



**PERSONNEL COMMITTEE**

**March 2, 2017 – 12:00 P.M.**

**Personnel Committee Members**

**Nadia Rajsz, Chair  
Scott Samuelson, Vice Chair  
Alan Sorensen  
Ira Steingart  
Catherine Owens**

**AGENDA**

**DEPARTMENTS:**

1. Personnel
2. Risk Management and Insurance

**DISCUSSION: None**

**RESOLUTIONS:**

1. To authorize the County Manager to execute a Memorandum of Agreement with Teamsters Local 445, International Brotherhood of Teamsters.
2. To establish an updated salary schedule for Part-time and Seasonal positions in the Parks and Recreation Department.

**PUBLIC COMMENT:**

**COMBINED: LEGISLATIVE MEMORANDUM,  
CERTIFICATE OF AVAILABILITY OF FUNDS  
AND RESOLUTION COVER MEMO**

**To:** Sullivan County Legislature

**Fr:** Joshua Potossek, County Manager

**Re:** Request for Consideration of a Resolution: TO AUTHORIZE MOA with Teamsters Local 445

**Date:** February 22, 2017

**Purpose of Resolution:** [Provide a detailed statement of what the Resolution will accomplish, as well as a justification for approval by the Sullivan County Legislature.]

TO AUTHORIZE THE COUNTY MANAGER TO EXECUTE A MEMORANDUM OF AGREEMENT WITH TEAMSTERS LOCAL 445, INTERNATIONAL BROTHERHOOD OF TEAMSTERS

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**Is subject of Resolution mandated? Explain:**

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**Does Resolution require expenditure of funds? Yes  No**

**If "Yes, provide the following information:**

**Amount to be authorized by Resolution:** \$ 5,000.00

**Are funds already budgeted? Yes  No**

**If "Yes" specify appropriation code(s):** A1680-10-1011

**If "No", specify proposed source of funds:** Budget Modification Needed

**Estimated Cost Breakdown by Source:**

County	\$ <u>5,000.00</u>	Grant(s)	\$ _____
State	\$ _____	Other	\$ _____
Federal Government	\$ _____	(Specify)	_____

**Verified by Budget Office:** 

**Does Resolution request Authority to Enter into a Contract? Yes  No**

**If "Yes", provide information requested on Pages 2. If "NO", please go straight to Page 3 and acquire all pre-legislative approvals.**

Request for Authority to Enter into Contract with [ Teamsters Local 445 ] of  
[ \_\_\_\_\_ ]

Nature of Other Party to Contract: Professional \_\_\_\_\_ Other: \_\_\_\_\_

Duration of Contract: From \_\_\_\_\_ To \_\_\_\_\_

Is this a renewal of a prior Contract? Yes \_\_\_ No \_\_\_

If "Yes" provide the following information:

Dates of prior contract(s): From \_\_\_\_\_ To \_\_\_\_\_

Amount authorized by prior contract(s): \_\_\_\_\_

Resolutions authorizing prior contracts (Resolution #s): \_\_\_\_\_

Future Renewal Options if any:

\_\_\_\_\_

Is Subject of Contract – i.e. – the goods and/or services Mandated? Yes \_\_\_ No \_\_\_

If "Yes" cite the mandate's source; describe how this contract satisfies the requirements:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If "No" provide other justification for County to enter into this Contract: [County does not have resources in-house, best source of the subject materials, required by grant, etc.]:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total Contract Cost for [year or contract period]: (If specific sum is not known state maximum potential cost): \_\_\_\_\_

Efforts made to find Less Costly alternative:

\_\_\_\_\_  
\_\_\_\_\_

Efforts made to share costs with another agency or governmental entity:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Specify Compliance with Procurement Procedures (Bid, Request for Proposal, Quote, etc.)

\_\_\_\_\_

Person(s) responsible for monitoring contract (Title): \_\_\_\_\_

**Pre-Legislative Approvals:**

- A. <sup>Assistant</sup> Director of Purchasing: Carson Lewis Date 2/23/17
- B. Management and Budget: Janetmy Date 2/27/17
- C. Law Department: [Signature] Date 2/23/17
- D. County Manager: [Signature] Date \_\_\_\_\_
- E. Other as Required: \_\_\_\_\_ Date \_\_\_\_\_

Vetted in Personnel Committee on 03/02/2017

**RESOLUTION INTRODUCED BY PERSONNEL COMMITTEE TO AUTHORIZE THE COUNTY MANAGER TO EXECUTE A MEMORANDUM OF AGREEMENT WITH TEAMSTERS LOCAL 445, INTERNATIONAL BROTHERHOOD OF TEAMSTERS**

