

**Budget, Capital and Personnel Committee**  
 Regular Meeting Minutes – Approved 7-10-17  
 Monday, June 12, 2017 4:00 PM  
 Legislature Chambers

**Attendance**

<b>Attendee Name</b>	<b>Title</b>	<b>Status</b>
James Dennis	Chair	Present
Michael Sigler	Vice Chair	Present
Leslyn McBean-Clairborne	Member	Present
Glenn Morey	Member	Present
Daniel Klein	Member	Excused
Catherine Covert	Clerk of the Legislature	Present
Joe Mareane	County Administrator	Present
Kevin McGuire	Executive Assistant to the County Administrator	Present
Frank Kruppa	Public Health Director	Present
Lisa Holmes	Director, Office for the Aging	Present
Jessica Gosa	Foodnet Executive Director	Present
Rick Snyder	Finance Director	Present
Carl Haynes	President, Tompkins Cortland Community College	Present
Dooley Kiefer	Legislator	Present

**Call to Order**

Mr. Dennis, Chair, called the meeting to order at 4:00 p.m.

**Changes to the Agenda**

It was MOVED by Mr. Morey, seconded by Mr. Sigler, and unanimously adopted by voice vote by members present, to add to the agenda the following resolutions:

- Authorization to Increase Hours - Environmental Health - Health Department
- Authorizing a One-Time Supplemental Appropriation of \$46,504 from Contingent Fund to Tompkins Cortland Community College to Assist with the Implementation with a Service Management Modernization Plan

**Minutes Approval**

May 8, 2017

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Leslyn McBean-Clairborne, Member
<b>SECONDER:</b>	Glenn Morey, Member
<b>AYES:</b>	Dennis, Sigler, McBean-Clairborne, Morey
<b>EXCUSED:</b>	Klein

May 31, 2017

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Glenn Morey, Member
<b>SECONDER:</b>	Leslyn McBean-Clairborne, Member
<b>AYES:</b>	Dennis, Sigler, McBean-Clairborne, Morey
<b>EXCUSED:</b>	Klein

**Appointments**

**Advisory Board Appointment(s) (ID #7082)**

Strategic Tourism Planning Board

Brett Bossard - Arts/Culture representative; term expires December 31, 2019

Douglas J. Levine - Arts/Culture representative; term expires December 31, 2018

<b>RESULT:</b>	<b>RECOMMENDED [UNANIMOUS]</b>
<b>MOVER:</b>	Leslyn McBean-Clairborne, Member
<b>SECONDER:</b>	Glenn Morey, Member
<b>AYES:</b>	Dennis, Sigler, McBean-Clairborne, Morey
<b>EXCUSED:</b>	Klein

**Comments from the Public**

There was no member of the public present who wished to speak.

**Resolutions**

**Resolution No. - Appropriation from Contingent and Authorization to Increase Foodnet Meals on Wheels Subcontract (ID #7045)**

<b>RESULT:</b>	<b>RECOMMENDED [UNANIMOUS]</b>
<b>MOVER:</b>	Glenn Morey, Member
<b>SECONDER:</b>	Michael Sigler, Vice Chair
<b>AYES:</b>	Dennis, Sigler, McBean-Clairborne, Morey
<b>EXCUSED:</b>	Klein

WHEREAS, the Tompkins County Office for the Aging recognizes the importance of Foodnet Meals on Wheels in the provision of both home-delivered and congregate meals to adults sixty (60) and over, and

WHEREAS, Foodnet strives to maintain certification as a living-wage employer, and

WHEREAS, upon understanding that New York State Direct Care Worker funding would be ongoing in 2017, the Tompkins County Office for the Aging reduced its original 2017 budget over-target request by \$12,500 to enable Foodnet to maintain its staff at the living wage, and

WHEREAS, the removal of the New York State Direct Care Worker Program from the New York State Office for the Aging 2017 budget has adversely affected Foodnet Meals on Wheels, and

WHEREAS, this unforeseen decrease in New York State funding causes an operating deficit of \$19,500 for Foodnet in 2017, affecting its ability to maintain its staff at the living wage, and

WHEREAS, Foodnet intends to address its operating deficit through a combination of decreasing expenditures and raising revenues, and

WHEREAS the Tompkins County Office for the Aging requests \$12,500 in Contingency Funding in 2017 and as an ongoing increase in target funding to assist Foodnet in closing its structural deficit, now therefore be it

RESOLVED, on recommendation of the Health and Human Services and the Budget, Capital, and Personnel Committees, That the request for contingency funding be granted,

RESOLVED, further, That the Finance Director be and hereby is authorized to make the following adjustments:

FROM:	A1990.54440	Contingent Fund	\$12,500
TO:	A6776.54491	Subcontract	\$12,500

RESOLVED, further, That the target budget for Office for the Aging to assist Foodnet shall be increased by \$12,500.

