



MINUTES
WAYS & MEANS COMMITTEE
Wednesday, August 17, 2022, 5:30PM
Live Link: <https://youtu.be/QqwpmHRWiqk>

CALL TO ORDER: By Hon. Hans Pecher, Chair called the meeting to order at 5:30PM

MEMBERS: Legislators James Basile, Elane Daly, Andy Dennison (Vice Chair), Aileen McNabb-Coleman, Chris Petrus, and Mark Strong

OTHERS: Chair of the Legislature David Gould and Legislators Christina Calarco, Lydia Patti-Ruffini and Bob Shea, HR Administrator Diann Ferris, Real Property Director Jennifer Indelicato, County Treasurer David Dempsey, Budget Director Lynn Marinelli, District Attorney Brittany Antonacci, Public Health Director Kathleen Cuddy, Operations Officer Shereen Androsko, Assistant County Attorney Fred Westphal, Sheriff Brian Schenck, Buildings and Grounds Superintendent Gary Duckett, Purchasing Director Don Carr, and Deputy Clerk of the Legislature Amanda Morgan

MINUTES TO APPROVE: July 20, 2022, Motion by Strong, 2nd by Basile, all in favor.

APPOINTMENTS: None

PRESENTATION:

- Lynn Marinelli – re: Budget review

DEPARTMENT UPDATES FOR COMMITTEE:

- **Jennifer Indelicato (Real Property) –**
 - School tax processing is well underway. August 31 is the target date to mail tax bills.
 - NYS has released additional STAR exemption reports that our office has processed.
 - RPS database updated to reflect NYS STAR credit markers and bank codes.
 - Data collection ongoing in the Town of Moravia
 - Article 7 Assessment cases and Small Claims cases have been filed and are being reviewed by counsel.
 - 2 staff members will be taking several virtual valuation and exemption training courses this month through the NYS Assessors Association.
- **David Dempsey (Treasurer) -**
 - Continuing collection of room occupancy tax for the second quarter of 2022 (see attached report) and continued registration of new room tax vendors.
 - Title search reports are continuing to be processed for next year's foreclosure.
 - Additional tax foreclosure auction receipts processed.
 - Notice of Petitions filed for assessment challenges and forwarded to attorneys.
 - The office was very busy in July with 2nd installment tax collection. The average per day was over 100 bills collected and processed while answering phone calls regarding tax bills and also being short staffed due to vacations.
 - Resolution to reclassify one position was passed and the search is underway to backfill a Real Property Clerk position due to a retirement in September.
 - Set dates with Moravia for meetings to continue open conversations with town boards to help to develop communications between their Tax collection specialists and our county team. This will ensure future collaboration and good will and a county Team approach. Meetings are planned for all towns this calendar year.
 - Continued administration of estates by Treasurer with County Attorney's office.
- **Mary Beth Leeson (Finance) –**
 - Prepared the budget to actual reports for the first 6 months, with a goal of doing this quarterly. This is a great way for us to identify areas where we may need to make adjustments.
 - Surveyed local banks for interest rates to evaluate our CD options for maturing accounts.
 - Working with Don Carr to obtain the state bid on Purchasing Cards to determine if we are receiving the best rate possible. We will be evaluating this in the upcoming months.
 - Worked on updating the required GASB 75 report, with our actuaries to determine the costs to recognize in 2022 for Post-Employment Benefits.

- **Diann Ferris (Human Resources/Civil Service) –**

YEAR-TO-DATE COMBINED TRANSACTIONS:

County Departments: 1,784
 Total Transactions: 3,170

COUNTY APPLICATIONS:

	<u>2022</u>	<u>2021</u>
Male	51	23
Female	45	64
Non-Binary	0	0
No Response	12	7
White	85	77
Minorities	5	3
Hispanic	2	2
No Response	16	12

TOWN/VLG./SCHOOL DIST. APPLICATIONS:

	<u>2022</u>	<u>2021</u>
Male	7	12
Female	32	65
Non-Binary	0	0
No Response	56	19
White	36	69
Minorities	1	2
Hispanic	2	1
No Response	56	24

EXAM INFORMATION: July 16, 2022 – Workforce Development Program Assistant and Senior Computer Systems Technician and Senior Network Administrator

Male	7
Female	3
No Response	1
White	10
Minorities	0
Hispanic	0
No Response	1

- We are working with various departments on their recruitment and hiring needs;
- We started negotiations with SEACC Union;
- Currently working on several employee and Union issues with Counsel;
- We are continuing to review and update several county policies;
- We interviewed candidates for the Director of Emergency Services;
- We are currently recruiting for Youth Bureau Director and Grant Manager.

RESOLUTIONS:

WAYS & MEANS:

Motion by Pecher to bundle WM 1 & 2, 2nd by Dennison, all in favor.

- 8-22-WM-1 Resolution authorizing the cancellation of penalties and interest of \$988.42 on Tax Map Numbers 115.13-1-1 & 115.13-1-3 in the Town of Aurelius
- 8-22-WM-2 Resolution authorizing the cancellation and refund of penalties and interest of \$52.02 on Tax Map Numbers 117.00-1-49.4 in the Town of Sennett

HEALTH & HUMAN SERVICES:

Motion by Daly to bundle HH 1-9, 2nd by Basile, all in favor.

