



**AGENDA**  
**CAYUGA COUNTY LEGISLATURE**  
**Tuesday, August 22, 2023, 5:30PM**  
**Live Link:** [https://www.youtube.com/watch?v=\\_L1GNUDJkYY](https://www.youtube.com/watch?v=_L1GNUDJkYY)

**CALL TO ORDER:** Hon. David Gould, Chair

**ROLL CALL:** Sheila Smith, Clerk of the Legislature

**PLEDGE OF ALLEGIANCE:**

**MOMENT OF PRAYER:**

**DEATHS:** Our sincere condolences to the families and friends of:

- Donna Gilfus, Cayuga County Finance Department Employee

**PUBLIC HEARING:** 5:30PM – Call 315-294-8051, if you wish to speak on the public hearing.

- Public hearing on Cayuga County application for Community Development Block Grant Economic Development Funds

**PROCLAMATIONS:**

- Breastfeeding Week in Cayuga County – August 1<sup>st</sup> through August 7<sup>th</sup>, 2023
- National Health Center Week – August 6<sup>th</sup> through August 12<sup>th</sup>, 2023

**PRESENTATION:**

- Audit Presentation – Drescher and Malecki

**PRIVILEGE OF THE FLOOR:**

- Michael Miller given privilege of the floor from Legislator Shea

**MINUTES TO APPROVE:** July 25, 2023

**COMMUNICATIONS AND ANNOUNCEMENTS:** None

**CCC REPORT:** Dr. Durant

**COMMITTEE REPORTS & INDIVIDUAL LEGISLATORS' REPORTS:**

**CHAIRMAN'S REPORT:** David Gould

**CAYUGA COUNTY LEGISLATURE  
RESOLUTIONS 8-22-23**

**WAYS & MEANS:**

- 8-23-WM-1 Increasing the rate of taxes on sales and uses of tangible personal property and of certain services, and on occupancy of hotel rooms and amusement charges, pursuant to Article 29 of the Tax Law of the State of New York.
- 8-23-WM-2 Authorization to create and fill the Deputy Director of Finance position within the Finance Department
- 8-23-WM-3 Authorize to provide a stipend to the Budget Director for additional hours worked supporting the Finance Department
- 8-23-WM-4 Authorize the County Treasurer to fill Principal Account Clerk position in the Treasurer's Office
- 8-23-WM-5 Authorizing the Legislature to Enter into Contract with Ace Automatics for Vending Services at Cayuga County Office Buildings
- 8-23-WM-6 Authorizing the Chair of the Cayuga County Legislature and the County Attorney to enter into an amended agreement with Speno MacLeod, PLLC for the provision of County foreclosure legal work for one year **(2/3 Vote required)**

**HEALTH & HUMAN SERVICES:**

- 8-23-HH-1 Authorizing the Public Health Director to enter into a contract with Nurse Core for RN services to fill the need of a preschool special education student
- 8-23-HH-2 Authorize the Director of Public Health fill a Sr. Public Health Educator Position or a Public Health Educator position within the Health Department
- 8-23-HH-3 Authorizing the Public Health Director to carry out a budget modification in the WIC program budget.
- 8-23-HH-4 Authorizing the Commissioner of Social Services to Fill two Caseworker Vacancies in the Child Welfare Unit
- 8-23-HH-5 Authorizing the Commissioner of Social Services to Fill a Sr. Human Services Examiner Position in the Medicaid Unit of Social Services
- 8-23-HH-6 Authorizing the Chairman of the Legislature and the Commissioner of Social Services to enter into a contract with Community Action Programs Cayuga/Seneca (CAP) to perform any outreach activities for this State Mandated HEAP Program (100% Federally Funded), for the period of September 1, 2023 through April 30, 2024
- 8-23-HH-7 Authorizing the Chairman of the Legislature and the Commissioner of Social Services to Enter into a Contract with Northwoods for provision of software solution technology and services
- 8-23-HH-8 Authorize the filling of a full-time staff Psychiatric Nurse Practitioner position at the Community Mental Health Center
- 8-23-HH-9 Authorizing the Chair of the Legislature and the Director of the Cayuga County Office for the Aging to sign an agreement with iCircle Services of the Finger Lakes, Inc. for meal service through the Cayuga County Office for Aging Senior Nutrition Program
- 8-23-HH-10 Authorize the Chair of the Cayuga County Legislature and Director of the Youth Bureau to enter into an agreement with HELPRA, INC (Helping Empower Local People Recovery Associates) for LJ's Safe Place using ARPA funds.
- 8-23-HH-11 **(Added 8/18/23)** Authorize the creation and filling of a full-time Staff Social Worker position at the Community Mental Health Center
- 8-23-HH-12 **(Added 8/18/23)** Authorize the filling of one vacant full-time Senior Clerk Position at the Mental Health Center