**SEQR ACTION:** TYPE II-20

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**Resolution No. - Authorizing a Public Hearing on Proposed Local Law No. d of 2017 - A Local Law Overriding Tax Levy Limit for 2018 (ID #7057)**

<b>RESULT:</b>	<b>RECOMMENDED [UNANIMOUS]</b>
<b>MOVER:</b>	James Dennis, Chair
<b>SECONDER:</b>	Leslyn McBean-Clairborne, Member
<b>AYES:</b>	Dennis, Sigler, McBean-Clairborne, Morey
<b>EXCUSED:</b>	Klein

WHEREAS, according to New York State's new Property Tax Cap legislation, if a county government decides to adopt a county budget with a property tax levy that exceeds the level set by the State, the county government must pass a local law to override that cap, and

WHEREAS, information from New York State that enables calculation of the County's 2018 property tax cap is not available until late summer, and

WHEREAS, in the event the County's annual tax levy exceeds the allowable tax-levy limit voluntarily or due to clerical or technical errors, New York State has the authority to penalize our County unless we have already formally given ourselves permission to exceed the tax cap, and

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WHEREAS, adopting said local law is not predictive of the final tax levy but will provide the Tompkins County Legislature flexibility to exceed the Property Tax Cap if it is deemed necessary, now therefore be it

RESOLVED, on recommendation of the Budget, Capital, and Personnel Committee, That a public hearing be held before the Tompkins County Legislature in the Legislative Chambers of the Governor Daniel D. Tompkins Building, 121 East Court Street, Ithaca, New York, on July 6, 2017, at 5:30 p.m. thereof concerning proposed Local Law No. d of 2017 - A Local Law Overriding Tax Levy Limit for Fiscal Year 2018. At such time and place all persons interested in the subject matter will be heard concerning the same,

RESOLVED, further, That the Clerk of the Legislature is hereby authorized and directed to place proper notice of such public hearing in the official newspaper of the County.

**SEQR ACTION:** TYPE II-20

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**Resolution No. - Adoption of Local Law No. \_\_ of 2017 – A Local Law Overriding Tax Levy Limit for 2018 (ID #7058)**

Following the vote, Mr. Dennis said he would file the resolution as an Individual Member-Filed Resolution.

<b>RESULT:</b>	<b>NOT RECOMMENDED [2 TO 2]</b>
<b>MOVER:</b>	James Dennis, Chair
<b>SECONDER:</b>	Leslyn McBean-Clairborne, Member
<b>AYES:</b>	Dennis, McBean-Clairborne
<b>NAYS:</b>	Sigler, Morey
<b>EXCUSED:</b>	Klein

WHEREAS, according to New York State’s new Property Tax Cap legislation, if a county government decides to adopt a county budget with a property tax levy that exceeds the level set by the State, the county government must pass a local law to override that cap, and

WHEREAS, adopting said local law is not predictive of the final tax levy but will provide the Tompkins County Legislature flexibility to exceed the Property Tax Cap if it is deemed necessary, and to ensure that any State recalculation of the applicable limit will not make the County inadvertently out of compliance, and

WHEREAS, a public hearing was held before the Tompkins County Legislature on July 6, 2017, to hear all persons interested in proposed Local Law No. \_\_ of 2017, now therefore be it

RESOLVED, on recommendation of the Budget, Capital, and Personnel Committee, That Local Law No. \_\_ of 2017 - A Local Law Overriding Tax Levy Limit for 2018 is hereby adopted pursuant to subdivision 5 of General Municipal Law Section 3-c, which expressly authorizes the County Legislature to override the tax levy limit by the adoption of a local law approved by vote of sixty percent (60%) of the County Legislature,

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RESOLVED, further, That the Clerk of the Legislature shall publish in the official newspaper of the County a notice of adoption containing a synopsis of said local law and shall within twenty days file one certified copy in the Office of the County Clerk, and one copy with the Secretary of State.

