

## **BUDGET COMMITTEE**

**September 27, 2022**

**Call to Order:** The meeting was called to order at 8:36 a.m. by Budget Committee Chairman Brooke Harris.

**Pledge of Allegiance to the Flag:** The Pledge of Allegiance was led by Committee Chairman Brooke Harris.

**Roll Call:** B. Harris, D. Fanton, D. Healy, J. Burdick, K. Demick, S. Havey, P. Stockin, (Absent: J. Ricci)

**Other Attendees:** G. Barnes, T. Boyde, A. Carrow, P. Curran, A. Cyr, G. Hanchett, K. Hooker, C. Knapp, T. Linn, J. Ricketts-Swales, B. Riehle, D. Root, T. Ross, J. Rumfelt

### **2023 BUDGET REVIEWS**

County Treasurer Terri Ross began the meeting with a brief description of the budget binders and the order of the Department Head presentations.

County Administrator Carissa Knapp explained that the purpose of this meeting is to review the estimates submitted by each department and that the amounts are the actual estimates submitted by each department. Ms. Knapp stated that this is also an opportunity to ask the departments any questions. Ms. Knapp stated that some corrections and fine-tuning are needed, but once this round is complete, she and Ms. Ross will create the Tentative budget for full Board review.

Committee Chairman Harris asked that all departments come forward, give a broad description of the state of their finances for 2022, and then make notice of any significant changes in their 2023 Budget.

### **Public Safety**

#### **Sheriff/Jail/E-911 – 2023 Budget Review**

Sheriff Rick Whitney and Undersheriff Scott Cicirello attended the meeting to discuss their 2023 Budget requests for the Sheriff's Office/Jail/E-911 (A3117, A3020, A3110, A3111, A3112, A3152, A3510, and A3150).

#### **2023 Budget**

Sheriff Whitney stated there are no significant changes to his 2023 Budget and pointed out a correction on page 16 for Contractual Services stating that the annual maintenance for the Motorola Consoles should be \$124,572. Sheriff Whitney also noted that on page 2 there is a \$40,000 increase for GPS Clocks for the radio towers. He explained that they have had to make repairs to several of them and now need to replace them. Committee Chairman Harris asked if grant funds could be used for the replacements. Sheriff Whitney explained that a condition of those grants is that maintenance is the responsibility of the County.

Committee Chairman Harris asked if the \$400,000 for housing federal prisoners on page 27 is based on the 2022 year-to-date figure. Sheriff Whitney stated that the numbers are increasing slightly and looking better for next year. He noted that Erie County was approved to house Federal prisoners and they are uncertain how that will affect them. Committee Chairman Harris asked if the reimbursement rates for the transportation of Federal prisoners are adjusted to the actual costs. Sheriff Whitney stated that they negotiated that they pay the overtime Sergeants rate and explained that if they send a Corrections Officer and a Deputy for transport, they will receive the overtime rate for two Sergeants. Committee Chairman Harris asked if the cost of gasoline is also reimbursed. Sheriff Whitney stated that they are reimbursed at the standard IRS rate.

Legislator Burdick referred to page 22 and asked why the Jail Kitchen requires \$15,000 for a computer. Treasurer Ross explained that page 23 refers to the items being requested for the kitchen, but other items on those pages are for the jail and not necessarily for the kitchen. She explained that computer line items need to be corrected for many of the departments.

Legislator Burdick asked for an explanation for the increase in the education budget. Undersheriff Cicirello stated that they have several trainings planned with hopes that they will be grant funded, but they are currently listed in the budget as a County expense.

### **STOP-DWI/Youth Bureau – 2023 Budget Review**

Youth Bureau/STOP-DWI Director Brian Perkins attended the meeting to discuss his 2023 Budget requests for the Youth Bureau (A7310) and STOP-DWI (A3141) cost centers.

#### **STOP-DWI**

Mr. Perkins stated that there are no large changes in how the budget has been prepared compared to previous years' budgets, but he tried to estimate the amounts with what he believes they may receive. Mr. Perkins stated that the DWI fine money has not picked up the way he hoped and has made some adjustments for that. Mr. Perkins explained that DWI funds cover things like postage, conference expenses, and office supplies which he tried to reduce a bit to help with the lack of funds.

