

WAYS & MEANS COMMITTEE

June 19, 2019

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

Others Present: L. Ballengee, G. Barnes, J. Budinger, J. Burdick, W. Dibble, K. Dirlam, K. Francisco, K. Graves, B. Harris, G. James, C. Knapp, R. Lynch, D. McDonnell, J. Ricci, B. Riehle, T. Ross, T. Shaw, M. Washer

Call to Order: The meeting was called to order at 3:04 p.m. by Ways & Means Committee Chairman Philip Stockin.

Approval of Minutes

A motion was made by Legislator Decker, seconded by Legislator Fanton, and carried to approve the minutes of the June 10, 2019, Ways and Means Committee meeting.

Acceptance of Insurance Check – 2008 Chevy Impala

Clerk of the Board Brenda Rigby Riehle requested 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). This request was approved on a motion made by Legislator Hopkins, seconded by Legislator Root, and carried. **Prepare Resolution**

Acceptance of Insurance Check – 2016 Kenworth Dump Truck

Mrs. Riehle requested 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). This request was approved on a motion made by Legislator Fanton, seconded by Legislator Curran, and carried. **Prepare Resolution**

Phillips Lytle, LLP Agreement

County Treasurer Terri Ross requested 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, as well as 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. Ms. Ross noted the cost is \$190,000 annually and has been budgeted for in 2019 under account A1362 (Tax Sale & Redemption), and revenues associated with the tax enforcement process to offset the expense of the contract are budgeted in A1325 (Treasurer). This request was approved on a motion made by Legislator Fanton, seconded by Legislator Decker, and carried. **Prepare Resolution**

Document Management System

Mrs. Riehle presented a Memorandum of Explanation on behalf of IT Director Keith Hooker that requested approval of an agreement with Continuum Systems to purchase and implement OnBase Scan, Store and Retrieve Software along with a module for Agenda Management. 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
	<u>\$ 59,200.00</u>
OnBase Agenda Module	\$ 34,500.00
Annual Maintenance	\$ 2,400.00
	<u>\$ 36,900.00</u>
Total Package Estimate	<u>\$ 96,100.00</u>

The payment breakdown is as follows:

- Two payments of \$73,600 will be made in 2019
- One payment of \$22,500 will be made in 2020

Ms. Ross noted that \$60,000 is budgeted in H1680.200, and they will need to transfer \$13,600 from A1990.429 (Contingency) for 2019, adding that the \$22,500 payment will be budgeted in 2020. It was noted that this request will need to come off the floor for Board approval on June 24, 2019, to take advantage of the discount. Legislator Graves stated that sometimes with the agendas, it's forgotten who is responsible for certain steps that need to be taken to get items included and asked if this program is flexible enough to handle that. Mrs. Riehle gave the example of receiving a request to fill a position form stating the department is responsible for obtaining the necessary signatures, and this program will allow them to send the forms electronically to the County Administrator and Personnel Officer. Once the form is complete with all necessary signatures, it would be sent to her office to be included on the agenda. Mrs. Riehle hopes it will help with the flow of agenda items being submitted, and noted that it will be a work in progress, and it will take a while to get used to. Legislator Hopkins asked how the program will handle the updated agendas that they receive on a regular basis, particularly, the last minute updates. Mrs. Riehle indicated that is unsure how well it would manage those situations, noting that with agendas there will always be updates. This program provides web-based agendas; therefore, the most current information should always be updating and available, and the legislators should no longer have to receive multiple emails. Legislator Stockin asked if this package includes the recording and videoing of meetings. Ms. Ross stated it is not currently included, but can be tied in at a later time. Legislator Harris asked how they will notice if an agenda is updated. Mrs. Riehle stated it will be something her office will have to work out as she is not sure if it's an automatic notification, or if her office will need to send a notice. Legislator Decker asked if they are comfortable with taking the money from Contingency to pay the first year. Ms. Ross stated they are only transferring \$13,000 from Contingency; the rest is budgeted. This request was approved on a motion made by Legislator Root, seconded by Legislator Decker, and carried. **Prepare Resolution (to come off the floor at the June 24 Board meeting)**

Request to Create and Fill Tax Map Technician Position

Director of Real Property Tax Services Joe Budinger requested permission to create and fill the position of Tax Map Technician (AFSME, Grade 15, Step: 4). This position has 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 request is to correct and rectify the Tax Map Technician position for Civil Service purposes and not to create a new position that has never existed in the County. The annual salary of this position is \$43,718.22 with benefits estimated at \$18,689.54. This position is funded 100 percent with County dollars. Legislator Decker asked if the trainee position is being eliminated once the employee moves out of it. Mr. Budinger stated it will remain as a title; however, it will be vacant. Legislator Decker asked if this position remains state mandated but 100 percent our responsibility to fund, and Mr. Budinger stated, yes. This request was approved on a motion made by Legislator Decker, seconded by Legislator Havey, and carried. **Refer to Personnel to create the position and Notify Human Resources (contingent on adoption of the Resolution creating the position)**

Attorney/Client Session

A motion was made by Legislator Fanton, seconded by Legislator Havey, and carried at 3:14 p.m. to enter into an attorney/client session. Immediately following adjournment at 3:35 p.m., a motion was made by Legislator Fanton, seconded by Legislator Decker, and carried to end the attorney/client session and return to the regular meeting.

911 Surcharge Money

A motion was made by Legislator Decker, seconded by Legislator Healy, and carried to authorize the County Attorney to draft a resolution in support of the 911 surcharge money legislation. **Refer to County Attorney Carissa Knapp**

Correction to Local Law 1 of 2019 – Establishing the Office of County Administrator

On April 22, 2019, The Board held a public hearing and adopted Resolution No. 89-19 which adopted Local Law Intro. No. 1-2019, Print No. 1, A Local Law Establishing the Office of County Administrator for Allegany County and Repealing Local Law No. 3 of 1992, (as Amended by Local Law No. 3 of 1996, Local Law No. 2 of 2010, and Local Law No. 2 of 2016)."

Shortly after adoption, it was discovered that the final Local Law that was referenced in the title and throughout the Local Law as Local Law No. 2 of 2016 should have read Local Law No. 1 of 2016. The New York State Department of State agreed to allow Allegany County to correct the error as a typographical error and posted the corrected Local Law on June 18.

Mrs. Riehle requested a resolution is requested authorizing the Clerk of the Board's Office to correct and change any reference to Local Law No. 2 of 2016 to Local Law No. 1 of 2016 in Local Law No. 1-2019 (A Local Law Establishing the Office of County Administrator for Allegany County and Repealing Local Law No. 3 of 1992, (as Amended by Local Law No. 3 of 1996, Local Law No. 2 of 2010, and Local Law No. 1 of 2016). This request was approved on a motion made by Legislator Fanton, seconded by Legislator Healy, and carried. **Prepare Resolution**

White House Invitation

Chairman Crandall briefly addressed the Board regarding a recent invite to the White House and asked who is interested in attending. Chairman Crandall indicated that a policy needs to be looked at as

they cannot continue to send 15 legislators to and from conferences multiple times as it depletes their conference budget line. Chairman Crandall asked of those who are interested to allow him and Mrs. Riehle to take a look at things and see what they can do to address it logistically and financially.

Adjournment

There being no further business to come before the Committee, the meeting was adjourned at 3:39 p.m. following a motion by Legislator Decker, seconded by Legislator Fanton, and carried.

Respectfully submitted,

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