

WAYS & MEANS COMMITTEE

July 8, 2019

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

Others Present: L. Ballengee, G. Barnes, T. Boyde, J. Budinger, R. Christman, W. Dibble, K. Francisco, K. Graves, L. Gridley, B. Harris, J. Henry, C. Ivers, G. James, J. Joyce, C. Knapp, D. McDonnell, K. Monroe, 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 Decker, seconded by Legislator Fanton, and carried to approve the minutes of the June 19, 2019, Ways and Means Committee meeting.

A motion was made by Legislator Decker, seconded by Legislator Fanton, and carried to approve the minutes of the June 24, 2019, Ways and Means Committee meeting.

Approval of Audit

Committee members reviewed the July 8, 2019, audit of claims in the amount of \$3,190,996.45 (including prepaid bills). A motion was made by Legislator Hopkins, seconded by Legislator Fanton, and carried to forward the audit to the full Board for approval of payment.

Request to Fill Deputy County Administrator Position

County Administrator Debbie McDonnell requested permission to fill one full-time Deputy County Administrator (Section IV Salary Plan). This position is responsible for providing additional programmatic and policy oversight for day-to-day operations. The annual salary of this position is \$72,500 with benefits estimated at \$30,994. This position is funded 100 percent with County funds. Ms. McDonnell would additionally like permission to amend the Section IV Salary Plan should an amendment become necessary. Legislator Hopkins asked if there is not going to be any external advertising for this position. Deputy County Administrator Guy James stated at this point in time they would like to see who their candidates are internally. If they do not receive any qualified candidates internally, they will go back out and advertise externally. Mr. James noted that he should be done by the end of the month. Legislator Fanton asked why there may be an amendment to the Section IV Salary Plan. Mr. James stated that should a current department head become a qualified candidate, they may have to go back and look at the salary. Legislator Hopkins asked if the amendment to the Section IV Salary Plan is granting permission to change the salary should it be requested. County Attorney Carissa Knapp stated, no, they would need to come back and request the salary be changed. At this time, the committee is just approving the request to fill the position. This request was approved on a motion made by Legislator Fanton, seconded by Legislator Hopkins, and carried. **Notify Human Resources**

2019 Leftover Tax Sale Bids

County Treasurer Terri Ross requested a resolution approving the following 2019 leftover tax sale bids:

1. Sale number – 17-40
Town of Allen
Property assessed to: SMB Investments LLC
4216 Holdridge Road

2.61 acre
TMP # 82.-1-18.13
Class Code – 210 – 1 Family
Assessment \$47,600
2019 Tax \$2,148.26
Bid Amount \$2,000.00
Bidder - Daniel Eaton

2. Sale number – 17-689
Town of Friendship
Property assessed to: Bickford, Donald & Rose
80 W Main Street
.41 acre
TMP # 182.15-1-40.1
Class Code – 210- 1 Family Res
Assessment \$19,600
2019 Tax \$2,248.45
Bid Amount \$4,000.00
Bidder - John Krause

3. Sale number – 17-1292
Town of Willing
Property assessed to: Button, Charles
282 St Rt 19
.33 acre
TMP # 292.3-1-32.2
Class Code – 210 – 1 Family
Assessment \$51,800
2019 Tax \$2,554.38
Bid Amount \$ 500.00
Bidder - Steven Button

2 Offers From:
Allegany County Land Bank Corporation
6087 Rt 19N, Suite 300
Belmont, NY 14804

1. Sale number – 17-1170
Town of Wellsville
Property assessed to: Hailey, Timothy
172 E State Street
.69 acre
TMP # 239.9-2-22
Class Code – 210 – 1 Family
Assessment \$29,000
2019 Base Tax \$1,930.74
Bid Amount \$1,950.00
2. Sale number – 17-1171
Town of Wellsville
Property assessed to: Hailey, Timothy & Georgette
178 E State Street
.72 acre

TMP # 239.9-2-23
 Class Code – 220 – 2 Family
 Assessment \$29,000
 2019 Base Tax \$1,836.97
 Bid Amount \$1,850.00

Ms. Ross stated that the bids not received from the Land Bank have to pay the bid, taxes, and recording costs. The Land Bank does not have to pay the 2019 taxes; just their bid amount. Ms. Ross noted that the intended use of the Land Bank properties is demolition. This request was approved on a motion made by Legislator Decker, seconded by Legislator Hopkins, and carried. **Prepare Resolution**

