

Present: Committee Members Torrey, Stein, Maha also present, Yunker, Dibble, Deleo, Legislature Clerk Lisa Casey, County Manager Matt Landers, County Attorney Kevin Earl, Deputy County Treasurer Kevin Andrews, HR Director Anita Cleveland, Deputy HR Director, Ashlee Reigle, Highway Superintendent Tim Hens, Director of DSS Michael Rumsey, Office for the Aging Diana Fox, OFA Services Administrator Jill Yasses, Director of Purchasing, Chet Kaleta, IT Director Michael Burns, Genesee Community College President Dr. James Sunser, Acting Vice President and Financial Officer Gina Weaver and Levi Olson Director of Facilities.

The Ways & Means Committee Meeting was called to order by member Legislature Chair Stein at 4:30 PM in the Legislature Conference Room at the Old Courthouse.

Four Amendments to the Agenda:

Legislature Chair Stein temporarily appointed herself as Chair to the Ways and Means Committee, Legislature Chair Stein temporarily filled her vacancy with Legislator Deleo. Motion by Legislator Maha seconded by Legislator Torrey, carried, unanimously.

Amend Agenda: South Lyon Street parcel and intermunicipal agreement WIIA grant under highway report. Also would like to hold open the meeting for further discussion on GCC discussion. Motion by Legislator Deleo and seconded by Legislator Maha, carried, unanimously.

Genesee County Legislature is attending in the Chambers. All attending the Ways and Means Committee meeting in person who are fully vaccinated more than two weeks past the date of their final shot are no longer required to wear face coverings or maintain 6-ft social distance.

Minutes of the October 20, 2021 Ways & Means Committee meeting approved upon motion of Legislator Torrey seconded by Legislator Deleo, carried, unanimously.

Discussion started with Dr. Sunser from GCC to review capital projects for approval by Legislature. Dr. Sunser discussed outstanding capital request. The following have been approved through the GCC Board and State of New York appropriations for the following projects from the Facilities Master Plan totaling \$3,400,000, which includes these projects and approximate budgets:

Turf Field Replacement	\$ 950,000
Conable Technology Building – Roof Replacement	\$1,060,000
Technology Parking Lot (Lot T) Replacement	\$ 800,000
Cooling Tower Replacement	\$ 410,000
Arts Center Connector Replacement	\$ 180,000

The State of New York requires Sponsor commitment of funds of specific approved Capital Projects to obtain SUNY approval to progress, and financing capital projects would be borne half by the State of New York, and when the project(s) are approved, half by the County. GCC is requesting your consideration to move forward with these projects. If they are approved now by the County, GCC can start the work in the time table to be discussed. Legislature Chair Stein stated with a 50% share it would not impact our 2022 budget but it would impact our capital

project plan for the County. Dr. Sunser stated, he imagines that traditionally when the County goes out for bonding on projects that this would get incorporated into that plan as well, and if the County agreed to all of these it's about a 1.83 million commitment from the county. These projects are considered priorities because the age and risk of problems due to the age.

Superintendent of Highway, Tim Hens discussed Intermunicipal Agreement – joint application with City of Batavia. The City is applying for the grant. Both Highway Superintendent and the County Attorney have prepared an Intermunicipal Agreement to allow for the joint application by the County and the City of Batavia to the Water Infrastructure Investment Act (WIIA). Legislature to execute the Intermunicipal Agreement between the County and the City of Batavia relative to a joint application to the WIIA program. The total anticipated costs related to the City Water Treatment Plant are expected to be \$3.4 million. The City will act as lead agent and lead applicant to the WIIA program, which provides up to 40% grants on water related capital improvements. The water plant improvements are needed to maintain production at the facility while the County plans for Phase 3 of the Countywide Water project. This was approved for placement on the next Legislature agenda upon motion of Legislator Deleo seconded by Legislator Torrey, carried unanimously.

