

**WAYS & MEANS
COMMITTEE MINUTES
SEPTEMBER 18, 2007**

ATTENDANCE: Hon. Legislator Paul Dudley, Chair, Hon. Legislator Steve Cuddeback, Hon. Legislator Raymond Lockwood, Vice-Chair, Hon. Legislator Francis Mitchell, Hon. Legislator Ann Petrus, Hon. Legislator Daniel Schuster, and the Hon. Legislator George Fearon, Chairman

EXCUSED: Hon. Legislator Linda Murphy

OTHERS PRESENT: Wayne Allen, County Manager, Sheriff David S. Gould, Jeffrey Edwards, Chair, Commissioner of Civil Service, Faye Hatfield, Human Resources Administrator, Debra English, Nursing Home Administrator, Frederick Westphal, County Attorney, George Wethey, County Highway Superintendent, Alan Kozolwicz, Director of Real Property Tax Service, Elane Daly, Director of Health & Human Services, Michael Pawlenko, Superintendent of Buildings & Grounds, Gary Duckett, Park Maintenance Supervisor (arrived at 6:50 p.m.), David Blair, Director of Community Mental Health, Brian Dahl, Director of Emergency Services, Ed Sayles, Producing Director, Merry-Go-Round Playhouse, Laura Coburn, Public Relations, Merry-Go-Round Playhouse, Paul Padlick, Deputy Treasurer, Cheryl Heary, Commissioner of the Board of Elections, Dennis Sedor, Commissioner of the Board of Elections, Fred Lewis, Senior Computer Systems Technician, Diana LaMattina, Reporter, The Post Standard, Shane Liebler, Reporter, The Citizen, and Lisa Sigona, Recording Secretary.

CALL TO ORDER: Hon. Legislator Paul M. Dudley, Chair, called the Ways & Means Committee Meeting for a **special presentation and budget overviews** to order on Tuesday, September 18, 2007 at the Cayuga County Office Building, Caucus Room 2, 6th Floor at 5:20 p.m.

Hon. Legislator Paul M. Dudley, Chair, called the Regular Monthly Ways & Means Committee Meeting to order on Tuesday, September 18, 2007 at the Cayuga County Office Building, Caucus Room 2, 6th Floor at 6:02 p.m.

MINUTES TO APPROVE: Hon. Legislator Dudley asked for a motion to approve the Ways & Means Committee Meeting Minutes of August 21, 2007. Motioned by Hon. Legislator Lockwood, seconded by Hon. Legislator Schuster. All members present voted in favor of the motion to pass the minutes as is.

PRESENTATION:

Ed Sayles, Producing Director, of the Merry-Go-Round Playhouse Theater made a presentation to the Committee regarding a meeting with Senator Nozzolio and the Call to Action Blueprint for Our Region's Future group where the idea for a large scale Musical Theatre Festival in Cayuga County has taken off quickly. There is a shared interest in this event happening with fundraising commitments from the Emerson Foundation, Allyn Foundation, Schwartz Family Foundation, Stardust Foundation and the City of Auburn.

Mr. Sayles is asking the Committee to commit to a \$25,000 allocation to be used for a feasibility study to be done on the festival. This is equivalent to the \$25,000 that the City of Auburn has already committed to. Mr. Sayles feels it would be a nice venture to have the City and the County working together for economic development in Cayuga County. It is possible this festival could bring 200,000 people into Cayuga County. Currently, it would be ambitious to say the event would be held in 2010, it most likely will be more toward 2011. Several locations were discussed where it could be held, but nothing definite has been decided to

date. The Committee asked Mr. Sayles who would be overseeing the money and costs of the event. Mr. Sayles is designated as the person to oversee the project. Mr. Sayles handed a letter to the Committee regarding the information he presented.

The Committee decided that, this year, to commit to the \$25,000 it would take a 2/3'rds vote and the money would have to be pulled out of the contingency account. They felt it would be better to put it in the 2008 budget as a line item instead. The Committee felt they cannot give a commitment to being on board with this until the budget is voted on. There is no opposition to this from the Committee, except from Mr. Mitchell.

