

**Ways & Means Committee Minutes**  
**July 11, 2016**

**Not Approved**

**Members Present:** C. Jessup, P. Curran, D. Fanton, K. Graves, M. Healy, K. LaForge, T. O'Grady, D. Pullen, D. Root, C. Crandall

**Others Present:** T. Boyde, H. Budinger, J. Budinger, S. Grusendorf, D. Decker, L. Gridley, S. Grusendorf, K. Hollis, R. Hollis, K. Hooker, C. Knapp, J. Hopkins, K. Monroe, B. Riehle, T. Ross, r. Whitney,

**Media Present:** B. Clark – Olean Times Herald

**Call to Order:** Ways & Means Committee Chairman Charles Jessup called the meeting to order at 1:00 p.m.

**Approval of Minutes**

The June 15 and 27, 2016, Ways & Means Committee minutes were approved on a motion by Legislator Graves, seconded by Legislator Root, and carried.

**Approval of Audit**

Committee members reviewed the July 11, 2016, audit of claims in the amount of \$2,892,510.15 (including prepaid bills). A motion was made by Legislator Graves, seconded by Legislator Healy, and carried to forward the audit to the full Board for approval of payment.

**2016 Tax Sale Bids on Leftover Parcels**

Treasurer Terri Ross requested a resolution accepting a sealed bid offer on the following 2016 leftover tax sale properties:

<u>Municipality</u>	<u>Tax Map #</u>	<u>Former Owner</u>	<u>Deed Name</u>	<u>Bid</u>	<u>Back Tax</u>	<u>Difference</u>
Friendship	182.-1-25.2	Federowicz,Julie A.	Hoopes, John & Carrie	\$5	\$1,386.23	(\$1,381.23)
Friendship	182.-1-25.3	Combs,Timothy	Hoopes, John & Carrie	\$5	\$ 665.34	(\$ 660.34)

The request was approved on a motion by Legislator Pullen, seconded by Legislator Root, and carried. **Prepare Resolution**

**Secretary to Clerk of the Board**

Clerk of the Board Brenda Rigby Riehle requested approval to fill the position of Secretary to Clerk of the Board (Non-Union, Grade 2, Step: Base-Step 9) as the current

secretary has indicated her intention to resign. The request was approved on a motion by Legislator Graves, seconded by Legislator Curran, and carried. **Notify Human Resources**

### **In God We Trust Sign for Board Room**

On April 11, 2016, the Board adopted Resolution No. 99-16, A Resolution Supporting the Display of the National Motto "In God We Trust" in the Legislative Chambers. Two bids were obtained, and all of that information was forwarded to committee members. Committee members will review the bid information and plan to discuss this again at the July 20 meeting when there is more time. Committee members asked if the quote from Signs and Wonders included installation, and Mrs. Riehle indicated that she would check.

### **Account Clerk Typist in Real Property**

Real Property Tax Director Joseph Budinger requested approval to fill an Account Clerk Typist (AFSCME, Grade 7) position temporarily while an employee is out on medical leave. The position is responsible for work overflow during school tax bill prep, printing, and roll preparation. Mr. Budinger indicated the position is needed so that they will be able to complete the tax bill process within the statutory time frame as well as maintain an adequate level of customer service to the public. The request was approved on a motion by Legislator Root, seconded by Legislator Fanton, and carried. **Notify Human Services**

### **Local Initiatives Support Grant**

Legislator Kevin LaForge requested a resolution accepting a \$150,000 grant from the Local Initiatives Support Corporation to use toward land bank start-up costs. The funds should be appropriated to account A8666.492 (Land Bank) with a like sum placed in revenue account A8666.3989.00 (State Aid – Land Bank). The request was approved on a motion by Legislator LaForge, seconded by Legislator Healy, and carried. **Prepare Resolution to Come Off Floor at July 11 Board Meeting**

REFERRALS FROM OTHER COMMITTEES:

### **Facilities & Communications Committee**

IT Director Keith Hooker requested a resolution to create and fund a capital project for a new centralized telephone/unified communications system provided by Newcastle Communications out of New York. The system is a NEC Univerge 3C VoIP (voice over Internet Protocol) PBX (Private Branch Exchange) with Polycom Gigabit phones. This

project will upgrade our current system with new operating/management software and new telephones. The annual maintenance with the new vendor will also result in a savings for future maintenance contracts. Our current phone system has been in place for over 25 years and with the advancement in technology we are able to save money while getting a better product with higher availability, due to its redundancy features, simple operation and security features. The quote for this project is being held open for us, and Mr. Hooker would like to request the project be completed in 2016. The request includes a \$220,000 transfer from A1990.429 (Contingency) to H1650.200 (Capital Project – Central Telephone System Upgrade). Committee members briefly discussed the funds available in the Contingency account. County Treasurer Terri Ross indicated that we started the year with \$950,000 in the Contingency Fund, and by the time we finance the new telephone system and some expenses for E-911, the Contingency account may be down close to \$300,000. Legislator Dwight Fanton reminded committee members that the County will be saving about \$20,000 annually in reduced maintenance costs. The request was approved on a motion by Legislator Pullen, seconded by Legislator Root, and carried. **Prepare Resolution to Come Off Floor at July 11 Board Meeting**

### **Human Services Committee**

Public Health Director Lori Ballengee requested approval to fill a Women, Infants, and Children (WIC) Outreach Specialist (AFSCME, Grade 11, Base-Step 4) position. The position became vacant when the current Outreach Specialist was promoted. The position is essential for marketing and outreach of the WIC Program as well as day-to-day clinic operation. The WIC Program cannot exist without the staff required by the State. The position, salary, and fringe is covered 100 percent by grants and/or Article 6 funding. The WIC Program distributes over \$1 million in checks that are used at local grocery and drug stores, and an additional \$15,000 in checks is given out annually to support local farmers in Farmers' Market checks. The request was approved on a motion by Legislator LaForge, seconded by Legislator Graves, and carried. **Notify Human Resources**

Mrs. Ballengee requested approval to fill a Community Outreach Specialist (Non-Union, Grade 4, Base) position due to a resignation effective August 5. The position is critical to finding those that are either not insured or under-insured to receive cancer screenings. The Cancer Services Program provides life-saving cancer screenings and assists with treatment costs for those diagnosed with cancer. The salary and fringe benefit expenses are covered 100 percent by grants. The request was approved on a motion by Legislator LaForge, seconded by Legislator Fanton, and carried. **Notify Human Resources**

Mrs. Ballengee requested a resolution accepting and appropriating \$3,122 in COLA money for the Lead Poisoning Prevention Program for the 2016 Budget year. The grant year runs from October 1, 2016, through September 30, 2017. The COLA funds will be utilized to fund time spent by the Director of Patient Services in the Lead Poisoning Prevention Program, to purchase Lead Care II test kit supplies, and to pay for office

supply purchases including toner cartridges. The funds should be appropriated as follows:

A4010.101 (Health Dept. – Regular Pay)	\$1,721
A4037.407 (Public Health-Lead – Office Supplies)	\$ 401
A4037.408 (Public Health-Lead – General Supplies)	\$1,000

Revenue Account A4037.3437.00 (Public Health-Lead State Aid) \$3,122

The request was approved on a motion by Legislator LaForge, seconded by Legislator Healy, and carried. **Prepare Resolution**

Mrs. Ballengee requested a resolution accepting and appropriating \$2,472 in COLA money for the Immunization Program for the 2016 Budget Year. The grant year runs from April 1, 2016, through March 31, 2017. The funds will be utilized to fund wages for the Biller which weren't originally covered by the immunization grant, and to purchase two traceable live Wi-Fi data-logging refrigerator/freezer thermometers. The funds should be appropriated as follows:

A4010.101 (Health Dept. – Regular Pay)	\$1,859
A4010.201 (Health Dept. – Office Equipment)	\$ 513
A4056.409 (Immunization Under 24 mo. – Fees)	\$ 100

Revenue Account A4056.3473.00 (Immunizations – State Aid) \$2,472

The request was approved on a motion by Legislator Laforge, seconded by Legislator Curran, and carried. **Prepare Resolution**

