



Board of Legislators

County Office Building, Room 201
7 Court Street
Belmont, New York 14813
Phone: 585-268-9222

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WAYS & MEANS COMMITTEE AGENDA **November 22, 2021**

1. **Pledge of Allegiance**
2. **Roll Call**
3. **Approval of Audit**
4. **Carissa Knapp, County Administrator**
 - First Transit Contract
5. **Thomas Miner, County Attorney**
 - Request to Create and Fill Assistant
6. **Referrals from Committees**
7. **Old Business**
8. **New Business**
9. **Good of the Order**
10. **Adjournment**

2021	Board Audit 11/22/2021						11/22/2021	
	department				department			
GENERAL GOVERNMENT SUPPORT			153,794.28		BUS TRANSPORTATION		86,317.81	
1010	legislative board	12.95		5630	bus transportation	86,317.81		
1011	county admin	17,465.21		ECONOMIC ASST AND OPPORTUNITY			551,780.91	
1040	clerk of board	97.86		6010	soc sec adm	51,244.80		
1162	unified court			6055	day care block grant	4,231.94		
1165	district attorney			6070	serv for recipients	27,399.09		
1170	public defender			6100	medicaid to state	316,506.00		
1171	assigned counsel	6,288.90		6106	adult fm sp needs homes			
1172	ils public defender grant			6109	aid to dependent child	34,100.97		
1174	hurrell-harring reform grant	3,630.84		6119	child care	5,169.32		
1180	justices & constables			6140	home relief	17,413.35		
1185	med exam & coroners	7,584.30		6141	state fuel crisis assist	42.00		
1190	grand jury	33.68		6200	child advocacy center	47,117.46		
1325	treasurer	335.51		6200	emerg aid for adults	349.13		
1355	assessments real prop	187.31		6430	economic dev	19,702.95		
1362	tax sale & redemption	1,225.00		6431	ec dev comprehensive plan			
1410	county clerk	40,492.66		6510	veterans services			
1420	county attorney	12,239.88		6610	consumer affairs w&m			
1430	human resources	1,686.48		6772	nutrition	8,974.43		
1450	elections	36,282.38		6773	ofa supportive services	1,427.04		
1451	elections - bldgs. & grounds	78.00		6774	mippa			
1490	public works adm	15.00		6776	comm serv for elderly	999.77		
1610	shared services phone	1,994.92		6777	ofa heap			
1620	buildings	3,526.04		6778	ofa eisep			
1622	land acquisition or lease	123.60		6779	ofa wellness in nutrition	13,954.11		
1642	central garage fleet	1,733.53		6782	ofa hiica			
1671	auditing & accounting	4,500.00		6783	ofa title iiid			
1672	central service ups	36.32		6785	ofa csi			
1681	central service copier lease	1,943.71		6786	ofa iii e fam caregiver	210.00		
1682	central service microsoft 365	200.00		6790	ofa balance incentive prog	800.24		
1910	unallocated insurances	2,606.14		6791	ofa alzheimers caregiver	240.19		
2020	covid-19	1,897.01		6792	ofa unmet needs grant	1,898.12		
2022	covid-19 ofa	1,159.09		CULTURE AND RECREATION			8,760.57	
2025	covid-19 doh	6.00		6989	tourism	6,945.45		
2026	covid-19 epid & lab cap inf di	2,342.68		7110	trails & parks	1,815.12		
2028	covid-19 doh hri school reope	2,342.68		7185	other recreation snowmobile			
2026	covid-19 epid & lab cap inf di	1,726.60		7310	youth bureau			
EDUCATION			109,662.38	7312	youth bureau advisory			
2495	community colleges	96,531.99		7318	youth success tracks			
2960	spec ed phc	13,130.39		7510	historian/records storage			
PUBLIC SAFETY			38,840.67	HOME AND COMMUNITY SERVICES			25,602.95	
3020	public safety communica	457.20		8020	planning	245.98		
3021	municipal public safety radio	537.60		8160	solid waste	25,356.97		
3110	sheriff	90.31		8676	broadband ldc			
3112	e911 dispatch	1,022.70		8710	county reforestation			
3114	traffic program/youth			8720	wildlife habitat & stream			
3117	act II batterers program			8730	conservation			
3140	probation			8751	cooperative extension			
3141	stop dwi	2,505.63		8752	ag society			
3145	juvenile detention - anchor rta			8823	blind & visually			
3150	jail	20,752.82		EMPLOYEE BENEFITS			6,209.97	
3152	buildings & grds jail	10,678.83		9010	retirement			
3310	traffic control			9040	workers comp			
3410	fire			9055	disability	6,209.97		
3510	sheriff e911	1,442.58		INTERFUND TRANSFERS FROM GENERAL				
3640	emerg serv	1,353.00		9522	inter fund cty rd d			
3645	homeland security			9523	inter fund rd mach dm			
3655	homeland security			9560	employ & training cd1			
3657	homeland security			9560	capital h			
HEALTH			74,738.64	9560	debt service v			
4010	health department	1,259.20		9560	risk retention cs			
4025	water lab - accel	981.77		9560	rish retention med csh			
4035	family planning	6,071.28			subtotal a	678,672.21		
4037	public health - lead	150.00		GENERAL FUND TOTAL A			1,055,708.18	
4043	rabies	235.00		PAYROLL & TAXES			1,138,285.58	1,138,285.58
4046	physically handicapped child	491.74		H CAPITAL FUND DETAIL			136,040.66	
4050	water quality management	135.00		3199	Jail Technology System Upgr	43,515.00		
4052	early interv admin grant			5949	Birdsall CR16 Bridge #30478	58,092.06		
4053	hep b vaccine			5997	Vehicle Purchase/Replacem	24,059.60		
4054	cwshcn			8174	Landfill Closure Phase 4	10,374.00		
4056	immun under 24 months							
4060	early interv program	3,213.00		CAPITAL FUND TOTAL H			136,040.66	
4070	tb care & treatment			OTHER FUNDS			290,272.02	
4071	cancer services program			CD1	Employment & Training	310.66		
4072	koman kares grant			CDME	Comm Dev. Block Grant			
4074	cancer serv g&d			CS	Risk Retention - Ins	17,809.50		
4189	bio terrorism preparedness			CSH	Risk Retention - Med Ins	193,737.36		
4190	wic	7,220.22		D	County Road	56,737.73		
4191	rural health network ardent	11,603.53		DM	Road Machinery	21,676.77		
4220	alcohol/sub abuse			V	Debt Service			
4310	mh adm	1,043.26		OTHER FUNDS TOTAL			290,272.02	
4312	youth icm	940.82		GRAND TOTAL			2,620,306.44	2,620,306.44
4313	mh contracts	13,165.00		Board Audit 11/22/2021				
4314	mh css	17,300.00						
4315	mh reinvestment	10,633.00						
4316	mh home adult	295.82						
4317	mh aot							
4390	mh hygiene law							
	subtotal a	377,035.97	377,035.97					

