

**Ways and Means Committee Meeting  
February 27, 2018**

Members present: Legislator King, Legislator Chartrand, Legislator Kulzer, Legislative Chairman Dolhof, County Treasurer Patty O'Brien, County Manager Ryan Piche, County Clerk Linda Hoskins, Building & Grounds Supervisor Frank Archer, Building & Grounds worker Travis Grunert, Planning Director Frank Pace, County Attorney Joan McNichol and media representatives Steve Virkler and Nick Altmire.

Meeting was called to order at 1:00 p.m. by Legislator King.

Legislator Kulzer made a motion to accept the Ways & Means Committee minutes from January 23, 2018, seconded by Legislator Chartrand. Motion carried.

1:01 p.m. – County Clerk/DMV

Linda Hoskins reported that her budget is on track for 2018. Legislator Kulzer pointed out that he had received a complaint about the DMV parking lot being rough and muddy. Linda agreed that the parking lot is wet and rough with some pot holes. There was discussion on the handicap parking lot and entrance. Linda will look into why the handicap entrance is locked and if it needs to be. Currently the clerks have to push a security button to allow anyone in that entrance. Frank Archer stated that it has been like that for a long time and Legislator Dolhof pointed out that it could have been because the counter never went to the far wall, leaving a place for someone to enter behind the counter. Linda pointed out that by state law the clerks do have to be behind a locked counter/area, which is why the counter was extended.

Frank Archer was asked to talk to Mr. Andrews about extending and repairing the sidewalk in front of the handicap entrance. He was also asked to check into filling the low spots in the parking lot with crushed stone. Linda explained to the committee that one of her DMV examiners is using a stool that is too low for the counter by about 6 inches and she would like permission to purchase a new taller stool. Frank Archer said he will check with WB Mason to see if they would have anything that might work.

Legislator Chartrand made a motion to allow Linda Hoskins to purchase one counter height stool for the DMV, seconded by Legislator King. Motion carried.

1:12 p.m. – Buildings & Grounds

Frank Archer reported that his budget is good. He purchased two new power supply units for the PSB lock system, one as a spare. It was explained to the committee that when power fails the NYS Department of Corrections is asking that all cell doors stay in a locked stage. Currently the PSB lock system is designed to keep all cell doors in an unlocked stage when power fails. The Ford van is being replaced through Enterprise with a larger model van in order to make transporting the voting machines for the Board of Elections easier. Ryan pointed out that this van is the most expensive vehicle being leased but because he had budgeted for 10 vehicles and then two Recreation vehicles were pulled it was still within the original budget. The vehicles should arrive in early summer and in June Ryan will put together the fleet order for 2019 as this is when the best prices can be achieved.

There were 106 work orders made in the month of January. Frank Archer reported that he has put several vehicles in the online auction that Highway is having soon. He plans on having another auction this fall as more vehicles will be replaced with new leased ones. Frank explained to the committee that the 200 gallon domestic storage tank at the PSB which is for hot water storage is leaking. He received three quotes for a tank replacement and labor to install it. The low quote is from Siemens for \$18,917.96, this includes

a by-pass which the current system does not have. Frank pointed out that he will need to get the NYS Department of Corrections approval on this before it can be replaced.

Legislator Chartrand made a motion to accept the Siemens bid of \$18,917.96 to replace and install a new 200 gallon water tank, seconded by Legislator King. Motion carried.

Frank Archer concluded by stating that the Administration side of the PSB is looking much better as his crew has painted many of the rooms, put in new flooring, and even replaced a ceiling with some left over ceiling tiles.

1:28 p.m. – Treasurer (report attached)

The following docket was read and approved:

1. Resolution approving correction of tax bill pursuant to franchise agreements between Time Warner Cable and Towns, and directing Treasurer to adjust, apportion and charge back respective amounts in the total of \$3,718.99.

Patty O'Brien reported that her budget was on course and she reviewed the current balances.

