

**WAYNE COUNTY BOARD OF SUPERVISORS  
2012 ANNUAL SESSION**

1st Day  
Tuesday, January 3, 2012

Pursuant to Section 151 of the County Law the Board of Supervisors convened in their chambers in the Court House, Village of Lyons, New York, on the 3rd day of January 2012 at 9:00 a.m. and was called to order by Sandra J. Sloane, Clerk of the previous Board.

Invocation was given by the Rev. Jack W. Bailey.

**ROLL CALL:**

ARCADIA	Richard Colacino
BUTLER	David Spickerman, Sr.
GALEN	Steven Groat
HURON	Laurie Crane
LYONS	Brian Manktelow
MACEDON	William Hammond
MARION	Jolene Bender
ONTARIO	Robert Kelsch
PALMYRA	Kenneth Miller
ROSE	Kenan Baldrige
SAVANNAH	Michael Kolczynski
SODUS	Steven LeRoy
WALWORTH	Robert Plant
WILLIAMSON	James Hoffman
WOLCOTT	Kim Park

**ELECTION OF PERMANENT CHAIRMAN:**

Mr. LeRoy placed in nomination, the name of James D. Hoffman, Town of Williamson, for Permanent Chairman. Seconded by Mr. Manktelow.

The Clerk asked for any other nominations. There being none, the Clerk requested for a motion to close the nominations for Permanent Chairman.

Mrs. Bender moved the nominations be closed. Seconded by Mrs. Crane.

Total Votes cast for Mr. Hoffman – 1485.

The Clerk declared James D. Hoffman duly elected as Permanent Chairman and appointed Supervisors Bender and Baldrige to escort the Chairman to the Chair.

Chairman Hoffman addressed the Board to express his appreciation by thanking members for his re-election of Board Chairman; and asked for their continued support for the coming year.

The Chairman introduced and welcomed the two new members to the board, Mr. Kenan Baldrige from the Town of Rose and Mr. Michael Kolczynski from the Town of Savannah.

**APPOINTMENT OF VICE-CHAIRPERSON**

Chairman Hoffman announced that Steve LeRoy had been chosen to serve as Vice-Chairperson for 2012.

**ELECTION OF CLERK OF THE BOARD:**

Mr. Groat placed in nomination the name of Sandra J. Sloane as Clerk of the Board. Seconded by Mr. Miller.

Mrs. Crane moved, seconded by Mrs. Bender, that the nominations be closed and the Clerk cast one ballot for Sandra J. Sloane. Carried. The Chairman declared Sandra J. Sloane

duly elected Clerk of the Board.

**ELECTION OF DEPUTY CLERK OF THE BOARD:**

Mr. Plant placed in nomination the name of Debbie Ann Liseno as Deputy Clerk of the Board. Seconded by Mr. Kelsch.

Mr. LeRoy moved, seconded by Mrs. Crane, that nominations be closed and the Clerk cast one ballot for Debbie Ann Liseno. Carried. The Chairman declared Debbie Ann Liseno duly elected Deputy Clerk of the Board.

**ELECTION OF BUDGET OFFICER:**

Mr. Miller placed in nomination the name of James Marquette as Budget Officer. Seconded by Mr. LeRoy.

Mrs. Bender moved, seconded by Mr. Plant, that nominations be closed. The Chairman declared James Marquette duly elected Budget Officer.

**ELECTION OF PURCHASING AGENT:**

Mr. Manktelow placed in nomination the name of Sandra J. Sloane as Purchasing Agent. Seconded by Mr. Plant.

Mrs. Crane moved, seconded by Mr. Kelsch, that the nominations be closed and the Clerk cast one ballot for Sandra J. Sloane. Carried. The Chairman declared Sandra J. Sloane, duly elected Purchasing Agent.

**ELECTION OF DEPUTY PURCHASING AGENT:**

Mr. LeRoy placed in nomination the name of Debbie Ann Liseno as Deputy Purchasing Agent. Seconded by Mr. Kelsch.

Mrs. Bender moved, seconded by Mr. Plant, that the nominations be closed and the Clerk cast one ballot for Debbie Ann Liseno. Carried. The Chairman declared Debbie Ann Liseno, duly elected Deputy Purchasing Agent.

**MAJORITY LEADER:**

Mr. Spickerman announced that the Republicans had chosen Mrs. Jolene Bender as Majority Leader.

**MINORITY LEADER:**

Mr. Baldrige announced that he himself, Mr. Kenan Baldrige is designated as Minority Leader.

**2012 STANDING COMMITTEES:**

As per directed, the Clerk of the Board distributed a list of the new 2012 Standing Committees to Board Members and members of the press.

Number	Committee Name	Number on	Committee
No. 1	<b>FINANCE COMMITTEE</b> Hammond, Bender, Park, Plant, Groat		5 Members
No. 2	<b>PUBLIC SAFETY COMMITTEE</b> Plant, Colacino, Bender, LeRoy, Crane		5 Members
No. 3	<b>PUBLIC WORKS COMMITTEE</b> LeRoy, Miller, Spickerman, Colacino, Kolczynski		5 Members
No. 4	<b>ECONOMIC DEVELOPMENT AND PLANNING COMMITTEE</b> Spickerman, Groat, Hammond, Kelsch, Miller		5 Members

- |       |   |           |
|-------|---|-----------|
| No. 5 | <b>GOVERNMENT OPERATIONS COMMITTEE</b><br>Kelsch, Kolczynski, Spickerman, Bender, Manktelow | 5 Members |
| No. 6 | <b>HEALTH AND MEDICAL SERVICES COMMITTEE</b><br>Park, Baldrige, Plant, Crane, Manktelow     | 5 Members |
| No. 7 | <b>HUMAN SERVICES COMMITTEE</b><br>Crane, Manktelow, Park, Groat, Baldrige                  | 5 Members |

On behalf of the Board, the Clerk read the 2012 Newspaper Designations for both the Republican and Democratic parties.

**NEWSPAPER DESIGNATION - REPUBLICAN**

We the undersigned Republican members of the Board of Supervisors of the County of Wayne, do hereby designate The Times of Wayne County, a weekly newspaper published in Macedon, New York, to publish the concurrent resolutions of the Legislature for the year 2012.

We also designate The Times of Wayne County, a weekly newspaper published in Macedon, New York, to publish the official canvass.

We also designate The Times of Wayne County, a weekly newspaper published in Macedon, New York, to publish the election notices issued by the Secretary of State.

**NEWSPAPER DESIGNATION - DEMOCRATIC**

I the undersigned Democratic member of the Board of Supervisors of the County of Wayne hereby designate the Sun and Record, a weekly newspaper published in Williamson, New York, to publish the concurrent resolutions of the Legislature for the year 2012.

I also designate the Sun and Record, a weekly newspaper published in Williamson, New York, to publish the official canvass.

We also designate Sun and Record, a weekly newspaper published in Williamson, New York, to publish the election notices issued by the Secretary of State.

**OTHER BUSINESS:**

Mr. Plant moved, seconded by Mrs. Crane that sixteen (16) resolutions be allowed on the floor under other business.

Upon roll call, all Supervisors voted Aye. Motion carried.

Prior to presenting the Rules of Order for the year 2012, Supervisor Plant noted that proposed amendments to Rules 2, 4 and 11 will be presented for consideration.

**RESOLUTION NO.1-12: ADOPTING RULES OF ORDER FOR THE YEAR 2012**

Mr. Plant presented the following:

RESOLVED, that the following Rules of Order of the Wayne County Board of Supervisors as presented are hereby adopted as the Rules of Order for the Year 2012

**WAYNE COUNTY BOARD OF SUPERVISORS  
RULES OF ORDER – 2012**

**RULE 1. Organizational Meeting**

- a. The organizational meeting of the Board shall be held on or before January 8 in each year. Written notice of the time and date of this meeting shall be mailed to all Supervisors by the Clerk at least 48 hours in advance of the meeting. The Clerk

shall call the meeting to order and the first order of business shall be to conduct the election of a permanent Chairperson for the ensuing year.

- b. The Chairperson of the Board shall appoint from among the members of the Board a Vice Chairperson to serve at his or her pleasure who, in the absence or inability to act of the Chairperson, shall possess all powers and perform all the duties of the Chairperson of the Board. A vacancy in the Office of Chairperson of the Board shall be filled in accordance with County Law Section 151.

The Board, under the Chairperson, shall then proceed with:

1. The adoption of a time and date for regularly scheduled meetings.
2. The election or appointment of the Clerk, Deputy Clerk, Budget Officer of the Board, County Attorney, and any other elective or appointive officers required by law or desired by the Board.
3. The adoption of the Rules of Order for the ensuing year.
4. Other matters that the Chairperson wishes to bring before this meeting.

**RULE 2. Regular Meetings:**

Regular meetings of the Board shall be held on the third Tuesday of each month beginning at 9:00 a.m. during January, February, April, May, July, August, October, November and December, and at 7:00 p.m. during March, June, September and for the public hearing on the budget in December, unless amended by a majority of the Board of Supervisors.

**RULE 3. Special Meetings:**

Special meetings shall be held at the call of the Clerk upon direction of the Chairperson or upon written request signed by a majority vote of the Board and eight concurring Supervisors. A notice in writing stating the time, place and purpose of the special meeting shall be served personally or by mail upon each member of the Board by the Clerk at least 48 hours before the date fixed for holding the meeting; however, in lieu of this the Chairperson at a regular meeting may announce the time, place and purpose of an adjourned meeting and if the majority of the Board approved it, the adjourned meeting shall be held at the appointed time and place without written notification.

