

Minutes

Audit & Control Committee

February 21, 2019, 8:35 a.m., Room 331

Gerace Office Building, Mayville, NY

Members Present: Chagnon, Nazzaro, Niebel, Muldowney

Members Absent: Gould

Others: Tampio, Ames, Dennison, Abdella, Bentley, Zafuto, Griffith, Crow
Cresanti, Quattrone, Braley, Borrello, Caflisch, Schuyler, Lis, Wendel, Westphal,
Narraway, Sanderson, Stearns, Kneer, Wisniewski, Cummings, Walsh, Barmore,
Mihalko

Chairman Chagnon called the meeting to order at 8:40 a.m.

Approval of Minutes (01/17/19)

MOVED by Legislator Niebel, SECONDED by Legislator Muldowney

Unanimously Carried

Privilege of the Floor

No one chose to speak at this time

Chairman Chagnon: I am going to start the meeting by setting the tone for the meeting today. From the review of the 2018 budget performance results which are preliminary at this point, I have the pleasure of saying that 2018 was an excellent year for expense control because all departments balanced within their own departments except for three. The Law Department needed a slight assistance outside of their department. The Veterans also needed a very slight assistance from outside the department and of course our assigned council costs were still high and the assistance from State Indigent Legal Services didn't come through in time to help us. Other than that, all the departments were able to balance within their own departments which is tremendous. That's outstanding.

Legislator Niebel: Very nice. Congratulations.

Chairman Chagnon: There is always a but. The but is that in 2018 our revenue generation was not good. So, the preliminary results at this point indicate that we had an unfavorable budget performance result for 2018. As the meeting progresses today, I'm going to be discussing with several departments some preliminary indications of their revenue shortfalls. OK? We have had a request from the Sheriff- since he has a commitment to be at the academy to take his proposed resolution, which is number 32 on the agenda, first.

Proposed Resolution- Amend 2018 Budget for Year End Reconciliations –
Office of the Sheriff

Sheriff Quattrone: We were able to balance our budget within our department. We had some overages, but we were able to counter those with (*inaudible*) and amend our budget to reflect that.

Chairman Chagnon: Questions? Comments? Since you asked to be first, unfortunately you're the first one to get the speech, but in total the Sheriff's budget was favorable on expenses by \$231,000. Unfortunately, they were short on revenue by \$837,000. So, there was essentially a \$600,000 problem with the Sheriff's budget in terms of bottom line results. As I said earlier, these are preliminary results and I am asking the departments that had a revenue problem in 2018 to take the time to go back and review and understand what the issues were and then we will be discussing those at the March meeting, if not before. Please give us a thorough explanation of what the problems were and what we can do in 2019 to overcome those problems from 2018 and anticipate if any of those are (*inaudible*) anything bad for the 2019 budget.

Any discussion on the proposed resolution? All those in favor please say aye. Opposed?

Unanimously Carried

Proposed Resolution- Appointing Deputy Clerk/Secretary to the Legislature

Clerk Tampio: As you can see from the resolution our Secretary to the Legislature/Deputy Clerk Foster is retiring effective February 27th. Therefore, we need to hire a new Secretary to the Legislature/ Deputy Clerk effective February 28th. The Chairman has recommended that our Committee Secretary, Ms. Ames be appointed to that position. It was also my recommendation too.

Chairman Chagnon: OK. Discussion? Questions? All those in favor please say aye. Opposed?

Unanimously Carried

Proposed Resolution- Setting Salaries for Certain Wastewater Treatment Plant
Operator Titles

Ms. Wisniewski: Both Directors approached Human Resources months ago to ask for an increase in grade for three of their titles. The titles are wastewater trainee, a wastewater operator,

and a supervisor position. Right now the trainee is a grade eight and they have asked to move it to an eleven. An operator is currently an eleven grade and moving to a fourteen and the supervisor is a grade seventeen and moving it to an eighteen. Right now there are zero trainees occupying the roster and the operators, there is one in the north county and one in the south county.

Mr. Walsh: Correct.

Ms. Wisniewski: And the supervisor is just one in the south county. I'll let them kind of explain why they asked initially and then we can go through the salary piece of it.

Mr. Walsh: Last summer Scott and I spoke- it is becoming very difficult to find operators in the wastewater industry. We spoke as far as the grades reflect on their position. Chautauqua County has one current grade eleven operator. New York State nine different grade levels of what an operator is and what he is to do. The plants are also graded in nine different levels. The level- basically, as it increases the complexity of the plant increases. We felt that it should directly reflect as a grade increase as well. Speaking with Jessica we laid it out as the County sees it as well because a mechanics position- in referring to a mechanic, here is mechanic one, two, three, and four and how that would coincide with how a grade level for a waste water operator would work. We discussed this, and this is what we've come up with.

Mr. Cummings: Nowadays, with the wastewater industry there is a lot more demands on the operator position itself with the new regulations from the state and the reporting that we have to do has made that position difficult. That operator has a lot more responsibility. So, as Tom and I talked, we could see that the operator position that we had- the waste level of scale was low. We worked with HR and they looked into it with other facilities and saw that the county waste level was quite low for those positions. We are just trying to get those up a little better so that we can not only keep those operators, but make it a job that's worth having. That's kind of what we were looking at.

Ms. Wisniewski: They came to us for recruitment and retention reasons because they were having some trouble with that and right now, the waste water eleven starts at \$17.60. So, what we did was we looked around Chautauqua County and different municipalities. We looked at the Village of Brocton, Fredonia, the City of Dunkirk, Jamestown and their current pay rate is in between \$22/hour and \$26/hour to start. We thought that even with the increase to a fourteen, we're looking at \$19.45. So, they're still under the mark, but I think it will help them overall. We were in agreement. As the CSEA contract states, there has to be a union president vote as well as the County Executive and myself. It was unanimous that we all agreed to these increases.

Mr. Cummings: In my position, it's only one person- one position and I had planned for that when we were doing the budget, hoping this would go through. It's just a small increase for that one position. It was fairly easy to cover that within the budget.

Mr. Walsh: As far as our budget, there will be no reflection on an increase in rates to cover these costs.

Chairman Hemmer: Alright. Any questions or comments?

Legislator Niebel: As far as New York State and the eleven different grades that they have, I really don't care about the state. I mean, it's something to look at, but we have compared these to other operators within the county, but what about other counties? Have we taken a look at Cattaraugus or Alleghany or some of the adjoining counties to see what kind of grades they've had?

Ms. Wisniewski: We did. I don't have that research with me today, but it was just a preliminary look. They're higher. You have Erie County and they're absolutely higher.

Legislator Niebel: Well, not just Erie County. I'm talking about some of the smaller counties comparable to us in size.

Ms. Wisniewski: We started off by looking at the outside and they were higher, so then we kind of looked within ourselves to really focus on that piece.

Legislator Niebel: OK, higher than the eight, eleven and seventeen?

Ms. Wisniewski: Yes. If you would like those numbers I can absolutely get them to you.

Legislator Niebel: That's not necessary.

Chairman Chagnon: OK, any other questions or comments? All those in favor please say aye. Opposed?

Unanimously Carried

Proposed Resolution- Authorizing Public Hearing Regarding Second Modification of Improvements for North Chautauqua County Water District

Clerk Tampio: The North Chautauqua County Water District is in the process of construction as we speak. The western end is just about completed and we're taking bids for the eastern portion through Sheridan. Since the first amendment that was approved in 2017 to the capital project, the district has received additional grant funding in the amount of \$3 million. Therefore, that information was taken to the administrative board and our engineers proposed an additional amendment to our project in light of that additional funding. That plan was approved by the board and then a request was sent to the Legislature to start the process of the public hearing to once again amend the project and approve the SEQR review. So, there's several things because of the additional funding that were added to the project. I did send you the map and plan amendment and also the sheet which basically explained the changes and additions from the original map and plan and the amendment number one. So, this amendment will supersede and includes everything that was in the first two map and plans.

The Village of Brocton transmission as part of the west side transmission for the project was increased by 1,600 feet. You can see these purple lines- there is a little bit extra on Route 20 in Brocton for that. The purple lines are the projects that were the Brocton project that are almost

completed now. The east side Fredonia interconnect is an addition that connects to a new water tank. The water tank was in amendment number one; however the location of that water tank has been changed. This addition to the project is largely due to the fact that Brooks Hospital is relocating to the Village of Fredonia and they are required to have a redundant water source in case of an emergency or failure of the primary system. So, this system will be connected to the Fredonia system and act as an emergency backup water supply. The water tank will continue to supply the east side transmission that goes all the way to the Silver Creek line providing the proper flows and pressures that are required. There is an existing pump station in the east side in the Town of Sheridan that has to be repaired and upgraded in order to supply that extra extension and the water tank that will be built.

