



D. Emergency Management Office

1. **Statewide Interoperable Communications Grant** – Mr. Wheeler requested authorization to accept a Statewide Interoperable Communications Grant in the amount of \$1,523,264.00. This is a zero match grant and will enable us to meet the narrowbanding requirements mandated by the FCC. We also will be doing narrowbanding of the EMS channels.

**MOTION: AUTHORIZING THE EMERGENCY MANAGEMENT OFFICE TO ACCEPT A STATEWIDE INTEROPERABLE COMMUNICATIONS GRANT IN THE AMOUNT OF \$1,523,264.00 MADE BY MR. ROUSH. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.**

E. Public Health & Nursing Services

1. **Diabetes Grant** – Ms. Congdon requested authorization to accept a Diabetes Today – Appalachia Grant in the amount of \$8,250.00. Diabetes Today is a training program with the primary goal of building health professionals' skills in planning and implementing community-based programs for people with diabetes. The main tenets of the training program are community participation, empowerment, and program development and training. This grant will allow us to send two people to go for training and there is no local match.

**MOTION: AUTHORIZING PUBLIC HEALTH & NURSING SERVICES TO ACCEPT A DIABETES TODAY – APPALACHIA GRANT IN THE AMOUNT OF \$8,250.00 MADE BY MR. ROUSH. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

F. Treasurer

1. **RFP – Auction Services for Annual Tax Sale** – Mr. Donnelly informed the committee the contract they had with Pirrung Auctioneers for the Annual Tax Sale expired last year. He requested authorization to issue an RFP for auction services for the annual tax sale for a one year contract with the option for four, one-year extensions.

**MOTION: AUTHORIZING THE TREASURER TO ISSUE AN RFP FOR AUCTION SERVICES FOR THE ANNUAL TAX SALE MADE BY MR. VAN ETTEN. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

G. Administrator

1. **Fiber Optic Network** – Mr. Alger informed the committee we have the option of taking 12 strands of fiber or having a connection directly to the tower. We are leaning toward taking the 12 strands, and are getting the final costs for doing that. We hope to have those numbers for next month's meeting. The cost to do the final mile will probably be several hundred thousand dollars. With the funding we just received from the Statewide Interoperable Communications Grant, we can use some of that funding for this project if we choose to. Mr. Roush asked are other counties going with 12 strands? Mr. Alger replied yes, and that would be great as the three counties (Steuben, Chemung and Schuyler) would interconnect on the network seamlessly. Discussion followed.

IV. **OTHER BUSINESS**

A. Meeting Date – Mr. Crossett stated it has been suggested by the Chairman to set the regular meeting date for the second Tuesday of each month at 10:30 a.m.

**MOTION: SETTING THE REGULAR MEETING DATE OF THE FINANCE COMMITTEE FOR THE SECOND TUESDAY OF EACH MONTH AT 10:30 A.M. MADE BY MR. VAN ETTEN. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**MOTION: TO ADJOURN MADE BY MR. VAN ETTEN. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

Respectfully Submitted by

Amanda L. Chapman  
Deputy Clerk  
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR**

**Tuesday, February 14, 2012**

**\*\*PLEASE NOTE CHANGE\*\*10:30 a.m.\*\*PLEASE NOTE CHANGE\*\***

**Please send agenda items to the Clerk of the Legislature's Office**

**NO LATER THAN NOON**

**Wednesday, February 8, 2012.**

**STEUBEN COUNTY FINANCE COMMITTEE**

**Special Meeting**

Monday, January 23, 2012

9:30 a.m.

Legislative Committee Room  
Steuben County Office Building  
Bath, New York

**\*\*MINUTES\*\***

**COMMITTEE:** Lawrence P. Crossett, Chair  
Scott J. Van Etten  
K. Michael Hanna  
Gary B. Roush

**STAFF:** Mark R. Alger  
Amy Dlugos  
Jack Wheeler  
Jim Gleason  
Ken Isaman  
Alan Reed

**LEGISLATORS:** Joseph J. Hauryski  
Aaron Mullen  
Brian C. Schu  
Dan C. Farrand  
William A. Peoples  
Randolph J. Weaver  
Carol A. Ferratella  
Thomas J. Ryan  
George J. Welch

**ABSENT:** Gary D. Swackhamer, Vice Chair

**I. CALL TO ORDER**

Mr. Crossett called the meeting to order at 9:40 a.m.

**II. DEPARTMENTAL REQUESTS**

A. Risk Manager

1. **Contingency Fund Transfer** – Mr. Isaman stated we have an account under our department for ergonomics which had last been used about five years ago. He showed the committee an ergonomic keyboard and mouse which cost \$100 and \$80 respectively. Paying this money now may help to avoid a Workers' Compensation claim later on. This is a great investment for the money. The Ergonomic Capital Project is out of money as the program has been fairly successful. He requested a transfer of \$10,000.00 from the Contingency Fund for the Ergonomics Capital Project item to allow him to continue to purchase ergonomic equipment for those employees in outlying offices who request it.

**MOTION: AUTHORIZING THE TRANSFER OF \$10,000.00 FROM THE 2011 CONTINGENCY FUND TO THE RISK MANAGER'S ERGONOMIC CAPITAL PROJECT ACCOUNT MADE BY MR. VAN ETTEN. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.**

B. Planning

1. **Community Development Block Grant** – Mrs. Dlugos requested authorization to accept a Community Development Block Grant from the New York State Office of Community Renewal in the amount of \$198,000. This will be used for the well and septic replacement program. There is no local match.

