



APRIL 22, 2024 - 7:00 PM

**AGENDA
PERSONNEL COMMITTEE
PURSUANT TO RESOLUTION NO. 08-100, RULES I, II, AND III**

I. COMMUNICATIONS

1. Monthly Vacancy Report

II. RESOLUTIONS, MOTIONS, AND NOTICES

1. Resolution confirming appointment to the Chemung County Agricultural and Farmland Protection Board (Watts)
2. Resolution confirming appointment to the Chemung County Environmental Management Council
3. Resolution confirming appointments to the Southern Tier Central Regional Planning & Development Board
4. Resolution creating full-time Account Clerk position on behalf of the Chemung County District Attorney's Office
5. Resolution authorizing one-time employee bonuses on behalf of the Chemung County District Attorney's Office (Aid to Prosecution Grant)

III. OLD BUSINESS

IV. NEW BUSINESS

V. ADJOURNMENT



CHEMUNG COUNTY ROUTE SLIP * PERSONNEL REQUISITION

Monthly Vacancy Report

Resolution #:

Slip Type: OTHER

SEQRA status

State Mandated False

Explain action needed or Position requested (justification):


CREATION:

Date/Time:	Department:
4/11/2024 2:22:18 PM	

APPROVALS:

Date/Time:	Approval:	Department:	
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ATTACHMENTS:

Name:	Description:	Type:
 Vacancy_Summary_04032024.pdf	4-3-2024 Vacancy Report	Backup Material

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Position Vacancy List as of:

April 3, 2024

Department	Current budgeted positions	Current Vacancies
County Executive	5	0
Legislature	18	0
Courts/Assigned Counsel	4	2
District Attorney	26	5
Public Advocate	11	4
Public Defender	22	9
Treasurer	11	1
Budget	2	0
Central Stores	6	0
Purchasing	5	2
Real Property	3	1
County DMV	11	0
County Clerk	6	1
Law	13	3
Personnel	9	0
Board of Elections	16	3
Records Imaging Center	4	0
Records and Information	1	0
Central Services	1	0
Buildings and Grounds	21	1
Information Technology	16	0
Emergency 911	24	2
Sheriff	71	1
Jail	90	13
Sheriff/Stop DWI	1	0
Probation	27	3
Emergency Management	4	0
Health Department	67	15
Mental Health	25	2
DSS	174	12
Veteran Affairs	4	2
OFA	22	0
Parks & Recreation	5	0
Youth Bureau	6	0
Planning	9	2
Human Services	1	1
Flood Control	3	1
Medical & Dental Insurance	1	0
Public Works	55	3
Sewer District	38	2
Solid Waste	8	0
Nursing Facility	177	48
Airport	16	1
Total	1039	140

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CHEMUNG COUNTY ROUTE SLIP * PERSONNEL REQUISITION

Resolution confirming appointment to the Chemung County Agricultural and Farmland Protection Board (Watts)

Resolution #:

Slip Type: OTHER

SEQRA status

State Mandated False

Explain action needed or Position requested (justification):

See attached recommendation letter.

Mark Watts

564 Dry Run Rd.

Pine City, New York 14871


CREATION:

Date/Time:	Department:
4/10/2024 11:47:06 AM	

APPROVALS:

Date/Time:	Approval:	Department:	
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ATTACHMENTS:

Name:	Description:	Type:
 Appointment Letter - Watts.pdf	Appointment letter	Backup Material

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Office of the Chairman of the Legislature
Mark Margeson

County of Chemung
203 Lake Street
P.O. Box 588
Elmira, New York 14902-0588
607.737.2850
607.737.2851 (fax)
mmargeson@chemungcountyny.gov
www.chemungcountyny.gov

April 10, 2024

To: Martin Chalk, Personnel Committee Chairman

Please be advised that pursuant to Section 302 of NYS Agriculture & Markets Law, I do hereby appoint Mark Watts to the Chemung County Agricultural and Farmland Protection Board to serve a Four-year term commencing January 1, 2024 and terminating December 31, 2027.