BUDGET OVERVIEWS:

REAL PROPERTY TAX ASSESSMENT SERVICES – Alan Kozolwicz

Mr. Kozolwicz discussed an overview of his 2008 budget. He requested the Committee discuss, give feedback and give a decision on dropping the online fee charges Cayuga County charges for the Tax Assessment Database access. It costs \$8 a month to view tax maps online. The Towns/Villages and Legislature view these tax maps for free. If the Committee were to allow Mr. Kozolwicz to stop collecting the revenue for online access charges it will cut down on his staff time, which will give his staff time work on customized reports, etc. He did note to the Committee most Counties that surround us **do not charge** for this service.

The Committee voted on to charge or not to charge for the online access fee charges as follows:

Dudley – Do Not Charge

Cuddeback – Absence at time of vote

Lockwood – Charge Fees

Mitchell – Charge Fees

Murphy - Excused

Petrus – Do Not Charge

Schuster – Do Not Charge

Vote: 3 to 2 – the Do Not Charge's have it, with Mr. Lockwood and Mr. Mitchell voting for charging fees.

Mr. Kozolwicz explained his staff spends a lot of time on this and this would free them up to do more custom reports for real estate agencies, etc. which is much more profitable than the \$8 monthly online access fee. Moved by Mr. Lockwood.

DEPARTMENT OF HUMAN RESOURCES AND CIVIL SERVICE COMMISSION – Jeffrey Edwards and Faye Hatfield

Mrs. Hatfield presented the budget overview. There is a request for one-time equipment expenditures when the office gets additional space across the hall for: a table, chairs, desk and new filing cabinets – the old filing cabinets are unstable, drawers are off tracks, some are not locking properly and all files needs to have locking mechanisms for confidentiality issues. County share is 2.8%. The County has to provide other expenditures that are assigned such as fringe benefits and telephone costs.

Mr. Allen would like to see the Human Resource office take the direction of a full service Human Resources department. He would like to see the payroll and benefits moved to the Human Resource Office and for the Human Resource Office to also take over workers' compensation. Currently the payroll, health insurance and benefits are located in the County Treasurer's office. Once the new software is purchased, employees will have the ability to log on and look at their own information, amend their benefits package and will have better access to their own personal information, probably in the later part of 2008.

TREASURER'S OFFICE – Paul Padlick

Mr. Padlick presented the overview of the budget. No new employees are scheduled on the 2008 budget. The budget has the normal operating expenditures with no increases in line items.

Mr. Padlick spoke about cash management, policies and procedures for the office. Everyone in the department is documenting their procedures of how they do their work, online and in manuals. Along with that the department is planning cross training of positions – payroll and health insurance – alternating the process – 2 months on and 3 months off of doing the duties; two (2) employees on board audits; two (2) employees on receipts; two (2) employees on payroll. The written policies and procedures will be tested.

Another avenue to look at is online tax payments to help County Taxpayers make tax payments instead of mailing or having to come into the County Office Building to make payments. Other Counties are already offering this service, but again, it will depend on the Computer Software Program that is purchased and it's capabilities in this area.

In summary, the Treasurer's Office is looking to streamline everything and to cross train their employees.

APPOINTMENTS AND RE-APPOINTMENTS:

It was discussed in Committee regarding the replacement of the Hon. Legislator Bernard Smith's on standing committees for the last three months of the year. It was decided that the Chairman of the Legislature could do the ratification to fill the vacant seats on Committees that Mr. Smith sat on.

Cayuga County Community Services Board:

Linda Albrecht, 67 Firelane 21, Cayuga, NY 13034, term – 9-25-07 to 12-31-08.

Discussion: Present by Mrs. Petrus. Went through Health and Human Services Committee. Unanimously all in favor, passed.

RESOLUTIONS: The Committee discussed and unanimously approved the following resolutions, unless otherwise noted:

REGULAR MONTHLY RESOLUTIONS:

1. Auth. payment of July Audit of Claims
2. Auth. payment of Utilities.
3. Auth. payment of all Central Services for July 07
4. Auth. payment of Claims for the Nursing Home
5. Auth. payment of Claims for the Sr. Nutrition Program.
6. Auth. payment of Claims for Thruway Tolls.
7. Auth. payment of Claims for Credit Card Charges.
8. Auth. payment of Legal Notices.
9. Auth. payment of Various Capital "H" Projects.
10. Auth. payment of Claims for Various Equipment Leases.
11. Auth. payment of Parcel Services.

