

FINANCE AND RULES COMMITTEE
September 20, 2022

Present: Tom Osborne, Chair; Phil Hathway, Vice-Chair; Jeffrey Nellenback; Jessica Moser; and Josh Leviker.

Others present: Legislators Larry Dolhof, Lisa Virkler, Andrea Moroughan, Richard Chartrand; and Ian Gilbert; County Manager Ryan Piche; County Attorney Joan McNichol; and Human Resource Director Caitlyn Smith.

Committee Chair Tom Osborne called the meeting to order at 3:17 p.m.

Legislator Leviker made a motion to approve the August 16, 2022 committee meeting minutes as recorded, seconded by Legislator Hathway and carried.

Façade Program update – Casandra Buell, Planning Director

The Façade and Streetscape Improvement Program is funded directly from the Lewis County ARPA funds in the total amount of \$450,000 for two rounds. The guidelines are that up to 75% of the eligible project costs can be funded, projects must be completed in 12 months, and the projects must be located in a Village or Hamlet. This is a competitive funding application program.

The Façade Improvement is for businesses, commercial building owners, multi-tenant residential building owners, and it must align with local zoning regulations. Eligible project examples are awnings & canopies; interior display & exterior lighting; repair or replacement of façade windows, doors, and paint; window boxes and permanent planters; entryway improvements; signage; and window letters.

The Streetscape Improvements are for municipal governments to improve walkability and/or community aesthetics; and public accessibility. Eligible project examples are permanent public art; gateway & wayfinding signage; street fixtures; public fixtures; street trees and permanent landscaping; and bike racks or similar active transportation infrastructure. Examples of ineligible projects and expenses are sidewalks; roof repair or replacement; parking lots; and engineering and/or design costs.

The main goal of this program is to improve pedestrian experience and appeal of downtown areas for businesses, residents, and visitors. The added benefits are business growth & retention; filling vacant buildings & storefronts; increased property & sales tax revenue; greater spending in the local economy; increased tourism spending; workforce & resident attraction and retention; and improved quality of life for residents.

The Round 1 was launched on November 5, 2021 with 34 applications received for a total of \$587,000 in funding requested. On December 2, 2021, there were 17

projects that were awarded totaling \$248,646 in funding. As of September 2022, 10 of the 17 projects have been completed with 3 more projects expected to be done by the end of the month, with 3 more projects done by the end of November and 1 project requesting an extension.

The Village of Lyons Falls was awarded \$7,350 for the Basin Canal Deck to remove and replace unsafe decking with new, pressure treated, stained wood deck and stairs. Bonaparte Pharmacy in the Hamlet of Harrisville was awarded \$13,350 to prime, paint, and repair the front of the building and install two new windows. Krista Brown Photography in the Village of Lyons falls was awarded \$606 to add new vinyl decal hanging outdoor sign, silver window lettering, and flower boxes. Town of Diana Historical Museum in the Hamlet of Harrisville was awarded \$9,849 to prime and paint the building exterior and roof awning.

Chuck's Market in the Hamlet of Harrisville was awarded \$14,485 to paint exterior walls, trim, and relative details, replace nine windows on front and streetside of building, repair awning lights, and install signage on façade. Robert Hazard in the Village of Croghan was awarded \$1,575 to remove old ATM access, paint front entry, install second window and complete brick repointing on the old KeyBank building. Good Ol' Wishy's in the Village of Croghan was awarded \$27,262.50 to repair and replace deteriorated trim, secure loose siding, paint all trim and siding, repair and refinish doors and frames, replace windows and decals, add new LED lighting, new signage for bike shop, and repair floor area at the bike shop.

For Round 2, there will be \$200,000 in funding available. Application assistance will be available from Lewis County Planning and Community Development Department. Project development and assistance will be available from Lewis County Historical Society. Round 1 awardees are ineligible for Round 2 funding. September 2, 2022 the Round 2 was launched with application being due by November 4, 2022. The committee will then review and select projects. Awards will be announced on December 2, 2022.

2023 Personnel Recommendations – Ryan Piche, County Manager

Ryan handed out two documents and began by explaining that the elected and political party appointed positions need to be set in advance of January 1, 2023 per our Exempt Employee Compensation Policy as next year is an election year. Using the COLA increases each year puts the elected officials in the middle of the ranges of their respective grades. As long as they are in the budget and adopted then everything should be set. They aren't eligible for step increases only Cost of Living Increases.

Ryan went over the 2023 Budget Personnel Requests as follows: Building & Grounds requested an upgrade for Cleaners to Custodial Workers with an estimated cost of \$28,236 for retention and quality and is recommended and is being presented by resolution now; Building & Grounds requested upgrading one

Custodial worker to Sr. Custodial Worker at an estimated cost of \$270 for oversight of Custodial Workers and is recommended.

Highway requested abolishing the Account Clerk position which is an estimated saving of \$42,848 due to it no longer being needed and is being recommended. Highway is requesting creating a new MEO position at an estimated cost of \$52,998 to have more resources on the road and is being recommended.

Human Resources is requesting to abolish an Administrative Assistant at an estimated savings of \$43,180 as it is becoming too hard to fill and is being recommended. Human Resources is requesting to create a Human Resources Specialist at an estimated cost of \$66,495 for handling more work and is recommended. Human Resources is requesting to move the Benefits Specialist from the Treasurer's Office under her Department for better communication and fit which is recommended.

