

**ALLEGANY COUNTY BOARD OF LEGISLATORS
COMMITTEE OF THE WHOLE
March 11, 2013**

**** APPROVED ****

LEGISLATORS PRESENT: Chairman C. Crandall, D. Burdick, D. Cady, P. Curran, K. Graves, M. Healy, K. LaForge, A. McGraw, T. O'Grady, F. Sinclair, N. Ungermann (*Absent: G. Benson, D. Fanton, T. Hopkins, D. Pullen*)

OTHERS PRESENT: Numerous County Department Heads and Staff Members; **Media:** B. Clark, *Olean Times Herald*; B. Quinn, *Wellsville Daily Reporter*.

CALL TO ORDER: Chairman Curtis Crandall called the meeting to order at 3:15 p.m.

The purpose of the meeting was to review the succession/transition plan for the County Administrator position, subsequent to John Margeson's announcement that he will be retiring from County service effective March 29, 2013. (PowerPoint presentation accompanied discussion.)

Chairman Crandall noted that this succession plan was started several years ago (copies to be distributed to the Legislators at the end of the meeting). It is the result of a lot of time, documents, and actions taken by the Board, and it was compiled by himself, County Administrator John Margeson, and Ways and Means Committee Chairman Theodore Hopkins.

Planning has been key to our success, in areas even beyond this issue. The financial position of the County has improved by planning over several years. Physical needs, such as the Public Safety Complex, Office for the Aging, Veterans, and our Court Facilities, have improved by planning. Departmental staffing and services have improved by planning over the last several years. Legislative committee structure has been adjusted to the times and changing needs by planning. Economic development opportunities have increased through planning. Being proactive and planning ahead for our future, rather than always being reactive, has been the difference between this Board, the last Board, and our predecessors. The last couple of Boards have stepped up and addressed issues through planning.

As it is with any organization or business, there is a need for properly addressing succession in administration and upper management. Early in 2009, Chairman Crandall appointed an ad hoc committee comprised of five Legislators whose task it was to research the feasibility of creating a position of Deputy County Administrator. The rationale behind this action was: 1) the belief that additional depth or strength in the form of additional staffing was needed in the Office; 2) due to increasing responsibilities placed upon the Administrator, there was justification to add subordinate staff; 3) a recognition that in the year to follow, the incumbent County Administrator would be eligible to retire under the New York State and Local Retirement System.

The process has been broken down into steps that, if properly addressed, would result in a successful transition in the position of County Administrator. Chairman Crandall noted that over the past several years, Steps 1 through 5 have been addressed. With the official announcement of County Administrator John Margeson's retirement, which was made at the last Board meeting, we would move forward with Step 6.

Seven Step Process

Step 1 **Recognizing the Need** - An ad hoc committee was appointed in 2009 to research the need. As a result of its deliberations, the ad hoc committee recommended that the County create a position of Deputy County

Administrator and developed a written job description of the duties and responsibilities of the new position. This would not only address succession, but also fulfill the need of added depth identified within the department.

Step 2 Board Action - On June 14, 2010, a Local Law was introduced to amend Local Law No. 3-1992 to authorize the appointment of a Deputy County Administrator and define the scope and authority of that position. A public hearing was held on June 28, 2010, and the Board of Legislators passed the Local Law creating the Deputy County Administrator position.

Step 3 Recruitment of Deputy County Administrator - County Administrator John Margeson noted that in late summer of 2009, the position was advertised through regional newspapers, the New York State Association of Counties website, and the County's website. From a field of over 50 applicants, eight were interviewed by the County Administrator. Four finalists were jointly interviewed by the Administrator and Ways and Means Committee. The position was offered to and accepted by Mitchell Alger, who assumed the Office on December 28, 2009.

Step 4 Orientation, Training, and Mentoring - Since his appointment, the Deputy has been assigned a variety of tasks with gradually increasing responsibilities and complexities including, but not limited to, understanding of internal policies and procedures; functions of the system of standing committees and the Board of Legislators; labor/management dispute resolution; collective bargaining; budget analysis and preparation; tasks relating to individual governmental agencies; responsibilities relating to the final construction of the Court facilities; participation and assignments for standing committees; and representing the County at various public functions.

Step 5 Monitoring, Evaluating, and Developing - The Deputy Administrator's performance has been monitored and evaluated by the County Administrator and leadership of the Board of Legislators in an effort to ascertain and ensure that his skills and abilities are such to properly prepare him to serve as County Administrator if called upon to do so. He has received constant guidance, oversight, and tutelage from the Administrator and others, and he has been exposed to various managerial styles and techniques.

Step 6 Implementation and Transition - Upon the retirement of the County Administrator, this Board needs to take action to ensure that the proper and timely implementation and transition incurs, including the associated appointments connected with the County Administrator for Budget Officer and County Auditor. This would be accomplished by pre-filing resolutions this week for consideration by the full Board at the March 25 meeting.

Looking to the future utility and composition of the County Administrator's Office, now is the time to revisit the duties and responsibilities of the position set forth in the 1992 Local Law which created the Office, in order to determine whether measures should be taken legislatively to update, amend, or modernize the job description. In addition, it may be appropriate to inventory certain tasks the Administrator's Office has been assigned over the years to determine if some of these tasks are more appropriately performed by other agencies or departments. The appropriate manpower for the Office will be addressed in the near future, including the question of whether we need to replace the Deputy or have some other type of employee in the position to

address the concern and need for depth within the department, as well as responsibilities that the position of County Administrator carries as identified in 2009. This would include re-evaluating the duties, responsibilities, and tasks for each position within the County Administrator's Office to better reflect County operations today.