Motioned by Mr. Cuddeback. Resolutions 1 through 11 were unanimously voted on. Discussion: None. All in favor, passed.

WAYS & MEANS RESOLUTIONS:

12. Authorizing the Chairman of the County Legislature to Sign a Contract for the Professional Services Provided to Administer Physical Fitness. **Presented by Mr. Edwards. Discussion: A former employee of the College who used to work a twelve (12) month schedule and who now works a ten (10) month schedule, is seeking payment for services rendered. Civil Service will pay \$30/hr. for services during the two (2) months the employee is not scheduled to work at the College but has Deputy Sheriff and/or Correction Officers' physical fitness testing to administer. Money is budgeted. Unanimously all in favor, passed.**
13. Authorizing the Chairperson of the Legislature to Sign a Contract with Locey & Cahill to Prepare and File the Actuarial Attestation Statements, Forms, Reports and Claims Associated with the Medicare Part D Retiree Drug Subsidy Program for Cayuga County. **Motioned by Mrs. Petrus.**

Discussion: Prorated to whatever the percentage comes in at based on the actuarial report, out of reserves. Unanimously all in favor, passed.

14. Authorizing the County to Vacate that Portion of the 2006 in Rem Tax Foreclosure Proceedings Whereby the County Incorrectly Acquired Title to One Parcel of Property and Authorizing the Return of said Parcel to the Previous Owner. **Discussion: 2006 tax foreclosure that should have not gone through auction. Signed agreement, redeemed property. Unanimously all in favor, passed.**
15. Authorizing the Correction of Tax Errors in Several Towns. **Discussion: Various towns, normal monthly corrections to tax errors. Unanimously all in favor, passed.**
- 15A. (Added 9-14-07) Authorizing the Repurchase of Tax Delinquent Property Owned by Cayuga County. **Discussion: Chairman pulled the property from auction, keep property owner connected to the property, giving property back to property owner, Community got behind owner. Unanimously all in favor, passed.**

WAYS & MEANS SUB-COMMITTEE RESOLUTIONS:

GOVERNMENT OPERATIONS:

16. Accepting Proposal for Municipal Financial Software, Establishing Capital “H” Project No. 07- (Tyler Software) for the Purchase, Installation, Training and other Associated Costs for Tyler Technologies, Inc. and Authorizing the Chairman of the Cayuga County Legislature to Sign Agreements, and Authorizing the Transfer of Funds from the Contingency Account. (Bold added 9-18-07) **Discussion: Treasurer to do in-house bonding. Would not be borrowing from the Contingency Fund. \$450,000 committed, \$300,000 would be in-house borrowing until 2008. Coverage to go out to bond will not purchase everything at once, doing in phases, but it is necessary to make a financial commitment for the entire project. This is a new step forward and the County needs to get it done, it’s a good financial deal. If we use a Capital “H” project it is necessary to identify it now. Unanimously all in favor, passed.**
17. Authorizing an Increase in Payment Schedule for Election Inspectors and Custodians. **Motioned by Mr. Lockwood, seconded by Mrs. Petrus. Discussion: Presented by Mrs. Heary and Mr. Sedor, the County is now responsible for paying numerous Election Inspectors and Custodians, whereas before the Towns paid them. Now everything has to go through the Board of Elections, no cost to the County, Towns will reimburse the County. Unanimously all in favor, passed.**
18. Repealing Res. No. 487-07 and Approving Cayuga County Community College’s 2007 Master Plan Update. **Discussion: The money amount was incorrect. There is no impact for the County. Unanimously all in favor, passed.**
19. Authorizing the Chairman of the Legislature to Allow the Transfer of Monies within the Veterans Service Agency 2007 Budget. **Discussion: from line item, Office Supplies, budget neutral, \$550 for the fax machine. Unanimously all in favor, passed.**
- 19A. (Added 9-18-07) Authorization to Create and Fill a Full-Time Paralegal Position in the County Attorney’s Office and Abolish a Part-Time Senior Typist Position. (2/3) **Discussion: Presented by Mr. Westphal and he has requested this position in the 2008 budget, also. The Part-Time Senior Typist resigned and will be going to a new position in another County department in two (2) weeks. That position paid \$17,000 to \$18,000 a year; the new position would be paid at a Step 1, \$31,550 a year. There would be a need for \$3,701 between now and the year-end from the Contingency Fund to cover the upgrade of the position. This would help Mr. Westphal to have another Paralegal on staff to assist with the workload and should help the office to get caught up and stay on top of issues as they arise. Unanimously all in favor, passed.**

