

## **FINANCE AND RULES COMMITTEE**

**September 21, 2021**

Present: Legislators Tom Osborne, Ian Gilbert, Greg Kulzer, and Phil Hathway. Legislator Ron Burns was excused.

Others present: Legislators Larry Dolhof, Jerry King, Lisa Virkler, Richard Chartrand and Andrea Moroughan; County Manager Ryan Piche; County Attorney Joan McNichol; Human Resource Director Caitlyn Smith; and Information Technology Director Conner Biolsi.

Committee Chair Tom Osborne called the meeting at 3:15 p.m.

Legislator Hathway made a motion to approve the August 17, 2021 committee meeting minutes as recorded, seconded by Legislator Gilbert and carried.

### **2022 Budget Personnel Recommendations – Ryan Piche, County Manager**

Ryan began by reviewing his personnel request spreadsheet with the committee and justifications for each. The positions that were being recommended were: New Computer System Assistant; Community Development Specialist; (2) Per Diem Substitute Cleaners; Part Time Junkyard Inspector; (2) Seasonal Laborers for Forestry; (2) Full Time MEO for Highway; Specialist, Services for the Aging; Purchasing Director; and Case Services Aide. The following positions were recommended for upgrades: (3) MEO to HEO for Highway; Highway Supervisor; Public Health Clerk to Administrative Assistant; and Computer Systems Assistant to LAN Administrator.

The following positions are recommended to be abolished: Deputy Highway Superintendent; Mechanic for Highway; Part Time Social Services Investigator; and Homemaker for Social Services. The following positions changes were requested but not recommended: Changing Senior Keyboard Specialist in Planning from a 35-hour position to 40-hour position and changing the Sign Maintenance MEO to a Sign Maintenance HEO.

All of these changes and additions totals an additional \$202,662.00 for the 2022 budget. Legislator Chartrand voiced his opinion that the 2022 budget should be a zero or less than zero increase for taxpayers. Legislator Kulzer felt that a zero-tax increase would be best and maybe the county could help out the hospital.

### **Purchasing Card Policy overview – Ryan Piche, County Manager**

Ryan stated that the policy was attached with the resolution for their review. The benefit for allowing other departments to have credit cards will streamline the process for purchasing and should allow the county to receive rewards back on purchases. The policy outlines the usage and what happens for misuse. Legislator Kulzer stated that it didn't show any amount limits, Ryan responded that the limit will be set on each card by Department through the Treasurer's office. The current process is very antiquated and outdated. This should really help modernize things.

The following dockets were reviewed:

1. Adopting Local Law No. 5-2021 "A LOCAL LAW PROVIDING FOR INCREASES TO SALARIES FOR CERTAIN LOCAL OFFICIALS".  
AYE 4                      NAY 0
2. Adopting the Purchasing Card Policy and Procedures for the County of Lewis.  
AYE 4                      NAY 0
3. Authorizing extension agreement between the County of Lewis and ICU Security & Private Investigations for unarmed security guard services at the Department of Motor Vehicles building for a term of November 5, 2021 through December 31, 2021 at a cost not to exceed \$32.50 per hour.  
AYE 4                      NAY 0
4. Accepting cyber security grant and authorizing contract with Core BTS, Inc. for cyber hardware and services at Board of Elections.  
AYE 4                      NAY 0

The following motion was made:

1. Legislator Osborne made a motion to authorize County Clerk, Jake Moser to refill one (1) full-time Motor Vehicle Application Examiner position effective immediately, seconded by Legislator Kulzer and carried.
2. Legislator Osborne made a motion to authorize Real Property Tax Director, Candy Akin to refill one (1) full-time Senior Keyboard Specialist position effective immediately due to resignation, seconded by Legislator Hathway and carried.
3. Legislator Osborne made a motion to authorize Solid Waste Director, Kip Turck to refill one (1) part-time MEO Medium position effective immediately, seconded by Legislator Kulzer and carried.
4. Legislator Osborne made a motion to authorize Social Services Commissioner, Jennifer Jones to refill one (1) full-time Secretary to the Commissioner position effective immediately, seconded by Legislator Gilbert and carried.
5. Legislator Osborne made a motion to authorize Social Services Commissioner, Jennifer Jones to refill one (1) full-time Caseworker position effective immediately due to resignation, seconded by Legislator Hathway and carried.
6. Legislator Osborne made a motion to authorize Social Services Commissioner, Jennifer Jones to refill one (1) full-time Fiscal Manager position effective immediately due to pending resignation on 12/31/2021, seconded by Legislator Kulzer and carried.

Legislator Hathway voiced his opinion that the Opioid settlement funds should be shared among the schools. County Attorney, Joan McNichol stated that the county needs to wait until the guidance comes out on what exactly the funds can be used for to make sure they can be shared

with the schools. The rest of the Committee members agreed with the concept, if possible, or sharing the funds with schools to help with prevention education.

Legislator Hathway also voiced his opinion that the county should consider increasing the amount of funding to local museums in the 2022 budget. Ryan Piche stated that it might make sense to give a large contribution to the Historical Society and then they can re-distribute the funding to local museums that have projects. The idea of using other sources of money besides the budget to give a one-time payment was discussed. Legislator Dolhof made note that there should be a presentation from the Chamber of Commerce on the "I Love NY" funding that they receive and what the county is getting out of it.

At 5:05 p.m., Legislator Kulzer made a motion to enter executive session for personnel matter and property negotiation update, seconded by Legislator Osborne and carried.

At 5:35 p.m., Legislator Kulzer made a motion to enter regular session, seconded by Legislator Osborne and carried.

There being no other business to come before the committee, Legislator Osborne made a motion to adjourn at 5:36 p.m., seconded by Legislator Kulzer and carried.

Respectfully submitted,  
Cassandra Moser, Clerk of the Board