

AGENDA
MANAGEMENT & FINANCE COMMITTEE
TUESDAY, JANUARY 29, 2019 AT 1:00 P.M.
(Legislative Chambers)

COMMITTEE MEMBERS: Barnes-Chair, Howell, Blowers-excused, Rondinaro, Fagan.
ALSO PRESENT: Timothy O’Hearn, County Administrator
STAFF ADVISOR/MINUTES: Stacy Husted, Clerk

- I. PURCHASING – Elizabeth Guild
 - A. Resolution – Authorization to declare items junk or surplus for various departments (see attached)
- II. TREASURER – Holley Sokolowski
 - A. Sales Tax/Room Tax Reports (see attached)
- III. REAL PROPERTY TAX AGENCY – Tom Bloodgood
 - A. Report of the corrections, refunds and credits processed. (see attached)
 - B. Motion – Authorize renewing the contract with Chemung County for Tax Mapping Services at a cost of \$16,000 for the period January 1, 2019 through December 31, 2019.
- IV. PERSONNEL OFFICE - Lorry Johnson
 - A. Resolution – Authorize abolishing the Employee Assistance Committee (see attached)
 - B. Resolution – Authorize amending the Management/Confidential Handbook (see attached)
- V. HISTORIAN – Gary Emerson
 - A. Updates.
- VI. RECORDS MANAGEMENT – Peggy Tomassi
 - A. Motion – Authorize renewing the contract with Watkins Glen Motor Racing Research Council, Inc. (formerly known as International Motor Racing Research Center) for records storage at a cost of \$3.50 per cubic foot box \$500 minimum rent, for the term January 1, 2019 through December 31, 2021.
- VII. INFORMATION TECHNOLOGY – Chris Caccia
 - A. Resolution – Authorize amending the 2015 through 2020 agreement with the Greater Southern Tier (GST) BOCES for Information Technology Services (see attached)
- VIII. ELECTIONS – Carolyn Elkins & Joseph Fazzary
 - A. Discussion – Update on recent changes the State has made with respect to future elections.
- IX. COUNTY CLERK/DMV – Theresa Philbin
 - A. Resolution – Authorize five-year contract with COTT Systems for Resolution3 Land Records Management Hosted Services (see attached)
- X. LEGISLATURE – Stacy Husted
 - A. No business.
- XI. COUNTY ATTORNEY – Steven J. Getman
 - A. Nothing submitted.
- XII. COUNTY ADMINISTRATOR – Timothy O’Hearn

RE: AUTHORIZATION TO DECLARE ITEMS JUNK OR SURPLUS FOR VARIOUS DEPARTMENTS – PURCHASING

WHEREAS, various departments have items to be declared junk or surplus NOW, THEREFORE, BE IT RESOLVED, pursuant to County Law Section 215, the Schuyler County Legislature hereby declares the following assets junk or surplus, and BE IT FURTHER RESOLVED that the following items are to be bid out, traded, placed in storage for an auction or disposed of.

JUNK

<u>Asset #</u>	<u>Description</u>	<u>Serial/VIN #</u>	<u>Department</u>
6545	Dell Latitude Laptop (2008)	J70MPH1	Information Technology
6608	OptiPlex 755 Computer (2008)	GZ2PFG1	Information Technology
6779	OptiPlex 760 Computer (2010)	9B70RL1	Information Technology
6697	OptiPlex 760 Computer (2009)	HJ1MLL1	Information Technology

SURPLUS (Clean-Up)

<u>Asset #</u>	<u>Description</u>	<u>Serial/VIN #</u>	<u>Department</u>
3226	HP Printer LaserJet (1998)	JPKH047917	Elections

SURPLUS (To Auction)

<u>Asset #</u>	<u>Description</u>	<u>Serial/VIN #</u>	<u>Department</u>
191	John Deere Mower/Tractor (1988)	JD322W	Highway
5542	Snapper Mower with bag (2004)	41115891	Highway
5843	2005 Ford Taurus Light Tundra	1FAHP53U15A300115	Mental Health
6220	2008 Dodge Durango – Black	1D8HB48N68F121453	Highway



