

WAYS & MEANS COMMITTEE

June 10, 2019

Committee Members Present: P. Stockin, D. Fanton, D. Decker, S. Havey, D. Healy, J. Hopkins, D. Root, C. Crandall (Absent: P. Curran)

Others Present: L. Ballengee, G. Barnes, H. Bedow, T. Boyde, J. Budinger, J. Burdick, R. Christman, W. Dibble, K. Dirlam, K. Francisco, V. Grant, K. Graves, L. Gridley, B. Harris, J. Henry, K. Hooker, G. James, J. Kelley, C. Knapp, D. McDonnell, J. Ricci, B. Riehle, T. Ross, T. Shaw, M. Washer

Call to Order: The meeting was called to order at 1:00 p.m. by Ways & Means Committee Chairman Philip Stockin.

Approval of Minutes

A motion was made by Legislator Fanton, seconded by Legislator Healy, and carried to approve the minutes of the May 28, 2019, Ways and Means Committee meeting.

Approval of Audit

Committee members reviewed the June 10, 2019, audit of claims in the amount of \$2,551,842.12 (including prepaid bills). A motion was made by Legislator Root, seconded by Legislator Havey, and carried to forward the audit to the full Board for approval of payment.

Acceptance of Insurance Check

Clerk of the Board Brenda Rigby Riehle requested a resolution accepting a check in the amount of \$1,680.80 from the New York Municipal Insurance Reciprocal (NYMIR) representing the cost, less a \$500 deductible, to repair our 2016 Dodge Caravan (VIN #2C4RDGBGXGR383234) assigned to the Office for the Aging that was involved in a motor vehicle accident on May 17, 2019, at approximately 11:00 a.m. 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). This request was approved on a motion made by Legislator Fanton, seconded by Legislator Hopkins, and carried. **Prepare Resolution**

Contract with Schwab

IT Director Keith Hooker requested a resolution to enter into a contract with Schwab for a copier for the Public Defender's Office. The current copier/printer/scanner/fax machine has suddenly become unrepairable and needs to be replaced as soon as possible for them to continue to complete their work. The quote received from Schwab includes all toner, service, and supplies for the life of the lease and was significantly lower than the previous supplier, which did not include those items. Lease payments for a 5-year lease will be \$ 79.55 per month or \$ 954 annually. As part of the desired plan to consolidate the copier/printer/scanner fax machines County-wide, the costs will be recorded in cost center A1681 Central Service – Copier Lease. Transfers from the various departments 2019 Budgets will be made as it becomes necessary for balance of 2019, and it is anticipated that Information Technology will budget for the costs of leased copiers in the 2020 Budget to centralize those costs County-wide. Legislator Graves asked if service calls are also included. Mr. Hooker stated, yes, there are no charges for service calls, adding the gentleman comes from just over the Pennsylvania border. Legislator Healy asked when the process will be complete to move all copiers, printers, etc. to one lease. Mr. Hooker indicated within one to two months. This request was approved on a motion made by Legislator Fanton, seconded by Legislator Decker, and carried. **Prepare Resolution (to come off the floor at the June 10 Board meeting)**

Appointment to Administrative Assistant

The Board anticipates appointing a new County Administrator. The creation of the position of Administrative Assistant will allow the County to retain the current Administrator in a temporary, part-time capacity to aide in the transition. Without such a position, the incoming County Administrator will not be able to fully utilize the expertise of the incumbent to provide for a smooth changeover in the duties of the office of the Administrator. It is requested that the position be eliminated on September 1, 2019. Given its part-time, temporary nature, it is requested that the position of Administrative Assistant be created and included in the Section IV Salary Plan at an annual salary of \$56 per hour not to exceed \$10,000. It is further requested that a resolution be prepared to appoint Timothy T. Boyde as Administrative Assistant. County Attorney Knapp indicated that this request has been taken care of and no action is necessary.