**MOTION: AUTHORIZING THE PLANNING DEPARTMENT TO ACCEPT A COMMUNITY DEVELOPMENT BLOCK GRANT FROM THE NEW YORK STATE OFFICE OF COMMUNITY RENEWAL IN THE AMOUNT OF \$198,000 FOR WELL AND SEPTIC REPLACEMENTS MADE BY MR. ROUSH. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.**

**MOTION: TO ADJOURN REGULAR SESSION AND RECONVENE IN EXECUTIVE SESSION PURSUANT TO PUBLIC OFFICERS' LAW, ARTICLE 7§ 105.1.F. THE MEDICAL, FINANCIAL, CREDIT OR EMPLOYMENT HISTORY OF A PARTICULAR PERSON OR CORPORATION, OR MATTERS LEADING TO THE APPOINTMENT, EMPLOYMENT, PROMOTION, DEMOTION, DISCIPLINE, SUSPENSION, DISMISSAL OR REMOVAL OF A PARTICULAR PERSON OR CORPORATION MADE BY MR. ROUSH. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**MOTION: AUTHORIZING THE SETTLEMENT OF A CLAIM BETWEEN THE COUNTY OF STEUBEN AND JENNIFER REED MADE BY MR. VAN ETTEN. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0. *Resolution Required.***

**MOTION: TO ADJOURN EXECUTIVE SESSION AND RECONVENE IN REGULAR SESSION MADE BY MR. HANNA. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**MOTION: TO ADJOURN MADE BY MR. VAN ETTEN. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

Respectfully Submitted by

Amanda L. Chapman  
Deputy Clerk  
Steuben County Legislature

**STEBEN COUNTY FINANCE COMMITTEE**

*Tuesday, February 14, 2012*

*10:30 a.m.*

*Legislative Committee Room  
Steuben County Office Building  
Bath, New York*

**\*\*MINUTES\*\***

**COMMITTEE:** Lawrence P. Crossett, Chair Gary D. Swackhamer, Vice Chair K. Michael Hanna  
Gary B. Roush Scott J. Van Etten

**STAFF:** Mark R. Alger Pat Donnelly Tammy Hurd-Harvey  
Joel Ordway Jim Gleason Brooks Baker  
Wendy Flaitz Vince Spagnoletti Steve Orcutt  
David McCarroll Stacey Lee Alan Reed

**LEGISLATORS:** Joseph J. Hauryski Carol A. Ferratella

**I. CALL TO ORDER**

Mr. Crossett called the meeting to order at 10:30 a.m.

**II. APPROVAL OF MINUTES**

**MOTION: APPROVING THE MINUTES OF THE JANUARY 10, 2012, AND JANUARY 23, 2012, MEETINGS MADE BY MR. VAN ETTEN. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**III. DEPARTMENT REQUESTS**

A. Sheriff's Department

1. **2011 Mental Health Chargeback** – Mr. Alger informed the committee that we have required the Sheriff to pay for mental health services at the jail for the past four or five years. It is necessary for the Sheriff to transfer funds within his Jail budget to cover this as we have never really put money into his budget for this purpose, until this year. The chargeback is \$225,000. He explained the Commission of Corrections requires that we provide mental health services to inmates, and for years we never tracked that cost.

**MOTION: AUTHORIZING THE SHERIFF TO TRANSFER, WITHIN THE JAIL BUDGET, A TOTAL OF \$225,000.00 FOR THE MENTAL HEALTH CHARGEBACK FOR 2011 MADE BY MR. SWACKHAMER. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

B. Health Care Facility

1. **Budget Transfers** – Mr. McCarroll requested authorization to transfer \$200,000 from their salary line item for CNA's to their contract labor line item and to transfer \$31,534.00 from their salary line item for physical therapy clerical to their physical therapy contract labor line item.

**MOTION: AUTHORIZING THE HEALTH CARE FACILITY TO TRANSFER \$200,000.00 FROM THE SNF SALARY CNA LINE ITEM TO THE SNF CONTRACTED LABOR LINE ITEM AND TRANSFERRING \$31,534.00 FROM THE PT CLERICAL PAYROLL LINE ITEM TO THE PT CONTRACT LABOR LINE ITEM MADE BY MR. VAN ETTEN. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

C. Real Property Tax Service Agency

1. **Tax Certiorari Proceedings** - Ms. Flaitz requested authorization to amend the resolutions from 1993 and 2003 which established the policy for the County to participate in Tax Certiorari Proceedings. The current wording indicates that there is an annual reassessment program; however, the State does not support annual reassessment programs, only cycle programs. The purpose of this amendment is to change the wording from annual reassessment to cycle reassessment.

**MOTION: AMENDING RESOLUTION NO. 010-93 AND 132-03 ESTABLISHING THE POLICY FOR THE COUNTY OF STEUBEN RELATIVE TO PARTICIPATION IN TAX CERTIORARI PROCEEDINGS MADE BY MR. VAN ETTEN. SECONDED BY MR. HANNA FOR DISCUSSION.**

Mr. Roush stated that it seems to him that the County needs to have the flexibility to participate. Does this prevent the County from participating in these proceedings? Mr. Reed replied as a policy statement, the regular course of things follow to the extent that deviation is not prohibited. In that situation, there needs to be a stated justification as to why you are deviating and that would be done by resolution. Mr. Roush stated that he would like to revisit the \$2 million threshold and look at a calculation to see if it is feasible for the County to participate in values that are lower than \$2 million. Mr. Alger stated at the time, we ran the tax roll and pulled the numbers of full value of \$1 million or more. The committee reviewed those and that is something we can do again. Mr. Alger stated this is something we can look at. The real issue is whether the County feels comfortable if the municipality in question has done a good job of assessing the property. If we are not comfortable with that, then the question is should we participate? We have to look at the individual situations. Discussion followed.

**VOTE ON PREVIOUS MOTION: ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.**

D. District Attorney's Office

1. **Video Recording Grant** – Mr. Baker requested authorization to accept grant funds from the Division of Criminal Justice Services in the amount of \$39,489.00 for video recording of statements. This would allow us to conduct video interviews of suspects in the eight police departments in the County, including the Sheriff's Department. This does not include the State Police. Mr. Van Etten asked is there a local match? Mr. Baker replied no. We pay for everything up front, and the State will reimburse us. He stated that after the first two years, the annual maintenance for these units will be \$400.00.

**MOTION: AUTHORIZING THE DISTRICT ATTORNEY'S OFFICE TO ACCEPT A 2011 NYS DIVISION OF CRIMINAL JUSTICE SERVICES GRANT IN THE AMOUNT OF \$39,489.00 FOR VIDEO RECORDING OF STATEMENTS MADE BY MR. ROUSH. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.**

E. Treasurer

1. **Review of Mental Health Budget** – Ms. Hurd-Harvey stated that total appropriations budgeted for 2011 was \$11,084,000.00 and total spent was \$10,488,000.00. Revenues budgeted were \$10.1 million and actual revenue received, including the Sheriff's chargeback, was a little under \$9 million. Mr. Crossett stated that he would like to see the details on the shortage. Mr. Swackhamer asked what about the reimbursement charges? Ms. Hurd-Harvey stated the clinic restructuring estimate has not been finalized or received, however, was represented in the revenue report. Mr. Alger commented that is only billed semi-annually. Ms. Hurd-Harvey stated that this represents everything since last October.

