual Mortgage Tax Report showing the amount to be credited to each tax district in the County of the money collected during the preceding six months ended September 30, 2013.

Now, Therefore, Be It Resolved, That, pursuant to Section 261 of the Tax Law, this Board issue Tax Warrants for the payment to the respective tax districts of the amounts so credited and authorize and direct the County Treasurer to make payment of said amounts to the respective districts in accordance with the report.

Seconded by Legislator: Barry M. Ormsby

All members present voted aye.

#### **Resolution No. 222**

#### **Levying Hudson River-Black River Regulating District Assessments**

By Legislator: Michael A. Montigelli

Whereas, The Board of the Hudson River-Black River Regulating District, pursuant to provisions of the Environmental Conservation Law, has filed a certified statement with the Clerk of the County of Jefferson showing the name of each public corporation or a brief description of each parcel of real estate and the name of the owner, or owners, so far as can be ascertained, and the

proportionate amount of the cost of storage reservoirs and the expense of maintenance and operation of such reservoirs to be borne by each parcel of real estate during the year ending June 30, 2014, and

Whereas, Pursuant to Subdivision Six of Section 15-2123 of the Environmental Conservation Law, signed into law on August 8, 1983 "...All moneys required to be collected and not paid directly to the River Regulating District by the thirty-first day of October of the year in which the assessment is levied shall be payable to the County Treasurer as provided under subdivision four of this Section and shall be subject to a service fee of one percent of the total amount assessed which shall be added to the amount to be collected and which shall be in addition to any penalties which may be imposed in the case of failure to pay general taxes within the time prescribed by law, and when collected, such penalties shall be deemed part of the assessment...".

Now, Therefore, Be It Resolved, That, in accordance with the certified statement of annual assessment received from the Regulating District dated October 31, 2013, the sum set after the description of each parcel of real estate in the following list is hereby levied and assessed against said parcel of real estate to wit:

(Parcels will be added when they are received.)

and be it further

Resolved, That the collector of taxes and assessments in each Town or City in which any such parcel of real estate is situated be and is hereby directed and commanded to collect said sum set forth after the description of each such parcel of real estate in the forgoing list, or in case the property is situated in more than one Town, to collect the sum set forth after the name of each Town following said description, in the same manner and by the same procedure as general taxes are collected and to pay the same to the County Treasurer of Jefferson County, and be it further

Resolved, That the Clerk of the Board of Legislators be and is hereby directed to furnish a certified copy of this resolution to the Council of the City of Watertown.

Seconded by Legislator: Michael J. Docteur

Chairwoman Fitzpatrick entertained a motion to table the resolution as the County is not in receipt of the list of parcels needed for this resolution. A motion to table the resolution was duly made by Legislator Ormsby seconded by Legislator Docteur and unanimously carried by the Board.

### **Resolution No. 223**

#### **Payment of Legislators' Expenses**

By Legislator: James A. Nabywaniec

Whereas, This Committee to whom claims of the members of the Board were referred, has examined and audited such claims and finds the total to be \$2,497.50 we have allowed:

Legislator Expense:                      \$2,497.50

Now, Therefore, Be It Resolved, That the County Treasurer be and is hereby directed to draw checks payable to the claimants as audited.

Seconded by Legislator:    Barry M. Ormsby

All members present voted aye.

### **Resolution No. 224**

#### **Approving Amended Jefferson County Administrative Policies and Procedures Relative to Travel and Credit Card Policy**

By Legislator:    Michael J. Docteur

Whereas, Local Law No. 10 of 1986, as amended, provides that the County Administrator shall promulgate such administrative regulations and procedures as may be authorized by the Board of Legislators, and

Whereas, It is the desire of the Board of Legislators to authorize the amendment of administrative policies and procedures for Travel and Credit Card, which will replace those policies and procedures adopted in 2011.

Now, Therefore, Be It Resolved, That the amended Administrative Policy Section 1.11, **Travel and Credit Card**, is hereby approved and by reference incorporated herein, and its promulgation and implementation by the County Administrator is authorized, effective immediately.

Seconded by Legislator:    Michael A. Montigelli

### **ADMINISTRATIVE MEMORANDUM POLICIES AND PROCEDURES**

**County of Jefferson**

**Board of Legislators**

**Office of the County Administrator**

**Section:            Finance**

**Issued:            6/7/2011**

**Subsection:      1.11**

**Subsection:      Travel and Credit Card**

**Revised:          11/12/2013**

#### **PURPOSE:**

County employees and officials (or other individuals under the official protection or jurisdiction of Jefferson County), are referred to throughout this policy as "traveler(s)." Responsibilities enumerated in this policy that

pertain to “traveler(s)” are only required of County employees and officials.

The purpose of this policy is to provide guidelines and establish procedures for all Jefferson County employees and officials (or other individuals under its official protection or jurisdiction), incurring business travel expenses for the benefit of the County, and to provide the information needed for reimbursement. All travelers are required to comply with these guidelines in order to receive reimbursement for any expense claims related to travel on the County’s behalf. When submitting Expense Vouchers to claim reimbursement it is expected that travelers will neither gain nor lose financially. Prior to an event, potential travelers should consult their Department Head if they have specific travel related issues not covered in this policy.

The traveler is performing a valuable service while on business for the County. At the same time, it is the responsibility of the traveler to spend travel money as efficiently and economically as possible. Only actual, necessary and reasonable business expenses incurred in the performance of official business will be paid or reimbursed. Payments made pursuant to this policy shall be in compliance with current IRS regulations.

## **RESPONSIBILITY:**

Each traveler has stewardship responsibility for managing travel expenses, but in particular:

As a representative of a government entity, all travelers are responsible to make establishments aware of the tax exempt status and insure that no taxes are charged in all cases where this status is applicable.

All travelers are responsible for reading, understanding and complying with this policy.

All Department Heads are responsible for reviewing all Expense Vouchers and receipts for accuracy and compliance to policy.

The County Administrator’s Office is responsible for establishment, maintenance, revision and publication of this policy and the recommendation of all processes and procedures needed to ensure compliance.

The County Auditor is responsible for tracking and reporting any deviation from policy back to the Department Head.

All travelers are responsible for completion of all travel related documents accurately and completely upon return from a travel event including expenses incurred using the County Travel Card.

## **ENFORCEMENT:**

The County will pay or reimburse travelers for all reasonable and necessary expenses, while traveling on authorized County business. However, the County assumes no obligation for the reimbursement of expenses that are not in compliance with this policy. Travelers who do not comply with this policy may be subject to delay or withholding of reimbursement until all issues are resolved.

## **ALTERNATIVES TO TRAVEL:**

If the business objective can be accomplished, E-Meetings, videoconferencing and teleconferencing are effective alternatives to travel and represent an opportunity to significantly reduce travel costs for Jefferson County, as well as impact the environment.

## **EXCEPTIONS TO POLICY:**

Exceptions, deviations or reimbursements for expenses that are not in compliance with this policy require the prior

written approval of the respective Department Head and County Administrator through the Travel Authorization process. In accordance with County Audit Policy the County Auditor will forward exceptions to the County Administrator on a monthly basis for his review and information. A copy will also be sent to the respective Department Head.

## **POLICY EFFECTIVE DATE & REVIEW:**

This policy will become effective upon approval of the Board of Legislators and will be reviewed and updated as required.