Schuyler County

Sales Tax History 2018

County Share of Sales Tax (80%)



Prepared: 01/15/19
By: H. Sokolowski

	Actual Payments from NYS for Sales Tax Revenues					2018 County Share	Budget #'s are previous year's actual % of year X Budgeted Tax Revenues	% TO BUDGET
	2014	2015	2016	2017	2018	2018	2018 BUDGET	
JANUARY	419,982.87	480,407.86	497,175.31	535,286.19	536,519.37	429,215.50		
TOTAL JANUARY	547,407.65	591,710.31	678,704.93	650,485.53	665,316.98	532,253.59	521,054.95	102.15%
FEBRUARY	373,243.46	396,895.76	416,595.49	452,938.14	495,795.89	396,636.71		
TOTAL FEBRUARY	104,792.75	100,760.60	103,234.12	89,357.05	100,456.12	80,364.90	434,391.82	109.81%
MARCH	91,450.20	304,931.37	315,742.01	646,199.01	709,647.37	567,717.90		
TOTAL MARCH	813,941.10	617,582.75	572,414.45	162,139.77	185,414.61	148,331.69	647,499.30	110.59%
TOTAL 1ST QTR	1,930,835.16	2,011,880.79	2,086,691.00	2,001,119.50	2,156,630.97	1,725,304.79	1,602,946.07	
APRIL	513,190.58	458,787.37	547,988.45	564,183.01	579,624.26	463,699.41		
TOTAL APRIL	140,588.68	164,876.53	125,973.24	105,032.77	149,067.38	119,253.90	536,058.35	108.75%
MAY	517,497.46	548,967.27	550,118.00	566,996.76	608,692.44	486,953.95		
TOTAL MAY	120,641.43	131,872.44	99,851.26	125,044.13	131,557.73	105,246.18	554,341.82	106.83%
JUNE	318,000.00	321,000.00	341,296.13	456,165.18	440,011.43	352,009.14		
TOTAL JUNE	433,926.61	435,403.46	427,620.83	456,356.50	504,684.54	403,747.63	960,334.76	107.23%
TOTAL 2ND QTR	403,867.47	360,345.94	333,649.75	286,361.21	342,552.87	274,042.30	2,050,734.93	
TOTAL YEAR TO DATE	2,447,712.23	2,421,253.01	2,426,497.66	2,560,139.56	2,756,190.65	2,204,952.51	3,653,681.00	
JULY	703,057.74	774,722.05	796,025.19	804,645.11	889,780.21	711,824.17		
TOTAL JULY	208,943.78	193,440.45	176,702.45	174,244.60	211,950.98	169,560.78	784,114.80	112.41%
AUGUST	912,001.52	968,162.50	972,727.64	978,889.71	1,101,731.19	881,384.95		
TOTAL AUGUST	732,597.20	770,077.62	755,788.10	772,289.87	857,602.73	686,082.18	774,159.75	106.76%
SEPTEMBER	184,501.21	200,068.11	193,081.69	194,171.95	175,497.79	140,398.23		
TOTAL SEPTEMBER	659,778.55	686,709.59	1,096,226.60	1,175,775.24	1,226,984.29	981,587.43	1,236,936.10	103.57%
TOTAL 3RD QTR	668,839.37	812,780.39	311,630.99	368,417.04	374,320.71	299,456.57	2,795,210.66	
TOTAL YEAR TO DATE	3,157,717.85	3,437,798.21	3,329,455.02	3,489,543.81	3,736,136.71	2,988,909.36	6,448,891.66	
OCTOBER	561,496.66	603,014.18	513,579.99	629,899.92	674,885.89	539,908.71		
TOTAL OCTOBER	154,428.06	119,942.20	122,817.26	128,276.86	143,766.90	115,013.52	607,318.30	107.84%
NOVEMBER	715,924.72	722,956.38	636,397.25	758,176.78	818,652.79	654,922.23		
TOTAL NOVEMBER	560,083.44	582,648.79	600,583.85	634,344.52	695,744.92	556,595.94	612,267.70	108.20%
DECEMBER	160,408.48	135,879.59	141,681.44	130,011.09	132,339.44	105,871.55		
TOTAL DECEMBER	315,000.00	318,000.00	506,682.38	532,123.67	485,801.44	388,641.15	906,255.14	101.53%
TOTAL 4TH QTR	271,017.59	293,156.00	311,086.69	316,996.80	327,922.13	262,337.70	2,125,841.13	
GRAND TOTAL	511,463.10	339,213.23	283,667.64	282,249.36	336,478.80	269,183.04	8,574,732.80	
BUDGET ESTIMATE	10,070,162.57	10,262,786.00	10,322,742.93	10,704,705.09	11,445,897.85	9,156,718.27		
% OF GRAND TOTAL	98.73%	100.62%	98.78%	102.93%	106.79%	106.79%		County Sales Tax Comparison