The Dunkirk contribution- the Town of Dunkirk is installing a line on Roberts Road and their original construction was for an 8 inch line and it has to be upgraded to a 12 inch in order to accommodate the flow that goes to this new tank. The east side- Fredonia interconnect will connect to the Village of Fredonia's water system, as I already explained, and the east side tank that I just mentioned, also.

If there is additional funding that's provided by the Department of Corrections because of the facility in Brocton, they're anticipating a \$1.6 million contribution to this system. So, if that were to come into effect, also included in this map and plan amendment is a west side Fredonia system interconnect along Route 20 from the Village of Brocton to an existing transmission main that feeds a water district in the Town of Pomfret. Once again, would be a redundant water supply or an emergency supply either for Fredonia or for our system.

Then, the Westfield interconnect is an option if we have that additional funding. You'll see from the Town of Portland, there is a Westfield line- a Town of Westfield line that's close to that border- another redundant source for them and for us.

We have a tank in the Town of Portland- a small tank that is now not in service. It's unnecessary because the project built a new tank in the Village of Brocton that's part of our system. So, that would be- if those funds are available, that tank would be demolished. Also, there is a tank in the Town of Sheridan that currently feeds the industrial water district. That will no longer be necessary with this construction of our new tank in the Town of Sheridan and that can also be demolished.

So, this resolution basically sets the public hearing for next month, at which time you will approve the SEQR decision and the amendment to the project. Financially, it increases the project from approximately \$15 million to \$19 million and you'll see on the public notice of the hearing that the debt service would increase from \$292,500 to \$395,050. However, this will have no impact on the water rate. All the- this project and the regional district will be solely supported by the water rate. There is no tax on properties at all. The reason that there is no impact is because we received estimates- good estimates from the Athenex project, which will add a hundred million gallons of water purchased to the system, therefore there will be no impact on the rate.

Legislator Nazzaro: Very good.

Chairman Chagnon: Clear as mud.

Clerk Tampio: Yes, it's been a process. Mr. Niebel was there and heard the presentation-

Legislator Niebel: They did a nice job.

Chairman Chagnon: Legislator Niebel serves on the board?

Clerk Tampio: Yes.

Chairman Chagnon: Any questions or comments?

Legislator Muldowney: Just a couple. The first one about the tank for the emergency use- the relocation of the hospital. Now, is that- from my understanding, and I have not been to any of these meetings, the Village of Fredonia is not part of this, right?

Clerk Tampio: No, they're not.

Legislator Muldowney: But we are making an emergency backup?

Clerk Tampio: Well, the primary purpose of that tank- the original location was the east Town of Dunkirk- the primary purpose is to provide the proper pressures and flows for our transmission main on Route 5 in Sheridan. So, this is a secondary- when we designed it and had that tank proposed in the east Town of Dunkirk that was prior to all that discussion of location of the new hospital and the requirements they would need for water flow. So, that's when we talked about changing the location. As I said, the primary purpose is to provide the flows that we need on Route 5.

Legislator Muldowney: But it will benefit the hospital? I just find it a little ironic that it's benefiting them, but they're not part of the district. What was the number before that tank (*inaudible*) do you know? What's the dollar amount for that?

Clerk Tampio: I can see if I can figure that out from-

Legislator Muldowney: I guess it's more of a statement than a question. They're going to benefit. If you didn't do this, could their system handle it?

Clerk Tampio: Could their-

Legislator Muldowney: Their water system. Would they-

Chairman Chagnon: They would have to have redundant backup.

Clerk Tampio: Their water system can supply the hospital in an adequate manner, but this is just to provide a redundant supply in case their system failed.

Legislator Niebel: It's a backup.

Clerk Tampio: It's a backup, yes.

Legislator Muldowney: Right.

Clerk Tampio: I can say that the east side Fredonia interconnect is \$1.7 million on the chart.

Legislator Muldowney: There seems to be a little controversy in the City.

Clerk Tampio: I understand.

Chairman Chagnon: Kathy, my question is the public hearing will be to consider the \$3 million addition from the (*inaudible*) grant. Will it also include the potential funding from State Corrections?

Clerk Tampio: Yes, it's included in the map and plan. If we receive that funding, this is the additional items that will be constructed.

Chairman Chagnon: OK, thank you. Any other questions? Comments? All those in favor please say aye. Opposed?

Unanimously Carried

Proposed Resolution- NCLSD Chautauqua Shores I & I Study Grant

Chairman Chagnon: The committee has in front of them a proposed amendment from Kathleen to the proposed resolution. Do you want to start with the resolution or the amendment?

Mrs. Dennison: Your choice, Mr. Chairman.

Chairman Chagnon: OK. Scott, why don't we get the amendment taken care of first?

Mrs. Dennison: When we were reviewing this in committee I realized that we had neglected to include the addition of a budget item for the revenue. This is a grant that the North Chautauqua Lake Sewer District has received and when we prepared the budget the expenditures associated with the grant were included in the budget because it was planned that the work would have to be done in any case. So, as the resolution states there is already an expenditure line item in the budget for this work, but with the additional of the grant I thought it was best to add a revenue line to recognize the grant receipts. So, the amendment will just add a revenue line. There is not a balancing component to this. We will be planning to increase the net gain of the district by the addition of this revenue. It would essentially go to the- the offset would be to increase the net gain. So, we did not feel that we needed to put that in the resolution, so it's just to add the revenue.

Chairman Chagnon: OK and you have kindly underlined the proposed amendments in the last whereas clause and in the last resolved clause. Scott, before we consider adopting the amendment to your proposed resolution, why don't you go ahead and explain the whole resolution to us now.

Mr. Cummings: OK. The North Chautauqua Lake Sewer District applied for this grant. It's a \$30,000 grant for an I & I study for part of our district that we knew we had some issues with. So, we applied for that grant and we were lucky enough to receive it, but we didn't know about it until this past December- the end of 2018 we were awarded the grant. So, we are at that point- the North Chautauqua Sewer District Board, in our January meeting approved to accept the grant and also approved to provide the matching funds of 20% to the grant. Afterwards, Kristen Wright, our Attorney for our District, realized that this grant was actually awarded to the County and not to the North Chautauqua Lake Sewer District. So, that's kind of why we're here today- to get the County to accept the grant on our behalf. So, that's kind of where we're at with this.

Chairman Chagnon: And the I&I study is to determine the amount of inflow and infiltration that comes into your sewer system, which is ground water that comes into your system and you then pay to treat- to transport and treat-

Mr. Cummings: Yes.

Chairman Chagnon: So, it's an opportunity to reduce your operating costs.

Mr. Cummings: Significantly, we hope. In this part of our district, those sewage flows go into the Chautauqua Utility District Plant in the Institution and they charge us to treat that water. Our flows are quite high going into that. This is a way to hopefully reduce that cost. The costs to Chautauqua Utility Districts have gone way up over the last several years. They did a large expansion to their sewer plant, which the north district didn't have any say in, but we have to pay them a portion of them. If we can reduce our flows into their plant, we can reduce our cost. So, that's kind of where we're at and why we're trying to do this work. The first step is a study to figure out where our infiltration and inflows are coming from and the next step would be to try to do the repairs once we find those areas that are bad.

Chairman Chagnon: Alright. Thank you. Questions or comments? I would entertain a motion for the proposed amendment that Kathleen described.

Legislator Niebel: So moved.

Legislator Nazzaro: Second.

Chairman Chagnon: Discussion on the proposed amendment? All those in favor please say aye. Opposed?

Unanimously Carried to Amend

Chairman Chagnon: Now, onto the proposed resolution as amended. Any further discussion? All those in favor please say aye. Opposed?

Unanimously Carried as Amended

Proposed Resolution- NCLSD Chautauqua Shores I & I Study SEQR Determination

Mr. Cummings: Alright, this pretty much just goes hand in hand with the first resolution because the County's receiving this grant on our behalf. The SEQR just pretty much goes with it.

Chairman Chagnon: Questions? Comments? All those in favor please say aye. Opposed?

Unanimously Carried

Proposed Resolution- Amend 2018 Budget for Year End Reconciliations – North
Chautauqua Lake Sewer District

Chairman Chagnon: I understand that this proposed resolution was amended previously and there is a typo that was noted in committee, as well.

Mrs. Dennison: Actually, Mr. Chairman, the typo was noted in committee but the change in amounts was not noted in committee.

Chairman Chagnon: OK.