## **TRAVELERS ENDING SERVICE TO THE COUNTY:**

When a traveler leaves the service of the County, it is the responsibility of the Department Head and the Department of Human Resources to ensure the following occurs prior to the person's last day of employment:

Ensure the employee has submitted all expense claims and receipts prior to termination.

Ensure the County Travel Card account has been reconciled and all required documentation submitted in support of any outstanding balance.

Obtain payment from the employee for any amount owing to the County for non-reimbursable expenses charged or obtain a signed authorization to deduct from final reimbursement.

## **TRAVEL AUTHORIZATION**

All travelers must submit a Travel Authorization form prior to attending a conference or other County related function that will require them to be out of the office for longer than two consecutive workdays and if an expenditure is involved in the form of fees, mileage, meals, lodging, or other transportation costs that will require reimbursement or payment by the County. Travel for periods of a single day where no overnight stay is required and which will require reimbursement for mileage, fees, etc. do not require a travel authorization form and are reported using the County expense claim form. Department Heads are initially responsible for approval of all travel.

The information on the Travel Authorization should include the purpose of the trip, destination, times and dates, and itemized estimates of all costs related to the event. Changes of a significant nature will require an amended travel authorization be submitted. Explaining the necessity and benefit of the trip to the County is also required.

The Travel Authorization may be amended should conditions warrant with the concurrence of the Department Head and County Administrator. Original/official Travel Authorizations shall reside at the County Auditor's office.

## **TRAVEL ARRANGEMENTS**

### **RESERVATION PROCEDURES:**

All air travel, hotel, car rental and rail travel reservations, including en-route changes, may be booked by the traveler if the traveler elects to use their personal credit card according to the details of the approved Travel Authorization. If the traveler does not wish to use a personal credit card and prefers to have charges billed directly to the County, all travel arrangements MUST be made through the County's authorized Travel Agent Contract. If the Travel Agent contract is used, a copy of the approved Travel Authorization will be forwarded to the Travel Agent by the County Auditor. Any changes to the travel arrangements not covered by the Travel Authorization must receive the same approvals as the original order. Last minute changes (within 48 hours of the commencement of the trip) which require amendment to the Travel Authorization will be paid by the traveler and reimbursed once the amended Travel Authorization is approved.

## **EMERGENCY/EN-ROUTE RESERVATION CHANGES:**

All en-route changes, during business hours, must be made by:

Contacting the Department Head for authorization to amend the Travel Order.

In cases where obtaining prior approval is not possible a detail of the events will be required upon the Travelers return. All circumstances that occurred requiring the change will need to be presented for approval of an amended Travel Authorization.

The County understands that circumstances occur during travel that are beyond the control and planning of the Traveler and will make every attempt possible to reimburse the additional expenses as the result.

## **EXCEPTIONS FOR TRAVELERS WITH SPECIAL NEEDS:**

If the traveler requires accommodation beyond that permitted by the Travel and Expense Policy due to special needs or circumstance, the special requirements must be approved through the Travel Authorization prior to booking any travel arrangements.

## **MEALS**

### **BUSINESS MEAL EXPENSES:**

Business meals are defined as meal expenses incurred by the individual traveler while traveling on County business. Business meal expenses will be paid or reimbursed in accordance with County Audit Policy, for actual costs. No reimbursement will be allowed for expenses submitted without a receipt. Wherever possible, an itemized receipt is encouraged. Charges for alcohol will not be reimbursed.

### **MEAL SPENDING GUIDELINES AND REIMBURSEMENT:**

The traveler will be required to pay meal costs out of pocket and submit the appropriate charges for reimbursement within the guidelines of this policy. In no event will the County prepay meal costs unless such costs are included in an event registration. Travelers will be reimbursed for actual, reasonable documented meal expenses (i.e. with proper receipts). These guidelines include taxes and gratuities.

### **BUSINESS MEALS TAKEN WITH OTHER TRAVELERS/NON TRAVELERS:**

With prior approval of the Department Head, travelers may be reimbursed for business-related meals taken with other travelers or non – travelers if one of the following circumstances applies:

When, for confidentiality reasons, business needed to be conducted off County premises.

When considered necessary in meeting the mission of the County

When participating in work groups where business is conducted during a working lunch.

Business lunches with non-travelers will be reimbursed only if such meeting will promote a County purpose. Such event would include the County paying for both the employee and non-employee. Meal expense guidelines will apply to this event as well as the requirement for appropriate approvals and documentation.

When travelers dine together at a business meal, one employee may pay the bill and submit the receipt. The detail

shall include the names of those included on the bill and all parties must have approved Travel Authorizations in place if the meal was part of travel costs.

### **MEAL EXPENSES WITHIN THE COUNTY:**

Travelers may have meal expenses covered for in-county functions where meals are an integral part of the function within the following guidelines:

The meeting is directly related to the employee's job and is representing his/her department.

The primary purpose of the meeting is to conduct business and the meal is incidental.

The meal is an integral part of the business – related function and it would not be practical to attend and not participate.

### **TIPPING AND GRATUITIES:**

Gratuities of 15% of the total bill are recommended with a limit of 20%. This does not supersede any existing department policy that may establish more restrictive gratuity guidelines.

### **OTHER REIMBURSABLE EXPENSES**

The following incidental expenses, when directly related to business travel, may be reimbursable provided they are appropriate, and are identified separately and supported:

Parking & Tolls

Gasoline for rental vehicles

Business phone calls

Taxis

Reasonable personal phone calls home

Personal car mileage

Seminar fees

Ground transportation

Expenses not otherwise identified and have received prior approval as meeting the intent of this policy

### **AIR TRAVEL**

#### **MAKING AIR TRAVEL RESERVATIONS:**

Unless an employee elects to utilize their personal credit card, all business travel arrangements must be made using the County's contract for Travel Agent Services. Through the use of various reports issued by the Travel Agent, the Purchasing Department will periodically compare the costs of using the Travel Agent services with direct booking arrangements. Air travel should be the most direct route possible subject to department head approval. Requests for air travel reservations are required to be made as far in advance as possible to take advantage of



economy seating and discounts.

### **AIRLINE CLASS OF SERVICE / UPGRADES:**

All airline tickets will be issued in Coach/Economy Class only. Upgrades at the expense of the County are not permitted and will not be reimbursed.

### **E-TICKETS & TICKET DELIVERY:**

To take advantage of the cost benefits and convenience:

The traveler will be e-mailed the confirmation number and itinerary once travel arrangements are complete.

E-Ticket receipts must be maintained and attached to the Travel Expense Voucher submitted for reimbursement.

### **OVERNIGHT DELAYS:**

Should an airline delay or cancellation necessitate an unscheduled overnight stay the traveler should make every effort to contact their Department Head and make reasonable alternate arrangements.

### **CANCELLATIONS / UNUSED TICKETS:**

Travelers are responsible for cancelling air reservations by using the same method as their booking procedure (travel agent).

Unused airline tickets or flight coupons must never be discarded or destroyed as these documents may have a cash value. To expedite refunds:

If booked through the Travel Agent, unused or partially used airline tickets must be returned immediately to the travel agency.

Travelers must not submit unused tickets with the expense reimbursement report.

For unused e-tickets and non-refundable or penalty fares, the circumstances and associated costs must be detailed and approved by the Department Head.