Committee Chairman Harris referenced page 2 and asked if the revenue is from the DWI fine money from the State that gets placed in a reserve account. Ms. Ross replied, "yes." Committee Chairman Harris stated that excess fine money used to be placed in that reserve account for future use, but now there are no longer any reserve funds. Ms. Ross stated that they do not budget for reserves, this is just showing the amounts received from 2019, 2020, 2021, and 2022. Ms. Ross explained that in the past they appropriated from that reserve to other areas as needed but they no longer have any funds in reserve.

#### **Youth Bureau**

Mr. Perkins stated those monies have remained the same over the last couple of years. Mr. Perkins stated that he has been able to reduce costs with most of their meetings being virtual and many documents and mailings being done electronically.

Legislator Havey referenced page 1 and asked why he is not requesting any employee benefits. Ms. Ross stated that the only time they will see any fringe benefits in a department is if they have a grant to cover it. Ms. Ross explained that if a department does not have a grant to cover it, then it will be listed at the bottom of its budget in the General Fund.

### **Consumer Affairs (Weights & Measures) – 2023 Budget Review**

Weights & Measures Director Gilbert Green attended the meeting to discuss his 2023 Budget requests (A6610). Mr. Green pointed out that he reduced his phone bill by \$50, and the Conference Expense has increased by \$150 over the last 3 years.

### **Emergency Services – 2023 Budget Review**

Emergency Management and Fire Director Jeff Luckey and Emergency Services Assistant Bonnie VanHousen were unable to attend the meeting to discuss their 2023 Budget requests for Emergency Services (A3640) and Fire Services (A3410). Office Assistant Michelle Freeman stated that Ms. VanHousen included comments on each line item.

Committee Chairman Harris referenced page 9 and stated that the \$146,000 under the department request to the prior year indicates an increase to the County cost from 2022 to 2023. Ms. Ross replied, "yes." Committee Chairman Harris asked if there should be an amount listed in that revenue line. Ms. Ross stated that there should be something in that line item. Committee Chairman Harris asked if that revenue is usually State funded. Ms. Ross replied, "yes."

Legislator Rumpfelt suggested that Mr. Luckey work with dispatch to see if their request for new radios could be covered under the large grant they received recently.

Legislator Burdick stated that they have added equipment purchases for two additions to the budget for an EMS and Paramedic Program which accounts for some of the increases. Legislator Burdick asked if there could be any grants available to them for that purpose. Ms. Freeman stated that Ms. VanHousen is looking into potential grants.

Committee Chairman Harris asked if there is tuition involved with the EMT Program at Alfred State. Legislator Rumpfelt stated that in the past the County typically covers the cost for those students involved with the volunteer agencies and the State typically reimburses the County with a percentage of those costs. Committee Chairman Harris stated that if it is a SUNY class, they will charge full tuition for a credit-bearing course. Legislator Ricketts-Swales stated that it is likely considered adult education for an EMT course. Legislator Rumpfelt stated that they will likely only charge full tuition if they want college credits. Ms. Ross stated that in the past, the education grants have covered the costs for the students with very little cost to the County.

### **Public Defender – 2023 Budget Review**

Public Defender J. R. Santana Carter attended the meeting to discuss his 2023 Budget requests for the Public Defender's Office (A1170).

### **2023 Budget**

Mr. Carter began by acknowledging Investigative Case Assistant Meghan Dean and County Treasurer Terri Ross for their vital assistance in helping to prepare his budget. Mr. Carter also stated that in addition to managing the client caseload, Ms. Dean has been vital in the timely processing of the claims for reimbursement. Mr. Carter stated that Ms. Dean also holds the position of County Data Officer within the department and that position must be filled as part of the obligation and contract with the State.

Mr. Carter stated that there is nothing in his budget that has not been anticipated and any increases reflect the State grants being increased for 2023. Mr. Carter stated that 78 percent of the funds in his budget are reimbursable by the State.