1:32 p.m. – Other Business

Frank Pace reported that the Clean Energy Communities Grant re-submission is under review and he is hoping to hear something by the end of April or beginning of May. The proposal is to change all lighting in all of the county owned buildings to LED, along with several of the parking lot lights. The Southern Lewis County Regional Water Study is coming along. Frank recently prepared the maps for Lyonsdale, Lyons Falls and Port Leyden to create water districts. The next meeting will be at the end of March to discuss further the program and benefits. The Central Lewis County Regional Water Study has been awarded \$297,000. Frank is currently reviewing the work plan and then once that has been completed a contract will be forthcoming to sign. Legislator Kulzer suggested sending a letter extending the invitation for the Village of Lowville to join after it was pointed out that they hadn't signed up yet. Frank will handle the RFP for this study.

Frank Pace met with National Grid roughly two weeks ago in which they had a couple more requests which have since been completed. The next step which is being worked on is connecting transformers and installing remote access. One last revision was submitted to NG by Greenskies and then once that has been taken care of there will be a final inspection scheduled. It is looking like the system should be active by mid-March. Upon concerns from committee members as to the project being so far behind, Ryan explained that after some intense conversation and bi-weekly meetings it was decided that National Grid would work better and more closely with Greenskies to make sure they were getting the information they needed to push things along. Greenskies has had some business issues of their own they were dealing with and have been sternly pushed to finish this project.

Ryan Piche reported that in a recent conversation with JCC Representatives it was brought to light that the Jefferson County Legislators have some questions about the Education Center project and would like to ratify the agreement which has already been signed by Lewis County, and to be ratified by JCC at its March meeting. It appears JCC will consider ratification at its April Board meeting. Ryan feels confident that we can proceed with the RFP and JCC conquers with that. Frank Pace reviewed the target dates of the RFP. After the RFP submissions have been received and a design firm has been chosen Ryan will plan a day long retreat at Maple Ridge Center with everyone involved with the project to iron out more of the details. When asked about a rough start date for actual construction Frank Pace responded with August

2018. The idea is to have the entire project completed by January 2019 so it will follow the college semester schedule. Currently the design is just conceptual and this project will have an aggressive schedule, so in order to move things long, information and steps that were gathered and acted upon in prior years will be utilized where possible.

Legislator Kulzer made a motion to recommend that the RFP for the JCC Education Extension Center be brought to the whole board for approval so it can be sent out, seconded by Legislator Chartrand. Motion carried.

Ryan explained to the committee that the "P-cards" are a credit card system that is approved by NYSAC. His vision for this program is to allow Department Heads to have their own cards to take when traveling to conferences as most places are no longer allowing vouchers as payment. The other aspect would be to use a "master" card to pay for our re-occurring large purchases every month, i.e. WEX, Enterprise, Road Salt, and Utilities. As a County if we pay for over 2.5 million dollars each year we could receive a rebate check of \$27,000. In response to a question that was brought up it was explained that we would pay a statement each month for everything that was put on this credit card. It was also pointed out that there would be a limit put on the specific Department Head cards, possibly their budget line item amount for travel or a per month limit. When asked about if other employees in that department could use the card or if they it should be just a "department" card without anyone's specific name on it Ryan responded by explaining that if the card is not in someone's name then that card would not be covered under insurance for misuse.

There are three levels of vendors which determine the amount of information that will show up in the p-card system. Level 1 has the least amount of detail and it increases with each level. Legislator King pointed out that the county could still require itemized paper receipts for whoever uses the cards. Legislator Dolhof questioned how the "rebate" check gets funded and explained in his business dealings it usually means the vendor gets charged a small percentage fee to accept credit card and to avoid paying a lot in fees on large purchases they either pass the fee along to the customer or choose not to accept credit cards as a form of payment. Legislator Dolhof stated that he believes this program will improve efficiency but the county might not really be making out with the rebate check due to possibly being up-charged to cover the cost of using a credit card for large purchases, Ryan will put a presentation together for the board with more detail. He concluded by pointing out for future consideration that our meal allowances for county employees who attend conferences in NYC, for example, may be set too low.

At 2:20 p.m. Legislator Chartrand made a motion to enter executive session for discussion on matters which will imperil the public safety if disclosed, and for discussion on a terms of a contract, seconded by Legislator Kulzer. Motion carried

At 3:10 p.m. Legislator Kulzer made a motion to return to regular session, seconded by Legislator King. Motion carried.

With no other business to discuss the meeting was adjourned at 3:11 p.m.

Respectfully submitted,  
Cassandra Moser, Deputy Clerk  
Board of Legislators

Encl.