Step 7 **Continuity Going Forward** - With the appointment of a new Administrator, it is important that cohesiveness and continuity between the Administrator, the Chairman of the Board, and other Legislative leadership positions be maintained. Such seamless cohesiveness and continuity should illustrate to the Board of Legislators, the department heads, and the public that there is uninterrupted stability in the day-to-day operations of County government. This will be accomplished through heightened contact between the Administrator, the Legislative leadership, and the department heads.

There are three resolutions being requested: **Appointment of Mitchell Alger as County Administrator, Appointment of Mitchell Alger as Budget Officer, and Appointment of Mitchell Alger as County Auditor.** Each resolution will be effective March 30, 2013, at 12:00 a.m., and will also set the salaries for the positions for 2013: County Administrator - \$89,000, a reduction of \$9,000 from where it currently is; Budget Officer - remains unchanged at \$2,500; and County Auditor - no compensation. Chairman Crandall stated that he will be co-sponsoring each of the resolutions with Legislators Fanton, Hopkins, and Pullen, and he invited other Legislators to also co-sponsor the resolutions. Legislators Burdick, Cady, Curran, Graves, Healy, LaForge, McGraw, O'Grady, Sinclair, and Ungermann all wished to be added as co-sponsors to the resolutions, with the exception that Legislators Curran, McGraw, and Ungermann did not want to co-sponsor the County Auditor appointment resolution. *(Subsequent to the meeting, Legislator Benson, who was absent, also joined as a co-sponsor.)* **Referred for Resolution**

There was some concern voiced that the Budget Officer and Auditor should not be the same person. Chairman Crandall noted that the Auditor position should be revisited at a later time. It was addressed shortly after the last appointment, and the County Attorney did some research on it. Chairman Crandall's only concern is that it's legal and proper, so it will be reviewed.

Chairman Crandall reiterated that planning has been key to our success. This Board and the last Board should be commended for taking the steps to address what would be the inevitable, which is the retirement of John Margeson, and preparing for the uninterrupted administration of County government.

ADJOURNMENT: There being no further business to come before the committee, the meeting was adjourned at 3:40 p.m. following a motion made by Legislator Cady, seconded by Legislator Graves, and carried.

Respectfully submitted,
Adele Finnemore, Journal Clerk/Deputy Clerk of the Board

**ALLEGANY COUNTY BOARD OF LEGISLATORS
COMMITTEE OF THE WHOLE
JUNE 10, 2013**

**** NOT APPROVED ****

Legislators Present: Chairman C. Crandall, G. Benson, D. Burdick, D. Cady, P. Curran, D. Fanton, K. Graves, M. Healy, K. LaForge, A. McGraw, T. O'Grady, D. Pullen, F. Sinclair, N. Ungermann (Absent: T. Hopkins)

Others Present: M. Alger, A. Alsworth, L. Ballengee, C. Braack, O. Carty, K. Dirlam, R. Ewell, J. Foels, L. Gridley, G. Hanchett, E. Hardman, R. Hollis, M. Johnsen, T. Miner, P. Reagan, B. Riehle, M. Roberts, T. Ross, C. Santora, C. Whitfield

Call to Order: Chairman Curtis Crandall called the meeting to order at 3:00 p.m.

Chairman Crandall commended the IDA, its board and its staff, for their work with the State Comptroller's Office, which, after an eight-month review of records from 2008-12, released its report last week. Mr. Crandall went on to say that the Board looks forward to an ongoing partnership with the IDA and will address any adjustments or directions that need to be dealt with as we go forward to help enhance development in Allegany County.

Chairman Crandall then introduced the topic of the Allegany County Comprehensive Plan which is being updated for 2013. He gave a brief history of the origination of the County Plan, noting that prior to having one in place, certain funding opportunities may have been lost because the applicant needed to show how the funding would advance its Plan. So in 2008, certain elements were put in place to begin the process of creating the Plan. One of the elements is the Comprehensive Planning Board, a group consisting of County volunteers willing to work long hours to bring the Plan to life. Included among this group: Ed Eicher, Rich Ewell, Dale Foster, Lee Gridley, Ted Hopkins, Charles Jessup, Mike Johnsen, Kevin LaForge, Fred Sinclair, and of course Kier Dirlam, John Foels, and their staff Patience Reagan and Cathleen Whitfield.

Chairman Crandall continued, when we began the Plan in 2008, Chautauqua County was doing its update; it had over \$200,000 invested in outside consultants to come in and do the work of having its plan updated, work that our people volunteered their time to do. It may seem we did it on the cheap, but the product is anything but cheap. The product is first-class, thanks to our first-class people for stepping up to put this Plan together. Now it is time to re-address the plan, to see what has been accomplished and what needs to be considered for the future. At this juncture, Chairman Crandall introduced County Planner Kier Dirlam.

County Planner

Mr. Dirlam began by holding up the current plan, entirely contained in a three-ring binder. He also explained the origin of its cover and the evolution of the new cover, representing the completed Alton Saylor Bridge over Jancy Gorge in Angelica. The new cover shows that the bridge has been built, indicating that the County is moving in a positive direction.

