

ALLEGANY AFFORDABLE GOVERNMENT GROUP

June 24, 2015
NOT APPROVED

Committee Members Present: C. Crandall, K. LaForge, J. Adams, M. Alger, D. Fanton, C. Jessup, B. Riehle

Absent: K. Dirlam, R. Oakerson and T. Ross

Others Present: T. Miner

Media Present: No media present

Call to Order: The meeting was called to order at 3:05 p.m. by Allegany Affordable Government Group Chairman Kevin LaForge.

Amendment & Approval of Minutes

Assistant to the County Administrator Jodi Adams requested the following changes (delete the words with double strike-throughs; add the letters/words in all caps) to last month's minutes under the section:

Review of Affordable Government Survey Results Completed by Towns & Villages

Assistant to the County Administrator Jodi Adams distributed the updated results of the survey, saying that the highlighted municipalities are those that ~~did~~ HAVE not responded to the survey YET. ONE MUNICIPALITY RETURNED THE SURVEY WITHOUT ANY OPTION BEING SELECTED. SHE PLANS TO MAKE FOLLOW-UP PHONE CALLS TO MUNICIPALITIES IN THE NEAR FUTURE. ~~There are three entities that entirely opted out of joining with the County.~~ The yellow highlighting, she said, indicates the areas of shared services most desired by the municipalities, and included ~~Regional Justice Courts, Purchasing, Municipal Services Delivery Efficiencies, Tax Assessment, and Highway Services.~~ However, there was some discussion speculating that perhaps the municipalities did not quite understand what the survey was asking. There followed a lengthy discussion regarding how to educate Town Supervisors and Mayors, particularly when newly elected, regarding available services. County Planner Kier Dirlam indicated that the State does provide training, but many of the newly elected choose not to travel to Batavia for that training. He thought that if there were enough officials in Allegany County and environs, perhaps there could be a training session at a closer location.

A motion was made by County Administrator Mitch Alger, seconded by Darwin Fanton, and carried to approve the amended Allegany County Affordable Government Committee minutes of May 27, 2015.

Review Amendment to Local County Purchasing Law

County Attorney Tom Miner distributed copies of the amended Comprehensive County Procurement and Acquisition Policy for review and discussion. He explained that in addition to the lowest responsible bid purchase option, the amended policy will provide for best value purchasing. Best value purchasing involves using a scoring or rating scale to acquire goods and/or services. The bid for public transportation services was an example of the County using best value methodology to purchase services. Mr. Miner further explained that adding this new dimension to the existing procurement and acquisition policy will provide for greater flexibility and accountability. Best value is defined as the basis for awarding all service and technology

contracts to the offerer that optimizes quality, cost and efficiency, among responsive and responsible offerers. Such basis shall be, wherever possible, quantifiable (State Finance Law §163 (1) (j)).

Superintendent of Public Works Guy James asked if the amendment addresses the ability for other municipalities to piggyback on Allegany County bids. Mr. Miner stated that the proposed amendment does not address piggybacking. He recommends working with the Public Works Superintendent and the Public Works Committee to further amend the policy. Mr. James expressed his desire to reciprocate the piggybacking option for other municipalities. Currently, the County benefits by piggybacking on bids but cannot offer this benefit to municipalities that are located outside of Allegany County.

Mr. Miner added that there are County, State, and Federal laws for piggybacking, and each has different rules and regulations that are applicable. He noted for projects dealing with prevailing wages, you wouldn't want to piggyback. Prevailing wage projects involve pay rate that is required to be paid to all private workers (non- government) on all New York State public works projects. Generally, prevailing wage rates apply to construction, repair or renovation of government facilities (state or local) or building service contracts. The New York State Department of Labor issues wage schedules on a county-by-county basis that contain minimum rates of pay for various job classifications (State Labor Law Articles 8 and 9).

Legislator LaForge stated that County Treasurer Terri Ross was unable to attend today's meeting and contacted him to express her concerns and to seek further clarification regarding the purpose and implementation steps for the amended policy. He stated that out of respect for the County Treasurer, he has agreed to not act on the amended policy until he has an opportunity to meet with her. County Attorney Tom Miner offered to respond to the Treasurer's questions. Legislator LaForge expressed his interest in meeting with the County Attorney and the County Treasurer to discuss the amended policy in hopes of presenting the policy at the Planning & Development Committee for approval. A motion was made by Mr. Fanton, seconded by Legislator Jessup, and carried supporting Legislator LaForge, the County Attorney, and the County Treasurer meeting to finalize an amended policy for presentation to the Planning & Development Committee.

Legislator LaForge noted the previously expressed added value and support for joining cooperative purchasing networks for cost savings, like MEGA. He reminded members that at the last meeting Kevin Morsman and Dean Scholes shared their desire to have the County join purchasing networks.

Mr. James reported that he recently attended a Highway Superintendents' meeting and was asked whether the County is allowing others to piggyback. He informed the group that Allegany County was the only County that currently does not allow municipalities outside of the County to piggyback on bids. He wants Allegany County to be able to reciprocate the time-saving practice. He mentioned that language in the contract provides vendors with options to participate in piggyback locally, regionally, or to opt out of piggybacking.

Land Bank Meeting

Legislator LaForge stated that the application would be pursued in August or September.

Review of Affordable Government Survey Results Completed by Towns & Villages

Assistant to the County Administrator Jodi Adams reported receiving surveys back from all but six local towns and villages. Survey results indicate the areas of shared services most desired by the responding municipalities include Purchasing, Tax Assessment, and Highway Services.

Legislator LaForge noted he would like to move forward with the water and sewer report in September. Legislator LaForge concurred with Chairman Crandall's recommendation to send a letter to local municipalities to encourage participation.

Review of County Efficiency Plan

County Administrator Mitch Alger stated we are waiting for approval of our plan from the state.

Inventory Analysis

Clerk of the Board Brenda Rigby Riehle will work with a student intern from the Employment & Training Center beginning July 6 for approximately four to five weeks. One of the projects assigned to the intern will include assisting with inventorying the office furniture stored on the third floor in the County Office Building. It was noted that several items stored on the third floor belong to other departments and should be labelled as such. The Clerk of the Board will notify department heads of the plans and request that items be labelled.

Dutchess County Shared Services

For informational purposes, brochures from Dutchess County were distributed to members. Dutchess County has a fairly comprehensive cooperative purchasing program that is administered by their Office of Central and Informational Services Department. The information included in the brochure can be accessed at www.co.dutchess.ny.us.

Lease Options

Legislator LaForge mentioned that lease track and rollover options is a popular trend for vehicles and equipment. Superintendent Guy James noted that these options require an initial investment but the expectation is there will be long-term financial savings. County Attorney Tom Miner noted the County District Attorney's Office would like to lease a vehicle.

Good of the Order

Mr. Fanton informed committee members that he recently read an article related to overcoming barriers to shared services. He distributed copies of the article for members to read at their leisure. Legislator LaForge noted the article lists the four C's to promote shared services as communication, coordination, collaboration, and cooperation.

Next Meeting Details

The next meeting will be held Wednesday, July 22, at 3 p.m. in the Legislative Chambers.

Adjournment

There being no further business to come before the Committee, the meeting was adjourned at 3:45 p.m. following a motion by Mr. Alger, seconded by Mr. Fanton, and carried.

Respectfully submitted,
Jodi Adams
Assistant to the County Administrator