2. **Year-End Budget Transfers** – Ms. Hurd-Harvey reviewed the necessary year-end budget transfers. These include, but are not limited to, carrying over unexpended grant funds in the amount of \$3,170 for the Bicycle Safety Program to 2012; carrying over unexpended funds in the amount of \$9,700 for the Child Passenger Safety Grant to 2012; carrying over unexpended grant funds in the amount of \$28,000 for Indigent Legal Services to 2012; carrying over \$62,000 in unexpended funds for the Public Health Nursing Emergency Preparedness Grant to 2012; Maintenance in Lieu of Rent totaling \$141,000; rolling \$30,000 into the 2012 forfeiture reserve for the District Attorney; General Fund transfers totaling \$241,000 to fringe lines; and appropriating \$12,000 in bus operation revenue from First Transit and increasing both revenue and expense lines.

**MOTION: APPROVING THE COUNTY TREASURER'S YEAR-END TRANSFERS AS PRESENTED MADE BY MR. ROUSH. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

3. **Cancellation of Taxes** – Mr. Donnelly requested authorization to cancel taxes pursuant to Real Property Tax Law Section 558(I) relative to parcel #316.00-01-064.100. The amount of tax involved is \$66.30.

**MOTION: AUTHORIZING THE CANCELLATION OF TAXES PURSUANT TO REAL PROPERTY TAX LAW SECTION 558(I) RELATIVE TO PARCEL #316.00-01-064.100 MADE BY MR. VAN ETTEN. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

4. **RFP Auction Services** – Mr. Gleason informed the committee that they received two proposals for auctioneer services for the annual tax sale. The first was from Auctioneers International which had a 9 percent buyer's premium. The second proposal was from Pirrung Auctioneers which has a 10 percent buyer's premium; 3 percent returned to cover expenses and 7 percent returned to the County Treasurer's Office. He recommended awarding to Pirrung Auctioneers.

**MOTION: AWARDING THE RFP FOR AUCTIONEER SERVICES FOR THE ANNUAL TAX SALE TO PIRRUNG AUCTIONEERS WITH A 10 PERCENT BUYER'S PREMIUM WITH 3 PERCENT RETURNED TO THE AUCTIONEER TO COVER EXPENSES AND 7 PERCENT BEING RETURNED TO THE COUNTY TREASURER'S OFFICE MADE BY MR. VAN ETTEN. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

5. **Bonds** – Mr. Donnelly stated each year the County issues bonds or notes for the Upper Five Mile Creek Watershed Protection District. The request from them this year was to issue one or more notes in the amount of \$125,000 for their drainage project. We can do a resolution authorizing the bond, and we haven't confirmed, but we do not think we would need to do anything in addition. The only question is whether the interest rates will be different. He stated he will bring this back next month for further discussion, as we have until March 31, 2012.

6. **Health Care Facility Bonds** – Mr. Donnelly informed the committee that our financial advisors have advised us to refinance the Health Care Facility bonds that are outstanding. We have a \$15 million bond that is callable on August 15, 2014. The financial advisors have proposed that we call the bond and escrow the proceeds until 2014 and that is projected to save us at least 3 percent. The new bonds that are anticipated to be issued don't have a call feature until the tail end. He commented that if we decided to sell the facility, we would not be able to pay the bond off. If we leave it as is, we will have a higher interest rate and we can call them anytime after August 15, 2014.

Mr. Swackhamer commented he thinks we would have time to think about this. Mr. Alger replied he doesn't think we should do anything. The bond issue is tied to what we do with the facility, and this is something to keep in mind. If, for example, you did sell, the proceeds could be applied to the bond in 2014. Discussion followed.

F. Administrator

1. **2011 Assigned Counsel Funding** – Mr. Alger requested authorization to transfer \$40,000.00 from the 2011 Contingency Fund to cover year-end assigned counsel expenses.

**MOTION: AUTHORIZING THE TRANSFER OF \$40,000.00 FROM THE 2011 CONTINGENCY FUND TO COVER YEAR-END ASSIGNED COUNSEL EXPENSES MADE BY MR. VAN ETTEN. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.**

**MOTION: TO ADJOURN REGULAR SESSION AND RECONVENE IN EXECUTIVE SESSION PURSUANT TO PUBLIC OFFICERS' LAW, ARTICLE 7§ 105.1.H. THE PROPOSED ACQUISITION, SALE OR LEASE OF REAL PROPERTY OR THE PROPOSED ACQUISITION OF SECURITIES, OR SALE OR EXCHANGE OF SECURITIES HELD BY SUCH PUBLIC BODY, BUT ONLY WHEN PUBLICITY WOULD SUBSTANTIALLY AFFECT THE VALUE THEREOF MADE BY MR. VAN ETTEN. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION: APPROVING THE HARDSHIP REQUEST RELATIVE TO PARCEL #299.13-01-039.000 IN THE VILLAGE OF PAINTED POST MADE BY MR. ROUSH. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION: APPROVING THE HARDSHIP REQUEST RELATIVE TO PARCEL #347.00-02-036.000 IN THE TOWN OF RATHBONE AND WAIVING THE 25 PERCENT REPURCHASE FEE MADE BY MR. SWACKHAMER. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION: AUTHORIZING THE COUNTY'S PARTICIPATION IN THE TAX CERTIORARI PROCEEDINGS RELATIVE TO A PARCEL LOCATED IN THE TOWN OF CAMPBELL, WITH THE COUNTY EVALUATING THE APPRAISAL AND DETERMINING WHETHER TO PROCEED FURTHER MADE BY MR. ROUSH. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION: TO ADJOURN EXECUTIVE SESSION AND RECONVENE IN REGULAR SESSION MADE BY MR. ROUSH. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION: TO ADJOURN MADE BY MR. SWACKHAMER. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

Respectfully Submitted by

Amanda L. Chapman  
Deputy Clerk  
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR  
Tuesday, March 13, 2012  
10:30 a.m.**

**Please send agenda items to the Clerk of the Legislature's Office  
NO LATER THAN NOON  
Wednesday, March 7, 2012**

**STEBEN COUNTY FINANCE COMMITTEE**

*Tuesday, March 13, 2012*

*10:45 a.m.*

*Legislative Committee Room  
Steuben County Office Building  
Bath, New York*

**\*\*AMENDED MINUTES\*\***

**COMMITTEE:** Gary D. Swackhamer, Vice Chair Gary B. Roush Scott J. Van Etten

**STAFF:** Mark R. Alger Jack Wheeler Joel Ordway  
Tammy Hurd-Harvey David McCarroll Stacey Lee  
Pat Donnelly Vicki Olin Joe Welch

**LEGISLATORS:** Joseph J. Hauryski Carol A. Ferratella

**ABSENT:** Lawrence P. Crossett, Chair K. Michael Hanna

**OTHERS:** James Johnson, Executive Director, Steuben County Industrial Development Agency  
Russell Gaenzle, Esq., Harris Beach, PLLC

**I. CALL TO ORDER**

Mr. Swackhamer called the meeting to order at 10:45 a.m.

