

WAYS & MEANS COMMITTEE
August 10, 2022

Call to Order: The meeting was called to order at 1:00 p.m. by Ways & Means Committee Vice-Chairman Dwight Fanton.

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

Other Attendees: G. Barnes, T. Boyde, J. Budinger, A. Carrow, A. Cyr, G. Hanchett, D. Healy, C. Knapp, T. Linn, J. Ricketts-Swales, B. Riehle, J. Rumpfelt, D. Scholes, T. Shaw, T. Windus

Approval of Minutes:

A motion was made by Legislator Curran, seconded by Legislator Havey, and carried to approve the June 8, 2022, Ways and Means Committee meeting minutes.

A motion was made by Legislator Root, seconded by Legislator Ricci, and carried to approve the June 15, 2022, Ways and Means Committee meeting minutes.

A motion was made by Legislator Burdick, seconded by Legislator Curran, and carried to approve the June 22, 2022, Ways and Means Committee meeting minutes.

A motion was made by Legislator Curran, seconded by Legislator Ricci, and carried to approve the July 13, 2022, Ways and Means Committee meeting minutes.

Approval of Audit

Committee members reviewed the August 10, 2022, audit of claims in the amount of \$6,322,203.93 (including prepaid bills). A motion was made by Legislator Root, seconded by Legislator Havey, and carried to forward the audit to the full Board for approval of payment.

Request to Create and Fill One Full-Time Temporary Tax Assessment Supervisor

Director of Real Property Tax Services Joseph Budinger requested permission to create and fill one full-time temporary Tax Assessment Supervisor (PEF bargaining unit, Grade: 6, Step: Base to 11), in the Department of Real Property Tax Services due to a pending retirement. The annual salary is estimated to be between \$44,469 and \$61,556, with benefits estimated to be between \$19,406 and \$26,863. This position is funded with 100 percent County funds. The request was approved on a motion made by Legislator Ricci, seconded by Legislator Havey, and carried. **Prepare Resolution**

Request to Create and Fill One Full-Time Temporary Real Property Tax Service Aide

Director of Real Property Tax Services Joseph Budinger requested permission to create and fill one full-time temporary Real Property Tax Service Aide (AFSCME bargaining unit, Grade: 10, Step: Base to 7), in the Department of Real Property Tax Services due to a pending retirement. The annual salary is estimated to be between \$34,998 and \$42,084, with benefits estimated to be between \$15,264 and \$18,366. This position is funded with 100 percent County funds. The request was approved on a motion made by Legislator Root, seconded by Legislator Curran, and carried. **Prepare Resolution**

Request to Fill One Full-Time Tax Assessment Supervisor

Director of Real Property Tax Services Joseph Budinger requested permission to fill one full-time Tax Assessment Supervisor (PEF bargaining unit, Grade: 6, Step: Base to 11) in the Department of Real Property Tax Services due to a pending retirement. The annual salary is estimated to be between \$44,469 and \$61,556, with benefits estimated to be between \$19,406 and \$26,863. This position is

funded with 100 percent County funds. The request was approved on a motion made by Legislator Burdick, seconded by Legislator Havey, and carried. **Notify Human Services**

Request to Fill One Full-Time Real Property Tax Service Aide

Director of Real Property Tax Services Joseph Budinger requested permission to fill one full-time Real Property Tax Service Aide (AFSCME bargaining unit, Grade: 10, Step: Base to 7), in the Department of Real Property Tax Services due to a pending retirement. The annual salary is estimated to be between \$34,998 and \$42,084, with benefits estimated to be between \$15,264 and \$18,366. This position is funded with 100 percent County funds. The request was approved on a motion made by Legislator Burdick, seconded by Legislator Havey, and carried. **Notify Human Services**

Request to Fill One Full-Time Account Clerk Typist

Director of Real Property Tax Services Joseph Budinger requested permission to fill one full-time Account Clerk Typist (AFSCME bargaining unit, Grade: 7, Step: Base to 7), in the Department of Real Property Tax Services due to a pending retirement. The annual salary is estimated to be between \$32,625 and \$38,195, with benefits estimated to be between \$14,238 and \$16,668. This position is funded with 100 percent County funds. The request was approved on a motion made by Legislator Curran, seconded by Legislator Havey, and carried. **Notify Human Services**