Very truly yours,

Mark Margeson, Chairman
Chemung County Legislature



CHEMUNG COUNTY ROUTE SLIP * PERSONNEL REQUISITION

Resolution confirming appointment to the Chemung County Environmental Management Council

Resolution #:

Slip Type: OTHER

SEQRA status

State Mandated False

Explain action needed or Position requested (justification):

Requesting appointment of Rev. J. Gary Brinn to the Environmental Management Council


CREATION:

Date/Time:	Department:
4/9/2024 8:59:24 AM	County Executive

APPROVALS:

Date/Time:	Approval:	Department:	
4/9/2024 9:00 AM	Approved	County Executive	
4/9/2024 9:56 AM	Approved	Legislature Chairman	

ATTACHMENTS:

Name:	Description:	Type:
 2024 EMC Letter of Nomination Gary Brinn.pdf	Appointment recommendation letter	Cover Memo

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Chemung Co. Environmental Management Council
400 East Church Street
PO Box 588
Elmira, NY 14902

April 17, 2024

Dear Chemung County Legislature,

The Chemung County Environmental Management Council, during a meeting March 19, 2024, nominated the following individuals for consideration for appointment to the EMC.

Rev. Gary Brinn
1167 North Main Street
Elmira, NY 14901

The EMC respectfully submits their nomination for your review. We believe Rev. Brinn will be an excellent member of the EMC, and will represent his constituents and stakeholders well. We look forward to receiving your response.

Respectfully,

X *Kristin A. Griffiths*

Kristin A. Griffiths
EMC Chairperson

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CHEMUNG COUNTY ROUTE SLIP * PERSONNEL REQUISITION

Resolution confirming appointments to the Southern Tier Central Regional Planning & Development Board

Resolution #:

Slip Type: OTHER

SEQRA status

State Mandated False

Explain action needed or Position requested (justification):

Jennifer Furman (County Government Representative)

(replacing Vincent Azzarelli's expired term)

Aaron Dowd (County Government Representative) - reappointment

Kevin Meindl (County Planning Representative) - reappointment

Judith Rowe (Special Interest Area Business Representative) - reappointment

Joseph Roman (Government Representative) - reappointment

Anita Lewis (Minority Disadvantaged Representative)

(replacing the Dawn Burlew's expired term)

Ms. Lewis is the Chief Development Officer for EOP of Chemung/Schuyler Counties, 650 Baldwin Street, Elmira, NY)

P. Michael Collins (Municipal Representative (City of Elmira) - Reappointment

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Ernest Hartman (415 West Second Street, Elmira, NY 14901) - (Labor representative) - Reappointment

G. Thomas Tranter, Jr. (116 Kennedy Drive, Horseheads, NY) (Member at Large, Representative) - Reappointment

Said terms are for two years and will expire on December 31, 2025

<u>CREATION:</u>			
Date/Time:		Department:	
4/5/2024 3:47:59 PM		County Executive	
<u>APPROVALS:</u>			
Date/Time:	Approval:	Department:	
4/5/2024 4:01 PM	Approved	County Executive	
4/9/2024 9:55 AM	Approved	Legislature Chairman	

<u>ATTACHMENTS:</u>		
Name:	Description:	Type:
No Attachments Available		



CHEMUNG COUNTY ROUTE SLIP * PERSONNEL REQUISITION

Resolution creating full-time Account Clerk position on behalf of the Chemung County District Attorney's Office

Resolution #:

Slip Type: PERSONNEL

SEQRA status

State Mandated False

Explain action needed or Position requested (justification):

The DA's office would like to abolish the previously passed part-time account clerk position at the DA's office (resolution 24-108), and create a full-time account clerk position at the DA's office.

New Position	Full-time	Salary Only
Civil Service approval required:	No	
Salary/Grade:	Grade 6 / \$17.14/hr	Range:
Budget Account Number:	10-1165-50100.01	Funds Available? Yes
Reimbursment / Federal:	o	Due to: Other
Reimbursment / State:	o	Due to (Other):

CREATION:

Date/Time:	Department:
3/29/2024 9:08:48 AM	County Executive

APPROVALS:

Date/Time:	Approval:	Department:	
3/29/2024 9:12 AM	Approved	County Executive	
4/9/2024 9:34 AM	Approved	Legislature Chairman	

ATTACHMENTS:

