



**MINUTES  
WAYS & MEANS COMMITTEE  
Tuesday, August 20, 2019, Chambers – 5:30PM**

**CALL TO ORDER:** By Hon. Patrick Mahunik called the meeting to order at 5:30PM

**MEMBERS:** Legislators Joseph Bennett (Vice Chair), Elane Daly, Joseph DeForest, Ryan Foley, Christopher Petrus, and Paul Pinckney

**OTHERS:** Legislators Charlie Ripley, Ben Vitale, Keith Batman, Michael Didio, Aileen McNabb-Coleman, Timothy Lattimore, Andy Dennison, County Attorney Chris Palermo, Sheriff Brian Schenck, Under Sheriff Steve Smith, 911 Administrator Denise Spingler, Director of Community Services Ray Bizzari, Budget Director Lynn Marinelli, Planning Director Steve Lynch, Real Property Director Kelly Anderson, Deputy Director of Public Works Carl Martel, County Treasurer Jim Orman, HR Administrator Lisa Lippoldt, Purchasing Director Don Carr, CCC President Dr. Durant, Buildings and Grounds Superintendent Gary Duckett, County Clerk Sue Dwyer, Tricia Kerr, and Deputy Clerk of the Legislature Amanda Morgan

**MINUTES TO APPROVE: July 16, 2019, Motion by DeForest, 2<sup>nd</sup> by Bennett, all in favor.**

**APPOINTMENTS: None**

**Budget Director Lynn Marinelli gives budget update – Attached**

**Discussion:**

Pinckney asks Marinelli to separate EMO from year to date and tell us where what we budgeted for this year and what we have spent. Marinelli says right now 58% of the year through July and their spending is only at 41% of their budget for personnel and their contractual is only 27% of their budget.

**DEPARTMENT UPDATES FOR COMMITTEE:**

- **Kelly Anderson (Real Property)** – The towns of Niles & Moravia have indicated they plan to renew the contract for Assessment Services. Additionally, Springport and Owasco have passed board resolutions authorizing the town to negotiate a contract with the county for services. Resolutions for these contracts are expected for September Ways & Means.
  - We are processing school tax bills with new tax bill printing and mailing vendor.
  - Additionally, more Town Assessors are interested in utilizing the data collection tablets and software that the county contracted for through SDG. This creates significant efficiencies in terms of time and improved accuracy for all at a cost savings to the towns.
  - I am in the process of evaluating positions/titles in the office related to providing assessment services and expect to request adjustments in conjunction with the 2020 Budget.
  
- **Jim Orman (Treasurer)** –
  - Our office has been extremely busy collecting second installment payments of town/county bills. They are being processed in a timely fashion. The staff is to be commended for maintaining a positive outlook with all the taxpayers that have been in the office. In fact, our tax collection unit has received several compliments from the taxpayers.
  - We have processed and sent sales tax payments to towns and villages with no delays to them. They are very appreciative of these timely payments to them.
  - The audit of the County has been completed. It will be presented to the County Legislature at the August meeting.
  - During a regular review of our internal controls with Tompkins Trust Mary Beth discovered an attempt to divert county funds to a private account. I will have more information for you at the meeting.

8-19-WM-1 Authorize contract with RDS Services, LLC to review Retiree Drug Subsidy claims for potential under claimed amounts. **Motion by Bennett, 2<sup>nd</sup> by DeForest, all in favor.**

- **Lisa Lippoldt (Human Resources/Civil Service) –**
  - Continued work on the Comp Analysis with the Consultant and steer group, job descriptions still being returned for comparison to rate factors for accuracy
  - Hired Provisional Human Resources Associate; started August 5th
  - Final phase of Employment and Training Director Panel interviews completed
  - Sent out and received canvassing letters for previous EMO Director applicants
  - Interviewed Canvased Administrative Officer (ES), Setting interview for Provisional Candidates
  - Approval of Steering and Interview panels by the Chair of the Legislators. Setting up dates for the steering committee to meet for review of applications.
  - Continuing to contact local diversity groups to add to application notification list for Civil Service Exams and Job openings
  - Completed first FMLA Supervisory training, another scheduled for September
  - Training dates set up for Sexual Harassment training for all Supervisors and Legislators
  - Mandatory training dates set up for all staff in August and September
  - Aided Sheriff's dept. with Recruitment Open House night
  - Attended Compliance meeting
  - Attended Legislators Meeting