Request for Resolution Extending the Village of Belmont Contract for Water District No.1

County Administrator Carissa Knapp requested a resolution authorizing the County to enter into a five-year agreement with the Village of Belmont for the management and maintenance of Allegany County Water District No. 1, located in the Village of Belmont and the Town of Amity. The contract will commence on August 1, 2022, and will terminate on July 31, 2027 (Resolution #136-19). The funding is included in the 2022 Budget. The County agrees to pay for such services according to the following fee schedule:

PY1 August 1, 2022-July 31, 2023- \$12,500

PY2 August 1, 2023-July 31, 2024- \$13,000

PY3 August 1, 2024-July 31, 2025- \$13,000

PY4 August 1, 2025-July 31, 2026- \$13,000

PY5 August 1, 2026-July 31, 2027- \$13,000

The request was approved on a motion made by Legislator Ricci, seconded by Legislator Root, and carried. **Prepare Resolution**

REFERRALS FROM COMMITTEES

Public Safety

Request to Fill Two Full-Time E 911 Dispatchers in the Sheriff's Office

Sheriff Rick Whitney requested permission to fill two full-time E 911 Dispatchers (AFSCME Council 66, Grade:13, Step: Base) in the Sheriff's Office. These positions will be filled in 2023. The annual salary for each position is estimated to be \$38,466.06, with benefits estimated to be \$16,786.59. This position is funded with 100 percent County funds, and will be included in the 2023 Budget. Legislator Healy asked how many positions E 911 employs. County Administrator Carissa Knapp stated that there are 13 full-time Dispatchers, 9 part-time Dispatchers, 1 head Dispatcher, and 1 Radio Technician. The request was approved on a motion made by Legislator Havey, seconded by Legislator Burdick, and carried. **Notify Human Services**

Request to Fill One Full-Time Typist in the Probation Department

Probation Director Robert Starks requested permission to fill one full-time Typist (AFSCME bargaining unit, Grade: 4, Step: Base) in the Probation Department. This position has been vacant for a few years. We currently have an Account Clerk performing some typist's work. In anticipation of our Sr. Account Clerk's retirement in early 2023, we will be assigning other work to the Account Clerk this fall. The department needs someone in the Typist position to assist in the transition after that retirement. The annual salary is estimated to be \$30,177, with benefits estimated to be \$13,169.24. This position is funded with 100 percent County funds and is included in the 2022 Budget. The request was approved on a motion made by Legislator Havey, seconded by Legislator Root, and carried. **Notify Human Services**

Request to Fill Probation Director - Group A

County Administrator Carissa Knapp requested permission to fill the Probation Director Group A (Section IV Salary Department Head). The annual salary and benefits cost will be determined when a qualified candidate is appointed. This position is funded with 100 percent County funds. The request was approved on a motion made by Legislator Havey, seconded by Legislator Burdick, and carried. **Notify Human Services**

Planning and Economic Development**Request for Resolution Increasing Budget Appropriations for Additional TANF Summer Youth Funding**

Employment and Training Director Reita Sobeck-Lynch requested a resolution to increase Budget appropriations for the acceptance of an additional \$3,497 in TANF Summer Youth funding. The Employment and Training Center originally budgeted \$185,498 in the 2022 Budget and actually received \$188,995 in TANF Summer Youth funding. The adjustment to the 2022 Budget is as follows:

Appropriations: (\$3,497)

| | | |
|--------------|-----------------------------|----------|
| CD1 6794.101 | TANF Staff Regular Pay | \$ 6,300 |
| CD1 6794.401 | TANF Postage | \$ -150 |
| CD1 6794.402 | TANF Mileage/Transportation | \$ -200 |
| CD1 6794.407 | TANF Office Supplies | \$ -250 |
| CD1 6794.408 | TANF General Supplies | \$ -188 |
| CD1 6794.414 | TANF Rentals: Real Property | \$ -125 |
| CD1 6794.424 | TANF Legal Advertising | \$ -100 |
| CD1 6794.474 | TANF Youth-Stipend | \$ 3,450 |
| CD1 6794.802 | TANF Staff Retirement | \$ 850 |
| CD1 6794.803 | TANF Staff FICA | \$ 500 |
| CD1 6794.804 | TANF Staff Workers Comp | \$ 125 |
| CD1 6794.805 | TANF Staff Disability | \$ 25 |
| CD1 6794.806 | TANF Staff Hosp/Med Ins | \$-2,800 |
| CD1 6795.802 | TANF Part. Retirement | \$-2,440 |
| CD1 6795.804 | TANF Part. Workers Comp | \$-1,500 |

