

**Ways and Means Committee Meeting  
April 26, 2018**

Members present: Legislator King, Legislator Kulzer, Legislative Chairman Dolhof, County Treasurer Patty O'Brien, County Manager Ryan Piche, County Attorney Joan McNichol, Building & Grounds Supervisor Frank Archer, County Clerk Linda Hoskins, Human Resources Director Chris Boulio, Mr. Rick Tague from Bernier, Carr & Associates, Economic Development Director Eric Virkler and IDA representative Brittany Berrus, and media representative Nick Altmire.

The meeting was called order at 8:29 a.m.

Bernier, Carr and Associates Rick Tague

Rick Tague reviewed the "Strategic Facilities Space Study Plan" which outlined a five year plan to renovate existing County owned buildings with an estimated total cost of \$13,399,354.00. He also reviewed the option of a new DSS building near the current DSS location which would allow for renovations to the existing building permitting it to be used to house DMV, Community Services, Office for the Aging, and Board of Elections as well as an area for storage. There was further discussion on whether this site is feasible for DMV, especially with tractor trailer needs and the condition of Stowe Street.

It would cost roughly 3,700,000.00 to rehab the existing DSS building and a new 45,000 sq. ft. DSS building would be roughly 12,000,000. The estimated costs are for construction, which do not include project incidentals (design, site testing, etc.). Mr. Tague roughly estimated that project incidentals would be an additional 30%, however if the information from the previous study/design from 2010 were used it might cut that down to 15% as most of the incidentals were already completed.

The option of a new High Garage across the road from the current garage along with a new protected storage building was reviewed and discussed. The study also outlined a need for renovation to existing fuel pump station. There were questions about the site location and if it would be feasible and Mr. Tague confirmed it would work. In response to Legislators Kings question if the project could be done in phases Mr. Tague recommended doing one building at a time if that would work for the county better.

There was discussion on the idea of building a new highway garage and then renovating the existing garage to use as heated storage & office space, which would eliminate the need for a protected storage building. Ryan Piche pointed out that the utilities will need to be run to the New JCC Education Center from the far side of the highway garage site.

In response to Ryan's questions about what comes next, Legislator King felt that each project should be looked at in more depth and then come up with a plan which is cost effective. Chairman Dolhof suggested putting together a flow sheet for the project at the Highway garage site as this project seems like everyone agrees on what needs to be done. Legislator King suggests that a committee form to look over all the options before making any further decisions. There was continued discussion on the possibility of a new DSS building versus renovations to the current one. Several people agree that a new building is needed in order to have room to combine the departments that are leasing space.

Ryan Piche would like to see a five year plan included with the 2019 budget, pointing out that every year we put off building/finding a county building we continue to pay rent. Legislator King agreed that the DSS building and/or County building needs to be addressed first to finally solve issues that the county has been facing for several years. It was mentioned to look at the building on the number three road just past the hospital but it is likely at full capacity with Mountain View Prevention Center and Credo.

Legislator Kulzer made a motion to approve the March 27, 2018 Ways & means Committee minutes as recorded, seconded by Legislator King. Motion carried.

9:20 a.m. – County Clerk Linda Hoskins

Linda voiced her concern that the DMV would not be feasible at the current DSS location. The DMV audit is completed and several security items were pointed out. It was explained that the handicap door cannot be open at all times, it must remain locked until someone needs to use it. There was a situation that occurred at the DMV with a customer who brought in a non-service dog which scared another customer's child. Linda asked Frank Archer to get a "service dog only" sign to be posted near the main entrance. She commended Frank Archer and the maintenance crew for making the much needed improvements to the parking lot and sidewalks.

Linda happily reported that the storage building behind DSS has been cleaned up and re-organized to allow departments to start bringing in more boxes for storage. She reviewed the reasons for limited access to the building and Joan McNichol suggested sending out reminder emails every six months that items that can be purged need to be. She did point out the ridge cap is still leaking and has damaged some of the boxes and asked Frank Archer to take a look at it. She concluded her report by stating that the new hire in the clerks' office starts on Monday, April 30<sup>th</sup>.

9:38 a.m. – Buildings and Grounds Supervisor Frank Archer

Frank began by pointing out that the Highway Garage fuel account is almost depleted. There would be a huge savings if the county could get Natural Gas over to the highway garage. It was attempted a few years ago but was unsuccessful. Chairman Dolhof wondered if it would be feasible to using a blasting technique if necessary to get the line across State Route 812. There was further discussion. Frank concluded by announcing he has 37 days left before he retires. The docket to enter into an agreement with the Lowville Fire Department for training services in an amount not to exceed \$2,000 for the year 2018 was read and approved.