I, Brenda Rigby Riehle, do hereby certify that the attached vouchers represent duly authorized claims in the amount of \$ 2,620,306.44 approved at the regular meeting of the Board of Legislators on Monday, November 22, 2021, for which payment shall be drawn by your office and charged to the proper funds as stated hereon.

Brenda Rigby Riehle, Clerk of the
Allegany County Board of Legislators

2021 Weekly Shares Report Week/Cycle #	Allegany County Local Dollar Share of NYS Medicaid Program
11/9/21 / 2305	158,253.00
11/16/21 / 2306	158,253.00

\$6,964,637.00 Previous board total
\$316,506.00 Charges for two-week period
\$7,281,143.00 New board total

** This chart shows the breakdown of Medicaid payments that are included under Social Services.

MEMORANDUM OF EXPLANATION

Intro No. _____
(Clerk's Use Only)

COMMITTEE: Ways & Means

DATE: November 22, 2021

Seeking approval to accept First Transit, Inc.'s proposal to extend the current contract (Resolution No. 283-18) for an additional two-year period. First Transit Inc. will provide public transportation services in Allegany County. Seeking authorization for the Chairman to execute the contract extension commencing on January 1, 2022 and terminating on December 31, 2023. The pricing modifications for years 4 (2022) and 5 (2023) are included in the attached Cost Proposal.

FISCAL IMPACT: Funding will be allocated in the 2022 and 2023 budgets to cover the additional contractual expenses.

FOR FURTHER INFORMATION REGARDING THIS MATTER, CONTACT:

Carissa M. Knapp, County Administrator
NAME AND DEPARTMENT

268-9216
TELEPHONE NUMBER

COST PROPOSALTab 1 - Attachment A: **BUDGET AND JUSTIFICATION**

Complete the three year project annual budget using the chart below and include a narrative justification for each line item.