**SEQR ACTION:** TYPE II-20

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**Resolution No. - Budget Adjustment and Appropriation for 2017 Sponsor Support to Tompkins Cortland Community College (TC3) (ID #7080)**

<b>RESULT:</b>	<b>RECOMMENDED [UNANIMOUS]</b>
<b>MOVER:</b>	Glenn Morey, Member
<b>SECONDER:</b>	Leslyn McBean-Clairborne, Member
<b>AYES:</b>	Dennis, Sigler, McBean-Clairborne, Morey
<b>EXCUSED:</b>	Klein

WHEREAS, Tompkins Cortland Community College (TC3) receives annual financial support for its operating budget from its two sponsor counties, Tompkins County and Cortland County, with each county's share of the total determined by a ratio reflecting enrollment from the two counties, and

WHEREAS, for TC3's 2016-2017 fiscal year that ratio changed, and Tompkins County's share grew from 63% to 64%, reflecting an increase in Tompkins County Concurrent Enrollment Students, and

WHEREAS, this shift in the sponsor share ratio increases the amount of Tompkins County's share from \$2,929,730, as adopted for 2017, to \$2,976,233, now therefore be it

RESOLVED, on recommendation of the Budget, Capital, and Personnel Committee, That the Director of Finance be and hereby is directed to make the following adjustments to the 2017 Budget:

Appropriation

FROM:	1990.54400 Contingent Fund	\$46,503
TO:	2495.54400 TC3	\$46,503

RESOLVED, further, That the Fiscal Target calculation for the County's 2018 sponsor support to TC3 shall include this \$46,503 increase.

**SEQR ACTION:** Type II-20

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**Resolution No. - Authorization to Increase Hours - Environmental Health - Health Department (ID #7098)**

<b>RESULT:</b>	<b>RECOMMENDED [UNANIMOUS]</b>
<b>MOVER:</b>	Glenn Morey, Member
<b>SECONDER:</b>	Michael Sigler, Vice Chair
<b>AYES:</b>	Dennis, Sigler, McBean-Clairborne, Morey
<b>EXCUSED:</b>	Klein

WHEREAS, the Environmental Health Division has 2.0 FTE Sr. Public Health Sanitarian positions, funded in our target budget at 35 hours per week, and

WHEREAS, the Division has received additional funding in the Drinking Water Enhancement Grant to help address new water-related requirements and issues, now therefore be it

RESOLVED, on recommendation of the Health and Human Services and the Budget, Capital and Personnel Committees, That two positions of Sr. Public Health Sanitarian, labor grade 16, position ID 452 and 439, (16/607), competitive class, be increased from 35 hours to 37.5 hours per week, effective July 2, 2017,

RESOLVED, further, That the Finance Director be and hereby is authorized to make the following budget adjustment on his books for the Drinking Water Enhancement Grant:

REVENUE:	4090.43489	Other State Grants	\$ 22,438
APPROPRIATION:	4090.51000049	Project Assistant	\$ 6,825
	.51000607	Sr. Public Health Sanitarian	\$ 4,488
	.52220	Departmental Equipment	\$ 8,000
	.52206	Office Furnishings	\$ 1,000
	.52230	Software	\$ 1,125
	.54303	Office Supplies	\$ 1,000

**SEQR ACTION: TYPE II-20**

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**Resolution No. - Adoption of the 2017-2018 Operating Budget - Tompkins Cortland Community College (ID #7072)**

Mrs. McBean-Clairborne stated for the record that she does not find this acceptable with Cortland County and that Tompkins County continues to provide support. She finds it troubling and believes that Tompkins County is essentially picking up Cortland County's share; although she understands the \$46,504 is one-time funding.

It was MOVED by Mr. Morey, seconded by Mrs. McBean-Clairborne, and unanimously adopted by voice vote by members present, to amend the resolution to change the contribution amount from \$4,696,867 to \$4,650,364 in the first Resolved.

A voice vote resulted as follows on the resolution as amended: Ayes - 4, Noes - 0, Excused - 1 (Klein). RESOLUTION AS AMENDED CARRIED.

