



## **Board of Legislators**

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

### **WAYS AND MEANS COMMITTEE**

#### **AGENDA**

**June 19, 2019**

1. **Approval of Minutes**
  - June 10, 2019
2. **Brenda Rigby Riehle, Clerk of the Board**
  - Acceptance of Insurance Check – 2008 Chevy Impala
  - Acceptance of Insurance Check – 2016 Kenworth Dump Truck
3. **Terri L. Ross, County Treasurer**
  - Approval of Phillips Lytle, LLP Agreement
4. **Document Management System**
5. **Joe Budinger, Director of Real Property Tax Services**
  - Request to Create Tax Map Technician Position
6. **Carissa Knapp, County Attorney**
  - Attorney/Client Session
7. **Old Business**
8. **New Business**
9. **Questions from the Media**
10. **Good of the Order**
11. **Adjournment**

# **MEMORANDUM OF EXPLANATION**

Intro. No. \_\_\_\_\_  
(Clerk's Use Only)

**COMMITTEE:** Ways and Means

**DATE:** June 19, 2019

**RE:** Appropriation of Insurance Recovery

Clerk of the Board Brenda Rigby Riehle requests a resolution accepting a check in the amount of \$255.98 from the New York Municipal Insurance Reciprocal (NYMIR) representing the cost to replace a windshield on our 2008 Chevy Impala (VIN #2G1WS553081336079) assigned to the District Attorney's office that was broken on or around April 12, 2019.

The funds should be appropriated to CS1931.429 (Risk Retention – Uninsured Property Loss) with a like sum placed in revenue account CS1930.2680.00 (Insurance Recovery).

**FISCAL IMPACT:** None – Full Glass Coverage

**For further information regarding this matter, contact:**

**Brenda Rigby Riehle, Clerk of the Board**

**268-9220**

# **MEMORANDUM OF EXPLANATION**

Intro. No. \_\_\_\_\_  
(Clerk's Use Only)

**COMMITTEE:** Ways and Means

**DATE:** June 19, 2019

**RE:** Appropriation of Insurance Recovery

Clerk of the Board Brenda Rigby Riehle requests a resolution accepting a check in the amount of \$6,738.11 from the New York Municipal Insurance Reciprocal (NYMIR) representing a supplemental charge on the repair of our 2016 Kenworth Dump Truck (VIN#1NKDL40X9GR495302) assigned to our Public Works Department that was damaged in a motor vehicle accident at approximately 8:20 a.m. on January 4, 2019.

NYMIR previously issued a check on February 21, 2019, in the amount of \$20,196.89. In addition, the other party was ticketed and NYMIR will be subrogating from Hartford, the insurance carrier for the other party, and the County should be able to recover their \$2,500 deductible once everything has been settled.

The funds should be appropriated to CS1931.429 (Risk Retention – Uninsured Property Loss) with a like sum placed in revenue account CS1930.2680.00 (Insurance Recovery).

**FISCAL IMPACT:** \$2,500 Deductible

**For further information regarding this matter, contact:**

**Brenda Rigby Riehle, Clerk of the Board**

**268-9220**

# MEMORANDUM OF EXPLANATION

Introduction No: \_\_\_\_\_  
(clerk's use only)

COMMITTEE: Ways & Means

DATE: June 19, 2019

Requesting a resolution to approve and ratify the County Treasurer's signature on an engagement letter/contract to provide legal services for the tax enforcement process. The agreement is with Phillips Lytle, LLP and provides Allegany County with outside counsel to review tax searches required for enforcement of delinquent taxes. They provide all review and prepare and process all required legal notices per RPTL Article 11. Plan to be used for a booking our liability for any unpaid losses as of December 31, 2018. We have been using this firm since 2013 for this purpose and would like to continue with their services.

FISCAL IMPACT: no impact

\$ 190,000/annually and has been budgeted for 2019 in account A1362. Revenues associated with the tax enforcement process offset the expense of contract are budgeted in A1325.