**RULE 4. Place of Meetings:**

All Meetings shall be held in the Supervisors' Chambers, Court House, 26 Church Street, Lyons, New York, unless otherwise provided for by call.

**RULE 5. Quorum:**

Members present possessing more than 50% of the total voting power shall constitute a quorum for the transaction of business. If a quorum is not present within 45 minutes after the time set for a meeting, the members present shall adjourn.

**RULE 6. Presence of County Attorney:**

The County Attorney shall be present during all meetings unless excused by the Chairperson.

**RULE 7. Temporary Chairperson:**

The Vice Chairperson will serve as acting Chairperson in the absence of the Chairperson at any meeting of the Board of Supervisors. The acting Chairperson shall have and exercise all the powers and duties of the Chairperson at the meeting over which they are called to preside.

**RULE 8. Order of Business:**

The normal order of business at each session shall be as follows:

1. Call to Order
2. Pledge of Allegiance
3. Invocation

4. Roll Call
5. Approval of Minutes
6. Read Claims
7. Communications
8. Unfinished Business
9. Privilege of the Floor
10. Reports of Standing Committees
11. Reports of Special Committees
12. Resolutions
13. Adjournment

**RULE 9. Roll Call:**

On roll call, the Clerk shall record by name all members present or absent; shall further record the arrival of any member listed as absent; and the departure of any member listed as present during the course of each meeting.

Any member desiring permanent departure from the meeting prior to the adjournment shall request permission to be excused from the Chairperson.

**RULE 10. Approval of Minutes of Previous Meeting:**

Minutes of previous meeting shall be read unless waived by the Board by a motion duly made, seconded and adopted.

**RULE 11. Payment of Claims:**

The Wayne County Audit Department shall have received by the 5th of each month all claims to be paid that month. Each claim shall be approved by the department or committee having authority for the purchase. Claims shall be listed in summary, showing each claim by number and amount and total amount for each department. Claims shall be presented to the Board at regular meeting.

The Wayne County Audit Department shall prepare a summary of claims by Committees and Departments and shall place a copy of such summary on the desk of each member prior to each regular meeting.

The separate items of any bill, account, claim, motion or resolution shall be read if requested by any member.

The Chairperson shall then refer the claims to the appropriate committee Chairperson and the committee shall review and approve them prior to presentation to the Board for audit and approval for payment.

After examination and review of the claims by the committee and there being no objection to any of the claims by any committee or Board member, the Chairperson of the Finance Committee or in his absence a member of that committee, shall move that the claims as audited be approved and that the Wayne County Audit Department shall draw orders on the County Treasurer for payment of same.

Each account or claim, or any item of such account or claim shall be voted on separately by the Board, if requested by any member.

**RULE 12. Communications:**

The Clerk shall read petitions, notices, departmental reports and other communications and the chair shall take the appropriate action; however, the Chairperson may permit, or, at his pleasure, request a person other than the Clerk to read a communication.

**RULE 13. Resolutions and Motions:**

Any member may offer a resolution or motion which shall be acted on promptly subject to these rules.

The term resolution as herein used shall mean a formal proposed action in writing. Every appropriation requiring expenditure of funds shall be by resolution. Every resolution shall contain a short title setting forth the purpose of the proposed action. All resolutions shall be filed with the Clerk no later than four days prior to the date of the meeting at which the resolutions are to be presented. All Department Heads will file resolutions and committee agendas with the County Administrator at least one week prior to their standing committee date.

The County Administrator shall refer each resolution originated by a Department Head or Agency to the Standing Committee having jurisdiction over any of the subject matter of the resolution. Referrals will be made by the Standing Committee to all Board committees which have an interest in the issue. The Standing Committee shall promptly act on each resolution referred by the County Administrator and shall submit its report or recommendation on the resolution at the next regular meeting of the Board of Supervisors following such referral. Any changes to the intent, meaning or financial features of a proposed resolution will be referred to the Chairperson of the Standing Committee by the committee meeting secretary prior to inclusion of the matter in the Board of Supervisor's agenda.

In the event a Standing Committee does not submit its report or recommendation at the next regular meeting of the Board of Supervisors, the Board may act on the resolution without further committee consideration and without committee report or recommendation.

Upon the request of any member, any amendment to a resolution shall be reduced to writing.

Resolutions or referrals which are not acted upon before the end of the calendar year do not continue into the next calendar year.

**Rule 14. Rules of Debate:**

When a question is under debate, the procedure and rules of debate shall be governed by Robert's Rules of Order relative to precedence of motions as follows:

- A Fix the Time at Which to Adjourn:  
(requires second, not debatable, may be amended & requires a majority).
- B Adjourn:  
(requires second, not debatable, may not be amended & requires a majority).
- C Recess:  
(requires second, not debatable, may be amended & requires a majority).
- D Suspend Rules:  
(requires second, not debatable, may not be amended & requires a 2/3 vote without previous notice)
- E Lay on the Table:  
After a motion is stated and it is in the possession of the Board it may be laid on the table until requested to come back before the Board (may be amended & requires a majority).

- F Previous Question:  
(requires second, not debatable, may not be amended & requires a 2/3 vote).
- G Limit or Extend Limits of Debate:  
(requires second, not debatable, may be amended, & requires a 2/3 vote).
- H Postpone:  
The object is to set a time when a matter must be considered (requires second, debatable, may be amended & requires a majority).
- I Refer:  
(requires second, debatable, may be amended & requires a majority).
- J Hold a Motion:  
After a motion is stated and it is in possession of the Board, before discussion or amendment, it may be held until the next meeting day if requested by any member of the Board provided such request is made on his first recognition by the Chairperson, but only one such request shall be granted on only one motion with 2/3 vote.
- K Amend:  
(requires second, debatable, may be amended & requires a majority).
- L Postpone Indefinitely:  
The object is to kill a local law, resolution, or motion (requires second, debatable, may not be amended & requires a majority).
- M Withdraw:  
The maker of a local law, motion, or resolution has the right to request a "Withdraw" at any time. If there is an objection to the request to withdraw, a vote of the Board shall be taken.
- N Take From Table:  
Must be "Taken from Table" after tabling motion was made (requires second, not debatable, may not be amended & requires a majority).
- O Reconsider:  
To bring up a question for discussion and obtain a new vote. Only one who voted with prevailing side can make this motion, but anybody can second; can only be made on same day (requires second, debatable, may not be amended & requires a 2/3 vote).
- P Rescind:  
To annul some action, no matter how old, except where action has been taken that cannot be undone. Rescind a motion any time can be moved by anyone; requires a second, except "to give notice." If "Notice" of the motion to be proposed was given at a previous meeting or pre-filed for this meeting, a majority vote will carry. No "Notice" given requires two-thirds vote to carry (requires second, debatable, may be amended & requires a 2/3 vote without previous notice).
- Q Renew:  
Used to reintroduce a local law, resolution, or motion again at a future session. Can be made and seconded by any Legislator (requires second, debatable, may be amended & requires a 2/3 vote without previous notice).

**RULE 15. Resolutions, Filing Deadline:**

No resolution shall be offered unless it first has been reviewed by the County Administrator and filed with the Clerk of the Board by noon of the fourth working day prior to and not including the day of the session at which it is offered. Any resolution which has been filed in accordance with this rule may be offered by any member of the Board at the next scheduled Board meeting. This rule shall not apply to special meetings of the Board under Rule 3, nor to the Organizational Meeting of the subsequent year, under Rule 1. Any resolution filed with the Clerk of the Board pursuant to this section shall be listed on the agenda under the following title: Rule 15. Resolutions.

**RULE 16. All Committees:**

Standing or special committees, shall as promptly as possible report to the Board upon such resolutions, communications or other matters as may be referred to them.

**RULE 17. Unfinished Business:**

All reports, resolutions and other matters laid on the table may be called there from under "Unfinished Business" in the regular order of business. All questions laid over by rule, or by request of any member for one day shall be considered in order on the succeeding day, or at the next session, under the heading of "Unfinished Business".

A list of unfinished business and special orders to be acted upon by the Board shall be kept by the Clerk and listed in the agenda.

A motion to lay a question on the table shall be decided without amendment or debate and a motion to postpone the question indefinitely or to adjourn to a day certain until it is decided, shall preclude all amendments to the main question. All reports, resolutions and other matters laid on the table may be called there by any Board member with approval or a majority vote of the Board.

A motion or a motion for adopting a resolution may be placed on the table by a majority vote and a majority vote will be necessary to take it off the table.

**RULE 18. Agenda:**

The Clerk shall prepare a statement of the order of business for each meeting of the Board which shall also contain the title and author of each resolution to be presented together with the number to be assigned thereto. The order of business shall be mailed to each Supervisor no later than five (5) calendar days prior to the date of the meeting. Any resolution not set forth in the order of business shall be tabled by the Chairperson until the next meeting of the Board, unless upon motion regularly made, the members present by two-thirds vote authorize the consideration of such resolution.