**GOVERNMENT OPERATIONS:**

- 8-23-GO-1 Pension Reporting Resolution for Elected and Appointed Officials
- 8-23-GO-2 Update Cayuga County Records Management Policies and Procedures Manual
- 8-23-GO-3 Authorization to fill one (1) PT Driver Position in the Veterans Service Agency based on previous authorization
- 8-23-GO-4 Authorization to fill two (2) previously approved Part Time Veterans Services Officer Positions to provide additional services through Dwyer Program Revenue

**PLANNING:**

- 8-23-PL-1 Authorization to fill a Senior Planner-GIS Analyst Position on or after August 22, 2023 due to resignation of the incumbent employee

**PUBLIC WORKS:**

- 8-23-PW-1 Authorizing the Chairman of the Cayuga County Legislature to sign a contract with the Unified Court System for court cleaning and minor repairs
- 8-23-PW-2 Authorization to hire seasonal Medium Equipment Operators (MEO) employees in the Highway Department

**JUDICIAL & PUBLIC SAFETY:**

- 8-23-JP-1 Authorization to fill one full-time vacant Supervising Emergency Services Dispatcher Positions due to a resignation and backfill the Emergency Services Dispatcher position vacant because of the promotion.
- 8-23-JP-2 Authorization to fill one vacant Part-time Emergency Services Dispatcher Position.
- 8-23-JP-3 Authorizing the District Attorney to accept a grant from New York State Office of Victim Services to continue the "Victim/Witness Program" which is necessary to comply with legal requirements
- 8-23-JP-4 Authorizing the Chair of the Cayuga County Legislature and Director of Emergency Services to enter into a contract with Tetra Tech Incorporated to provide mass casualty incident plan consulting.
- 8-23-JP-5 Authorization to fill one (1) Director of Probation A Title in the Cayuga County Probation Department
- 8-23-JP-6 Authorization to fill one (1) Probation Officer Title in the Cayuga County Probation Department
- 8-23-JP-7 Authorization to fill one (1) Senior Typist Title in the Cayuga County Probation Department
- 8-23-JP-8 **(PULLED)** Authorization to create and fill one (1) Probation Officer I Title in the Cayuga County Probation Department
- 8-23-JP-9 Authorization to create and fill up to three (3) Part Time Licensed Practical Nurse Positions to provide nursing care for incarcerated individuals at the Cayuga County Jail.
- 8-23-JP-10 Authorize the Sheriff to fill up to two vacant Part Time Registered Nurse Positions within the Custody Division of the Cayuga County Sheriff's Office.
- 8-23-JP-11 Authorize the Chair of the Cayuga County Legislature and the Cayuga County Sheriff to enter into a contract with Crouse Health of Syracuse to provide medication assisted treatment services and methadone for the incarcerated at the Cayuga County Jail.
- 8-23-JP-12 Authorize the Chair of the Cayuga County Legislature and the Cayuga County Sheriff to enter into a contract with Farnham Family Services of Oswego to provide medication assisted treatment services and methadone for the incarcerated at the Cayuga County Jail.
- 8-23-JP-13 Authorizing the Chair of the Cayuga County Legislature and the Cayuga County Sheriff to enter into a contract with Saferwatch to provide a mobile information sharing platform to allow for real-time communication between our county departments and the public we serve.