**Activity and Balances before tonight's resolutions  
2018**

**Special Legislative Contingency**

Beg Balance	100,000.00
Res 16-2018 Legislative dues	-95.00
Inc in dues	-100.00
Pens for JCC event	-358.56
JCC Event	-64.98
Balance	<u>99,381.46</u>

**Contingency**

Beg Balance	200,000.00
Res 479-2017	200,000.00
Res 63-18 Sheriff	-3,058.97
Res 48-18 LF Historical	-1,000.00
Balance	<u>395,941.03</u>

**Capital Data Processing HAE**

Beg Balance	116,534.08
Interest	39.59
Balance	<u>116,573.67</u>

**Capital Equipment HAD**

Beg Balance	407,373.05
interest	91.71
Res 33-18	297,000.00
Ins from Sheriff Car	29,957.27
	<u>734,422.03</u>
Highway	<u>207,379.85</u>
Total County	527,042.18

Highway	Beg bal	7,379.85
	Res 33-18	200,000.00
		<u>207,379.85</u>

**Sales Tax Collection**

	<b>2016</b>	<b>2017</b>	Variance	% Change
January	346,974.70	348,761.13	1,786.43	0.51%
February	579,152.18	663,513.38	84,361.20	14.57%
March	1,087,270.50	1,401,444.79	314,174.29	28.90%
<b>1st qtr</b>	<b>2,013,397.38</b>	<b>2,413,719.30</b>	<b>400,321.92</b>	<b>19.88%</b>
April	824,601.46	856,267.85	31,666.39	3.84%
May	1,444,798.04	1,276,783.44	-168,014.60	-11.63%
June	774,226.62	810,110.09	35,883.47	4.63%
<b>2nd qtr</b>	<b>3,043,626.12</b>	<b>2,943,161.38</b>	<b>-100,464.74</b>	<b>-3.30%</b>
July	878,158.81	942,919.98	64,761.17	7.37%
August	844,608.06	966,902.35	122,294.29	14.48%
September	1,441,938.81	1,151,577.16	-290,361.65	-20.14%
<b>3rd qtr</b>	<b>3,164,705.68</b>	<b>3,061,399.49</b>	<b>-103,306.19</b>	<b>-3.26%</b>
October	778,527.77	834,195.39	55,667.62	7.15%
November	1,270,123.92	1,429,627.59	159,503.67	12.56%
December	1,134,618.68	1,234,969.42	100,350.74	8.84%
<b>4th qtr</b>	<b>3,183,270.37</b>	<b>3,498,792.40</b>	<b>315,522.03</b>	<b>9.91%</b>
<b>Total Received</b>	<b>11,404,999.55</b>	<b>11,917,072.57</b>	<b>512,073.02</b>	<b>4.49%</b>
Budget	10,625,000.00	10,825,000.00	200,000.00	1.88%
Surplus/Deficit	779,999.55	1,092,072.57	312,073.02	40.01%

**Hospital repayment**

Beg 1/1/18	1,200,000.00
2/1/2018	-100,000.00
2/15/2018	-100,000.00
Balance due	<u>1,000,000.00</u>

**ISF Fund Balance**

12/31/2016	1,290,751.00
Ins recovery/retiree drug subsidy	260,504.25
stop loss reimbursement	345,462.17
loss/gain	<b>140,577.43</b>
12/31/2017	2,037,294.85

	Claims	Premiums	Variance
1/31/2017	1,136,491.43	1,192,758.90	56,267.47
2/28/2017	1,347,248.36	1,191,880.56	(155,367.80)
3/31/2017	1,403,298.26	1,190,065.61	(213,232.65)
4/30/2017	1,069,540.09	1,190,504.78	120,964.69
5/31/2017	1,134,386.75	1,196,007.90	61,621.15
6/30/2017	1,208,066.74	1,200,823.13	(7,243.61)
7/31/2017	1,065,593.10	1,328,684.66	263,091.56
8/31/2017	1,137,600.45	1,325,722.03	188,121.58
9/30/2017	1,368,588.88	1,305,192.34	(63,396.54)
10/31/2017	1,280,671.06	1,297,542.52	16,871.46
11/30/2017	1,237,207.72	1,282,389.99	45,182.27
12/31/2017	1,460,831.06	1,288,528.91	(172,302.15)
			<b>140,577.43</b>

