



MINUTES
WAYS & MEANS COMMITTEE
Tuesday, April 21, 2020, 5:30PM
Live Link: <https://youtu.be/lfuE4dLskcc>

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

MEMBERS: Legislators Keith Batman, Elane Daly, Andy Dennison (Vice Chair), Ryan Foley, Ben Vitale, and Tucker Whitman

OTHERS: Chair Aileen McNabb-Coleman, Legislators Paul Pinckney, Timothy Lattimore, Tricia Kerr, Michael Didio, and Heidi Nightengale, County Attorney Chris Palermo, HR Administrator Lisa Lippoldt, Sheriff Brian Schenck, Treasurer Jim Orman, Deputy Treasurer Mary Beth Leeson, Real Property Director Kelly Anderson, EMO Director Amy Russett, Pete Jones, Probation Director Jay DeWispelaere, and Deputy Clerk of the Legislature Amanda Morgan

MINUTES TO APPROVE: March 17, 2020, **Motion by Whitman, 2nd by Foley, all in favor.**

APPOINTMENTS: None

DEPARTMENT UPDATES FOR COMMITTEE:

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

- **Applications for Villages and Towns: 20**

- Females: 65%

- Male: 35%

- **Applications for County: 97**

- Females: 20.62%

- Male: 79.38%

- White: 89.7%

- Minorities: 5.15%

- No Answer: 5.15 %

- **New Hires: 5 (4 out of 5 hired in first week of March)**

- Female: 60%

- Male: 40%

- White: 100%

- We are currently working mainly remotely with a rotating schedule coming into the office to reduce employees in the building. Much time has been spent this month with employee questions about the changes that have taken place in the new legislation and Executive orders as a result of the COVID 19 pandemic. We have been assessing employee requests for the Family First Paid Leave and Emergency FMLA to determine whom is eligible. We are evaluating the corresponding documentation necessary to qualify the individual and for tax credits.

- We have sent out emails with links to telemedicine, Employee Assistance Programs, Mental Health, Fitness and Educational programs to help parent with children at home while teleworking to all staff over this month.

- The Department has been working on several projects including updating several areas in the system: New Hire Orientation, Electronic Records for all Employee Rosters for faster access to information, uniformed job descriptions, and HR Metric reports requested by different entities during the COVID pandemic.

- We are still processing applications, eligible lists, MDS requests, payroll certification, leaves, NY State Civil Service requests and questions, sending out exam notices, and answering all other Human Resources and Civil Service questions.

- **Kelly Anderson (Real Property) –**

- With the help of the staff in the IT Department, the Real Property Office is fully operational and 100% staffed remotely. I applaud everyone in the department for working collaboratively to refine our workflow to ensure that everyone can access the information needed to continue working offsite and without interruption.
 - Set up and staffed the County Emergency Operations Hotline.
 - Current year foreclosure process has been stayed and tax auction postponed.
 - The GIS Supervisor has upgraded and updated the popular Tax Map Online application and moved it over to the new server. Other county applications like the Health Department Septic Locator have also been updated and converted for the new server.

- Tax preparation for Village Tax Bills has commenced.
 - Administrative work related to the preparation of Tentative Assessment rolls has been ongoing – input of State Land values, Gas Well production values, Special Franchise values, and Omitted Tax charges. Collected annual levels of Assessments for all towns from the assessors and applied them to the real property database.
 - Wrapping up annual exemption administration, sales verification and data collection on building permit information in Moravia, Niles, Owasco and Springport.
 - Discussions on how to handle Board of Assessment Review training and Grievance Day in light of Covid-19.
 - Despite our opposition to it, NYS has enacted a provision in this year’s budget that will take the Basic STAR benefit away anyone considered delinquent on their property taxes. Real Property is coordinating the implementation of this with the City and County Treasurers and will be working with NYS Tax & Finance and our local assessors to ensure compliance with the new law.
- **Jim Orman (Treasurer) –**
 - A. The annual audit process has begun. Mary Beth and her team are preparing financial reports for our auditors (Insero & Co.) to begin reviewing. In addition they are attempting to complete the Annual Update Document (AUD) by May 1st. This is proving to be a difficult challenge as much of the information is financial data needed from all departments in addition to coordinating with New York State during the current crisis. Rest assure we will do everything possible to complete this.
 - B. Jennie and her team are to be commended trying to keep the tax collection process current. This is difficult with the building closed to the public but they are persevering.
 - C. Payroll and health insurance duties are also keeping up with their demands so far. This includes communication with all current and retired employees.