Name:	Description:	Type:
Account_Clerk.pdf	Account Clerk	Cover Memo
Res. 24-108 Part-time Acct Clerk.pdf	Res. 24-108	Cover Memo

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ACCOUNT CLERK

Department: Various
Classification: Competitive
Labor Grade: Various
Adopted:
Revised: 06/10/76; 05/02/88; 02/07/00, 11/03/09; 10/02/2012; 04/07/2015
By: Regional Civil Service Commission

DISTINGUISHING FEATURES OF THE CLASS: This is routine work involving responsibility for a high degree of accuracy in the compilation, maintenance and checking of financial accounts and records and in the performance of related clerical tasks. The work is performed under general supervision, in accordance with established policies and standardized account keeping techniques. Instructions regarding procedures to be followed are received for each new assignment, and the employee is responsible for the exercise of independent judgment in the application of standardized procedures to routine cases. The work is reviewed in progress and upon completion by cross-check, spot-check or by another step in the account keeping process. Does related work as required.

TYPICAL WORK ACTIVITIES: (The following work activities are listed as examples only and in no event shall an employee be limited to only those examples listed here.)

- Posts to journal or ledger accounts from various original entry media;
- Prepares journal entries as needed;
- Receives remittances, verifies amounts, computes penalties and interest, issues receipts and posts to book of original entry;
- Compiles data and prepares payrolls;
- Verifies and reconciles account balances according to a prescribed procedure;
- Classifies receipts and expenditures and distributes costs according to prescribed code;
- Checks account keeping records for completeness, accuracy and proper extension;
- Compiles data for and helps in the preparation of simple financial and statistical reports;
- Meets the public and answers routine requests for information;
- Performs routine filing, clerical and account keeping tasks;
- Operates personal computer, copier, computing, calculating, and other office machines.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of modern methods of maintaining and checking financial accounts and records including the use of electronic spreadsheets and related software; good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; ability to make arithmetic computations rapidly and accurately; ability to understand and follow detailed oral and written instructions; ability to get along well with others; a high degree of accuracy; initiative and resourcefulness; industry and dependability; some ability to type; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from high school or possession of an equivalency diploma and completion of 12 college credit hours in coursework related to accounting or business which includes the utilization of electronic spreadsheets and related software; **or**
- (B) Graduation from high school or possession of an equivalency diploma and completion of a business certificate program that includes coursework related to accounting or business which includes the utilization of electronic spreadsheets and related software; **or**
- (C) Graduation from high school or possession of an equivalency diploma and one (1) year of clerical experience which shall have involved maintaining and checking financial accounts and records utilizing electronic spreadsheets and related software.

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RESOLUTION NO. 24-108

RESOLUTION CREATING PART-TIME ACCOUNT CLERK POSITION ON BEHALF OF
THE CHEMUNG COUNTY DISTRICT ATTORNEY'S OFFICE

By: Chalk

Seconded by: Palmer

WHEREAS, the Chemung County District Attorney (D.A.) has requested the creation of a part-time Account Clerk position, CSEA Grade 6, \$17.14 per hour, at an annual salary not to exceed \$35,000 (100% state share), to better meet the needs of the District Attorney's Office; and

WHEREAS, the Personnel Committee has recommended that the Chemung County Legislature approve the D.A.'s request; now, therefore, be it

RESOLVED, that one part-time Account Clerk position be and the same hereby is created effective March 12, 2024; and, be it further

RESOLVED, that the D.A. is hereby authorized and directed to fill one part-time Account Clerk position, CSEA Grade 6, \$17.14 per hour, at an annual salary not to exceed \$35,000 (state share 100%); and, be it further

RESOLVED, that the aforementioned position is to be filled subject to Civil Service requirements, and said wages are to be paid as to any other County Employee.

Ayes: Morse, Saglibene, Sweet, Brennan, Donovan, Palmer, Burin, Chalk, Stermer, McCarthy, Drake, Smith, Strange, Margeson (Chairman) (13); Excused: Sweet, Pickering (2)

STATE OF NEW YORK)
COUNTY OF CHEMUNG) SS:

THIS IS TO CERTIFY, that I, the undersigned Clerk of the Chemung County Legislature, have compared the foregoing copy of resolution with the original resolution now on file in my office, and which was passed by the Chemung County Legislature on the 11th day of March 2024, a majority of all the members elected to the Legislature voting in favor thereof, and that the same is a correct and true transcript of such resolution and of the whole thereof.