### **LOST OR STOLEN AIRLINE TICKETS:**

Immediately upon discovery of a lost or stolen airline ticket, the traveler is required to report the loss to the appropriate air carrier. The traveler is responsible for ensuring the security of all travel related documents including passport, tickets, etc.

### **AIRPORT PARKING:**

Travelers should use general, long term or offsite parking if available, and provide receipts for reimbursement. In all cases, the availability of airport shuttle service needs to be considered and used whenever possible.

### **LODGING**

If the cost of lodging exceeds the cost of commuting, lodging may be disallowed by Administration. Arrangements for lodging in connection with an approved conference should be made in the most economical manner possible. An

itemized bill detailing the expenses incurred at the hotel must be attached to the Expense Voucher submitted to the County Auditor. Expenses of a spouse or companion who accompanies a traveler will not be reimbursed.

### **MAKING HOTEL RESERVATIONS:**

All hotel reservations must be made through the Travel Agent unless the traveler elects to pre-pay the cost of the hotel and submit the expense for reimbursement. If staying in New York State, the traveler should make the hotel aware that they are tax exempt and present a tax exempt certificate at check in. If a traveler must cancel a reservation, they are responsible for obtaining a cancellation number from the hotel or travel agency.

### **HOTEL PAYMENT PROCEDURES:**

Hotel costs must be paid upon departure. Travelers require a zero-balance receipt/folio statement upon checkout and must submit this documentation with the Travel Expense Voucher.

### **HOTEL HEALTH AND FITNESS CENTER CHARGES:**

In general, hotels will provide health and fitness facilities at no additional charge. Additional hotel and fitness center charges will not be reimbursed.

### **AUTOMOBILE RENTAL**

All vehicles must be rented using the current New York State Contract vendor.

### **INSURANCE COVERAGE:**

When obtaining a rental car:

You will need to accept and will be reimbursed for the Loss Damage Waiver/Collision Damage Waiver insurance option.

Otherwise, you will not have insurance coverage and Jefferson County will not reimburse for any damages incurred.

### **REFUELING RENTAL CAR PRIOR TO RETURN:**

The rental vehicle must be returned with a full tank of gas to avoid refuelling fees by the car rental company.

Fuel charges are reimbursable.

Fill up option must not be purchased.

### **PARKING AND TOLL CHARGES:**

Necessary parking and toll charges are reimbursable. Receipts must be provided for parking detailing location and duration.

### **TRAFFIC AND PARKING VIOLATIONS:**

Traffic and parking violations while operating a rental, County or a personal vehicle for business purposes are not reimbursable.

## **RAIL TRAVEL**

All rail travel reservations should be made through the Travel Agent. Travelers are responsible for cancelling rail reservations by using the same method as their booking procedure (i.e. Travel Agent). All Rail travel must be booked in Coach/Economy class.

## **OTHER TRANSPORTATION**

### **USE OF COUNTY CAR:**

Travel by County car is an option available in lieu of the personal use of an automobile. Car pooling is recommended when more than one traveler has the same destination.

### **PERSONAL CAR USAGE GUIDELINES:**

Travelers should consider the following when deciding on the use of their personal vehicle:

Is it less expensive than renting a car, taking a taxi or alternate transportation?

Is it more timely than taking public transportation?

### **REIMBURSEMENT FOR PERSONAL CAR USAGE:**

Travelers will be reimbursed for business usage of personal cars at the IRS rate in effect at the time of travel. Personal mileage reimbursement is intended to cover all costs related to operation of the vehicle including service, maintenance (gas, oil), insurance and depreciation. Mileage reimbursement excludes normal round trip to and from work. Under no circumstances will the County reimburse a traveler for insurance premiums for a personal vehicle used for business purposes.

To be reimbursed for use of a personal car for business, travelers must submit a Travel Expense Voucher which includes the following basic information:

Purpose of the trip.

Date and location.

Receipts for tolls and parking.

Submit all information pursuant to County policy.

### **OTHER GROUND TRANSPORTATION:**

The most economical mode of transportation must be used.

All charges must be supported by itemized receipts.

Travelers going to the same location should share ground transportation to and from the airport whenever possible.

The use of taxis is encouraged for local travel, where no other more economical means of transportation is available (i.e. airport shuttle/private car) where ground transportation is anticipated to be only required for the trip to and from

the airport and hotel.

Travelers should consider the most economic option for parking and provide receipts for reimbursement.

### **SPOUSE/COMPANION ACCOMPANIMENT DURING BUSINESS TRAVEL**

Jefferson County will not reimburse travel and entertainment expenses incurred by a spouse or other individual that may accompany an employee on business.

### **TRAVEL – RELATED COMMUNICATION EXPENSES**

Travelers will be reimbursed for calls made from their hotel room for business purposes, or calls to office or home which are reasonable and necessary. A copy of the bill must be attached to the Travel Expense Voucher.

### **RECEIPTS: GENERAL**

A receipt is a document that provides evidence of incurred expenses. Receipts are necessary to receive reimbursement. In cases where a receipt is required to support the expense, the receipt should contain the following information:

The name of the establishment rendering service

The total amount of the charge.

The date on which the expense was incurred

Handwritten receipts will be accepted provided that the items listed above are included and the receipt is preferably signed by an employee of the establishment.

### **FRAUDULENT CLAIMS**

The County will take all necessary steps to reclaim any illegal payment and to prosecute those making such claims.

### **REIMBURSEMENT**

All claims for reimbursement that have been approved on the Travel Authorization by the Department Head on the Travel Expense Voucher shall be reimbursed. The Department Head, by signature:

Assures that all expenses claimed comply with established travel rules and regulations.

That all travel was necessary, in the best interest of the County and was for the purpose stated on the Travel Authorization and Expense Voucher.

All travel expense claims should be submitted to the County Auditor within ninety (90) days of the expenses being incurred.

### **LOSS/THEFT OF VALUABLES WHILE TRAVELING**

A loss of Jefferson County property occurs, the incident must be reported to the County Insurance, Purchasing, and Security Departments.

If the loss is the result of theft, a written report should be made to local law enforcement authorities and a copy of the report submitted to the Insurance Department.

For the loss or theft of personal property, Travelers must file a claim with their personal property insurance Company/agent to determine policy coverage. The County will not reimburse expenses for the loss or theft of personal items or valuables while traveling.

**REFERENCE:**

1. Resolution No. 109 of 2011
2. Resolution No. 224 of 2013

**EFFECTIVE:** November 12, 2013  
**ISSUED:** November 12, 2013

Robert F. Hagemann III  
County Administrator

**ACKNOWLEDGMENT OF RECEIPT  
JEFFERSON COUNTY TRAVEL & CREDIT CARD POLICY**

I hereby acknowledge that I have received, read, and understand the Jefferson County Travel & Credit Card Policy dated November 12, 2013 and agree to abide by its terms.

Name \_\_\_\_\_

Title \_\_\_\_\_

License # \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

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

Copies to: Department Head  
Employee

All members present voted aye.

