

**Ways and Means Committee Meeting
November 28, 2017**

Members present: Legislator Brennan, Legislator King, County Treasurer Patty O'Brien, County Manager Ryan Piche, Building & Grounds Supervisor Frank Archer, Buildings & Grounds worker Travis Grunert, Planning Director Frank Pace and media representatives Steve Virkler & Nick Altmire.

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

1:05 p.m. – Buildings & Grounds

Travis Grunert reported that the PSB renovations are nearing completion. They have completed new paint, carpet and baseboard in Mr. Leviker's office as well as in the Sheriff's office. They have completed new paint in the File room. Board of Elections has had a few outlets re-routed in their machine room and shelving moved. They completed putting on a new blower motor on the Sign Shop office furnace and cleaned thermal coupling on the back furnace. In response to Legislator Brennan Travis confirmed that the sally port gates and the elevator have been working well. Travis finished by reporting that his budget is on track.

1:02 p.m. – Ryan Piche, County Manager reporting on behalf of County Clerk

The following docket was read and approved:

Authorizing transfer of \$1,200.00 from Retirement account with \$700.00 going into postage and \$500.00 going into supplies account lines.

In response to Legislator Brennan's question Ryan clarified that the money was just being shifted from one line item to another to clear up some year-end invoices. Ryan then indicated that Linda is requesting that the Intern who does dealer work be extended to up to 35 hours week for up to 6 more additional months. Legislator King questioned why up to 35 hours a week as he recalled originally it was only up to 17 hours and the work seemed to be getting done at that level. Ryan responded by letting the committee members know that he would get clarification from Linda and let them know. Both Legislator Brennan and Legislator King indicated they would support the request if the intern is filling in while a full time employee is off for an extended period of time. It was also pointed out to see if it would be possible to input dealer work on the weekends and then "send" the information on Monday morning due to the State Computer system being down after a certain point each day. Ryan reported that the CDL testing area is still being looked at but no viable place has been found to date. Mr. Mattimore with the NYSDOT is going to assist in looking for a testing area in Lewis County. It was pointed out that Jefferson County doesn't have a testing area either so it would be good if Lewis County could offer this.

1:10 p.m. – Patty O'Brien, Treasurer (report attached)

Patty reviewed the current monthly balances and reported that the Treasurer's Office budget is on track.

1:13 p.m. – Other Business

Legislator Chartrand entered the meeting.

Frank Pace reported that the discussion with JCC is moving forward and the next step will be to start a layout design for the interior of the building. He then handed out copies of the Lewis County Program Income Reuse Plan proposal and explained that this is due to several CDBG changes as to how funds are handled. The Federal funds received need to be in a non-interest bearing account and the State funds that are received need to be in an interest bearing account. He then discussed the outline of the plan: need for plan governing reuse of program income, program income defined, general administration cost limitation, reuses of program income, planning activities, reporting and federal compliance, revising this plan, and revolving loan account.

The CDBG hasn't changed the program criteria just how the funds are handled. Any income in addition to the original grant that is not used in the specified period would be subtracted from the next grant award. Frank will send this proposal out to all Legislators.

Legislator King motioned to recommend to adopt the Lewis County Program Income Reuse Plan, seconded by Legislator Chartrand. Motion passed.

Frank reported that the CEC program proposal wasn't approved due to criteria changes although the county is still in the position to receive the \$100,000 grant. He is working with Frank Archer and Joan McNichol to submit a new proposal. The emission credits no longer go to Lewis County but instead go towards NYSERDA, so they are looking at changing all the lighting to LED, putting in a couple electric charging stations, and also using the new Transportation vehicle to show steps the county is taking towards green energy. There was discussion about using the CEC grant to order a quick recharging station to replace the current one at DSS for their electric car and also what effect that might have on the existing battery. Frank agreed with Joan that all stations should have at least two levels of charging available. .

The Solar project is on schedule to do off grid testing in mid-December and then should be ready to go live the first week of January. The snowmobile trail that passes along side of the solar location is all marked and shouldn't cause any issues. Frank concluded by mentioning that Adam has ordered the Wi-Fi for the new buses and the JCC route continues to grow

With no other business to be discussed Legislator Brennan motioned to adjourn the meeting at 1:40 p.m., seconded by Legislator King. Motion passed.

Respectfully submitted,
Cassandra Moser, Deputy Clerk
Board of Legislators

Encl.