Mrs. Dennison: The change in amounts occurred after the committee meeting. We had to do an adjustment to the vacation accrual- or recognize some of the- change the way the vacation accrual expenditures are recognized. So, that caused an increase in personal services in the sanitary sewers department and it caused a decrease in the sewage treatment department. Those numbers have been adjusted in the proposed amendment and then there was an overall increase in expenditures around \$2,000, so we're asking to change the increase in the revenue account to \$12,338. So, it is still self-balancing within the district.

Chairman Chagnon: OK, thank you.

Mr. Cummings: This is just the end of the year reconciling the accounts to get things in line. This year was a wet year, so we have a little bit extra overtime and some of the things that are associated with that. With the new addition to the plant we had some additional costs for some of the stuff in treatment.

Chairman Chagnon: OK. Any questions? Comments? We have a proposed amendment that has been placed in front of us with some corrections.

Legislator Nazzaro: Motion to amend.

Legislator Muldowney: I'll second it.

Chairman Chagnon: Discussion on the motion to amend the proposed resolution? All those in favor please say aye. Opposed

Unanimously Carried to Amend

Chairman Chagnon: Any discussion on the proposed resolution as amended?

Mrs. Dennison: Mr. Chairman, if I could just make a comment. I would just like to recognize Director Cummings for really taking an interest in the budget and the financial management of his districts. He's spent a lot of time working with my office over the last couple of years and I think that his hard work has paid off because the financial performance of those districts is quite a bit better than budget. I just wanted to take a moment to recognize that.

Chairman Chagnon: Thank you for sharing that. I would echo those comments, as well. The improvement is notable and thanks to both of you.

Mr. Cummings: Working with Kathleen and her department has been amazing because I really had no idea how a lot of this worked and she's just helped me out tremendously to get this a little better in line than what we've been. I think we're going in the right direction.

Chairman Chagnon: Absolutely.

Legislator Niebel: Nice job.

Chairman Chagnon: All those in favor of the proposed amended resolution? Opposed?

Unanimously Carried as Amended

Proposed Resolution- Amend 2019 Budget Appropriations—South & Center Chautauqua Lake Sewer Districts (S&CCLSD)

Mr. Walsh: It has been determined that the duties of a position of a new hire are more closely aligned with the Sanitary Department- 8120. Therefore, the resolution is to move monies from the 8130 to the 8120.

Chairman Chagnon: And this is amending the 2019 budget?

Mr. Walsh: That is correct.

Chairman Chagnon: Any questions or comments? All those in favor say aye. Opposed?

Unanimously Carried

Proposed Resolution- Amend 2018 Budget for Year End Reconciliations – South & Center Chautauqua Lake Sewer Districts (SCCLSD)

Mr. Walsh: As some housekeeping we are moving appropriations from the 8130 account into the 8120. The money is covered we're just moving money within the departments.

Chairman Chagnon: I would point out that both the expenses and the revenues for the South and Center Chautauqua Lake Sewer District are favorable to the budget. Good job. Any other questions or comments on the proposed resolution? All those in favor please say aye. Opposed?

Unanimously Carried

Proposed Resolution- Amend 2018 Budget for Year End Reconciliations –
Landfill – Environment

Chairman Chagnon: I believe we have a proposed amendment in front of us.

Mrs. Dennison: That is correct. Regarding the amendment, we are continuing to make adjustments to the financial results every day, so we did have some additional depreciation adjustments for the landfill which was posted after the Public Facilities meeting. So, I would propose the resolution to increase the contractual costs in the landfill to \$1,323,066. That brings the total increase in appropriations to \$1,335,421. To balance that we proposed to increase the revenue account for out of county municipal waste to \$1,333,066.

Chairman Chagnon: OK, and the committee has that proposed amendment in front of us. Would you explain the proposed resolution?

Mr. Bentley: The contractual environment landfill amount is really the out of county waste that is brought into the county. So, obviously there are expenses associated with that and the associated revenue is brought up to match that. It's really a benefit to the landfill to be able to take this out of county waste and it helps the county from a revenue standpoint.

Chairman Chagnon: Questions or comments? I do have a question and I don't expect to get the answer today. The revenues were up 33%, which is great, and many of the variable costs were up in that same neighborhood, which is to be expected that your depletion allowance would be in accordance with your increased volume, your fuel costs and things like that-

Mr. Bentley: Sure.

Chairman Chagnon: You had a couple of unexpected maintenance costs, but the one that really threw me was your (*inaudible*) closure cost went up 398%.

Mr. Bentley: You might get an answer today.

Mrs. Dennison: Unfortunately, not a complete answer. I noticed the same thing, Mr. Chairman, when looking at the variances and I did pose that question to Todd Button yesterday. The cell closure costs- finance books them, but they're calculated by the landfill. So, Todd deferred the question to Director Pantelis and we don't have an answer yet.

Chairman Chagnon: We can expect that information to be coming?

Mrs. Dennison: Yes.

Chairman Chagnon: Thank you. So, unless there are any other questions on the general resolution, the first item to be done is to accept the proposed amendment to the proposed resolution.

Legislator Nazzaro: So moved.

Legislator Niebel: Second.

Chairman Chagnon: Discussion? All those in favor of the amendment please say aye. Opposed?

Unanimously Carried to Amend

Chairman Chagnon: Then onto the proposed resolution as amended. Any discussion? All those in favor please say aye. Opposed?

Unanimously Carried as Amended

Proposed Resolution- Amend 2018 Budget for Year End Reconciliations – Public Facilities

Chairman Chagnon: We have an amended copy of the proposed resolution in front of us that was amended in committee.

Mr. Bentley: This is my first year going through the year end reconciliations, so from what I've been told, these numbers are actually quite small in comparison to past years. Overall, it looks like there are a lot of changes and I think the magnitude is reflective of a good job that we've done. So, just a couple things of note- on the personal services for CARTS- this came up in Public Facilities- a lot of that variance is due to the 2% increase was not factored into the original budget and there has been some variability in the conversion from the high deductible plan from the traditional and back. So, those are reflective of those little changes there. For the contractual- the fuel costs- there is minor variance there for escalation for fuel. I guess with that, I'll answer any questions. I can certainly add more detail.

Chairman Chagnon: I would point out that the entire Public Facilities budget the expenses were favorable and the revenue was just slightly unfavorable. Good job. Any other questions or comments on the proposed resolution? All those in favor please say aye. Opposed?

Unanimously Carried

Proposed Resolution- Amend 2018 Budget for Year End Reconciliations – Public Facilities Maintenance of Roads and Capital Improvements

Mr. Bentley: For this reconciliation what factored into here was fuel cost escalation over the summer for the asphalt pricing and also our windfarm roads- the restoration for the roads up there. As you remember in October, we had a resolution to adjust the budget to take those permit fees and put them back in. So, this reflects the final cost of those roads because at the time in October we didn't have the full costs yet. So, this is the remainder of what came in at the end of the year.

Chairman Chagnon: I would point out that this is the D fund and both the expenses and the revenues were very favorable. Any other questions or comments?

Mrs. Dennison: Mr. Chairman, I just want to comment that we are in the process of reviewing the revenue and expense components, especially for the capital projects within the D fund. So, we do expect that there may be some adjustments as we fine tune the numbers.

Chairman Chagnon: Any other questions or comments? All in favor please say aye. Opposed?

Unanimously Carried

Proposed Resolution- Amend 2018 Budget for Year End Reconciliations – Public Facilities
Road Machinery

Mr. Bentley: The major part of this reconciliation reflects the contractual of the road machinery, which is our increased maintenance costs, which was discussed pretty well last year and this is reflective of that continued expense until we get the new vehicles in house. Just an update on where we stand; we've actually put orders in for an excavator and some mobile lifts at Sheridan. We got our place holders for four ten-wheelers, so we've got our slot (*inaudible*) for I think July and we're actually fine tuning the specs on those right now. So, from a cost standpoint, a ten-wheeler costs about \$225,000, so four of them is \$900,000. I made my pitch at Public Facilities for the budget for next year. A million dollars gets me- and I have 33 ten-wheel trucks. So, four replaced and if you go on a ten year life cycle, that's a minimum that I need. When you think about all the excavators, loaders, the patching, the fuel trucks, the chippers, the pavers- there's a lot of equipment that we have to maintain. I can bring information to you guys to show that the continuation of that funding (*inaudible*) to help us reduce the overall maintenance costs. This is reflective of what happens when we defer capital purchases. We're going to see these increase costs. So, this is reflective of the reconciliation at the end of the year. I believe there are some small wage and insurance deductible plan that factors into this one as well.

Chairman Chagnon: OK. Questions? Comments?

Legislator Nazzaro: Just a quick comment. Kathleen, correct me if I'm wrong. Before this adjustment we have about \$1.5 million in the DM fund balance.