8-19-WM-3 Approving the Collective Bargaining Agreement between the Cayuga Community College Educational Support Professionals Bargaining Unit and the Cayuga Community College for the period September 1, 2017 through August 31, 2022. **Motion by Pinckney, 2<sup>nd</sup> by Foley, all in favor.**

**Motion by Pinckney to go into executive session at 5:54PM, 2<sup>nd</sup> by Foley, all in favor.**

**Motion by Pinckney to come out of executive session at 7:12PM, 2<sup>nd</sup> by Petrus, all in favor.**

#### **RESOLUTIONS:**

**Motion by Bennett on 1A & 1B, 2<sup>nd</sup> by Petrus, all in favor.**

#### **REGULAR MONTHLY RESOLUTIONS:**

- 1A. Authorizing the County Treasurer to Pay July 6 through July 26, 2019 Audit of Claims
- 1B. Authorizing the County Treasurer to Pay July 27 through August 9, 2019 Audit of Claims

#### **WAYS & MEANS:**

- 8-19-WM-2 To adopt Local Law No. 2 for the year 2019, amending Local Law No. 2 of 2009 – establishing the Office of the County Auditor. **Motion by Foley, 2<sup>nd</sup> by Petrus, all in favor.**
- 8-19-WM-4 Appointing Sheila Smith to the Office of County Auditor. **Motion by Bennett, 2<sup>nd</sup> by Daly, all in favor.**
- 8-19-WM-5 **(DRAFT)** Authorizing the funding of certain Capital Reserves. **Motion by Pinckney, 2<sup>nd</sup> by Bennett.**

#### **Discussion:**

Marinelli thinks we need to be a little more careful about which ones we are spending and that we spend some of them down. She says get them back to how the legislature wanted them with the original intention of \$2 million in each and then go from there if they want to set more funds aside. She says it sounds like more sense to have a cleanup resolution and a separate one to contemplate how much to set aside would be a different resolution.

Foley says when we originally discussed these it was to keep on the path of storing away money for capital reserves. He remembers saying that we have excess in fund balance and wanting to put an additional \$2 million into the building maintenance and another \$2 million into the reserves. He said that there might have been another account that money was taken out of and we wanted to replenish that and it was somewhere in the range of \$200,000 to \$250,000. He says now this comes to us and now we are out to \$5 million, which he is hesitant about.

Pinckney asks if we have a repair fund and we have been doing repairs instead of taking it out of the reserve fund then why did we not deplete the repair fund first. Marinelli says it is just not how the resolutions were written. She says really the account for that reserve was set up incorrectly. She says it cannot be set up for capital, reconstruction and repairs which is what the legislature wanted, so that's what was done. She says she can help Palermo put a simple resolution together to fix it and then contemplate putting additional funds aside from the fund balance.

**Motion by Bennett to table to the Legislature Meeting, 2<sup>nd</sup> by DeForest, all in favor.**

**Motion by Petrus to bundle HH 1 & 2, 2<sup>nd</sup> by Foley, all in favor.**

**HEALTH & HUMAN SERVICES:**

- 8-19-HH-1 Authorizing the Chairman of the Legislature and the Director of Community Services to enter into a contract with Cayuga Centers for the Provision of Preventive Services
- 8-19-HH-2 Authorizing the Chairman of the of the Cayuga County Legislature and the Director of Community Services to create and fill one full-time Project Manager
- 8-19-HH-4 Authorize the filling of a vacant Account Clerk Typist position at the Cayuga County Mental Health Center due to a retirement

**End of bundle**

- 8-19-HH-3 **(TABLED)** Authorizing the Chairman of the Cayuga County Legislature and the Director of Community Services to contract with an Epidemiologist for the NYS HEALing Communities Study Grant

**Motion by Pinckney to bundle GO 1-4, 2<sup>nd</sup> by Foley, all in favor.**

**GOVERNMENT OPERATIONS:**

- 8-19-GO-1 Creating Cayuga County Policy Section 10, "Records Management Policies and Procedures"
- 8-19-GO-2 Authorizes Cayuga County Clerk to fill a full time Senior Clerk
- 8-19-GO-3 To adopt the By-Laws for the Cayuga County Veteran's Services Advisory Board (VSAB)

**End of bundle**

- 8-19-GO-4 Authorizing the amendment of the Rules of Order Cayuga County Legislature.