Episcopal Diocese of Rochester Purchase

Ms. Knapp requested a resolution to approve the purchase of property from the Episcopal Diocese of Rochester located in the Village of Belmont, New York, at 8 Willets Avenue (tax parcel number 171.16-2-4), 10 Willets Avenue (tax parcel numbers 171.16-2-3 and 171.16-2-10), and 12 Willets Avenue (tax parcel number 171.16-2-2) for the sum of \$105,000. The following 2019 Budget adjustment is being requested to finance the purchase of the properties:

<u>Transfer from:</u>	<u>Amount:</u>
A1990.429 (Contingency)	\$105,000
 <u>Transfer to:</u>	 <u>Amount:</u>
A1622.200 (Land Acquisition or Lease)	\$105,000

Legislator Healy asked if this property is not currently on the tax roll. Attorney Knapp stated it is; however, it's exempt from taxes. Legislator Healy asked if this purchase will alleviate the needs of the Board of Elections, and Attorney Knapp stated, yes. This request was approved on a motion made by Legislator Root, seconded by Legislator Havey, and carried. **Prepare Resolution (to come off the floor at the June 10 Board meeting)**

REFERRALS FROM OTHER COMMITTEES

Human Services Committee**Transfer of Funds – Nurse Practitioner**

Public Health Director Lori Ballengee requested permission to transfer funds in the amount of \$33,600 from the Health Department's Regular Pay account to Family Planning Fees. These monies will be utilized to fund the costs of contracting a Nurse Practitioner for the Family Planning Program through year-end and are available as the full-time budgeted Nurse Practitioner position remains unfilled. Please note that \$16,800 of these fees will be funded through the Family Planning grant with the remaining fees covered by Article 6, General Public Health Works, funding. The transfer is as follows:

<u>From:</u>	<u>To:</u>	<u>Amount:</u>
A4010.101 (Health Dept - Regular Pay)	A4035.409 (Family Planning – Fees)	\$33,600

This request was approved on a motion made by Legislator Hopkins, seconded by Legislator Healy, and carried. **Prepare Resolution**

WIC Nutritionist Position

Ms. Ballengee requested permission to fill one full-time WIC Nutritionist (AFSCME, Grade 15, Step: Base – Step 3). Currently there is only one other WIC Nutritionist on staff to meet a caseload of 1,150 participants as well as covering 9 WIC sites (8 temporary sites), and she is going on maternity leave in July. Often, two clinics run concurrently in the smaller towns as well as Wellsville as staffing allows. One WIC Nutritionist would not allow for coverage during these clinics or to cover time off. The NYSWIC policy requires that a qualified Nutritionist be available to see high risk patients. The annual salary of this position is estimated between \$38,361 and \$42,390 with benefits estimated between \$16,399 and \$18,122. This position is funded 100 percent with State funds. This request was approved on a motion made by Legislator Hopkins, seconded by Legislator Fanton, and carried. **Notify Human Resources**

Public Health Nurse Position

Ms. Ballengee requested permission to fill one full-time Public Health Nurse (NYSNA, Step: Base – Step 6). Currently there is only one Public Health Nurse on staff, and the Lead Program requires case management which must be done by a minimum Bachelor's Degree prepared nurse. Immunizations, communicable diseases, and tuberculosis programs are also mandated activities under Public Health Law. The annual salary of this position is estimated between \$43,737 and \$54,212 with benefits estimated between \$18,698 and \$23,176. This position is funded 100 percent with State funds. This request was approved on a motion made by Legislator Hopkins, seconded by Legislator Root, and carried. **Notify Human Resources**

New York Connects Expansion and Enhancement Grant Funds

Office for the Aging Director Madeleine Gasdik requested a resolution to accept and appropriate additional revenue in the amount of \$9,368 from the New York Connects Expansion and Enhancement (NYCEE). The Office for the Aging budgeted \$222,222 in the 2019 County Budget but will be receiving \$231,590 in State funding. The additional funding should be appropriated as follows:

<u>Appropriation:</u>	<u>Amount:</u>
A6790.101 (Balancing Incentive Program – Personnel)	\$ 3,500
A6790.806 (Balancing Incentive Program – Health Insurance)	\$ 2,000
A6790.405 (Balancing Incentive Program – Conference)	\$ 868
A6790.407 (Balancing Incentive Program – Office Supplies)	\$ 1,000
A6790.402 (Balancing Incentive Program – Mileage)	<u>\$ 2,000</u>
	Total: \$ 9,368
 <u>Revenue:</u>	 <u>Amount:</u>
A6790 3772.6790 (Balancing Incentive Program – NY Connects E&E)	\$ 9,368

This request was approved on a motion made by Legislator Hopkins, seconded by Legislator Fanton, and carried. **Prepare Resolution**

Unmet Needs Grant Funds

Ms. Gasdik requested a resolution to accept and appropriate \$111,753 in State Funds under the Unmet Needs Grant. This funding is part of a State initiative to reduce wait lists and support OFAs in meeting the needs of older adults in the community. This grant is 100 percent state funded with no County match required. The funds should be appropriated as follows:

<u>Appropriation:</u>	<u>Amount:</u>
A6792.101 (OFA Unmet Needs Grant 2019 – Regular Pay)	\$ 58,096
A6792.201 (OFA Unmet Needs Grant 2019 – Equipment/Other)	\$ 2,500
A6792.402 (OFA Unmet Needs Grant 2019 – Mileage)	\$ 3,162
A6792.422 (OFA Unmet Needs Grant 2019 – Gas/Oil)	\$ 1,500
A6792.408 (OFA Unmet Needs Grant 2019 – General Supplies)	\$ 2,500
A6792.409 (OFA Unmet Needs Grant 2019 – Fees)	\$ 1,500
A6792.474 (OFA Unmet Needs Grant 2019 – Contractor-Homecare)	\$ 16,663
A6792.475 (OFA Unmet Needs Grant 2019 – Contractor Legal)	\$ 1,000
A6792.476 (OFA Unmet Needs Grant 2019 – Contractor-PERS)	\$ 1,000
A6792.802 (OFA Unmet Needs Grant 2019 – Retirement)	\$ 3,860
A6792.803 (OFA Unmet Needs Grant 2019 – F.I.C.A.)	\$ 4,445
A6792.804 (OFA Unmet Needs Grant 2019 – Worker’s Comp.)	\$ 895
A6792.805 (OFA Unmet Needs Grant 2019 – Disability)	\$ 222
A6792.806 (OFA Unmet Needs Grant 2019 – Hosp/Med)	<u>\$ 14,410</u>
Total:	\$111,753
 <u>Revenue:</u>	 <u>Amount:</u>
A 6792.3772.00 (State Aid – OFA – Unmet Needs Grant)	\$111,753

This request was approved on a motion made by Legislator Hopkins, seconded by Legislator Root, and carried. **Prepare Resolution**

Typist Position – OFA

Ms. Gasdik requested permission to fill one part-time Typist (Non-union, Grade 4, Step: Base). This position is responsible for telephone and office reception as well as clerically supporting the whole agency. If other employees are asked to do these tasks, the County would be paying higher wages for typist duties. The annual salary of this position is \$12,977 with benefits estimated at \$1,365. This position is funded 20 percent with County funds, 57 percent with State funds, 10 percent with Federal funds, and 13 percent with “other” funds. This request was approved on a motion made by Legislator Hopkins, seconded by Legislator Decker, and carried. **Notify Human Resources**

Community Services Worker Position – OFA

Ms. Gasdik requested permission to fill one part-time Community Services Worker (AFSCME, Grade 11, Step: Base). This position completes the initial intake to collect necessary information to determine programmatic eligibility as well as the needs of the individual and/or caregiver. This position also assists with the growing Transportation Program to ensure older adults have access to necessary services throughout the County. The annual salary of this position is \$19,348 with benefits estimated at \$3,923. This position is funded 100 percent with State funds. This request was approved on a motion made by Legislator Hopkins, seconded by Legislator Havey, and carried. **Notify Human Resources**