Mrs. Dennison: Let me verify that. That would be- we have approximately- actually a little bit more than that before the adjustment for year end. We're projecting now- including

these adjustments- and after what we have scheduled to use in the budget for 2019, we would have a balance of approximately \$1.1 million.

Legislator Nazzaro: Is that after?

Mrs. Dennison: That's after the (*inaudible*) for next year.

Legislator Nazzaro: So, that's better.

Mrs. Dennison: Yes. We're still in the process of reconciling the year end results, but there was an inventory adjustment in the D fund that was a positive development and that occurred since the Public Facilities meeting. As I said, the current projection is that there would still be a reasonable balance in the fund after the end of 2018 and after the pledge of the use of the fund for next year.

Legislator Nazzaro: So, you said that would be about \$1.1 million?

Mrs. Dennison: Yes.

Legislator Nazzaro: That is better.

Chairman Chagnon: Any other questions or comments on the proposed resolution? All those in favor please say aye. Opposed?

Unanimously Carried

Proposed Resolution- Acceptance of CARTS 5311 2017-2018 Consolidated Grant and 2017 Accelerated Transportation Capital Grant

Mr. Bentley: I'll speak to the high level and any detailed questions can be referred to the experts to my left and to my right. So, this is our consolidated grant that we use to basically fund CARTS. It's the vehicle purchases- the main component of this. We purchase six vehicles, but this goes over a two year cycle so it's three per- we have 35 CARTS buses, so I think this came up in Public Facilities. A CARTS bus costs about \$90,000-\$100,000. Again, this would be a similar thing to try to replace one every ten years. It's kind of in the same timeline as far as life expectancy. The other part of that is software. This also helps pay for maintaining the software and getting people to schedule rides from point A to point B and keeping our buses on time.

Ms. Westphal: And know where they are.

Mr. Bentley: There is a position for a mobility management position that gets funded out of this. She coordinates a lot of the transportation throughout the county, so this is a- her salary gets paid through this grant. She provides a lot of benefit. She's been in the position for-

Ms. Westphal: She's been there six years.

Mr. Bentley: She does a tremendous help to CARTS as well as-

Ms. Westphal: Travel training.

Mr. Bentley: Below there are some incremental dollars for some add-on's that are going to help CARTS provide the services that the County needs. The shop equipment- we have some doors that need to be replaced. Also included in here is an increase to cover the cost of our local share. So, it actually- through the grant it actually reduces our local share costs. Below you can see the various percentage funding's that get funded for each of the items above. Some are 80-10-10, some are 100%.

Chairman Chagnon: OK. I'll point out to the committee there was a typo correction in the Public Facilities Committee, which was simply to "establish and increase appropriations" and to "establish and increase the revenue accounts." So, that's nothing that we need to deal with at this point. I will also point out that this capital grant has been approved by the Planning Board and I would note that it results in a decreased used of the capital reserve. So, that's good news too.

Mr. Bentley: Very good news.

Chairman Chagnon: Questions or comments on the proposed resolution? All those in favor please say aye. Opposed?

Unanimously Carried

Proposed Resolution- Amend 2018 Budget for Year End Reconciliations –
Information Technology Services

Mrs. Dennison: Jon DeAngelo is on vacation this week and he asked me to speak on his behalf. His budget amendments are self-balancing. He has a small overrun in personal services and office services due to costs to replace the telephone receptionist when she was out. There is also an increase in expenditures- contractual expenditures for the print shop. That is because the print shop did more volume than anticipated, so there was a corresponding increase in revenue for the print shop. Then, Jon is proposing to decrease his appropriations for personal services in his main department, Information Technologies. He replaced a retiring employee with an employee in a lower grade. So, there were some saving from that replacement.

Chairman Chagnon: I'll point out that for the entire department of Information Technology- their 2018 budget results were favorable. There expenses were favorable and their revenues are just slightly unfavorable. The total result was favorable. Any questions or comments on the proposed resolution? All those in favor please say aye. Opposed?

Unanimously Carried

Proposed Resolution- Amend 2018 Budget for Year End Reconciliations –
County Clerk

County Clerk Barmore: Well, basically what we have here is we spent more on payroll, benefits, and records management than we originally budgeted. This is what we talked about before. We had the AS400 server, which Mr. DeAngelo wants to shut down and we've got records on it that we still have to check and make sure that they actually made it to our system. Plus we have all kinds of new records coming into our department due to the fact that we no longer charge any of the other departments for doing this and we put Michelle and her assistant Debbie on 40 hours for the remainder of the year. This is where this extra expense came from.

The weights and measures part- our supervisor retired this year and we hired our replacement a couple of months early so that we could train him before he left and hit the ground running. After we hired the assistant, the supervisor discovered that he needed to work two extra months in order to meet his retirement, so we hadn't planned on spending that money. Considering that it was only \$2,800 for two months of work, it wasn't too bad and we have more than enough to transfer over from the personal services and other parts of our department to cover it. So, here we are. I think your local share turned out to be about \$42,000 less than we had initially planned on.

Chairman Chagnon: Congratulations again for positive results for your 2018 budget. Good job. Any other questions or comments on the proposed resolution? All those in favor please say aye. Opposed?

Unanimously Carried

Proposed Resolution- Amend 2018 Budget for Year End Reconciliations –
Law Department

Mr. Abdella: We had a deficit in the employee benefits line of \$8,666. That was due to a change that was made after the budget was adopted in 2018 to incentivize individuals to go to the high deductible insurance plan. In our department, which is really almost entirely personnel driven, that had a significant impact. We didn't have any new people or changes whatsoever, but this extra benefit was placed on our department. We had some monies in the contractual accounts and point one personnel accounts to offset about two-thirds of it, but we needed an additional \$2,680 to offset that change. I guess I can note that based on the earlier discussions that our department's revenues came in slightly higher than expected by \$60.

(Cross-laughter)

Chairman Chagnon: You only get a small gold star for that. Any questions or comments? All those in favor please say aye. Opposed?

Unanimously Carried

Proposed Resolution- Amend 2018 Budget for Year End Reconciliations –
County Executive

Chairman Chagnon: The results for the County Executive's budget were favorable in total.

Mrs. Dennison: In the County Executive's budget, we did do some amendments because of the change in personnel in that department with adding the Deputy County Director position. We amended the budget as best we could, based on what we thought those changes would be, but we were a little bit off in the salary- or personal services classification and a little bit over in salaries and a little bit under in benefits. It does balance within the department and as the Chairman indicated, the County Executive was under his local share for the year.

Chairman Chagnon: Questions or comments? All those in favor please say aye. Opposed?

Unanimously Carried

Proposed Resolution- Amend 2018 Budget for Year End Reconciliations –
Human Resources

Ms. Wisniewski: So, this is a reallocation within funds within the department. So, I'm not asking for any additional funds for the Human Resources. This really was about the benefits- the department moving the insurance from the finance to human resources and at the time it was estimated what would be budgeted between the benefits and what the personnel-1430 and there's just a slight move in the salary for the point ones and then the insurance for point eights to be moved back into the 1430.

Chairman Chagnon: I'll point out for the committee that the overall expenses for your department were favorable and your revenue was just slightly unfavorable. Any other questions or comments on the proposed resolution? All those in favor please say aye. Opposed?

Unanimously Carried

Proposed Resolution- Amend 2018 Budget for Year End Reconciliations –
Finance

Ms. Crow: Good morning. A few adjustments here for various departments within the overall finance umbrella. For 1310, which is our main finance department, we did have as a result of contractual wage increases that occurred after the budget was set an increase in point ones. The contractual costs- we did have an unexpected adjustment from the pension system related to former County Home employees that came on our pension bill this year. We have a point four account that we've used since the sale of the County Home to record post sale expenses as they come. Mostly it's been audit related. In this case even though it was a pension cost, it's still recorded in that point four contractual. So, that was the reason for the \$32,000 adjustment there for contractual. As you heard with several other departments, with the contractual change to offer a greater contribution to the health savings account for those on the high deductible plan- our department already had a significant number of people already on the plan, so that ended up resulting in an increase for our particular department where it might have been a savings for other departments. Under contractual for 1330, Jim did have one unplanned software improvement. He did also need additional temporary support from the software vendor due to a retirement that we had earlier in the year and it took a little while before we replaced

that position and were able to train staff, so that contractual was an increase there. You'll see below that we did have some savings in our point ones that end up offsetting that. Again, in the property tax department the adjustment's for health insurance costs generated a slight overrun. We were able to offset those increases by- as I mentioned, we did have a retirement in the Real Property Tax Department, which generated an underrun in the 1330 and the 1989 accounts because staff is allocated in those two departments. So, we had a retirement. It took a while to refill that. We filled it internally and then we had to then refill that position. The savings associated with the lag time in replacing those positions. Under 1335 we did see fewer legal challenges in 2018, so that resulted in a savings in the 2018 budget. In the 1362 we also saw some savings there. Jim implemented some process improvements that helped reduce postage costs that are sometimes related to when we're having to send out a third notice. We're able to send out fewer third notices and therefore saving in postage.

