



**AGENDA**  
**WAYS & MEANS COMMITTEE**  
**Tuesday, October 20, 2020, 5:30PM**  
**Live Link: <https://youtu.be/m3-o8eCgw5E>**

**CALL TO ORDER:** By Hon. Christopher Petrus, Chair

**MEMBERS:** Legislators Keith Batman, Elane Daly, Ryan Foley, Hans Pecher (Vice Chair), Ben Vitale, and Tucker Whitman

**MINUTES TO APPROVE:** September 15, 2020

**APPOINTMENTS:** None

**DEPARTMENT UPDATES FOR COMMITTEE:**

- **Kelly Anderson (Real Property) –**
  - Real Property has a vacancy in our most critical position. Immediate approval to fill is requested. This position handles contracted assessment and tax preparation – the department’s two income generating services.
  - School rolls for Oswego School district run; files sent to NYS and escrow companies.
  - Courtesy apportionment of school tax bills and corrections of errors processed.
  - RPS database maintenance in preparation for Town/County tax bills (transition assessments for State Owned Land; equalization tables updated)
  - Exemption renewals are being processed for all towns.
  
- **Jim Orman (Treasurer) –**
  - A. Mary Beth and her staff have concluded the training to MUNIS users on the upgrade to financial system. This was a very time consuming process but should be worth it in the long run. It will make the entire financial accounting process more efficient. Mary Beth, Crystal and Rachel went well above their normal duties to successfully perform this intensive training and should be commended for their efforts. In fact, Tyler Technology Inc., (MUNIS Company) acknowledged that **“their efforts were far and above the reason this upgrade went smoother than others they have implemented.”**
  - B. In March of 2020 we received a notice from the IRS regarding our 1099 filing. In 2017 the requirements for filing changed which changed the due date for 1099’s from March 31 to January 31. At that time the Treasurer’s Office was unaware of the change which caused the filings to be late. Since then the IRS assessed a penalty of \$42,550 (plus interest) to the County. Mary Beth drafted a response, had it reviewed by a CPA, and asked for forgiveness. She has pursued this for 8 months with the IRS. Recently we were notified **the IRS has forgiven the penalty of \$42,550 plus interest.** Mary Beth is to be commended for this extensive effort.
  
- **Lisa Lippoldt (Human Resources/Civil Service) –**  
**YEAR-TO-DATE COMBINED TRANSACTIONS: 3,806**
  - County departments: 1,935 total transactions

1,871 Total Transactions for Schools, Towns, Villages, Special Districts

- Specific personnel action that was taken (year to date):

Transaction Type	No.
Permanent Appointments	303
Provisional Appointments	24
Contingent-Permanent Appointments	3
End of Probationary Period	352
Layoffs Due to Abolishment of Positions	0
Layoffs Due to Lack of Funds or Work	19
Promotions	15
Reinstatements	19

Removals	351
Resignations	130
Retirements	52
Seasonal Appointments	48
Temporary Appointments	33

County only Applicants

Male: 39.58%  
 Female: 56.25%  
 N/A: 4.17%  
 White: 75%  
 Minorities: 1.67%  
 N/A: 23.33%

Towns/Villages Applications

Male: 22.58%  
 Female: 62.90%  
 N/A: 14.52%  
 White: 74.19%  
 Minorities: 1.61%  
 N/A: 24.2%

We have 42 of employees who have not completed the training. 94.32% have completed their Mandatory Annual Training. Two health screening assistants have been interviewed and hired. One more candidate to interview and hire. The Steering committee for the Highway Superintendent position has completed the interviews and chosen a candidate. We are starting the preliminary process to start on the Emergency Management Director Steering committee. The Exams are re-starting after the COVID stoppage in March as of the weekend of October 17<sup>th</sup>. It will be in person with social distancing, temp and questionnaires, masks and sanitizing. Staff continue to rotate working remotely in the department.

**RESOLUTIONS:**

**WAYS & MEANS:**

- 10-20-WM-1 Authorize fill of Principal Supervising Real Property Tax Specialist position in the Office of Real Property Tax Services
- 10-20-WM-2 Authorizing the Treasurer to Pay Mortgage Tax
- 10-20-WM-3 Authorizing the purchase of Tax-Delinquent Property owned by Cayuga County

