

Ways & Means Committee Regular Meeting Minutes

DATE & TIME: May 8, 2018 – 4:30
LOCATION: KL Binder Library, 6th Floor, County Office Building,
244 Fair Street, Kingston, NY
PRESIDING OFFICER: Richard Gerentine, Chairman
LEGISLATIVE STAFF: Amber Feaster
PRESENT: Legislators Laura Petit, Lynn Archer, Tracey Bartels, James
F. Maloney, and Joseph Maloney; and Legislative Chairman
Kenneth J. Ronk, Jr. (arrived at 5:08 PM)
ABSENT: Legislator Craig V. Lopez
QUORUM PRESENT: Yes
OTHER ATTENDEES: Legislators Manna Jo Greene and Kathy; Nicholas Pascale,
Legislative Counsel; Kyle Barnett, Legislative Counsel; Ken
Crannell, Deputy County Executive; Burt Gulnick,
Commissioner of Finance; Marc Rider, Director of Purchasing;
Dean Rylewicz, Purchasing; Carol M. Smith, MD, MPH,
Commissioner of Health and Commissioner of Mental Health;
Kristin Carney, Mental Health; Jennifer Clark and Marie Bing,
County Attorney; Elliot Auerbach, Comptroller; Alicia
DeMarco, Office of the Comptroller; Michael Iapoce,
Commissioner of Social Services; William Kemble, Daily
Freeman

- **Chairman Gerentine called the meeting to order at 4:35 PM**

Motion No. 1: To approve the Minutes of April 10, 2018 and April 17, 2018

Motion Made By: Legislator Maloney (James)
Motion Seconded By: Legislator Archer
Discussion: None
Voting In Favor: Legislators Gerentine, Petit, Archer, Bartels, James Maloney, and
Joseph Maloney
Voting Against: None
No. of Votes in Favor: 6
No. of Votes Against: 0
Disposition: Approved

Motion No. 2: To approve Resolution No. 157 – Adopting Proposed Local Law No. 8 Of 2018, A Local Law Amending Local Law 6 of 2014, To Improve And Strengthen The Sustainable Energy Loan Program

Resolution Summary: This Resolution adopts Proposed Local Law No. 8 of 2018, A Local Law Amending Local Law 6 of 2014, To Improve And Strengthen The Sustainable Energy Loan Program, pending the approval of the County Executive.

Motion Made By: Legislator Maloney (James)

Motion Seconded By: Legislator Bartels

Discussion: None

Voting In Favor: Legislators Gerentine, Petit, Archer, Bartels, James Maloney, and Joseph Maloney

Voting Against: None

No. of Votes in Favor: 6

No. of Votes Against: 0

Disposition: Approved

Motion No. 3: To approve Resolution No. 158 – Confirming Reappointment Of Carol M. Smith, MD, MPH As Commissioner Of Health And Commissioner Of Mental Health

Resolution Summary: This Resolution confirms the reappointment of Carol M. Smith, MD, MPH, as Commissioner of Health and Commissioner of Mental Health.

Motion Made By: Legislator Bartels

Motion Seconded By: Legislator Maloney (James)

Discussion: None

Voting In Favor: Legislators Gerentine, Petit, Archer, Bartels, James Maloney, and Joseph Maloney

Voting Against: None

No. of Votes in Favor: 6

No. of Votes Against: 0

Disposition: Approved

Motion No. 4: To approve Resolution No. 159 – Confirming Appointment Of Christina Dawson As Commissioner Of The Ulster County Commission On Human Rights And Director Of The Ulster County Youth Bureau

Resolution Summary: This Resolution confirms the appointment of Christina Dawson as Commissioner of the Ulster County Commission on Human Rights and the Director of the Ulster County Youth Bureau.

Motion Made By: Legislator Maloney (James)
Motion Seconded By: Legislator Petit

Discussion: None

Voting In Favor: Legislators Gerentine, Petit, Archer, Bartels, James Maloney, and Joseph Maloney

Voting Against: None

No. of Votes in Favor: 6

No. of Votes Against: 0

Disposition: Approved

Motion No. 5: To approve Resolution No. 163 – Setting A Public Hearing On The Tentative Budget Of Ulster County Community College For The Year 2018 – 2019 To Be Held On Tuesday, June 12, 2018 At 6:30 PM

Resolution Summary: This Resolution sets a Public Hearing for Tuesday, June 12, 2018, at 6:30 PM, in the College Lounge, Vanderlyn Hall, Ulster County Community College, Stone Ridge, New York, and requires the Ulster County Legislature to publish legal notice(s) accordingly.

Motion Made By: Legislator Bartels
Motion Seconded By: Legislator Petit

Discussion: None

Voting In Favor: Legislators Gerentine, Petit, Archer, Bartels, James Maloney, and Joseph Maloney

Voting Against: None

No. of Votes in Favor: 6

No. of Votes Against: 0

Disposition: Approved

Motion No. 6: To approve Resolution No. 171 – Creating Three Full-Time Caseworker Positions And Amending The 2018 Ulster County Budget – Department Of Social Services

Resolution Summary: This Resolution amends the 2018 Ulster County Budget in order to fund three (3) Full Time Caseworker positions at a starting annual salary of \$45,419 each, effective June 1, 2018, for a total increase in 2018 appropriation dollars of \$85,102.00, a total increase in 2018 State Revenue dollars of \$42,781.00, and a total increase in 2018 Federal Revenue dollars of \$42,321.00.

Motion Made By: Legislator Maloney (James)

Motion Seconded By: Legislator Archer

Discussion: Legislator Archer inquired of the amount and reason behind personnel departures within the Department in the prior year. Deputy County Executive Ken Crannell and Commissioner of Social Services Michael Iapoce explained that there are a combination of reasons for personnel departures which include the retirement of several caseworkers, and that the Department has found that caseworkers with many years of experience are able to handle a larger quantity of cases in comparison to entry level caseworkers, thus creating the need to have more caseworker positions within the Department. Legislator Joseph Maloney questioned why the Contingency account was not utilized to fund these positions, stating belief that attrition savings are available. Ken Crannell stated that notification was received that Medicaid local share payment will be less than was anticipated during the budget process and that current vacant positions do not reside within the division under discussion so attrition savings are not available for use. Legislator Joseph Maloney questioned why the positions were not requested during the budget creation process. Ken Crannell explained that four new positions focused on child services were created during the budget process which, over the course of the year, created the need to provide more services to these individuals.

