

Minutes

Administrative Services Committee

**May 18, 2020, 5:00 p.m.**

**Virtual Meeting via Zoom and Live-Streamed for public viewing**

Gerace Office Building, Mayville, NY

Members Present: Scudder, Vanstrom, Muldowney, Davis, Starks

Others: Tampio, Ames, Dennison, Abdella, Chagnon

Chairman Scudder called the meeting to order at 5:02 p.m.

Approval of Minutes (4/13/20)

MOVED by Legislator Vanstrom, SECONDED by Legislator Muldowney.

*Unanimously Carried*

Privilege of the Floor

Clerk Tampio: We have received no comments from the public to read at this time.

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Proposed Resolution – Quit Claim Deeds

Chairman Scudder: I spoke with Mr. Cafilisch- we received \$200 and the taxes owed were about \$7,553.27. This was a property that has a house on it and the reason for the taxes being so high- it has since been demoed, so this lot was sold off to this individual and if I'm correct I believe it merges with their current property. Does that sound right Steve?

Mr. Abdella: Yes. Normally the intent is to sell to an adjoining property owner and have the vacant lot merge with the neighboring lot.

Chairman Scudder: Right. So, this cleans up one more property in the County that doesn't drag along through the auction process. Any questions or comments on that one? All in favor say aye. Opposed?

*Unanimously Carried*

Proposed Resolution – Distribution of Mortgage Taxes

Chairman Scudder: It's basically- what it shows here is it's from October 2019 through April 30, 2020. I think most of us have been on the committee and seen this before. It gives us a breakdown to the towns and the villages and also the cities as to the mortgage tax money that

goes to each municipality. Is there anything else we need to know about this? Questions? Concerns? Comments? All in favor? Opposed?

*Unanimously Carried*

Proposed Resolution – Authorize HAVA CARES ACT Grant Award from the New York State Board of Elections

Clerk Tampio: We received comments relative to this proposed resolution on behalf of Donna Sanderson at the Board of Elections and she asked that I read this for you.

*“The Board of Elections is accepting the NYS HAVA CARES ACT Grant in the amount of \$156,152. The grant is to be used to prepare and prevent the spread of COVID – 19, the following are eligible expenses. We have included what we believe to be good estimates of these expenditures*

## ***NYS HAVA CARES***

*Please be advised that Chautauqua County’s \$185,798.10 share of the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), signed into law by President Trump on March 27, 2020, included is for new Help America Vote Act (HAVA) expenditures directly related to the COVID-19 crisis is being spent in Chautauqua County so as to prevent any mandated emergency COVID-19 related expenditures from having a local share hit. These funds are made up of 80% federal monies and a 20% New York State match.*

*Allowable uses and the dollars budgeted by Chautauqua County include:*

- Printing of additional ballots and envelopes for potential higher levels of absentee or vote by mail processes \$22,647. (Two envelopes outgoing with Absentee App and Three Envelopes outgoing with ballot.)*
- Registration List Activities to improve the accuracy and currency of registrant addresses. \$0*
- Additional mailing and postage costs, including ballot tracking software \$65,280*
- Acquisition of additional voting equipment, including high speed or central count tabulators and hardware and software associated with signature comparison of returned absentee or mail ballots*
- Installation and security for absentee or mail drop-boxes*
- Hand Sanitizer for Poll Workers and County Election Staff \$897.60*
- Latex Gloves for Poll Workers and County Election Staff \$2,380*
- Protective Masks for Primary, Early Voting Sites and Election Day Voters, Poll Workers and County Election Staff \$40,000*
- Protective Shields for Scanner Personnel \$18,144.50*
- Before, Election Day and Post-Election Day Cleaning of Poll Sites \$30,150*
- Overtime salary and benefit costs for elections staff and poll workers \$0*
- Training of poll workers on sanitization procedures for in-person voting \$0*
- Public communication of changes in registration, ballot request options, or voting procedures, including information on coronavirus precautions being implemented during the voting process \$0*
- Pre- and post-election deep cleaning of polling places \$30,150*
- Additional automated letter opening equipment \$6,299”*

Chairman Scudder: Thank you. I was keeping track and it does add up to *(inaudible.)* Wow, a lot going on there. Hopefully by the time the election gets here all of those steps won't be necessary. It's good to be ready and it's good to get the funding to take care of all those necessary tasks and equipment. Any questions? Comments? Concerns?

Legislator Vanstrom: That's a lot of money.

Chairman Scudder: Yes. Does anyone know- when we do absentee- if someone is concerned about coming in will they allow that to be an absentee ballot?

Mr. Abdella: As I understand it, yes. At least in regards to the June 23<sup>rd</sup> primary I believe every registered voter eligible to vote in that primary is going to receive an absentee ballot application to allow them to facilitate that option for them. You're correct about that.

Chairman Scudder: They will get the ballot in the mail but they will be able to come into the location as well if they want to?

Mr. Abdella: As I understand it there still will be the means to vote in person.

Legislator Davis: Is that why- I heard you say ballot tracking software as you were reading that and obviously Donna is not here to explain what that is, but I'm assuming it has something to do with absentee ballots versus in person voting?

Legislator Starks: I think it would be so you could be sure nobody voted in twice by mailing in a ballot and by coming in in person.

Chairman Scudder: That makes sense.