Chairman Chagnon: OK. Questions? Comments? I'll point out that the Finance Department in total was under budget in terms of expenses, but also significantly under budget in terms of revenue. The miscellaneous account was under budget by \$742,000.

Ms. Crow: That's attributable to the tribal compact revenue that we've known we were unlikely to get, as well as the NRG plant revenues. We did see a surplus of approximately \$1 million in the sales tax for 2018.

Chairman Chagnon: So, even with the \$1 million surplus in sales tax, we're still \$742,000 short.

Ms. Crow: Yes, due to those other items.

Chairman Chagnon: There is also two other accounts that were under revenue- the interfund transfers from the NRG plant was one, New York State aid was one, other property tax items was the other and then real property taxes was under by \$138,000 as well.

Ms. Crow: Well the State Aid is the tribal compact and the other NRG plant is the other item that we-

Chairman Chagnon: Isn't there a pilot impact?

Ms. Crow: The pilot- I think that had to do with the change in-

Chairman Chagnon: My point is that if you could get us an explanation-

Ms. Crow: Yes, when we get the final results for next month when we go through all of the fund balances we'll have that.

Chairman Chagnon: The second piece of that is any anticipation of these impacts for the 2019 budget as well. If you could bring both of those to us next month we would appreciate it.

Ms. Crow: Sure.

Chairman Chagnon: Any other questions or comments on the proposed resolution? All those in favor please say aye. Opposed?

Unanimously Carried

Proposed Resolution – Amend 2018 Budget for Year End Reconciliations – Liability Insurance Accounts

Ms. Crow: As you may understand already, all of our liability insurance costs are collected in the CS Fund and then we allocated those costs out to all departments that have policies that cover their department operations. Then in the A1710 account, the administrative costs of running the liability program are captured there and offset by revenue from the CS Fund. So, we take the cost in the administration, move them over to the CS Fund, that's like a revenue back to the A Fund and then allocate out to all departments. So that's the overall accounting. We did have an increase in the employee benefits for 1710. That was related to the fact that already those employees in that department had elected the High Deductible Plan as well as a change in the elections. Under the CS Fund, the increase there for the contractual was really, once I was digging into it trying to figure out why we were that much off of our – because that is where we budget for our premiums and I discovered that when I was entering the budget in the CS Fund, because we have a separate spread sheet that we enter in all the premiums and then I say, assume a percent increase for the next year, to calculate what we allocate out to the departments, that part was correct but when I went back to enter the premiums into the budget, I just entered the individual premiums without the percent increase. Therefore we were under budget or I should say, over budget in the CS Fund. But there is no impact to departments because I did allocate out in the budget the correct amount to departments. I just under budgeted for it in the CS Fund. As we were able to offset that by – we did see less claims come in 2018 against the liability fund so therefore I was able to offset that budget error with that savings in the contractual. As far as administrative costs, we did see a savings in the point ones and in the contractual that offset that mostly offset that increase in the insurance costs for 1710 and then the net amount that we needed to further bill the CS Fund was \$2,393. So, that will be an adjustment between the A and the CS Funds.

Chairman Chagnon: Any questions or comments on the proposed resolution?

Unanimously Carried

Proposed Resolution – Amend 2018 Budget for Year End Reconciliations – Transfer to Capital

Mrs. Dennison: In January of last year we closed capital project H2490.688, the JCC Science Building. So it was closed in January because in January the information we had was that the project was complete and so it was reconciled, closed, and any balance in the account transferred to the reserve for capital. We then in August of 18', received an additional invoice from JCC for work on this project. So we have to make a charge to the project even though it had no budget for 18' because we thought that we were finished so it did result in a use of the reserve for capital, \$26,268. You will notice later we have a resolution to close a number of capital

projects that we believe and know to be finished. That list of capital projects that is coming up later does not include any of the JCC projects because we are still working with JCC to determine the status of all of their projects. I do have a meeting next week with the representatives from JCC so we're hoping to avoid this problem for the 2019 closures.

Chairman Chagnon: Questions or comments? Kathleen, my question really is in terms of how this happened because historically we have not been capricious in closing capital projects. We have been relatively slow in closing capital projects so this is very surprising to me that we would get an invoice months after we closed a project that probably had no activity for months or years prior to us closing it. So do we understand why suddenly an invoice showed up? Was it lost, was it additional, what was the cause of it?

Mrs. Dennison: I don't have a complete answer to that. I have questions also because the invoice, it actually includes a lot of expenditures that were incurred starting in 2017. There is a list of all these expenditures with this project over quite a period of time. So the expenditures were taking place quite a while in the past up until – but up until June of 18'. So, I unfortunately can't explain why there was a disconnect or why we were told the project was done and then obviously the work was still ongoing.

Legislator Nazzaro: I think this does require some research. A more investigation as to why this happened.

Mrs. Dennison: As I said, I do plan to meet next week with JCC so I can ask those questions at that time and plan to have an answer for you for the March meeting.

Chairman Chagnon: From a very rigorous perspective, we certainly are not obligated to accept expenses for projects years after we understand they have been completed. Now, I'm not at this point suggesting that we take that position yet, but I would certainly like to understand better what the cause of this was and what the reasons for it were before we accept those charges into this project. So, adjusting the budget, I understand is necessary, but, is this something that can be deferred until next month, this proposed resolution?

Mrs. Dennison: I think that's reasonable.

Chairman Chagnon: What does the Committee feel?

Legislator Nazzaro: I support that Mr. Chairman.

Legislator Niebel: I agree.

Chairman Chagnon: So then I would entertain a motion to table this proposed resolution.

Legislator Niebel: So moved.

Legislator Nazzaro: Second.

Chairman Chagnon: All those in favor of tabling say aye?

TABLED - Unanimously Carried

Proposed Resolution - Amend 2018 Budget for Year End Reconciliations – Board of Elections

Mrs. Sanderson: We're here today because our personal services were over budgeted by \$19,110. The cause of that was mostly due to additional hours from staff and seasonal employees that we hire during the election season. We did have a Countywide Federal primary and State primary this year which caused a little bit additional hours there. Included in that a little bit was the 2% CSEA wages that were not included in the budget at the beginning of the year. We are able to reconcile that within our budget by pulling from the contractual.

Legislator Nazzaro: What specifically contractual that reconciled this?

Mrs. Sanderson: Which line did we pull it from?

Legislator Nazzaro: Yes.

Mrs. Sanderson: I do believe we were lump summing it, what was available and bringing it over. We don't have that particular line.

Legislator Nazzaro: I was just wondering what particular, without getting –

Mrs. Sanderson: What area?

Legislator Nazzaro: What areas we were able to (*inaudible*).

Mrs. Sanderson: Without having that budget right in front of me – I apologize, I didn't bring it. We can get that answer for you, yes.

Legislator Nazzaro: Thank you.

Legislator Niebel: Supplies perhaps. Take it from point four contractual supplies, perhaps.

Mrs. Sanderson: Right, it would have been one of our other contractual lines for sure where we budget for our supplies.

Chairman Chagnon: Other questions? I will point out to the committee, as pointed out, your expenses in total for the department were favorable. Congratulations. Unfortunately your revenue was \$53,000 short because of New York State aid.

Mrs. Sanderson: And I can explain that. We do budget for our grants that we receive from the State, the HAVA and the New York State Accessibility grant so we do put that in the revenue and the expenditures so those kind of offset each other. Although we did receive it, we did expend against it.

Chairman Chagnon: So therefore in total, your budget was favorable just taking into consideration your expenses and your revenue. Very good. Any other questions on the proposed resolution?

Unanimously Carried

Proposed Resolution – Amend 2019 Budget – Board of Elections

Ms. Stearns: For the 2019 budget we allocated \$100,000 to purchase new (*inaudible*) 9 new voting machines and 2 new scanners. This our beginning of replacing some of our inventory. The actual cost is going to be \$111,540 which puts us \$11,540 over our budget. We would like to propose that we take this from our HAVA grant funds which are currently under contractual and we would move it over to equipment.

Chairman Chagnon: Any questions? Do we know why the equipment is more expensive than what was in the budget?