Mrs. Ballengee requested a resolution accepting and appropriating \$2,540 in COLA money for the Tobacco Enforcement Program for the 2016 Budget year. The grant year runs from April 1, 2016, through March 31, 2017. The funds will be utilized to purchase additional billboard advertising from LAMAR Advertising for the Adolescent Tobacco Use Prevention Act (ATUPA) and Clean Indoor Air Act (CIAA) Programs. The funds should be appropriated as follows:

A4051.462 (Tobacco Awareness – Health Contracts) \$2,540

Revenue Account A4051.3450.00 (State Aid-Public Health Other) \$2,540

The request was approved on a motion by Legislator LaForge, seconded by Legislator Pullen, and carried. **Prepare Resolution**

Mrs. Ballengee requested a resolution accepting and appropriating \$1,072 in COLA money for the Rabies Program for the 2016 Budget year. The grant year runs from

April 1, 2016, through March 31, 2017. The funds will be utilized to purchase additional rabies vaccine for dogs, cats, and ferrets. The funds should be appropriated as follows:

A4043.408 (Rabies Clinics – General Supplies) \$1,072

Revenue Account A4043.3450.00 (State Aid-Public Health) \$1,072

The request was approved on a motion by Legislator LaForge, seconded by Legislator Graves, and carried. **Prepare Resolution**

Office for the Aging Director Madeleine Gasdik requested a resolution accepting and appropriating a \$20,000 Balancing Incentive Program (BIP) Caregivers Grant. This is part of the federal BIP/NY Connects Expansion and Enhancement Program Grant. The Office for the Aging will use the funding to pay for OFA staff training for caregiver issues, provide training to other agencies in the County, and for people caring for loved ones. The OFA will also provide a limited amount of assistive equipment such as wheelchairs, ramps, or grab bars. Respite care will also be provided. The funds should be appropriated as follows:

A 6790.101 (OFA BIP - Regular Pay)	\$ 6,666
A 6790.210 (OFA BIP – Equipment-Other)	\$ 2,000
A 6790.401 (OFA BIP – Postage)	\$ 300
A 6790.402 (OFA BIP – Mileage)	\$ 810
A 6790.405 (OFA BIP – Conference)	\$ 2,640
A 6790.408 (OFA BIP - General Supplies)	\$ 1,000
A 6790.409 (OFA BIP – Fees)	\$ 2,650
A 6790.416 (OFA BIP – Telephone)	\$ 324
A 6790.419 (OFA BIP – Printing)	\$ 300
A 6790.474 (OFA BIP - Home Care)	\$ 2,000
A 6790.802 (OFA BIP – Retirement)	\$ 667
A 6790.803 (OFA BIP - F.I.C.A.)	\$ 510
A 6790.804 (OFA BIP - Workers' Comp)	\$ 133

Revenue Account #A6790.4772.00 (OFA Bip – Federal Aid) \$20,000

The request was approved on a motion by Legislator LaForge, seconded by Legislator Fanton, and carried. **Prepare Resolution**

Ms. Gasdik also requested a resolution amending the existing agreement between Allegany County and WillCare dated January 1, 2016, to increase the cost of home care as follows:

	<u>2016 Rate</u>	<u>2017 Rate</u>
PCA I (Housekeeping/Chore Personnel)	\$19.50/hr.	\$20.00/hr.
PCA II Home Care Personnel)	\$19.50/hr.	\$21.00/hr.

And to add RN Supervisory Visit of Aides

N/A

\$98.00/visit

The request was approved on a motion by Legislator LaForge, seconded by Legislator Pullen, and carried. **Prepare Resolution**

Social Services Commissioner Vicki Grant requested approval to fill a Senior Clerk (AFSCME, Grade 7) position on a temporary basis to cover a medical leave. The position is in the Accounting Unit and is responsible for verifying third party health insurance as well as recovery of revenue in regards to uninsured medical. The position is funded 50 percent with federal dollars, 30 percent with state dollars, and 20 percent with local County dollars. The request was approved on a motion by Legislator LaForge, seconded by Legislator Fanton, and carried. **Notify Human Resources**

Ms. Grant requested approval to fill a Social Welfare Examiner (AFSCME, Grade 11) position due to a termination during the probation period. The position is in the Temporary Assistance Unit and is responsible for determining eligibility and authorizing the appropriate payments. The position is funded 50 with federal dollars, 6 percent with state dollars, and 44 percent with local County dollars. The request was approved on a motion by Legislator LaForge, seconded by Legislator Curran, and carried. **Notify Human Resources**