- 8-23-JP-14 Authorize a salary adjustment for the Special Patrol Officer (SPO) position within the Union Springs School District.
- 8-23-JP-15 Authorizing the Sheriff's Office to accept funding through the 2022 SLETPP (State Law Enforcement Terrorism Prevention Program) Grant from the Division of Homeland Security and Emergency Services to support prevention and preparedness efforts and amend the 2023 Sheriff's grants budget to accept the 2022 funding.
- 8-23-JP-16 Authorizing the Chairperson of the Legislature to sign a one year contract with Eaton Corporation for maintenance of the Uninterruptible Power Supply (UPS) in the backup 911 center.
- 8-23-JP-17 **(TABLED @ JPS)** Authorization for the Chairman of the Cayuga County Legislature to sign a contract with Motorola for necessary paging upgrades associated with the new emergency communications system.
- 8-23-JP-18 Authorization for the Chairman of the Cayuga County Legislature to sign a contract with Motorola for necessary paging upgrades associated with the new emergency communications system.

**LEGISLATURE:**

- 8-23-LEG-1 Authorizing appointments to the various Boards and Agencies

**And any other business that may come before the Board**

**ADJOURNMENT:** Tuesday, September 26, 2023

**If you have a disability and need accommodations, please call the Clerk of the Legislature's office at 253-1308 at least 48 hours before the scheduled meeting to advise what accommodations will be necessary.**

**RESOLUTION NO. \_\_\_\_\_ 08/22/2023 MH Create/Fill Staff Social Worker**

**Authorize the creation and filling of a full-time Staff Social Worker position at the Community Mental Health Center**

By: Elane Daly, Chair of the Health & Human Services Committee  
Hans Pecher, Chair of the Ways & Means Committee

WHEREAS, there is an anticipated vacancy for a Community Mental Health Professional (PC#7704) position in the Mental Health Center (MHC) due to a resignation; and

WHEREAS, the last day of work for the individual was August 18<sup>th</sup>, 2023; and

WHEREAS, to broaden the pool of candidates, the reclassification of the position to a Staff Social Worker of the same grade and pay is recommended; and

WHEREAS, the funding exists in the current Mental Health budget salary account A43101-51001; now therefore be it

RESOLVED, that the Director of Community Services be authorized and directed to abolish the Community Mental Health Professional (PC#7704) in order to create and fill the position of Staff Social Worker; and be it further

RESOLVED, that the filling of positions be in accordance with the Cayuga County Civil Services Rules and Regulations and the policies of the County of Cayuga.

**Diann Ferris**

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**From:** noreply@cayugacounty.us  
**Sent:** Friday, August 18, 2023 11:42 AM  
**To:** Diann Ferris; Denise Prieto  
**Subject:** Online Form Submittal: Authorization to Create/Fill

### Authorization to Create/Fill

A copy of this completed form MUST be attached to ALL Civil Service MSD-426 forms when filling a position.

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Date	8/18/2023
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Authorization To:	Create and Fill **
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**\*\* New Position Duties Statement (NPDS) - Short Form  
*REQUIRED IF the title exists within the department***

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**\*\* New Position Duties Statement (NPDS) - Long Form  
*REQUIRED IF the title does NOT exist within the department***

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Do you anticipate this request to result in fill-behinds?	No
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Cayuga County Department	Mental Health
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Job Title Being Requested (Exact Civil Service Title)	Staff Social Worker
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Position Status	Permanent
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Position Designation	Full-Time
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Budget Account Number	A43101 51001
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Is a position being abolished to create the new position?	Yes
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Position Control Number of Position Being Abolished	7704
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Civil Service Title of Position Being Abolished	Community Mental Health Professional
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Comp Plan Abolished Position Was Included In	CSEA
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CSEA Grade of Abolished Position	30
Minimum/Probationary Salary for Abolished or Vacated Position	\$65,185
Maximum Salary for Abolished or Vacated Position	\$72,404
Is the abolished position currently filled?	No
When was the position vacated?	08/21/2023
What was the salary at the time of separation for, the last person appointed to, the abolished position?	\$70,259
Is the salary of requested position in the current comp plan?	Yes
Comp Plan Requested IS IN	CSEA
CSEA Grade	30
Probationary Salary Amount	\$65,185
Step 4 Amount (CSEA)	\$72,404
Starting Salary for Position Requested	\$65,185
Justification for Salary Requested	CSEA Probationary amount
Does position include fringe benefits?	Yes
What is the justification for filling this position AND why is it important for your department?	The position is critical to providing continuity of care at the MHC and changing the title would open up the pool of candidates able to apply to the position
How is this position funded?	Budget