Superintendent of Highway, Tim Hens discussed the South Lyon St Bridge is a single lane truss bridge in the City of Batavia that is owned and maintained by Genesee County and is a major connector between South Main St and NYS Route 5 for the City of Batavia residents. Most recent inspection in the summer of 2021, section loss of the stringers have deteriorated such that an independent load rating concluded that the safe load capacity for the bridge was less an 3 Tons, and the bridge should be closed to all traffic, completed by the Genesee County Highway Department on August 31, 2021. A permanent easement acquisitions will be required for the Project to provide for construction access, construction of the wingwalls, installation of the stone filling, future maintenance. The primary objectives and purposes of the Project are to provide a crossing for South Lyon St over the Tonawanda Creek by restoring the bridge condition rating to 5 or greater for at least seventy-five (75) years using cost effective techniques to minimize the life cycle cost of maintenance and repair. In order to accomplish the Project, it is necessary that the County acquire, among other things, a permanent easement interest in, to, on, over and through a parcel of land (“Subject Parcel”) that contains approximately 2,717 Sq Ft of property within the creek bed between the top of banks on the west side of the existing bridge and current highway boundary. Mr. Hens is requesting that Genesee County Legislature authorizes and directs the Genesee County Highway Superintendent, the County Attorney, and/or their designee to take such steps and perform such acts as are necessary for the County to acquire the permanent easement interests in, to, on, over and through portions of the parcel of land that is situated adjacent to the western highway boundary of South Lyon St, and to acquire all other real property interests that may be necessary to accomplish the Project, including acquisition by exercise of the power of eminent domain. There is no direct fee associated with acquiring interests in this parcel.

The overall costs for administering right of way transactions necessary for the project are included in the capital project budget and by agreement are funded by federal and state aid at 95%. This was approved for placement on the next Legislature agenda upon motion of Legislator Torrey seconded by Legislator Maha, carried unanimously.

County Attorney Kevin Earl is requesting to set a public hearing regarding a Local Law Introductory No. 6, Year 2021, to replace the county of Genesee hotel and motel occupancy tax law by the Genesee County Legislature on the twenty-second of November at 5:30 p.m. at the Old Courthouse, Batavia, New York. This was approved for placement on the next Legislature agenda upon motion of Legislator Deleo seconded by Legislator Torrey, carried unanimously.

County Attorney Kevin Earl discussed enacting the existing Local Law intends to replace its current Hotel and Motel Occupancy Tax Law in order to update the terms and conditions thereof that will streamline and clarify certain existing provisions, and add provisions to allow application of the occupancy tax to rentals booked through third parties, including, but not limited to, Airbnb, Flipkey, Home Away, VRBO and Relators. This Local Law Introductory 6 of 2021 would be effective January 1, 2022, and expire on December 31, 2024. This was approved for placement on the next Legislature agenda upon motion of Legislator Deleo seconded by Legislator Maha, carried unanimously.

Deputy County Treasurer Kevin Andrews discussed the Genesee County Chamber of Commerce requested the use of bed tax reserve to conduct an audit on the bed tax submissions by local hotels. The County Treasurer did solicit a proposal from the county's auditors of Freed Maxick to conduct a spot audit for an amount not to exceed \$2,250. The Genesee County Treasurer will be authorized to sign a Letter of Engagement with Freed Maxick to conduct the audit and to amend the 2021 Budget by increasing Revenue A.1000.1113 Tax-Hotel in the amount of \$2,250 to be offset by an increase in A.6410.4610.0000 Contract Accounting in a like amount with funds coming from the bed tax reserve. This was approved for placement on the next Legislature agenda upon motion of Legislator Deleo seconded by Legislator Maha, carried unanimously.

County Manager Matt Landers recommends extending services to other County locations as needed, such as County Building II, to provide security to the Health Department at vaccination clinics. He is requesting Genesee County Legislature to authorize the necessary documents to amend the contract with Securemedy, Incorporated, 8507 Oxen Hill road, #101, Fort Washington, MD 20744, to include the flexibility to provide additional security services at alternative County owned and/or operated facilities as mutually agreed upon by both parties at a premium rate of \$32.00 per hour, under the terms and conditions as stated in the original contract between the parties. The hourly rate of \$32.00 per hour will be funded by the Department that requests the security services. This was approved for placement on the next Legislature agenda upon motion of Legislator Torrey seconded by Legislator Deleo, carried unanimously.