IN WITNESS WHEREOF, I have hereunto set my hand and the official seal of the Chemung County Legislature this 12th day March 2024.

Megan E. Hill
Megan E. Hill, Clerk
Chemung County Legislature

(Director of Weights and Measures)

- 24-098 **Resolution authorizing application for and acceptance of 2024-2025 New York State Local Government Records Management Improvement Fund Grant on behalf of the Chemung County Department of Records and Imaging**

TREASURER AND REAL PROPERTY

- 24-099 **Resolution authorizing Correction to 2024 County & Town Tax bill for Corning Natural Gas on behalf of the Chemung County Office of Real Property Tax Services**
- 24-100 **Resolution authorizing Correction to 2024 County & Town Tax bill for Daniel Applegate on behalf of the Chemung County Office of Real Property Tax Services (85.00-1-4, Town of Chemung)**

ADVERTISING FOR/AWARDING BIDS

- 24-101 **Resolution authorizing purchase agreement with Enterprise Fleet Management on behalf of the Chemung County Department of Central Services**
- 24-102 **Resolution authorizing Chemung County Departments to Utilize Omnia Partners Contract to purchase from Lowes (Maintenance, Repair and Operations supplies and Related Services)**
- 24-103 **Resolution authorizing Purchase Agreement with Grassland Equipment & Irrigation Corp, Inc. on behalf of the Chemung County Department of Buildings and Grounds [(Groundmaster 5900 (T4))]**
- 24-104 **Resolution awarding bid to Streeter Associates on behalf of the Chemung County Department of Buildings and Grounds (Architectural and Engineering Services for the National Soaring Museum Foundation Stabilization)**
- 24-105 **Resolution awarding various bids for materials and services on behalf of the Chemung County Department of Public Works (2024-2025)**
- 24-106 **Resolution renewing Purchase Agreement with Chemung Supply on behalf of the Chemung County Department of Public Works**

PERSONNEL

- 24-107 **Resolution confirming appointment of the Clerk of the Legislature**
- 24-108 **Resolution creating part-time Account Clerk position on behalf of the Chemung County District Attorney's Office**
- 24-109 **Resolution amending the Staffing Plan for the Chemung County Nursing Facility**
- 24-110 **Resolution creating Transportation Planner position on behalf of the Chemung County Planning Department and the Elmira Chemung Transportation Council**
- 24-111 **Resolution creating Working Foreperson position on behalf of the Chemung County Department of Public Works**

PUBLIC HEARING

- 24-112 **Resolution calling for a public hearing relative to the 2023 Annual Open**

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CHEMUNG COUNTY ROUTE SLIP * PERSONNEL REQUISITION

Resolution authorizing one-time employee bonuses on behalf of the Chemung County District Attorney's Office (Aid to Prosecution Grant)

Resolution #:

Slip Type: PERSONNEL

SEQRA status

State Mandated False

Explain action needed or Position requested (justification):

The Chemung County District Attorney is requesting to offer employee bonuses which will be paid from an Aid to Prosecution Grant that was awarded by the NYS Division of Criminal Justice Services (Resolution No. 24-0074). The total amount of bonuses would amount to approximately \$144,000, which would come from the total grant award of \$329,762. A recommendation was made to the District Attorney that he should be present for the Personnel Committee meeting to address specific questions pertaining to this request.

There are 2 attachments which include the names and titles of the individuals to receive bonus awards, as well as a copy of the grant notification award from DCJS. The County Executive's Office has confirmed with DCJS that this type of expenditure is permissible under the guidelines of the award.