Revenues: (\$3,497)

| | | |
|------------------|------------------|---------|
| CD1 6794.4701.12 | TANF Federal Aid | \$3,497 |
|------------------|------------------|---------|

The request was approved on a motion made by Legislator Root, seconded by Legislator Curran, and carried. **Prepare Resolution**

Public Works

Request to Fill One Full-Time Automotive Parts Person

Acting Department of Public Works Superintendent Dean Scholes requested permission to fill one full-time Automotive Parts Person (AFSCME bargaining unit, Grade:13) and all subsequent positions in the Department of Public Works. The annual salary is estimated to be between \$38,466.06 and \$46,559.76, with benefits estimated to be between \$16,786.59 and \$20,318.68. This position is funded with 100 percent County funds and is included in the 2022 Budget. Committee Vice-Chairman Fanton asked if this was to fill the position due to a retirement. Mr. Scholes replied, "yes." The request was approved on a motion made by Legislator Havey, seconded by Legislator Ricci, and carried. **Notify Human Services**

Request to Fill One Full-Time Heavy Motor Equipment Operator I

Acting Department of Public Works Superintendent Dean Scholes requested permission to fill one full-time Heavy Motor Equipment Operator I (AFSCME bargaining unit, Grade:13, Step: Base to 7) and all subsequent positions in the Department of Public Works. The annual salary is estimated to be between \$38,466.06 and \$46,559.76, with benefits estimated to be between \$16,786.59 and \$20,318.68. This position is funded with 100 percent County funds and is included in the 2022 Budget. Committee Vice-Chairman Fanton asked if this was to fill the position due to a retirement. Mr. Scholes replied, "yes." The request was approved on a motion made by Legislator Curran, seconded by Legislator Root, and carried. **Notify Human Services**

Request for Resolution Appointing Thomas H. Windus as County Superintendent of Public Works

County Administrator Carissa Knapp requested a resolution to appoint Thomas H. Windus as County Superintendent of Public Works for a term of four years. The annual salary of the County Superintendent of Public Works shall be \$130,000, and a resolution is also requested to amend the Section IV Salary to reflect that salary. Legislator Burdick asked if this appointment would fill the existing term, or would it begin with a new four-year term. Ms. Knapp stated that it would begin with a new four-year term. Committee Vice-Chairman Fanton thanked Mr. Windus for stepping up, and that he looked forward to working with him the next four years. The request was approved on a motion made by Legislator Havey, seconded by Legislator Root, and carried. **Notify Human Services**

Personnel

Request to Transfer Funds

Personnel Officer H. Robert Budinger requested approval to transfer funds to purchase office furniture as follows:

| From Account No. | To Account No. | Amount |
|------------------------|-----------------------|---------|
| A1430.405 – Conference | A1430.201 - Equipment | \$5,000 |

Personnel had the authority to request this resolution. The request was approved on a motion made by Legislator Ricci, seconded by Legislator Curran, and carried. **Prepare Resolution**

Request to Fill One Full-Time Human Resource Assistant

Personnel Officer H. Robert Budinger requested permission to fill one full-time Human Resource Assistant (Non-Unit, Grade: 4, Step: Base to 11) in the Human Resource and Civil Service Department due to a resignation. The annual salary is estimated to be between \$41,103 and \$56,895, with benefits estimated to be between \$17,937 and \$24,829. This position is funded with 100 percent County funds.