Voting In Favor: Legislators Gerentine, Petit, Archer, Bartels, James Maloney, and Joseph Maloney

Voting Against: None

No. of Votes in Favor: 6

No. of Votes Against: 0

Disposition: Approved

Motion No. 7: To postpone Resolution No. 172 – Authorizing The Chairman Of The Ulster County Legislature To Execute An Agreement With The New York State Division Of Homeland Security And Emergency Services, Office Of Interoperable And Emergency Communications, For The 2017 Statewide Interoperable Communications Grant – Amending The 2018 Ulster County Budget – Department Of Emergency Communications / Emergency Management

Resolution Summary: This Resolution authorizes the Chairman of the Legislature to execute an agreement, and any amendments thereto, with the New York State Division of Homeland Security and Emergency Services for participation in the 2017 Statewide Interoperable Communications Grant (SICG), in the amount of \$524,993.00, and amends the 2018 Ulster County Budget accordingly.

Motion Made By: Legislator Bartels

Motion Seconded By: Legislator Archer

Discussion: Commissioner of Finance Burt Gulnick explained that the Resolution as written is increasing operating budget, but the intent is to amend a Capital Project. Legislator Bartels requested that someone come before the Committee to update the Committee on the status of all Communication upgrades.

Voting In Favor: Legislators Gerentine, Petit, Archer, Bartels, James Maloney, and Joseph Maloney

Voting Against: None

No. of Votes in Favor: 6

No. of Votes Against: 0

Disposition: Postponed

Motion No. 8: To approve Resolution No. 173 – Authorizing The Chairman Of The Ulster County Legislature To Execute An Agreement, And Any Amendments Thereto, With The New York State Division Of Homeland Security And Emergency Services For Participation In The 2017-2018 Public Safety Answering Point (PSAP) Operations Grant Amending The 2018 Ulster County Budget – Emergency Communications / Emergency Management

Resolution Summary: This Resolution authorizes the Chairman of the Legislature to execute an agreement, and any amendments thereto, with the New York State Division of Homeland Security and Emergency Services for participation in the 2017-2018 Public Safety Answering Point (PSAP) Operations Grant, in the amount of \$144,340.00, and amends the 2018 Ulster County Budget accordingly.

Motion Made By: Legislator Maloney (James)

Motion Seconded By: Legislator Maloney (Joseph)

Discussion: None

Voting In Favor: Legislators Gerentine, Petit, Archer, Bartels, James Maloney, and Joseph Maloney

Voting Against: None

No. of Votes in Favor: 6

No. of Votes Against: 0

Disposition: Approved

Motion No. 9: To approve Resolution No. 175 – Amending Capital Project No. 505 – Replacement Of The Wolven Bridge Over The Sawkill Creek (PIN 8761.76) In The Town Of Woodstock – Transportation Improvement Project (TIP) Not On The State Highway System – Amending The 2018 – 2023 Capital Improvement – Department Of Public Works (Highways And Bridges)

Resolution Summary: This Resolution authorizes the Chairman of the Legislature, Commissioner of Public Works, County Engineer, County Comptroller, and County Attorney to execute any necessary agreements or certifications on behalf of Ulster County with the New York State Department of Transportation (NYSDOT) in connection with the advancement or approval of the Project, and amends the 2018 Ulster County Capital Fund Budget to account for additional engineering service expenditures of \$83,409.00.

Motion Made By: Legislator Bartels
Motion Seconded By: Legislator Maloney (James)

Discussion: Legislator Bartels confirmed that the County may be eligible for reimbursement but is committed to fully funding the Project out of necessity.

Voting In Favor: Legislators Gerentine, Petit, Archer, Bartels, James Maloney, and Joseph Maloney

Voting Against: None

No. of Votes in Favor: 6

No. of Votes Against: 0

Disposition: Approved

Motion No. 10: To approve Resolution No. 177 – Amending Capital Project No. 508 – Fantinekill Bridge Replacement (PIN 8761.75) In The Town Of Rochester – Transportation Improvement Project (TIP) Not On The State Highway System – Amending The 2018 – 2023 Capital Improvement – Department Of Public Works (Highways And Bridges)

Resolution Summary: This Resolution authorizes the Chairman of the Legislature, Commissioner of Public Works, County Engineer, County Comptroller, and County Attorney to execute all necessary agreements, certifications, or reimbursement requests for Federal Aid and/or applicable Marchiselli Aid on behalf of Ulster County with the New York State Department of Transportation (NYSDOT) in connection with the advancement or approval of the Project, and amends the 2018 Ulster County Capital Fund Budget to account for additional engineering service expenditures of \$80,810.00.

Motion Made By: Legislator Bartels
Motion Seconded By: Legislator Archer

Discussion: Legislator Archer stated support for the Resolution.

Voting In Favor: Legislators Gerentine, Petit, Archer, Bartels, James Maloney, and Joseph Maloney

Voting Against: None

No. of Votes in Favor: 6

No. of Votes Against: 0

Disposition: Approved

Motion No. 11: To approve Resolution No. 179 – Establishing Capital Project No. 510 - Rehabilitation of the Donahue Bridge - Department Of Public Works (Highways & Bridges)

Resolution Summary: This Resolution establishes Capital Project No. 510 for the Rehabilitation of the Donahue Bridge (County Bridge 160) on County Route No. 47, over the Esopus Creek in the Town of Shandaken in the amount of \$236,930.00.

Motion Made By: Legislator Bartels

Motion Seconded By: Legislator Petit

Discussion: None

Voting In Favor: Legislators Gerentine, Petit, Archer, Bartels, James Maloney, and Joseph Maloney

Voting Against: None

No. of Votes in Favor: 6

No. of Votes Against: 0

Disposition: Approved

Motion No. 12: To approve Resolution No. 181 – Establishing Capital Project No. 526 – Construction of Various Shoulders – 2018 – 2023 Capital Program – Department Of Public Works (Highways & Bridges)

Resolution Summary: This Resolution establishes Capital Project No. 526 for Construction of Various Shoulders in the amount of \$250,000.00, which includes the construction of asphalt shoulders to improve public safety along Lucas Avenue from the intersection of Kyserike Road to the intersection of NYS Route 209, in the Town of Rochester.