	Year 1 2019	Year 2 2020	Year 3 2021	Year 4 2022	Year 5 2023	Explanation
Transit Management Salaries & Wages						
General Manager Salary/Wages	\$ 24,186	\$ 24,790	\$ 25,410	\$ 25,828	\$ 26,505	
Dispatcher Salary/Wages	\$ 21,999	\$ 22,494	\$ 23,000	\$ 25,949	\$ 26,748	
Safety Supervisor Salary/Wages	\$ 16,634	\$ 21,151	\$ 22,181	\$ 22,023	\$ 22,735	
Clerk Salary/Wages	\$ 27,083	\$ 27,693	\$ 28,316	\$ 32,120	\$ 33,109	
Operating Personnel Salaries & Wages						
Regular Driver Wages	\$ 234,540	\$ 240,404	\$ 246,365	\$ 262,461	\$ 278,355	
Driver Training/Safety Wages	\$ 8,271	\$ 8,613	\$ 8,970	\$ 7,518	\$ 8,006	
Vehicle Maintenance Salaries & Wages						
Shop Supervisor Salary/Wages	\$ 17,824	\$ 18,270	\$ 18,727	\$ 19,753	\$ 20,271	
Lead Technician Salary/Wages	\$ 20,178	\$ 20,632	\$ 21,096	\$ -	\$ -	
Technician Salary/Wages	\$ 21,859	\$ 22,350	\$ 22,853	\$ 34,249	\$ 35,605	
Fringe Benefits						
Payroll Taxes	\$ 44,024	\$ 45,316	\$ 46,386	\$ 47,785	\$ 52,325	
Workers Compensation	\$ 25,615	\$ 27,048	\$ 28,332	\$ 28,943	\$ 31,026	
Benefits (Health Insurance, 401K, Other)	\$ 44,522	\$ 46,618	\$ 48,818	\$ 38,622	\$ 49,893	
Vacation, Holiday & Other Paid Time Off	\$ 31,929	\$ 32,334	\$ 33,089	\$ 37,164	\$ 37,755	
Fuel and Lubricants	\$ 138,013	\$ 143,534	\$ 148,821	\$ 11,719	\$ 12,479	Only Lubricants in Years 4 & 5
Parts and Repairs	\$ 61,913	\$ 78,199	\$ 97,082	\$ 79,509	\$ 81,496	Vehicle Parts & Repairs
Other Materials and Supplies						
Shop Supplies	\$ 11,713	\$ 13,814	\$ 16,227	\$ 11,131	\$ 13,175	
Non-Revenue Vehicle Expenses	\$ 1,146	\$ 1,250	\$ 1,395	\$ -	\$ -	
Transit Utilities and Leases						
Facility Lease	\$ 37,032	\$ 37,957	\$ 38,906	\$ 39,879	\$ 40,876	
Building Maintenance	\$ 9,629	\$ 9,870	\$ 10,116	\$ 5,200	\$ 5,330	
Utilities	\$ 15,104	\$ 15,482	\$ 15,869	\$ 7,200	\$ 7,488	
Vehicle and other Insurance						
Vehicle Liability Coverage	\$ 31,147	\$ 31,886	\$ 32,537	\$ 87,065	\$ 88,806	
General Liability Coverage	\$ 1,639	\$ 1,678	\$ 1,712	\$ 4,582	\$ 4,674	
Marketing, Advertising and Printing	\$ 1,080	\$ 1,107	\$ 1,135	\$ 1,163	\$ 1,192	Copier Expense
Audit Fee						
Other Operating Expenses (taxes, Phone, electric, heat, admin, supplies, etc.)						
Communication Costs	\$ 4,358	\$ 4,467	\$ 4,579	\$ 1,819	\$ 1,865	
ADP & Payroll Based Expenses	\$ 2,160	\$ 2,214	\$ 2,269	\$ 2,226	\$ 2,282	
Recruiting, Training, & Safety Expenses	\$ 10,486	\$ 9,779	\$ 10,023	\$ 9,607	\$ 9,862	
Office/Computer Supplies	\$ 12,405	\$ 12,715	\$ 13,033	\$ 6,730	\$ 6,898	
Capital	\$ 19,590	\$ 19,590	\$ 21,744	\$ 21,744	\$ 21,744	
Travel	\$ 1,980	\$ 2,030	\$ 2,080	\$ 1,132	\$ 1,161	
Corporate/Regional Support	\$ 24,780	\$ 25,894	\$ 15,266.12	\$ 17,849	\$ 19,097	
Profit	\$ 22,082	\$ 37,159	\$ -	\$ 33,549	\$ 35,894	
Total Budget	\$ 944,919	\$ 1,006,338	\$ 1,006,338	\$ 924,518	\$ 976,651	
Total Project Budget	\$		2,957,596			

* Allegany County may want to consider as an option the DoubleMap Customer Facing Application for passengers to track buses. The County's cost for this technology would be \$4,362 in initial capital and \$5,112 per year in annual operating costs. We would be happy to provide you more information on this product.

Tab 2 - Attachment B: **FINANCIAL STATEMENTS**

Provide certified financial statements for the last three fiscal years. If certified financial statements are not available, provide financial statements sworn to by the firm's Chief Financial Officer.