**Resolution No. 225**

**Amending the 2013 County Budget and Capital Plan  
in Relation to the JCC Master Plan Project**

By Legislator: James A. Nabywaniec

Whereas, By Resolution No. 70 of 2005, the Jefferson County Board of Legislators endorsed the 2004 Update of the 1998 Facilities Master Plan for Jefferson Community College, which presented recommended capital projects with a total estimated cost of \$18,144,271, and

Whereas, By Resolution No. 272 of 2005, this Board established a Master Plan Projects account in the amount of \$10,000,000 to reflect the County and State funding shares, and

Whereas, Funds are still remaining in the original Master Plan account and the College desires to complete two additional projects, including constructing a salt storage shed and an enclosure for the entrance of the Dewey Building, and

Whereas, It is necessary to amend the 2013 County Budget and Capital Plan for this purpose.

Now, Therefore, Be It Resolved, That the 2013 County Budget is hereby amended as follows:

**Increase:**

20-9006-2490.2021.007	Storage Building	\$ 38,800
20-9006-2490.2021.009	Dewey Renovations	101,689

**Decrease:**

20-9006-2490.2021	JCC Facility Masterplan	\$140,489
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and be it further

Resolved, That the six year capital plan is hereby amended accordingly.

Seconded by Legislator: Michael A. Montigelli

Roll Call Vote

Ayes: Behling, Astafan, Thomas, Drake, Doldo, Montigelli, Reed, Nabywaniec,  
Ormsby, Ferris, Docteur, Peck Gray, Fitzpatrick

Absent: Adsit

Resolution passed.

**Resolution No. 226**

## **Granting Easement to Niagara Mohawk Power Corporation**

By Legislator: Barry M. Ormsby

Whereas, a Dormitory facility is being constructed at Jefferson Community College for the use of its students, and

Whereas, in Order to provide electrical service for the above described facility, National Grid must tie into and extend existing electrical connections to the facility, and

Whereas, National Grid has requested that an easement be granted to enable it to install such extended service connection.

Now, Therefore, Be It Resolved, That, an easement shall be granted to Niagara Mohawk Power Corporation as outlined herein above, and be it further

Resolved, That the Chairwoman of this Board is hereby authorized to execute the foregoing easement, subject to approval of the County Attorney as to form and content.

Seconded by Legislator: James A. Nabywaniec

All members present voted aye.

## **Resolution No. 227**

### **Recognizing the Receipt of Surplus Funds from the Dissolution of the Jefferson County Agricultural Development Corporation and Authorizing the Funding of the Jefferson County Local Development Corporation.**

By Legislator: Barry M. Ormsby

Whereas, The Jefferson County Agricultural Corporation (hereinafter "JCADC") was dissolved by order of the Supreme Court, County of Jefferson, and

Whereas, Pursuant to the Order of Dissolution, the remaining assets of the JCADC, after payment of all expenses, are payable to the County of Jefferson as the sponsoring entity, and

Whereas, A surplus of \$90,887.34 has been received by the County of Jefferson following dissolution of the JCADC, and

Whereas, The functions, duties and personnel of the former JCADC are to be assumed by the Jefferson County Local Development Corporation (hereinafter "JCLDC") pursuant to an agreement with the County of Jefferson, and

Whereas, The assumption of the agricultural promotion and economic development duties of the

former JCADC by JCLDC avoid the expense to the County of providing said functions through its own Departments and in consideration of which the surplus funds from the dissolution of the JCJDC are to be disbursed to the JCLDC.

Now, Therefore, Be It Resolved, That the 2013 County Budget is amended as follows:

**Increase:**

Revenue

01-8989-999.92189	Other Home and Community Services Income	\$90,887.34
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Expenditure

01-8989-6420-4690	Jefferson County Local Development Corporation	\$90,887.34
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and be it further

Resolved, That the Chairwoman of the Board is hereby authorized and directed to execute an agreement with the JCLDC providing for the provision of agricultural promotion and economic development services on behalf of Jefferson County, subject to the approval of the County Attorney as to form and content.

Seconded by Legislator: Michael J. Docteur

Roll Call Vote

Ayes: Drake, Reed, Ferris, Ormsby, Gray, Behling, Peck, Astafan, Docteur, Thomas, Nabywaniec, Doldo, Montigelli, Fitzpatrick

Absent: Adsit

Resolution passed.

**Resolution No. 228**

**Authorizing Commencement of Eminent Domain Proceedings  
in Relation to Watertown International Airport**

By Legislator: Michael A. Montigelli

Whereas, The County of Jefferson is responsible for the operation of the Watertown International Airport including the aviation facilities, runways, navigation aids, and protection of airspace, and

Whereas, Capital improvement to runway 10-28 consisting of an extension of 1000 feet is scheduled to occur in 2014 and said improvement, in addition to complying with current standards, requires an expansion and relocation of current navigational easements and runway



protection zones, and

Whereas, Property acquisition is necessary to assure aviation safety and to comply with Federal Aviation Administration rules, regulations, and standards, and

Whereas, This Board of Legislators prefers to acquire the necessary property through voluntary purchase from the affected land owners, however, to date negotiations with such owners have been inconclusive, and

Whereas, It is necessary to public use and benefit that condemnation proceedings occur promptly if voluntary conveyance of the property cannot be agreed upon.

Now, Therefore, Be It Resolved, That the Board of Legislators authorizes and directs the commencement of eminent domain proceedings in regard to the property identified on Exhibit "A" hereto and property owners John and Robert Siver, Hydro Development Group, Inc., jointly or individually, be it further

Resolved, that the Chairwoman of the Board of Legislators is hereby authorized and directed to issue a notice of public hearing pursuant to section 202 of the NYS Eminent Domain Procedure Law, under the jurisdiction of the Planning and Development Committee, as soon as practicable upon being advised by the County Attorney that all legal prerequisites to commencing the action have occurred.

Seconded by Legislator: Barry M. Ormsby

Legislator Peck said eminent domain is not something he takes lightly and it is unfortunate that it has come to this, but this is one occasion that he will fully support its use as the County is willing to come to the table with the property owners to no avail. He said the property is needed as part of the runway protection zone it is what is best for the long term viability of the Watertown International Airport.

Legislator Ormsby stated that these are two smaller properties that have been on short notice with regard to the eminent domain process and the County would know by the first part of December whether an agreement could be reached before the eminent domain process is commenced.

All members present voted aye.

#### **Resolution No. 229**

#### **Authorizing Agreements with Empire State Development and Various Contractors and Amending the 2013 County Budget and Capital Plan with Respect to the Business Center at the Watertown International Airport**

By Legislator: James A. Nabywaniec

Whereas, Empire State Development has awarded Jefferson County a grant of \$1,000,000 for the construction of a business center addition to the new hanger at the Watertown International Airport, and

Whereas, Pursuant to Resolution 103 of 2013, the County's Airport Engineer, Passero Associates, has designed said addition, developed the bid specifications, and the project bids have been received, and

Whereas, Passero Associates recommends that the four lowest responsive bidders be awarded the contracts for the project, including Continental Construction, LLC for general construction in the amount of \$1,166,258; Empire Northeast, Inc. for mechanical in the amount of \$185,695; Black River Plumbing, Heating & AC, Inc. for plumbing in the amount of \$46,000; and B & D Enterprises of NNY, Inc. for electric in the amount of \$84,100, to include alternates 3B, 7, and 11, and

Whereas, The total cost of the bids is \$1,482,053, and

Whereas, It is necessary to authorize any required agreements with Empire State Development, as well as with the four prime contractors who are recommended by Passero, and to amend the 2013 County Budget to recognize the State grant revenue and provide for the local match, and

Whereas, The local match will be made up of funds from the Property Acquisition account, as well as from certain previously unrecognized State and Federal airport revenue, and from the City's payment for the terminal asbestos removal costs, which has fallen to the Capital Fund fund balance.