Motion Made By: Legislator Petit

Motion Seconded By: Legislator Maloney (James)

Discussion: Legislator Archer stated support for the Resolution.

Voting In Favor: Legislators Gerentine, Petit, Archer, Bartels, James Maloney, and Joseph Maloney

Voting Against: None
No. of Votes in Favor: 6
No. of Votes Against: 0
Disposition: Approved

Motion No. 13: To approve Resolution No. 183 – Authorizing The Conveyance Of County-Owned Properties To The Original Owners – Department Of Finance

Resolution Summary: This Resolution authorizes the Commissioner of Finance to accept specified payments for the included parcels from the parcel owners, and authorizes the Chairman of the Legislature to make, execute, and deliver to the owner making payment, a quitclaim deed conveying the interest of the County in the parcel.

Motion Made By: Legislator Bartels
Motion Seconded By: Legislator Maloney (James)

Discussion: Burt Gulnick informed the Committee that 140 parcels were included in the auction and 85 parcels were sold, 40 of which were from previous auctions. Legislator Petit inquired of the old IBM property's inclusion. Burt Gulnick explained that no bids were received on this property and that there are issues concerning the property.

Voting In Favor: Legislators Gerentine, Petit, Archer, Bartels, James Maloney, and Joseph Maloney
Voting Against: None
No. of Votes in Favor: 6
No. of Votes Against: 0
Disposition: Approved

Motion No. 14: To approve Resolution No. 184 – Approving The Execution Of A Contract In Excess Of \$50,000.00 Entered Into By The County – AECOM Technical Services Inc. – Department Of Public Works

Resolution Summary: This Resolution approves the execution of a contract with AECOM Technical Services, Inc. for design services for the Fantinekill and Wolven Bridge Replacement Projects from May 1, 2018 through December 30, 2020 in the amount of \$546,219.00.

Motion Made By: Legislator Bartels
Motion Seconded By: Legislator Maloney (James)

Discussion: None

Voting In Favor: Legislators Gerentine, Petit, Archer, Bartels, James Maloney, and Joseph Maloney
Voting Against: None
No. of Votes in Favor: 6
No. of Votes Against: 0
Disposition: Approved

Motion No. 15: To approve Resolution No. 185 – Approving The Execution Of A Contract In Excess Of \$50,000.00 Entered Into By The County – Parrott Enterprises Inc. – Department Of Public Works

Resolution Summary: This Resolution approves the execution of a contract with Parrott Enterprises, Inc. for the rehabilitation of the Donahue Bridge from May 29, 2018 through October 31, 2018 in the amount of \$236,930.00.

Motion Made By: Legislator Bartels
Motion Seconded By: Legislator Maloney (James)

Discussion: None

Voting In Favor: Legislators Gerentine, Petit, Archer, Bartels, James Maloney, and Joseph Maloney
Voting Against: None
No. of Votes in Favor: 6
No. of Votes Against: 0
Disposition: Approved

Motion No. 16: To approve Resolution No. 186 – Approving The Execution Of A Contract In Excess Of \$50,000.00 Entered Into By The County – Eastern Heating & Cooling Inc. – Department Of Public Works

Resolution Summary: This Resolution approves the execution of a contract with Eastern Heating & Cooling, Inc. for maintenance, inspection, and repair services for the Automated Logic Control Equipment at the Law Enforcement Center and Area Transit from March 1, 2018 through December 31, 2020 in the amount of \$77,951.00.

Motion Made By: Legislator Petit
Motion Seconded By: Legislator Archer

Discussion: None

Voting In Favor: Legislators Gerentine, Petit, Archer, Bartels, James Maloney, and Joseph Maloney
Voting Against: None

No. of Votes in Favor: 6
No. of Votes Against: 0
Disposition: Approved

Motion No. 17: To approve Resolution No. 187 – Approving The Execution Of A Contract In Excess Of \$50,000.00 Entered Into By The County – Peckham Road Corporation – Department Of Public Works

Resolution Summary: This Resolution approves the execution of a contract with Peckham Road Corporation for installation of asphalt shoulders along Lucas Avenue from Kyserike Rd to Route 209 from May 1, 2018 through September 30, 2018 in the amount of \$250,000.00.

Motion Made By: Legislator Archer
Motion Seconded By: Legislator Bartels

Discussion: None

Voting In Favor: Legislators Gerentine, Petit, Archer, Bartels, James Maloney, and Joseph Maloney

Voting Against: None

No. of Votes in Favor: 6

No. of Votes Against: 0

Disposition: Approved

Motion No. 18: To approve Resolution No. 188 – Approving The Execution Of A Contract In Excess Of \$50,000.00 Entered Into By The County – Aktor Corporation – Department Of Public Works

Resolution Summary: This Resolution approves the execution of a contract with Aktor Corporation for roof replacement for the Public Works Administration Building from May 16, 2018 through September 30, 2018 in the amount of \$145,000.00.

Motion Made By: Legislator Archer
Motion Seconded By: Legislator Maloney (James)

Discussion: None

Voting In Favor: Legislators Gerentine, Petit, Archer, Bartels, James Maloney, and Joseph Maloney

Voting Against: None

No. of Votes in Favor: 6

No. of Votes Against: 0

Disposition: Approved

Motion No. 19: To approve Resolution No. 189 – Approving The Execution Of A Contract In Excess Of \$50,000.00 Entered Into By The County – Milone & MacBroom, Inc. – Department Of Public Works

Resolution Summary: This Resolution approves the execution of a contract with Milone & MacBroom, Inc. for construction inspection services for the Frost Valley S-turn Project from July 1, 2018 through December 31, 2018 in the amount of \$157,503.00.