REFERRALS FROM OTHER COMMITTEES

Human Services Committee

Grace United Church Donation

Office for the Aging Director Madeleine Gasdik requested a resolution to accept and appropriate a donation in the amount of \$1,000 from the Grace United Church in Wellsville. The donation comes from funds raised through donations and fundraising events. These funds will be used to increase travel expenses (mileage) for the Home-Delivered Meals Program and should be appropriated as follows:

<u>Appropriation:</u>	<u>Amount:</u>
A6779.422 (OFA – Wellness in Nutrition – Gas & Oil)	\$1,000

<u>Revenue:</u>	<u>Amount:</u>
A6779.1792.PC (Supplemental Nutrition Program – Local Contribution)	\$1,000

Legislator Decker stated if it weren't for the hoops these organizations have to jump through, there would be a lot more donations as they have seen in the past. In Legislator Decker's opinion, this is a good way to fund some of these projects, and it's a great thing the Grace United Church has done for us. This request was approved on a motion made by Legislator Hopkins, seconded by Legislator Fanton, and carried. **Prepare Resolution**

Part-Time Typist Position

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 and clerically supports the whole agency. The annual salary for 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 Fanton, and carried. **Notify Human Resources**

Family Transition Funds

Social Services Commissioner Vicki Grant requested a resolution to accept and appropriate additional Local Assistance General funds in the amount of \$30,000 for 2019 expenditures related to the Family First Transition Fund. The funds should be appropriated as follows:

<u>Appropriation:</u>	<u>Amount:</u>
A6070.474 (Services for Recipients – Hillside One Family)	\$23,000
A6010.482 (DSS Admin – Recruitment/Retention Support & Incentives)	\$ 4,000
A6010.101 (DSS Admin – Staff Administration)	\$ 2,000

A6010.482 (DSS Admin – Mobility Mapping)	<u>\$ 1,000</u>
	Total: \$30,000

<u>Revenue:</u>	<u>Amount:</u>
A6070.4670.00 (Federal Aid – Family First Transition Funds)	\$23,000
A6010.4610 (DSS Admin – Family First Transition Funds)	<u>\$ 7,000</u>
	Total: \$30,000

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

Personnel Committee

Part-Time Motor Vehicle Cashier/Examiner Position

County Clerk Rob Christman requested permission to fill one part-time Motor Vehicle Cashier/Examiner (Non-union, Grade 8, Step: Base) due to a resignation. This position is responsible for DMV transactions required by the State of New York. The annual salary of this position is \$15,661 and is not eligible for benefits. This position is funded 100 percent with County funds. This request was approved on a motion made by Legislator Hopkins, seconded by Legislator Curran, and carried. **Notify Human Resources**

Full-Time Senior Account Clerk Typist Position

The Sheriff's Office requested permission to fill one full-time Senior Account Clerk Typist (AFSCME, Grade 10, Step: Base – Step 7). This position will assist the full-time Accountant with their workload and help to reduce the current Accountant's overtime hours. The salary for the remainder of 2019 is estimated between \$12,615 and \$15,178 with benefits estimated between \$5,392 and \$6,488. This position is funded 100 percent with County funds. The filling of this position is contingent on the adoption of the resolution being considered at the July 8 Board meeting to create the position. This request was approved on a motion made by Legislator Fanton, seconded by Legislator Decker, and carried. **Notify Human Resources (It was noted that the resolution also abolished the Junior Accountant position)**

Change in Hours for Accountant Position

The Sheriff's Office requested a resolution changing the Accountant's (PEF, Grade 7, Step: Base – Step 11) work week from 40 to 35 hours per week to match other Accountants in the County. This transition would better suit the needs of the Sheriff's Office as they also intend on hiring a full-time Senior Account Clerk Typist who will also work 35 hours per week to provide consistent accounting services to the Sheriff's Office. This change also allows the Sheriff's Office to fall in line with the County's new standard work hours. The annual salary for this position's new hours is estimated between \$43,611 and \$60,369 with benefits estimated between \$18,644 and \$25,807. This position continues to be funded 100 percent with County dollars. Additionally, the Sheriff's Office is requesting permission to fill the Accountant position at 35 hours per week. County Administrator Debbie McDonnell stated the effective date for the change in hours will be August 31, 2019. This request was approved on a motion made by Legislator Decker, seconded by Legislator Curran, and carried. **Prepare Resolution and Notify Human Resources to fill**

Good of the Order

Committee Chairman Stockin announced a caucus in Room 220 at 1:21 p.m.

Adjournment

There being no further business to come before the Committee, the meeting was adjourned at 1:15 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