**Motion by Bennett to amend Rules of Order to strike the last two sentences of Rule 16, 2<sup>nd</sup> by Petrus, all in favor.**

**Motion by Bennett to bundle PL 1-4, 2<sup>nd</sup> by Daly, all in favor.**

**PLANNING:**

- 8-19-PL-1 Authorization to fill a vacant Planner position on or after August 16, 2019 due to a resignation of a Planner in August 2019
- 8-19-PL-2 Designating the Cayuga County Convention and Visitors Bureau ("CCCVB") as the Cayuga County Tourism Promotion Agency ("CCTPA") for New York State grant funding for the 2020 State program Year and designating the Program Project Director
- 8-19-PL3 Authorizing Cayuga County to award contract for construction of improvements to Emerson Park Deauville Island using grant funds awarded by the New York State Office of Parks Recreation and Historic Preservation
- 8-19-PL-4 Fixing Day and Notice of a Public Hearing on a Local Law Establishing a Sustainable Energy Loan Program (Open C-PACE) in the County of Cayuga and repealing Local Law No.: 4 of 2018

**End of bundle**

**PUBLIC WORKS:**

**Motion by Petrus to bundle PW 1-3, 2<sup>nd</sup> by Foley, all in favor.**

- 8-19-PW-1 Authorizing the Chair of the Legislature to sign an agreement with a painting contractor to paint the exterior of the Merry-Go-Round Theater at Emerson Park
- 8-19-PW-2 Authorizing the acceptance of a challenge grant in the amount of \$25,000 from the Fred L. Emerson Foundation for a heating and insulating project for the Ward W. O'Hara Agricultural Museum and the Dr. Joseph F. Karpinski Sr. Educational Center and authorizing the acceptance of a \$15,000 donation from Ted O'Hara for the museum

8-19-PW-3 Authorizing the Chair of the Legislature to sign an agreement with Josall Syracuse Inc. to install steel roofing over a portion of the Ward W. O’Hara Agricultural Museum, the entire roof of the administrative offices and the log cabin at Emerson Park (2/3)

**End of bundle**

8-19-PW-4 Authorizing the Chair of the Cayuga County Legislature to sign a one year extension to the agreement for the cleaning of two county buildings the Cayuga County Courthouse and the Historic Post Office.

**Motion by Bennett to amend to the sixth Whereas to read “WHEREAS, GDI has agreed to honor the current agreement with the only increase to be based upon changes in New York State prevailing wage; and”, 2<sup>nd</sup> by Foley, all in favor.**

8-19-PW-5 Authorizing masonry repairs to the steps and pavers of the courthouse including resetting and repointing (2/3).  
**Motion by Petrus, 2<sup>nd</sup> by Foley, all in favor.**

8-19-PW-6 **(TABLED)** Authorization for the Director of Public Works to use Nuisance Wildlife Control Officers to remove and/or eradicate nuisance wildlife on county-owned property and right-of-ways

8-19-PW-7 **(TABLED)** Authorization for the Department of Public Works to develop and execute a flag purchase program

8-19-PW-8 **(TABLED)** Authorization to use New York State Emergency Management license plates on Department of Public Works vehicles

8-19-PW-9 **(TABLED)** Authorizing the Director of Public Works to fill a Highway Supervisor position (Sign Shop)

8-19-PW-10 Authorizing the Director of Public Works to fill a Highway Supervisor position. **Motion by Pinckney, 2<sup>nd</sup> by Petrus, all in favor.**

8-19-PW-11 Authorization for Director of Public Works to fill a Medium MEO position within the Highway Division.  
**Motion by Bennett, 2<sup>nd</sup> by Petrus, all in favor.**

8-19-PW-12 Authorization for Director of Public Works to create and fill a General Highway Supervisor position within the Highway Division. **Motion by Bennett, 2<sup>nd</sup> by Pinckney.**

**Motion by Bennett to bundle PW 13-15, 2<sup>nd</sup> by Petrus, all in favor.**

8-19-PW-13 Authorization to use proceeds from auctioned equipment to purchase the City of Auburn’s used bucket/boom utility truck (2/3)

8-19-PW-14 Authorization for the Chairman of the Legislature and the Director of Public Works to sign an agreement for engineering services in Ridge Road over Yawger Creek Bridge Replacement Project in the Town of Fleming