### **RECESS**

The committee took a brief recess from 9:16 a.m. to 9:31 a.m.

### **District Attorney – 2023 Budget Review**

District Attorney Keith Slep attended the meeting to discuss his 2023 Budget requests for the District Attorney's Office (A1165) and for Grand Jury (A1190) cost centers. Mr. Slep stated that there are no significant changes to the budget. Mr. Slep stated that there is a request for improvements to some of their aging equipment.

Legislator Barnes asked if they are keeping their staff the same. Mr. Slep stated that they have not added anyone new this year, but they are trying to upgrade the current investigator to full-time status. Committee Chairman Harris asked if that is due to new discovery reform. Mr. Slep replied, "yes."

Committee Chairman Harris asked if the District Attorney's salary is partially State aided. Mr. Slep stated that most of the salary is paid by the State. Committee Chairman Harris noted that there is an increase to the budget but that most of that increase is out of their hands due to State Legislation. Mr. Slep replied, "clearly."

### **Probation – 2023 Budget Review**

Probation Director Scott Grantier attended the meeting to discuss his 2023 Budget requests for the Probation Department (A3140, A3142, and A3143). Mr. Grantier began by thanking the Board for their trust and support in having him represent the Probation Department. Mr. Grantier stated that while he has a good knowledge of the foundational pieces of the budget, he is not able to speak fluently about some of the line items, but that Mr. Starks had prepared a well-thought-out budget and he does not anticipate a lot of major changes. Mr. Grantier noted that there will be some personnel changes that will affect the bottom line regarding salaries.

Legislator Rumpfelt referenced page 12 and asked why they were requesting overtime premium pay for only one Senior Probation Officer. Mr. Grantier stated that historically that role specializes in sex offender supervision which requires a lot of home contacts after hours, evenings, and weekends. Mr. Grantier stated that the position is offset by some grant funds through ACCORD.

### **Ways and Means**

### **County Attorney – 2023 Budget Review**

County Attorney Allison Carrow attended the meeting to discuss her 2023 Budget requests for the County Attorney's Office (A1420). Ms. Carrow stated that her budget increased due to the need to replace a 2015 desktop computer with a new Microsoft Pro and docking station, and an increase in Conference Expenses for additional staff to attend necessary conferences to earn NY CLE (Continuing Legal Education) credits to maintain their licenses to practice law.

Committee Chairman Harris stated that the County Attorney's office is historically a revenue-generating office. Ms. Carrow explained that her office continues to interact with the Department of Social Services with some contractual agreements for billing. Committee Chairman Harris asked for some clarification on that process. County Administrator Carissa Knapp explained that the revenue generated is nearly all DSS pass-through money that DSS will claim under 4E. Ms. Carrow explained that she continues to review all their contracts and writes their resolutions which are then billed back to DSS.

Legislator Burdick asked how many positions exist in the County Attorney's Office. Ms. Carrow stated that there are 3 Attorneys and 1 support staff position.

### **Human Services**

### **Community Services – 2023 Budget Review**

Community Services Director Dr. Robert Anderson attended the meeting to discuss his 2023 Budget requests for the accounts associated with Community Services (A4191, A4220, A4310, A4311, A4312, A4313, A4314, A4315, A4316, A4317, and A4390). Dr. Anderson stated that there are no significant changes, and they used the figures from the current year to generate the figures for the following year. Dr. Anderson pointed out that the Mental Hygiene Law is always one budget line item that is difficult to predict, and the County will now be responsible for 100 percent of those costs rather than the usual 50 percent. Dr. Anderson stated that they have budgeted \$20,000, and they will try their best to stay within that amount however, it may be difficult with it being twice the amount. Dr. Anderson stated that they tried to estimate the Medicaid Revenues using information from 2021. He stated that in 2021 it was \$315,000 for adults and \$115,000 for children, and then used what has been received thus

far for 2022, which is \$275,000 for adults and \$75,000 for children. Dr. Anderson stated that their projections for 2023 are \$450,000 for adults and \$150,000 for children. Dr. Anderson explained that they have been contracting most of their services with large contracts with Alcohol Council, Clarity, and the ARC. Dr. Anderson explained that Community Services is merely a pass-through for the State with the County contributing an aggregate amount of approximately \$350,000. Ms. Ross stated that she is way off from that \$300,000 so they have some work to do with the Mental Health budget. Committee Chairman Harris commented that this situation is not as dire as it appears. Ms. Ross stated that is correct and that the document is missing several numbers.