JUDICIAL & PUBLIC SAFETY:

20. Authorizing the Sheriff and the Chairman of the Cayuga County Legislature to Sign Agreements to Provide Religious Services for the Sheriff’s Custody Division at the Cayuga County Public Safety

- Building through September 6, 2008 only. **Discussion: Sheriff Gould was asked to put a cap on the time limit of the contract. The contract is for \$35/week up until 9/6/08 and will end on that date. From that point forward there will be no contracts paid out to provide religious services to inmates after that date. Unanimously all in favor, passed.**
21. Authorizing the Chairman of the Legislature to Accept a Grant from the State of New York Tracs Program for the Cayuga County Sheriff's Dept. Road Patrol. **Discussion: Sheriff explained the computer will print out the tickets right in the police car. Grant is in the amount of \$26,000. Unanimously all in favor, passed.**
 22. Amending the 2007 Emergency Management Budget A3640 for Actual Funds Received from the Hazardous Materials Emergency Preparedness (HMEP) Grant in 2007. **Motioned by Mr. Lockwood. Discussion: More revenue of \$606, which will offset the Emergency Management Director's salary. Unanimously all in favor, passed.**
 23. Authorizing the chairman of the Legislature to Authorize Increase of Disciplinary Surcharge for Inmates Convicted of Misbehavior at the County Jail. **Unanimously all in favor, passed.**
 24. Authorizing the chairman of the Legislature to Authorize the Sheriff of Cayuga County to amend Res. No. 556-07 to Purchase Pistols, Holsters, Magazine Holders and Ammunition from Amchar, Eagle Point and New York Police Supply and amend the Budget. **Discussion: This resolution amended for vendor name change only. The amount remained the same. Unanimously all in favor, passed.**
 - 24A. **(Added 9-18-07)** Fixing Day and Notice of a Public Hearing on a Proposed Local Law Authorizing Creation of a Cayuga County Auxiliary Police Unit and Extending Workers' Compensation Coverage to such Organization Pursuant to Section 2 of the Workers' Compensation Law. **Discussion: This was a last minute addition to agenda. Mr. Dahl is not sure how, when and where the workers' compensation coverage was dropped. This is just to set the day and hearing notice, 10/23/07. Unanimously all in favor, passed.**

PUBLIC WORKS:

25. Authorizing the Clerk of the Cayuga County Legislature and the Superintendent of Buildings and Grounds to Advertise and Receive Sealed Bids for Fire Extinguisher Inspections. **Discussion: To go out to bid only. Countywide there has only been one (1) vendor to do everything. Unanimously all in favor, passed.**
26. Approving the Transfer of Funds from Disc Golf Revenue to Park Improvements. **Discussion: Presented by Mr. Allen. Transfer of \$2,500 for other park improvements. Unanimously all in favor, passed.**
27. Authorizing the Purchase of New Decking for the West Shore Trail Bridge Number 11 (2/3) **Discussion: Presented by Mr. Allen. Not to exceed \$3,000 for equipment, budgeted for bridge on East Brutus Street. Unanimously all in favor, passed.**
28. Budget Transfer of the 2007 Cayuga County Highway Budget. **Discussion: To cover transfer of monies for County/State Salt mileage. Unanimously all in favor, passed.**
29. Approving Per Mile Rates for Snow Removal. **Discussion: Reflects 3.25% increase. Unanimously all in favor, passed.**
30. Authorization to Fill a Heavy M.E.O. Position within the Highway Dept. **Discussion: Retirement of an employee, promotion of another employee and to fill lower position. Unanimously all in favor, passed.**
31. Authorization to Hire Part Time Seasonal Laborers. **Discussion: To hire retirees to help man the radios (dispatching) in the Highway Department. Unanimously all in favor, passed.**
32. Authorization to Create and Fill Senior Account Clerk Position and Upon Filling of Sr. Account Clerk Position Abolish Account Clerk Typist Position and Part-Time Data Entry Operator Position. **Discussion: Resignation of Account Clerk Typist, combine two (2) positions into a high-grade position with a 40-hour work week. Unanimously all in favor, passed.**
33. Authorization to Create and Fill the Position, Part-Time within the Parks & Trails Dept. **Discussion: Mr. Allen presented. This would be a new position that would help relieve duties of the Assistant and the Parks Supervisor to enable them to do more work out in the field. Not**