**II. APPROVAL OF MINUTES**

**MOTION: APPROVING THE MINUTES OF THE FEBRUARY 14, 2012, MEETING MADE BY MR. VAN ETTEN. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 3-0.**

**III. DEPARTMENT REQUESTS**

A. Sheriff's Department

1. **Byrne Narcotic Enforcement Grant** – Sheriff Ordway requested authorization to accept a Byrne Narcotic Enforcement Grant in the amount of \$12,500.00. This is a zero-match grant.

**MOTION: AUTHORIZING THE SHERIFF TO ACCEPT A BYRNE NARCOTIC ENFORCEMENT GRANT IN THE AMOUNT OF \$12,500.00 MADE BY MR. VAN ETTEN. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 3-0.**

B. Elections

1. **HAVA Grant** – Mr. Welch requested authorization to accept a HAVA Grant in the amount of \$3,370.00. This grant will enable us to do poll site improvements.

**MOTION: AUTHORIZING ELECTIONS TO ACCEPT A HAVA GRANT IN THE AMOUNT OF \$3,370.00 FOR POLL SITE IMPROVEMENTS MADE BY MR. VAN ETTEN. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 3-0.**

C. Administrator

1. **Bond Issuance – LDC Project** – Mr. Johnson introduced Mr. Gaenzle from Harris Beach, PLLC. Mr. Johnson informed the committee that the LDC would like to issue bonds to the Corning Community College Development Foundation, Inc. to allow them to build a 320-bed student housing facility at the college.

Mr. Gaenzle stated that under the Tax Exempt Fiscal Responsibility Act of 1982, this needs to be approved by the Legislature. He stated a public hearing was held and there were no comments at that time.

**MOTION: APPROVING THE ISSUANCE BY THE STEUBEN AREA ECONOMIC DEVELOPMENT CORPORATION OF UP TO \$20,000,000.00 AGGREGATE PRINCIPAL AMOUNT TAX-EXEMPT REVENUE BONDS, SERIES 2012 FOR THE CORNING COMMUNITY COLLEGE DEVELOPMENT FOUNDATION, INC. MADE BY MR. ROUSH. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 3-0. Resolution Required.**

D. Treasurer

1. **Year-End Budget Transfers** – Mrs. Hurd-Harvey reviewed the necessary year-end budget transfers. These include, but are not limited to, the transfer of \$1.6 million within the Public Works Department budget to cover depreciation expenses and costs associated with GASBY 45; the transfer of \$215,000 in Public Works revenue to unanticipated revenue. Also included is adjusting the amount for actual cash paid out to municipalities for sales tax; which was approximately \$1 million. We received an additional \$15,000 in New York State Public Transportation Funding which is a pass-through to Steuben Area Rides.

Mr. Swackhamer asked can we get the information regarding the sales tax numbers before we read about them in the paper? Mr. Donnelly stated they get a quarterly spreadsheet from the State and will provide that to the Legislators. Mr. Alger commented many times the State releases that data before they send it to us. Additionally, the cities get their information directly.

**MOTION: APPROVING THE COUNTY TREASURER'S YEAR-END BUDGET TRANSFERS AS PRESENTED MADE BY MR. ROUSH. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 3-0.**

2. **Upper Five Mile Creek Watershed District Budget Transfer** – Mrs. Hurd-Harvey stated for 2012, they did transfer \$5,500.00 from the general operating budget of the Upper Five Mile Creek Watershed District, to the Repairs/Replacement Fund. She requested approval of that transfer.

**MOTION: APPROVING THE TRANSFER IN THE 2012 UPPER FIVE MILE CREEK WATERSHED DISTRICT BUDGET OF \$5,500.00 FROM GENERAL OPERATIONS TO THE REPAIRS/REPLACEMENT FUND MADE BY MR. ROUSH. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 3-0.**

3. **Upper Five Mile Creek Watershed District Bonds** – Mr. Donnelly stated last month he had discussed with the committee looking at whether we want to issue 1 year or 3 year bond anticipation notes to the district. We did a request for proposals. The lowest proposal was Chemung Trust Company who is offering 1.25 percent on a one-year bond anticipation note and 2.25 percent on a three-year bond anticipation note. Mr. Donnelly stated he would recommend issuing a one-year bond anticipation note in the amount of \$75,000 and getting new proposals next year. No action is required.

4. **Health Care Facility Refinancing** – Mr. Donnelly informed the committee that since the last meeting he has received two more proposals for the refinancing of the Health Care Facility.

5. **Collection of Delinquent Taxes** – Mr. Donnelly stated there are two options available for the collection of delinquent taxes on tax parcels with a suspected known environmental issue. Those options are to either foreclose or to commence a lawsuit under Section 990. There is a property in the Town of Pulteney that may fall under this. Mr. Reed is contacting a bankruptcy attorney to see if it is possible to commence a lawsuit under Section 990 without taking title to the property. Mr. Reed commented there is a timing issue and it may need to come to in rem. This is frustrating as we have one property in rem now. We have contacted the Attorney General's Office to see if there is a strategy to get the property in the paying part of the tax rolls. This is a long project because the Department of Environmental Conservation wants their money and they don't want to let the

property go. Mr. Donnelly commented another means of recovery is the direct deed approach, although we haven't discussed this yet.

6. **2009 Tax Sale** – Mr. Donnelly informed the committee a tax parcel was sold at the 2009 tax auction, however, the purchaser, George Forgarty, died. We did cancel the sale in April 2010 and refunded the purchase price of \$2,100.00, however, the estate was never settled and the check was not cashed. The widow has submitted an affidavit which allows the surviving spouse to be paid. He requested authorization to reissue that refund of \$2,100.00 to Diane L. Fogarty, surviving spouse of George Fogarty.

