



MINUTES
WAYS & MEANS COMMITTEE
Tuesday, October 15, 2019, Chambers – 5:30PM

CALL TO ORDER: By Hon. Patrick Mahunik

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

OTHERS: Legislators Aileen McNabb-Coleman, Charlie Ripley, Keith Batman, Ben Vitale, County Attorney Chris Palermo, Sheriff Brian Schenck, Youth Bureau Director Lloyd Hoskins, Real Property Director Kelly Anderson, Director of Community Services Ray Bizzari, County Treasurer Jim Orman, HR Administrator Lisa Lippoldt, Budget Director Lynn Marinelli, Chief Assistant County Attorney Richard Graham, Office of the Aging Director Brenda Wiemann, Purchasing Director Don Carr, Buildings and Grounds Superintendent Gary Duckett, Civil Service Commissioner Bruce Sherman, Citizen Reporter Ryan Franklin, and Deputy Clerk of the Legislature Amanda Morgan

MINUTES TO APPROVE: September 18, 2019, Motion by Daly, 2nd by Petrus, all in favor.

APPOINTMENTS: None

PUBLIC HEARING: Opened at 5:39PM

- To accept input from the public on the 2019 Cayuga County Shared Services Plan

DEPARTMENT UPDATES FOR COMMITTEE:

- **Kelly Anderson (Real Property) –**
 - The office has set a schedule for covering hours in the 4 towns that we are providing contracted assessment services in (Moravia, Niles, Owasco and Springport). We are cross training 3 people to be able to do various aspects of the assessment function. All feedback so far has been very positive.
 - In November, I will be requesting to upgrade the Data Collector position to that of Assessor. This request will not result in an increase in staff and will be more than covered by the additional revenue for the 2 new assessment contracts.

10-19-WM-1 Authorizing the Settlement of the Matter of Coopers Mobile Manor, Inc. vs. the Assessor for the Town of Aurelius, County of Cayuga New York; the Board of Assessment Review for the Town of Aurelius, County of Cayuga, New York, (Index Nos. 2018-814, 2019-0847) and the Execution of a Consent Judgment and Order of Consolidation. **Motion by Petrus, 2nd by DeForest, all in favor.**

10-19-WM-2 Authorizing the Settlement of the Matter of Generations Bank vs. the Assessor for the City of Auburn, County of Cayuga New York; the Board of Assessment Review for the City of Auburn, County of Cayuga, New York, (Index Nos. 2016-536, 2017-525, 2018-656, 2019-686) and the Execution of a Consent Judgment and Order of Consolidation. **Motion by DeForest, 2nd by Bennett, all in favor.**

- **Jim Orman (Treasurer) –**
 - Jen Indelicato drafted and mailed 1449 tax lien notices to people with delinquent taxes. This is a procedure she initiated to help reduce the number of people with delinquent taxes. It is not a required obligation on our part. Last year she mailed 1681 notices. This is an indication this is working successfully.
 - We need to discuss the role of Jen Indelicato continuing as Compliance Officer for the County. This is a very complex and time consuming job. Although an original stipend was brought forth none has materialized. The first step is make clear to all what this position means and the ramifications to the County in areas that are not compliant. I will also be addressing a resolution that was tabled last month. Thank you.
 - Our payroll unit has partnered with ADP in a program called WISLEYCARDS. They are debit cards issued to employees instead of checks for requested amounts (i.e. Christmas Clubs, seasonal employee checks, etc.). There is no cost to the County or employee. This will eliminate any lost checks which require an abundance of administrative work in payroll to correct.

10-19-WM-4 Terminate the incentive program related to the Canada Rx program. **Motion by Bennett, 2nd by Pinckney, all in favor.**

• **Lisa Lippoldt (Human Resources/Civil Service) –**

- We continue to increase the number of community groups we are sending our civil service job and exam notifications.
- Received a certificate of acknowledgement by USERRA for our support and work towards Veteran hires in our community.
- We have our EOC form for all applicants up and running on our EGov application site to capture the number of those applying for positions within the County and tracking. For the month of September 2019 we have had the following

Male	34% of applicants
Female	65% of applicants
Non-binary	1% of applicants
White	93%
African American	3.5%
Pacific/Asia	3.5%
	Minority total: 7% of those who filled out EOC form

Of those who sat for the September 28th Exam date whom filled out the EOC NY State form:

All were female. 93% of the individuals were white and 7% were minorities.

We have completed 18 sessions for mandatory training for all staff. We have 89% of all staff have completed the sexual harassment training and 87% of all staff have completed both the sexual harassment and annual training programs. We will be having a few more sessions to capture those who are still left to complete the trainings.

The updated Sexual Harassment policy and form are completed and being presented to the Legislative body for approval which will then be put online for everyone.

Changes made the Human Resources Department portion of the website for those looking for jobs to make it more eye catching and easier.

Human Resources Administrator has completed the first week of Civil Service Institute Training and will be returning for week two October 21st through the 24th.