**WHEREAS**, the County of Sullivan (“County”) and Teamsters Local 445, International Brotherhood of Teamsters (“Teamsters” or “Union”), are parties to a Collective Bargaining Agreement (“Agreement”) for the term January 1, 2013 through December 31, 2017; and

**WHEREAS**, the County, through the Management Information Systems department maintains a website for purposes of providing information to the public; and

**WHEREAS**, this County does not have a budgeted position within the Union to perform the functions of a Webmaster; and

**WHEREAS**, the County and Union have agreed to offer a stipend to an employee within the Management Information Systems department to perform Webmaster job duties as follows:

An individual employed the MIS department who regularly performs the functions of a webmaster, shall receive a stipend of \$5,000 a year, prorated on a bi-weekly basis, which stipend shall not be added to their base salary. The effective date for this stipend is January 1, 2017.

**NOW, THEREFORE, BE IT RESOLVED**, that the Sullivan County Legislature hereby authorizes the County Manager to execute the Memorandum of Agreement with the Teamsters Local 445, International Brotherhood of Teamsters, attached hereto as Schedule “A”.

**Moved by:**

**Seconded by:**

**“Schedule A”**

**MEMORANDUM OF AGREEMENT**  
**By and between**  
**The County of Sullivan**  
**And**  
**Teamsters Local 445,**  
**International Brotherhood of Teamsters**

**WHEREAS**, the County of Sullivan (“County”) and Teamsters Local 445, International Brotherhood of Teamsters (“Teamsters” or “Union”), are parties to a Collective Bargaining Agreement (“Agreement”) for the term January 1, 2013 through December 31, 2017; and

**WHEREAS**, the County, through the Management Information Systems (“MIS”) department, maintains a website for purposes of providing information to the public; and

**WHEREAS**, the County does not have a budgeted position within the titles which the Union represents to perform the functions of a Webmaster; and

**WHEREAS**, the County and Union have agreed to offer a stipend to an employee within the MIS department to perform, as additional duties, Webmaster job duties as follows:

1. An individual employed in the MIS department who regularly performs the functions of a webmaster in addition to their regular duties, shall receive a stipend of \$5,000 a year, prorated on a bi-weekly basis, which stipend shall not be added to their base salary. The effective date for this stipend is January 1, 2017.
2. This agreement may be discontinued by the County upon one week’s notice to the Union and the affected employee and the County’s decision to discontinue the agreement shall be final and binding upon the Union and the employee and shall not be subject to further review in any forum.

Agreed to this \_\_\_\_\_ March, 2017

For Sullivan County:

For Teamsters:

\_\_\_\_\_  
Joshua Potosek

\_\_\_\_\_  
Jerry Ebert

**COMBINED: LEGISLATIVE MEMORANDUM,  
CERTIFICATE OF AVAILABILITY OF FUNDS  
AND RESOLUTION COVER MEMO**

**To:** Sullivan County Legislature

**Fr:** Joshua Potosek, County Manager

**Re:** Request for Consideration of a Resolution: To establish an updated salary schedule for Parks

**Date:** February 28, 2017

**Purpose of Resolution:** [Provide a detailed statement of what the Resolution will accomplish, as well as a justification for approval by the Sullivan County Legislature.]

TO ESTABLISH AN UPDATED SALARY SCHEDULE FOR PART-TIME AND SEASONAL POSITIONS IN THE PARKS AND RECREATION DEPARTMENT

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**Is subject of Resolution mandated? Explain:**

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**Does Resolution require expenditure of funds? Yes  No**

**If "Yes, provide the following information:**

Amount to be authorized by Resolution: \$ \_\_\_\_\_

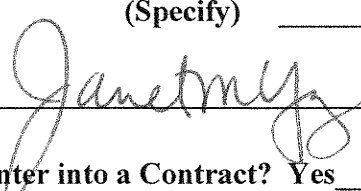
Are funds already budgeted? Yes  No

If "Yes" specify appropriation code(s): A7110-39-10-1011 & Various Accounts

If "No", specify proposed source of funds: \_\_\_\_\_

**Estimated Cost Breakdown by Source:**

County	\$ _____	Grant(s)	\$ _____
State	\$ _____	Other	\$ _____
Federal Government	\$ _____	(Specify)	_____

**Verified by Budget Office:**  \_\_\_\_\_

**Does Resolution request Authority to Enter into a Contract? Yes \_\_\_\_\_ No**

**If "Yes", provide information requested on Pages 2. If "NO", please go straight to Page 3 and acquire all pre-legislative approvals.**

Request for Authority to Enter into Contract with [ \_\_\_\_\_ ] of  
[ \_\_\_\_\_ ]

Nature of Other Party to Contract: ·

Other:

Duration of Contract: From \_\_\_\_\_ To \_\_\_\_\_

Is this a renewal of a prior Contract? Yes \_\_\_ No \_\_\_

If “Yes” provide the following information:

Dates of prior contract(s): From \_\_\_\_\_ To \_\_\_\_\_

Amount authorized by prior contract(s): \_\_\_\_\_

Resolutions authorizing prior contracts (Resolution #s): \_\_\_\_\_

Future Renewal Options if any:

\_\_\_\_\_

Is Subject of Contract – i.e. – the goods and/or services Mandated? Yes \_\_\_ No \_\_\_

If “Yes” cite the mandate’s source; describe how this contract satisfies the requirements:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If “No” provide other justification for County to enter into this Contract: [County does not have resources in-house, best source of the subject materials, required by grant, etc.]:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total Contract Cost for [year or contract period]: (If specific sum is not known state maximum potential cost): \_\_\_\_\_

Efforts made to find Less Costly alternative:

\_\_\_\_\_  
\_\_\_\_\_

Efforts made to share costs with another agency or governmental entity:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Specify Compliance with Procurement Procedures (Bid, Request for Proposal, Quote, etc.)

\_\_\_\_\_

Person(s) responsible for monitoring contract (Title): \_\_\_\_\_



Pre-Legislative Approvals:

- Assistant*  
A. Director of Purchasing: *Angela Lewis* Date *2/28/17*  
B. Management and Budget: *Janet Mly* Date *2/28/17*  
C. Law Department: *Thomas Cowley* Date *2/28/17*  
D. County Manager: *John Roberts* Date *2/28/17*  
E. Other as Required: \_\_\_\_\_ Date \_\_\_\_\_

Vetted in Personnel Committee on 03/02/2017

**RESOLUTION NO -17 INTRODUCED BY PERSONNEL COMMITTEE TO ESTABLISH AN UPDATED SALARY SCHEDULE FOR PART-TIME AND SEASONAL POSITIONS IN THE PARKS AND RECREATION DEPARTMENT**

**WHEREAS**, the Parks and Recreation Department hires part-time and seasonal employees for several of its locations; and

**WHEREAS**, these positions vary in duties, responsibilities, and qualifications; and

**WHEREAS**, the New York State minimum wage has increased, as of December 31, 2016, to \$9.70 per hour, and will increase again on December 31, 2017 to \$10.40 per hour, and December 31, 2018 to \$11.10 per hour, and on December 31, 2019 to \$11.80 per hour, and on December 31, 2020 to \$12.50 per hour; and

**WHEREAS**, the hourly salaries for said positions have been evaluated and the County Manager makes the following recommendations, which reflect the multiple New York State minimum wage increases over five years:

See Attached Schedule

**NOW, THEREFORE, BE IT RESOLVED**, that the Sullivan County Legislature adopts the attached recommended salary schedule effective December 31, 2016.

**Moved by,  
seconded by**

Parks and Recreation Department Part-time and Seasonal Salary Recommendations

Position	Hourly Rate w/No Experience for 2017	Hourly Rate w/No Experience for 2018	Hourly Rate w/No Experience for 2019	Hourly Rate w/No Experience for 2020	Hourly Rate w/No Experience for 2021	Additional Per Each Year of Experience
Laborer I (Seasonal)	\$9.70	\$10.40	\$11.10	\$11.80	\$12.50	25 cents
Park Entry Attendant	\$9.70	\$10.40	\$11.10	\$11.80	\$12.50	25 cents
Student Worker (Seasonal)	\$9.70	\$10.40	\$11.10	\$11.80	\$12.50	25 cents
Laborer I (Seasonal), CT Leader	\$10.70	\$11.40	\$12.10	\$12.80	\$13.50	25 cents
Lifeguard	\$11.20	\$11.90	\$12.60	\$13.30	\$14.00	50 cents
Park Manager	\$17.20	\$17.90	\$18.60	\$19.30	\$20.00	50 cents
Asst. Director, County Historical Sites	\$11.95	\$12.65	\$13.35	\$14.05	\$14.75	25 cents

Director, County Historical Sites	\$12.95	\$13.65	\$14.35	\$15.05	\$15.75	25 cents
Asst. Director, Fort Delaware	\$12.95	\$13.65	\$14.35	\$15.05	\$15.75	25 cents
Director, Fort Delaware	\$14.95	\$15.65	\$16.35	\$17.05	\$17.75	25 cents

NYS Minimum Wage Rates:

as of December 31, 2016 - \$9.70/hr  
as of December 31, 2017 - \$10.40/hr  
as of December 31, 2018 - \$11.10/hr  
as of December 31, 2019 - \$11.80/hr  
as of December 31, 2020 - \$12.50/hr