RESOLUTIONS:

WAYS & MEANS:

- 4-20-WM-1 Authorizing Additional Compensatory Time for Non-Bargaining Employees. **Motion by Foley, 2nd by Batman, all in favor.**
- 4-20-WM-2 Adopting resolution to extend contract with Heritage Abstract to provide In Rem Tax Foreclosure Searches for an additional year. **Motion by Whitman, 2nd by Foley, all in favor.**

HEALTH & HUMAN SERVICES:

- 4-20-HH-1 Authorizing the Chairman of the Legislature and the Public Health Director to enter into an anticipated one year extension with NYSDOH for the Health Neighborhoods Program and accept funding associated with the extension when notified from the State. **Motion by Batman, 2nd by Foley, all in favor.**
- 4-20-HH-2 **(TABLED @ HHS)** Authorizing the Public Health Director to create and fill a Supervising Billing Specialist position in the Health Department
- 4-20-HH-3 **(TABLED @ HHS)** Authorizing the Chairman of the Legislature to create and the Director of Community Services to fill a Supervisor of Family Services position in the Department of Social Services.
- 4-20-HH-4 **(TABLED @ HHS)** Authorizing the Chairman of the Legislature to create and the Director of Community Services to fill a Sr. Social Welfare Examiner position and abolish a Clerk position in the Department of Social Services.
- 4-20-HH-5 **(TABLED @ HHS)** Authorizing the Chairman of the Legislature to create and the Director of Community Services to fill an Accountant position in the Department of Social Services due to a retirement.
- 4-20-HH-6 **(TABLED @ HHS)** Authorizing the County Legislature to create and the Director of Community Services to fill a Case Supervisor Grade B (Permanency Specialist) position in the Children & Family Services Unit
- 4-20-HH-7 **(ADDED @ HHS)** Authorization to create and fill one Full-Time Grant Funded Technical Assistance Coordinator Position. **Motion by Dennison, 2nd by Foley, all in favor.**

GOVERNMENT OPERATIONS:

Motion by Whitman to bundle GO 1-3, 2nd by Dennison, all in favor.

- 4-20-GO-1 Authorizing the Chair of the Cayuga County Legislature to enter into an agreement with Momentum Telecom for the procurement of internet services for Cayuga County
- 4-20-GO-2 Authorizing the Chairman of the Legislature and the Commissioners of the Cayuga County Board of Elections to sign contracts for ShoeBox Grants for the Board of Elections
- 4-20-GO-3 Authorizing the Chairman of the Legislature and the Commissioners of the Cayuga County Board of Elections to sign contracts for Voter Education/Poll Worker training for the Board of Elections

PLANNING:

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

- 4-20-PL-1 Declaring the Cayuga County Legislature Lead Agency for the SEQRA Review of County Construction of a new nature center facility at the Sterling Nature Center Park and directing staff to initiate a coordinated SEQRA review process
- 4-20-PL-2 Authorizing the signing of a contract with Nick Colas to enhance and update the SWAT Model and assist in the update of the Owasco\ Lake Watershed Management and Waterfront Revitalization Plan into a Nine Element Plan

JUDICIAL & PUBLIC SAFETY:

- 4-20-JP-1 Authorize the Chair of the Cayuga County Legislature and the Sheriff of Cayuga County to enter into an agreement with Global Tel*Link Corporation for the management, operation, and maintenance of the inmate telephone system at the Cayuga County Jail as well as add electronic tablets. **Motion by Daly, 2nd by Whitman, all in favor.**

Motion by Whitman on JP 2 & 3, 2nd by Daly.

Motion by Daly to amend JP-2 Pretrial Diversion Services term to January 1, 2020 to June 30th, 2020 at cost of \$5,500 and JP-3 Alternative Sentencing Term to January 1, 2020 to June 30th, 2020 at cost of \$12,072 and add the new whereas to both resolutions: ATI committee meet to review these contracts, assign responsibility for contract oversight and make recommendations for continuation after June 30th, 2nd by Batman, all in favor except Foley and Petrus abstain.

All in favor of JP 2 & 3 as amended except Petrus and Foley abstain.

- 4-20-JP-2 **(DRAFT)** Authorizing the Chair of the Cayuga County Legislature to Enter into an agreement with Cayuga Counseling for Pretrial Diversion Services for the term January 1, 2020 through December 31, 2020
- 4-20-JP-3 **(DRAFT)** Authorizing the Chair of the Cayuga County Legislature to Enter into an agreement with Cayuga Counseling for the Alternative Sentencing Program for the Term January 1, 2020 through December 31, 2020

End of bundle

- 4-20-JP-4 **(ADDED 4/17/20)** Authorizing the Director of the Emergency Management to fill a vacant Administrative Officer position on a temporary basis during the COVID-19 Pandemic. **Motion by Daly, 2nd by Whitman.**

Motion by Batman to amend to not to exceed 6 months and does not exceed \$20,000, exclusive of benefit costs, 2nd by Daly, all in favor.

All in favor of resolution as amended.

PUBLIC WORKS:

- 4-20-PW-1 **(DRAFT)** Authorizing the replacement of two 5-Ton Liebert Hvac Units serving the 911 Equipment Room at the Public Safety Building (2/3) **Pulled by Whitman**
- 4-20-PW-2 **(TABLED @ PW)** Authorizing the replacement of the Main Sewer Pump Station at Emerson Park (2/3 Vote Required)

4-20-PW-3 Waiving fees for Emerson Park. **Motion by Daly, 2nd by Foley.**

Motion by Dennison to waive fees for 60 days, 2nd by Foley, all in favor.

All in favor of resolution as amended.

Motion by Dennison to adjourn at 6:20PM, 2nd by Whitman, all in favor.