Legislator Burdick asked if they had received any opioid settlement money, and wondered if they have had any discussion about how they planned to use it. Dr. Anderson stated that they have not had any discussions. Ms. Ross stated that they have received approximately \$130,000 so far but it has not been allocated. Ms. Knapp stated that the funds were late coming in until just a few weeks ago. She explained that they did not want to make any plans until they knew we had the money. Legislator Burdick asked if we would be receiving additional money. Ms. Knapp stated that they are still trying to determine the distribution schedules.

### **Health Department – 2023 Budget Review**

Public Health Director Tyler Shaw attended the meeting to discuss his 2023 Budget requests for the Health Department (A1185, A2960, A3645, A4010, A4025, A4035, A4037, A4043, A4046, A4050, A4051, A4052, A4053, A4054, A4056, A4060, A4070, A4071, A4072, A4189, and A4190). Mr. Shaw stated that COVID-19 funds have increased by \$10,000 over the last year. Committee Chairman Harris asked if COVID-19 Response related State Aid was reduced from last year. Mr. Shaw stated that their revenue is decreased by \$10,000, but that if none of their COVID-19-related grants come through then it would fall to that general COVID-19 Response. Committee Chairman Harris asked if Mr. Shaw could see COVID-19 expenses decreasing in 2023. Mr. Shaw stated that they could potentially see those costs decrease but with the new bivalent booster available they are ramping up their clinics and most of that activity will be covered under the COVID-19 Vaccination grant or other regular grants.

### **Social Services – 2023 Budget Review**

Social Services Commissioner Edna Kayes and Deputy Commissioner Don Horan attended the meeting to discuss their 2023 Budget requests for the Social Services Department (A6010, A6055, A6070, A6101, A6106, A6109, A6119, A6129, A6140, A6141, A6142, and A6150). Mr. Horan stated that Raise the Age (RTA) was lowered by \$250,000. Ms. Ross stated that it did not get printed with this department but that it is 100 percent reimbursed by the State and is a pass-through that will not affect their bottom line. Mr. Horan stated that they are making some changes to the payroll by placing Caseworkers and Sr. Caseworkers on the same pay grade to create a broader base and training for people to be on-call for CPS. Mr. Horan stated that they have added two Sr. Caseworker positions to help supervise all the Caseworkers, a Sr. Social Welfare Examiner to assist the Medicaid unit, and a Sr. Typist at the front desk. Mr. Horan stated that they are expanding on Code Blue with \$341,000 which is 100 percent reimbursed by the State. Committee Chairman Harris asked if that amount is expected to be fully supported with outside funds from the State. Mr. Horan replied, "yes." Mr. Horan referenced page 6 for Daycare stating that the daycare numbers keep dropping off and the State has a big push for daycares which are 100 percent reimbursed by the Federal Government. Mr. Horan referenced page 7 for Preventive Services stating that those contracts will be vital to the department to stay within the regulations of that funding from the State. Mr. Horan referenced page 8 for Medicaid funding stating that they only budget for the local shares. Mr. Horan explained that this is a hot topic with Enhanced Federal Medical Assistance Percentage (EFMAP) being increased with American Rescue Plan Act (ARPA) money. Mr. Horan stated that the \$9.6 million is conservative but not inflated. Committee Chairman Harris asked where the revenue falls for EFMAP. Mr. Horan stated that it falls under the Medicaid Cap calculation which is not reflected in the budget anywhere. Mr. Horan explained that each year the State will perform reconciliations and take off the payment of the weekly share that we currently have and 80