Motion Made By: Legislator Bartels
Motion Seconded By: Legislator Maloney (Joseph)

Discussion: None

Voting In Favor: Legislators Gerentine, Petit, Archer, Bartels, James Maloney, and Joseph Maloney

Voting Against: None

No. of Votes in Favor: 6

No. of Votes Against: 0

Disposition: Approved

Motion No. 20: To approve Resolution No. 190 – Approving The Execution Of A Contract In Excess Of \$50,000.00 Entered Into By The County – DJ Heating & Air Conditioning, Inc. – Department Of Public Works

Resolution Summary: This Resolution approves the execution of a contract with DJ Heating & Air Conditioning, Inc. for installation of a vehicle exhaust ventilation system for the County's heavy vehicle maintenance shop from May 15, 2018 through December 31, 2018 in the amount of \$218,800.00.

Motion Made By: Legislator Petit
Motion Seconded By: Legislator Maloney (Joseph)

Discussion: Legislator Bartels asked what building the Resolution concerned. Burt Gulnick answered that this is for the maintenance building at DPW's main shop.

Voting In Favor: Legislators Gerentine, Petit, Archer, Bartels, James Maloney, and Joseph Maloney

Voting Against: None

No. of Votes in Favor: 6

No. of Votes Against: 0

Disposition: Approved

Motion No. 21: To approve Resolution No. 191 – Approving The Execution Of A Contract In Excess Of \$50,000.00 Entered Into By The County – United Way Of Ulster County Inc. – Office Of Employment & Training

Resolution Summary: This Resolution approves the execution of a contract with United Way of Ulster County, Inc. for Summer Youth Employment Program payroll services from June 25, 2018 through October 31, 2018 in the amount of \$234,715.00.

Motion Made By: Legislator Bartels

Motion Seconded By: Legislator Archer

Discussion: None

Voting In Favor: Legislators Gerentine, Petit, Archer, Bartels, James Maloney, and Joseph Maloney

Voting Against: None

No. of Votes in Favor: 6

No. of Votes Against: 0

Disposition: Approved

Motion No. 22: To discuss Resolution No. 192 – Approving The Execution Of A Contract In Excess Of \$50,000.00 Entered Into By The County – Peter Luizzi & Bros. Contracting, Inc. – Ulster County Area Transit

Resolution Summary: This Resolution approves the execution of a contract with Peter Luizzi & Bros. Contracting, Inc. for paving services for the UCAT parking lot from August 1, 2018 through November 30, 2018 in the amount of \$115,002.50.

Motion Made By: Legislator Bartels

Motion Seconded By: Legislator Maloney (James)

Discussion: Director of Purchasing Marc Rider explained that the Department is currently in discussion with the vendor concerning their insurance coverage. Legislator Bartels inquired as to the last date of the included services. To be confirmed prior to the next Committee meeting.

Motion No. 23: To postpone Resolution No. 192 – Approving The Execution Of A Contract In Excess Of \$50,000.00 Entered Into By The County – Peter Luizzi & Bros. Contracting, Inc. – Ulster County Area Transit

Motion Made By: Legislator Bartels

Motion Seconded By: Legislator Archer

Voting In Favor: Legislators Gerentine, Petit, Archer, Bartels, James Maloney, and Joseph Maloney
Voting Against: None
No. of Votes in Favor: 6
No. of Votes Against: 0
Disposition: Postponed

Motion No. 24: To approve Resolution No. 193 – Approving The Execution Of A Contract In Excess Of \$50,000.00 Entered Into By The County – Link To Life – Office For The Aging

Resolution Summary: This Resolution approves the execution of a contract with Link to Life for rental, installation, maintenance, and monitoring of personal emergency response system units from June 1, 2018 through May 31, 2020 for \$120,000.00.

Motion Made By: Legislator Petit
Motion Seconded By: Legislator Archer

Discussion: None

Voting In Favor: Legislators Gerentine, Petit, Archer, Bartels, James Maloney, and Joseph Maloney
Voting Against: None
No. of Votes in Favor: 6
No. of Votes Against: 0
Disposition: Approved

Motion No. 25: To approve Resolution No. 194 – Approving The Execution Of A Contract Amendment In Excess Of \$50,000.00 Entered Into By The County – Gateway Community Industries, Inc. – Office For The Aging

Resolution Summary: This Resolution approves the execution of a contract amendment with Gateway Community Industries, Inc. to exercise the first of two options to extend the term of the agreement for home delivered meals for seniors from June 1, 2018 through May 31, 2019 for an additional \$796,192.09, making the contract total \$4,113,443.09.

Motion Made By: Legislator Bartels
Motion Seconded By: Legislator Petit

Discussion: None

Voting In Favor: Legislators Gerentine, Petit, Archer, Bartels, James Maloney, and Joseph Maloney
Voting Against: None

No. of Votes in Favor: 6
No. of Votes Against: 0
Disposition: Approved

Motion No. 26: To discuss Resolution No. 196 – Authorizing The Chairman Of The Ulster County Legislature To Enter Into A Lease Renewal Agreement With Van Dale Properties, LLC For A Fabrication Facility To Be Used By The Ulster County Department Of Public Works – Department Of Public Works (Buildings And Grounds)

Resolution Summary: This Resolution authorizes the Chairman of the Legislature to enter into a lease renewal agreement, and any amendments thereto, with Van Dale Properties, LLC for space at 316 Van Dale Road, West Hurley, NY for a term of five (5) years commencing July 1, 2018 and ending June 30, 2023, at an annual cost of \$100,800.00 for rent.

Motion Made By: Legislator Maloney (James)
Motion Seconded By: Legislator Petit

Discussion: Legislator Bartels asked to see all expenditures associated with the lease under discussion, expressing concern over the cost of the lease and the timeline associated with the lease. Legislators Bartels and Joseph Maloney questioned how much it would cost to construct a building for such use, requesting an analysis. Discussion pursued on the value added components of the building and whether prior discussions to purchase the building had taken place in prior periods.