- 8-22-HH-1 Authorizing the Legislature to create and the Social Services Commissioner to fill a 100% reimbursed Principal Social Welfare Examiner position in the Medicaid Unit of the Department of Social Services due to a pending retirement.
- 8-22-HH-2 Authorizing the creation of a temporary leave bank for a Cayuga County Department of Social Services Employee
- 8-22-HH-3 Authorizing the Chairman of the Legislature and the Commissioner of Social Services to enter into a contract with Community Action Programs Cayuga/Seneca (CAP) to perform any outreach activities for this State Mandated HEAP Program (100% Federally Funded), for the period of September 1, 2022 through April 30, 2023
- 8-22-HH-4 Authorizing the Chairman of the Legislature and the Commissioner of Social Services to Enter into a Contract with Northwoods for provision of software solution technology and services
- 8-22-HH-5 Authorizing the Chairman of the County Legislature and the Director of the Office for the Aging to enter into a contract for 2022 Expanded In-Home Service for the Elderly Program (EISEP) with provider Seniors Helping Seniors.

- 8-22-HH-6 Authorizing the Chairman of the County Legislature and the Director of the Office for the Aging to enter into a contract for 2022 Title III E, Title III B, ALZ-CSI with provider Seniors Helping Seniors.
- 8-22-HH-7 Authorizing the Chair of the County Legislature and the Director of the Office for the Aging to sign a contract with ARISE for the installation of aluminum ramps for Senior Citizens
- 8-22-HH-8 Authorize the filling of one vacant full-time Health Home Care Manager position at the Mental Health Center due to a resignation
- 8-22-HH-9 Authorize the filling of one vacant full-time Senior Clerk position at the Mental Health Center due to a resignation

GOVERNMENT OPERATIONS:

Motion by Dennison to bundle GO 2-4 & 8, 2nd by McNabb-Coleman, all in favor.

- 8-22-GO-2 Amending the Cayuga County Accident Reporting/Investigation Policy for County Employees
- 8-22-GO-3 Amending the Cayuga County Fixed Asset Policy, changing the name to Capital Asset Policy and updating
- 8-22-GO-4 Adopting Resolution for an update to Cayuga County Investment Policy
- 8-22-GO-8 Authorizing the Chair of the Cayuga County Legislature to execute an agreement with Triad Network Technologies, Inc., to activate the paging system at the Cayuga County Office Building and authorizing the transfer of monies

End of bundle

- 8-22-GO-1 Approving the Collective Bargaining Agreement between the Cayuga County Community College Administrative and Professional Group and the Cayuga County Community College for the period September 1, 2022 through August 31, 2025. **Motion by Dennison, 2nd by McNabb-Coleman, all in favor except Basile.**
- 8-22-GO-5 **(PULLED @ GO)** Amending the Cayuga County Breach Notification Policy
- 8-22-GO-6 **(PULLED @ GO)** Adopting the Cayuga County “HIPAA Policy”
- 8-22-GO-7 **(PULLED @ GO)** Amending and restating the Cayuga County Policy for the Sale and Disposition of Real Property acquired through Tax Foreclosure

PLANNING:

Motion by Daly to bundle PL 1 & 2, 2nd by Strong, all in favor.

- 8-22-PL-1 Designating the Cayuga County Convention & Visitors Bureau (CCCVB) as the Cayuga County Tourism Promotion Agency (CCTPA) for NYS Grant Funding for the 2023 State Program Year and designating the program project director
- 8-22-PL-2 Authorizing the amendment of a professional services memorandum of agreement with Anna Feldman to assist the Cayuga County Planning Department in its work to enhance, update and utilize the Soil & Water assessment tool (SWAT) model for the Owasco Lake Watershed Nine Element Plan Implementation Phase by extending the term of the services agreement

PUBLIC WORKS:

Motion by Dennison to bundle PW 1-6, 2nd by Strong, all in favor.

- 8-22-PW-1 Authorizing the Chair of the Cayuga County Legislature to award the bid to American Commercial Cleaning and sign a two-year Agreement for the cleaning of four county buildings: the Cayuga County Office Building, the Hardenberg Building, the Mental Health Building and the Old Jail
- 8-22-PW-2 Authorization to create and fill Garage Manager position in the County Highway Department
- 8-22-PW-3 Authorization to fill Motor Equipment Operator Heavy position in the County Highway Department

- 8-22-PW-4 Authorization to fill Motor Equipment Operator Medium position in the County Highway Department
- 8-22-PW-5 Authorization to increase Fuel Expense, Revenue and Machinery Rental Budgets
- 8-22-PW-6 Authorizing the Chairman of the Legislature and Highway Superintendent to enter into a Three-year agreement for Snow and Ice removal with Towns and Villages of Cayuga County

JUDICIAL & PUBLIC SAFETY:

- 8-22-JP-3 **(REFERRED to Ways)** Authorizing salary adjustment for Assistant District Attorney. **Pecher PULLED JP-3 at Ways**

Motion by Daly to bundle JP 1, 2, 4 & 5, 2nd by McNabb-Coleman, all in favor.

- 8-22-JP-1 **(AMENDED @ JP)** Authorizing the Administrator of the Assigned Counsel Office to appoint Deputy Administrator Indigent Defendants (PT) and setting the rate of compensation
- 8-22-JP-2 Authorizing the Chairman of the Cayuga County Legislature to sign contract with Thomson Reuters for Westlaw services
- 8-22-JP-4 Authorizing the construction of a wall to create new office space in the District Attorney's Office
- 8-22-JP-5 Authorizing the Chair of the Cayuga County Legislature and the Cayuga County Sheriff to enter into a contract with Seneca Stone Corp. to pave a portion of the parking lot at the Cayuga County Public Safety Building.

End of bundle

Motion by Pecher to go into executive session at 6:02PM, 2nd by Daly, all in favor.

EXECUTIVE SESSION: re: Collective negotiations pursuant to article fourteen of the civil service law

Motion by Pecher to come out of executive session at 6:52PM, 2nd by Daly, all in favor.

Motion by Daly to adjourn at 6:53PM, 2nd by McNabb-Coleman, all in favor.