percent of what they anticipate we will receive under EFMAP. Ms. Ross stated that the weekly share payment can be seen on the back of the audit every two weeks and that any reconciliation that the State does will show that decrease there. Committee Chairman Harris asked for an explanation of Tuition on page 12. Mr. Horan stated that tuition is for children whom they place in institutions and must get into education. Mr. Horan summarized that the Child Advocacy Center amounts were estimated before learning that everything was going to be grant funded. Mr. Horan stated that all the amounts will be budgeted budget for what is in the grants to ensure that everything is covered. Legislator Burdick asked if they would ask for County money if they were not able to come up with enough grant money. Ms. Kayes stated that they are 80 percent sure they can cover all the expenses for the next 3 years and they will have a better answer in November.

### **Office for the Aging – 2023 Budget Review**

Office for the Aging Director Anita Mattison attended the meeting to discuss their 2022 Budget requests for the Office for the Aging (A6772, A6773, A6774, A6775, A6776, A6777, A6778, A6779, A6781, A6782, A6783, A6784, A6785, A6786, A6787, A6788, and A6789). Ms. Mattison stated that there are many zeros for their 2023 Budget due to grants that have been exhausted in 2022. Ms. Mattison stated that a high-level overview of her 2023 Budget shows an increase of 9 percent over 2022. Ms. Mattison explained that several costs have increased such as the cost of meals, minimum wage, cost of homecare, contractual increases, and fringe. Ms. Mattison stated that 32 percent of their total revenue was made up of the County Budget in 2022 and only 29.73 percent of their total revenue in 2023. Committee Chairman Harris asked for an explanation of the large increase in 2022. Ms. Mattison explained that a lot of that increase was due to stimulus funds. Ms. Mattison referenced the cheat sheet she handed out at the beginning of her presentation and explained that the items highlighted in yellow represent the stimulus money that was received and exhausted. Ms. Mattison stated that the top of her cheat sheet represents the stimulus funds that will continue through 2024. Committee Chairman Harris asked if anywhere that states “match” refers to County dollars. Ms. Mattison stated that the match is the minimum that the County must match to bring all State or Federal funds down. Committee Chairman Harris asked if she was anticipating receiving any new funding for 2023. Ms. Mattison stated that as of now she is not anticipating any new funding. Committee Chairman Harris asked if the leftover stimulus funds were spread out evenly so that there would be no unexpected County expense for services. Ms. Mattison stated that those funds are spread out and that once the funds have been exhausted, she cannot see any unanticipated costs to the County.

### **Personnel**

#### **County Clerk – 2023 Budget Review**

County Clerk Robert Christman attended the meeting to discuss his 2023 Budget requests for the County Clerk’s Office (A1410). Mr. Christman stated that the 2023 Budget reflects approximately 8 to 10 percent of an increase due to inflation and revenues are looking stable. Mr. Christman pointed out that he had some reservations about the potential recession affecting the mortgage tax and he is cautiously optimistic that they will have a net gain for the County.

#### **Human Resources – 2023 Budget Review**

Personnel Officer Bobby Budinger attended the meeting to discuss his 2023 Budget requests for the Human Resources Office (A1430). Mr. Budinger stated his overall total is approximately \$7,500 more than last year. Mr. Budinger stated that one major increase was for equipment such as software and computers that he does not anticipate needing but included just in case. Mr. Budinger stated that the second major increase was for arbitration and explained they rarely use it. Mr. Budinger stated that this year they had to use it for a 3-day arbitration that cost them a lot of money.

### **Veterans' Service Agency – 2023 Budget Review**

Veterans' Service Agency Director Michael Hennessy attended the meeting to discuss his 2023 Budget requests (A6510). Mr. Hennessy stated that the funds within his budget reflect the money that veterans and widows received in 2021. Mr. Hennessy stated that they lost 129 veterans last year. Mr. Hennessy explained that his budget is self-explanatory and that the expenses have increased by approximately \$2.5 million over 2020. Mr. Hennessy referenced page 2 of his budget stating that they have their hands in all those items and the items he highlighted cover approximately 2/3 of all the work done in the Veterans Office. Mr. Hennessy stated that it is a solid budget, and they continue to operate efficiently with what they have available. Mr. Hennessy stated that they continue to have a good rapport with the veterans and widows in the County.