Now, Therefore, Be It Resolved, That Jefferson County enter into any and all necessary agreements with Empire State Development related to this grant as well as with Continental Construction, LLC for general construction in the amount of \$1,166,258; Empire Northeast, Inc. for mechanical in the amount of \$185,695; Black River Plumbing, Heating & AC, Inc. for plumbing in the amount of \$46,000; and B & D Enterprises of NNY, Inc. for electric in the amount of \$84,100, to include alternates 3B, 7, and 11, and that the Chairman of the Board of Legislators be and is hereby authorized and directed to execute said agreements on behalf of Jefferson County, including any change orders as recommended by the Airport Manager and/or Superintendent of Highways and the County Administrator, not to exceed the funding available subject to the review of the County Attorney as to content, and be further

Resolved, That the 2013 County Budget is amended as follows:

**Increase:**

(Expenditure)

20-9006-5610.2099.4	Hanger/Business Center	\$1,500,000
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(Revenue)

20-9006-5610-999.93589	State Aid - Airport	1,003,788
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20-9006-5610-999.94589	Federal Aid - Airport	143,950
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(Fund Balance)

20-0599	Appropriated Fund Balance	140,414
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**Decrease:**

(Expenditure)

20-9006-6989.2064	Property Acquisition/Improvement	\$ 211,848
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and be it further

Resolved, That the six year capital plan is amended accordingly.

Seconded by Legislator: Barry M. Ormsby

Roll Call Vote

Ayes: Ferris, Behling, Astafan, Ormsby, Drake, Thomas, Gray, Docteur, Reed, Peck, Nabywaniec, Doldo, Montigelli, Fitzpatrick

Absent: Adsit

Resolution passed.

**Resolution No. 230**

**Amending 2013 County Budget and Capital Plan in Relation to the Watertown International Airport Taxiway A Rehabilitation and Extension Project**

By Legislator: Michael J. Docteur

Whereas, By Resolution 140 of 2012, This Board of Legislators authorized an agreement with the FAA for \$2,273,217 in funds for the construction phase of the rehabilitation and extension of Taxiway A at the Watertown International Airport, and

Whereas, By Resolution 260 of 2012, This Board authorized an agreement with the low bidder, Barrett Paving Materials, Inc., for a construction contract in the amount of \$1,934,916.61, and

Whereas, It is necessary to provide additional funds due to a change order for Barrett Paving Materials, Inc., and to recognize additional state and federal revenues for this project.

Now, Therefore, Be It Resolved, That the 2013 County Budget is hereby amended as follows:

**Increase:**

(Expenditure)

20-9006-5610.2094 (Revenue)	Reconstruct Taxiway A	\$185,485.02
20-9006-999.94589	Federal Aid - FAA	\$166,936.52
20-9006-999.93589	State Aid - DOT	9,274.25

**Decrease:**

20-9006-6989.2064	Property Improvements	\$ 9,274.25
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and be it further

Resolved, That the six year capital plan is amended accordingly.

Seconded by Legislator: Barry M. Ormsby

Roll Call Vote

Ayes: Behling, Nabywaniec, montigelli, Drake, Astafan, Peck, Gray, Doldo, Ferris, Ormsby, Docteur, Reed, Thomas, Fitzpatrick

Absent: Adsit

Resolution passed.

**Resolution No. 231**

**Authorizing Agreement with the NYS Division of Homeland Security and Emergency Services in Relation to the Federal Domestic Preparedness Equipment Program**

By Legislator: Jennie M. Adsit

Whereas, Pursuant to Resolution 304 of 2012, this Board of Legislators entered into an agreement with New York State Division of Homeland Security and Emergency Services (DHSES) to receive funding for the FY2012 Hazmat Grant Program for maintenance of equipment previously maintained by the State under contracts authorized by Resolutions 122 of 2002 and 155 of 2007, and

Whereas, DHSES has awarded Jefferson County \$26,000, as recipient of the grant, from the FY2013 Hazmat Grant Program (CFDA 97.067) through funding from the Department of Homeland Security's State Homeland Security Program (SHSP).

Now, Therefore, Be It Resolved, That the Board of Legislators hereby authorizes the Chairman of the Board of Legislators to enter necessary agreements with the NYS Division of Homeland Security and Emergency Services and with Lewis County, subject to approval by the County Attorney as to form and content, and be it further

Resolved, That the 2013 County Budget is amended as follows:

**Increase:****(Expenditures)**

01-3410-3414.2300	Technical Equipment	\$12,750
01-3410-3414.4485	Shared Municipal Services	5,000
01-3410-3414.4585	Operating Supplies	8,250

**(Revenues)**

01-3410-999.94320	Federal Aid Criminal Justice	\$26,000
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Seconded by Legislator: Robert D. Ferris

**Roll Call Vote**

Ayes: Doldo, Thomas, Behling, Montigelli, Docteur, Peck, Astafan, Reed, Drake, ra, Ormsby, Ferris, Nabywaniec, Fitzpatrick

Absent: Adsit

Resolution passed.

**Resolution No. 232****Authorizing an Agreement with Drs. Danser & Knudsen for the Provision of Psychological Evaluation and Testing of Children at Risk of Out of Home Placement**

By Legislator: Michael W. Behling

Whereas, The Probation Department wishes to renew an agreement with Drs. Danser & Knudsen for the provision of psychological testing, evaluation and recommendation for treatment of children at risk of out of home placement, which has proven successful in providing information and treatment recommendations in a timely manner for Juvenile Delinquents and Persons in Need of Supervision and is much more cost effective when compared to residential placement costs for similar evaluations.

Now, Therefore, Be It Resolved, That Jefferson County enter into an agreement with Drs. Danser & Knudsen for the period January 1, 2014 through December 31, 2014 for the provision of psychological testing, evaluation and recommendation for treatment of children at risk of out of home placement, and expanded services to include on-going counseling when indicated. Compensation shall not exceed the sum of \$110.00 per hour for psychological assessments with an additional \$75.00 per hour for any feedback sessions for review of evaluations; \$75.00 for missed appointments if the individual fails to follow through with a 24-hour notice of cancellation; \$75.00 per hour for individual counseling sessions; and \$150.00 per hour for after-hour and expedited evaluations, and be it further

Resolved, That the Chairman of the Board of Legislators be and is hereby authorized and directed to execute said agreement on behalf of Jefferson County, subject to approval by the County Attorney as to form and content.

Seconded by Legislator: Michael F. Astafan

All members present voted aye.

### **Resolution No. 233**

#### **Authorizing an Agreement with Insights Forensic Counseling, Inc. for the Provision of Psychological Testing, Evaluation and Recommendations for Treatment of JDs, PINS at Risk of Out of Home Placement, and Adult Sexual Offenders**

By Legislator: Anthony J. Doldo

Whereas, Juvenile Delinquents (JDs), Persons in Need of Supervision (PINS), and adult sexual offenders under the supervision of the Probation Department are often ordered by the Courts to undergo sexual offender evaluation and subsequent treatment, and

Whereas, Counseling services in many instances prevent the placement of JDs and PINS in residential treatment, and adults from re-offending thereby saving Jefferson County a much greater cost.