**RULE 19. Amendments:**

These rules of order shall be amended only by a two thirds vote of the Board and only after ten days notice, which notice shall be in writing and be filed with the Clerk and shall specify the particulars of such proposed amendments. Notice shall be given to members of the Board by the Clerk as directed by Committee No. 5.

**RULE 20. Suspension of Rules:**

Any rule may be suspended by the unanimous consent of the members present, but the suspension of such rule shall apply only to those matters which shall be before the Board at the time of such suspension.

**RULE 21. Addressing the Board:**

Before speaking, a member shall request recognition by the Board Chair. Upon being

recognized, the member shall rise and address the Chair. While a member is speaking, no member shall entertain any private discourse, or pass between him and the Chair. When the Board Chair is putting a question, no member shall walk about or out of the room.

No member shall speak on any question without first raising his or her hand, and upon being recognized by the Board Chair may proceed. When two or more members raise their hands at the same time the Chair shall name the member who shall speak first.

**RULE 22. Call to Order:**

A member called to order shall immediately sit down unless permitted to explain. If an appeal be taken from the decision of the chair, the Board shall decide the case without debate and the question shall be stated by the chair to be "Shall the decision of the chair stand as the judgment of the Board?"

**RULE 23. Voting Requirement:**

Every member present when a motion is stated from the chair shall vote thereon, unless excused by the Chairperson, or unless the Supervisor is directly interested in the motion, in which case, if the Supervisor chooses, the Supervisor may be excused from voting. Every member requested to be excused from voting may make a brief and verbal statement of the reason for their request. The Chairperson in all cases has the right to vote and when the vote is equally divided, including the Chairperson's vote, the question shall be lost.

**RULE 24. Required Ayes and Nays:**

Taking into consideration Rule 33, hereafter, at the Chairperson's discretion with the Boards' consent, the ayes and nays shall be taken by vote on any resolution appropriating money, levying taxes, confirming reports of committees and making appointments and fixing salaries and upon any other motion or resolution when demanded by any member of the Board.

**RULE 25. The Order of Rules:**

When a question is under debate, no motion shall be entertained unless for adjournment of the Board, for the previous question, to place on table indefinitely, to place on table for a certain day, to hold, to amend it, or refer back to committee. These several motions shall have precedence in the order in which they are here stated and shall not be subject to debate.

**RULE 26. Several Propositions:**

If the question in debate contains several distinct propositions, the same may be divided by the Chairperson at the request of any member to the end that a vote may be taken on each proposition.

**RULE 27. Privilege of the Floor:**

Privilege of the floor for members of the public other than members of the Board of Supervisors shall extend to any person appearing for him/herself in which case each individuals appearing shall be limited to three minutes; and to persons representing any group in which case there shall be allowed only one spokesman for the group, who shall be limited to a maximum time of five minutes. Any person requesting this privilege shall be limited to subject matter appearing on the agenda. All speakers must sign up with the Clerk at least 15 minutes before the starting time of the Board meeting. The total amount of time allowed for Privilege of the Floor at a Board meeting will be limited to 30 minutes. The Chairperson of the Board shall have the authority to place additional time limits on how long individuals may speak.

**RULE 28. Motion to Reconsider:**

No motion for reconsideration shall be in order unless made on the same day, or the meeting day next succeeding that on which the decision proposed to be reconsidered took place. A motion to reconsider must be made by a member who voted with the majority on the decision

of the motion or resolution proposed to be reconsidered. When a motion to reconsider has been defeated, it shall not again be submitted to the Board.

**RULE 29. Motion to Rescind:**

A motion to rescind can only be entertained when moved by a member who voted with the majority in the action which is proposed to rescind, and requires the affirmative vote of a majority of the total members of the Board.

**RULE 30. Weighted Voting:**

Until such time as the apportionment of the voting power of members of the Board is revised, it is as follows:

	<u>Majority</u>	<u>2/3</u>
Arcadia	213	236
Butler	34	34
Galen	70	69
Huron	35	34
Lyons	91	90
Macedon	145	145
Marion	77	76
Ontario	159	160
Palmyra	127	126
Rose	39	37
Savannah	29	29
Sodus	133	131
Walworth	149	152
Williamson	112	111
Wolcott	72	71
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	1485	1501

Whenever in these rules of order there is reference to a majority vote or a two-thirds vote of the Board, it means a majority of the voting power of the members of the Board or two-thirds of the voting power of the Board. A total of 743 affirmative votes shall be required for the adoption of any resolution, local law, motion or proposal requiring a simple majority vote. A total of 1001 affirmative votes shall be required for the adoption of any resolution, local law, motion or proposal requiring a two-thirds majority vote. The above weighted voting system is based upon the official United States Census for 2010.

**RULE 31. Committee Vote and Records:**

Because committee reports and recommendations are not binding, Standing Committees shall not use a weighted vote in committee recommendations, however, any member of the Board in compliance with Rule 15 may offer a motion or resolution regarding any matter referred to Committee with or without the benefit of the Committee's report or recommendation. The Standing Committee shall report to the full Board the names of members in favor of or opposed to any measure which is not unanimous. If there is dissent in committee, a member of the dissenting group may present a report of the minority to the Board. Each committee shall take attendance and keep summary minutes of business transacted, said minutes to be turned over to the Clerk for record.

Any member of the public wishing to address a Committee shall give three business days prior notice to the County Administrator, said notice shall consist of the person's name, address and the subject matter that they wish to discuss. The County Administrator shall then determine the appropriate standing committee and discuss with the Committee chairman and the Chairman of the Board of Supervisors, adding said member of the public to said committee agenda. The County Administrator shall notify members of the public whether they have been

added to a committee's agenda prior to the committee meeting. Individuals appearing before a committee shall be limited to a five minutes presentation. If more than one person represents any group, there shall be allowed only one spokesperson for the group.

**RULE 32. Order of Voting:**

The Clerk shall maintain a record of order of voting by roll call and the first call for a vote on motions and resolutions shall be rotated in alphabetical order by towns.

**RULE 33. Short Roll Call:**

In conjunction with Rule 24, the Chairperson may ask for a short roll call on a matter having no controversy or debate, and hearing no objection, the Clerk may ask for the vote of the Supervisors from Arcadia and Wolcott, or first and last towns alphabetically present at meeting, and if their vote is in agreement the vote will be recorded as unanimous. If there is disagreement, there shall be a full roll call.

**RULE 34. Standing Committees:**

The Chairman of the Board shall appoint the Standing Committees within ten days from the date of organization in January and file a list of the same with the Clerk. The Chairperson may make temporary appointments to fill vacancies on any committee caused by the resignation or death of a member. In case of the absence of the Chairperson of any committee at any meeting, the second named member on the committee list shall act as temporary Chairperson.

The County Administrator and standing committees shall hold meetings with department heads and shall recommend purchases and be generally responsible to the Board for the orderly operation of the affairs under the committee. The committee not only has the power of making recommendations to the Board but shall make recommendations on all committee matters.

Any direct costs incurred by a member in performing the duties of a committee and mileage expenses to and from meetings shall be reimbursed to him/her by the county.

No. 1 5 Members

**FINANCE COMMITTEE**

- a. County Treasurer
  - tax advertising
  - contingency fund
  - projects
  - community college
  - liability and causality reserve fund
  - unallocated insurance
  - judgment and claims
  - expenses on acquired property
  - hospital and medical insurance
  - interfund transfers
  - serial bond
  - library
  - Medical Scholarship
  - Educational TV
- b. Information Technology
- c. Real Property Tax
- d. County Auditor

No. 2 5 Members

**PUBLIC SAFETY COMMITTEE**

- a. Sheriff

- b. E-911  
ALS
- c. Probation
- d. District Attorney  
animal abuse investigations  
grant jury  
crime victims' Board
- e. Public Defender
- f. Legal Defense of Indigents
- g. Emergency Management Services
- h. Mutual Aid
- i. Stop DWI
- j. Coroner
- k. Pre-Trial Services
- l. Justice and Constables

No. 3 5 Members

**PUBLIC WORKS COMMITTEE**

- a. Highway  
machinery
- b. Central Garage
- c. Buildings and Grounds
- d. Consumer Affairs
- e. Soil and Water Conservation

No. 4 5 Members

**ECONOMIC DEVELOPMENT AND PLANNING COMMITTEE**

- a. Economic Development  
industrial development site
- b. Planning  
solid waste  
joint municipal projects  
agricultural districts
- c. Tourism  
publicity
- d. Bus Operations
- e. Cooperative Extension
- f. Palmyra Union Ag. Society
- g. Fish and Game

No. 5 5 Members

**GOVERNMENT OPERATIONS COMMITTEE**

- a. Legislative Board  
rules of order  
inter-municipal  
re-appointments  
County Administrator
- b. Clerk of the Board  
mailing  
Court House copier  
Un-distributed postage  
County officer dues
- c. County Clerk
- d. County Attorney

- e. Board of Elections
- f. Personnel Department
  - civil services
  - salaries and benefits
  - workers' compensation
  - human resources
  - employee relations
  - union negotiations
  - staff development
  - education and training
  - employee safety
  - handicapped access
  - affirmative action
  - new position re-classification
  - cafeteria plan
- g. Print Shop
- h. Historian

No. 6 5 Members

**HEALTH AND MEDICAL SERVICES COMMITTEE**

- a. Nursing Home
- b. Public Health
- c. Mental Health

No. 7 5 Members

**HUMAN SERVICES COMMITTEE**

- a. Social Services
- b. Aging and Youth
- c. Workforce Development
- d. Veterans" Services
- e. Wayne County Action Program

**RULE 35. Special Committees:**

Special Committees may be authorized at any legal meeting of the Board. They shall, unless otherwise ordered or directed by a majority of the Board, be appointed by the Chairman of the Board. The period of time that a special committee shall serve shall be designated when it is created. Any person appointed to a special committee shall be notified in writing of such appointment by the Clerk.