Mrs. Sanderson: We estimated the cost of what the equipment was going to cost, what the machines were going to cost us and when the State quote came in which was after the budget process, we realized that the machines were just a little bit more than \$10,000 apiece. I think they're \$10,500, I believe, apiece plus we had to have replacement scanners in case there was any issues with the scanner that's on a machine, we'd have a replacement to continue the voting process.

Chairman Chagnon: And you are proposing to use funds from your HAVA grant. Since there was an issue in 2018 with your HAVA grant, which you just explained, do you anticipate that same problem in 2019?

Mrs. Sanderson: We do not. We do plan on – we have been reserving those funds knowing that going forward we're looking at going to electronic poll books so with this being an eligible expense and that coming in over budget, then what we budgeted for, we can use the HAVA money to cover that expense for machines. That was an eligible expense. So going forward, we'll be able to budget appropriately for the machines.

Chairman Chagnon: So the HAVA funds are currently in hand or anticipated?

Mrs. Sanderson: They will be anticipated. After the purchase of the machines, we can then submit a voucher to the State and be reimbursed.

Chairman Chagnon: You don't anticipate any problems of being reversed then?

Mrs. Sanderson: I do not, no.

Mrs. Dennison: I believe that you already checked, you already verified that the voting machines are an allowable expense?

Mrs. Sanderson: We did. When we submitted a pre-approval to the State and have received that approval back.

Chairman Chagnon: Any other questions or comments?
Unanimously Carried

Mrs. Dennison: Mr. Chairman, if you would like, I have the answers to your questions on the pervious resolutions, for the contractual and Mr. Nazzaro. The Board of Elections, in total, the contractual expenses are under budget \$99,000. Now, part of that is because the grant activity was not undertaken so as Mr. Chairman pointed out, they have a revenue shortfall because they didn't do the grant work but even taking that into consideration, contractual expenses are still about \$50,000 under budget and the key items that are under would be, election ballots are under budget by \$11,000; there is also a savings in the budgets for other supplies which I think is mostly the grant operations, so that is really not a true savings. So the election ballots are under budget, there was also a savings in election inspector pay of about \$12,000 and also other contractors, ATS.

Mrs. Sanderson: That is our software provider.

Mrs. Dennison: So software election pay and ballots.

Legislator Nazzaro: So as our Chairman said, you are under budget in those areas overall so good job.

Proposed Resolution - Amend 2019 Budget for Internal Audit

Clerk Tampio: As you know the Legislature appropriated \$100,000 for an internal audit function in 2018 budget and also in the 2019 budget. In 2018, the Legislature contracted with the firm Freed Maxick to conduct that initial internal audit and since there was a late start, not due to them, but due to the process for bidding and executing the contract and so on, the work that they completed was worth and billed at \$39,613. So there was, at the end of 2018, that unexpended money from the \$100,000 budget was returned to the fund balance. The audit is still ongoing and will be completed in 2019 so the Legislature would like to appropriate that money, the balance of their contract, which is \$54,657 in the 2019 budget to be completed.

Chairman Chagnon: Questions, comments?

Legislator Nazzaro: So basically it's a timing issue because as Kathy pointed out, we didn't use the money, it was returned to fund balance in 2018, we're taking it out of fund balance for 2019.

Chairman Chagnon: Any other questions or comments?

Unanimously Carried

Proposed Resolution - Amend 2019 Budget Due to Changes in Town Property Tax Warrants

Mr. Caflisch: This resolution is revenue neutral. What it does is, it's a request from the Town of Carroll to apply their – instead of applying their sales tax revenue to their County warrant, they want to take it locally so it's just a switch. They will accept the money and put it in their budget and there is no other implications really.

Chairman Chagnon: Any questions or comments?

Unanimously Carried

Proposed Resolution - Process for Transfer of Foreclosed Properties to Chautauqua County Land Bank Corporation

Mr. Abdella: In the past, the Land Bank properties have been withdrawn from the auction relatively late. Actually sometimes as late as the day before the auction. That was due to the fact that owners can redeem their properties right up until that last minute. A couple of concerns that arose was that that was impacting the auction as far as properties being removed unexpectedly and bidders attending the auctions and those properties not being there. The second concern was that the Legislature and the County Executive were not having direct input into the pulling of those properties from the auction prior to that happening. So what is proposed here by Legislator Scudder and Chagnon, after discussions internally with the department and the County Executive was to have a special committee formed that would consist of members of this Committee and the Administrative Services Committee and the County Executive to participate in the designation of those properties to be pulled for a Land Bank purposes. They would do an initial look 10 days before the auction and then at that point, a number of properties would be designated to be withdrawn from the auction and a notice of that would be placed on the auctioneer's website and any other place that it can be put. Then that Committee would also meet a second time the afternoon before the auction to just review what properties had been redeemed or offers made to reacquire them. At that point, the Committee would be able to add some additional properties if more than expected properties have been reacquired that had been previously designated for the Land Bank. So the goal here was to have the Legislature and the Executive involved in that decision making and also as placed in this resolution to direct that any steps be taken that can be made to inform the potential auction participants that properties have been pulled both 10 days before and then the night before. All properties to go to the Land Bank would still non-the-less be subject to final approval and confirmation by the full Legislature after the auction.

Legislator Niebel: Prior to this, who made the decision on these properties for the Land Bank? We're trying to get the involvement of the Legislature and the County Executive but prior to this, was it just the Tax Department that made that recommendation to pull properties.

Mr. Caflisch: We have a committee of the Land Bank, the Acquisition and Disposition Committee which the Executive Director, two other members, and myself would –

Legislator Niebel: They will still be involved?

Mr. Caflisch: We'll still be involved yes.

Mr. Abdella: The actual decision will be made by the special committee referenced in the resolution of four Legislators and the County Executive.

Chairman Chagnon: Terry, the way that we envision it is, the committee that Jim described would make the recommendation to us for approval.

Mr. Caflisch: Correct.

Chairman Chagnon: We won't be necessarily helping them chose but we would review their recommendations.

Legislator Niebel: You would have some input.

Chairman Chagnon: Technically, exactly. Steve, that was excellent explanation. Thank you for that. Any other questions or comments on the proposed resolution?

Unanimously Carried

Proposed Resolution - Authorize Fire Service Loan to Findley Lake Fire Department

Mr. Griffith: The County had established many years ago with the Tobacco Fund money, a revolving loan fund for fire equipment in the Fire Service. None of these loans are for smaller amounts and up to \$50,000, they could be handled through the Fire Board and do not come for legislative approval. However, this loan is for \$100,000 for Findley Lake Fire Department to purchase a new tanker. Being \$100,000, we need the approval of the County Legislature. It has gone through all the proper procedures, it's going through the Fire Board, it's gone through the Law Department and it's looking for the approval of the County Legislature to pass on this five year, \$100,000 loan at 2% interest to the Findley Lake Fire Department.

Chairman Chagnon: Questions or comments?

Legislator Niebel: Yesterday we talked about the total amount of this loan John, and you mentioned yesterday you thought that it was around \$400,000 that's in that –

Mr. Griffith: I talked this morning, there is approximately \$360,000 available to loan. We have approximately \$160,000 loaned out at this time. Various loans to different departments in the County. Well within the parameters of the program.

Legislator Nazzaro: What is the frequency of the loan?

Mr. Griffith: I sat on the Loan Committee for a long time. Usually two or three a year. They range anywhere from the radios. A lot of departments bought new radios. We financed new power stretchers for ambulances and power load systems. Refurbishing of equipment, things

like that. Normally smaller expenses under the \$50,000 cap. This is the first one that I actually have done, even as a member of the Loan Committee before it was –

Legislator Nazzaro: This is the first one that I remember.

Chairman Chagnon: It has to come to the Legislature.

Mr. Griffith: It was over \$50,000. First one that I have done.

Legislator Nazzaro: So you say there is \$200,000 in the fund right now?

Mr. Griffith: There is \$360,000 approximately available to loan right now. And approximately \$160,000 out.

Legislator Nazzaro: Is there a term – just for my education –

Mr. Griffith: It's a five year term.

Legislator Nazzaro: Is there a maximum?

Mr. Griffith: That's the max and five annual payments. It's on an annual payment basis.

Legislator Niebel: Chuck, we do charge interest too.

Mr. Griffith: Two percent.

Chairman Chagnon: And this loan fund was established years ago from the Tobacco Settlement monies.

Mr. Griffith: Yes. Back when, I think, Mr. Goodell was the County Executive at the time.

Legislator Niebel: Back in the 90's, I think.

Legislator Nazzaro: 1992.

Mr. Griffith: It's a great tool for the Fire Services, tremendous tool for the Fire Service and it's used well.

Chairman Chagnon: Any other questions or comments?