PROPOSER'S FORMSTab 1 - Attachment A: **PROPOSER'S FORM, SECTION VI, FORMS A-I**

Proposals should include all required forms in Section VI Proposer's Forms. Failure to submit the required forms shall be a basis for rejection of your proposal.

Request to Create and Fill Position Form

Date: November 18, 2021

Committee of Jurisdiction: Ways & Means

Request to Fill: Title of Position: Assistant to the County Attorney

Dept.: County Attorney

Will any positions be eliminated? No If yes, which position(s): _____

This position is an:

Existing position? Newly Created Position? Created by Resolution #: _____

This position will be:

Full Time? Part Time? Permanent? Temporary?

This position will be:

Non Union? Union? covered by the _____ bargaining unit.

Grade: _____ Step: _____ Hourly pay rate: Awaiting Salary Grade from Personnel Director

Annual salary of position: _____ Cost of benefits for position: _____

Does position support a mandated program/grant? No Name of program: _____

Source of funding for position: 100 % County _____ % State _____ % Federal _____ % Other

Source of funding for benefits: _____ % County _____ % State _____ % Federal _____ % Other

Amount in current year's budget for this position: Fully funded due to vacancies

Rationale justifying the need to fill this position at this time. Please include in your rational where applicable:

1. The specific duties that cannot be accomplished by another employee.

With the County Attorney's Office now operating with a part-time County Attorney and previously with no attorney, in order to keep the office functioning, the Confidential Secretary has had to take on responsibilities and job duties previously handled by attorneys in the office.

2. The goals your organization will not be able to accomplish as a result of not filling this position.

Without the work that the current secretary is performing the office could not properly meet its responsibilities.

3. The funding available to fill the position from external sources.

4. The benefit to the County generated by this specific position.

Creating this position will allow the office to efficiently operate in its current mode and allow the County Attorney to delegate work of a higher level to the Confidential Secretary.

Department Head Name: _____

Date: _____

County Administrator Authorization: _____

Date: _____

Personnel Officer Authorization: _____

Date: _____



Board of Legislators

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**Ways & Means Committee
November 22, 2021
Referrals from Other Committees**

Resource Management

1. Country Administrator Carissa Knapp requested a resolution to accept and appropriate a funding award by the NYS Office of Parks, Recreation, and Historic Preservation (OPRHP) to maintain snowmobile trails in Allegany County. The County has an executed agreement with the Allegany County Federation of Snowmobile Association for continued snowmobile trail development and maintenance in Allegany County, and serves as a pass through for the snowmobile trail development and maintenance assistance grant program provided by the New York State Office of Parks, Recreation, and Historic Preservation. The funding award for the 2021-2022 Snowmobile Trail Grant Cycle between April 1, 2021 and March 31, 2022 is \$113,772, and the funds have been allocated in the 2022 Budget.

Revenues (\$113,772)		
A7185.3089.00	AC Snowmobile Association – St Aid	\$113,772
Appropriations (\$113,772)		
A7185.483	NYS OPRHP funding award	\$113,772
	Total Grant	\$113,772

MEMORANDUM OF EXPLANATION

To Accept and Budget GRANTS

INTRODUCTION NO: _____
(Clerk's use only)

Committee of Jurisdiction: Resource Management

Date: November 17, 2021

Explanation of Grant:

Seeking authorization to accept a funding award by the NYS Office of Parks, Recreation and Historic Preservation (OPRHP) to maintain snowmobile trails in Allegany County. The county has an executed agreement with the Allegany County Federation of Snowmobile Association for continued snowmobile trail development and maintenance in Allegany County and serves as a pass through for the snowmobile trail development and maintenance assistance grant program provided by the New York State Office of Parks, Recreation and Historic Preservation.

The funding award for the 2021-2022 snowmobile trail grant cycle (4/1/2021-3/31/2022) is \$113,772 and the funds have been allocated in the 2022 budget. Please see attached award letter dated November 2, 2021.

Revenues (\$113,772)

A7185.3089.00 AC Snowmobile Association – St Aid \$113,772.00

Appropriations (\$113,772)

A7185.483 NYS OPRHP funding award \$113,772.00

FISCAL IMPACT: Total grant: \$113,772.00

Local county share: \$-0-

State Grant? Yes Revenue # A7185.3089.00 \$113,772.00

Federal Grant? _____ Revenue # _____ \$ _____

If Federal, please list Federal Catalog of Federal Domestic Assistance (CFDA) number _____ - _____

This grant is a renewal of existing grant funded program or _____ new grant fund program.

Grant Fiscal Year: April 1, 2021 - March 31, 2022

Obligation of County after grant expires: There are no obligations after the grant expires.

Major benefits of accepting this grant are: Snowmobile trails are groomed and maintained in Allegany County providing safe recreation for residents and visitors.

Department Head: Carissa M. Knapp

Phone: (585) 268-9216