**HEALTH & HUMAN SERVICES:**

- 10-20-HH-1 Authorizing the Chair of the Legislature and the Director of the Office for the Aging to enter into a contract under the provisions of the Senior Nutrition Program Titles IIIC-1, IIIC-2 and WIN for meal service for January 1, 2021 – December 31, 2021.
- 10-20-HH-2 Amending the Social Services 2020 Budget to Accept 100% Federal Funding from the Flexible Fund for Family Services (FFFS)
- 10-20-HH-3 Authorizing the Chairman of the Legislature and the Director of Community Services to Enter into a Contract with Chapel House for the provision of Transitional Housing Alternative for Homeless Clients
- 10-20-HH-4 Authorizing the Chairman of the Legislature and the Director of Community Services to Enter Into a Contract with Chapel House for Provision of a Supportive Case Manager
- 10-20-HH-5 Authorizing contract extension for Substance Abuse and Mental Health Services Administration (SAMHSA) Programs
- 10-20-HH-6 Authorizing the Chairman of the Legislature and the Public Health Director to enter into contract with NYSDOH and accept 100% of these funds
- 10-20-HH-7 Authorizing the Public Health Director to carry out a budget modification in the WIC program budget

**GOVERNMENT OPERATIONS:**

- 10-20-GO-1 Adoption of the NYS ARCHIVES LGS-1, the records retention and disposition schedule
- 10-20-GO-2 Authorizing the Chair of the Cayuga County Legislature to enter into a 63 month agreement with Toshiba Business Solutions for the lease of multi-function-printers and associated maintenance and supplies for Cayuga County

**PLANNING:**

10-20-PL-1 Authorizing the determination of significance under the coordinated New York State Environmental Quality Review Act (SEQRA) for the Sterling Nature Center Capital Improvement Project and authorizing county staff to prepare, file, and publish such determination in compliance with article 8 of the New York State Department of Environmental Conservation Law and to bid and award contract for construction.

**PUBLIC WORKS:**

- 10-20-PW-1 Amending the 2020 County Budget to allow the court “tenant” work to be completed in the Historic Post Office with the cost to be reimbursed by the State of New York
- 10-20-PW-2 Declaring the 30 year old backup generator serving the Public Safety Building as surplus
- 10-20-PW-3 Authorizing the Buildings and Grounds Department to hire a part time Building Maintenance Mechanic to replace a part time Building Maintenance Mechanic who accepted a full time position within the department
- 10-20-PW-4 Authorizing the hiring of four (4) seasonal laborers to assist with snow and ice removal for the 2020-2021 winter season
- 10-20-PW-5 Authorizing the hiring of a part time museum aide to fill a vacancy.
- 10-20-PW-6 Resolution to modify the current license agreement with A&M Catering for management of the Emerson Park Pavilion due to the public health restrictions on gatherings
- 10-20-PW-7 **(AMENDED @ PW)** Appointing Brian Soper as Cayuga County Highway Superintendent

**JUDICIAL & PUBLIC SAFETY:**

- 10-20-JP-1 Authorizing the Chair of the Cayuga County Legislature to accept up to three tablets on behalf of Cayuga County to aid in the battle against the opioid epidemic
- 10-20-JP-2 **(DEFEATED @ JP)** Authorizing salary increase for the Confidential Investigator to District Attorney
- 10-20-JP-3 Authorizing the District Attorney to accept a grant from NY State Office of Victim Services to continue the “Victim/Witness Program” which is necessary to comply with legal requirements
- 10-20-JP-4 Authorizing the District Attorney to fill a vacancy Victim/Witness Services Program Coordinator position
- 10-20-JP-5 Authorizing Chairperson of Cayuga County Legislature & Emergency Management Office to accept funds from US Homeland Security, Federal Emergency Management Agency (FEMA) & NY State Division of Homeland Services (DHSES) FY20 State Homeland Security Program (SHSP) to enhance Emergency Management Preparedness in Cayuga County
- 10-20-JP-6 Authorize the Chair of the Cayuga County Legislature and the Cayuga County Sheriff to enter into a contract with Ragnasoft Incorporated for Law Enforcement personnel web based scheduling and communications services.
- 10-20-JP-7 Authorize the Chair of the Cayuga County Legislature and the Cayuga County Sheriff to enter into a contract with Westwood Pharmacy to provide inmate pharmaceutical services to the Cayuga County Jail.
- 10-20-JP-8 Authorizing the Cayuga County Legislature and Cayuga County Sheriff to establish one Special Patrol Officer Position for the purpose of providing School Resource Officer services to the Port Byron School District.

**ADJOURNMENT: Tuesday, November 17, 2020**

IF YOU HAVE A DISABILITY AND NEED ACCOMMODATIONS, PLEASE CALL THE CLERK OF THE LEGISLATURE’S OFFICE AT 253-1308 AT LEAST 48 HOURS BEFORE THE SCHEDULED MEETING TO ADVISE WHAT ACCOMMODATIONS WILL BE NECESSARY.

RESOLUTION NO. \_\_\_\_\_ 10/27/2020 RPS Fill Principal Supervising RPT Specialist Rev

**Authorization to fill a Principal Supervising Real Property Tax Specialist position in the Office of Real Property Tax Services**

By: Hon. Christopher Petrus, Chair, Ways and Means Committee.