Mr. Dirlam went on to say that planning has changed in Allegany County; there are numerous appendices in the new Plan. Many agencies in the County have gotten excited and are working to better understand where they're headed through planning. In 2008, the Comprehensive Plan was created by taking all various strategic plans created between 1996-2006 that may have been active or lying dormant and integrating all the ideas found there that could reasonably be put in the Comprehensive Plan. The Committee "took it on the road" and conducted five workshops around the County, saying, "OK, tell us what you think of what we

have laid out at this point.” And the comments were taken into consideration. Subsequently, more than 200 copies were printed; in fact, more needed to be printed as requests were received.

He went on to say that Cathleen Whitfield, Patience Reagan, John Foels, and Mr. Dirlam himself served as the in-house staff so Allegany County didn't have to contract any of the work to outside consultants. All the printing, binding, and maps were done in-house with volunteers, and that worked out well. Only the cover design was contracted out (Rick McLay).

For this updated Plan, Mr. Dirlam said the Committee sent out surveys to over 100 different agencies and departments and asked for comments or additions. It also sent surveys to towns and villages, asking what direction they would like to see their town/village take and what it considers important to its future. The Committee asked if there were any plans that they had created recently, and there were. And WIB is working on a plan too (which, probably, will eventually end up in the County Comprehensive Plan as well). The Committee was appointed in late spring 2011 and met regularly until this spring. It went over the Plan line-by-line, deciding what to keep, what to delete, what to tweak. All the text was checked, modified, and edited. All the pictures were changed and updated. All the maps were re-created from scratch with the most current data.

And so, Mr. Dirlam presented a “snapshot” version of how things have changed in Allegany County since the 2008 Plan was created and implemented:

- The Legislature succeeded in improving the County's bond rating and overall financial standing
- The Comprehensive Plan Implementation Group was formed
- The Legislature created and funded the County Planner position
- The Legislature created standing committees for Planning and Economic Development and Facilities & Communications
- Southern Tier West RPDB Communications grant assisted with the installation of new internet towers to provide service to residential and businesses through wireless broadband internet.
- In 2011, the County completed a communications study on existing infrastructure
- In 2012, the County completed a communications service survey, study and plan to see how our service is in the County and what can we do to improve it
- ION installed a 96-strand fiber optic cable for broadband from Cuba to Belmont, through Houghton, Alfred, Wellsville, and Whitesville, so we can improve service to Alfred University, Alfred State College, Houghton College, and eventually, to more users
- In 2012, we applied for and received monies through ConnectNY Communications Broadband Grant
- Allegany Western Steuben Rural Health Network “Dashboard for Health” was created
- EMTs increased their training opportunities significantly
- Office for the Aging and the Veterans' Affairs Office have moved into a new building at the Crossroads with improved facilities
- Planning and engineering for the Cuba Hospital Assisted Living facility have been completed
- The Towns of Amity, Grove, Hume, and Caneadea have created and received approval of their Comprehensive Plans; new Plans are expected for Almond, Burns, Wellsville, and Alma; this is an unprecedented number of plans coming to the County
- Small businesses are getting better assistance thanks to continued growth with the ACCORD Small Business Center and ACDSI program providing learning opportunities and loans to small entrepreneurs
- “Core4Me” was created through LiteracyWest to provide a computer-based system to link agencies.

- Two major hazard mitigation projects have been completed on the Genesee River in Amity/Scio and Belfast, helping to keep Route 19 from getting “wiped out”
- A revised and updated Hazard Mitigation Plan 2010 – 2015 has been created
- The Wellsville - 417 East Water Project received grant funding of some \$336,000, and we are applying for another \$400,000 this week
- The Crossroads Development waterline engineering, environmental permitting, and legal issues have been completed
- Secured monies for Crossroads Waterline and Development-Crossroads Water Bond financing completed
- The Transit [bus] system has been completely updated and changed with new routes, more efficient schedules to accommodate the ridership, new marketing, training programs, and services.
- Improvements have been made to the WNY&PA RR line including bridge rebuilding, bank erosion repairs, and rail replacement (Mr. Dirlam noted the replacement of six bridges and several road crossings in Scio)
- A Triple Divide Trail System Plan was developed to create a trail way and blue-ways system stretching from Lake Ontario near Rochester through Allegany County to Williamsport, PA.
- Developed, with Genesee River Wilds, three large informational kiosks and installed them at three new River Access Parks
- New housing development and accommodations are under way at Swain Resort
- A Preliminary Engineering Plan for a sewer system from Swain to Canaseraga has been completed
- Swain is creating a four-season resort through establishment of new mountain biking trails and other activities
- The Belmont Sewer Plant has been completely rebuilt and updated to modern standards
- A Cuba Lake sewer line has been installed
- BP performed additional clean-up at its Wellsville site (the Sinclair Oil Refinery Superfund Site) and put in new trails and wetlands
- Through cooperation with Cooperative Extension, there is a person dedicated to agricultural development issues
- A new water main through the Town of Caneadea to the Belfast town line and connected to the Belfast Water System has been installed

Mr. Dirlam went on to say that the Committee, via this vehicle, has determined the scope of the immediate priorities for the County:

- Build-out the Crossroads area planned for I-86 and Route 19 Area
- Construct the 417 East waterline near Wellsville
- Improve communications and broadband expansion
- Improvements and development at Swain Resort
- Internal marketing and public relations campaign for Allegany County business and development
- Agricultural development and improvement of markets for products.

The second tier (Succeeding Priorities) of priorities follows:

- Job creation through technology transfer
- Maintenance and enhancement of a priority list for infrastructure development
- Increase Inter-governmental/municipal cooperation
- Housing–Development of additional and better stock and revitalization projects in existing communities

- Establish coordination between water and sewer services within the County; create the Office of Coordination and Assistance
- Continue development vehicles for business investment including on-going development of venture capital
- Development of industrial facilities at the CR 20 S-Curves site
- Recreation/Tourism development including additional parks, events, ATV & equestrian trails and facilities
- Additional projects are included in the Appendices.