Now, Therefore, Be It Resolved, That Jefferson County enter into an agreement with Insights Forensic Counseling, Inc. for the provision of court ordered sexual offender psychological testing, evaluation and recommendations for treatment of Juvenile Delinquents, Persons in Need of Supervision, and adult offenders. The contract period shall commence on January 1, 2014 and terminate on December 31, 2014. Compensation shall not exceed the sum of \$75.00 per hour for sexual offender evaluation and individual counseling; \$45.00 per hour for group counseling; and \$75.00 per hour when providing testimony in court relative to the services performed under the contract, and be it further

Resolved, That the Chairman of the Board of Legislators be and is hereby authorized and directed to execute said agreement on behalf of Jefferson County, subject to approval by the County Attorney as to form and content.

Seconded by Legislator: Jennie M. Adsit

All members present voted aye.

### **Resolution No. 234**

#### **Authorizing Agreement with Jefferson County Children's Home for the Provision of Non-Secure Detention Services**

By Legislator Scott A. Gray

Whereas, Pursuant to Section 218-1a of County Law, Jefferson County is required to provide non-secure detention facilities for the temporary boarding and care of juveniles placed in the custody of the County by the Family Court, and

Whereas, The County desires to contract for such services through a contractual agreement with the Children's Home of Jefferson County which will provide a local group home of twelve beds with 24-hour awake staff, and the transport of juveniles to medical and counseling appointments, and

Whereas, The New York State Office of Children and Family Services will provide 49% reimbursement of the Non-Secure Detention Services Program.

Now, Therefore, Be It Resolved, That, Jefferson County enter into an agreement with the Children's Home of Jefferson County to provide non-secure detention beds and supportive services to include some juvenile transports during the period January 1, 2014 through December 31, 2014 at a cost not to exceed \$240.00 per day/per juvenile, with an additional cost of \$175.00 per day for one-on-one staff charges, and be it further

Resolved, That the Chairman of the Board be and is hereby authorized and directed to execute such agreement on behalf of Jefferson County, subject to approval of the County Attorney as to form and content.

Seconded by Legislator: Robert D. Ferris

All members present voted aye.

### **Resolution No. 235**

#### **Amending the 2013 County Budget in Relation to Road Machinery Fund**

By Legislator: Michael F. Astafan

Whereas, Some of the equipment purchased in the Road Machinery Fund this year was for less than the budgeted amounts, and

Whereas, The County Highway auction proceeds are available for use, and

Whereas, The County Highway Superintendent is requesting that the unspent funds and unrecognized revenue be used to purchase an SUV, a pick up truck and a wood chipper this year, rather than budget for them in 2014, and

Whereas The 2013 Budget should also be amended to provide sufficient funds for internal fleet repairs.

Now, Therefore, Be It Resolved, That the 2013 Budget is amended as follows:

**Increase:**

(Revenue):

10-9004-999.92665	Sale of Equipment	\$ 12,195
10-9004-999.92651	<i>Sale of Refuse</i>	970

(Expenditures):

10-9004-5130.2401	Automotive Equipment	30,000
10-9004-5130.2403	Pick Up Truck Replacement	24,506
10-9004-5130.2476	Wood Chipper	19,275
10-9004-5130.4310.001	Internal Fleet Repair	15,000

**Decrease:**

(Expenditures)

10-9004-5130.2404	Dump Truck Replacement	\$ 17,145
10-9004-5130.2415	Broom Attachment	1,050
10-9004-5130.2471	Backhoe	33,146
10-9004-5130.2700	Bridge Equipment	9,275
10-9004-5130.4214	Utilities	15,000

Seconded by Legislator: Jennie M. Adsit

Chairwoman Fitzpatrick entertained a motion to amend the resolution to add a revenue line and adjust the numbers accordingly. Such motion was made by Legislator Gray seconded by Legislator Docteur and unanimously carried by the Board.

Roll Call Vote on Resolution, as amended

Ayes: Nabywaniec, Drake, Docteur, Peck, Doldo, Ormsby, Astafan, Montigelli, Behling, Ferris, Gray, Reed, Thomas, Fitzpatrick

Absent: Adsit

Resolution passed.

**Resolution No. 236**

**Authorizing Agreement with the City of Watertown (Citibus)  
for Transportation Services for the Elderly**

By Legislator: Michael A. Montigelli

Whereas, The Office for the Aging and this Board of Legislators desire to contract for the provision of certain programs and services for the elderly.



Now, Therefore, Be It Resolved, That pursuant to Section 95-a of the General Municipal Law, Jefferson County enter into an agreement with the City of Watertown (Citibus) for the period of October 1, 2013 through March 31, 2014 for the provision of transportation services for persons 60 years of age or older, at a cost of approximately \$5,600 funded by the NYS AAA Transportation grant as recognized in the adopted 2013 Office for the Aging budget, and be it further

Resolved, That the Chairman of the Board be and is hereby authorized and directed to execute said agreement on behalf of the County of Jefferson with the approval of the County Attorney as to form and content.

Seconded by Legislator: Michael J. Docteur

All members present voted aye.

### **Resolution No. 237**

#### **Authorizing Agreement with Carthage Area Hospital for Speech Pathology and Registered Dietician Services Rendered for the Public Health Service**

By Legislator: Robert J. Thomas

Whereas, It is desirable to have Speech Pathology and Registered Dietician Consulting available as a means of providing a comprehensive spectrum of home health care services at the Jefferson County Public Health Service.

Now, Therefore, Be It Resolved, That pursuant to Article 36 of the Public Health Law, Jefferson County renew an agreement with Carthage Area Hospital which calls for said hospital to render Speech Pathology and Registered Dietician services to the Jefferson County Public Health Service at the rates listed below during the period January 1, 2014 through December 31, 2015.

<u>Service</u>	<u>Rate</u>
Speech Pathology – Initial Evaluation	\$65.00 per visit
Speech Pathology – Revisit	\$55.00 per visit
Registered Dietician – Initial Evaluation	\$65.00 per visit
Registered Dietician – Revisit	\$55.00 per visit

and be it further

Resolved, That the Chairman of the Board of Legislators be and is hereby authorized and directed to execute said agreement on behalf of Jefferson County.

Seconded by Legislator: Michael F. Astafan

All members present voted aye.

**Resolution No. 238**

**Authorizing Agreement with CKS Productions, Inc. d/b/a PPS Plus Software  
Relative to an OASIS Auditing Software Program**

By Legislator: Michael J. Docteur

Whereas, Outcome and Assessment Data Set (OASIS) questions are a required component of evaluations and are linked to patient acuity and reimbursement, and

Whereas, PPS software identifies clinical and financial inconsistencies, reduce non-identified problems, prevent outcome measure declines, produces savings and enhances revenue, and

Whereas, Said application is a special professional product and is 100% allowable within home health cost reports and reimbursement rates, and

Whereas, The cost of the software and services is \$398/month, or \$4,776 annually for a 3 year period and shall require a separate contract with the County.

Now, Therefore, Be It Resolved, That Jefferson County renew an agreement with CKS Productions, Inc. d/b/a PPS Plus Software for the purposes stated above during the period of January 15, 2014 through January 14, 2016, and be it further

Resolved, That the Chairman of the Board of Legislators be and is hereby authorized and directed to execute said agreement on behalf of Jefferson County.