### **Board of Elections – 2023 Budget Review**

Board of Elections Commissioner Michael McCormick attended the meeting to discuss their 2023 Budget requests for the Board of Elections (A1450). Mr. McCormick stated that inspectors' wages are now all county employees, and they are asking to upgrade the voting machines. Mr. McCormick explained that the machines are approaching 13 years old, and the maintenance warranties are no longer valid.

## **Planning and Economic Development**

### **Employment and Training – 2023 Budget Review**

Employment & Training Director Reita Sobeck-Lynch attended the meeting to discuss her 2023 Budget requests for the Employment & Training Center (CD1 Fund). Mrs. Sobeck-Lynch stated that her 2023 Budget is like the 2022 Budget but that on page 1 they are requesting to use \$19,194 from their fund balance account in 2023. Ms. Sobeck-Lynch stated that on page 4 they are requesting \$40,000 from the County. Committee Chairman Harris asked why her department maintains a reserve account and how it is funded. Ms. Ross explained that it is not really a reserve account, it is their own fund that is kept as a separate community development fund that is strictly a passthrough for the State and Federal grants that come through DSS. Ms. Ross explained that any money that they do not spend will then fall into their fund balance and is reappropriated for them to spend in the following year. Committee Chairman Harris asked how much money sits in that fund. Mrs. Sobeck-Lynch stated that it is approximately \$87,000 and that any unexpected expenses would come from there and not from the County. Ms. Ross explained that they would still need to come back for Board approval to spend those funds.

### **Economic Development/Planning/Tourism – 2023 Budget Review**

Director of Planning H. Kier Dirlam attended the meeting to discuss his 2023 Budget requests for Development (A6430), Planning (A8020), and Tourism (A6989). Mr. Dirlam explained that his budget spans three separate budgets.

Mr. Dirlam explained that Economic Development is in the middle of a transition, but he took a stab at funding the department the way he thought it needed to be done. Mr. Dirlam stated that the budget had increased significantly from the previous year. Mr. Dirlam stated that the proposed law states that Economic Development will be maintaining tourism, but they do not currently have tourism staff. Mr. Dirlam stated that he included funding for necessary staff and funds to replace 30-year-old office equipment and furniture. Mr. Dirlam stated that he estimated that \$110,000 would be required for marketing.

Mr. Dirlam stated that the Tourism budget needs to be based on a formula that the State uses for the I LOVE NY grant. Mr. Dirlam explained that the proposed budget amount listed is necessary to

be able to apply for the maximum amount of that grant. Mr. Dirlam explained that NYS is decreasing the funding for tourism each year, but the cost of marketing the tourism guides and brochures has increased. Mr. Dirlam stated that the budget amounts reflect what he feels can be accomplished in 2023.

Mr. Dirlam stated that the Planning budget includes funds to purchase some computers and an adjustment to the rent line for one additional office.

## **BREAK**

The committee took a break for lunch from 11:47 a.m. to 1:00 p.m.

## **Public Works**

### **Public Works – 2022 Budget Review**

Public Works Superintendent Thomas Windus attended the meeting to discuss his 2023 Budget requests for the following cost centers: Public Works Administration (A1490), Buildings (A1620), Traffic Control (A3310), Solid Waste (A8160), Traffic Control (A3310), County Road Fund D, as well as Road Machinery Fund DM. Mr. Windus stated that the budget is 30 percent over what was budgeted last year.

Mr. Windus stated that on page 6, solid waste is requesting to replace 4 containers because the wheels are rusted and will not roll. There are increases for road striping, pipes, guide rails, and hot and cold patching. Mr. Windus stated that they have a large ask for equipment with a flatbed truck that will no longer pass inspection, a grader that has passed its useful life, and that they should be replacing a haul truck each year. Mr. Windus stated that they plan to complete 4 bridge projects in 2023.

Legislator Burdick asked what the total is for the CHIPS allocation. Mr. Windus stated that he did not have the actual amount available but that the \$4 million listed is the base. He explained that if they receive more funds that amount will be adjusted but that they will not spend more than what has been allocated.