Vendor # 000629
1.6410.0436

Schuyler County Room Tax Reporting



Prepared Date:

Total Room Tax History & Comparisons

Year	1st Qtr		2nd Qtr		3rd Qtr		4th Qtr		Annual Total	
2007	\$	5,266.23	\$	26,316.86	\$	96,815.91	\$	59,136.87	\$	187,535.87
Variance from prior year B / (-W)	-8.1%	\$ (466.27)	23.4%	\$ 4,988.59	9.9%	\$ 8,687.34	25.2%	\$ 11,889.92	\$	25,099.58 15.5%
2008	\$	7,964.12	\$	27,748.88	\$	121,626.23	\$	84,881.34	\$	242,220.57
Variance from prior year B / (-W)	51.2%	\$ 2,697.89	5.4%	\$ 1,432.02	25.6%	\$ 24,810.32	43.5%	\$ 25,744.47	\$	54,684.70 29.2%
2009	\$	13,728.35	\$	42,622.69	\$	152,049.43	\$	89,489.72	\$	297,890.19
Variance from prior year B / (-W)	72.4%	\$ 5,764.23	53.6%	\$ 14,873.81	25.0%	\$ 30,423.20	5.4%	\$ 4,608.38	\$	55,669.62 23.0%
2010	\$	15,884.43	\$	47,851.52	\$	166,072.32	\$	102,193.81	\$	332,002.08
Variance from prior year B / (-W)	15.7%	\$ 2,156.08	12.3%	\$ 5,228.83	9.2%	\$ 14,022.89	14.2%	\$ 12,704.09	\$	34,111.89 11.5%
2011	\$	19,856.24	\$	58,465.86	\$	181,610.78	\$	107,729.88	\$	367,662.76
Variance from prior year B / (-W)	25.0%	\$ 3,971.81	22.2%	\$ 10,614.34	9.4%	\$ 15,538.46	5.4%	\$ 5,536.07	\$	35,660.68 10.7%
2012	\$	24,020.00	\$	64,189.14	\$	186,093.24	\$	111,685.38	\$	385,987.75
Variance from prior year B / (-W)	21.0%	\$ 4,163.76	9.8%	\$ 5,723.28	2.5%	\$ 4,482.46	3.7%	\$ 3,955.50	\$	18,324.99 5.0%
2013	\$	37,362.65	\$	70,467.29	\$	195,676.54	\$	122,194.40	\$	425,700.88
Variance from prior year B / (-W)	55.5%	\$ 13,342.65	9.8%	\$ 6,278.15	5.1%	\$ 9,583.30	9.4%	\$ 10,509.02	\$	39,713.13 10.3%
2014	\$	24,290.30	\$	75,612.27	\$	204,720.68	\$	122,197.62	\$	426,820.87
Variance from prior year B / (-W)	-35.0%	\$ (13,072.35)	7.3%	\$ 5,144.98	4.6%	\$ 9,044.14	0.0%	\$ 3.22	\$	1,119.99 0.3%
2015	\$	37,643.21	\$	89,694.43	\$	229,572.02	\$	131,254.36	\$	488,164.02
Variance from prior year B / (-W)	55.0%	\$ 13,352.91	18.6%	\$ 14,082.16	12.1%	\$ 24,851.34	7.4%	\$ 9,056.74	\$	61,343.15 14.4%
2016	\$	29,776.89	\$	92,063.96	\$	247,204.41	\$	164,067.68	\$	533,112.94
Variance from prior year B / (-W)	-20.9%	\$ (7,866.32)	2.6%	\$ 2,369.53	7.7%	\$ 17,632.39	25.0%	\$ 32,813.32	\$	44,948.92 9.2%
2017	\$	34,233.87	\$	95,135.05	\$	283,589.21	\$	168,353.55	\$	581,311.68
Variance from prior year B / (-W)	15.0%	\$ 4,456.98	3.3%	\$ 3,071.09	14.7%	\$ 36,384.80	2.6%	\$ 4,285.87	\$	48,198.74 9.0%
2018	\$	52,944.62	\$	120,981.49	\$	299,326.63	\$	187,197.06	\$	660,449.80
Variance from prior year B / (-W)	54.7%	\$ 18,710.75	27.2%	\$ 25,846.44	5.5%	\$ 15,737.42	11.2%	\$ 18,843.51	\$	79,138.12 13.6%