Seconded by Legislator: Robert J. Thomas

All members present voted aye.

**Resolution No. 239**

**Authorizing Agreements with Licensed Home Care Services Agencies  
for the Provision of Paraprofessional Care to the Public Health Service**

By Legislator: Michael F. Astafan

Whereas, It is desirable to utilize CareGivers, aka Homemakers of Western New York, Inc., Family Home Care, Inc. and Sibley Nursing Personnel Service, Inc. for the provision of supplemental home care services through the County's Certified Home Health Agency and Long Term Home Health Care Program.

Now, Therefore, Be It Resolved, That Jefferson County renew agreements with CareGivers, Family Home Care and Sibley Nursing Personnel Service which provide for the following

categories of home health care worker services to be rendered by said corporations on an as need basis to the Public Health Service during the period January 1, 2014 through December 31, 2015.

Service Categories

Rates

Home Health Aide/Personal Care Aide/  
Homemaker/Housekeeper

\$18.62 per hour CareGivers  
\$18.36 per hour Family Home Care  
\$18.36 per hour Sibley Nursing Personnel

and be it further

Resolved, That the Chairman of the Board of Legislators be and is hereby authorized and directed to execute said agreements on behalf of Jefferson County.

Seconded by Legislator: Michael A. Montigelli

All members present voted aye.

**Resolution No. 240**

**Authorizing Agreements in Connection with the Long Term  
Home Health Care Waivered Services Program**

By Legislator: Michael A. Montigelli

Whereas, The availability of home delivered meals and personal emergency response systems currently being provided by the County's Long Term Home Health Care Program (LTHHCP) delay or prevent long term institutional care and are special Medicaid waived services, and

Whereas, Reimbursement for the cost of these additional services are based on the annual Medicaid Cost Report and yearly promulgated rates.

Now, Therefore, Be It Resolved, That Jefferson County renew agreements for the provision of the following services for the period January 1, 2014 through December 31, 2015 by the respective parties at rates as indicated below:

Contractor

Service

Rates

Meals on Wheels of  
Greater Watertown, Inc.

Supply, prepare and deliver meals

\$31.75/wk. for 10  
meals, or \$6.35/day  
For 2 meals (full plan)  
or \$4.65 per hot meal  
plus (partial plan)

Lifeline, Inc.  
A. Installation  
B. Monitoring

Personal Emergency Response System

No Charge

Voice Unit (One Person)	\$30.00/month
Voice Unit (Second Button)	\$5.00/month
LifeNet	Personal Emergency Response System
A. Installation	No Charge
B. Monitoring	
Voice Unit (One Person)	\$25.00/month
Voice Unit (Second Button)	No Charge
C. Cellular Unit	\$44.00/month

And be it further

Resolved, That the Chairman of the Board of Legislators be and is hereby authorized and directed to execute said agreements on behalf of Jefferson County.

Seconded by Legislator: Michael J. Docteur

All members present voted aye.

#### **Resolution No. 241**

#### **Appointing and Re-Appointing Members to Jefferson County Public Health Service Professional Advisory Committee**

By Legislator: Anthony J. Doldo

Resolved, That the following individuals be and are hereby newly appointed and reappointed as members of the Professional Advisory Committee for terms to expire as indicated below:

<u>Members</u>	<u>Term to Expire</u>
<u>Appointments:</u>	
Kevin Burgenstock	12/31/17
Jeffrey Kaplan	12/31/15
<u>Re-Appointments:</u>	
Margaret L. Bootie	12/31/17
Marla K. Clement	12/31/17
Mary Downey	12/31/17
Robert J. Kasulke, M.D.	12/31/17

Seconded by Legislator: Michael A. Montigelli

All members present voted aye.

## **Resolution No. 242**

### **Authorizing Agreement with the New York State Department of Health for a Rural Minority Health Program Grant Program Extension**

By Legislator: Michael J. Docteur

Whereas, The Public Health Service has been notified by the New York State Department of Health Office of Minority Health and Health Disparities Prevention of a grant award in the amount of \$28,000 for the period 09/01/13 – 08/31/15, and

Whereas, The purpose of the award is to reduce barriers to health care services for racial, ethnic, and underserved populations in rural New York State by addressing and reducing obesity, and

Whereas, The project's goals and objectives are to conduct BMI (Body Mass Index) screening and referral, physical activity and nutrition education, and breastfeeding campaigns, and

Whereas, Said grant funding will partly offset currently budgeted salary and fringe expenditures, and

Whereas, Said grant funding for contractual expenses will not require a County Budget appropriation until 2014.

Now, Therefore, Be It Resolved, That Jefferson County hereby accepts said grant funding and authorizes and directs the Chairman of the Board of Legislators to execute any and all required contract documents with the New York State Department of Health for the provision of this funding, subject to approval of the County Attorney as to form and content.

Seconded by Legislator: Michael F. Astafan

All members present voted aye.

## **Resolution No. 243**

### **Accepting Funding in Connection with the New York State Department of Health (NYSDOH) Immunization Billing Grant and Amending the 2013 Adopted Budget in Relation Thereto**

By Legislator: Michael F. Astafan

Whereas, The Jefferson County Public Health Service (JCPHS) has been involved in the administration of essential vaccinations for our community for many years, collecting fees directly from clients at the time of service, and not billing insurance companies, and

Whereas, JCPHS recognizes the need to implement systems to bill insurances in order to save local, State and Federal resources and raise revenue to cover the cost of operations, and

Whereas, JCPHS successfully responded to a New York State Department of Health Request For Applications to develop and implement a billing system in coordination with six partner counties, and

Whereas, JCPHS will receive full funding of the \$26,800 application amount.

Now, Therefore, Be It Resolved That Jefferson County hereby accepts said funding and authorizes any necessary agreements relative to the funds, and be it further

Resolved, That the Chairman of the Board of Legislators be and is hereby authorized and directed to execute any necessary agreements on behalf of Jefferson County with the approval of the County Attorney as to form and content, and be it further

Resolved, That the 2013 County Budget is amended as follows:

**Increase:**

Revenue

01-4050-999.93452	State Aid Public Health Other	\$26,800
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Expenditure

01-4050-4051.2101	Computer Equipment	\$ 2,000
01-4050-4051.2300	Technical Equipment	1,800
01-4050-4051.4114.003	Computer Software Maintenance	5,000
01-4050-4051.4117	Printing	2,000
01-4050-4051.4313	Travel	1,500
01-4050.4051.4416	Professional Fees	14,500

Seconded by Legislator: Robert J. Thomas

Roll Call Vote

Ayes: Peck, Thomas, Nabywaniec, Gray, Behling, Montigelli, Docteur, Ferris, Drake, Astafan, Doldo, Reed, Ormsby, Fitzpatrick

Absent: Adsit

Resolution passed.

**Resolution No. 244**

**Amending the 2013 County Budget Relative to Emergency Medical Services  
Educational Courses in Conjunction with Jefferson Community College**

By Legislator: Anthony J. Doldo

Whereas, The Public Health Service – Emergency Medical Services unit provides education courses in conjunction with Jefferson Community College, and

Whereas, The New York State Department of Health Bureau of EMS updated curriculum to transition to National Standards, which increased credit hours for EMS courses, and

Whereas, The Public Health Service – Emergency Medical Services pays tuition to JCC and pays contracted instructors, and

Whereas, The Public Health Service – Emergency Medical Services receives reimbursement from JCC for students who successfully complete the courses.