<b>RESULT:</b>	<b>RECONSIDERED &amp; AMENDED [UNANIMOUS]</b>
<b>MOVER:</b>	Glenn Morey, Member
<b>SECONDER:</b>	James Dennis, Chair
<b>AYES:</b>	Dennis, Sigler, McBean-Clairborne, Morey
<b>EXCUSED:</b>	Klein

WHEREAS, a proposed operating budget for Tompkins Cortland Community College for the fiscal year September 1, 2017, through August 31, 2018, has been presented to the Legislature of the County of Tompkins pursuant to County Law and Section 6306 of the Education Law, and

WHEREAS, the Legislature has conducted a public hearing on said proposed budget on the 20<sup>th</sup> of June 2017, and heard all persons wishing to speak on this topic, now therefore be it

RESOLVED, on recommendation of the Budget, Capital, and Personnel Committee, That said proposed 2017-2018 operating budget in the amount of \$40,857,954 of which the total sponsoring community contribution is in the amount of \$4,650,364, be and the same hereby is approved,

RESOLVED, further, That the Tompkins County Legislature includes in the 2018 Tompkins County Budget an amount to be determined pursuant to the approved plan for said College in effect as of September 1, 2017, and that the amount when determined be raised by taxation in the County of Tompkins in the fiscal year 2018,

RESOLVED, further, That this resolution shall become effective upon the adoption of a concurrent resolution by the Cortland County Legislature.

**SEQR ACTION:** TYPE II-20

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**Resolution No. - Authorizing a One-Time Supplemental Appropriation of \$46,504 from Contingent Fund to Tompkins Cortland Community College to Assist with the Implementation of a Service Management Modernization Plan (ID #7104)**

Mrs. McBean-Clairborne asked the Finance Director to provide a report on the status of the Contingent Fund at the Legislature meeting.

<b>RESULT:</b>	<b>RECOMMENDED [UNANIMOUS]</b>
<b>MOVER:</b>	Glenn Morey, Member
<b>SECONDER:</b>	Michael Sigler, Vice Chair
<b>AYES:</b>	Dennis, Sigler, McBean-Clairborne, Morey
<b>EXCUSED:</b>	Klein

WHEREAS, Tompkins Cortland Community College (“College”) has proposed a Service Management Modernization Plan (“Plan”) that will automate and streamline several administrative and finance functions, enabling the College to generate recurring future savings, and

WHEREAS, the College has requested one-time funding of \$130,000 to implement the Plan, and

WHEREAS, by Resolution 2017-103, this Legislature authorized the appropriation of \$83,200 to

support the County’s traditional enrollment-based share of the cost of the Plan, and

WHEREAS, at its meeting of June 5, 2017, the Budget, Capital, and Personnel Committee also recommended approving a 1% increase in Tompkins County’s “Sponsor Share” contribution to the College’s 2017-18 Operating Budget, and

WHEREAS, Cortland County subsequently advised the College that it will not provide additional Sponsor Share operating support to the College nor support the Service Modernization Plan on a one-time basis, and

WHEREAS, Tompkins County wishes to fulfill its intent to provide financial support to the College commensurate with a 1%, or \$29,763, increase in its Sponsor Share contribution to the College’s operating budget, and further wishes to augment its support by \$16,741, thereby providing the College with revenue growth of \$46,504, which is equivalent to a 1% increase in Sponsor Share contributions from both partner counties, and

WHEREAS, it is recognized that under New York State’s rules governing community colleges, Tompkins County and Cortland County must approve identical percentage increases in their Sponsor Share contributions, and

WHEREAS, as a result of this rule, Tompkins County wishes it’s \$46,504 contribution to be an extraordinary, one-time discretionary grant of funds to the College made for the purpose of enabling implementation of the Service Modernization Plan and that would not become a factor in future maintenance-of-effort calculations nor require a proportionate match of funds by Cortland County, now therefore be it

RESOLVED, on recommendation of the Budget, Capital, and Personnel Committee, That this Legislature wishes this discretionary one-time supplemental appropriation to the College be applied for the sole and restricted purpose of implementing its Service Management Modernization Plan during the College’s 2017-18 fiscal year,

RESOLVED, further, That the Director of Finance be and hereby is directed to make the following appropriation to his budget:

From: A1990.54400	Contingent Fund	\$46,504
To: A2495.54400	Tompkins Cortland Community College-Program Expense	\$46,504

**SEQR ACTION: TYPE II-20**

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**Adjournment**

As Mr. Haynes will be retiring this summer, Committee members expressed their appreciation and said it was a pleasure to work with him.

The meeting adjourned at 4:52 p.m.