Is this a reimbursed position?	No
What will the fiscal impact of filling this position in your budget this year and in future fiscal years?	None
Department Head	Lauren Walsh
Date	8/18/2023
Attestation	I have been directed to submit on behalf of the authorized department or agency head
Name of Person Submitting on Behalf of Department or Agency Head	Danielle Blumrick
Title of Person Submitting on Behalf of Department or Agency Head	administrative assistant
(Section Break)	

Approved 08-18-23  
*Diann Ferris*  
 Diann Ferris  
 Human Resources Administrator

Email not displaying correctly? [View it in your browser.](#)



RESOLUTION NO. \_\_\_\_\_ 8/22/23

MH SENIOR CLERK 2023

**Authorize the filling of one vacant full-time Senior Clerk Position at the Mental Health Center**

By: Elane Daly, Chair, Health and Human Services Committee, and  
Hans Pecher, Chair, Ways and Means Committee.

**WHEREAS**, there will be one vacant full-time Senior Clerk, position code #9236, at the Cayuga County Mental Health Center as the result of a termination; and

**WHEREAS**, this position is crucial for maintaining the operation of the department; and

**WHEREAS**, the funding for the full-time Senior Clerk position has been appropriated in the 2023 Mental Health (A43101 51001) salary account, therefore, be it

**RESOLVED**, that the Director of Community Services be authorized and is hereby directed to fill the position of one full-time Senior Clerk position in accordance with the Cayuga County Civil Service Rules and Regulations and the policies of the County of Cayuga.

**Diann Ferris**

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**From:** noreply@cayugacounty.us  
**Sent:** Friday, August 18, 2023 11:46 AM  
**To:** Diann Ferris; Denise Prieto  
**Subject:** Online Form Submittal: Authorization to Create/Fill

### Authorization to Create/Fill

A copy of this completed form MUST be attached to ALL Civil Service MSD-426 forms when filling a position.

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Date 8/18/2023

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Authorization To: Fill Only

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**\*\* New Position Duties Statement (NPDS) - Short Form  
*REQUIRED IF the title exists within the department***

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**\*\* New Position Duties Statement (NPDS) - Long Form  
*REQUIRED IF the title does NOT exist within the department***

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Do you anticipate this request to result in fill-behinds? No

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Cayuga County Department Mental Health

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Job Title Being Requested (Exact Civil Service Title) Senior Clerk

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Position Control Number 9236

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Position Status Permanent

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Position Designation Full-Time

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Budget Account Number A43101 51001

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Is a position being abolished to create the new position? No

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Is the salary of requested position in the current comp plan? Yes

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Comp Plan Requested IS IN CSEA

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CSEA Grade 8

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Probationary Salary Amount	\$41,333
Step 4 Amount (CSEA)	\$44,698
Starting Salary for Position Requested	\$41,333
Justification for Salary Requested	CSEA probationary amount
Does position include fringe benefits?	Yes
What is the justification for filling this position AND why is it important for your department?	this position is crucial for maintaining the operation of the department
How is this position funded?	Budget
Is this a reimbursed position?	No
What will the fiscal impact of filling this position in your budget this year and in future fiscal years?	None
Department Head	Lauren Walsh
Date	8/18/2023
Attestation	I have been directed to submit on behalf of the authorized department or agency head
Name of Person Submitting on Behalf of Department or Agency Head	Danielle Blumrick
Title of Person Submitting on Behalf of Department or Agency Head	administrative assistant

(Section Break)

Approved 08-18-23

*Diann Ferris*

Diann Ferris  
Human Resources Administrator

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RESOLUTION NO. \_\_\_\_\_

8/22/23

LEG Appts August 2023

**Authorizing appointments to the various Boards and Agencies**

BY: Cayuga County Legislature

WHEREAS, the Legislature is authorized under various state statutes, county laws, and other authorities to appoint members to various committees, board, agencies, and other organizations; and

WHEREAS, the Legislature has completed due diligence in consideration of the hereinafter listed person(s); now, therefore be it

RESOLVED, following person(s) are hereby appointed to the corresponding positions for the term(s) listed:

**Fire Advisory Board**

David Perkins, 96 Cayuga Street, Union Springs, NY 13160, Term 1/1/23 to 12/31/23

and be it further

RESOLVED, this resolution shall take effect immediately.