Schuyler County

Stevens Parcel ID 442403 76.14-1-7.111 Bill # 816 Resolution # 12-19
 Ag land assessment incorrectly calculated Corrected

	Assessed Value	Exemptions	Taxable Value	Tax Rate	Original Tax	Corrected Assessment	Corrected Exemptions	Taxable Value	Corrected Tax	Difference
General County	\$178,000	\$0	\$178,000	2.578104	\$458.90	\$178,000	\$0	\$178,000	\$458.90	\$0.00
Unfunded Mandates	\$178,000	\$0	\$178,000	4.850925	\$863.46	\$178,000	\$0	\$178,000	\$863.46	\$0.00
Town Tax	\$178,000	\$0	\$178,000	2.124329	\$378.13	\$178,000	\$0	\$178,000	\$378.13	\$0.00
Relevied WG					\$2,067.07					\$2,067.07
Total					\$3,767.56				\$1,700.49	\$2,067.07

Penn Central - Callahan Parcel ID 442489 95.00-1-82.1/1 Bill # 1693 Resolution # 12-19
 Assessment exceeds the ceiling railroad assessment Corrected

	Assessed Value	Exemptions	Taxable Value	Tax Rate	Original Tax	Corrected Assessment	Corrected Exemptions	Taxable Value	Corrected Tax	Difference
General County	\$11,000		\$11,000	2.578104	\$28.36	\$0		\$0	\$0.00	\$28.36
Unfunded Mandates	\$11,000		\$11,000	4.850925	\$53.36	\$0		\$0	\$0.00	\$53.36
Town Tax	\$11,000		\$11,000	4.307395	\$47.38	\$0		\$0	\$0.00	\$47.38
Dix Fire District	\$11,000		\$11,000	1.531884	\$16.85	\$0		\$0	\$0.00	\$16.85
Total					\$145.95				\$0.00	\$145.95

Warrant Information

	<u>Original</u>	<u>Corrected</u>
Total Payable to Supervisor:	\$1,157,939.08	\$1,157,939.08
Total Payable to County Treasurer:	\$2,348,777.71	\$2,346,564.69
Total Warrant:	\$3,506,716.79	\$3,504,503.77
With Excess Credit/Debit:	-\$0.01	-\$0.01

RE: AUTHORIZE ABOLISHING THE EMPLOYEE ASSISTANCE COMMITTEE –
HUMAN RESOURCES

WHEREAS, the Employee Assistance Committee was established in 2007 to evaluate services provided by, and utilization of, the newly outsourced Employee Assistance Program (EAP), and

WHEREAS, Schuyler County has had several contracts with EAP providers since 2007, with review of services and usage provided to the Legislature at time of contract renewal, and

WHEREAS, it is the recommendation of the Personnel Officer and the County Administrator to abolish the Employee Assistance Committee as it is no longer needed.

NOW, THEREFORE, BE IT RESOLVED, that the Schuyler County Legislature hereby authorizes abolishing the Special Committee called the Employee Assistance Committee, effectively immediately.