Voting In Favor: Legislators Gerentine, Petit, Archer, Bartels, James Maloney, and Joseph Maloney
Voting Against: None
No. of Votes in Favor: 6
No. of Votes Against: 0
Disposition: Approved

Motion No. 27: To postpone Resolution No. 197 – Establishing A Policy To Limit Participation In Party Politics By Appointees Of Ulster County Elected Officials

Resolution Summary: This Resolution establishes a policy to prohibit disclosed positions within Ulster County from holding any position of authority within any political party and prohibiting disclosed positions from making a contribution of any sum of money to any committee on behalf of any candidate for an Ulster County elected office.

Motion Made By: Legislator Maloney (Joseph)
Motion Seconded By: Legislator Petit

Discussion: Legislator Joseph Maloney asked the Committee to postpone, stating concerns over legal aspects of the Resolution.

Voting In Favor: Legislators Gerentine, Petit, Archer, Bartels, James Maloney, and Joseph Maloney

Voting Against: None

No. of Votes in Favor: 6

No. of Votes Against: 0

Disposition: Postpone

Old Business:

Request For Proposal (RFP) for the 2019 Executive Recommended Budget Analysis:

Chairman Gerentine informed Committee members that no input was received in response to the prior meeting's request for suggested changes to the RFP and that the Legislative Fiscal Analyst composed a draft Scope of Services and Evaluation Criteria based on her research, professional input, and experience with the Legislature. Chairman Gerentine asked if any changes to the draft were desired. The Committee was in unanimous agreement with the proposed draft. Director of Purchasing Marc Rider cautioned the Committee that there may not be a great deal of proposals received in response to the RFP. The Committee unanimously agreed to authorize the Legislative Fiscal Analyst to work with the Purchasing Department in order to publish the RFP and move forward with the process.

Continuation of Discussion on Autopsy Expenditures and Reports pertaining to the

Medical Examiner's Office: Deputy County Executive Ken Crannell explained what services the recently approved contract provides to the County, the history of the agreement, and how the contract has affected the Medical Examiner's office since its inception. Further, Ken Crannell emphasized the role that economies of scale play on the cost per autopsy, ratifying confidence that the services are being provided at a reasonable price. Legislator Joseph Maloney questioned whether alternative options were considered, what the details of those options were, and how much of the details were shared with the Legislature in the past, questioning whether any details were actually provided. Ken Crannell confirmed that extensive work was completed over an extended period of time, that all alternatives were reviewed and analyzed appropriately, and that the County's RFP process was completed, which included consideration of additional issues beyond monetary affects. Legislator Bartels asked what tasks the additional personnel in the Medical Examiner's Office are performing and how these tasks affect the office, stating that this change is the cause of the most significant rise in expenditures within the Department. Alicia DeMarco, Director of Internal Audit Controls, emphasized belief that building a facility will be a more cost effective option over the long-term, and again requested that the Committee or the County Executive's office to perform a more detailed analysis of this alternative. Ken Crannell encouraged the Office of the Comptroller and/or the Legislature to take this charge, stating that the County Executive's analysis coupled with the County's RFP process has already yielded results showing this is not a cost effective option. Legislator Nolan confirmed that the Legislature was provided an analysis to a point of sufficiency in the past. Legislator Bartels and Joseph Maloney requested seeing all analyses shared in prior year Committee meetings which

led to the decisions made. Chairman Gerentine emphasized the need to look forward because the contract in question affects the future needs of Ulster County residents. Comptroller Elliot Auerbach thanked Chairman Gerentine for being solution focused, rather than problem focused, asking the Committee to focus on the question of why the Office of the Medical Examiner's costs have increased over the past three years. Discussion pursued on the documentation presented to the Legislature as backup to all Executive Branch final decisions.

Commissioner of Finance response to Finance and Budget Department staffing levels:

Commissioner of Finance Burt Gulnick stressed that, in analyzing a Department's staffing needs, the duties and all Divisions of the Department must be taken into consideration. Legislator Joseph Maloney stated belief that Ulster County contains fewer residents in comparison to neighboring Counties and should therefore have a smaller department of finance, emphasizing his belief that the Department is over-staffed. Further, Legislator Joseph Maloney stated concerns over the ACE Division, asking if the Division performs audits, avowing that he's never seen a report from the Division and is unsure of the Division's responsibilities beyond the implementation of the County's newest financial system software. Legislator Bartels supported the question of the ACE Division's benefits to the County, asking for an updated brief on what the Division's current charge entails. Discussion pursued on the functions of the Division and how the Division has evolved since its inception. The Committee requested documentation to explain the intent, the evolution, and the current responsibilities and functions of the ACE Division. Discussion was agreed to take place in July.

New Business: Legislator Bartels asked when the College budget will be provided to the Legislature. Legislative Fiscal Analyst to follow up. Ample time for review prior to vote was requested.

Chairman Gerentine asked if there was any other business or questions. There being no further business before the Committee, a motion was made to adjourn.

Adjournment

Motion Made By: Legislator Bartels

Motion Seconded By: Legislator Petit

No. of Votes in Favor: 6

No. of Votes Against: 0

Time: 6:05 PM

Respectfully submitted: Amber Feaster

Minutes Approved: June 12, 2018

SCOPE OF WORK

The following outlines the **minimum** responsibilities expected of the Responder. Each should be addressed in a narrative format in sufficient detail within the proposal to explain how each will be structured and accomplished:

The firm will review the ULSTER COUNTY proposed budget and meet with departments* to provide the following:

1. Analysis of budgeted revenues including departmental, state aid, and federal aid, and the assertions underlying them;
2. Trend analysis and projection of current year revenues;
3. Trend analysis and projection of current year expenditures for the purpose of identifying variations from budget;
4. Analysis of key (i.e. largest and/or most central) revenue and expenditure line-items in each budgetary fund, and the assertions underlying them;
5. Projection of selected expenditures for the ~~next~~-year which the budget analysis is being performed for;
6. Analysis of budgeted expenditures including, but not limited to, personnel expenditures (including wages, taxes, health insurance, and retirement), Debt Service expenditures, electricity/gas, heating fuel, snow removal, Community College chargebacks, and bus operations, and the assertions underlying them;
7. Preparation and submission of a comprehensive report;
8. Identification of budget line items for all potential or recommended modifications;
9. Meeting with County Ways and Means Committee;
10. Meetings with County Executive's Budget Office personnel;*
11. Presentation of report to ULSTER COUNTY Legislature

*Meetings with County departments and Budget Office personnel shall be as scheduled by the Office of the Legislature through the County Executive's Office.