**MOTION: AUTHORIZING THE TREASURER TO REISSUE A CHECK TO DIANE L. FOGARTY, SURVIVING SPOUSE OF GEORGE FOGARTY, IN THE AMOUNT OF \$2,100.00 REPRESENTING THE REFUNDED PURCHASE PRICE FOR A PARCEL SOLD IN THE 2009 TAX SALE MADE BY MR. VAN ETTEN. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 3-0.**

7. **Setting the Date for Tax Auction** – Mr. Donnelly requested authorization to set the date of the Tax Sale Auction for Friday, July 27, 2012, at the Bath Haverling High School and setting the final redemption date for Friday, March 23, 2012.

**MOTION: SETTING THE DATE FOR 2012 TAX SALE AUCTION FOR FRIDAY, JULY 27, 2012, AND SETTING THE LAST DATE FOR REPURCHASE ON FRIDAY, JULY 20, 2012, MADE BY MR. ROUSH. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 3-0.**

**MOTION: TO ADJOURN REGULAR SESSION AND RECONVENE IN EXECUTIVE SESSION PURSUANT TO PUBLIC OFFICERS' LAW, ARTICLE 7§ 105.1.H. THE PROPOSED ACQUISITION, SALE OR LEASE OF REAL PROPERTY OR THE PROPOSED ACQUISITION OF SECURITIES, OR SALE OR EXCHANGE OF SECURITIES HELD BY SUCH PUBLIC BODY, BUT ONLY WHEN PUBLICITY WOULD SUBSTANTIALLY AFFECT THE VALUE THEREOF MADE BY MR. VAN ETTEN. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 3-0.**

**MOTION: APPROVING THE HARDSHIP REQUESTS RELATIVE TO PARCELS #299.84-01-048.000 AND #299.20-02-011.000 IN THE CITY OF CORNING MADE BY MR. ROUSH. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 3-0.**

**MOTION: APPROVING THE HARDSHIP REQUEST RELATIVE TO PARCEL #317.44-02-041.000 IN THE CITY OF CORNING MADE BY MR. VAN ETTEN. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 3-0.**

**MOTION: APPROVING THE HARDSHIP REQUESTS RELATIVE TO PARCEL #113.12-01-027.000 IN THE TOWN OF AVOCA AND PARCEL #006.00-01-021.000 IN THE TOWN OF COHOCTON MADE BY MR. ROUSH. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 3-0.**

**MOTION: TO ADJOURN EXECUTIVE SESSION AND RECONVENE IN REGULAR SESSION MADE BY MR. ROUSH. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 3-0.**

**MOTION: TO ADJOURN MADE BY MR. VAN ETTEN. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 3-0.**

Respectfully Submitted by  
Amanda L. Chapman  
Deputy Clerk  
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR  
Tuesday, April 10, 2012  
10:30 a.m.**

**Please send agenda items to the Clerk of the Legislature's Office  
NO LATER THAN NOON  
Wednesday, April 4, 2012**

**STEBEN COUNTY FINANCE COMMITTEE**

*Tuesday, April 10, 2012*

*10:30 a.m.*

*Legislative Committee Room  
Steuben County Office Building  
Bath, New York*

**\*\*MINUTES\*\***

**COMMITTEE:** Lawrence P. Crossett, Chair Gary D. Swackhamer, Vice Chair K. Michael Hanna  
Scott J. Van Etten

**STAFF:** Mark R. Alger Pat Donnelly Andy Greeley  
Vince Spagnoletti Kathy Muller Tammy Hurd-Harvey  
Alan Reed

**LEGISLATORS:** Carol A. Ferratella

**ABSENT:** Gary B. Roush

**OTHERS:** Mary Perham, *The Leader*

**I. CALL TO ORDER**

Mr. Crossett called the meeting to order at 10:30 a.m.

**II. APPROVAL OF MINUTES**

**MOTION: APPROVING THE MINUTES OF THE MARCH 13, 2012, MEETING MADE BY MR. VAN ETTEN. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**III. DEPARTMENTAL REQUESTS**

A. Probation

1. **Purchase of Protective Vests** – Mr. Greeley requested authorization to transfer \$4,000.00 from his Rental Equipment line item to Minor Equipment line item to purchase 10 protective vests for Probation Officers. The cost for 10 vests is \$8,000.00 and we have \$4,000.00 from a grant through the Sheriff's Department. This will outfit half of our staff. Once we have enough vests for everyone, then we will require them to wear them on all home visits. Right now, we will give these vests to our most active officers.

Mr. Swackhamer asked how many more vests would you need to cover the entire department? Mr. Greeley replied he would need 13 more vests.

**MOTION: AUTHORIZING THE PROBATION DIRECTOR TO TRANSFER \$4,000.00 FROM RENTAL EQUIPMENT TO MINOR EQUIPMENT TO PURCHASE 10 PROTECTIVE VESTS AND ALSO AUTHORIZING THE TRANSFER OF \$10,400.00 FROM THE CONTINGENCY FUND TO ALLOW FOR THE PURCHASE OF 13 ADDITIONAL VESTS TO ENSURE ALL PROBATION OFFICERS ARE PROTECTED MADE BY MR. SWACKHAMER. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.**

Mr. Alger commented that we will see if the Sheriff can obtain additional grant money for this purchase.

B. Department of Social Services

1. **Budget Appropriation** – Ms. Muller requested authorization to accept and appropriate a Child Care Fraud Prevention and Detection Incentive Grant from the New York State Office of Children and Family

Services in the amount of \$40,000. We will contract with the Steuben Child Care Project of ProAction of Steuben and Yates, Inc. to conduct home checks on informal providers that we currently use. We also will be able to provide the Sheriff's Department with additional funding to conduct background checks.

**MOTION: AUTHORIZING THE DEPARTMENT OF SOCIAL SERVICES TO ACCEPT A CHILD CARE FRAUD PREVENTION AND DETECTION INCENTIVE GRANT IN THE AMOUNT OF \$40,000.00 AND APPROPRIATING \$28,773.00 TO THE STEUBEN CHILD CARE PROJECT OF PROACTION OF STEUBEN AND YATES, INC. TO PERFORM HOME CHECKS ON CHILD CARE PROVIDERS AND APPROPRIATING \$11,227.00 TO THE SHERIFF'S DEPARTMENT TO CONDUCT BACKGROUND CHECKS MADE BY MR. VAN ETTEN. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.**

C. Public Works

1. **Grant Approval** – Mr. Spagnoletti requested authorization to accept a \$15,000.00 grant from the Upper Susquehanna Coalition to build a grazing fence at the Landfill.