Mr. Dirlam indicated that the current (2008) Plan had no provisions for the addition of strategic plans from towns, villages, or agencies, and that last time, the Planning Board received requests to add individual plans to the County Comprehensive Plan (the WIB Plan is an example of a plan that is not currently in the County Comprehensive Plan). There will now be a procedure in place whereby there will be an annual review by the Comprehensive Planning Board of the documents which have been requested to be included. If the Committee agrees, the additions will be brought to the Board of Legislators in order to have them added, and the Plan amended officially.

The next step, he said, rests with the Legislature:

- Environmental Review-The Allegany County Comprehensive Plan and any amendments thereto shall be subject to the provisions of the State Environmental Quality Review Act under Article Eight of the Environmental Conservation Law and its implementing regulations.
- Refer the proposed Allegany County Comprehensive Plan or any amendment thereto to the County Planning Board and Southern Tier West Regional Planning and Development Board. The Allegany County Legislature shall, prior to adoption, refer the proposed Allegany County Comprehensive Plan or any amendment thereto to the legislative bodies and to the planning boards of each Town and Village within the County for review and recommendation.
- The Allegany County Legislature shall, within 90 days of receiving the ACCP Board's recommendations on such proposed plan, and prior to the adoption of the plan, hold a public hearing on such proposed plan.
- Then the Plan must be adopted by resolution. Once it is adopted, it is filed in the County Clerk's Office, with the County Planning Board, the NY Secretary of State, and clerks of every village and town within the County.

County Attorney Thomas Miner presented the resolution which will begin the process of adopting the new Allegany County Comprehensive Plan:

A Resolution proposing Allegany County as Lead Agency for purposes of the SEQR Review of Updates to the Allegany County Comprehensive Plan; directing the Chairman to notify involved agencies of such proposed status; and directing preparation of the requisite Environmental Assessment Form

Offered by: Committee of the Whole

WHEREAS, the draft of the proposed updates to the Allegany County Comprehensive Plan has been completed, and

WHEREAS, under the State Environmental Quality Review Act various actions which may have a significant impact on the environment require a process of governmental review, and

WHEREAS, pursuant to Part 617 of the regulations adopted under the State Environmental Quality Review Act, the adoption of updates to the County Comprehensive Plan constitutes a Type I action requiring the preparation of a Full Environmental Assessment Form, and

WHEREAS, in order to conduct the appropriate environmental review a Lead Agency must be established to coordinate the review process, and

WHEREAS, as the project sponsor Allegany County appears best suited to undertake the role of Lead Agency, now, therefore, be it

RESOLVED:

1. That Allegany County undertakes to act as Lead Agency for purposes of the environmental review of the updates to its County Comprehensive Plan.

2. That the Chairman of the Board of Legislators is authorized and directed to prepare the requisite Environmental Assessment Form and advise all involved agencies of the County's desire to serve as Lead Agency for purposes of the environmental review process.

The Resolution was approved on a motion by Legislator Sinclair, seconded by Legislator Pullen, and carried. **Prepare Resolution**

The request to refer the action of setting a date for a public hearing and publishing notice of that hearing, as well as any additional actions necessary for the approval of the Allegany County Comprehensive Plan was granted on a motion by Legislator Sinclair, seconded by Legislator Fanton, and carried. **Refer to Ways & Means**

Adjournment:

There being no further business to come before the committee, the meeting was adjourned at 3:40 p.m. following a motion made by Legislator Graves, seconded by Legislator Pullen, and carried.

Respectfully submitted,
Cynthia Santora, Secretary to the Clerk of the Board
Allegany County Board of Legislators

**ALLEGANY COUNTY BOARD OF LEGISLATORS
COMMITTEE OF THE WHOLE
August 26, 2013**

**** APPROVED ****

LEGISLATORS PRESENT: Chairman C. Crandall, G. Benson, D. Burdick, D. Cady, P. Curran, D. Fanton, K. Graves, M. Healy, T. Hopkins, K. LaForge, A. McGraw, T. O'Grady, D. Pullen, F. Sinclair, N. Ungermann

OTHERS PRESENT: B. Riehle

CALL TO ORDER: Chairman Curtis Crandall called the meeting to order at 2:42 p.m.

EXECUTIVE SESSION:

A motion was made by Legislator Graves, seconded by Legislator Curran, and carried to enter into executive session at 2:42 p.m. to discuss the employment history of particular employees within the Section IV Salary Plan. Immediately following discussion, at 3:10 p.m., a motion was made by Legislator Graves, seconded by Legislator Curran, and carried to end the executive session and return to the regular meeting.

ADJOURNMENT: A motion was made by Legislator Graves, seconded by Legislator McGraw, and carried to adjourn the meeting at 3:10 p.m.

Respectfully submitted,
Brenda Rigby Riehle, Clerk of the Board

**ALLEGANY COUNTY BOARD OF LEGISLATORS
COMMITTEE OF THE WHOLE
SEPTEMBER 9, 2013**

**** APPROVED ****

LEGISLATORS PRESENT: Chairman C. Crandall, G. Benson, D. Cady, D. Fanton, K. Graves, M. Healy, K. LaForge, A. McGraw, T. O'Grady, D. Pullen, F. Sinclair, N. Ungermann (Absent: D. Burdick, P. Curran)

OTHERS PRESENT: M. Alger, S. Decker, K. Dirlam, T. Miner, B. Riehle, T. Ross

CALL TO ORDER: Chairman Curtis Crandall called the meeting to order at 2:51 p.m.