EVALUATION CRITERIA

Only those proposals that contain complete information and required certifications will be considered. All proposals will be evaluated and examined by a committee of Ulster County representatives using multiple criteria. The project may be awarded to a qualified responder that, based on the committee's evaluation, submits the proposal that best meets the County's needs.

The submitted proposals will be evaluated based on the following criteria:

OVERALL PLAN TO PROVIDE REQUIRED SERVICES (30 POINTS)

- Completeness of responder's proposed plan to provide Ulster County Budget Analysis Consultation
- Demonstrated capability of the responder to satisfactorily meet not only the requirements outlined in this document but all necessary phases of the program.
- Plan to accomplish all required tasks.

FEE/PRICING PROPOSAL (25 POINTS)

- Cost of proposal
- Reasonableness of fees and budget
- Reasonableness of optional fees

QUALIFICATIONS AND EXPERIENCE (15 POINTS)

- Responder's experience with projects of similar size and scope
- Personnel qualifications and experience
- Responder's business history and viability
- References

UNDERSTANDING OF COUNTY'S GOALS AND OBJECTIVES (25 POINTS)

- Responder understands and proposal addresses the needs of the County and offers a program that will meet or exceed the County's objectives.

LOCAL ECONOMIC DEVELOPMENT (5 POINTS)

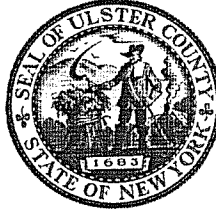
- Vendors located within Ulster County will receive five points.
- Vendors located within a contiguous county will receive three points.
- Vendors located within New York State will receive one point.

ULSTER COUNTY DEPARTMENT OF FINANCE

P.O. Box 1800, 244 Fair Street, Kingston, New York 12402

Telephone (845) 340-3460 Fax (845) 340-3430

Burton Gulnick Jr.
Commissioner of Finance



C. J. Rioux, CPA
Deputy Commissioner of Finance

Lena Serrano
Deputy Commissioner of Finance

Tracey Williams
*Deputy Commissioner of Finance /
Director of Real Property Tax Service*

Lisa Cutten, CPA
*Director of ACE
Accountability, Compliance and Efficiency*

MEMORANDUM

To: Hon. Richard Gerentine, Chairman, Ways and Means Committee

CC: Hon. Michael Hein, County Executive

Hon. Laura Petit, Deputy Chairman, Ways and Means Committee


Hon. Lynn Archer, Member, Ways and Means Committee

Hon. Tracey Bartels, Member, Ways and Means Committee

Hon. Craig Lopez, Member, Ways and Means Committee

Hon. James Maloney, Member, Ways and Means Committee

Hon. Joseph Maloney, Member, Ways and Means Committee

From: Burton Gulnick, Jr., Commissioner of Finance 

Date: 5/4/2018

Re: Response to Request of Information Pertaining to the Duties of the Ulster County Finance Department

I would like to thank the Chairman of the Ways and Means Committee for providing this opportunity to highlight the hard work done by the Finance Department for the people of Ulster County.

The Commissioner of Finance position in Ulster County is the Chief Financial and Accounting Officer of the County, and is the designated Budget Director with duties and responsibilities that come with those titles.

Based on a review and analysis of other counties' Finance Department budgets, it is important to note that there are differences in responsibilities and budgeting between the various counties. The Ulster County Finance Department and its subsidiary divisions provide for a unified and efficient operation of county finances and as such, performs a great deal more tasks and functions than found in many other county finance departments or elected Comptroller's Offices. It goes without saying that counties with different responsibilities have different staffing and budgetary needs. Otherwise, improper analysis could lead to incorrect assumptions being made. Simply put, 1) the comparison must be of apples to apples and 2) the calculations must be correct.

For example, while the Commissioner of Finance in Dutchess and Orange Counties are also the Chief Financial Officer of their respective counties, in Albany County this role is not held by the Commissioner of Management and Budget, but by the Comptroller. In Albany County, the elected Comptroller produces the Comprehensive Annual Financial Report and Dutchess County hires an outside vendor to produce this report, whereas Ulster and Orange Counties' Department of Finance produce this report. In addition, the Ulster and Orange County Departments of Finance maintain records of appropriations, encumbrances, payables and expenditures. In Albany and Dutchess Counties, these functions are performed by the elected Comptrollers' offices. The Ulster County Department of Finance is responsible for debt management and issuance of bonds and bond anticipation notes, a task the Albany County Comptroller does. Additionally, the administration of county payroll, which in Orange County is done by the Human Resources Department, is instead performed by the Ulster County Department of Finance.

Further, there are instances where budgetary allocations made in one county are not the same in other counties. For instance, Ulster County budgets assigned counsel costs within the Department of Finance for all attorney and related expenditures, totaling over \$1 million. Alternatively, Dutchess, Orange, and Albany Counties budget these costs in other departments. Simply comparing Ulster County's Finance budget to other counties would lead to incorrect assumptions, such as the analysis provided by Legislator Joseph Maloney in last month's Ways and Means Committee meeting. Respectfully, that analysis compared apples to oranges and was compounded by erroneous calculations.

Intricacies such as these, highlight the importance of having any budgetary analysis that is performed be reviewed by the Finance Department, so that inadvertent errors in analysis can be avoided in the future. It is also beneficial to have a second set of eyes look at an analysis to catch and fix clerical errors. For example, Legislator Joseph Maloney's chart mixed 2018 adopted budget numbers with 2017 adopted budget column headings and there are instances where the Executive Budget numbers were used rather than the Adopted Budget numbers. Errors such as these can easily be avoided and prevent misinformation from inadvertently being disseminated. Attached please find a chart that contains accurate calculations.