Activity and Balances before tonight's resolutions
2017

Special Legislative Contingency

Beg Balance	395,000.00
To Prof Serv	-4,202.00
To Printing	-643.86
Tp Prof Serv	-2,000.00
Res 368-17 Eco Dev	-1,000.00
Res 376-17 to Prof Serv	-48,000.00
Balance	<u>339,154.14</u>

Contingency

Beg Balance	475,000.00
Res 017-17 Credo Comm Serv	-19,577.00
Res 101-17 Codes	-1,025.00
Res 104-17 Civil Service	-2,800.00
Res 113-17 HR	-22,900.00
Res 164-17 Comm Serv	-26,000.00
Res158-17 Jail	-40,000.00
Res 148-17 Shared Serv Telephone	-5,000.00
Res 209-17 Eco Dev Leadership	-1,000.00
Res 252-17 Coroner	-30,000.00
Res 288-17 Bldgs & Grnds	-2,773.73
Res 406-17 Hudson Blsck River	-19,294.00
Res 394-17 E911	-30,108.00
Res 377-17 OFA	-1,200.00
Res 367-17 DA	-1,750.00
Res 440-17 Sheriff	-10,000.00
Res 434-17 Pub Def	-20,000.00
Res 425-17 DA	-9,600.00
Balance	<u>231,972.27</u>

Capital Data Processing HAE

Beg Balance	126,260.32
Interest	120.82
Res 152-17 Probation	-1,119.36
Res 193-17 DSS Computer	-146.82
Res 178-17 Co Clerk	-1,174.56
Res 182-17 Highway	-1,184.60
Res 183-17 IT	-3,190.44
Res 320-17 Co Clerk	-798.00
Res 334-17 Co Clerk	-86.65
Res 344-17 Planning	-876.59
Res 405-17 Treasurer's Office	-1,141.90
Res 446-17 DSS laptop	-147.31
Balance	<u>116,514.91</u>

Capital Equipment HAD

Beg Balance	300,166.02
interest	281.66
Res 48-2017 trans in	297,000.00
Auction proceeds	1,050.00
Res 102-17 codes lease	-4,112.64
Res 118-17 PH Lease	-9,998.80
Res 123-17 DSS Lease	-2,185.88
Res 232-17 Sheriff's vehicles	-80,349.93
Res 214-17 Highway Lease	-96,928.07
Res 374-17 Mach	-11,554.67
Res 375-17 Machinery	-123,500.00
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	269,867.69
Highway	7,379.85
Total County	262,487.84

Highway	39,362.59
Trans In	200,000.00
Res 214-17 Lease Truck/Plow	-96,928.07
Res 374-17	-11,554.67
Res 375-17	-123,500.00
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	7,379.85

Sales Tax Collection

	2016	2017	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%
1st qtr	2,013,397.38	2,413,719.30	400,321.92	19.88%
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%
2nd qtr	3,043,626.12	2,943,161.38	-100,464.74	-3.30%
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%
3rd qtr	3,164,705.68	3,061,399.49	-103,306.19	-3.26%
October	778,527.77	834,195.39	55,667.62	7.15%
November	1,270,123.92		-1,270,123.92	-100.00%
December	1,134,618.68		-1,134,618.68	-100.00%
4th qtr	3,183,270.37	834,195.39	-2,349,074.98	-73.79%
Total Received	11,404,999.55	9,252,475.56	-2,152,523.99	-18.87%
Budget	10,625,000.00	10,825,000.00	200,000.00	1.88%
Surplus/Deficit	779,999.55	-1,572,524.44	-2,352,523.99	-301.61%

Hospital repayment

Beg 1/1/17	2,400,000.00
1/24/2017	-100,000.00
2/22/2017	-100,000.00
3/6/2017	-100,000.00
5/1/2017	-100,000.00
5/31/2017	-100,000.00
6/30/2017	-100,000.00
7/20/2017	-100,000.00
8/14/2017	-100,000.00
9/25/2017	-100,000.00
10/13/2017	-100,000.00
11/14/2017	-100,000.00
Balance due	1,300,000.00

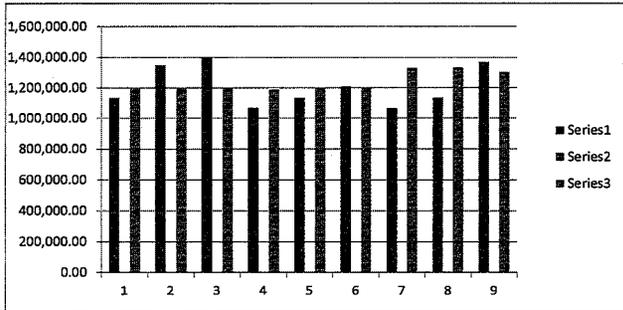
ISF Cash Balance

Cash	1,826,323.38
Loan to Fund	-500,000.00
Reserve cash	1,375,683.72
Prepaid	<u>270,500.00</u>
11/6/2017	2,972,507.10

ISF Fund Balance

12/31/2016	1,290,751.00
Ins recovery/retiree drug subsidy	171,968.25
stop loss reimbursement	221,744.04
loss/gain	<u>277,851.55</u>
9/30/2017	1,962,314.84

1/31/2017	1,136,602.12	1,195,700.91	59,098.79
2/28/2017	1,347,384.18	1,194,383.40	(153,000.78)
3/31/2017	1,403,598.42	1,196,198.35	(207,400.07)
4/30/2017	1,069,540.09	1,190,504.78	120,964.69
5/31/2017	1,134,415.27	1,197,134.96	62,719.69
6/30/2017	1,208,290.42	1,205,580.09	(2,710.33)
7/31/2017	1,065,663.26	1,331,164.20	265,500.94
8/31/2017	1,138,071.95	1,335,704.28	197,632.33
9/30/2017	1,368,459.50	1,303,505.79	(64,953.71)
			<u>277,851.55</u>



LEWIS COUNTY PROGRAM INCOME REUSE PLAN

The purpose of this plan is to establish guidelines on the policies and procedures for the administration and utilization of program income received as a result of activities funded under the State's Community Development Block Grant Program (CDBG).