8-19-PW-15 Authorization for the Chairman of the Legislature and the Director of Public Works to sign an agreement for engineering services on Little Salmon Creek Bridge Replacement Project in the Town of Venice

**End of bundle**

8-19-PW-16 **(TABLED)** Authorization for the Department of Public Works to develop and execute a “Cayuga Challenge” Trail Hiking Program

8-19-PW-17 **(TABLED)** Authorization for the Department of Public Works to develop and execute a “Friends of Cayuga Trails” Program

8-19-PW-18 Accepting and adopting the Regional Master Plan for the efficient delivery of Water and Sewer services in Cayuga County. **Motion by Petrus, 2<sup>nd</sup> by Daly, all in favor.**

**JUDICIAL & PUBLIC SAFETY:**

**Motion by Bennett to bundle JP 1-2 & 4-7, 2<sup>nd</sup> by Foley, all in favor.**

- 8-19-JP-1 Authorizing Chair of the Legislature to temporarily fill six (6) part time Administrative Officers in the Emergency Management Office as Job 2 positions for the qualified ES Coordinators
  
- 8-19-JP-2 Authorizing a budget transfer in FY2019 EMO Budget for critical safety repairs to the Cayuga County Fire Training Tower
  
- 8-19-JP-4 Authorize the Sheriff to fill one Deputy Sheriff, one Deputy Sheriff Corporal and resulting backfills in the Law Enforcement Division of the Cayuga County Sheriff's Office
  
- 8-19-JP-5 Authorize the Sheriff to fill two vacant Sheriff Custody Officer Positions in the Custody Division of the Cayuga County Sheriff's Office
  
- 8-19-JP-6 Authorizing the creation of a temporary leave bank for a Cayuga County Sheriff's Employee
  
- 8-19-JP-7 Authorize the Chair of the Legislature to sign a contract with Tetra Tech for the purposes of improving emergency management plans, training, and exercises in Cayuga County

**End of bundle**

- 8-19-JP-3 **(Defeated @ Judicial)** Resolution to amend the 2019 Budget to include revenue and appropriations related to the Adventfs Traffic Education Program

**Motion by Bennett to adjourn at 8:01PM, 2<sup>nd</sup> by Foley, all in favor.**

## Review of Budget Thru July 2019

1. Sales tax revenue shows the reversal of the accrual (\$4M) which is contributing to the large fluctuation. Still on track to hit budget of \$23 million. Car receipts thru July are almost exact compared to 2018.
2. In Legislative contracts, the primary expenditure is insurance. Budget on track.
3. Salary sweeps have not been done yet this year to replenish the contingency account.
4. Real property revenue is received later in the year. Consistent with prior years.
5. County Treasurer revenue
  - a. Recognizing tax revenue 1/12 per month. This is different than in prior years when the property tax was recorded all at once.
  - b. Interest Income (Investment income) is at \$686,000 YTD. 2019 budget is \$240,000. Unrealized gains and losses on investments are also recorded in this account. Loss in market last year but gain this year. Should be over budget in this account by \$500,000 as long as the market doesn't drop substantially.
  - c. Gain from sale of property at the auction is over budget by \$410,000.
6. IT department's revenue is all posted at the end of the year. Expenditures still look in line with budget.
7. Jail revenue is on track with the budget. Should be over budget by at least \$200,000.
8. Buildings revenue – lag for work crew revenue from DSS.
9. Education of Physically Handicapped Children is still showing negative revenue due to the reversal of the revenue accrual. Revenue has not yet started to come in.
10. DSS admin – monthly claims are not all posted yet. Revenue is behind expenditures.
11. State Training Schools – Only reversal of expense accrual
12. Safety Net account projected to be over budget by \$250,000.
13. Youth Bureau needs a budget adjustment or re-class of expenses from Assigned Council due to full time position being budgeted in assigned council.

## D Fund

1. Salt expenditures are over budget for State (\$70k) and County (#65) roads in 2019. They were also over budget in 2018. Budget adjustment needs to be done in 2019. Yearend salt purchases will also be at a higher price.

Treasurer's office has started to record accounts receivables when departments send vouchers to their office. This is different than in past years. Usually only did this at year end. This will make revenue appear to be higher than in previous years, but it more accurately portrays where the budget is.