Unanimously Carried

Proposed Resolution - 2017 Hazardous Materials Grant Program

Mr. Griffith: This is the \$94,000 grant and as we spend the money we put the money in and then take it back out to the budget. This is the combination grant, the ninety four Regional

Partnership grant is the grant that is for Chautauqua, Cattaraugus, and Allegheny County which we maintain and manage that grant and the purchasing for it. On a cooperative basis between the three counties working together.

Chairman Chagnon: Questions, comments?

Unanimously Carried

Proposed Resolution – Fiscal Year 2018 Hazardous Materials Emergency Preparedness (HMEP) Grant Program

Mr. Griffith: It's another Federal grant program, the HEMP grant, as we call it. This is a grant that comes through annually and again, these are monies that are being put in and then taken out for purchasing from the grant balance.

Chairman Chagnon: Any questions or comments?

Unanimously Carried

Proposed Resolution - Amend 2018 Budget for Year End Reconciliations – Emergency Services

Mr. Griffith: Just a balancing out of our accounts. Nothing that really stands out. It's mostly accounts that were a little bit over, little bit under, and then to balance it all out within house. Twenty six thousand dollars total for the department.

Chairman Chagnon: I will point out for the Committee that in total the Emergency Services Department was favorable on expenses by \$181,000 but they were also unfavorable on revenue by \$655,000. Total department was unfavorable by \$474,000. Now, excluding the impact of the Fly Car, excluding the Fly Car, the expenses were favorable by \$48,000, revenue was unfavorable by \$138,000. So the Fly Car certainly had an impact but the revenue for the department excluding the Fly Car was still unfavorable. So, John, if you could get us and you sat through my speech in the beginning of the meeting, you could get us a thorough understanding of the revenue shortfall for 2018 and any projections for implications for the 2019 budget by our next meeting, we would appreciate that.

Mr. Griffith: I will have that for you.

Chairman Chagnon: O.k., so, any other questions or comments on the proposed resolution?

Unanimously Carried

Proposed Resolution – Amend 2018 Budget for Year End Reconciliations – Probation

Mr. Narraway: This resolution is to adjust the amount on the accounts for the year end reconciliation.

Chairman Chagnon: I would point out that Probation, the expense were favorable in your department, good job, the revenue was unfavorable and so in total your department was slightly unfavorable. So, if you could -

Mr. Narraway: I can explain it now if you want.

Chairman Chagnon: We'll take it now if you got it.

Mr. Narraway: We had a shortfall amount (*inaudible*) from a grant from New York State for our Employment Focus Services grant. We modified the program to make sure that we accomplish those mile stones this year as well as applied to the State to refund us that money based on our overage even and some other milestones but that is a process where the State takes their time in deciding on that so we may refunded that money going forward.

Chairman Chagnon: So if I can play that back. My understanding is that you don't anticipate any problems like this in 2019 and in fact, we may recover some of the shortfall revenue this year from 2018 in 2019?

Mr. Narraway: That's correct.

Mrs. Dennison: I just wanted to add that Tom talked to me about this potential additional revenue and whether or not it should be accrued into 18' but the level of certainty of achieving it you said was about, well, less than 50%. So, we thought that it was not prudent to include an accrual in 18'.

Chairman Chagnon: Thank you. Any other questions or comments?

Unanimously Carried

Proposed Resolution- Amend 2018 Budget for Year End Reconciliations – Assigned Counsel/Conflict Administrator

Chairman Chagnon: This proposed resolution was amended in committee and we have an amended copy in front of us.

Mrs. Dennison: The Assigned Counsel or as we have renamed it now, Conflict Administration, unfortunately is over budget again for 18'. The budget was \$524,000 and the actual is in excess of \$819,000. We don't have within the judicial department other areas that can contribute to this overage or cannot cover it because those other departments run almost exactly on budget in all areas. So we are proposing to cover the overrun in Conflict Administration with the surplus in the Community College Tuition Department. Community College Tuition is under budget and has a surplus of around \$386,000 so it can cover this over run. Looking into 19' as we already discussed a little bit earlier, there are new programs in place so we anticipate that there will be better performance in this area due to the installation of a specific contract administrator.

Chairman Chagnon: Questions, comments?

Legislator Nazzaro: And again, the tuition or the amount is under here for JCC because enrollment is down?

Mrs. Dennison: Yes.

Legislator Nazzaro: Which is – I just want to point out, we all know that it's – it's a mixed bag, less cost to the County but it's not good for the college.

Mrs. Dennison: Right and we have decreased the Community College tuition budget over time because I know that there were some questions in the committees like, why do you have that much in the surplus? So, I did look at the budget for example, starting in 2014, the budget was \$4.8 million, the budget for 2018 was \$4.3 million so we have reduced the budget but the actuals have continued to track below budget. I should point out actually, there are two accounts that contribute to the contractual costs for Community College tuition. There is that one account that I mentioned, there is a second budget that was \$650 in 2014, we've downsized it to \$550 in 2018 but again, in that other expense category or account, the expenses do continue to come in under budget.

Legislator Niebel: (*Inaudible*)?

Mrs. Dennison: Yes.

Chairman Chagnon: We had intended and on the agenda, we had planned for President DeMarte to be here from JCC to speak to us this morning but I understand that he will not be here but he did appear before the Administrative Services Committee and there was significant discussion about the enrollment. Any other questions or comments on this proposed resolution?

Unanimously Carried

Proposed Resolution- Amend 2018 Budget for Year End Reconciliations – District Attorney's Office

Ms. Kneer: This resolution is an amendment to increase our personal services in our Crime Victim Unit. That was over due to an increase in work hours from 35 to 40 hours that we didn't account for in the 2018 budget so we're just looking to make this change within and we're taking from the contractual in the D.A.'s budget. We were able to transfer there. We had \$40,000 in our contractual and we can move money within to make up for that.

Chairman Chagnon: I will point out for the Committee that the District Attorney's office budget in total was favorable, expenses were under budget and revenue was over budget. So good job. Any questions or comments on the proposed resolution?

Unanimously Carried

Proposed Resolution- Amend Budget Appropriations and Revenues Associated with Vehicle Purchases by the District Attorney

Ms. Kneer: This one is amending the capital vehicle budget as we did in a previous resolution in December. There were no trade-in allowances when the vehicles were purchased so therefore we had to sell both of our vehicles at auctions. One sold last year, one sold this year so we need to account for this \$6,792 for four years and this is a resolution to do so for the 2019 operating budget which we will have money left over. We were able to sell it for \$9,200 this year so that is leaving us with a little bit in our sale of equipment account. That's all I have on that.

Chairman Chagnon: Any questions or comments on the proposed resolution? This was discussed at length at Public Safety Committee.

Unanimously Carried

Proposed Resolution- Amend Chautauqua County Health & Human Services 2019 Budget for Rollover of HUD Lead Hazard Reduction Demonstration Grant Funding

Ms. Lis: This is to bring the HUD grant into the 2019 budget. We had not budgeted anything for 2019 for that grant because it actually ended at the end of August in 2018 but we had an extension till April 14th of this year to finish up properties that were already determined to need the work and that was already started and not quite done yet. So, I'm bringing in the remaining budget on the grant into 2019. It is budget neutral because it is 100% funded. It's just so we can continue to work and finish what we were doing.

Chairman Chagnon: O.k., questions or comments on the proposed resolution?

Unanimously Carried

Proposed Resolution- Amend 2018 Budget for Year End Reconciliations – Health and Human Services

Chairman Chagnon: I understand that this proposed resolution was amended in previous committee and we have the amended version on front of us.

Ms. Lis: Really the highlights of this are, if you look at some of the larger figures, for example, we needed to increase our Preschool budget for Education of Handicapped Children, but we found that money under our Early Intervention program. So they are related, I think that it's probably just an age shift possibly. Another one that stands out is our, again, this has to do with the Lead grant, we did have a little more in the Lead grant than budgeted for last year but we're bringing in matching revenue for that, so that part has no effect on the budget total. The A.6119, which is our Foster Care Institutional account for Title 4E, Eligible Foster Care Children, needed to be increased but we found that under our Family Assistance, 6109 account which is where the EAF Foster Care Children are so I think that that was just a different mix in what programs the kids were eligible for versus what we thought.

Mrs. Schuyler: Which actually is a good thing because 4E is Federal.

Ms. Lis: And so in general our Foster Care costs really took care of themselves. They were just different – (*cross talk*), yeah. Finally the increase to Social Services and the contractual, those are mainly our preventive contracts which are fairly new to us because we brought down some Detention funding that was available to be used since we don't have such high detention costs and we used our excess of budget under State Training School and Juvenile Delinquent Care to come up for that. Then finally, we do have a little bit of payroll moving back and forth. Mainly because we budget where we expect people to work based on the grants and the way they were set up on the grant budgets. They'll never actually work those specific hours in those grants. There may be some movement between different areas of work. That is pretty much what is happening with this.