RE: AUTHORIZE AMENDING THE MANAGEMENT/CONFIDENTIAL HANDBOOK – HUMAN RESOURCES

WHEREAS, the Personnel Officer, with the agreement of the County Administrator, has identified the need for clarification with the Sick Leave Bank language (Section II) to limit Sick Leave Bank usage for maternity leave beyond the standard 6-8 weeks, as well as reimbursement to the Sick Leave Bank at time of resignation, and

WHEREAS, Section III Health Insurance needs to state a not to exceed amount with regards to the County's payment of one (1) Medicare Part B monthly premium.

NOW, THEREFORE, BE IT RESOLVED, that the Schuyler County Legislature hereby authorizes amending the revised Management/Confidential Handbook, on file in the Human Resources Office, effective immediately, said documents to be made available to all management/confidential employees.

SCHUYLER COUNTY MANAGEMENT/CONFIDENTIAL HANDBOOK

SECTION II

Events Not Covered by the Sick Leave Bank

The following events are generally not covered by the leave bank:

- Elective procedures (Unless of medical necessity)
- An illness or injury incurred while committing an illegal act
- Treatment required to avoid incarceration
- Illness or injury resulting from uniformed service
- **Maternity leave beyond 6 or 8 weeks dependent on type of delivery.**
- Other procedures not covered under the health care plan (whether or not the individual is enrolled in that plan).

Repayment

Participating members shall pay back days withdrawn from the bank at half the amount borrowed. Repayment shall commence upon return to employment. Disability insurance reimbursement will reimburse the employee's sick time and the Sick Leave Bank equally as the time was used, if eligible. If approved telecommuting, and remaining on the County payroll for time worked at home, the employee is not eligible for Disability. **In the event a member resigns from County employment while maintaining a due balance to the sick bank, reimbursement to the sick bank will be taken from any final accrual pay out that the employee is entitled to.**

SECTION III

RETIREE HEALTH INSURANCE (RESOLUTION NO. 259-09)

In addition, the Employer will discontinue its practice of paying the Medicare Part B monthly premium for both the employee and spouse, and pay one (1) monthly premium only. In the case of an employee or spouse becoming deceased, the Employer will continue to pay one (1) Medicare Part B monthly premium, **not to exceed \$125.00.**

RE: AUTHORIZE AMENDING THE 2015 THROUGH 2020 AGREEMENT WITH THE GREATER SOUTHERN TIER (GST) BOCES FOR INFORMATION TECHNOLOGY SERVICES – INFORMATION TECHNOLOGY

WHEREAS, the County currently has a five-year agreement with the Schuyler-Steuben-Chemung-Tioga-Allegany BOCES (GST BOCES) to provide Information Technology Services, and

WHEREAS, the County is in need of a phone service upgrade with VeraSMART to manage telephone usage for the term of December 4, 2018 through June 30, 2019, and

WHEREAS, GST BOCES has agreed to supply this service for an additional cost of \$3,000.00.

NOW, THEREFORE, BE IT RESOLVED, that the Chairman of the Legislature is hereby authorized to sign an amendment with GST BOCES for the Information Technology Department for s phone service upgrade for the term December 4, 2018 through June 30, 2019, at an additional cost of \$3,000.00 making the overall contract a not to exceed amount of \$322,350.00 for the 2018-2019 payment, funding available in the Information Technology budget account no. 1680.0532, contract approved by the Schuyler County Attorney.

RE: AUTHORIZE FIVE-YEAR CONTRACT WITH COTT SYSTEMS FOR RESOLUTION3 LAND RECORDS MANAGEMENT HOSTED SERVICES – COUNTY CLERK

WHEREAS, the County Clerk contracts with Cott Systems for microfilm indexing services, and

WHEREAS, there is a desire to add a cashiering system and a search station for customers to the existing contract that expires December 31, 2018, and to make this a five-year contract.

NOW, THEREFORE, BE IT RESOLVED, that the Chairman of the Legislature be hereby authorized to execute a five-year contract with Cott Systems for the County Clerk's Office for the Resolution3 Land Records Management Hosted Services for the term January 1, 2019 through December 31, 2023, at a monthly lease fee of \$1,025, plus binders/papers service, and microfilm service totally an approximate cost of \$1,325 a month, funding available in the 2019 budget account no. 1410.428-Microfilming; approved by the Schuyler County Attorney.