Legislator Burdick asked if they had an equipment replacement plan in place. Mr. Windus stated that they do not have that available yet.

## **Ways and Means**

### **Real Property Tax – 2023 Budget Review**

Real Property Tax Director Joe Budinger attended the meeting to discuss his 2023 Budget requests for the Real Property Tax Department (A1355). Mr. Budinger stated that there is a 2 percent reduction in his budget when compared to 2022. Mr. Budinger noted that there is an increase of \$42,000 in revenue created this year for intergovernmental postage, which is offset by the expense for postage on tax billings. Mr. Budinger stated that there is \$4,500 being requested for equipment to update their computers and software.

### **Information Technology – 2023 Budget Review**

IT Director Keith Hooker attended the meeting to discuss his 2023 Budget requests for Information Technology (A1680) and Central Service Telephone (A1610). Mr. Hooker stated that several budget items increased due to the ongoing chip issues. Mr. Hooker explained that maintenance costs have increased and that maintenance contracts increase approximately 5 to 10 percent every year. Committee Chairman Harris asked if departments are billed for new computers. Mr. Hooker explained that each department is responsible for the purchase of their computers. Legislator Burdick asked if there is a central purchasing office for computers, copiers, and cell phones. Mr. Hooker stated that cell phones



do run through his department but there are 3 departments that do the purchasing for the County. Mr. Hooker stated that electronic purchases go through his department, the Clerk of the Board handles most office supplies and equipment, and the Department of Public Works handles specialized equipment purchases for trucks and machinery. Ms. Ross explained that there is no centralized purchasing department countywide.

### **Clerk of the Board – 2023 Budget Review**

Clerk of the Board Brenda Rigby Riehle attended the meeting to discuss her 2023 Budget requests for the following cost centers: Legislative Board (A1010), Clerk of the Board (A1040), Central Services – Printing (A1670), Central Services – UPS (A1672), Central Services – Postage (A1673), Unallocated Insurance (A1910), Municipal Association Dues (A1920), and the CS Risk Retention Fund.

Mrs. Riehle highlighted each of the budget items noting that Legislative Board has decreased to \$5,000 for potential replacements, repairs, and any necessary updates to computers and equipment. Mrs. Riehle also noted that the Clerk of the Board personnel costs are slightly lower due to a few new employees coming in at a lower rate than the exiting employees.

Committee Chairman Harris asked if the Public Information Officer Stipend is the same amount as last year. Mrs. Riehle responded, “yes.”

Mrs. Riehle stated that Central Service UPS was reduced slightly by \$50 but that Central Service Postage increased slightly by \$125 to cover supplies. She explained that this account tends to look odd simply because as postage is used, she bills back the departments which replenish the account.

Mrs. Riehle noted there is an increase of \$10,000 in the Unallocated Insurance Account which has a corresponding revenue account. She explained that there are chargebacks to departments for this general liability insurance coverage.

Mrs. Riehle noted that Municipal Association Dues increased slightly from last year and that the amounts listed are actual amounts.

Mrs. Riehle stated that the CS Fund is used to pay outside legal counsel on insurance claims and to pay any self-insured claims. She explained that this account has a \$250,000 self-insured retention amount which is like a deductible but explained certain items like vehicles and equipment have their own deductibles. Mrs. Riehle stated that this account remains at the same \$290,000 that has been budgeted for many years.

Legislator Barnes stated that the Legislature has not had a pay increase in over 22 years, and he thinks it is time that they take a serious look at what is being paid to the Legislators. Committee Chairman Harris asked if the upcoming salary plan considered the Legislators’ pay. County Administrator Knapp responded that it did not, noting that any increase in Legislators’ pay must be approved by Local Law so they cannot be part of a schedule that gives annual increases. Committee Chairman Harris asked what committee of jurisdiction an increase to the Legislators’ pay would fall under, and Ms. Knapp indicated that it would be discussed in a Committee of the Whole, and any legislation would be sponsored by the Ways & Means Committee. Ms. Knapp stated that NYSAC performs a salary comparison that includes most county positions, and when they looked at the comparison last year, our Legislators are on the low side. Legislator Cyr commented that if the Legislators’ pay was increased, he would not accept a raise in pay, especially at the beginning of a recession.