Coordinator of Services Position – OFA

Ms. Gasdik requested permission to fill one full-time Coordinator of Services (PEF, Grade 7, Step: Base – Step 5). This position assists in developing and conducting training for employees and volunteers, supervises the activities of all office staff, agency employees, and volunteers. This position also serves as Deputy Director of the Office for the Aging. The annual salary of this position is estimated between \$43,612 and \$50,269 with benefits estimated at 42.75 percent. This position is funded 8 percent with County funds, 63 percent with State funds, 23 percent with Federal funds, and 6 percent with “other” funds. This request was approved on a motion made by Legislator Hopkins, seconded by Legislator Root, and carried. **Notify Human Resources**

Account Clerk Typist Position – DSS

Social Services Commissioner Vicki Grant requested permission to fill one full-time, permanent Account Clerk Typist (AFSCME, Grade 7, Step: Base – Step 7). This position is responsible for waiting on customers at the window, taking payments, and building cases, as well as clerical support for all aspects of the Child Support Collection Unit. The annual salary of this position is estimated between \$30,594 and \$35,817 with benefits estimated at 42.75 percent. This position is funded 66 percent with Federal funds, and the remaining is offset by Temporary Assistance for Needy Families (TANF) collections. This request was approved on a motion made by Legislator Hopkins, seconded by Legislator Healy, and carried. **Notify Human Resources**

NYS Office of Alcoholism and Substance Abuse Services Grant Funds

Community Services Director Dr. Robert Anderson requested a resolution to accept and appropriate additional revenue received from the NYS Office of Alcoholism and Substance Abuse Services (OASAS) in the amount of \$54,000. The funds should be appropriated as follows:

<u>Appropriation:</u>	<u>Amount:</u>
A4220.458 (Council on Alcoholism & Substance Abuse)	\$54,000
<u>Revenue:</u>	<u>Amount:</u>
A4220.3486.00 (Council on Alcoholism & Substance Abuse – State Aid)	\$54,000

This request was approved on a motion made by Legislator Hopkins, seconded by Legislator Fanton, and carried. **Prepare Resolution**

Personnel Committee**Temporary Index Clerk Position**

County Clerk Rob Christman requested permission to fill one part-time (90-days), temporary Index Clerk (Non-union, \$16.43/hour). This position is responsible for assisting with computer digitization projects, customer service, and basic clerical assistance. The salary for this position is \$10,356 and is not eligible for benefits. This position is funded 100 percent with County funds. Legislator Healy asked if this position is eligible for benefits, and Mr. Christman stated, no. Legislator Healy stated he's concerned about the necessity of this position and referred to comments made by Deputy County Clerk Ryan Keib who indicated that while Mr. Christman was gone on military leave, even though the office was short staffed, things were well in hand and being maintained. Mr. Christman stated that he wouldn't be presenting this position if it weren't necessary. Mr. Christman has cut down on previous full-time employees, and in order to take care of customer service, he needs to have the back fill, especially during the seasons when students are available to work. Mr. Christman noted that this position can be scheduled during summer break, spring break, and winter break, and it helps to cover the absences of his full-time employees during those popular times to take vacation. This request was approved on a motion made by Legislator Havey, seconded by Legislator Decker, and carried. **Notify Human Resources**

Public Safety Committee**2018-19 NYS Division of Criminal Justice Service Narcotics Grant**

Sheriff Whitney requested a resolution to accept and appropriate the 2018-19 New York State Division of Criminal Justice Service Narcotics Grant. This grant is filed jointly with Cattaraugus County's Narcotics Unit. The total award for the grant is \$90,000 split equally between Cattaraugus and Allegany

County. Allegany County Narcotics Unit will receive \$45,000. The funds should be appropriated as follows:

<u>Appropriation:</u>	<u>Amount:</u>
A3119.103 (Sheriff Narcotic Unit #T023523 LG18-1512-DOO – Overtime)	\$ 8,378 (offset pers. costs)
A3119.208 (Sheriff Narcotic Unit #T023523 LG18-1512-DOO – Police Equipment)	\$32,122 (radios)
A3119.421 (Sheriff Narcotic Unit #T023523 LG18-1512-DOO – Education/School)	\$ 4,500 (drone training)
Total:	\$45,000
<u>Revenue:</u>	<u>Amount:</u>
A3119.3324.DCJS (Sheriff Narcotic Unit #T023523 LG18-1512-DOO)	\$45,000

Legislator Graves stated that while he realizes this is a shared grant and wants the County to accept the funds, it is his understanding that Cattaraugus County uses the funds to defray overtime costs. Legislator Graves is disappointed that we aren't doing the same this year, and is not happy how the process of this grant was handled, specifically that Sheriff Whitney has already spent some of the funds. Legislator Graves continued that better conversations need to be had with the Board regarding the intended use of the grant funds as he feels the funds should be used towards overtime costs to alleviate that burden on our taxpayers rather than buying a drone that has sat for two years because no one was licensed to use it. This request was approved on a motion made by Legislator Healy, seconded by Legislator Decker, and carried. **Prepare Resolution**

Homeland Security and Emergency Services LEMPG FY2019 Grant

Emergency Management and Fire Director Jeff Luckey requested authorization to apply for the Homeland Security and Emergency Services LEMPG FY2019 grant. It is anticipated this grant will be coming out with a short application period; therefore, we are seeking authorization to apply when it is released. The anticipated amount to be received is \$23,215 and will be used as follows:

- Labor cost for the three employees on a 50/50 split for work on the EOP.
- Training used to enhance the capabilities of state and local emergency management personnel.
- Training related costs such as materials, supplies, and equipment.
- Travel and travel costs for attendance at FEMA or approved training courses and allowable programs.
- Conducting all hazards emergency management training, attending EMI training, and delivering train the trainer courses.
- Exercises: funds will be used to design, develop, conduct, and evaluate an exercise that include planning, meeting space, and other facilitation costs.
- Developing and enhancing the Continuity of Operation (COOP) and Continuity of Government (COG).
- Development and enhancement of emergency operations plans, and integrate citizen/volunteer and other non-governmental organization resources and participation.
- Developing and enhancing logistics and resource management plans.
- Develop and enhance evacuation plans including plans for: alerts/warning, crisis communications, pre-positioning of equipment for areas potentially impacted by mass evacuations, sheltering, and re-entry.
- Rent: there will be funds used for rent for the Emergency Services Space. This will help to offset the rent paid for our office.
- Allowable equipment through the EMPG program through categories- information, cyber security, interoperable communication, detection equipment, power equipment, CBRNE incident response vehicles, and physical Security Enhancement Equipment.

- Any remaining grant money will be used to purchase equipment for the Emergency Management Operations.

Legislator Decker asked if this is a cyclical grant, and Legislator Healy stated, yes. This request was approved on a motion made by Legislator Healy, seconded by Legislator Fanton, and carried. **Prepare Resolution**

Public Works Committee

SFY 2019-20 Consolidated Highway Improvement Program (CHIPS) Budget Adjustment

Public Works Superintendent Justin Henry requested a resolution adjusting the amount of SFY 2019-20 Consolidated Highway Improvement Program (CHIPS) funds due to the elimination of the EWR – Extreme Winter Recovery funds from the State Budget in the amount of \$319,797.97. Mr. Henry is also requesting to re-appropriate carryover funds remaining from 2018 in the amount of \$12,563.97. The Budget adjustment is as follows:

Net Reduction to County Road Fund

<u>Reduction in Appropriation:</u>	<u>Amount:</u>
D5112.223 (CHIPS Paving)	\$307,234
CHIPS Paving	

<u>Reduction in Revenue:</u>	<u>Amount:</u>
D5110.3501.00 (State Aid Consolidated Highway Aid)	\$307,234