STATE ENVIRONMENTAL QUALITY REVIEW:

Chairman Crandall indicated the first part of the meeting would be discussion of the State Environmental Quality Review. County Attorney Tom Miner explained the need to look at whether there are any environmental issues with updates to our County Comprehensive Plan. County Planner Kier Dirlam was on hand to answer questions regarding the Comprehensive Plan. County Attorney Miner led the committee through Part 2 of the Full Environmental Assessment Form indicating what he believed were the proper answers to each question, but making clear it was up to the members to make the actual determination. The committee discussed how often the review needed to be completed. It was determined that the review would need to be completed again in five years. Legislator Sinclair questioned why the County Attorney had answered "no" to so many of the questions. Mr. Dirlam and County Attorney Miner both responded that the questions were generally aimed at negative impacts to the environment. No committee members objected to any of the answers provided by the County Attorney and agreed that there was no negative environmental impact in the County Comprehensive Plan. A motion was made by Legislator Cady, seconded by Legislator Sinclair, and carried to support a resolution to approve issuance of a negative declaration indicating that the updated Comprehensive Plan creates no significant negative environmental impact. Legislator Ungermann questioned whether this should be voted on at a public hearing. County Attorney Miner responded that this is just the environmental portion; the public hearing would be for the adoption of the complete County Comprehensive Plan. **Refer to Planning & Economic Development and Ways & Means**

EXECUTIVE SESSION:

A motion was made by Legislator Graves, seconded by Legislator Fanton, and carried to enter into executive session at 3:12 p.m. to discuss the employment history of particular employees within the Section IV Salary Plan. Immediately following discussion, at 4:08 p.m., a motion was made by Legislator Graves, seconded by Legislator Pullen, and carried to end the executive session and return to the regular meeting.

SECTION IV SALARIES:

A motion was made by Legislator Fanton, seconded by Legislator Pullen, and carried requesting the Clerk of the Board Brenda Rigby Riehle to notify Department Heads regarding their 2014 salaries, and giving them an opportunity to discuss those salaries with the Committee of the Whole on September 23.

ADJOURNMENT:

There being no further business to come before the committee, the meeting was adjourned at 4:12 p.m. following a motion made by Legislator Graves, seconded by Legislator Fanton, and carried.

Respectfully submitted,
Sarah M. Decker, Journal Clerk/Deputy Clerk of the Board
Allegany County Board of Legislators

**ALLEGANY COUNTY BOARD OF LEGISLATORS
COMMITTEE OF THE WHOLE
SEPTEMBER 23, 2013**

**** APPROVED ****

LEGISLATORS PRESENT: Chairman C. Crandall, G. Benson, D. Cady, P. Curran, D. Fanton, K. Graves, M. Healy, T. Hopkins, K. LaForge, T. O'Grady, D. Pullen, F. Sinclair, N. Ungermann
(Absent: A. McGraw)

OTHERS PRESENT: M. Alger, R. Hollis, B. Riehle

CALL TO ORDER: Chairman Curtis Crandall called the meeting to order at 3:18 p.m.

EXECUTIVE SESSION:

A motion was made by Legislator Cady, seconded by Legislator Graves, and carried to enter into executive session at 3:18 p.m. to discuss the employment history of particular employees within the Section IV Salary Plan. Immediately following discussion, at 4:13 p.m., a motion was made by Legislator Cady, seconded by Legislator Fanton, and carried to end the executive session and return to the regular meeting.

SECTION IV SALARIES:

The Committee of the Whole acknowledges that the following County officers' salaries for 2014 which by reason of an increase during their respective terms of office will require a local law:

Real Property Tax Director	\$65,819
County Clerk	\$66,209
Personnel Officer	\$66,950
Public Health Director	\$74,068
Public Work Superintendent	\$82,400
Sheriff	\$69,010
Social Services Commissioner	\$76,302
Employment & Training Director	\$59,806
Coroners: Local Transport	\$ 300 p/d
Coroners: Autopsy Transport	\$ 600 p/d

A motion was made by Legislator Hopkins, seconded by Legislator O'Grady, and carried (Voting No: D. Cady, F. Sinclair, N. Ungermann) requesting the County Attorney to prepare the necessary resolutions associated with the local law process for the listed salaries. Legislator Don Cady wanted to note that he would have liked to see a 2 percent increase. **Prepare Resolution**

ADJOURNMENT:

There being no further business to come before the committee, the meeting was adjourned at 4:20 p.m. following a motion made by Legislator Graves, seconded by Legislator O'Grady, and carried.

Respectfully submitted,
Brenda Rigby Riehle, Clerk of the Board

**ALLEGANY COUNTY BOARD OF LEGISLATORS
COMMITTEE OF THE WHOLE**

December 2, 2013

CALL TO ORDER: The meeting was called to order at 6:30 p.m. by Chairman Curtis Crandall.