County Manager Matt Landers discussed the SMRT Architects and Engineers contract for architectural and engineering planning, design and construction administration services as outlined in RFP 2018-106 for the Genesee County Jail Project. An addendum to the contract is needed to include Tele/Data and low voltage wiring design services for the Genesee County Jail Project. County Manager Matt Landers is recommending Genesee County Legislature to execute a contract addendum with SMRT Architects and Engineers, PC. in the amount not to exceed \$27,270 for telecommunication design and associated construction administration services as outlined in the addendum and will be executed subject to the terms and conditional described in the existing AIA B132 contract between Genesee County and SMRT PC dated February 27, 2019. Funding for these services will come from the existing Jail Capital Project. . This was approved for placement on the next Legislature agenda upon motion of Legislator Maha seconded by Legislator Deleo, carried unanimously.

Legislature Clerk to the Genesee County Legislature, Lisa Casey requested a budget transfer to pay for an employment physical \$65.00 from A.1040.8030, Medical A.1040.4530 Personnel Medical (Physicals). This was approved for placement on the next Legislature agenda upon motion of Legislator Maha seconded by Legislator Deleo, carried unanimously.

The following referrals were from the Human Services Committee upon motion of Legislator Torrey:

1. Agreement Community Mental Health Services/Joint Legal Feasibility with Schuyler County seconded by Legislator Deleo, carried unanimously.
2. 2021 Budget Amendment to Contract - Living Opportunities of DePaul seconded by Legislator Deleo, carried unanimously.
3. 2021 Budget Amendment to Contract - MHA of Genesee and Orleans seconded by Legislator Maha, carried unanimously.
4. 2021 Budget and Contract Amendment - WNY Heroes seconded by Legislator Deleo, carried unanimously.
5. 2021 Salary Schedule Amendment seconded by Legislator Maha, carried unanimously.
6. Grant Acceptance/Budget Amendment – COVID-19 seconded by Legislator Deleo, carried unanimously.
7. Grant Acceptance – Children and Youth with Special Health Care Needs seconded by Legislator Maha, carried unanimously.
8. Contract for OFA – Genesee Senior Foundation, Inc. seconded by Legislator Deleo, carried unanimously.

Director of Purchasing Chet Kaleta gave annual report for his department: Central Services /Purchasing - Providing Quality Customer Service: 4,800,000.

Mission: The mission of Central Services is to provide all County Departments with centralized services to promote cost effective and efficient business practices as well as a safe and healthy work environment.

2021 Leadership Change: Former Purchasing Director/Interim Director

- “New” Director Appointed (August)
- Learning Curve

- 2004 Department Review. Some things never change.

Custodial Department:

- The Custodial Department is dedicated to providing the essential services expected of a professional cleaning crew.
- Exemplary service during pandemic – “Deep Cleaning”, office spraying
- Responsible for cleaning over 358k square feet in 15 buildings
- Everyday heroes
- Proper raising and lowering of American flags
- Set-up tables and chairs for various county meetings
- Responsible for securing County Building #1 and #2, the Old Courthouse and the courthouse on a daily basis.
- One-on-One staff meetings
- Recruitment impact – open position going unfilled
- Staffing Safety – Established Monthly safety training sessions
- Anticipating establishing training on basic cleaning methods, floor care, chemical safety
- Monthly Custodial meetings for feedback and communications
- Continue training of Head Custodian

Purchasing Department:

- The County Purchasing Department continues the team effort of assisting County Departments to reduce expenses, provide services within budget, and maintain legal compliance to County, State and applicable Federal codes.
- Annual Update Purchasing Policy (April)
- Administration of formal sealed bid process and Request for Proposals.
- Working with Principal Financial Clerk in her development.
- Principal Financial Clerk’s attendance at a twice weekly Supervisory Training Class from May through July.
- Principal Financial Clerk, Head Custodian and Central Services Supervisor participation in a team effort in developing the 2022 budget and Program Budgets.
- Worked with Soil and Water on two separate vehicle bids. Both received zero bids.
- SAMPO members reporting lack of bid responses to their food, bakery and general public works bids.
- Rejoining of SAMPO and attended the virtual conference in October
- Applying “piggybacking” concept to access pricing on a Monroe County white copy paper contract. Result was a saving of \$4.00 per carton.
- MEGA electric rates are on a fixed contract. Prices will remain stable in 2022.
- Reviewing natural gas purchases as these are not on a MEGA contract. Anticipating a 20% - 30% increase for the next year or two.
- In 2021 US Postal Service had a first time ever two price increases. Expecting price to increase again in 2022. Processed 143,036 pieces of mail in 2020; 95,000 January thru September 2021.
- 391 Purchase orders worth just under \$3 million dollars were processed in 2020. Estimating a lower number, at approximately 350 but projecting \$3 million dollars.
- In 2020 processed 19 bids and anticipate 2021 number to be approximately 20 bids.
- Request for Proposals: 15 solicitations in 2020 and anticipating 15 for 2021.

- Administered the Procurement Card system, which as of September had 137 Active Cardholders.
- Participated on the Safety Committee.
- Responsible for the administration of the County recycling program.
- The former Purchasing Director and Principal Financial Clerk assisted the Genesee County Health Department at COVID testing and vaccination clinics.
- Worked closely with the Sheriff's Office and the Jail in the development of a new Pharmacy Services RFP.
- Plans for Upcoming Year:
- Continue in the development of Principal Financial Clerk and Head Custodian. Important as we plan the next step in the Departments' Transition process.
- Continue to promote teamwork, efficiency and high performance standards within the entire department with improved lines of communication.
- Review and refine County Building cleaning checklists to reflect actual cleaning required for each facility.
- Work with County Manager and Engineering Team on plans for the New Jail facility.
- Work with the County's safety consultant to continue on-site safety training for staff.
- Continue to build relationships with our end-users to ensure open, effective communication and to meet their needs.
- Development of an RFP for a new contract for Digital Multifunctional Devices and Services.
- Working with the Highway Superintendent in the development of a RFP to contract for an Airport Consultant.
- Begin working with the Election Department in development of two bids for 2022. First bid for the Cartage of Voting Machines and the second bid for Printing of Election Supplies.

Chet Kaleta's Closing: "Secrets" of excellent customer service. Continue to listen to customer. "There is no excuse for poor Customer Service."

Chair Report:

Legislature Chair Stein discussed a resolution to put forth appointment for coroner vacancy. The resignation of Genesee County Coroner Thomas Douglas resulted in a vacancy for one of the four positions of County Coroner. Chad T. Brade residing in Oakfield, New York is recommended to be appointed as the County of Genesee Coroner in an unexpired term filling this vacancy to serve until December 31, 2022. This was approved for placement on the next Legislature agenda upon motion of Legislator Deleo seconded by Legislator Maha, carried unanimously.

Legislature Chair Stein discussed board vacancy for The Genesee County Industrial Development Agency (GCIDA)/ dba Genesee County Economic Development Center (GCEDC). Amy Vanderhoof resigned on September 28, 2021. To fill this vacancy through June 30, 2024, Chandy Kemp has completed an application requesting appointment to a seat on the seven-member board of the GCEDC as a full term is six years. It is recommended Chandy Kemp to be appointed effective November 10, 2021 to June 30, 2024. This was approved for placement on the next

Legislature agenda upon motion of Legislator Torrey seconded by Legislator Maha, carried unanimously.

A motion to move into an Executive Session to conduct a privileged and confidential discussion with the County Attorney regarding a pending lawsuit. Motion from Legislator Maha and seconded by Legislator Deleo at 5:25 PM.

Executive session ended at 5:54 PM motion by Legislator Maha and seconded by Legislator Torrey.

No further discussion was needed pertaining to GCC presentation.

The Ways and Means Committee meeting adjourned at 5:56 PM upon motion Legislator Deleo and seconded by Legislator Maha, carried unanimously.

Rochelle M. Stein (Approved - 11-17-21)

Rochelle M. Stein, Temporary Chair
Ways & Means Committee - Submitted 11/15/2021 lkc