Legislator Harris stated that it was mentioned that the Legislature may still reinstate the funding prior to their session ending and asked if there has been any update. Mr. Henry stated nothing has been published, and at this point, it is all hearsay. This request was approved on a motion made by Legislator Fanton, seconded by Legislator Healy, and carried. **Prepare Resolution**

State and Municipal Facilities Program (SAM) Grant Application

Mr. Henry requested permission to apply for the State and Municipal Facilities Program (SAM) grant in the amount of \$100,000 for the renovation and improvements to the Ground Floor of the County Office Building. This request was approved on a motion made by Legislator Fanton, seconded by Legislator Havey, and carried. **Prepare Resolution**

Heavy Motor Equipment Operator I Position

Mr. Henry requested permission to fill one full-time Heavy Motor Equipment Operator (HMEO I) (AFSCME, Grade 13) and all subsequent positions including hiring from the outside. This position is responsible for the maintenance and operation of specialized heavy motor equipment necessary to the daily operation of the County's Solid Waste/Recycling Program and properties. The annual salary of this position is estimated between \$36,209.26 and \$43,828.16 with benefits estimated between \$15,479.46 and \$18,736.54. This position is funded 100 percent with County funds. This request was approved on a motion made by Legislator Fanton, seconded by Legislator Root, and carried. **Notify Human Resources**

Motor Equipment Operator I Position

Mr. Henry requested permission to fill one full-time Motor Equipment Operator (MEO I) (AFSCME, Grade 11) and all subsequent positions including hiring from the outside. This position is responsible for the maintenance and operation of trucks with tandem rear axle or fuel dispensing trucks as well as hauling

material, and roadside maintenance. The annual salary of this position is estimated between \$34,039.82 and \$41,658.73 with benefits estimated between \$14,552.02 and \$17,809.11. This position is funded 100 percent with County funds. This request was approved on a motion made by Legislator Fanton, seconded by Legislator Healy, and carried. **Notify Human Resources**

Board of Election Renovation Funding

Mr. Henry requested the Ways & Means Committee to locate funding in the 2019 Budget in the amount \$50,000 for the proposed renovations to the Board of Elections. Committee members directed Mr. Henry to proceed with renovations, noting that funding sources are being reviewed.

Attorney/Client Session

A motion was made by Legislator Hopkins, seconded by Legislator Fanton, and carried to enter into an attorney/client session at 1:27 p.m. Immediately following discussion at 1:42 p.m., a motion was made by Legislator Fanton, seconded by Legislator Havey, and carried to end the attorney/client session and return to the regular meeting.

2019 Tax Sale Results

County Treasurer Terri Ross requested a resolution approving the results of the Allegany County 2019 Tax Auction held on May 4, 2019. A total of 74 parcels were taken to auction after removing 39 parcels for the following reasons:

- 5 properties that were posted – last date to redeem 2/28/19
- 4 parcels that the Land Bank bid on (approved by W&M on 4/17/19)
- 2 parcels that Municipalities bid on (approved by W&M on 4/17/19)
- 11 parcels that presented a Court Order
- 8 parcels that qualified for the Owner Occupied Re-Acquisition Program
- 4 parcels that filed an Answer to our Petition of Notice of Foreclosure
- 5 parcels – filed bankruptcy

Ms. Ross stated there are 63 parcels that require a resolution to accept the bids as well as transfer the properties to the bidders who have fulfilled their agreement from the 2019 Tax Auction. Ms. Ross noted there are 11 parcels leftover. The request to accept the bids (attached with the original minutes filed in the Clerk of the Board's Office) and transfer the properties to the bidders for 63 parcels was approved on a motion made by Legislator Decker, seconded by Legislator Hopkins, and carried. **Prepare Resolution**

Good of the Order

Majority Leader Dwight "Mike" Healy announced a caucus in Room 220 immediately following adjournment.

Adjournment

There being no further business to come before the Committee, the meeting was adjourned at 1:44 p.m. following a motion by Legislator Fanton, seconded by Legislator Decker, and carried.

Respectfully submitted,

Meghan Washer, Confidential Secretary to Clerk of the Board
Allegany County Board of Legislators