Legislator Muldowney: Do we have a primary for June 23<sup>rd</sup> in this County?

Mr. Abdella: Yes. There is expected to be a couple local primaries and then the democratic primaries will also go forward. They had been cancelled, but at least at the moment a court decision has ordered that they go forward.

Legislator Muldowney: O.K., so that's the presidential democratic primary?

Mr. Abdella: Yes.

Chairman Scudder: Any other questions or concerns? All in favor please say aye.  
Opposed?

*Unanimously Carried*

Other

Proposed Resolution - Amend 2020 Budget Appropriations and Revenues Due to COVID-19

## Pandemic and Other Year-to-Date Financial Impacts

Mrs. Dennison: My apologies to several of you that heard this in Public Facilities. This resolution is the result of several weeks of work with the department heads and also the COVID finance team and the County Executive. The County Executive asked the department heads to propose reductions to their budget hoping to achieve a 15-20% reduction in the local share. We have realized about a 6% reduction in the local share, so obviously we're not at the 15% level, but these are changes that the department heads feel that they can implement that are actionable and do not have a horrific effect. There are a lot of reductions in services, mostly in road maintenance. So, just walking through- the other overall comment I would make is that we asked departments for the reductions and then the balancing component of the resolution is the sales tax. So, we came up with about \$4 million in reductions and then we are lowering the sales tax budget by that \$4 million. That would be about a 10% reduction in our sales tax. It's maybe on the low end of what we're expecting, so there may be additional cuts that are necessary, but these are the ones that we felt could be implemented quickly and they've already started to be implemented. So, looking at the details there is a small decrease in the use of fund balance, specifically in the reserve for capital. This is because there was a small reduction in the capital project for the complete streets program that was originally funded with reserve for capital, so trimming that budget returns some money to the reserve for capital.

The next block- there are some increases in appropriations. There are increases in appropriations because some of the departments looked at their annual budget and they factored in the effects of the new CSEA 6300 contract, which increases wages and those wage increases were not amended into the budget. So, these departments looked at their whole budget with the idea that before they say what they might be able to reduce they needed to factor in what they thought would be negative effects on their budget. So, as I said, there are some departments that increased budgets mostly for personal services and a few of them for employee benefits.

The next and largest category is the decrease in appropriations. There are a lot of changes in contractual classifications for departments, but also in personal services and employee benefits. The departments that had an increase in their wages- most of them were projecting a decrease in employee benefits because the new contract mandates high deductible plans and a lot of people were budgeted in the old PPO plan. There are reductions across many departments. I do want to draw particular attention to two other things. We did, in Public Facilities amend this line here- personal services for the Jamestown Airport. I made a mistake in what the department was recommending for a reduction. I double counted their reduction in overtime. We did reduce the reduction to \$87,183. The second detail to point out is here in the inter-fund transfers. We had a lot of savings in the D and the DM funds, but we need to transfer that savings into the A fund otherwise the savings would remain in the road machinery and the road funds and they would go into the D and the DM fund balance and what we're really trying to achieve is a reduction in our sales tax budget. We are reducing the transfer from the A into the D fund- sending less revenue, if you will, into the D and the DM funds. So, that's what these two transfers are. Then a small reduction in the transfer to capital because we have a savings there. These are the reductions in the road and the road machinery funds. You can see there is a big reduction in road maintenance of over a million dollars. We have two small increases in revenue at the airports due to additional revenue from the CARES Act and also additional revenue to the new recently implemented FBO. There are some reductions in revenues. (*Inaudible*) being reduction of sales tax of about \$4 million. Again, this was slightly amended in Public Facilities

to change the reduction to accommodate for the amendment to the airport over time. You'll also see large reductions in the revenue in the D and the DM funds and reductions in the transfer of money from A to D. So, they're taking in less money because they're spending less money on road maintenance.

That is the overall picture. We expect that there may be additional amendments that are needed. The one element that is not in this would be the voluntary furlough which was announced on Friday afternoon and all of you received this memorandum from the County Executive which walks through the cost savings items that we've implemented. The last one on the list is the memorandum of agreement for voluntary furloughs. We are waiting to see what kind of response we get and then once we know the effect of this we will do another budget amendment to further reduce our cost to incorporate the savings because of the voluntary furlough. I'd be happy to answer any questions.

Chairman Scudder: Do we need to amend this again?

Legislator Starks: If so I'll make the amendment that was made earlier that was suggested by Kathleen.

Legislator Davis: If it is necessary I will second that.

Chairman Scudder: All in favor of the amendment say aye? Opposed?

*Unanimously Carried to Amend*

Clerk Tampio: I will refer to Attorney Abdella- I don't know if that was necessary since it was already amended in Public Facilities. Steve, what is your opinion?

Mr. Abdella: If it was amended in a previous committee we would normally introduce it that way to a later committee, but you took the action and there is no harm.

Chairman Scudder: Does anyone have anything else to say about the amended resolution before us? All in favor? Opposed?

*Unanimously Carried as Amended*

Legislator Starks: I'll make a motion to adjourn.

Legislator Vanstrom: I'll make a motion to second.

*Unanimously Carried (5:24 p.m.)*

Respectfully submitted and transcribed,

Kathy K. Tampio, Clerk of the Legislature/ Olivia Ames, Deputy Clerk