**MOTION: AUTHORIZING THE COMMISSIONER OF PUBLIC WORKS TO ACCEPT A GRANT IN THE AMOUNT OF \$15,000.00 FROM THE UPPER SUSQUEHANNA COALITION TO BUILD A GRAZING FENCE AT THE LANDFILL MADE BY MR. VAN ETTEN. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.**

2. **Major Equipment List Amendment** – Mr. Spagnoletti informed the committee the Department of Environmental Conservation is now requiring that entrances to the landfill have a radiation monitor. He will be including this in his bid for a new scale house and weight scale. The radiation monitor will cost \$10,000.00.

**MOTION: AUTHORIZING THE COMMISSIONER OF PUBLIC WORKS TO ADD A RADIATION MONITOR IN THE AMOUNT OF \$10,000.00 TO HIS MAJOR EQUIPMENT LIST MADE BY MR. SWACKHAMER. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

Mr. Van Etten asked what happens if someone brings radioactive material to the transfer station and then that is trucked to the Landfill? Mr. Spagnoletti replied anything that comes from the transfer stations will go through the radiation monitor at the Landfill. Mr. Alger commented that is a potential problem at all three transfer stations, but the trucks would be checked at the Landfill. If there were radioactive material, we would be responsible for disposing of it.

D. Treasurer

1. **Budget Adjustments** – Ms. Hurd-Harvey informed the committee that they need to roll over unexpended grant funds into the 2012 budget. They have a total of \$145,000.00 for Emergency Management and \$100,000 for the Sheriff.

**MOTION: AUTHORIZING THE TREASURER TO ROLL OVER UNEXPENDED GRANT FUNDS FOR THE EMERGENCY MANAGEMENT OFFICE IN THE TOTAL AMOUNT OF \$145,000.00 AND FOR THE SHERIFF'S DEPARTMENT IN THE AMOUNT OF \$100,000.00 INTO THE 2012 BUDGET MADE BY MR. VAN ETTEN. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

2. **Monthly Reports** – Ms. Hurd-Harvey asked if there were any questions about the monthly reports. She did distribute the receivables report for Mental Health for review. Ms. Hurd-Harvey stated clinic restructuring has been included and that would be \$829,653 over two years. That is the biggest variance in their budget. She commented they thought that clinic restructuring would be the savior for this program, but it is not looking to be. Mr. Crossett stated that he doesn't understand the revenue projections being so far off. Every year it is the same thing. It ends up being off by \$500,000 no matter what we do.

Mr. Van Etten commented that Landfill revenue went up almost \$1 million over budget. Mr. Spagnoletti explained two major things happened. First we received \$400,000 additional revenue from garbage. We also

received \$400,000 for BUD's materials which we use as daily cover. Additionally, it was also a very good year for recycling and scrap metal and we received \$260,000 from that.

Mr. Alger commented with regard to the Health Care Facility, with the IGT we received it was still better than what it might have been if we had not received that. There are no guarantees going forward that we will continue to receive the IGT. We are expecting that we will get the IGT for the current year, but we don't know what it might be or when. The New York State Association of Counties (NYSAC) has indicated that there will be a recoupment on 2006, 2007 and 2008 IGT's as the State paid it on the wrong basis. In addition, there will also be an FMAP adjustment because the last IGT that was paid did not include an FMAP increase, and should have. Between these two things, it may be fairly close to a wash. We expect the recoupment to occur by June and we would have to repay that. Statewide, this amounts to \$35 - \$40 million and on a County level that will be a fairly large amount as there are only 20 - 30 nursing homes in the State.

**MOTION: TO ADJOURN REGULAR SESSION AND RECONVENE IN EXECUTIVE SESSION PURSUANT TO PUBLIC OFFICERS' LAW, ARTICLE 7§ 105.1.H. THE PROPOSED ACQUISITION, SALE OR LEASE OF REAL PROPERTY OR THE PROPOSED ACQUISITION OF SECURITIES, OR SALE OR EXCHANGE OF SECURITIES HELD BY SUCH PUBLIC BODY, BUT ONLY WHEN PUBLICITY WOULD SUBSTANTIALLY AFFECT THE VALUE THEREOF MADE BY MR. VAN ETTEN. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**MOTION: AUTHORIZING THE TREASURER TO WITHHOLD PARCEL #385.00-01-054.000 IN THE TOWN OF TUSCARORA FROM THE TAX SALE AND SELL IT TO THE TOWN OF TUSCARORA FOR MUNICIPAL USE MADE BY MR. SWACKHAMER. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**MOTION: APPROVING A HARDSHIP REQUEST RELATIVE TO PARCEL #336.07-01-002.126 IN THE TOWN OF SOUTH CORNING MADE BY MR. VAN ETTEN. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**MOTION: APPROVING A HARDSHIP REQUEST RELATIVE TO PARCEL #317.07-01-043.000 IN THE CITY OF CORNING MADE BY MR. SWACKHAMER. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**MOTION: APPROVING A HARDSHIP REQUEST RELATIVE TO PARCEL #099.00-01-059.000 IN THE TOWN OF AVOCA MADE BY MR. VAN ETTEN. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**MOTION: APPROVING A HARDSHIP REQUEST RELATIVE TO PARCEL #124.00-01-004.000 IN THE TOWN OF FREMONT MADE BY MR. SWACKHAMER. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**MOTION: APPROVING A HARDSHIP REQUEST RELATIVE TO PARCEL #151.10-02-063.000 IN THE CITY OF HORNEILL MADE BY MR. SWACKHAMER. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**MOTION: APPROVING A HARDSHIP REQUEST RELATIVE TO PARCEL #151.56-01-024.000 IN THE CITY OF HORNEILL MADE BY MR. VAN ETTEN. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**MOTION: APPROVING A HARDSHIP REQUEST RELATIVE TO PARCEL #073.00-01-031.000 IN THE TOWN OF WHEELER MADE BY MR. SWACKHAMER. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**MOTION: TO ADJOURN EXECUTIVE SESSION AND RECONVENE IN REGULAR SESSION MADE BY MR. SWACKHAMER. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**MOTION: TO ADJOURN MADE BY MR. SWACKHAMER. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

Respectfully Submitted by

Amanda L. Chapman  
Deputy Clerk  
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR  
Tuesday, May 8, 2012  
10:30 a.m.**

**Please send agenda items to the Clerk of the Legislature's Office  
NO LATER THAN NOON  
Wednesday, May 1, 2012**

**STEUBEN COUNTY FINANCE COMMITTEE**

**Special Meeting**

*Monday, April 23, 2012*

*9:15 a.m.*

*Legislative Committee Room  
Steuben County Office Building  
Bath, New York*

**\*\*MINUTES\*\***

<b>COMMITTEE:</b>	Lawrence P. Crossett, Chair Gary B. Roush	Gary D. Swackhamer, Vice Chair Scott J. Van Etten	K. Michael Hanna
<b>STAFF:</b>	Mark R. Alger Ken Peaslee	Alan Reed Shawn Corey	Ray Dell
<b>LEGISLATORS:</b>	Dan C. Farrand Randolph J. Weaver	Carol A. Ferratella	Aaron I Mullen

**I. CALL TO ORDER**

Mr. Crossett called the meeting to order at 9:15 a.m.