Now, Therefore, Be It Resolved, That the 2013 County Budget is amended as follows:

**Increase:**

Revenue

01-4050-999.91689.004	EMS – JCC Revenue	\$31,210
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Expenditure

01-4050-4057.4650	EMS – JCC Tuition	\$26,410
01-4050-4057.4651	EMS Training	\$4,800

Seconded by Legislator: Robert J. Thomas

Roll Call Vote

Ayes: Montigelli, Nabywaniec, Astafan, Gray, Peck, Thomas, Docteur, Doldo, Behling, Reed, Drake, Ormsby, Ferris, Fitzpatrick

Absent: Adsit

Resolution passed.

**Resolution No. 245**

**Accepting Donations on Behalf of the Department of Social Services  
and Amending the 2013 County Budget**

By Legislator: Michael A. Montigelli

Whereas, Various businesses and individuals have donated funds to the Jefferson County Department of Social Services to be used for the Foster Care Program, and

Whereas, The 2013 County Budget must be amended to recognize said donations.

Now, Therefore, Be It Resolved, That Pursuant to County Law Section 215 (3), this Board of Legislators gratefully accepts said donations and be it further

Resolved, That the 2013 County Budget is amended as follows:

**Increase:**

Revenue:

01-6010-999.92705	Donations	\$2540.00
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Expenditure:

01-6010-6010.4624	Client Incidentals	\$2540.00
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Seconded by Legislator: Michael J. Docteur

Roll Call Vote

Ayes: Peck, Behling, Gray, Thomas, Nabywaniec, Reed, Ferris, Docteur, Ormsby,  
Drake, Montigelli, Astafan, Doldo, Fitzpatrick

Absent: Adsit

Resolution passed.

**Resolution No. 246**

**Approving Appointment and Re-Appointments to the Sports Fishery Advisory Board**

By Legislator: Philip N. Reed, Sr.

Resolved, That, pursuant to Section 235 of the County Law and Resolution No. 87 of 2008, the following individuals are hereby appointed or re-appointed by the Chairman of this Board to the Sports Fishery Advisory Board for terms to expire December 31, 2015:

Mitch Franz	Lake Ontario Fishing Guide
Larry Rogers	Federated Sportsman Club of Jefferson County
Diane Gamble	Fishing Tackle Dealer
Robert Savage	Town of Brownville
Hal Horton	Marina Owner
Burnie Haney	Inland Waters
Ken Carmon	Town of Alexandria
Gene Musselman	Town of Henderson
Richard Smith	Inland Waters



Dean Meekes

Town of Clayton

Seconded by Legislator: Robert J. Thomas

All members present voted aye.

Chairwoman Fitzpatrick entertained a motion to waive the Standing Rules to permit the introduction of an additional resolution for consideration. A motion was duly made by Legislator Peck seconded by Legislator Reed and unanimously carried by the Board.

### **Resolution No. 247**

#### **Authorizing Agreement with Diversified Construction Services, Inc. for the Demolition and Associated Asbestos Abatement and Debris Disposal of Whispering Pines**

By Legislator: Philip N. Reed, Sr.

Whereas, Jefferson County closed its home for the aged, commonly referred to as Whispering Pines, this year, and

Whereas, It has been the County's desire that the Whispering Pines property be provided to Jefferson Community College upon demolition of the building and restoration of the site, and

Whereas, The County engaged GYMO, P.C. to develop bid documents for the demolition, and

Whereas, Said bids were advertised and received, and the Superintendent of Building & Grounds and GYMO, P.C. both recommend awarding the contract to the low bidder, Diversified Construction Services, Inc., to include asbestos abatement, demolition, disposal of debris that must be landfilled, and restoration of the site, in the amount of \$188,000, and

Whereas, It is necessary to authorize an agreement with Diversified Construction Services, Inc.

Now, Therefore, Be It Resolved, That Jefferson County enter into an agreement with Diversified Construction Services, Inc. for the project as described above in the amount of \$188,000, and that the Chairman of the Board of Legislators be and is hereby authorized and directed to execute said agreement on behalf of Jefferson County, including any change orders as recommended by the Superintendent of Building & Grounds and the County Administrator, not to exceed the funding available, subject to the review of the County Attorney as to content.

Seconded by Legislator: Michael J. Docteur

Legislator Ferris inquired why the County is taking the building down as opposed to trying to sell it as is and once the building is torn down if the County is going to give the property it to the College. Administrator Hagemann advised that the County is tearing the building down because

the amount of rehabilitation that would be necessary is cost prohibitive and no one has expressed interest in taking the property over except JCC, but we will not be giving the property to them.

In response to questions from Legislator Doldo concerning the bids and the amount of asbestos in the building, Buildings Superintendent Spike Decker advised that an environmental survey was done by GYMO to determine as best they could, the amount of possible asbestos and the bid spec included 150 feet of friable asbestos which includes a buffer for the unknowns. He said the bid for demolition was all inclusive meaning that there are some valuables in the building (copper piping, steel, cheap windows, etc.) and by leaving them in the project it was the hope that they would reduce costs. Also in order to keep costs down there were a number of alternate deducts that committed County employees to do some of the work, but this time of the year that was not necessary as the bids were all inclusive and came in at \$188,000 which is below the \$250,000 approved by the Board for the project.

Legislator Gray clarified that the resolution does not deal with disposal of the property after demolition, and the County will not be giving the property to JCC. He said there will be negotiation most likely through an appraisal process to determine the value of the property and it will be all part of the County's contribution through the capital plan at the College, whether it is cash, in-kind or property it all goes toward the sponsor match in order for the College to acquire State funds.

Administrator Hagemann added that the building is a liability at this point, it is not occupied, will continue to decay further and quickly become a security risk for us; it not to our benefit to keep the building up, and it was agreed that it is prudent eliminate it. When that is complete the County will sit down and talk to JCC as the Board took the stance a long time ago that to the extent the property is developed, it will be developed in concert with the College.

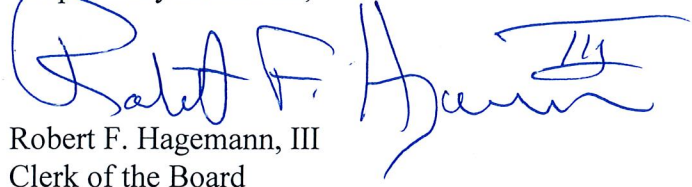
There being no further discussion, all members present voted aye.

Following the recommendation of Chairwoman Fitzpatrick, it was the consensus of the Board to hold the December meeting at 3:00 p.m. instead of at 7:00 p.m. Administrator Hagemann reminded legislators that the picture of the Board of Legislators for the 2012-2013 term will be taken at 2:30 p.m. that evening.

Chairwoman Fitzpatrick recognized legislators-elect Patrick Jareo, Jonathon Hirschey, and Jeremiah Maxon who were in attendance.

There being no further business of the Board, on a motion by Legislator Peck seconded by Legislator Gray and unanimously carried, the meeting was adjourned at 9:28 p.m.

Respectfully submitted,

  
Robert F. Hagemann, III  
Clerk of the Board