PLEDGE OF ALLEGIANCE TO THE FLAG: Chairman Crandall led those present in the Pledge of Allegiance

LEGISLATORS PRESENT: Chairman C. Crandall, P. Curran, D. Fanton, K. Graves, D. Healy, T. Hopkins, C. Jessup, K. LaForge, T. O'Grady, D. Pullen, N. Ungermann (Absent: A. McGraw)

LEGISLATORS-ELECT PRESENT: S. Burt, D. Decker, D. Root

OTHERS PRESENT: M. Alger, J. Foels, J. Hopkins, T. Miner, P. Reagan, B. Riehle

OPENING REMARKS:

Chairman Curt Crandall thanked everyone for coming and stated that these types of meetings give the Legislators an opportunity for some casual conversation that should bring forth thoughts and ideas. The Chairman stated that the Board ends up with a timeframe in between getting up to speed on issues as a group, to working as a team, and then the tail end when everyone is running for reelection. You may have the best idea going, but you have to have at least seven other people that agree with you before a Board resolution can be passed. This is a great place where seeds can be planted for the future. The times that past Boards have invested in these types of sessions have been very beneficial, and he believes the current Board will feel the same way.

Chairman Crandall referred to one of the first meetings of this type that was held back in January 2006 when he first became Chairman. A list of 82 items was generated that included ideas and questions. Former County Administrator John Margeson was able to answer many of the questions and respond to some of the ideas. Others were referred to committees or departments. Some of those included:

- Hiring a grant writer
- Looking at fiber optics at Crossroads
- Controlling overtime in the Sheriff's Office and Jail
- Contracting court security
- Cost of housing out versus housing in inmates
- Grooming someone to replace County Administrator John Margeson
- Privatizing home health care
- HAVA issues
- Creating a state park

Planning & Development

Chairman Crandall stated that planning and development is something that everyone mentioned in their election materials and campaigns. He believes that everyone would agree that spending some of our resources in developing businesses and investing in Allegany County will hopefully increase our sales tax receipts and expand our tax base. It's important to spend additional

time on development and decide what it is we hope to accomplish, and collectively we need to get a consensus in areas that need to be taken care of. This is a great opportunity for us to set the course we want to follow.

Development Director Transition

Development Director John Foels stated that he is entering another phase of his life, and he wants a clean and concise transition. Mr. Foels indicated that he wants to accomplish and finish a couple of professional projects, and he also has some personal things he would like to enjoy. Although Mr. Foels hasn't established a timeframe, he believes it's a good time for him to start stepping away.

Chairman Crandall stated that as a follow up on John's statement that he won't be here forever, it's deja vu to what we had with Mr. Margeson. If you look at the organizational chart for development and planning, we need to identify through John what is really needed in the way of depth and skills. What is needed for that department to take it up a level? Chairman Crandall also talked about defining exactly what kind of help we want in that Department. Perhaps we need to look at what the makeup of a task force would be to drive projects forward and what the players would be. We need to look at Crossroads, development at the County I-86 exits, as well as development opportunities throughout other areas of the County.

Mr. Foels stated that he is running his office with 3.5 people, and he also listed the different committees that they work with. Mr. Foels referred to the Industrial Development Agency (IDA), noting that Legislator Theodore Hopkins is the Vice Chairman, and Rich Ewell is the Secretary/Treasurer. They hope to select a Chairman very soon. The IDA created the Capital Resource Corporation (CRC), which is the local development corporation in charge of the waterline. It had to be developed because New York State let the opportunities that municipalities could take advantage of for certain projects expire.

Legislator Theodore Hopkins stated that Allegany County's Economic Development Office is spread very thin compared to many other counties. Whether John is stepping down or not stepping down, adding more people to do things would be beneficial. Legislator Hopkins stated that we have a one-man team trying to do it all, and we are spread too thin.

Legislator Norm Ungermann stated that one of the things that bother him about our Development Office and the IDA is that they are all competing for the same business which makes it difficult.

Legislator-Elect Scott Burt suggested hiring someone with an expertise in development that would go to trade shows and really promote our area. Mr. Foels noted that you have to paint a picture of what our area can be, rather than what it is. Some companies look at the infrastructure, or lack thereof, and think it takes too much of an investment when they can set up other places easier. There needs to be professional advancement and training in place so that people can progress into other positions that may develop or become available.

Crossroads Development

Legislator Ungermann asserted that perhaps we are being a little too choosy on what type of business we want to come into the County. Legislator Ungermann stated that he understands that we had an opportunity to have a new truck dealership, and that was at the time the truck stop was going, and the two would have fit nicely together. We also need to promote the oil and gas business in this County. Just because we can't drill into the Marcellus, doesn't mean there isn't a lot

of oil and gas production. There are other things that have been identified as potential projects, and Legislator Ungermann believes we have been a little too picky, and perhaps we need to look at more than a hotel complex. Mr. Foels requested that people let him know when they hear of potential businesses. Legislator Ungermann asserted that the interested parties did come into Crossroads.

Legislator-Elect Burt stated that we have a chance to make a difference in this term, and he believes that the Crossroads Intersection is one of the most important in the County. Legislator Burt also believes the County should own the truck stop – own it, improve it, and make it attractive. Mr. Foels provided those present with a brief history of the truck stop. When the previous owners folded, the financials were such that no one could buy it because it was in foreclosure, and then it went to auction. At the time, the IDA didn't have the resources to buy it. The newest owner that purchased the truck stop at the tax sale auction has invested approximately \$165,000 in improvements to the facility, and they may end up having to tear it down. Mr. Foels noted that the IDA did procure approximately 18 acres of property surrounding the truck stop area. Mr. Foels indicated that we would want a firewall between that property and anything else the County owns. It could be a standalone with its own LDC or Board. The County needs to protect the other entities it owns until they are certain that the environmental issues are gone. Chairman Crandall commented that the government should only go so far, and that we really need private investors to come in. Chairman Crandall noted that we would have to know and understand what the role of government would be before he would be on board with owning the truck stop.