Need for Plan Governing Reuse of Program Income: This Reuse Plan is intended to satisfy the requirements specified in Federal statute and regulation at Section 104 (j) of the Housing and Community Development Act ("the Act"), as amended in 1992 and 24 CFR 570.489 (e) (3). These statutory and regulatory sections permit a unit of local government to retain program income for CDBG-eligible community development activities. Under federal guidelines adopted by the New York State CDBG program, local governments are permitted to retain program income so long as the local government has received advance approval from the state of a local plan that will govern the expenditure of the program income. This plan has been developed to meet that requirement.

Program Income Defined: Program Income is defined in federal regulation at 24 CFR 570.489 (e) which specify that program income is the gross income received by the jurisdiction that has been directly generated from the use of CDBG funds. (For those program income-generating activities that are only partially funded with CDBG funds, such income is prorated to reflect the actual percentage of CDBG participation). Examples of program income include: payments of principal and interest on housing rehabilitation or business loans made using CDBG funds; interest earned on program income pending its disposition, and interest earned on funds that have been placed in a revolving loan account; net proceeds from the disposition by sale or long-term lease of real property purchased or improved with CDBG funds; income (net of costs that are incidental to the generation of the income) from the use or rental of real property that has been acquired, constructed or improved with CDBG funds and that is owned (in whole or in part) by the participating jurisdiction or subrecipient.

If the total amount of income generated from the use of CDBG funds (and retained by the County) during a single fiscal year (January 1 through December 31) is less than \$35,000, then these funds shall not be deemed to be program income and shall not be subject to these policies and procedures.

General Administration (GA) Cost Limitation: Up to eighteen percent (18%) of the total program income expended on all activities during a single program year may be used for CDBG general administration and program delivery expenses.

Reuses of Program Income: Program income must be: a) disbursed for an activity funded under an open grant prior to drawing down additional Federal funds; b) forwarded to the State of New York Office of Community Renewal or c) distributed to one or more Revolving Loan Accounts according to this Program Income Reuse Plan after adoption of the plan by Lewis County and approval by HCR.

Planning Activities: The County reserves the option of utilizing program income, within the 18 percent general administration annual cap, to fund planning for CDBG-eligible

activities. Such planning activities may include: fair housing planning activities; environmental reviews or other studies necessary for CDBG-eligible projects or programs; or application preparation for CDBG or other grants/loans to supplement funding for CDBG-eligible activities. The costs of such planning activities may be charged to an RLA if the planning is for the same activity as the RLA.

Reporting and Federal Compliance: The County shall ensure that the use of program income under this Reuse Plan complies with all CDBG program requirements, including citizen participation, environmental review, equal opportunity, Section 3 employment, lead-based paint, labor standards, acquisition and relocation, procurement, property management, and maintenance of adequate accounting and recordkeeping systems. To ensure ongoing compliance with CDBG requirements, the County shall utilize the latest available State CDBG Program Grant Management Manual for guidance on compliance procedures and policies.

Revising This Plan: The Board of Legislators has the authority to amend this document with a properly noticed Board meeting and approval by the Office of Community Renewal (OCR).

Revolving Loan Account: The purposes and allowed uses of funds under the County's RLA is, as follows:

- **Housing Revolving Loan Account**

This fund will be principally used for the purpose of making loans to rehabilitate residential units occupied by households which have an annual income which is 80 percent (80 percent) or less of the county's median income. The fund can also be used to provide down payment and/or closing costs and minimal repair assistance to income eligible first time homebuyers.

No more than eighteen percent of the total amount of PI expended annually may be expended for general administrative and program delivery costs.

The review and funding of requests for CDBG loan or grant assistance under this RLA shall be conducted under the Housing Rehabilitation Program or Homeownership Program Guidelines that have been adopted by the County for other CDBG funded programs. All assistance provided for activities under this RLA shall be made for activities that are located within the County's jurisdiction.

If the activities funded under the RLA are for the same activities as those funded under an open State CDBG grant agreement, then the funds available in this RLA shall be expended prior to drawing down funds from the State CDBG program.

In addition, any activity requesting funding under this RLA shall be deemed to be eligible under Section 570.482 and Section 105 (a) of the Act and shall be determined to provide sufficient public benefit as specified under Section 570.482 (f).