**RULE 36. Committee Meetings:**

A meeting of the committee may be called by a majority of the committee. No Committee shall meet without the Committee Chairperson notifying the members of the committee and a majority of the members must be present to act.

**RULE 37. Executive Session:**

On motion of any member duly seconded and carried by a majority vote, the Board shall go into executive session, presided over by the Chairperson of the Board, during which time any matters permitted under the New York State Open Meeting Law may be discussed, debated and voted upon. Only members of the Board shall participate in the executive session and such other persons may be called into the session as may be necessary.

**RULE 38. Minutes**

The minutes of the Board shall be printed monthly and delivered by the Clerk of the Board on or before the regular meeting of the Board for the next succeeding month.

**RULE 39. Parliamentary Law:**

All questions not covered by the rules shall be decided according to Robert's Rules of Order.

**RULE 40. Adopted Rules:**

Said adopted rules shall control until permanent Chairperson seated and new rules of order are adopted.

Mr. Plant moved, seconded by Mr. Colacino, that Rule No. 2 be amended as follows:

**RULE 2. Regular Meetings:**

Regular meetings of the Board shall be held on the third Tuesday of each month beginning at 9:00 a.m. during January, February, April, May, July, October, November and December, and at 7:00 p.m. during March, June, September and for the public hearing on the budget in December, unless amended by a majority of the Board of Supervisors. The August meeting shall be held the second Monday of August at 10:00 a.m.

Motion carried.

Mr. Plant moved, seconded by Mr. Miller, that Rule No. 4 be amended as follows:

**RULE 4. Place of Meetings:**

All Meetings with the exception of the August meeting shall be held in the Supervisors' Chambers, Court House, 26 Church Street, Lyons, New York, unless otherwise provided for by call. The August meeting shall be held at the Wayne County Fairgrounds, Palmyra, NY.

Motion carried.

**RULE 11. Payment of Claims:**

Mr. Plant moved, seconded by Mr. Manktelow, that Rule No. 11 be removed from the Rules of Order as it will no longer apply, hereto; and further, directed the Clerk of the Board to re-number the complete Rules of Order, accordingly.

Motion carried.

Mr. Manktelow moved the adoption for amending Resolution No. 1-12 regarding the Rules of Order for the year 2012. Seconded by Mr. Kelsch. Upon roll call, all Supervisors voted Aye. The Chairman declared the amended resolution adopted.

The **REVISED Rules of Order for the Year 2012** are as follows:

**RESOLUTION NO.1-12: ADOPTING RULES OF ORDER FOR THE YEAR 2012**

Mr. Plant presented the following:

RESOLVED, that the following Rules of Order of the Wayne County Board of Supervisors as presented are hereby adopted as the Rules of Order for the Year 2012

**WAYNE COUNTY BOARD OF SUPERVISORS  
RULES OF ORDER – 2012**

**RULE 1. Organizational Meeting**

- c. The organizational meeting of the Board shall be held on or before January 8 in each year. Written notice of the time and date of this meeting shall be mailed to all Supervisors by the Clerk at least 48 hours in advance of the meeting. The Clerk shall call the meeting to order and the first order of business shall be to conduct the election of a permanent Chairperson for the ensuing year.

- d. The Chairperson of the Board shall appoint from among the members of the Board a Vice Chairperson to serve at his or her pleasure who, in the absence or inability to act of the Chairperson, shall possess all powers and perform all the duties of the Chairperson of the Board. A vacancy in the Office of Chairperson of the Board shall be filled in accordance with County Law Section 151.  
The Board, under the Chairperson, shall then proceed with:
  5. The adoption of a time and date for regularly scheduled meetings.
  6. The election or appointment of the Clerk, Deputy Clerk, Budget Officer of the Board, County Attorney, and any other elective or appointive officers required by law or desired by the Board.
  7. The adoption of the Rules of Order for the ensuring year.
  8. Other matters that the Chairperson wishes to bring before this meeting.

**RULE 2. Regular Meetings:**

Regular meetings of the Board shall be held on the third Tuesday of each month beginning at 9:00 a.m. during January, February, April, May, July, October, November and December, and at 7:00 p.m. during March, June, September and for the public hearing on the budget in December, unless amended by a majority of the Board of Supervisors. The August meeting shall be held the second Monday of August at 10:00 a.m.

**RULE 3. Special Meetings:**

Special meetings shall be held at the call of the Clerk upon direction of the Chairperson or upon written request signed by a majority vote of the Board and eight concurring Supervisors. A notice in writing stating the time, place and purpose of the special meeting shall be served personally or by mail upon each member of the Board by the Clerk at least 48 hours before the date fixed for holding the meeting; however, in lieu of this the Chairperson at a regular meeting may announce the time, place and purpose of an adjourned meeting and if the majority of the Board approved it, the adjourned meeting shall be held at the appointed time and place without written notification.

**RULE 4. Place of Meetings:**

All Meetings with the exception of the August meeting shall be held in the Supervisors' Chambers, Court House, 26 Church Street, Lyons, New York, unless otherwise provided for by call. The August meeting shall be held at the Wayne County Fairgrounds, Palmyra, NY.

**RULE 5. Quorum:**

Members present possessing more than 50% of the total voting power shall constitute a quorum for the transaction of business. If a quorum is not present within 45 minutes after the time set for a meeting, the members present shall adjourn.

**RULE 6. Presence of County Attorney:**

The County Attorney shall be present during all meetings unless excused by the Chairperson.

**RULE 7. Temporary Chairperson:**

The Vice Chairperson will serve as acting Chairperson in the absence of the Chairperson at any meeting of the Board of Supervisors. The acting Chairperson shall have and exercise all the powers and duties of the Chairperson at the meeting over which they are called to preside.

**RULE 8. Order of Business:**

The normal order of business at each session shall be as follows:

14. Call to Order
15. Pledge of Allegiance
16. Invocation
17. Roll Call

18. Approval of Minutes
19. Read Claims
20. Communications
21. Unfinished Business
22. Privilege of the Floor
23. Reports of Standing Committees
24. Reports of Special Committees
25. Resolutions
26. Adjournment

**RULE 9. Roll Call:**

On roll call, the Clerk shall record by name all members present or absent; shall further record the arrival of any member listed as absent; and the departure of any member listed as present during the course of each meeting.

Any member desiring permanent departure from the meeting prior to the adjournment shall request permission to be excused from the Chairperson.

**RULE 10. Approval of Minutes of Previous Meeting:**

Minutes of previous meeting shall be read unless waived by the Board by a motion duly made, seconded and adopted.

**RULE 11. Communications:**

The Clerk shall read petitions, notices, departmental reports and other communications and the chair shall take the appropriate action; however, the Chairperson may permit, or, at his pleasure, request a person other than the Clerk to read a communication.

**RULE 12. Resolutions and Motions:**

Any member may offer a resolution or motion which shall be acted on promptly subject to these rules.

The term resolution as herein used shall mean a formal proposed action in writing. Every appropriation requiring expenditure of funds shall be by resolution. Every resolution shall contain a short title setting forth the purpose of the proposed action. All resolutions shall be filed with the Clerk no later than four days prior to the date of the meeting at which the resolutions are to be presented. All Department Heads will file resolutions and committee agendas with the County Administrator at least one week prior to their standing committee date.

The County Administrator shall refer each resolution originated by a Department Head or Agency to the Standing Committee having jurisdiction over any of the subject matter of the resolution. Referrals will be made by the Standing Committee to all Board committees which have an interest in the issue. The Standing Committee shall promptly act on each resolution referred by the County Administrator and shall submit its report or recommendation on the resolution at the next regular meeting of the Board of Supervisors following such referral. Any changes to the intent, meaning or financial features of a proposed resolution will be referred to the Chairperson of the Standing Committee by the committee meeting secretary prior to inclusion of the matter in the Board of Supervisor's agenda.

In the event a Standing Committee does not submit its report or recommendation at the next regular meeting of the Board of Supervisors, the Board may act on the resolution without further committee consideration and without committee report or recommendation.

Upon the request of any member, any amendment to a resolution shall be reduced to writing.

Resolutions or referrals which are not acted upon before the end of the calendar year do not continue into the next calendar year.