Legislator Ungermann stated that 6 million gallons of fuel used to go through the truck stop every year. As the economy tightens down, that extra half percent tacked on to our sales tax rate really makes a difference and could have made others go down the road. Legislator Healy commented that when the truck stop closed, former County Administrator John Margeson stated that we lost about \$1 million in sales tax revenue.

Legislator Healy stated that aerial photos of the Crossroads Area shows an amazing amount of land that could be developed, and development begets development. Crossroads is the main intersection in the County, and we don't even have a gas station. Four towns and two legislative districts meet there. Representatives from Dresser Rand have said that it is difficult to get mid-management level people to relocate to this area. They have talked about how their spouses and families don't want to settle in the area. Legislator Healy added that people will get off the interstate when they see the signs, and whatever we do here will impact the County in a lot of different ways.

Chairman Crandall indicated that it is good to talk about our vision for the truck stop, but we also need to look at the County as a whole. Chairman Crandall asked the following:

- Are we picking up everything there is to alleviate costs?
- Are we properly marketing our assets and what we have available?
- In addition to Crossroads, what other areas/sectors should be promoted?
- Have we identified key visionaries?

Legislator Dwight Fanton commended John Foels and the IDA for the work they have done.

Planning Services

Mr. Foels stated that there was no plan when he arrived, and now we have a Comprehensive Plan. Mr. Foels stated that the planning area has had tremendous service from Kier Dirlam. He manufactured all of the maps. Chairman Crandall stated that there was a time he questioned where we were going with planning; there were no rules to the game. Mr. Dirlam has been able to methodically whittle down through the comprehensive plan. Mr. Foels briefly

mentioned some of the work that has been done to retain some companies/positions in the county, noting that we need to continue to look at what's needed in retention.

Replacing Senior Level Employees

Legislator Healy remarked that many of our departments are in the same position as the Development Office in that there are a few senior people, but there are not people in line to replace our key senior-level employees. Legislator Healy specifically mentioned the Accountant and Lieutenant in the Sheriff's Office, and stated that we need to make arrangements to make sure someone is being mentored to replace these people as well as many others in our various departments. Chairman Crandall agreed and said that the first step would be to identify those people. The Chairman also noted that there would be quite a learning curve in many offices if key people left, and many of these people are financial people. A few years ago, Southern Tier West (STW) put together a program for Cattaraugus County that had to do with training and technology and bringing the level of employees up. Dresser Rand uses a room at Crossroads to hold leadership and team-building sessions which have the potential to motivate and elevate the overall quality of staff in addition to putting some key people on the same page.

Legislator David Pullen commented that when you hire from the outside, it sometimes creates tension, and the person doesn't always know and understand certain dynamics. On the other hand, if you only promote insiders, you tend to get ingrown. Legislator Ungermann stated that another problem of promoting from within is that we seem to keep some of the bad habits when we need to look at other ways of doing things. Legislator Pullen also mentioned the different and new experiences that someone from the outside can bring to the table and the benefits and level of diversity that provides.

Cost-Saving Measures

Legislator Pullen expressed concern that he sometimes gets the sense that some Department Heads are more loyal to their staff than the taxpayer. Is their job really to protect their workforce? The Board is often viewed as the enemy, but ultimately we are all working for the taxpayer. Although we may be past the point of needing to cut the workforce, Legislator Pullen believes that we should still look at what can be done in our Social Services Department where so much of their work is mandated. Social Services is the largest single department at the County. Can any adjustments be made to cut back on some of the programs? It's hard to imagine how you can make a dent in the County budget without touching Social Services. Chairman Crandall remarked that many of the DSS programs are mandated. What are the efficiencies in still meeting the mandates? How can we meet the requirements in a more efficient way?

Legislator Graves gave the example of NYS requiring the Jail to have a Law Library, noting that there ought to be some reasonable alternative to having to finance the cost of the Lexus Nexus.

Legislator Pullen mentioned that we sometimes put people up in hotels, and some counties are putting people up in more dorm-like areas and use cots. Schenectady County was able to slash costs by going to a system like this. Legislator Pullen also talked about our welfare system perpetuating itself. We have to find some things if we are going to save money for the taxpayers.

Chairman Crandall stated that we were bleeding from the Nursing Program, and we were able to sell that program and make a profit. We haven't been strapped with a lot of things that some counties are like nursing homes, hospitals, golf courses, etc. There are certainly other areas that we can look at for efficiencies even if they are mandated programs. We previously talked about having a staffing analysis done of at least Social Services. Legislator-Elect David Decker stated it might be

good to have an analysis of any department asserting that we have to get 8 hours of work for 8 hours of pay.

Legislator Graves talked about money being a driving factor for many. He also indicated that the Board needs to know who is spending the money and guide them in some way. Legislator Graves said that perhaps there is a better way to review the bills and use it as a process to save money. Legislator Graves talked about bringing back some old fashioned government and not wasting supplies, etc. Although he said he doesn't want to nickel and dime people, Legislator Graves said that finances need to be tightened up. He also indicated that he would like to wean us off the extra half percent sales tax. Legislator Tim O'Grady said that although he doesn't want to micromanage, the Legislators do not have a good idea of what they are approving, and it makes it very difficult when constituents ask questions about certain purchases. Legislator O'Grady suggested reviewing anything over \$2,500. Legislator-Elect Debra Root agreed that big-ticket items could be itemized and forwarded to Legislators. This could enable Legislators to put some fires out and improve public relations. Chairman Crandall suggested that County Administrator Mitch Alger discuss these issues with County Treasurer Terri Ross; perhaps there are different monitoring criteria that can be set.