WHEREAS, the Office of Real Property Tax Services supervises, coordinates, and oversees the maintenance and update of various real property tax and assessment records throughout the county, and

WHEREAS, the Principal Supervising Real Property Tax Specialist position is essential to Department operations in the revenue generating areas of contracted assessment services, as well as real property tax administration for the city, all towns, villages, and school districts; and

WHEREAS, filling the vacancy in this position is critical to being able to provide assessment services as well as to the preparation of real property tax and assessment rolls to every municipality in the County; now, therefore, be it

RESOLVED, that the Director of Real Property Services be authorized and is hereby directed to fill the position of Principal Supervising Real Property Tax Specialist (position 07964) within the Cayuga County Compensation Plan, CSEA, at pay grade 23, in accordance with the Cayuga County Civil Service Rules and Regulations and the policies of the County of Cayuga; and be it further

RESOLVED, that this authorization to fill will no longer be valid after April 28, 2021.

**Ways & Means Committee**

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Christopher Petrus, Chair

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Keith Batman

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Elane Daly

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Ryan Foley

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Hans Pecher

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Benjamin Vitale

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Tucker Whitman

Co. Atty: \_\_\_\_\_

## Authorization to Create/Fill

A copy of this completed form MUST be attached to ALL Civil Service MSD-426 forms when filling a position.

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Date	9/29/2020
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Authorization To:	Fill Only
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**\*\* New Position Duties Statement (NPDS) - Short Form  
REQUIRED IF the title exists within the department**

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**\*\* New Position Duties Statement (NPDS) - Long Form  
REQUIRED IF the title does NOT exist within the department**

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Do you anticipate this request to result in fill-behinds?	Yes
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Cayuga County Department	Assessments (Real Property)
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Job Title Being Requested (Exact Civil Service Title)	Principal Supervising RPS Specialist
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Position Control Number	07964
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Position Status	Permanent
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Position Designation	Full-Time
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Budget Account Number	A13551-51001
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Is a position being abolished to create the new position?	No
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Is the salary of requested position in the current comp plan?	Yes
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Comp Plan Requested IS IN	CSEA
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CSEA Grade	23
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Probationary Salary Amount	50269
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Step 4 Amount (CSEA)	56749
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Starting Salary for Position Requested	50269
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Justification for Salary Requested	That's the grade of the position as it currently exists in the comp plan.
Does position include fringe benefits?	Yes
What is the justification for filling this position AND why is it important for your department?	It's essential to the tax preparation and assessment services provided by Real Property.
How is this position funded?	Budget
Is this a reimbursed position?	Yes
How is this position reimbursed (percentage, dollar amount)?	Charge backs to towns, villages and schools for services provided. 100%
What will the fiscal impact of filling this position in your budget this year and in future fiscal years?	It's a budgeted position and reimbursed from charge backs.
Department Head	Kelly Anderson
Date	9/29/2020
Attestation	I am the department or agency head listed above authorized to submit by the appointing authority

(Section Break)

LHLippoldt Approved 9/30/.2020

RESOLUTION NO. \_\_\_\_\_

10/27/20

RPS Nov Mortgage Tax 2020 REV

**Authorize the County Treasurer to pay mortgage tax**

By: Christopher Petrus, Chair, Ways & Means Committee

WHEREAS, it appears from the final report of Sue Dwyer, as County Clerk of Cayuga County, that there has been paid to the County Treasurer the sum of **\$ 601,880.44**, the same being the net amount collected from the taxation of mortgages for the period April 1, 2020, to September 30, 2020; and

WHEREAS, there is in the County Treasurer's Account No. T-58, the amount of **\$ 601,880.44** which should be distributed among the City of Auburn and the Towns and Villages of the County; now therefore be it

RESOLVED, that the County Treasurer be directed and required to pay the sum of **\$ 601,880.44** to the City of Auburn and the several Towns and Villages of the County of Cayuga in the following amounts:

City of Auburn	\$ 135,474.59	Montezuma	\$ 8,649.63
Aurelius	\$ 32,395.42	Moravia	\$ 12,771.31
Cayuga Vlg	\$ 2,385.67	Moravia Vlg	\$ 4,851.21
Brutus	\$ 18,245.62	Niles	\$ 32,452.11
Weedsport Vlg	\$ 8,923.67	Owasco	\$ 63,497.63
Cato	\$ 10,918.00	Scipio	\$ 11,795.71
Cato Vlg	\$ 380.92	Sempronius	\$ 6,007.98
Meridian Vlg	\$ 416.23	Sennett	\$ 32,178.98
Conquest	\$ 13,606.20	Springport	\$ 30,229.69
Fleming	\$ 26,571.96	Union Springs Vlg	\$ 9,897.24
Genoa	\$ 15,657.26	Sterling	\$ 15,176.77
Ira	\$ 9,954.07	Fair Haven Vlg	\$ 9,762.83
Cato Vlg	\$ 505.87	Summerhill	\$ 9,682.85
Ledyard	\$ 23,224.79	Throop	\$ 18,935.30
Aurora Vlg	\$ 4,871.46	Venice	\$ 4,594.50
Locke	\$ 10,345.90	Victory	\$ 5,447.46
Mentz	\$ 8,026.15		
Port Byron Vlg	\$ 4,045.45		
		<b>Grand Total</b>	<b>\$ 601,880.43</b>

