

2022 County-Wide Shared Services Initiative

Zoom

May 5, 2022 6:00 pm

Meeting Summary

Attendance:

Panel: Michael Allinger-Town of Newfield, Ronnie Hardaway-Village of Lansing, Rod Howe-Town of Ithaca, Stephanie Redmond-Town of Enfield, Kaitlin Olson -Town of Ulysses, Donald Scheffler-Town of Groton, Linda Woodard- Village of Cayuga Heights, Lisa Holmes – Tompkins County, Joel Gagnon- Town of Danby,

Staff: Autumn Edwards Amie Hendrix-Tompkins County,

Absent: Rordan Hart-Village of Trumansburg, Don Hartill-Village of Freeville, Ed La Vigne- Town of Lansing, Mike Murphy- Village of Dryden, Chris Neville-Village of Groton, Jason Leifer-Town of Dryden, Laura Lewis-City of Ithaca, Mark Witmer-Town of Caroline,

Amie Hendrix called the meeting to order at 6 pm.

Amie Hendrix presented a PowerPoint with the agenda and information regarding CWSSI plans and potential and existing obstacles. There is also information about a grant opportunity through the state for past initiatives.

2023 PLAN REQUIREMENTS

Panel Convened

- Required Participants: County Administrator, Mayors of every city and village, Supervisors of every town within the County.
- Optional Participants: School districts, BOCES, fire districts, fire protection districts

Plan recommendations must be considered from all Panel members as well as the representative of each collective bargaining unit of the county and the cities, towns, and villages and other optional invited panel members.

Minimum of two (2) panel meetings

Finalize plan submitted to Legislature for review and recommendations

- Legislature can modify the plan and issue recommendations, but cannot reject the plan submitted to them

3 public hearings (Public is encouraged to contribute ideas)

Panel majority vote to approve plan (If approved, to be implemented the following year)

Public presentation of plan

Plan must be submitted by end of 2022

BOCES has participated in the past. For anything that is implemented there will be reimbursement for the cost savings in the next year.

2022 Plan Item Cutting Edges

There was a plan approved for TC Highway Department to have a bid for Cutting Edges, there is not a recent update from Jeff at the Highway Department regarding how this plan is going. There was also a submission for consortium costs, this was rejected by the Department of State because they were not a part of the other county's plans.

Opportunity for an Implementation Grant by the Department of State:

- Reallocates \$4 million dollars to back to programs from 2017-2020 that were not that are incomplete or that were initiated but not started with preference to the latter.
- Plans that this grant can be used for are:
 - Creation and management of a purchasing pool to facilitate the conversion of streetlights to high efficient LED fixtures.
 - Creation and management of a purchasing pool to facilitate the lowest-cost acquisition of contemporary financial software.
 - Flood resiliency and Climate Conservation Engineer Position
 - Shared Town/Village Recreation Services for Trumansburg and Ulysses.
- Required Grant information would be resolutions between the two municipalities that are working together on their shared services plan, a full budget and financial planning document, a copy of the CWSSP from the previous year and any timelines, price quotes and letters of support. This grant application is due by May 20th.

2022 PLAN Challenges:

- Coming up with new ideas that have significant cost savings that have not been done before.
 - For some ideas the time it takes to document and go through the process will not result in savings that would fit the purpose of the program.

Additional Ideas from 2022:

- Back Office Administrative Services
 - Financial Solutions
 - Purchasing
 - IT and Website
- Code Enforcement
- Cayuga Lake Watershed
- Finding ways to work together on Law Enforcement
- Community Choice Aggregation and Renewable Energy that Rod has been working on
- Animal Control
- Municipal Broadband
- Electric Charging Stations

Action Plan for 2023

- May 6th the panel is created and convened, and a decision is made regarding the grant.
- May 20th the grant is due.
- By September it would be good to have the County Administrator conclude the panel with all stakeholders, set the public hearings then create the draft plan.
- By November have the plan submitted for Legislature recommendations and the panel votes on the plan.
- By December submits the plan to the Secretary of State with savings certified, the County Administrator would then disseminate the plan and conduct a public presentation of the plan after public notice.