**II. GENERAL BUSINESS**

A. Sheriff's Department

1. **Replacement of UPS System at Jail** – Mr. Alger informed the committee that there was an incident on April 12<sup>th</sup> where they believe the UPS system was struck by lightning. There was a brief power outage and when the power came back on, it fried the system. The UPS system provides instantaneous backup for the phones, the Jail computer system and the Jail control systems. Additionally, this provides backup services for the County system.

Mr. Alger stated that our insurance coverage includes a \$25,000 deductible, and the cost to replace this system would be mostly our cost. He would suggest appropriating a total of \$35,000 from the Claims and Judgments line item to a project for the replacement of the UPS system. Discussion followed.

**MOTION: AUTHORIZING THE TRANSFER OF \$35,000.00 FROM THE CLAIMS AND JUDGMENTS LINE ITEM TO A PROJECT ENTITLED JAIL UPS SYSTEM REPLACEMENT MADE BY MR. VAN ETTEN. SECONDED BY MR. MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION: TO ADJOURN MADE BY MR. SWACKHAMER. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

Respectfully Submitted by:

Amanda L. Chapman  
Deputy Clerk  
Steuben County Legislature

**STEBEN COUNTY FINANCE COMMITTEE**

Tuesday, May 8, 2012

10:30 a.m.

Legislative Committee Room  
Steuben County Office Building  
Bath, New York

**\*\*MINUTES\*\***

**COMMITTEE:** Lawrence P. Crossett, Chair Gary D. Swackhamer, Vice Chair K. Michael Hanna  
Gary B. Roush

**STAFF:** Jack Wheeler Vicki Olin Joseph Welch  
Joel Ordway Chris Lian Vince Spagnoletti  
Bryce Foster Jim Gleason Stacey Lee  
David McCarroll Judy Hunter Pat Donnelly  
Tammy Hurd-Harvey Shawn Corey

**LEGISLATORS:** Carol Ferratella William A. Peoples, Jr. Gary B. Roush

**ABSENT:** Scott J. Van Etten

**OTHERS:** Mary Perham, *The Leader*

**I. CALL TO ORDER**

Mr. Crossett called the meeting to order at 10:30 a.m.

**II. APPROVAL OF MINUTES**

**MOTION: APPROVING THE MINUTES OF THE APRIL 10, 2012, MEETING MADE BY MR. HANNA. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**III. DEPARTMENT REQUESTS**

A. Board of Elections

1. **HAVA “Shoebox” Grant** - Ms. Olin explained that the committee had originally approved this grant back in 2004. At that time, the funding was disbursed directly from the Office of Governmental Services for anything purchased for the Help America Vote Act (HAVA), but those purchases had to be off of State contract. The grant is \$94,289.43 and is now a reimbursement grant, which means we purchase everything up front and are reimbursed by the State. Ms. Olin stated they will be utilizing these funds to purchase seals, pens and a central scanning unit. Eventually we will be scanning military and absentee ballots which will eliminate the need for hand counting. She requested authorization to accept the balance of the 2004 grant.

**MOTION: AUTHORIZING THE BOARD OF ELECTIONS TO ACCEPT AND APPROPRIATE THE BALANCE OF A 2004 HAVA “SHOEBOX” GRANT IN THE AMOUNT OF \$94,289.43 MADE BY MR. ROUSH. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.**

B. Public Works

1. **Budget Transfer – Leachate Tank Repair/Replacement** – Mr. Spagnoletti explained the leachate tank at the Landfill is rusting and we can only fill it half full. He requested authorization to transfer \$325,000 from the Bath Landfill Cell 2 Capital Project to a new capital project entitled Leachate Tank Repair/Replacement. Mr. Crossett commented when we built the landfill, we borrowed money. Is this money that you want to transfer left over from those bonds, or is this County money? Mr. Donnelly replied he would have to check with the Law Department. Mr. Crossett stated anything left over from the project needs to be used

to pay off the debt. Mr. Spagnoletti stated he will hold this until next month pending a determination by the Treasurer and the County Attorney.

2. **Budget Transfer – Road Construction Capital Projects** – Mr. Spagnoletti informed the committee that they have two road construction project bids that came in over budget. The bid for CR64 was \$49,100.00 over and the bid for CR13 was \$23,500.00 over. They have a contingency line item that has approximately \$278,000.00. He requested authorization to transfer \$72,600.00 from the Road and Bridges Unassigned Capital Project to cover these two projects.

**MOTION: AUTHORIZING THE TRANSFER OF \$72,600.00 FROM THE ROAD AND BRIDGES CAPITAL PROJECTS UNASSIGNED AND APPROPRIATING \$49,100.00 TO THE CR64 ROAD PROJECT AND \$23,500.00 TO THE CR13 ROAD PROJECT MADE BY MR. ROUSH. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

3. **Road Reclaimer/Grinder** – Mr. Spagnoletti stated that the Public Works Committee has approved the purchase a Road Reclaimer/Grinder. The low bid came in at \$710,000.00 and we have \$800,000.00 in our Major Equipment line item. The question is how do we want to finance this? We could use the money in our Major Equipment line, but we do have other equipment that we need to purchase. He stated that from his point of view, we have \$2 million in surplus in the DM fund; we could take \$500,000.00 and add that to the Major Equipment to purchase the machine. Then over the course of the next couple of years, we could underspend that budget by \$250,000.00 each year and in essence, pay that back. We also have the potential to receive revenue from Chemung County as they have indicated they would want to rent our machine for 30 days at a rate of \$3,500.00 per day. Mr. Roush asked will you rent this machine out to the towns? Mr. Spagnoletti replied there are some towns that are interested in using this machine.