Civil Service approval required: No

Salary/Grade:

Range:

Budget Account Number:

Funds Available? No

Reimbursment / Federal:

Due to:



Reimbursment / State:

Due to (Other):

CREATION:			
Date/Time:		Department:	
3/28/2024 8:43:51 AM		County Executive	
APPROVALS:			
Date/Time:	Approval:	Department:	
3/28/2024 8:55 AM	Approved	County Executive	

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ATTACHMENTS:

Name:	Description:	Type:
 Grant_Award_Notice.pdf	Grant Award Notice	Cover Memo
 Aid_to_Prosecution_Grant_Letter.pdf	Aid to Prosecution Grant Letter	Cover Memo



KATHY HOCHUL
Governor

ROSSANA ROSADO
Commissioner

DEAN DEFRUSCIO
Deputy Commissioner

Grant Award Notice

August 24, 2023

The Division of Criminal Justice Services (DCJS) is pleased to advise you that your county will receive funding under the State's Aid to Prosecution Program for State Fiscal Year (SFY) 2023-24.

Project Name:	Chemung County District Attorney Aid to Prosecution Program	Award Amount:	\$329,762
Budget:	SFY 2023-24	Term Dates:	April 1, 2023 to March 31, 2024

Additional Information:

We are pleased to inform you that Governor Kathy Hochul secured an additional \$40 million in the SFY 2023-2024 Budget to assist in county prosecution efforts. Your SFY 2023-24 Aid to Prosecution Program award to support your respective district attorney's office is consistent with the appropriation amounts enacted for this purpose in the State Budget.

Please note that you will not receive a DCJS grant contract for this funding; rather, money will be automatically disbursed to the county in one payment. The county shall subsequently and promptly make this funding available to the respective district attorney's office. Consistent with the appropriation, this funding assistance is being provided to help offset the cost of prosecutorial services that your county has and will incur for the period of April 1, 2023 to March 31, 2024.

To streamline processing and facilitate timely distribution of funds, the DCJS Office of Financial Services will disburse your planned payment directly to your county for use by the respective district attorney's office.

If you have any questions on this award, please contact:

Nadia Rockwell
DCJS Associate Budgeting Analyst
NYS Division of Criminal Justice Services, Finance Office
(518) 485-0091 or nadia.rockwell@dcjs.ny.gov

Thank you for your continued partnership to help keep New Yorkers safe and ensure a justice system that works for all.



DISTRICT ATTORNEY'S OFFICE

COUNTY OF CHEMUNG

226 Lake Street
P.O. Box 588
Elmira, New York 14902-0588

Phone: (607) 737 2944

Fax: (607) 737 2965

March 20, 2024

WEEDEN A. WETMORE
District Attorney

County Executive Christopher Moss
Chemung County
P.O. Box 588
Elmira, NY 14902-0588

SUSAN RIDER ULACCO
Chief Assistant DA

WAYNE R. WITHERWAX
Executive Assistant DA

PHILIP A. ALVARO
NATHAN M. BLOOM
JOHN D. KELLEY
NICHOLAS S. LINE
RYAN J. MILLER
MARK H. SMITH
ANNE H. STARK
Assistant District Attorneys

MACCAELIN A. SEDITA
RACINE J. SMITH
Law Clerks

YURI CHARLANOW
RICHARD WEED
Investigators

Re: Aid to Prosecution Grant

Dear Chris,

As a follow-up to our conversation this morning, I am requesting bonuses for the following personnel in my office:

Chief Assistant District Attorney Susan Rider-Ulacco	\$25,000
Assistant District Attorney Philip Alvaro	\$20,000
Assistant District Attorney Nathan Bloom	\$20,000
Assistant District Attorney John Kelley	\$20,000
Assistant District Attorney Nicholas Line	\$20,000
Assistant District Attorney Anne Stark	\$20,000
Confidential Secretary Emily Redner	\$15,000
Investigator Richard Weed (part-time)	\$4,000

As we discussed, Executive Assistant District Attorney Wayne Witherwax was not included because he recently served us with a resignation letter (due to health reasons) which will become effective May 2, 2024. As for my Confidential Secretary being the only administrative person to receive a bonus, please note that I inquired about giving the CSEA employees a bonus, and was advised that it would violate the Taylor Law.

Finally, please note that I have removed Investigator Yuri Charlanow from the list of employees, as I will instead seek a salary increase in the 2025 budget.

Again, thank you for your kind attention to this request.

Very truly yours,


Weeden A. Wetmore

cc: Mark Margeson
Chairman of Legislature

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