Ms. Grant also requested approval to fill an Account Clerk Typist (AFSCME, Grade 7) position that has been open for a while. Ms. Grant believes the employee should be able to do some work that will allow higher-level staff to work on other things. The position is funded 52 percent with federal dollars, 10 percent with state dollars, and 38 percent with local County dollars. The request was approved on a motion by Legislator LaForge, seconded by Legislator Graves and carried. **Notify Human Resources**

### **Public Safety Committee**

Probation Director Robert Starks requested a resolution authorizing him to apply for a "Rural Community of Practice" NYS Division of Criminal Justice (DCJS) Grant. This grant is intended for rural counties to be used toward juvenile justice. It is directed toward cross-county teams, thus Allegany County won't be able to apply for it by ourselves. We would join with other local rural counties to apply for the grant. The amount of the grant award and length of the grant has yet to be determined; however there is no cost to the County to apply and no matching funds are required. The request was approved on a motion by Legislator Curran, seconded by Legislator Healy, and carried. **Prepare Resolution**

Sheriff Rick Whitney and Lieutenant Shawn Grusendorf requested funds to finance the cost of an ID card printer for the County Courthouse and Office Complex. The quote obtained is \$3,711.91. (It is the opinion of the Sheriff's Office that these funds not be taken from the Sheriff's Office budget as this was not budgeted, and the equipment benefits all County departments located in the County Complex. It was noted that the

first printer was paid for out of the bond. County Administrator/Budget Officer Boyde noted that we are already starting to deplete the contingency fund. County Treasurer Terri Ross suggested that the cost could be taken out of the Sheriff's Budget, and if they run into trouble, it can be fixed with the year-end resolution if necessary. A motion was made by by Legislator Curran, seconded by Legislator Healy, and carried authorizing the purchase and directing the Sheriff to finance the cost of the printer out of his Budget.

Sheriff Whitney requested a resolution accepting and appropriating \$4,550 from the ACCORD Corporation for the continuation of the Act II Batterers Program. This grant is a renewal of an existing grant-funded program. The \$4,550 should be appropriated to A3117.449 (Act II Batterers Program – Contractual) with a like sum placed in revenue account A3117.2260.00 (Act II Batterers Program – Public Safety Services of other Governments). The request was approved on a motion by Legislator Curran, seconded by Legislator Healy, and carried. **Prepare Resolution**

Sheriff Whitney requested approval to fill a part-time E-911 Dispatcher (Non-Union, Grade 13) position that became vacant when a part-time Dispatcher accepted a full-time Dispatcher position. The request was approved on a motion by Legislator Curran, seconded by Legislator Fanton, and carried. **Notify Human Resources**

Sheriff Whitney also requested approval to fill a E-911 Dispatcher (AFSCME, Grade 13) position due to a resignation. The request was approved on a motion by Legislator Curran, seconded by Legislator Fanton, and carried. **Notify Human Resources**

### **Public Works Committee**

Public Works Superintendent Guy James requested approval to fill a Groundswoker (AFSCME, Grade 9) position. The position is responsible for the daily upkeep of County grounds such as mowing, snow removal, etc. The request was approved on a motion by Legislator Fanton, Seconded by Legislator Graves, and carried. **Notify Human Resources**

Mr. James also requested a resolution transferring \$20,000 from DM5130.210 (Road Machinery – Equipment) to H1641.200 (Fuel Tank Upgrade). The request was approved on a motion by Legislator Fanton, seconded by Legislator Graves, and carried. **Prepare Resolution**

### **Attorney/Client Session**

A motion was made by Legislator Graves, seconded by Legislator Root, and carried to enter into attorney/client session at 1:25 p.m. Immediately following discussion at 1:35 p.m., a motion was made by Legislator Graves, seconded by Legislator Root, and carried to end the attorney/client session and return to the regular meeting.

**Adjournment**

There being no further business to come before the Committee, the meeting was adjourned at 1:35 p.m. following a motion by Legislator Graves, seconded by Legislator Root, and carried.

Respectfully submitted,

Brenda Rigby Riehle, Clerk of the Board  
Allegany County Board of Legislators