The request was approved on a motion made by Legislator Ricci, seconded by Legislator Curran, and carried. **Notify Human Services**

Request for Resolution to Amend the Section IV Salary Plan for the Deputy County Administrator

The County Administrator and Personnel Officer requested a resolution that the Section IV salary schedule for the Deputy County Administrator position be amended from \$72,500 (Resolution #322-21) to \$80,000 for 2022. Sufficient funding is allocated in the 2022 Budget to cover the \$7,500 increase. The request was approved on a motion made by Legislator Ricci, seconded by Legislator Root, and carried. **Prepare Resolution**

Human Services

Request to Transfer Funds

Public Health Director Tyler Shaw requested approval to transfer funds to maximize State grant funding already received as follows:

| From: | Amount |
|---|----------------|
| A4010.101 Health Department Regular Pay | \$ 7286 |
| A4190.405 WIC Conference Expense | \$ 900 |
| A4190.414 WIC Rentals: Real Property | <u>\$ 924</u> |
| | \$9,110 |
| | |
| To: | Amount |
| A4190.201 WIC Office Equipment | \$ 2000 |
| A4190.406 WIC Insurance | \$ 825 |
| A4190.407 WIC Office Supplies | \$ 750 |
| A4190.408 WIC General Supplies | \$ 3400 |
| A4190.409 WIC Fees | \$ 610 |
| A4190.412 WIC Repairs: Real property | \$ 350 |
| A4190.419 WIC Printing | \$ 175 |
| A4190.428 WIC Natural Gas | <u>\$ 1000</u> |
| | \$9,110 |

| Description of Expenses | | Amount |
|----------------------------|--|-------------------|
| Account Number | Description | |
| A4190.201 Office Equipment | To replace a Broken Office Desk (Purchased in 2006), Replace 2 Office Chairs, replace 2 broken folding tables, purchase a changing table for the Breastfeeding room. | \$2,000.00 |
| A4190.406 Insurance | To cover the increase in insurance cost | 825.00 |
| A4190.407 Office Supplies | Misc. Office Supplies including Printer Ink, folders, copy paper, pens, hanging file folders, 2022 Monthly planners, etc... | 750.00 |
| A4190.408 | Misc. General supplies including office cleaning supplies, paper products, trash can liners, fluorescent bulbs, Face Mask, Ice Melt, Breast Pumps/Supplies, Toothbrushes, etc... | 3,400.00 |
| A4190.409 | To cover the increase in the auto dialer (Teletask) program. Microsoft . gov accounts (6) \$360 | 610.00 |
| A4190.412 | To cover the cost of having Grant & Brinks move 2 telephone lines. | 350.00 |
| A4190.419 | The cost of having envelopes and WIC Pamphlets printed | 175.00 |
| A4190.428 | To cover the rising cost of Natural Gas at 112 Park Ave | 1,000.00 |
| TOTAL | | \$9,110.00 |

The request was approved on a motion made by Legislator Burdick, seconded by Legislator Curran, and carried. **Prepare Resolution**

Request to Fill One Public Health Technician in the Health Department

Public Health Director Tyler Shaw requested permission to fill one Public Health Technician (AFSCME bargaining unit, Grade 13, Step: Base to 2) in the Health Department. This position will support the Department of Health by answering all incoming calls to the Environmental department, receiving and investigating all animal bites and rabies investigations, Adolescent Tobacco Use Prevention Act Program (ATUPA) compliance checks around the County, and completion of Sanitary Surveys in the County due to home sales. The annual salary is estimated to be between \$38,458.97 and \$40,835.89, with benefits estimated to be between \$16,783.49 and \$17,820.78. This position is funded with 100 percent State funding and is included in the 2022 Budget. The request was approved on a motion made by Legislator Burdick, seconded by Legislator Root, and carried. **Notify Human Services**

Request to Fill One Director of Environmental Health in the Health Department

Public Health Director Tyler Shaw requested permission to fill one Director of Environmental Health (PEF bargaining unit, Grade 9, Step: Base to 2) in the Health Department. The annual salary is estimated to be between \$53,104 and \$56,338, with benefits estimated to be between \$27,175 and \$24,586. This position is funded with 100 percent State funding and is included in the 2022 Budget. The request was approved on a motion made by Legislator Burdick, seconded by Legislator Curran, and carried. **Notify Human Services**

Request to Fill One Medical Consultant in the Health Department

Public Health Director Tyler Shaw requested permission to fill one Medical Consultant (Section IV) in the Health Department. The annual salary is estimated to be \$21,000 (\$1,750/month). This position is funded with 100 percent State funding and is included in the 2022 Budget (A4015-101 DOH Medical Consultant). The request was approved on a motion made by Legislator Burdick, seconded by Legislator Havey, and carried. **Notify Human Services**