**Rule 13. Rules of Debate:**

When a question is under debate, the procedure and rules of debate shall be governed by Robert's Rules of Order relative to precedence of motions as follows:

- A Fix the Time at Which to Adjourn:  
(requires second, not debatable, may be amended and requires a majority).
- B Adjourn:  
(requires second, not debatable, may not be amended and requires a majority).
- C Recess:  
(requires second, not debatable, may be amended and requires a majority).
- D Suspend Rules:  
(requires second, not debatable, may not be amended and requires a 2/3 vote without previous notice)
- E Lay on the Table:  
After a motion is stated and it is in the possession of the Board it may be laid on the table until requested to come back before the Board (may be amended and requires a majority).
- F Previous Question:  
(requires second, not debatable, may not be amended and requires a 2/3 vote).
- G Limit or Extend Limits of Debate:  
(requires second, not debatable, may be amended, and requires a 2/3 vote).
- H Postpone:  
The object is to set a time when a matter must be considered (requires second, debatable, may be amended and requires a majority).
- I Refer:  
(requires second, debatable, may be amended and requires a majority).
- J Hold a Motion:  
After a motion is stated and it is in possession of the Board, before discussion or amendment, it may be held until the next meeting day if requested by any member of the Board provided such request is made on his first recognition by the Chairperson, but only one such request shall be granted on only one motion with 2/3 vote.
- K Amend:  
(requires second, debatable, may be amended and requires a majority).
- L Postpone Indefinitely:  
The object is to kill a local law, resolution, or motion (requires second, debatable, may not be amended and requires a majority).
- M Withdraw:  
The maker of a local law, motion, or resolution has the right to request a "Withdraw"

at any time. If there is an objection to the request to withdraw, a vote of the Board shall be taken.

- N Take From Table:  
Must be "Taken from Table" after tabling motion was made (requires second, not debatable, may not be amended and requires a majority).
- O Reconsider:  
To bring up a question for discussion and obtain a new vote. Only one who voted with prevailing side can make this motion, but anybody can second; can only be made on same day (requires second, debatable, may not be amended and requires a 2/3 vote).
- P Rescind:  
To annul some action, no matter how old, except where action has been taken that cannot be undone. Rescind a motion any time can be moved by anyone; requires a second, except "to give notice." If "Notice" of the motion to be proposed was given at a previous meeting or pre-filed for this meeting, a majority vote will carry. No "Notice" given requires two-thirds vote to carry (requires second, debatable, may be amended and requires a 2/3 vote without previous notice).
- Q Renew:  
Used to reintroduce a local law, resolution, or motion again at a future session. Can be made and seconded by any Legislator (requires second, debatable, may be amended and requires a 2/3 vote without previous notice).

**RULE 14. Resolutions, Filing Deadline:**

No resolution shall be offered unless it first has been reviewed by the County Administrator and filed with the Clerk of the Board by noon of the fourth working day prior to and not including the day of the session at which it is offered. Any resolution which has been filed in accordance with this rule may be offered by any member of the Board at the next scheduled Board meeting. This rule shall not apply to special meetings of the Board under Rule 3, nor to the Organizational Meeting of the subsequent year, under Rule 1. Any resolution filed with the Clerk of the Board pursuant to this section shall be listed on the agenda under the following title: Rule 14. Resolutions.

**RULE 15. All Committees:**

Standing or special committees, shall as promptly as possible report to the Board upon such resolutions, communications or other matters as may be referred to them.

**RULE 16. Unfinished Business:**

All reports, resolutions and other matters laid on the table may be called there from under "Unfinished Business" in the regular order of business. All questions laid over by rule, or by request of any member for one day shall be considered in order on the succeeding day, or at the next session, under the heading of "Unfinished Business".

A list of unfinished business and special orders to be acted upon by the Board shall be kept by the Clerk and listed in the agenda.

A motion to lay a question on the table shall be decided without amendment or debate and a motion to postpone the question indefinitely or to adjourn to a day certain until it is decided, shall preclude all amendments to the main question. All reports, resolutions and other matters laid on the table may be called there by any Board member with approval or a majority vote of the Board.

A motion or a motion for adopting a resolution may be placed on the table by a majority vote and a majority vote will be necessary to take it off the table.

**RULE 17. Agenda:**

The Clerk shall prepare a statement of the order of business for each meeting of the Board which shall also contain the title and author of each resolution to be presented together with the number to be assigned thereto. The order of business shall be mailed to each Supervisor no later than five (5) calendar days prior to the date of the meeting. Any resolution not set forth in the order of business shall be tabled by the Chairperson until the next meeting of the Board, unless upon motion regularly made, the members present by two-thirds vote authorize the consideration of such resolution.

**RULE 18. Amendments:**

These rules of order shall be amended only by a two thirds vote of the Board and only after ten days notice, which notice shall be in writing and be filed with the Clerk and shall specify the particulars of such proposed amendments. Notice shall be given to members of the Board by the Clerk as directed by Committee No. 5.

**RULE 19. Suspension of Rules:**

Any rule may be suspended by the unanimous consent of the members present, but the suspension of such rule shall apply only to those matters which shall be before the Board at the time of such suspension.

**RULE 20. Addressing the Board:**

Before speaking, a member shall request recognition by the Board Chair. Upon being recognized, the member shall rise and address the Chair. While a member is speaking, no member shall entertain any private discourse, or pass between him and the Chair. When the Board Chair is putting a question, no member shall walk about or out of the room.

No member shall speak on any question without first raising his or her hand, and upon being recognized by the Board Chair may proceed. When two or more members raise their hands at the same time the Chair shall name the member who shall speak first.

**RULE 21. Call to Order:**

A member called to order shall immediately sit down unless permitted to explain. If an appeal be taken from the decision of the chair, the Board shall decide the case without debate and the question shall be stated by the chair to be "Shall the decision of the chair stand as the judgment of the Board?"

**RULE 22. Voting Requirement:**

Every member present when a motion is stated from the chair shall vote thereon, unless excused by the Chairperson, or unless the Supervisor is directly interested in the motion, in which case, if the Supervisor chooses, the Supervisor may be excused from voting. Every member requested to be excused from voting may make a brief and verbal statement of the reason for their request. The Chairperson in all cases has the right to vote and when the vote is equally divided, including the Chairperson's vote, the question shall be lost.

**RULE 23. Required Ayes and Nays:**

Taking into consideration Rule 32, hereafter, at the Chairperson's discretion with the Boards' consent, the ayes and nays shall be taken by vote on any resolution appropriating money, levying taxes, confirming reports of committees and making appointments and fixing salaries and upon any other motion or resolution when demanded by any member of the Board.

**RULE 24. The Order of Rules:**

When a question is under debate, no motion shall be entertained unless for adjournment of the Board, for the previous question, to place on table indefinitely, to place on table for a certain day, to hold, to amend it, or refer back to committee. These several motions shall have precedence in the order in which they are here stated and shall not be subject to debate.

**RULE 25. Several Propositions:**

If the question in debate contains several distinct propositions, the same may be divided by the Chairperson at the request of any member to the end that a vote may be taken on each proposition.

**RULE 26. Privilege of the Floor:**

Privilege of the floor for members of the public other than members of the Board of Supervisors shall extend to any person appearing for him/herself in which case each individuals appearing shall be limited to three minutes; and to persons representing any group in which case there shall be allowed only one spokesman for the group, who shall be limited to a maximum time of five minutes. Any person requesting this privilege shall be limited to subject matter appearing on the agenda. All speakers must sign up with the Clerk at least 15 minutes before the starting time of the Board meeting. The total amount of time allowed for Privilege of the Floor at a Board meeting will be limited to 30 minutes. The Chairperson of the Board shall have the authority to place additional time limits on how long individuals may speak.

**RULE 27. Motion to Reconsider:**

No motion for reconsideration shall be in order unless made on the same day, or the meeting day next succeeding that on which the decision proposed to be reconsidered took place. A motion to reconsider must be made by a member who voted with the majority on the decision of the motion or resolution proposed to be reconsidered. When a motion to reconsider has been defeated, it shall not again be submitted to the Board.

**RULE 28. Motion to Rescind:**

A motion to rescind can only be entertained when moved by a member who voted with the majority in the action which is proposed to rescind, and requires the affirmative vote of a majority of the total members of the Board.

**RULE 29. Weighted Voting:**

Until such time as the apportionment of the voting power of members of the Board is revised, it is as follows:

	Majority	2/3
Arcadia	213	236
Butler	34	34
Galen	70	69
Huron	35	34
Lyons	91	90
Macedon	145	145
Marion	77	76
Ontario	159	160
Palmyra	127	126
Rose	39	37
Savannah	29	29
Sodus	133	131
Walworth	149	152
Williamson	112	111
Wolcott	72	71
	<hr/>	<hr/>
	1485	1501

Whenever in these rules of order there is reference to a majority vote or a two-thirds vote of the Board, it means a majority of the voting power of the members of the Board or two-thirds of the voting power of the Board. A total of 743 affirmative votes shall be required for the adoption of any resolution, local law, motion or proposal requiring a simple majority vote. A total of 1001 affirmative votes shall be required for the adoption of any resolution, local law, motion or proposal requiring a two-thirds majority vote. The above weighted voting system is based upon the official United States Census for 2010.

**RULE 30. Committee Vote and Records:**

Because committee reports and recommendations are not binding, Standing Committees shall not use a weighted vote in committee recommendations, however, any member of the Board in compliance with Rule 14 may offer a motion or resolution regarding any matter referred to Committee with or without the benefit of the Committee's report or recommendation. The Standing Committee shall report to the full Board the names of members in favor of or opposed to any measure which is not unanimous. If there is dissent in committee, a member of the dissenting group may present a report of the minority to the Board. Each committee shall take attendance and keep summary minutes of business transacted, said minutes to be turned over to the Clerk for record.