RESOLUTIONS:

WAYS & MEANS:

10-19-WM-3 **(Not for Committee Action-Previously passed @ Ways)** Setting compensation for County Compliance Officer for 2019 (2/3 vote required)

10-19-WM-5 Approving claims of the Clerk of Legislature Office and authorizing the County Treasurer to pay. **Motion by Bennett, 2nd by Pinckney, all in favor.**

10-19-WM-6 Approving the Collective Bargaining Agreement between the Civil Service Employees Association, Inc. and the County of Cayuga for the period of January 1, 2019 through December 31, 2022. **Motion by Petrus, 2nd by Bennett, all in favor.**

Motion by Bennett to bundle HH 1-7, 2nd by Petrus, all in favor.

HEALTH & HUMAN SERVICES:

10-19-HH-1 Authorizing the Chairman of the Cayuga County Legislature and the Director of the Office for the Aging to enter into an agreement with Nazareth College School of Social Work MSW program for student field placement for the 2019-2020 school year.

10-19-HH-2 Authorizing the Public Health Director to carry out a budget modification in the immunization program budget

10-19-HH-3 Authorizing the Chairman of the Legislature and the Public Health Director to extend the public Health Preparedness contract with HRI (working in collaboration with NYSDOH) and accept funding for the time period of 7/1/19-6/30/20

- 10-19-HH-4 Authorizing the amendment of a temporary leave bank for a Cayuga County Department of Social Services employee which was created through Resolution #204-19
- 10-19-HH-5 Authorizing the Chairman of the Legislature and the Director of Community Services to accept \$25,000 funding from NYS OTDA and enter into a contract with CAP
- 10-19-HH-6 **(Amended @ HHS)** Fixing Day and Notice for Public Hearing on Local Law No. _____ for the year 2019- regulating the use of polystyrene foam disposable food service ware by food service establishments in Cayuga County.
- 10-19-HH-7 Resolution urging the State to provide funds to offset federal cuts to the Senior Nutrition Program

End of bundle

GOVERNMENT OPERATIONS:

- 10-19-GO-1 **(TABLED @ Gov't Ops)** Designating Cayuga County as a HIPAA Hybrid Entity
- 10-19-GO-2 **(TABLED @ Gov't Ops)** Creating Cayuga County "HIPAA Policy" Section 12, Cayuga county Policy Manual
- 10-19-GO-3 **(DEFEATED @ Gov't Ops)** Adopting a set of Legislative Guidelines to help Promote consistency in the decision-making process.

Motion by Pinckney to bundle GO 4-9, 2nd by Bennett, all in favor.

- 10-19-GO-4 Authorizing the County Attorney to fill the position of Confidential Secretary.
- 10-19-GO-5 Authorization to abolish a full time Senior Clerk Position and create a full time Index & Recording Clerk Position in the County Clerks Recording Office.
- 10-19-GO-6 Amending Resolution 324-19 to abolish a PT Clerk Position and create a PT Veterans Services Officer Position and set the salary.
- 10-19-GO-7 Authorizes Cayuga County Veterans Services to abolish one PT Clerk Position and create and fill one PT Veteran Services Assistant Position.
- 10-19-GO-8 Resolution regarding the 2019 Cayuga County shared Services Plan
- 10-19-GO-9 Resolution amending and re-stating the Non-Discrimination/Prohibited Harassment Policy, Section 46 of the Cayuga County Policy Manual

End of bundle

PLANNING:

- 10-19-PL-1 Resolution authorizing the renewal of County Agricultural District #5. **Motion by Petrus, 2nd by Daly, all in favor**

PUBLIC WORKS:

- 10-19-PW-1 Authorizing the Chair of the Legislature to sign an agreement with the lowest responsible bidder on ITB-2019-17 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.

Motion by Bennett to amend the title and resolution to "ITB-2019-18", 2nd by Pinckney, all in favor.

Motion by Petrus on resolution as amended, 2nd by Daly, all in favor.

Motion by Pinckney to bundle PW 2-6, 2nd by Daly, all in favor.

- 10-19-PW-2 Authorization to fill a vacancy of an individual who is retiring: Building Maintenance Mechanic, Parks & Trails Department
- 10-19-PW-3 Authorization to amend the snow and ice agreement with NYS for 2018/19
- 10-19-PW-4 Authorization to sign supplemental agreement #4 with NYS DOT for County Route 43C over Owasco Outlet Bridge Replacement Project
- 10-19-PW-5 Authorizing the Chairman of the Legislature and Director of Public Works to enter into a three-year agreement for snow and ice removal with Towns of Cayuga County
- 10-19-PW-6 Resolution to authorize the Chairman to sign a Shared Services Agreement

End of bundle

JUDICIAL & PUBLIC SAFETY:

- 10-19-JP-1 Authorizing the Chairman of the Cayuga County Legislature and the Cayuga County 911 Administrator to accept a Public Safety Answering Point (PSAP) Grant to offset personnel and operational costs in the Cayuga County 911 Center. **Motion by Bennett, 2nd by Daly, all in favor.**
- 10-19-JP-2 **(TABLED @ JPS)** Authorization to create a full-time Assistant District Attorney position in the District Attorney's Office and setting the salary
- 10-19-JP-3 Authorization to create and fill a support staff (Confidential Secretary to DA) position in the District Attorney's Office together with setting the salary. **Motion by Bennett, 2nd by DeForest, motion defeated – Noes – Pinckney, Daly, and DeForest, Ayes – Mahunik, Bennett, and Petrus.**
- 10-19-JP-4 Authorization to create a second Court Reporter position in the District Attorney's Office and setting the salary. **Motion by Bennett, 2nd by DeForest, motion defeated – Noes – Pinckney, Daly, and DeForest, Ayes – Mahunik, Bennett, and Petrus.**
- 10-19-JP-5 Resolution to amend the 2019 Budget to include revenue and appropriations related to the Adventfs Educational Program. **Motion by Bennett, 2nd by DeForest.**

Discussion:

Petrus says that this is revenue and it is his understanding that we need this budget line item in order to have a place to put the money. Palermo says there is already a line item in the district attorney's budget for revenue that they have been using to put the funds. Petrus says it was his understanding that this would separate the Adventfs. Palermo says he thinks he wants an expense line. Daly says when this came up she still does not understand why he has a revenue line in his budget for this. She says her understanding is he wants to accept the full \$50,000 into his 2019 budget, but she has no reason to understand why the full \$50,000 of revenue has to come in just to get him through this point to the end of his calendar year. She says the ADA who has been working on CARP has been vacant, so there should be salary in there.

Motion defeated – Noes – Pinckney, Daly, Mahunik, and DeForest, Ayes –Bennett, and Petrus.

- 10-19-JP-6 Authorizing the Chairperson of the Cayuga County Legislature and the Cayuga County E-911 Administrator to accept a New York State Division of Homeland Security & Emergency Services State Homeland Security Program (SHSP) Grant to enhance the All Hazards Preparedness and Response Capabilities of Cayuga County, and to authorize the Cayuga County Treasurer to amend the Emergency Management 2020 Budget (A3640) by creating a revenue and a contractual line in order to accept and execute the purposes of the grant. **Motion by Bennett, 2nd by DeForest, all in favor.**
- 10-19-JP-7 Authorizing the Chairperson of the Cayuga County Legislature and the Cayuga County E-911 Administrator to accept a New York State Technical Rescue and Urban Search and Rescue (USAR) Grant. Funding is through the Division of Homeland Security & Emergency Services State Homeland Security Program. To authorize the Cayuga County Treasurer to amend the Emergency Management 2020 Budget (A3640) by creating a revenue and a contractual line in order to accept and execute the purposes of the grant. **Motion by Bennett, 2nd by Daly, all in favor.**

10-19-JP-8 Authorizing the Chairperson of the Cayuga County Legislature and the Cayuga County E-911 Administrator to accept a New York State Division of Homeland Security and Emergency Services FY19 Emergency Management Performance Grant (EMPG) to enhance All Hazards Preparedness, Mitigation, Response, and Recovery. **Motion by Bennett, 2nd by Daly, all in favor.**

Motion by Petrus to bundle JP 9-14, 2nd by Bennett, all in favor.

10-19-JP-9 Authorize the Sheriff of Cayuga County to transfer monies from Jail Construction/Renovation Funds to Building/Maintenance and Computer Support Funds.

10-19-JP-10 Authorizing the Sheriff's Office to accept funding through the 2018 Operation Stonegarden Grant from the Division of Homeland Security and Emergency Services and amend the 2019 Sheriff's grant budget to accept the 2018 funding.

10-19-JP-11 Authorizing the Sheriff's Office to accept funding through the 2018 SLETPP (State Law Enforcement Terrorism Prevention Program) grant from the Division of Homeland Security and Emergency Services to support prevention and preparedness efforts and amend the 2019 Sheriff's grants budget to accept the 2018 funding.

10-19-JP-12 Authorizing the Sheriff's Office to accept funding through the 2019 SLETPP (State Law Enforcement Terrorism Prevention Program) Grant from the Division of Homeland Security and Emergency Services to support prevention and preparedness efforts and amend the 2019 Sheriff's grants budget to accept the 2019 funding.

10-19-JP-13 Resolution authorizing the Sheriff to fill one Clerk position due to the retirement of the current Clerk in the Sheriff's Office.

10-19-JP-14 **(Added after JPS)** Appointing the Director of Emergency Management Services

End of bundle

LEGISLATURE:

10-19-LEG-1 **(TABLED @ Planning)** Supporting the Cayuga County Power Utility Service Agency in their efforts to bring a biogas pipeline to Cayuga County

Mahunik gives update on the salary study. He met last night with Daly, Vitale, Didio, Lippoldt, and Rich with the consultant. He says they will be bringing forth the information from that study. He says the consultant has graded out all of the position, so it will go to caucus and allow everyone to digest the information. He says there is a salary structure in place which is just a recommendation and does not mean what we have to do right away. He thinks the process has been very thorough and the consultant has done a great job getting us all of the information that we need. He says there will possibly be a resolution coming to November Ways and means, but they want to give all the legislators time to digest the impact that it would be.

Mahunik closes Public Hearing on Shared Services input at 6:08PM

Motion by Pinckney to adjourn at 6:09PM, 2nd by DeForest, all in favor.