Chairman Chagnon: Any questions or comments? I will point out for the Committee that the Health and Human Services Department in total, their expenses were a little over \$2.5 million dollars favorable for 2018. Good job with that. But, the unfortunate part is that the revenue was also short, or unfavorable by nearly \$5.5 million dollars. So the total department budget result was \$2.9 million dollars unfavorable. So, Val has already been digging into this and providing some preliminary information. I will point out a couple of things. First of all, these are preliminary results. Second of all, this is very complicated in terms of the funding sources and the funding formulas and so forth. So, as I have asked other departments, I will request that for our March meeting, you have provided us with detailed understanding of what the funding shortfalls were in 2018, what the causes were, what could possibly be done to rectify those and equally as importantly any implications for the 2019 budget. So that if we have to take corrective actions in 2019, we have time to deal with those. O.k.?

Ms. Lis: Yes.

Chairman Chagnon: Any other questions or comments?

Legislator Niebel: The shortfall was how much?

Chairman Chagnon: Of the revenue or total?

Legislator Niebel: Overall.

Chairman Chagnon: Overall was \$2.9 million dollars unfavorable. Any other questions or comments? It's sobering. I will point out that last year the department results in total were favorable by \$1.2 million dollars. This is a dramatic change from 2017. If there are no other comments or questions on the proposed resolution?

Unanimously Carried

Proposed Resolution- Amend 2018 Budget for Year End Reconciliations – Office for the Aging

Mr. Melquist: The resolution is pretty straight forward. We had lower expenses in our personal line and higher in our contractual costs. The personal was mainly decreased, four main reasons. Budget and promotions that go through in 2018 as we expected, our Senior Aide position just didn't spend all the funding that we had budgeted in 2018, we had a resignation in March and it didn't get filled until October, so there was a savings there, and then we had another position that never got filled throughout the year. So that was the shortfall there and in turn, I just tried to push them to increase contractual costs to serve more clients essentially. So we pushed it over to the contractual line to kind of make up for that. So that is basically what happened there.

Chairman Chagnon: I would point out for the Committee that both the expense and revenue from 2018 was favorable to the budget. Good job there. Any questions or comments?

Unanimously Carried

Proposed Resolution- Amend 2018 Budget for Year End Reconciliations – Veterans Service Agency

Mrs. Dennison: Director Carlson couldn't be here so he asked me to speak on his behalf. His year end budget reconciliations are kind of a similar story to the Law Department. Veteran's Services has a small department and their personnel, some of them are already budgeted on the High Deductible Health plan so when the County changed its policy and decided to fund 100% of the Health Savings Account, it did trigger an over budget situation in employee benefits. There were some savings in the contractual category but it came \$209 short of covering them all, so we are again proposing to take a small dip into the Community College Tuition surplus to balance the budget for Veteran's Services.

Chairman Chagnon: Questions, comments?

Unanimously Carried

Proposed Resolution- Modify the Department of Planning and Development's 2019 Budget To Accommodate the Barcelona to Chautauqua Institution (B2CI) Trail Easement Grant

Mrs. Dennison: This is a grant that was accepted in 2018 and we amended it into the 2018 budget in resolution 51-18. It was at that time, amended to the budget for the Department of Planning, the Economic Development Division. Now it has been determined that the Division of Planning and Community Development will take the lead on implementing the grant which is a different department number. But in 18' essentially we put it in the budget and didn't use it so any funds that we're going to come out of the occupancy reserve, returned or stay in the reserve because they weren't needed so we're just planning to, as I said, put the budget into the 19' budget. Put the financial activity into the 19' budget and it is anticipated that this grant work will be completed in 2019. The use of the fund balance or the use of the funds from the occupancy reserve, there is a large amount of the occupancy reserve that is designated for trail

improvements and this amount of money, the \$37,772 that will come out of those funds that are already designated for trail improvements.

Chairman Chagnon: Questions or comments on the proposed resolution?

Unanimously Carried

Proposed Resolution- Authorize Use of 3% Occupancy Tax Monies to Repair Decaying Roof on the Sheridan Historical Society Building

Chairman Chagnon: I will point out that this proposed resolution was adopted by the Planning and Economic Development Committee last night and then afterwards in discussions we realized that we did not need to appropriate funds from the occupancy tax reserve because we already have budgeted off cycle funds. So, we have a proposed amendment to the proposed resolution in front of us indicating just that.

Mrs. Dennison: There is also one other change proposed in the amendment. This would be in the 5th WHEREAS clause, the total amount of the project changed. Increased from \$12,900 to \$14,700. But the Historical Society is still planning to contribute money.

Legislator Niebel: About 15%.

Mrs. Dennison: So the ask from the occupancy tax did not change. Remained at \$5,200.

Chairman Chagnon: Right. So, we'll first discuss the proposed resolution and then we'll deal with the amendment which is more of an accounting issue. So questions or comments on the proposed resolution?

Legislator Niebel: The Historical Society has a building where the roof leaks. They've had it patched, it actually needs to be replaced. They do have a grant of \$7,300 from the Northern Chautauqua County Community Foundation but that grant does expire in July or August. Therefore the urgency, so to speak, as far as off cycle, the Historical Society is putting up about 15%, \$2,200 or whatever it is and they are respectfully requesting \$5,200 from the 3% occupancy off cycle fund.

Chairman Chagnon: Thank you for that explanation. Any other questions or comments on the proposed resolution?

Legislator Muldowney: I just have question. Where is the building located? Is it the old Town Hall?

Legislator Niebel: It is. Would you like to buy it?

Legislator Muldowney: I guess my question is, it was up for sale at one time, wasn't it?

Legislator Niebel: It was at one time. The Town donated to the Historical Society or sold it for a dollar. It's an old building.

Legislator Muldowney: I don't have any problem with the money but, is there a plan to have the Historical Society go into the new Town Hall?

Legislator Niebel: Not at this time.

Chairman Chagnon: If there are no other questions or comments on the resolution, I would entertain a motion to amend the proposed resolution as indicated.

Legislator Niebel: So moved.

Legislator Muldowney: Second.

Chairman Chagnon: Any discussion on the motion to amend?

Unanimously Carried – amendment

Chairman Chagnon: Any further discussion on the proposed resolution as amended?

Unanimously Carried as amended.

Proposed Resolution - Close Capital Projects

Mrs. Dennison: About six weeks ago I sent out a request to all the Department Heads to review their capital projects and accompanied that with a report with, at that time, of course preliminary results through the end of the year, and asked the Department Heads to respond for each of their projects whether they were active and in progress, whether they were completed but still awaiting final invoices, or whether they were completed and all invoices had been paid and that they could be closed. So this is the list of projects that departments has indicated are completed and can be closed, reconciled, and capitalized, and any surplus close out to the capital reserve. As I mentioned earlier, I sent the same inquiry to JCC but have some questions on all of the JCC projects. So, I did not make any attempt to include JCC projects in this resolution. We're hoping to have that information for next month.

Chairman Chagnon: Any questions or comments? I would just like to point out that there are a couple of old projects in here that we are finally getting closed out. The Basic Fire Academy from 2004, the Millennium Parkway from previous century, but the preponderance of them are relatively new projects in the neighborhood of 2014, 15', 17' and 18'. So, two points, first of all, appreciation to the Finance Department for continuing to clean up these old capital projects and probably more importantly is appreciation for being more prompt in dealing with the more recent projects and getting them closed out. So, good job, thank you for your assistance with that Kathleen.

Mrs. Dennison: And I should add Mr. Chairman, a couple of the older ones there, there are a couple of projects on this list that we couldn't find any evidence that they had been closed by resolution so they've been dormant for some time with no activity but I added them to the list just so we could have a legal record that they are closed.

Chairman Chagnon: Thank you. Any other questions or comments on the proposed resolution?

Unanimously Carried

Discussion- Review Results of the First Internal Audits: Legislator Chuck Nazzaro, Undersheriff Braley, Cresanti, Barmore, Mihalko

Discussion- Update on the AirBnB Status: Finance Director, Kitty Crow

Discussion- Review Status of Comments and Recommendations from the 2017 Audit: Finance Director, Kitty Crow and County Attorney, Steve Abdella

MOVED by Legislator Nazzaro, SECONDED by Legislator Niebel to adjourn.

Unanimously Carried (11:45 a.m.)

Respectfully submitted and transcribed,
Olivia Ames, Committee Secretary/Lori J. Foster, Deputy Clerk/Secretary to the Legislature