Request to Fill One Full-Time Account Clerk Typist in the Social Services Child Support Enforcement Unit

Social Services Commissioner Edna Kayes requested permission to fill one full-time Account Clerk Typist and any resulting backfills (AFSCME bargaining unit, Grade: 7, Step: Base to 7) in the Social Services Child Support Enforcement Unit. The annual salary is estimated to be between \$32,625 and \$38,195, with benefits estimated to be between \$14,237 and \$16,668. This position is funded with 66 percent Federal funding and offset by TANF collections in the County. This position is included in the 2022 Budget. The request was approved on a motion made by Legislator Burdick, seconded by Legislator Curran, and carried. **Notify Human Services**

Request to Fill Two Full-Time Sr. Caseworkers in the Social Services Department

Social Services Commissioner Edna Kayes requested permission to fill two full-time Sr. Caseworkers and any resulting backfills (AFSCME bargaining unit, Grade: 17, Step: Base to 7) in the Social Services Department. The annual salary is estimated to be between \$43,309 and \$54,376, with benefits estimated to be between \$18,900 and \$23,729. This position is funded with 35.57 percent County funds, 21.89 percent State funds, and 42.54 percent Federal funds and is included in the 2022 Budget. The request was approved on a motion made by Legislator Burdick, seconded by Legislator Havey, and carried. **Notify Human Services**

Request for Resolution Increasing Suggested Contributions

Office for the Aging Director Anita Mattison requested a resolution approving an increase to the suggested contribution amounts effective August 1, 2022, as follows:

- Home Care from \$3.00/hr. to \$4.00/hr.
- Personal Emergency Response Systems from \$3.00/month to \$4.00/month
- Transportation from \$4.00/Ride to \$5.00/Ride
- Home Delivered Meals and Congregate Meals from \$3.00/meal to \$4.00/meal
- Go & Dine from \$4.00/voucher to \$5.00/voucher

Allegany County Senior Advisory Council approved this request at the June 2022 meeting.

The request was approved on a motion made by Legislator Burdick, seconded by Legislator Root, and carried. **Prepare Resolution**

Request to Fill Two Part-Time Luncheon Center Managers in the Office for the Aging

Office for the Aging Director Anita Mattison requested permission to fill two part-time Luncheon Center Managers (Non-Unit) in the Office for the Aging. The annual salary is estimated to be \$5,512 each, with benefits estimated to be \$1,361 each. This position is funded with 10 percent County funds, and 90 percent Federal funds and is included in the 2022 Budget. The request was approved on a motion made by Legislator Burdick, seconded by Legislator Curran, and carried. **Notify Human Services**

Request to Fill One Part-Time Typist in the Office for the Aging

Office for the Aging Director Anita Mattison requested permission to fill one part-time Typist (Non-Unit, Grade: 4, Step: Base) in the Office for the Aging. The annual salary is estimated to be \$10,379, with benefits estimated to be \$4,245. This position is funded with 20 percent County funds, 57 percent State funds, 10 percent Federal funds, and 13 percent Other funds. This position is included in the 2022 Budget. The request was approved on a motion made by Legislator Burdick, seconded by Legislator Havey, and carried. **Notify Human Services**

Request to Fill One Full-Time Intensive Case Manager in the Community Services Department

Community Services Director Robert Anderson requested permission to fill one full-time Intensive Case Manager (PEF bargaining unit, Grade: 7, Step: Base) in the Community Services Department. The annual salary is estimated to be \$47,194, with benefits estimated to be \$20,596. This position is funded 100 percent with revenues generated for which the position is authorized to bill Medicaid, and is included in the 2022 Budget. The request was approved on a motion made by Legislator Burdick, seconded by Legislator Root, and carried. **Notify Human Services**

Good of the Order

Majority Leader Steven Havey announced that a caucus would begin at 1:35 p.m. in the Legislative Chambers.

Adjournment

There being no further business to come before the Committee, the meeting was adjourned at 1:24 p.m. following a motion by Legislator Ricci, seconded by Legislator Havey, and carried.

Respectfully submitted,

Tiffany Linn, Confidential Secretary
Allegany County Board of Legislators