**Ways & Means Committee**

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Christopher Petrus, Chair

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Keith Batman

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Elane Daly

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Hans Pecher

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Ryan Foley

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Benjamin Vitale

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Tucker Whitman

Co.Atty: \_\_\_\_\_

RESOLUTION NO. \_\_\_\_\_ 10/27/2020

RPS Repurchase Parcels 2020 REV

**Authorizing the Purchase of Tax-Delinquent Property Owned By Cayuga County**

By: Christopher Petrus, Chair, Ways & Means Committee

WHEREAS, policies and procedures have been established for the sale, disposition and use of certain real property owned by Cayuga County, as approved in Resolution 109-18 and Policy No. 80; and

WHEREAS, the Director of Real Property Tax Services has received a request to purchase tax foreclosed property and, in accordance with said policies and procedures, is presenting the same for consideration by the Ways and Means Committee of the Cayuga County Legislature; and

WHEREAS, as required by policy, certified funds are being held in trust with the County Treasurer; all title search documentation has been updated and items listed under mortgages, judgments and liens have been satisfied or reinstated where applicable; and

WHEREAS, the Director of Real Property Tax Services recommends approval of the following purchase requests:

Muni	Map #	Location	Amount	Name of Purchaser
Summerhill	252.00-1-4.111	4 Stonebriar Lane	\$6,711.36	Melissa Cruz/Greg Evener
Niles	169.00-1-2.2	Glen Haven Road	\$14,766.94	FLLT

NOW, THEREFORE BE IT,

RESOLVED, that the Ways & Means Committee hereby approves the recommendations as set forth above and directs the Office of Real Property Tax Services and the Chair of the County Legislature to take whatever steps necessary to fully execute the sale of real property.

**Ways & Means Committee**

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Christopher Petrus, Chair

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Keith Batman

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Elane Daly

\_\_\_\_\_  
Ryan Foley

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Hans Pecher

\_\_\_\_\_  
Benjamin Vitale

\_\_\_\_\_  
Tucker Whitman

Co. Atty: \_\_\_\_\_

RESOLUTION NO. \_\_\_\_\_ 10/27/2020

HD Appoint Highway Superintendent rev

**Appointing Brian Soper as Cayuga County Highway Superintendent**

BY: Tucker Whitman, Chair of Public Works Committee  
Christopher Petrus, Chairperson of the Ways and Means Committee

WHEREAS, by the adoption of Local Law No. 4-2020, Cayuga County established the office of County Highway Superintendent for Cayuga County with a term of four (4) years; and

WHEREAS, the Legislative Steering Committee recommends that Brian Soper be appointed as the Cayuga County Highway Superintendent; and

RESOLVED, that effective October 28<sup>th</sup>, 2020, Brian Soper be appointed as the Cayuga County County Highway Superintendent at an annual salary of \$87,500, annualized from the date of the appointment; and be it further

RESOLVED, that the salary schedule for the position of County Highway Superintendent be set as follows:

10/28/2020-10/27/2021	\$87,500.00
10/28/2021-10/27/2022:	\$88,900.00
10/28/2022-10/27/2023	\$90,322.40
10/28/2023-10/27/2024	\$91,225.62

And it is further

RESOLVED, that effective January 1, 2021, the appointee shall be entitled to three (3) weeks vacation per year, and that he shall not receive any vacation accruals for 2020; and it is further

RESOLVED, that the Compensation Plan is hereby amended accordingly and that the foregoing shall be accomplished in accordance with Civil Service rules and procedures.

**Public Works Committee**

**Ways and Means Committee**

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Tucker Whitman, Chair

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Christopher Petrus, Chair

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Ben Vitale

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Keith Batman

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Timothy Lattimore

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Elane Daly

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Ryan Foley

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Ryan Foley

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Paul Pinckney

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Hans Pecher

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Andy Dennison

\_\_\_\_\_  
Ben Vitale

\_\_\_\_\_  
Hans Pecher

\_\_\_\_\_  
Tucker Whitman

Co. Atty: \_\_\_\_\_