Any member of the public wishing to address a Committee shall give three business days prior notice to the County Administrator, said notice shall consist of the person's name, address and the subject matter that they wish to discuss. The County Administrator shall then determine the appropriate standing committee and discuss with the Committee chairman and the Chairman of the Board of Supervisors, adding said member of the public to said committee agenda. The County Administrator shall notify members of the public whether they have been added to a committee's agenda prior to the committee meeting. Individuals appearing before a committee shall be limited to a five minutes presentation. If more than one person represents any group, there shall be allowed only one spokesperson for the group.

**RULE 31. Order of Voting:**

The Clerk shall maintain a record of order of voting by roll call and the first call for a vote on motions and resolutions shall be rotated in alphabetical order by towns.

**RULE 32. Short Roll Call:**

In conjunction with Rule 23, the Chairperson may ask for a short roll call on a matter having no controversy or debate, and hearing no objection, the Clerk may ask for the vote of the Supervisors from Arcadia and Wolcott, or first and last towns alphabetically present at meeting, and if their vote is in agreement the vote will be recorded as unanimous. If there is disagreement, there shall be a full roll call.

**RULE 33. Standing Committees:**

The Chairman of the Board shall appoint the Standing Committees within ten days from the date of organization in January and file a list of the same with the Clerk. The Chairperson may make temporary appointments to fill vacancies on any committee caused by the resignation or death of a member. In case of the absence of the Chairperson of any committee at any meeting, the second named member on the committee list shall act as temporary Chairperson.

The County Administrator and standing committees shall hold meetings with department heads and shall recommend purchases and be generally responsible to the Board for the orderly operation of the affairs under the committee. The committee not only has the power of making recommendations to the Board but shall make recommendations on all committee matters.

Any direct costs incurred by a member in performing the duties of a committee and mileage

expenses to and from meetings shall be reimbursed to him/her by the county.

No. 1 5 Members

**FINANCE COMMITTEE**

- a. County Treasurer
  - tax advertising
  - contingency fund
  - projects
  - community college
  - liability and causality reserve fund
  - unallocated insurance
  - judgment and claims
  - expenses on acquired property
  - hospital and medical insurance
  - interfund transfers
  - serial bond
  - library
  - Medical Scholarship
  - Educational TV
- b. Information Technology
- c. Real Property Tax
- d. County Auditor

No. 2 5 Members

**PUBLIC SAFETY COMMITTEE**

- a. Sheriff
- b. E-911
- ALS
- c. Probation
- d. District Attorney
  - animal abuse investigations
  - grant jury
  - crime victims' Board
- e. Public Defender
- f. Legal Defense of Indigents
- g. Emergency Management Services
- h. Mutual Aid
- i. Stop DWI
- j. Coroner
- k. Pre-Trial Services
- l. Justice and Constables
- m. Emergency Medical Services

No. 3 5 Members

**PUBLIC WORKS COMMITTEE**

- a. Highway
  - machinery
- b. Central Garage
- c. Buildings and Grounds
- d. Consumer Affairs
- e. Soil and Water Conservation

No. 4 5 Members

**ECONOMIC DEVELOPMENT AND PLANNING COMMITTEE**

- a. Economic Development  
industrial development site
- b. Planning  
solid waste  
joint municipal projects  
agricultural districts
- c. Tourism  
publicity
- d. Bus Operations
- e. Cooperative Extension
- f. Palmyra Union Ag. Society
- g. Fish and Game

No. 5

5 Members

**GOVERNMENT OPERATIONS COMMITTEE**

- a. Legislative Board  
rules of order  
inter-municipal  
re-appointments  
County Administrator
- b. Clerk of the Board  
mailing  
Court House copier  
Un-distributed postage  
County officer dues
- c. County Clerk
- d. County Attorney
- e. Board of Elections
- f. Personnel Department  
civil services  
salaries and benefits  
workers' compensation  
human resources  
employee relations  
union negotiations  
staff development  
education and training  
employee safety  
handicapped access  
affirmative action  
new position re-classification  
cafeteria plan
- g. Print Shop
- h. Historian

No. 6

5 Members

**HEALTH AND MEDICAL SERVICES COMMITTEE**

- a. Nursing Home
- b. Public Health
- c. Mental Health

No. 7

5 Members

**HUMAN SERVICES COMMITTEE**

- a. Social Services

- b. Aging and Youth
- c. Workforce Development
- d. Veterans' Services
- e. Wayne County Action Program

**RULE 34. Special Committees:**

Special Committees may be authorized at any legal meeting of the Board. They shall, unless otherwise ordered or directed by a majority of the Board, be appointed by the Chairman of the Board. The period of time that a special committee shall serve shall be designated when it is created. Any person appointed to a special committee shall be notified in writing of such appointment by the Clerk.

**RULE 35. Committee Meetings:**

A meeting of the committee may be called by a majority of the committee. No Committee shall meet without the Committee Chairperson notifying the members of the committee and a majority of the members must be present to act.

**RULE 36. Executive Session:**

On motion of any member duly seconded and carried by a majority vote, the Board shall go into executive session, presided over by the Chairperson of the Board, during which time any matters permitted under the New York State Open Meeting Law may be discussed, debated and voted upon. Only members of the Board shall participate in the executive session and such other persons may be called into the session as may be necessary.

**RULE 37. Minutes**

The minutes of the Board shall be printed monthly and delivered by the Clerk of the Board on or before the regular meeting of the Board for the next succeeding month.

**RULE 38. Parliamentary Law:**

All questions not covered by the rules shall be decided according to Robert's Rules of Order.

**RULE 39. Adopted Rules:**

Said adopted rules shall control until permanent Chairperson seated and new rules of order are adopted.

Mr. Manktelow moved the adoption of the resolution. Seconded by Mr. Kelsch. Upon roll call, adopted.

**RESOLUTION NO. 2-12: OFFICIAL NEWSPAPER DESIGNATIONS FOR 2012**

Mrs. Bender presented the following:

RESOLVED, pursuant to Section 214(2) of the County Law, the Wayne County Board of Supervisors hereby designates **The Times of Wayne County**, published in Macedon, New York and the **Sun and Record**, published in Williamson, New York as official newspapers for the publications of all Local Laws and Notices and other matters as required by law to be published; and be it further

RESOLVED, that a certified copy of this resolution shall be forwarded to all County Offices and Departments and each of the above-named newspapers.

Mrs. Crane moved the adoption of the resolution. Seconded by Mr. LeRoy. Upon roll call, adopted.

**RESOLUTION NO. 3-12: AUTHORIZATION FOR CLERK TO PURCHASE SUPPLIES FOR THE BOARD OF SUPERVISORS FOR 2012**

Mrs. Bender presented the following:

RESOLVED, that the Clerk of the Board of Supervisors is hereby authorized and directed to purchase necessary stationery and supplies for the Board of Supervisors for the year 2012.

Mr. LeRoy moved the adoption of the resolution. Seconded by Mr. Plant. Upon roll call, adopted.

**RESOLUTION NO. 4-12: ADOPTION OF INVESTMENT POLICY FOR THE COUNTY OF WAYNE FOR 2012**

Mr. Hammond presented the following:

RESOLVED, that the following policy is hereby adopted:

**INVESTMENT POLICY FOR THE COUNTY OF WAYNE**

**I. SCOPE:**

This investment policy applies to all moneys and other financial resources available for investment on its own behalf or on behalf of any other entity or individual.

**II. OBJECTIVES**

The primary objectives of the County of Wayne's investment activities are, in the priority order,

- \* To conform with all applicable federal, state and other legal requirements (legal);
- \* To adequately safeguard principal (safety);
- \* To provide sufficient liquidity to meet all operating requirements (liquidity); and
- \* To obtain a reasonable rate of return (yield).

**III. DELEGATION OF AUTHORITY:**

The governing board's responsibility for administration of the investment program is delegated to the County Treasurer, who shall establish a satisfactory level of accountability based on a data base or records incorporating description and amounts of investments, transaction dates, and other relevant information and regulate the activities of subordinate employees.

**IV. PRUDENCE:**

All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the County of Wayne to govern effectively.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.

All participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

**V. DIVERSIFICATION:**

It is the policy of the County of Wayne to diversify its deposits and investments by financial institution, by investment instrument, and maturity scheduling.

**VI. INTERNAL CONTROLS:**

It is the policy of the County of Wayne for all moneys collected by any officer or employee of the government to transfer those funds to the County Treasurer within 5 days of deposit, if less than \$500, the same day of deposit, if more than \$500, or within the time period specified in law, whichever is shorter.

The County Treasurer is responsible for establishing and maintaining an internal control structure to provide reasonable, but not absolute, assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorization and recorded properly, and are managed in compliance with applicable laws and regulations.

**VII. DESIGNATION OF DEPOSITORIES:**

Pursuant to Section 212 of the County Law and Section 10 of the General Municipal Law, the depositories designated by the County of Wayne shall be any bank or trust company

authorized to do business in the State of New York; each such depository shall be limited to \$50,000,000 of deposits at any one time.

**VIII. COLLATERALIZING OF DEPOSITS:**

In accordance with the provisions of General Municipal Law, 10, all deposits of the County of Wayne, including certificates of deposits and special time deposits, in excess of the amount insured under the provisions of the Federal Deposit Insurance Act shall be secured by:

1. obligations of New York State
2. obligations of the United States
3. obligations of federal agencies, where the principal and interest are guaranteed by the United States
4. obligations of New York State local governments.