### **County Treasurer – 2023 Budget Review**

County Treasurer Terri Ross attended the meeting to discuss her 2023 Budget requests for the following cost centers: Treasurer (A1325), Tax Sale and Redemption (A1362), Auditing (A1671), Taxes

on Municipal Property (A1950), Community College (A2495), County Reforestation (A8710), and Debt Service Fund. Ms. Ross explained that her overall budget has remained the same with some increases for updated equipment and computers. Ms. Ross stated that they are anticipating revenue in the fall or spring from the online tax sale in November. Committee Chairman Harris clarified that the tax sale from the fall will generate revenue for 2022 and the tax sale in the spring will generate revenue for 2023. Ms. Ross replied, "yes." Committee Chairman Harris asked where the fee for the auctioneer is located. Ms. Ross stated that there is no cost to the County for the auctioneer services because they apply a premium to the sale. Committee Chairman Harris asked what fees were listed. Ms. Ross stated that the fees listed are for searches that are required on every delinquent property and are charged to the property owner with no net cost to the County. Committee Chairman Harris asked what the \$4.29 million for government support is for. Ms. Ross stated that it is for the contract with Phillips Lytle who provides all the legal work required for the tax sale. Ms. Ross stated that the Community College line item will increase by approximately \$100,000 due to the increase in tuition fees.

### **County Administrator – 2023 Budget Review**

County Administrator Carissa Knapp discussed her 2023 Budget requests for the following cost centers: County Administrator (A1011), Assigned Counsel (A1171), Auditor (A1320), Budget (A1340), Land Acquisition or Lease (A1622), Contingency (A1990), Bus Transportation (A5630), Beach & Pool (A7180), Other Recreation (A7185), Historian/Records Storage (A7510), County Reforestation (A8710), Wildlife Habitat & Stream (A8720), Conservation (A8730), Cooperative Extension (A8751), and CSH Risk Retention Health Fund.

Ms. Knapp commented that there are no large changes to her budget but explained that many of the County-wide contracts that do not report to a specific department fall under the County Administrator's Budget.

Committee Chairman Harris asked for an explanation of why the pilots are listed for \$1. Ms. Ross stated that the system doesn't allow them to list all the current pilots without a dollar amount and the pilots with \$1 are not paying yet. Ms. Ross explained that the \$1 is a placeholder and the list includes all the pilots that are currently on the books. The pilots with dollar amounts are currently paying and are what is owed to us for 2023. Legislator Burdick asked if the pilots are current and how any outstanding money is collected. Ms. Ross explained that the amounts are what is owed to us in 2023 and do not include any delinquencies. Ms. Ross explained that any delinquent funds received will be posted to the current year.

Committee Chairman Harris noted that on page 13 there is a big increase in Bus Transportation. Ms. Ross explained that it was because they had not been budgeting for the entire contract correctly.

Ms. Knapp noted that page 25 lists the Fair Boards request of \$110,000 but she does not anticipate they will go forward with that amount.

Ms. Knapp noted that for Cooperative Extension they received an additional letter requesting \$303,000 for that allocation, and it was inputted at \$278,000 which will require updating.

Committee Chairman Harris noted that the fringes beginning on page 27 are showing more than a \$700,000 increase from last year. Ms. Ross stated that they are waiting for a better estimate on the retirement bill. She explained that once they receive that estimate from the retirement system, they will have a better idea of the exact amount. Ms. Ross stated that as salaries fluctuate in the budget, they will also be looking at the Social Security portion, but that Worker's Compensation and Disability are fixed.

**Adjournment**

There being no further business to come before the Committee, the meeting was adjourned at 2:01 p.m. following a motion by Legislator Demick, seconded by Legislator Healy, and carried.

Respectfully submitted,

Tiffany Linn, Confidential Secretary  
Allegany County Board of Legislators