Finally, as a summary, it may be beneficial to list the primary functions of each divisions' duties and responsibilities:

Ulster County Finance Department:

- Chief Financial Officer of the County
- Debt Management including issuance of bonds and bond anticipation notes
- Bond Rating Agency Preparation and Review
- Cash Management
- Production of the Comprehensive Annual Financial Report
- Administration of the County Payroll, including:
 - Processes weekly, bi-weekly, monthly and quarterly payrolls for approximately 1,300 benefited county employees
 - Process all employee deductions
 - Monitor all County Timekeeping systems
 - File quarterly IRS and NYS payroll tax reports and payments
 - File monthly retirement report with the NYS Comptroller
- Maintain the chart of accounts
- Maintain records of all financial activity including assets, liabilities, reserves, receipts, receivables, appropriations, encumbrances, payables and expenditures

- Enforcement of Taxes, including:
 - Installment Contracts
 - Collection of delinquent tax payments
 - Administration of the County's annual public auction
- Settlement of Tax Warrants with all Towns and School Districts located within the County
- Tax Bill Corrections
- Court and Trust funds administration
- Accounts Payable
- Provide accounting and financial support for component units of Ulster County, including:
 - Ulster Tobacco Asset Securitization Corporation
 - Ulster County Economic Development Alliance
 - Ulster County Industrial Development Agency
 - Ulster County Capital Resource Corporation
 - Golden Hill Local Development Corporation
- Receipt of cash payments for civil service exams
- Acceptance of retiree monthly health insurance payments
- Occupancy Tax collection and administration
- Collection Sales Tax from NYS and distribution of shares to towns, villages & the City of Kingston
- Production and processing of W2s and 1099s
- Capital Asset Management
- Maintenance of Bail Refunds
- Ensure proper recording of all revenue and receipt all State and Federal reimbursements
- Accounting of all Social Services revenues from State and Federal sources
- Assigned Counsel review, tracking and payment
- Court Ordered Interpreter payments
- Grants Accounting
- OTB Tax Collections
- Issuance of Certificates of Residences
- Reconciliation and payment of Community College chargebacks

A.C.E. Division

- Implementation and Daily Operations of the New World financial system, including:
 - Maintaining *Items*, which are used in purchase orders, contracts and invoices
 - Ensuring all contracts are entered correctly into the financial system
 - Annual and as-needed training and daily support to users county-wide in the use of the financial system
 - Project Accounting set-up and maintenance for capital projects, grants and various other record keeping needs
 - Project accounting journal review and approval
 - Fixed Asset management
 - Set-up and maintenance of Miscellaneous Billing invoices
 - Set-up and maintenance of all payment codes used for revenue collections
 - Set-up and maintenance of vendor and customer records in the financial system
- Program performance review and assistance
- Enhanced internal controls assistance
- Department efficiency assistance
- Corporate Compliance
- Capital Project monitoring

Budget Department

- Budget development and creation of the Executive Budget
- Implementation of the Adopted Budget
- Budget monitoring of expenses and revenues
- Budget amendments review and approval
- Financial forecasting
- Review and analysis of:
 - Fiscal and programmatic NYS Budget Impacts
 - Impact of proposed County, State and/or Federal legislation on the budget
 - Union contract fiscal impacts
 - Cost proposals for county services
 - Fiscal impacts of all county resolutions
- Track and process all administrative financial actions requiring County Executive and/or Chairman of the Legislature approval, including:
 - Requests to Fill
 - Cancellation and/or Refund of Taxes
 - Grant Applications
 - Property Tax Corrections
 - Conference Approvals
- Indirect Cost Allocation Plan administration
- Grant management and monitoring
- Capital Project budget administration
- Annual tax bill insert

Real Property Tax Service Agency

- Production and maintenance of tax maps
- Reviewing subdivision maps prior to filing with the County Clerk
- Calculating municipal and special district tax rates
- Coordinate the submission and review of all towns', special districts' and villages' annual budgets within Ulster County
- Maintaining ownership records for use by local assessors in preparation of assessment rolls
- Serve local assessors in a variety of tasks, including:
 - Appraisals
 - Sales
 - Revaluation projects
- Distribution of Tax and Assessment Rolls
- Processing applications for corrected tax rolls and the refund of property taxes
- Calculating payments in lieu of taxes for Industrial Development Agency projects
- Provide training programs for assessors and Board of Assessment Review members

Additionally, staff members from each of the finance divisions are regularly engaged in assisting other divisions within the department on an as needed basis. The ability of the Finance Department as a whole to utilize these resources quickly and efficiently, maximizes the ability of the County to manage its fiscal resources to the benefit of Ulster County taxpayers. Department of Finance staff have also been instrumental in assisting other County Departments and organizations on a regular basis. A.C.E. and the Budget Department (in addition to several other County departments) have been active in assisting Ulster County Community College with their capital and budgeting needs.

Thank you again for the opportunity to present this response. As always, the Ulster County Department of Finance will work diligently to ensure the accuracy of all financial reporting and analysis performed by the department. On behalf of my staff and I, we look forward to our continued collaboration with you, and the entire Ways and Means Committee.

Sincerely,

Burton Gulnick, Jr.

From the Ulster County Department of Finance

County	Department	Dept % of Total Budget	2017 Adopted Budget	2017 Dept. Adopted Expenditures	Personal Services	# of staff
Ulster	Finance	1.30%		\$ 4,223,683.00	\$ 1,871,292.00	29
	Budget	0.10%		\$ 338,408.00	\$ 227,903.00	3
	Real Property	0.16%	\$ 324,883,144.00	\$ 513,455.00	\$ 310,064.00	5
	Assigned Counsel	0.00%		\$ -		
	Total	1.56%		\$ 5,075,546.00	\$ 2,409,259.00	37

Dutchess	Finance	0.52%		\$ 2,433,857.00	\$ 1,591,718.00	24
	Budget	0.11%		\$ 518,781.00	\$ 349,435.00	4
	Real Property	0.21%	\$ 466,742,525.00	\$ 972,494.00	\$ 636,834.00	11
	Assigned Counsel	0.41%		\$ 1,925,000.00		
	Total	1.25%		\$ 5,850,132.00	\$ 2,577,987.00	39