**IX. SAFEKEEPING AND COLLATERALIZATION:**

Eligible securities used for collateralizing deposits shall be held by (the depository and/or a third party) bank or trust company subject to security and custodial agreements.

The security agreement shall provide that eligible securities are being pledged to secure local government deposits together with agreed upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon default. It shall also provide the conditions under which the securities may be sold, presented for payment, substituted or released and the events which will enable the County of Wayne to exercise its rights against the pledged securities. In the event that the securities are not registered or inscribed in the name of the County, such securities shall be delivered in a form suitable for transfer or with assignment in blank to the County or its custodial bank.

The custodial agreement shall provide that securities held by the bank or trust company, or agent of and custodian for, the County will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement should also describe that the custodian shall confirm the receipt, substitution or release of the securities. The agreement shall provide for the frequency of revaluation of eligible securities and for the substitution of securities when a change in the rating of a security may cause ineligibility. Such agreement shall include all provisions necessary to provide the County a perfected interest in the securities.

**X. PERMITTED INVESTMENTS:**

As authorized by General Municipal Law, 11, the County of Wayne authorizes the County Treasurer to invest moneys not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

- \* Special time deposit accounts;
- \* Certificates of Deposits;
- \* Obligations of the United States of America;
- \* Obligations guaranteed by agencies of the United States of America where the payment of principal and interest are guaranteed by the United States of America;
- \* Obligations of the State of New York;
- \* Obligations of public authorities, public housing authorities, urban renewal agencies and industrial development agencies where the general State statutes governing such entities or whose specific enabling legislation authorize such investment;
- \* Certificates of Participation (COPS) issued pursuant to GML, 109-b;
- \* Obligations of the County of Wayne, but only with any moneys in a reserve fund established pursuant to GML, 6-c, 6-d, 6-e, 6-g, 6-h, 6-j, 6-k, 6-l, 6-m, or 6-n.

All investment obligations shall be payable or redeemable at the option of the County of Wayne within such times as the proceeds will be needed to meet expenditures for the purposes for which the moneys were provided and, in the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable at the option of the County of Wayne within two years of the date of purchase.

**XI. AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS:**

The County of Wayne shall maintain a list of financial institutions and dealers approved for

investment purposes and establish appropriate limits to the amount of investments which can be made with each financial institution and dealer. All financial institutions with which the County of Wayne conducts business must be credit worthy. Banks shall provide their most recent Consolidated Report of Condition (Call Report) at the request of the County of Wayne. Security dealers not affiliated with a bank shall be required to be classified as reporting dealers affiliated with the New York Federal Reserve Bank, as primary dealers. The County Treasurer is responsible for evaluating the financial position and maintaining a listing of proposed depositories, trading partners and custodians. Such listing shall be evaluated at least annually.

**XII. PURCHASE OF INVESTMENTS:**

The County Treasurer is authorized to contract for the purpose of investments:

1. Directly from an authorized trading partner.
2. By utilizing an ongoing investment program with an authorized trading partner pursuant to a contract authorized by the governing board.

All purchased obligations, unless registered or inscribed in the name of the County of Wayne, shall be purchased through, delivered to and held in the custody of a bank or trust company. Such obligations shall be purchased, sold or presented for redemption or payment by such bank or trust company only in accordance with prior written authorization from the County Treasurer. All such transactions shall be confirmed in writing to the County of Wayne by the bank or trust company. Any obligation held in the custody of a bank or trust company shall be held pursuant to a written custodial agreement as described in General Municipal Law, 10.

The custodial agreement shall provide that securities held by the bank or trust company, as agent of and custodian for, the County of Wayne, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with, or become a part of the backing for any other deposits or other liabilities. The agreement shall describe how the custodian shall confirm the receipt and release of securities. Such agreement shall include all provisions necessary to provide the local government a perfected interest in the securities.

Mr. Plant moved the adoption of the resolution. Seconded by Mrs. Bender. Upon roll call, adopted.

**RESOLUTION NO. 5-12: AUTHORIZATION FOR COUNTY TREASURER TO TRANSFER GENERAL FUND CASH TO ALL FUNDS WHEN REQUIRED**

Mr. Hammond presented the following:

WHEREAS, the County has in the past, authorized the transfer of General Fund cash to other Funds in the County on an as needed basis; and

WHEREAS, the County is desirous of continuing this procedure during 2012 when required; now, therefore, be it

RESOLVED, that the Wayne County Board of Supervisors hereby authorizes the County Treasurer to transfer cash from the General Fund to other Funds on an as needed, temporary basis; and be it further

RESOLVED, that any transfer is only temporary and must be returned to the General Fund before the end of the fiscal year; and be it further

RESOLVED, that the County Treasurer is hereby directed to inform the County Administrator of a required transfer prior to the transfer being made and report said transfers to the Finance Committee at its next regular committee meeting after the transfer is made.

Mr. Plant moved the adoption of the resolution. Seconded by Mr. LeRoy. Upon roll call, adopted.

**RESOLUTION NO. 6-12: APPOINTMENTS TO WAYNE COUNTY INDUSTRIAL DEVELOPMENT AGENCY FOR 2012**

Mr. Spickerman presented the following:

WHEREAS, the Wayne County Industrial Development Agency was formed pursuant to

Chapter 916 of the laws of 1969, which provide that members of the Agency be appointed by the governing body of the County of Wayne; and

WHEREAS, pursuant to Resolution No. 145(69) adopted by the Wayne County Board of Supervisors, provided that one member of said Agency should be the Chairman of the Wayne County Board of Supervisors and one member should be the Chairman of the Planning Committee of the Wayne County Board of Supervisors; now, therefore, be it

RESOLVED, that pursuant to Resolution No. 145(69) and Section 890 of the General Municipal Law, the following are hereby appointed as members of the Wayne County Industrial Development Agency:

- 1) James Hoffman, Chairman of the Wayne County Board of Supervisors
- 2) David Spickerman, Chairman of the Economic Development and Planning Committee of the Wayne County Board of Supervisors; and be it further

RESOLVED, that said members shall serve at the pleasure of the Wayne County Board of Supervisors and each member shall continue to hold office until his successor is appointed and has qualified; and be it further

RESOLVED, that the Clerk of the Board of Supervisors is hereby directed to send a certified copy of this Resolution to the Secretary of State, New York State Department of State, as well as the Wayne County IDA.

Mr. Groat moved the adoption of the resolution. Seconded by Mr. Manktelow. Upon roll call, adopted.

**RESOLUTION NO. 7-12: AUTHORIZING AGREEMENT WITH WAYNE COUNTY INDUSTRIAL DEVELOPMENT AGENCY ("IDA") FOR PAYMENT OF 2012 APPROPRIATION**

Mr. Spickerman presented the following:

WHEREAS, the sum of \$257,400.00 was appropriated in the 2012 County Budget for the support of the Wayne County Industrial Development Agency ("IDA"); now, therefore, be it

RESOLVED, that the Chairman of the Board of Supervisors is hereby authorized and directed to sign an agreement, subject to the County Attorney's approval as to form and content, with the Wayne County IDA providing for the payment of such appropriation in equal quarterly installments of \$64,350.00, and requiring the corporation to file a verified account of the disbursements of such funds.

Mr. Groat moved the adoption of the resolution. Seconded by Mrs. Bender. Upon roll call, adopted.

**RESOLUTION NO. 8-12: AUTHORIZE ADOPTING THE 2012 WAYNE COUNTY HEALTH CARE PLAN AND AMENDING THE 2012 COUNTY BUDGET FOR THE MS FUND**

Mr. Kelsch presented the following:

WHEREAS, the 2012 County Budget needs to be amended for the costs associated with the Health Care Trust; now, therefore, be it

RESOLVED, that pursuant to Article 6 of the Wayne County Health Care Plan Trust Agreement, the Wayne County Board of Supervisors does hereby approve the 2012 budget for the Health Care Plan and authorize the County Treasurer to amend the 2012 Budget as follows:

REVENUES:

MS9060.41616 Self Pays	\$	236,249.00
MS9060.41622 COBRA	\$	1,711.00
MS9060.42401 Interest Earnings	\$	8,517.00
MS9060.42680 Insurance Recoveries	\$	430,000.00
MS9060.42709 Employee Contributions	\$	1,764,474.00
MS9060.42710 Town/Village Contributions	\$	422,931.00
MS9060.42801 Interfund Reimbursement	\$	<u>11,244,616.00</u>
TOTAL REVENUES	\$	14,108,499.00

APPROPRIATIONS:

MS1710.54000 Contractual Expense	\$	392,829.00
MS1710.54300 Insurance	\$	398,142.00
MS1710.54501 Accountants & Auditors	\$	5,213.00
MS1710.54506 Attorneys	\$	5,050.00
MS9060.58400 Hospitalization Expense	\$	13,307,265.00
TOTAL APPROPRIATIONS	\$	14,108,499.00

Mr. Plant moved the adoption of the resolution. Seconded by Mr. Manktelow. Upon roll call, adopted.

**RESOLUTION NO. 9-12: APPOINTMENT OF WAYNE COUNTY ADMINISTRATOR**

Mrs. Bender presented the following:

RESOLVED, that James A. Marquette is hereby appointed to the position of County Administrator for a two-year term of office commencing January 1, 2012 through December 31, 2013.