a budgeted position. \$4,300 from contingency fund would be needed for the remainder of 2007 to fund the salary/fringe benefits.

Vote: 4 to 2, the no's have it, failed, Mr. Schuster & Mr. Lockwood voting yes.

Dudley – No
Cuddeback – No
Lockwood – Yes
Mitchell – No
Murphy – Excused
Petrus – No
Schuster – Yes

34. Authorization to replace and upgrade Exit Signs for the Cayuga County Office Building. **Unanimously all in favor, passed.**

HEALTH & HUMAN SERVICES:

35. Authorizing the Clerk of the Cayuga County Legislature and the Administrator of the Nursing Home to Request Proposals for the Engineering of the Fire Control and Heating and Air Conditioning Room Units for the Cayuga County Nursing Home. **Discussion: This is to go out for RFP's (bids) and Health & Human Services Committee supported. Does not need Ways & Means Committee's approval.**
36. Authorizing the Chairman of the Legislature and the Director of Health & Human Services to Enter into a Contract with Cayuga Health Association to Provide Aide Services. **Discussion: Routine contract renewal. Unanimously all in favor, passed.**
37. Authorizing the Chairman of the Legislature and the Director of Health & Human Services to Contract with Multiple Service Agencies and Individuals for the Provision of Services for Children Eligible for EI and 3-5 Services. **Discussion: Routine contract renewal. Unanimously all in favor, passed.**
38. Authorizing the Chairman of the Legislature and the Administrator of Cayuga County Nursing Home to Enter into an Agreement with Jules Vega to Provide Physical Therapy Service to Cayuga County Nursing Home Residents. **Motioned by Mr. Schuster. Unanimously all in favor, passed.**
39. Authorize the Chairman of the Cayuga County Legislature and the Director of Community Services to Enter into an Agreement with Tom's Body Shop and Auto Sales for the Repair/Painting of Mental Health 2001 Dodge Ram. **Discussion: Mr. Blair presented. Vehicle is still road worthy. Cost \$3,300. County Motor Pool does not have a paint shop in-house. Unanimously all in favor, passed.**
40. Authorizing the Chairman of the Legislature and the Director of Health & Human Services to Enter into a Contract with the Sate to Continue the 100% Funded Early Intervention/Children with Special Health Care Needs Program and to Accept Funding. **Discussion: \$80,000 – 100% funded. Unanimously all in favor, passed.**
41. Authorizing the Chairman of the Legislature and the Director of Health & Human Services to Renew WIC Contract with the NYS Dept. of Health. **Discussion: Routine contract renewal. Unanimously all in favor, passed.**
42. Authorizing the Chairman of the Legislature and the Administrator of Cayuga County Nursing Home to Enter into an Agreement with Taryn Jirousek DMD for Dental Services of Cayuga County Nursing Home. **Discussion: Presented by Mrs. English, new dentist. There is a savings to the County. Unanimously all in favor, passed.**
43. Authorizing the Amendment of the Year 2007 Cayuga County Community Mental Health Center Budget to Reflect Increase in State Aid Monies for Cayuga Counseling Services, Inc. and Amend Budget. **Discussion: Mr. Blair presented, retro payment monies. Unanimously all in favor, passed.**
44. Authorizing the Director of Health & Human Services and the County Treasurer to Amend the 2007 Health Dept. and Human Services Budgets. **Unanimously all in favor, passed.**