Information Technology is requesting to upgrade Computer Assistant to LAN Administrator at an estimated cost of \$218 which allows for promotion opportunity and is recommended.

Planning is requesting to abolish Sr. Keyboard Specialist at an estimated savings of \$47,912 due to a retirement and create an Administrative Assistant at an estimated cost of 42,896 for more flexibility with position and is recommended.

Recreation, Forestry & Parks is requesting an Administrative Assistant at an estimated cost of \$42,896 to assist with OHV Permit Administration and is recommended. Recreation, Forestry & Parks wants to add internship hours during winter and spring breaks at no cost to try and get good future workers and is recommended. They are also requesting to upgrade one Crew Member to Crew foreman at an estimated cost of \$1,785 to have two crews all summer and is recommended.

The Sheriff's Office is requesting to upgrade the Jail Nurse from 35 hours per week to 40 hours per week at an estimated cost of \$8,960 to assist more with MAT responsibilities and retention which is being recommended. They are requesting to add a Road Patrol Deputy at an estimated cost of \$35,734 which will end up as a net zero due to an anticipated retirement and is recommended. They are requesting to create a part-time 911 Infrastructure Coordinator at a cost of \$35,000 and abolish the 911 Operations Coordinator at an estimated savings of \$88,585 to separate out duties and is recommended. There was discussion that followed about the responsibilities and who that person should report to. They requested creating a Dispatch Supervisor at a cost of \$75,524 to separate out the 911 duties and is recommended. Their last request was to add four (4) Road Patrol Deputies at an estimated cost of \$285,870 which is not recommended.

Solid Waste requested upgrading three (3) MEO positions to HEO positions at an estimated cost of \$6,324 and is not recommended.

The Treasurer's Office is requesting to upgrade an Account Clerk to Sr. Account Clerk at an estimated cost of \$2,602; upgrade a Sr. Account Clerk to Principal Account Clerk at an estimated cost of \$6,079 for better duty alignment and added responsibilities and is recommended. They also requested to create an Account Clerk position at a cost of \$40,932 which is not recommended. Their last request was to create a per diem Principal Account Clerk at an estimated cost of \$5,000 to fill-in during financial position vacancies across departments and is recommended.

Legislator Gilbert suggested that discussing adding more Road Patrol Deputies would be beneficial to get the justification why they are being requested or needed. It could be a way to open more discussion on getting more Recreation patrol. It would require the Sheriff providing more data to justify the additional positions and Ryan hasn't received anything like that yet. There was further discussion among the committee about what information would be needed and whether Road Patrol Deputies is what is needed.

The following dockets were reviewed:

1. Introductory Local Law No. 5-2022 "A Local Law Providing for One Time Employee Retention Incentive Payment for Certain Exempt Appointed Employees" and setting the public hearing for November 1, 2022 at 5:00 p.m.
AYE 5 NAY 0
2. Authorizing renewal agreement between Lewis County Clerk and Info Quick Solutions ("IQS") for computer services for a term of January 1, 2023 through December 31, 2027 at a monthly cost of \$3,620.00.
AYE 5 NAY 0
3. Authorizing one-year renewal agreement between the County of Lewis and ICU Security & Private Investigations for unarmed security guard services at the Department of Motor Vehicles building for the term of January 1, 2023 through December 31, 2023 at a cost not to exceed \$33.50 per hour for 37.5 hours per week. *Legislator Nellenback questioned why the county does this, County Clerk Jake Moser responded that it was put into place during the pandemic because people were not always respectful about not being able to come into the DMV building or having to wear a mask. The staff there has had a few incidents where the police have been called so this is a way to have a presence that will deter people from making poor behavioral choices. As a bonus the Security Guard has learned some of the DMV forms so he can help direct people to what needs to be filled out ahead of time.*
AYE 5 NAY 0

4. Authorizing agreement with M.A. Polce Consulting, Inc. for cyber security policy consulting services at a cost of up to \$14,555.00 based upon hourly time and material charges of \$205.00.
AYE 5 NAY 0
5. Appointing Legislator Jessica Moser of Carthage, as the Board's representative on the Lewis County Industrial Development Agency Board of Directors due to the vacancy left by Legislator Ronald Burns.
AYE 5 NAY 0
6. Adopting Local Law No. 5-2022 "A Local Law to Amend Local Law No. 5 of the Year 2012, County of Lewis in Relation to the Implementation of Reapportionment within the County of Lewis."
AYE 5 NAY 0
7. Authorizing agreement between Lewis County and New York State Environmental Facilities Corporation to provide round 3 reimbursement funds for eligible septic and cesspool replacement projects in Lewis County.
AYE 5 NAY 0
8. Authorizing agreement between the County of Lewis and SHI International for programming services relative to a Lewis County Public Transportation presence on the transit app for a term of December 1, 2022 through November 30, 2025 at a cost not to exceed \$55,732.10.
AYE 5 NAY 0
9. Updated designation of depositories adding Carthage Federal Savings and Loan Association.
AYE 5 NAY 0

At 4:17 p.m. Legislator Hathway moved to enter executive session for personnel compensation, seconded by Legislator Nellenback and carried.

At 5:25 p.m. Legislator Hathway moved to enter back into regular session, seconded by Legislator Moser and carried.

With no other business to come before the committee Legislator Hathway moved to adjourn the meeting at 5:27 p.m., seconded by Legislator Nellenback and carried.

Respectfully submitted,
Cassandra Moser, Clerk of the Board