Mr. Plant moved the adoption of the resolution. Seconded by Mr. Miller. Upon roll call, all Supervisors voted Aye. The Chairman declared the Resolution adopted.

**RESOLUTION NO. 10-12: APPOINTMENT OF WAYNE COUNTY ATTORNEY**

Mrs. Crane presented the following:

RESOLVED, that Daniel Connors is hereby appointed to the position of Wayne County Attorney for a two-year term of office commencing January 1, 2012 through December 31, 2013.

Mr. Colacino moved the adoption of the resolution. Seconded by Mr. Hammond. Upon roll call, all Supervisors voted Aye. The Chairman declared the Resolution adopted.

**RESOLUTION NO. 11-12: APPOINTMENT OF WAYNE COUNTY PUBLIC DEFENDER**

Mr Kelsch presented the following:

RESOLVED, that James Kernan is hereby appointed to the position of Wayne County Public Defender for a two-year term of office commencing January 1, 2012 to December 31, 2013.

Mrs. Bender moved the adoption of the resolution. Seconded by Mr. LeRoy. Upon roll call, all Supervisors voted Aye. The Chairman declared the Resolution adopted.

**RESOLUTION NO. 12-12: APPOINTMENT OF WAYNE COUNTY AUDITOR**

Mr. Hammond presented the following:

RESOLVED, that Paul Young is hereby appointed to the position of Wayne County Auditor for a two-year term of office commencing January 1, 2012 through December 31, 2013.

Mr. Manktelow moved the adoption of the resolution. Seconded by Mrs. Crane. Upon roll call, all Supervisors voted Aye. The Chairman declared the Resolution adopted.

**RESOLUTION NO. 13-12: AUTHORIZATION ACCEPT BID FOR TWO SNOWMOBILES FOR THE SHERIFF'S OFFICE AND AMEND THE COUNTY BUDGET**

Mr. Plant presented the following:

WHEREAS, the Sheriff in the 2011 County budget had \$17,000 budgeted for two snowmobiles for the Recreational Safety Division; and

WHEREAS, the Sheriff was previously authorized to advertise for bid the purchase of said snowmobiles (Resolution No. 631-11); and

WHEREAS, through the bid process, the only bid submitted to the County was from Ingles Performance, Phoenix, NY, for \$19,352.00 for two 2012 Ski-Doo brand snowmobiles, \$200.00 for accessories/labor and a \$2,000.00 trade-in allowance for the two current Sheriff's Office snowmobiles, with the total bid amount being \$17,552.00; and

WHEREAS, the entire bid award process and purchase could not be finalized in 2011

and the funds for said snowmobiles lapsed and became part of the General Fund balance at the end of the year; and

WHEREAS, the Sheriff is requesting the bid from Ingles Performance, Phoenix, NY, in the amount of \$17,552, be accepted and the County budget be amended so that the purchase of said snowmobiles can be made; now therefore be it

RESOLVED, that the Board of Supervisors hereby awards the bid for two Ski-Doo brand snowmobiles for the Sheriff's Office to Ingles Performance, Phoenix, NY, for the amount of \$17,552.00; and be it further

RESOLVED, that the County Treasurer is authorized to appropriate \$17,552 from the Unappropriated General Fund Balance; and be it further

RESOLVED, that the County budget be amended as follows and that the Sheriff be authorized to purchase said snowmobiles.

**A 3111 Sheriff Recreational Safety**

(appropriations)

\$17,552 to .52500 Other Equipment

Mr. LeRoy moved the adoption of the resolution. Seconded by Mr. Miller. Upon roll call, adopted.

**RESOLUTION NO. 14-12: AUTHORIZATION TO AMEND 2012 DEPARTMENT A4019 HOME HEALTH AGENCY BUDGET**

Ms. Park presented the following:

WHEREAS, the adopted budget anticipated a home health agency management contract with HCR beginning January 1, 2012; and

WHEREAS, the contract as not been executed; and

WHEREAS, the budget needs to be amended to allow for time needed for transition; now, therefore, be it

RESOLVED, that the County Treasurer is hereby authorized to amend the A4019, 2012 budget as follows:

**A4019 Wayne Community Home Care**

(appropriations)

\$441,111 from .54000 Contractual Expenses

\$7,777 to .51121 Acct. Clerk typist pt

\$2,845 to .51590 Sen. Acct. Clerk pt

\$14,118 to .51153 Home Health Aid pt

\$6,500 to .51904 Overtime

\$2,725 to .51905 On-Call Coverage

\$800 to .51906 Shift Differential

\$102,865 to .51282 RPNurse

\$51,433 to Public Health Nurse pt

\$23,877 to .581000 NYS Retirement System

\$13,651 to .58200 Social Security

\$21,841 to .58400 Hospitalization

\$308 to .58600 Disability

\$86 to .58901 Employee Assistance Program

\$2,500 to .54118 Reimbursable Supplies

\$1,100 to .54119 Non-Reimbursable Supplies

\$365 to .54210 Gas

\$2,800 to .54220 Light & Power

\$4,000 to .54200 Telephone

\$184 to .54240 Water

\$3,720 to .54300 Insurance

\$100 to .54408 Copier Expense

\$4,800 to .54414 Information Technology

\$200 to .54420 Interpreter Fees

\$13,200 to .54437 Lease

\$4,666 to .54438 Maintenance/Repairs

\$5,000 to .54450 Occupational Therapy

\$40,000 to .54452 Physical Therapy

\$500 to .54456 Printing

\$1,000 to .54472 Subscriptions

\$500 to .54477 Speech Therapy

\$200 to .54562 Medical Social Work

\$6,000 to .54579 to RT&R

\$96,500 to .54594 Contractual Aides

\$4,000 to .54616 Car Expense-Nursing

\$500 to .54619 Nursing Travel

\$200 to .54621 A&G Travel

\$250 to .54691 Dietician

Mr. Manktelow moved the adoption of the resolution. Seconded by Mr. Kelsch. Upon roll call, adopted.

**RESOLUTION NO. 15-12: AUTHORIZATION TO ACCEPT AND ACKNOWLEDGE A DONATION FROM THE WAL-MART IN MACEDON THE GIFT OF A CHRISTMAS TREE AND DECORATIONS FOR THE WAYNE COUNTY PUBLIC SAFETY BUILDING**

Mr. Hammond presented the following:

WHEREAS, the Wayne County Public Safety Building, a newly renovated building that was completed this year, houses the Wayne County Sheriff's Office, Probation Department, the Emergency Management Office, Fire and EMS Coordinators, the Stop DWI Program, Veterans' services Agency, the Board of Elections and county records storage; and

WHEREAS, Kurt Spindler, the Store Manager of the Macedon Wal-Mart would like to donate a 12 foot, pre-lit Christmas tree and decorations to the Wayne County Public Safety Building for public use for years to come; and

WHEREAS, such unsolicited thoughtfulness brings enjoyment to others; and

WHEREAS, the Board of Supervisors wishes to acknowledge and thank Mr. Spindler for his consideration of this donation to the Wayne County Public Safety Building; now, therefore, be it

RESOLVED, that the Wayne County Board of Supervisors of the County of Wayne hereby thanks Mr. Spindler and Wal-Mart for the generous donation of the tree and decorations to the County and hereby ratifies the acceptance of this gift.

Mr. Plant moved the adoption of the resolution. Seconded by Mr. Colacino. Upon roll call, adopted.

**RESOLUTION NO. 16-12: AUTHORIZATION TO ADOPT THE 2012 WAYNE COUNTY DISABILITY BUDGET MS-FUND FOR DISABILITY PROGRAM**

Mr. Hammond presented the following:

WHEREAS, the 2012 County Budget needs to be amended for the costs associated with the Disability Program; now, therefore, be it

RESOLVED, that the Wayne County Board of Supervisors does hereby approve the 2012 budget for the Disability Program and authorize the County Treasurer to amend the 2012 Budget as follows:

**(REVENUES)**

MS9055.42709	Employee Contributions	\$ 23,000.00
MS9055.42801	Interfund Reimbursement of Expenses	\$ 140,000.00

**(APPROPRIATIONS)**

MS9055.54000	Contractual Expense	\$ 17,825.00
MS9055.58600	Disability	\$ 145,175.00

Mr. Plant moved the adoption of the resolution. Seconded by Mrs. Bender. Upon roll call, adopted.

**EXECUTIVE SESSION:** Mr. Plant moved, seconded by Ms. Park that the Board go into Executive Session at 9:32 a.m. to discuss proposed litigation and contract negotiations. Upon roll call, carried.

**REGULAR SESSION:** Ms. Park moved, seconded by Mr. Colacino that the Board resume regular session at 10:24 a.m. Carried.

**ANNOUNCEMENTS**

Prior to adjournment, Chairman Hoffman requested to see Supervisors LeRoy, Kelsch, Park and Crane in his office.

The Public Works Committee that was scheduled at 10:30 a.m. will meet following adjournment.

**ADJOURNMENT:**

Chairman Hoffman announced that the next regular meeting of the Board is scheduled for Tuesday, January 17, 2012 at 9:00 a.m.

On motion of Ms. Park and Mrs. Crane, the Board adjourned at 10:25 a.m. Carried.

Sandra J. Sloane, Clerk, Wayne County Board of Supervisors  
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