9:49 a.m. – Economic Development/IDA Brittany Berrus & Eric Virkler (outline attached)

Ryan Piche introduced Brittany Berrus from the IDA. He went on to explain his idea of having someone who can do marketing for the county as a government entity. The proposal is to contract with the IDA to have Brittany Berrus handle the social media and marketing for Lewis County Departments at a cost not to exceed \$20,000 for a 12 month period. Ryan feels that each department is handling social media differently as well as other forms of media like newsletters, flyers, etc. Legislator Kulzer doesn't feel that spending \$20,000 for this type of service is necessary. He went on to point out that the county already pays the Chamber of Commerce almost \$100,000 a year for marketing & tourism.

Brittany Berrus spoke up and touched on the outline of services she would provide, specifically that she would be able to get more information out to the residents about what is going on with each county department as well as upcoming events and meetings. Ryan Piche clarified that the work the Chamber of Commerce does is more specific to tourism and recreation for drawing people outside of the county in. He wants someone to be able to market what the County Departments are doing and planning to its own residents as well as anyone outside the area. Legislator King referenced the contract that the county had with the Paige Group for marketing when former County Manager Liz Swearingin was here. He feels that the Paige Group outlined what each department should be doing as far as marketing and it is the county manager's job to enforce those guidelines.

Legislator King and Legislator Kulzer do not support this proposal. Chairman Dolhof voiced that he would like this to go to the full board for discussion because he feels that this is an area the county is lacking in. He also pointed out that the Economic Development Committee approved this proposal but wanted it to go to Ways & Means Committee for further discussion and funding. Legislator King felt that this would be just another avenue of spending money on marketing without any way to track the results. Chairman Dolhof pointed out that it is nearly impossible to track who comes into the Lewis County and why when using advertising dollars.

Media representative Nick Altmire spoke up that the hospital has a full time Public Relations position and he felt that it allows the hospital to give out one unified message, makes communications more uniform and direct, and also allows for one person to contact if you have questions. He felt that an organization as large as the county should have someone in that position.

10:07 a.m. – County Treasurer Patty O’Brien (report attached)

Patty reviewed the monthly balances and pointed out that she hasn’t received the ISF balances but should have them by the board meeting next week. Auditors were here and everything went well.

10:10 a.m. – County Attorney Joan McNichol

Solar update – Joan McNichol was able to negotiate a \$7,500 reimbursement from Greenskies due to a delayed start. The project is in the very last stages of active testing and there will be a ribbon cutting ceremony in the very near future.

JCC Education Center update – Joan McNichol was able to meet with C & S at the site location and was impressed with the number of their members who were present. They will be meeting again on May 5<sup>th</sup> at 9:00 a.m. to go over the foot print of the building and preliminary design. There is a revision to the MOU which Joan is hoping to hear back on yet today.

Docket to approve revision to the JCC MOU was read and approved.

10:15 a.m. – County Manager Ryan Piche

Ryan Piche reported that the highway department only had work done to reinforce the back side of the pole barn and would like to do the same repair to the front at a cost of \$3,900. This was already approved at the Highway Committee meeting. He recently had a webinar on p-cards and is ready to move forward. HE needs to work out who will be getting a card, what vendor limits to use. The Treasurer should get a card with very few limits to use for large purchases such as road salt. It was pointed out that these a cards could be used for conference costs as long as there is a policy in place prior. The committee would like to move forward with this process.

Ryan quickly did an overview of the Hospital finances, explaining assets versus liabilities and both the GASB 45 and GASB 68 rules. The health insurance costs seem to be the largest liability at 44 million but you have to be able to look at the overall big picture.

At 10:26 a.m. Legislator Kulzer made a motion to enter into executive session for discussion on financial employment history of particular employees, seconded by Legislator King. Motion carried.

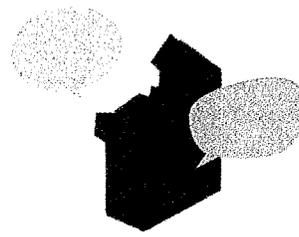
At 10:46 Legislator King motioned to enter back into regular session, seconded by Legislator Kulzer. Motion carried.

With no other business to discuss the meeting was adjourned at 10:47 a.m.

Respectfully submitted,  
Cassandra Moser, Deputy Clerk  
Board of Legislators

Encl.

# LEWIS COUNTY PUBLIC RELATIONS



*Transparency in County government affairs and increased communication to its residents through web platforms have been a growing trend throughout the United States. Engaging with residents leads to more information and knowledge, ultimately leading to residents who trust their government. Having an increased presence through various means will not only help our residents get informed and involved, but it can help with overall growth of the County.*

## POTENTIAL PROJECTS

**STREAMLINING** - Currently, many LC departments are putting out their own information through their own social media and newsletters. Are they reaching a large enough audience? There is the potential to streamline how information is sent and received by LC residents through County website growth, use of social media, and online newsletters.