CWSSI Next Steps:

- Meetings once a month
- Brainstorm potential projects and leaders for the projects and how they will be Implemented
- Estimate the savings of those projects
- Schedule three public hearings that can be a part of the Shared Services meeting at the beginning
- The draft plan must be complete and to the Legislature no later than November

Decisions for this Meeting:

- Do we extend invitations to the optional panel members? Looking at projects from last year there are other places like BOCES that we can learn from to reach our goals like back-office functions which they do for all the school districts. There may be cost savings from working with another place that would be eligible for reimbursement.
 - Joel said that there may be unexplored options for cooperation among those beyond the focus of just looking at governmental side of things. Ronny agrees that being able to collect more information can help in decision making.
 - Stephanie said that she has noticed that local fire departments have a need to update their radios and a collaboration in that way could be useful. Amie agreed that even just the purchasing power of that many radios could achieve an economies of scale savings.
 - Katelin said that Ulysses was audited. Financially they were okay, but their cyber security did not get a good report. She thinks that a security audit of other municipalities may find the same type of reports. A collaboration on that can help with economies of scale. Rod said this was discussed at TCOG and there will be a survey that goes out to find what things municipalities need help with.
 - Amie said that this may be a need for school districts and fire districts and bringing them in can help them as well.
 - Unanimous support for extending the invitation to the other groups.
- From the projects listed before are there any that can be submitted for the grant funding to the Department of State? Is it feasible with the May 20th timeline?
 - Rod said that the May 20th deadline is a tall challenge. Amie said that it is a process. She said the Department of State does not anticipate a lot of applications. But all the parts must be completed including a resolution being passed that is a public resolution. The process piece of applying is a big barrier.
 - Rod Howe is in favor of not applying. Mike Allinger, Ronny Hardaway and Joel Gagnon agree with Rod.
 - Amie will let the Department of State know that we will not move forward. Amie will let them know that the timeline was the reason for this decision.
 - Amie said that NYSAC is advocating with the State to allow fund past shared services.
- How often should the panel meet, is this meeting time conducive to in-person meetings, is there a better time?
 - Frequency is good. Date and time are good for now. Amie will reach out to the school districts and fire districts and let them know of this meeting. If it turns out that this meeting is a conflict for them, we can revisit changing the date and time.
 - Rod asked if meeting virtually an option, Lisa and Amie is waiting to hear from the County Attorney Bill Troy to make sure.
 - Lisa asked if the CWSS meeting can meet around the TCOG meeting to have more participants being able to join.
 - Katelin said that having virtual meetings with a satellite location for public participation may be possible.

Are there other areas that we need to consider plans for?

- One that the county is not going to be involved in but may fall under shared services lead and copper pipe fittings in some municipalities due to new legislation. There will hopefully be some federal funding for these projects.
 - Linda reports that they have recent experience with this. There are over 200 homes in their area that they do not have record of the material for the pipes on the homeowner's side. Hiring a company to come check the materials can cost as much as \$2,000 a day. There are alternatives that can save money, but it requires access to homes. They are working on local laws that can encourage people to work with them to get the information and a plan for replacement.
 - Stephanie said there is a need for Engineering Services.

- Joel said there needs to be attention to the ongoing and worsening state of emergency response.
- Katelin said Ulysses has a bridge that needs to be rebuilt and if there are other municipalities that have culvert/bridge needs that this may be a good, shared services project. Don said to make sure that the DEC is contacted when any work is being considered.
- Joel asked if anyone has considered consolidating school and public transportation systems. Would a hybrid system work? Lisa said that she has not heard of that being considered. Amie said that when she was in Youth Services that there was a discussion about using school busses to provide transportation for parents to get to parent/teacher conferences and sporting events but due to State Regulations they could not have adults on a youth bus, having an adult-only school bus was not possible because the busses are provided to the district for youth transportation. Amie did say that beginning Memorial Day TCAT is offering free rides to anyone 18 and younger. Joel said that proposing a shared service there will highlight a need for State Legislation to allow this service.

Adjourned: 6:52

Scheduled meetings:

6/2/2022 at 6 p.m.

7/7/2022 at 6 p.m.

8/4/2022 at 6 p.m.

9/1/2022 at 6 p.m.

Public Hearings: To be scheduled