Public Relations

Legislator-Elect Debra Root said that the Legislators are and can continue to be the public relations for Allegany County. The Board has been doing a lot of good things, and the public doesn't know it. What can we do to counteract that? We need to put out stories and press releases so that the public hears the positive news.

Labor Negotiations and Health Insurance

Legislator David Pullen stated that Legislator O'Grady and he are on the special Negotiations Ad Hoc Committee. Payroll is the single largest expense for the County, and we need to deal with some of those things. Retiree health insurance is something they used to hear a lot of complaints about, and we have made some very beneficial changes in that area. New hires are no longer guaranteed health insurance when they retire. There have also been changes for current employees. Retirees/employees are now required to sign up for Medicare once they are eligible. So there have been some very positive changes. The Medicare issue alone is saving hundreds of thousands of dollars. We need to continue to mine for these types of savings.

Transit Bus

Legislator-Elect Scott Burt stated that he consistently hears about the Allegany County Transit Bus System. Constituents are livid that the bus takes people to the Olean Mall. On our very own website, we have the bus schedule, and there are pictures of riders, and Wellsville Chamber of Commerce Director Steve Havey is pictured, and business owners equate that with him promoting taking people out of Allegany County to shop. Legislator-Elect Burt wondered what authority we have regarding the bus routes. Legislator O'Grady indicated that although we contract with First Transit to provide bus service, we do not approve their routes. Legislator-Elect Burt suggested that even if they are taking people to medical appointments, the buses should not go directly to out-of-County shopping areas.

Legislator Ungermann stated that we actually have two separate issues. One is transportation and by law we are required to transport Medicaid recipients to doctor appointments. Legislator Ungermann expressed concern about low ridership and using tax dollars to fund the

service. Legislator Ungermann thinks that some people should pay for their own bus ride. He resents paying for other people to get to work. Chairman Crandall stated that we do have an obligation to transport some to medical appointments. It went from a pass through to costing a lot of money, and it was going to get folded up. If we were to fold the program up, the cost of transporting those that we need to would escalate considerably. There is a lot more to this than just a ride to the mall. There are a lot of tradeoffs. Legislator Dwight Fanton talked about several improvements that have been made. Chairman Crandall stated that representatives from First Transit plan to give a presentation in the near future.

District Meetings

Clerk of the Board Brenda Rigby Riehle stated that Section 8 of Local Law No. 1 of 1969 which created the Board of Legislators, and Section 8 of the Local Law adopted in 1993 which reapportioned the Board, require that the County Legislators meet at least once every three months during each calendar year with the Town Supervisors of the towns within their district. Mrs. Riehle stated that Legislators should let her know when these District meetings will be held, and her office will plan to send the appropriate notices out.

Official Newspapers

Legislators discussed the designation of official newspapers for 2014. The Republican Party members of the Board of Legislators requested a resolution designating official newspapers for the publication of local laws, notices, and other matters required by law to be published in 2014. It was noted that since there is not a minority party for 2013, the previous designation by the Democratic Party will remain in effect. The thirteen Republican Legislators present signed a form authorizing the following newspaper designations: (This will be referred to the next Ways & Means Committee to request a resolution.)

Concurrent Resolutions of the Legislature:

The Alfred Sun, Alfred, NY (Republican)
Cuba Patriot & Free Press, Cuba, NY (Democratic)

Election Notices and Official Canvass:

Wellsville Daily Reporter, Wellsville, NY (Republican)
Cuba Patriot & Free Press, Cuba, NY (Democratic)

Official Newspapers:

Wellsville Daily Reporter, Wellsville, NY (Republican)
Cuba Patriot & Free Press, Cuba, NY (Democratic)

Appointment of County Officials

Legislators reviewed the list of County Officials to be appointed at the Organization meeting on January 2, 2014, and signed up to sponsor resolutions as follows:

<u>Position</u>	<u>Name of Incumbent</u>	<u>Offered By Legislator</u>
Chairman of the Board	Curtis W. Crandall	Theodore L. Hopkins
Vice Chairman	Dwight R. Fanton	Karl Graves
Budget Officer	Mitchell M. Alger	Timothy J. O'Grady
County Administrator	Mitchell M. Alger	Philip B. Curran
Auditor	Mitchell M. Alger	Theodore L. Hopkins
County Attorney	Thomas A. Miner	Curtis W. Crandall
Clerk of the Board	Brenda Rigby Riehle	Karl Graves
Journal Clerk	Sarah M. Decker	Debra A. Root
Public Defender	Barbara J. Kelley	Dwight R. Fanton
County Historian	Craig R. Braack	Philip B. Curran
Office for Aging Director	Madeleine Gasdik	David T. Pullen
Director of Development	John E. Foels	Dwight R. Fanton
Information Tech. Dir.	Deborah M. Button	Kevin S. LaForge
Youth Bureau Director	Linda Edwards	Dwight "Mike" Healy
Jury Board Member	Dwight "Mike" Healy	Karl Graves

ADJOURNMENT: A motion was made by Legislator Graves, seconded by Legislator Fanton, and carried to adjourn the meeting at 9:15 p.m.

Respectfully submitted,

Brenda Rigby Riehle, Clerk of the Board
Allegany County Board of Legislators