For further information regarding this matter, contact:

Terri L. Ross, Allegany County Treasurer  
(585)268-9290

# MEMORANDUM OF EXPLANATION

Introduction No: \_\_\_\_\_  
(clerk's use only)

COMMITTEE: Ways & Means

DATE: June 19, 2019

Requesting approval of an agreement with Continuum Systems to purchase and implement OnBase Scan, Store and Retrieve Software along with a module for Agenda Management.

Will need to come off the floor for Board approval on June 24, 2019, to take advantage of discount.

This software will allow us to store documents electronically and functionally. This will enhance our current method and allow a direct flow of documents to various departments. It provides the ability to store, manage, and search documents with ease. The additional agenda module is intended to be used with the base software and will allow us to electronically create and manage meeting templates, meeting dates and times, as well as agenda, agenda packets and minutes. The cost for the software, licensing, maintenance, hardware, and training is as follows:

OnBase Core Software	\$ 62,380.00	
Discount if approved by 6/26/2019	- \$ 10,000.00	
		\$ 52,380.00
Additional Annual Maintenance Fees – Core		\$ 6,820.00
		\$ 59,200.00
OnBase Agenda Module		\$ 34,500.00
Annual Maintenance		\$ 2,400.00
		\$ 36,900.00
	Total Package Estimate	\$ 96,100.00

2 payments - \$ 73,600 in 2019 and \$ 22,500 in 2020

FISCAL IMPACT: \$ 60,000 Budgeted in H 1680.200  
\$ 13,600 Transfer from contingency A 1990.429 for 2019  
\$ 22,500 to be budgeted in 2020

For further information regarding this matter, contact:  
Keith Hooker, Director of Information Technology 585-268-9802

# MEMORANDUM OF EXPLANATION

Introduction No: \_\_\_\_\_  
(Clerk's use only)

COMMITTEE: WAYS AND MEANS

DATE: 06/19/2019

The Office of Real Property Tax Services seeks permission to create the position of Tax Map Technician (AFSME Grade 15, Step 3). This position had existed within the department for over twenty years; however, it was discovered not to have been updated and active. The current employee holding the title of Tax Map Technician Trainee has held the position for over one year and the department would like to promote her into the Tax Map Technician position.

This resolution is to correct and rectify the Tax Map Technician position for Civil Service purposes and not to create a new position per se.

FISCAL IMPACT: None

For further information regarding this matter, contact:

Joseph L. Budinger, Director of Real Property Tax Services  
(585) 268-9383

## Request to Fill Position Form

Date: 6/19/2019 Committee of Jurisdiction: Ways and Means \_\_\_\_\_

Title of Position: Tax Map Technician Dept.: Real Property Tax Services

Will any position(s) be eliminated?  Yes If yes, which position(s): Tax Map Technician Trainee

**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:**

Section IV: \_\_\_\_\_ Non Union: \_\_\_\_\_ Union:  covered by the AFSME bargaining unit.

Grade: 15 Step: 4 Hourly pay rate: 24.0210

Annual salary of position: 43,718.22 Cost of benefits for position: 18,689.54

Does position support a mandated program/grant?  yes Name of program: State Mandated  
The Assessment Improvement Law (Laws of 1970, Chapter 957)

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: 43,718.22

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

1. The specific duties that cannot be accomplished by another employee.  
Plots changes in property lines and maintaining tax maps and data utilizing GIS and drafting software.
2. The goals your organization will not be able to accomplish as a result of not filling this position.  
Accurate formulation of tax map data.
3. The funding available to fill the position from external sources.
4. The benefit to the County generated by this specific position.  
County not be able to accurately maintain tax maps without this position.

Department Head Name: Joseph L. Budinger

Date: 6/19/2019

DEPUTY County Administrator Authorization: Guy R. James

Date: 06/19/2019

Personnel Officer Authorization: [Signature]

Date: 6-19-19