45. Authorizing the Director of Health & Human Services to Fill One Part-Time RN Vacancy at the Home Care Agency. **Discussion: Presented by Mrs. Daly. One employee resigned, position is budgeted. Unanimously all in favor, passed.**
 46. Authorizing the Director of Health & Human Services to Fill a Caseworker Vacancy in Child Welfare Unit. **Discussion: Employee resigned. Unanimously all in favor, passed.**
 47. Authorizing the Cayuga County Legislature to Create a Home Care Assistant Position, Abolish 1 Home Health Aide Position and Authorize the Director of HH&S to Fill the Newly Created Home Care Assistant Position. **(See Below) Discussion: \$1,500**
 48. Abolishing a Caseworker Position in Human Services' Long Term Care Access Office (LTCAO); Authorizing the County Legislature to Create an RPN in LTCAO; and Authorizing the Director of H&HS to Fill the Newly Created RPN Position. **(See Below)**
 49. Authorizing the Cayuga County Legislature to Create a Coordinator of Services for Children with Special Health Care Needs, Abolish an SPHN Position, and Authorize the Director of H&HS to Fill the Newly Created Position. **(See Below)**
- ** Resolutions 47-49, involve position conversions, reconfiguring of the duties of the positions, with minimal pay increase. Unanimously all in favor, passed.**
50. Authorizing the Chairman of the Legislature and the Administrator of Cayuga County Nursing Home to Arrange for the Replacement and Installation of the Nurse's Stations. **Discussion: Passed through Health & Human Services Committee, approximately \$19,000. Unanimously all in favor, passed.**
 51. Authorizing the Chairman of the Legislature and the Administrator of Cayuga County Nursing Home to Purchase a Patient Lift from Hill-Rom. **Discussion: Presented by Mrs. English. It is best to purchase outright, it is the better way to go with this piece of equipment. Unanimously all in favor, passed.**

COMMITTEE DISCUSSION:

OLD BUSINESS:

REAL PROPERTY TAX ASSESSMENT SERVICES UPDATES – Alan Kozolwicz

Mr. Kozolwicz updated the Committee on the results of the County & City Auction of Properties held September 12, 2007. Overall \$393,200 was brought in. The County properties resulted in 26 properties auctioned off for a total of \$335,300. The City properties resulted in 7 properties sold for a total of \$57,900.

NEW BUSINESS:

BOARD OF ELECTIONS UPDATES – Cheryl Heary and Dennis Sedor

The Commissioners announced that today was Primary Election Day and that there is a hot Mayoral primary going on today.

BUILDINGS & GROUNDS UPDATES – Michael Pawlenko

Mr. Pawlenko informed the committee that the water meter needs to be replaced, couldn't test the meter. It is forty (40) years old. It should also be noted that there is asbestos surrounding the meter.

There is a roof leak of the Court House building, approximately a 12 x 12 section. The wood underneath is rotted. This roof was done seven (7) years ago. The Company that did the roof job has since gone out of business. The unfortunate part of the location of the leak is directly over the new area inside the Court House that just got remodeled. The committee asked that the leak get fixed.

SHERIFF'S OFFICE UPDATE – Sheriff David Gould

Sheriff Gould informed the Committee that the Cato Substation would have a grand opening on October 1, 2007.

There is an ongoing homicide investigation that involves Cayuga County Sheriffs, Onondaga County Sheriffs and the Onondaga District Attorney. Since the case is still ongoing, the Sheriff cannot go into details of the investigation in order not to compromise the case.

Next Ways & Means Committee Meeting is scheduled for October 16, 2007 at 6:00 p.m.

ADJOURNMENT: Hon. Legislator Fearon, Chairman, motioned to go into Executive Session. Hon. Legislator Dudley, Chair, closed the General Ways & Means Meeting, with no further business, and to go into Executive Session regarding purchase/sale of property at 7:05 p.m.

*Respectfully Submitted,
Lisa Sigona, Recording Secretary*

Minutes Approved: 10.16.07