**COUNTY RESOURCE GUIDE** - Compile all County department information in a dedicated guide for our residents. This will work alongside the website, but can be a reference point that can be printed and displayed at County agencies (refer to Buncombe Life Resource Guide\*\*).

**MONTHLY NEWSLETTER** - What is going on in each department? Departments can send PR their information, it can be compiled, and distributed to local media outlets, social media sites, towns, villages and more. Consider establishing an email list, compiling what agencies already have, and adding a "Sign up for our Newsletter" on County website.

**LET'S TALK** - Implement a "Let's Talk" campaign to hear from our residents. What are their main questions? What are their biggest concerns? What types of information are they looking for and just cannot find? Let's hear from our residents to better serve the community.

**EVENTS** - How can we engage our residents? Events such as, "Coffee with our Legislators," or working to grow Kayak Festivals, better publicize SNIRT run activities, or get residents involved in their local County, Town or Village board meetings. Partner with other organizations, such as LC Economic Development, LC Chamber, LC Emerging Professionals, Tug Hill Commission and others to reach a wider audience.

**FLYERS/BASIC DESIGN** - Need a flyer for an event or meeting? I can do that!

\*\* Refer to Buncombe County Government, North Carolina, (website & Facebook) for a great example of County Government Transparency through PR!

## WHAT AM I ALREADY WORKING ON?

**NATURALLY LEWIS** - Promoting Naturally Lewis branding, doing business in Lewis County, Life in Lewis, through website management, social media platforms, email blasts, event coordination, and more.



**NATURALLY DAIRY CAMPAIGN** - An overall dairy awareness campaign by Lewis County Economic Development, Cornell Cooperative Extension, Lewis County Dairy Princess, and more, to show support of our dairy farmers and dairy industry.



**LEWIS COUNTY CUISINE TRAIL** - In partnership with Cornell Cooperative Extension, the Lewis County Chamber, and Lewis County Economic Development, an application was submitted to NY Ag & Markets and is on the verge of being approved as a NYS sanctioned trail. I will continue to be the leading force behind the marketing and implementation of the trail.



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	
JCC event	-358.56	
JCC Event	-64.98	
Balance	99,381.46	

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	
Res 149-18 Sheriff Parks	-37,762.00	
Balance	358,179.03	

Capital Data Processing HAE

Beg Balance	116,534.08	
Interest	57.48	
Res 85-18 upgrade phone system	-18,265.45	
Balance	98,326.11	

Capital Equipment HAD

Beg Balance	407,373.05	
interest	179.01	
Res 33-18	297,000.00	
Ins from Sheriff Car	29,957.27	
Res 140-18 F550 Truck Trails	-29,425.21	
Res 128-18 Lease Truck & Plow HWY	-48,948.61	

Highway	656,135.51	
Total County	158,431.24	
	497,704.27	

Highway Beg bal

Res 33-18	200,000.00
Res 128-18	-48,948.61
	158,431.24

**Sales Tax Collection**

	2017	2018	Variance	% Change
January	348,761.13	383,699.92	34,938.79	10.02%
February	663,513.38	746,805.54	83,292.16	12.55%
March	1,401,444.79	1,126,758.69	-274,686.10	-19.60%
<b>1st qtr</b>	<b>2,413,719.30</b>	<b>2,257,264.15</b>	<b>-156,455.15</b>	<b>-6.48%</b>
April	856,267.85		-856,267.85	-100.00%
May	1,276,783.44		-1,276,783.44	-100.00%
June	810,110.09		-810,110.09	-100.00%
<b>2nd qtr</b>	<b>2,943,161.38</b>	<b>0.00</b>	<b>-2,943,161.38</b>	<b>-100.00%</b>
July	942,919.98		-942,919.98	-100.00%
August	966,902.35		-966,902.35	-100.00%
September	1,151,577.16		-1,151,577.16	-100.00%
<b>3rd qtr</b>	<b>3,061,399.49</b>	<b>0.00</b>	<b>-3,061,399.49</b>	<b>-100.00%</b>
October	834,195.39		-834,195.39	-100.00%
November	1,429,627.59		-1,429,627.59	-100.00%
December	1,234,969.42		-1,234,969.42	-100.00%
<b>4th qtr</b>	<b>3,498,792.40</b>	<b>0.00</b>	<b>-3,498,792.40</b>	<b>-100.00%</b>
<b>Total Received</b>	<b>11,917,072.57</b>	<b>2,257,264.15</b>	<b>-9,659,808.42</b>	<b>-81.06%</b>
Budget	10,825,000.00	10,975,000.00	150,000.00	1.39%
Surplus/Deficit	1,092,072.57	-8,717,735.85	-9,809,808.42	-898.27%

**Hospital repayment**

Beq 1/1/18	1,200,000.00
2/1/2018	-100,000.00
2/15/2018	-100,000.00
3/23/2018	-100,000.00
4/20/2018	-100,000.00
Balance due	800,000.00