Orange	Finance	0.44%		\$ 3,223,452.00	\$ 1,731,697.00	28
	Budget	0.13%		\$ 924,175.00	\$ 602,127.00	7
	Real Property	0.36%	\$ 736,455,143.00	\$ 2,683,735.00	\$ 1,359,447.00	14
	Assigned Counsel	0.74%		\$ 5,445,838.00		
	Total	1.67%		\$ 12,277,200.00	\$ 3,693,271.00	49

Albany*	Finance	0.33%		\$ 2,162,190.00	\$ 1,148,227.00	24
	Budget	0.07%		\$ 433,852.00	\$ 267,446.00	4
	Real Property	0.08%	\$ 653,674,035.00	\$ 547,554.00	\$ 331,436.00	5
	Assigned Counsel	0.18%		\$ 1,150,000.00		
	Total	0.66%		\$ 4,293,596.00	\$ 1,747,109.00	33

*The Albany County Comptroller is the Chief Fiscal Officer; as such, the Comptroller's budget is significantly larger. In 2017 the Comptroller had 23 staff members, with a Personnel Cost of \$1,303,015 and a total adopted budget of \$2,102,527

County	Department	Dept % of Total Budget	2017 Adopted Budget	2017 Dept. Adopted Expenditures	Personal Services (not including benefits)	# of staff	# of top mgmt staff
Ulster							
	Finance	1.30%	323,827,523	4,223,683	1,800,152	29	6
	Budget	0.10%	323,827,523	338,408	226,675	3	2
Dutchess							
	Finance	0.89%	466,742,525	4,159,351	1,587,718	24	3
	Budget	0.11%	466,742,525	518,781	304,435	4	1
Orange							
	Finance	0.43%	754,034,692	3,223,452	1,731,697	28	3
	Budget	0.12%	754,034,692	924,175	602,127	7	2
Albany							
	Finance	0.33%	653,674,035	2,162,190	1,058,877	24	2
	Budget	0.07%	653,674,035	433,852	267,296	4	1

The Department of Finance is responsible for providing financial services for Ulster County including the following:

- ◊ Cash and investment management
- ◊ Debt management
- ◊ Financial accounting and reporting
- ◊ Payroll and accounts payable disbursement functions
- ◊ Property management
- ◊ Real property
- ◊ Real property tax collection

The Budget Department is responsible for providing financial services for Ulster County including the following:

- ◊ Monitor County expenditures
- ◊ Exercise budgetary control
- ◊ Analyze budget requests from departments
- ◊ Prepare County budget for the County Executive

2017 Adopted DOF Top Mgmt Staff		
Title	# of Staff	Salary
Commissioner	1	113,077.00
Deputy Commissioner	2	171,808.00
ACE Director	1	92,893.00
Deputy ACE Director	1	84,157.00

2017 Adopted Budget Top Mgmt Staff		
Title	# of Staff	Salary
Deputy Budget Director	2	168,314.00

*Commissioner of Finance is also the Budget Director

The Department of Finance is responsible for providing financial services for Dutchess County including the following:

- ◊ Cash and investment management
- ◊ Debt management
- ◊ Financial accounting and reporting
- ◊ Payroll and accounts payable disbursement functions
- ◊ Property management
- ◊ Real property
- ◊ Real property tax collection

2017 Adopted DOF Top Mgmt Staff		
Title	# of Staff	Salary
Commissioner	1	122,999.00
Deputy Commissioner	2	228,214.00

The Budget Department is responsible for providing financial services for Dutchess County including the following:

- ◊ Monitor County expenditures
- ◊ Exercise budgetary control
- ◊ Analyze budget requests from departments
- ◊ Prepare County budget for the County Executive
- ◊ Tracks sales tax, mortgage tax, housing trends, utility costs and usage, unemployment, consumer price index, hotel and motel tax, off track betting revenue, and other key revenue and economic indicators
- ◊ Analyze state and federal budgets and the impacts it will have specifically to the county

2017 Adopted Budget Top Mgmt Staff		
Title	# of Staff	Salary
Budget Director	1	111,884.00

The Department of Finance is responsible for providing financial services for Orange County including the following:

- ◊ Cash and investment management
- ◊ Debt management
- ◊ Financial accounting and reporting
- ◊ Internal audit
- ◊ Payroll and accounts payable disbursement functions
- ◊ Property management
- ◊ Real property
- ◊ Real property tax collection

2017 Adopted DOF Top Mgmt Staff		
Title	# of Staff	Salary
Commissioner	1	115,000.00
Deputy Commissioner	1	97,613.00
Director of Accounts	1	91,615.00

The Budget Department is responsible for providing financial services for Orange County including the following:

- ◊ Monitor County expenditures
- ◊ Exercise budgetary control
- ◊ Analyze budget requests from departments
- ◊ Prepare County budget for the County Executive
- ◊ Performs fiscal management studies
- ◊ Provides staff advice and analysis to County Departments, Legislature, and Executive
- ◊ Trains Department staff on the County's Financial Budget Software
- ◊ Monitors and processes all vouchers for printing and mailings

2017 Adopted Budget Top Mgmt Staff		
Title	# of Staff	Salary
Budget Director	1	138,069.00
Deputy Budget Director	1	95,108.00

*The 2017 budget did not have a deputy but 2018 staff change includes one

* Orange County does not have an elected Comptroller the auditing division is included in the DOF

The Department of Finance is responsible for providing financial services for Albany County including the following:

- ◊ Cash and investment management
- ◊ Debt management
- ◊ Financial accounting and reporting
- ◊ Payroll and accounts payable disbursement functions
- ◊ Property management
- ◊ Real property
- ◊ Real property tax collection

2017 Adopted DOF Top Mgmt Staff		
Title	# of Staff	Salary
Deputy Commissioner	2	170,180.00

The Budget Department is responsible for providing financial services for Albany County including the following:

- ◊ Monitor County expenditures
- ◊ Administer all financial affairs of Albany County
- ◊ Receive and be custodian of all public funds belonging to Albany County
- ◊ Maintain and update tax maps for Albany County
- ◊ Collect all taxes, assessments, license fees and other revenue
- ◊ Prepare County budget for the County Executive

2017 Adopted Budget Top Mgmt Staff		
Title	# of Staff	Salary
Commissioner of Management & Budget	1	111,323.00