Mr. Crossett commented taking money from surplus bothers him as that would bring the total down to \$1.5 million. We have to maintain the \$600,000.00 that you have now and it concerns him to run that balance down. Mr. Donnelly commented that Mr. Alger also has some thoughts about this. Mr. Wheeler stated we could meet prior to the Board meeting to discuss this. Mr. Donnelly stated that we can't bond internally as you need a second party. We have to have the cash to purchase the machine, but Mr. Crossett has some concerns about running that balance too low. Mr. Wheeler stated you want to keep the machine fund at a certain level. This is something that we can discuss prior to the Board meeting.

**MOTION: TABLING DISCUSSION ON THE PURCHASE OF A ROAD RECLAIMER/GRINDER BY THE PUBLIC WORKS DEPARTMENT UNTIL MAY 21, 2012 MADE BY MR. ROUSH. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

C. Health Care Facility

1. **Budget Transfer** – Mr. McCarroll requested authorization to reduce the appropriation for a \$60,000 van in the major equipment line by \$7,500 and utilize those funds to asphalt the parking lot.

**MOTION: REDUCING THE APPROPRIATION OF \$60,000 FOR A VAN IN THE HEALTH CARE FACILITY'S MAJOR EQUIPMENT LINE ITEM BY \$7,500 AND APPROPRIATING THE SAME TO ASPHALTING THE PARKING LOT MADE BY MR. ROUSH. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 3-0. (MR. SWACKHAMER ABSENT FOR VOTE)**

D. County Clerk

1. **Semi-Annual Mortgage Tax Distribution Report** - Mrs. Hunter presented the Semi-Annual Mortgage Tax Distribution Report for the committee's approval. Discussion followed.

**MOTION: ACCEPTING THE SEMI-ANNUAL MORTGAGE DISTRIBUTION REPORT AS PRESENTED MADE BY MR. ROUSH. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

E. Administrator

1. **Personnel Reclassification** – Mr. Wheeler informed the committee that the Public Safety & Corrections and Administration Committees both approved the reclassification of one permanent, part-time RN position in the Sheriff's Department to one full-time RN position. Additionally they also reclassified a second, part-time RN position to a temporary hire position. This results in an increase of approximately \$30,000.00, but there is money in the budget to cover this.

**MOTION: AUTHORIZING THE RECLASSIFICATION OF ONE PERMANENT, PART-TIME RN POSITION TO ONE FULL-TIME RN POSITION IN THE SHERIFF'S DEPARTMENT AND RECLASSIFYING A SECOND PERMANENT, PART-TIME RN POSITION TO A TEMPORARY HIRE POSITION IN THE SHERIFF'S DEPARTMENT MADE BY MR. ROUSH. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

2. **Personnel Reclassification and Budget Transfer** – Mr. Wheeler informed the committee that the Public Safety & Corrections and Administration Committees both approved the transfer and reclassification of a Chief Deputy Position in the Sheriff's Department to an Investigator position in the District Attorney's Office. This does necessitate the transfer of funds in the amount of between \$50,000.00 - \$60,000.00 from the Sheriff's Department to the District Attorney's Office for the remainder of the year.

**MOTION: AUTHORIZING THE TRANSFER AND RECLASSIFICATION OF A CHIEF DEPUTY POSITION IN THE SHERIFF'S DEPARTMENT TO AN INVESTIGATOR POSITION IN THE DISTRICT ATTORNEY'S OFFICE AND TRANSFERRING UP TO \$60,000.00 FROM THE SHERIFF'S DEPARTMENT TO THE DISTRICT ATTORNEY'S OFFICE FOR THE REMAINDER OF THE YEAR FOR THIS POSITION MADE BY MR. ROUSH. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

F. Treasurer

1. **Resolution Authorizing Distribution of Mortgage Tax Receipts** - Mr. Donnelly presented a resolution authorizing the distribution of Mortgage Tax Receipts.

**MOTION: AUTHORIZING THE DISTRIBUTION OF MORTGAGE TAX RECEIPTS MADE BY MR. ROUSH. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.**

**MOTION: TO ADJOURN REGULAR SESSION AND RECONVENE IN EXECUTIVE SESSION PURSUANT TO PUBLIC OFFICERS' LAW, ARTICLE 7§ 105.1H. THE PROPOSED ACQUISITION, SALE OR LEASE OF REAL PROPERTY OR THE PROPOSED ACQUISITION OF SECURITIES, OR SALE OR EXCHANGE OF SECURITIES HELD BY SUCH PUBLIC BODY, BUT ONLY WHEN PUBLICITY WOULD SUBSTANTIALLY AFFECT THE VALUE THEREOF MADE BY MR. ROUSH. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**MOTION: APPROVING THE HARDSHIP REQUEST RELATIVE TO PARCEL #151.10-03-007.000 IN THE CITY OF HORSELL MADE BY MR. ROUSH. SECONDED BY MR. HANNA. MOTION CARRIES 3-0-1. (MR. SWACKHAMER ABSTAINED AS HE HAS A PERSONAL RELATIONSHIP WITH THE OWNERS).**

**MOTION: APPROVING THE HARDSHIP REQUEST RELATIVE TO PARCEL #318.18-01-036.000 IN THE TOWN OF SOUTH CORNING MADE BY MR. SWACKHAMER. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**MOTION: TO ADJOURN EXECUTIVE SESSION AND RECONVENE IN REGULAR SESSION MADE BY MR. SWACKHAMER. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**MOTION: TO ADJOURN MADE BY MR. ROUSH. SECONDED BY MR. HANNA. ALL BEING IN FAVOR.  
MOTION CARRIES 4-0.**

Respectfully Submitted by

Amanda L. Chapman  
Deputy Clerk  
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR  
Tuesday, June 12, 2012  
10:30 a.m.**

**Please send agenda items to the Clerk of the Legislature's Office  
NO LATER THAN NOON  
Wednesday, June 6, 2012**

**STEBEN COUNTY FINANCE COMMITTEE**

**Special Meeting**

*Monday, May 21, 2012*

*9:30 a.m.*

*Legislative Committee Room  
Steuben County Office Building  
Bath, New York*

**\*\*MINUTES\*\***

<b>COMMITTEE:</b>	Lawrence P. Crossett, Chair Gary B. Roush	Gary D. Swackhamer, Vice Chair Scott J. Van Etten	K. Michael Hanna
<b>STAFF:</b>	Mark R. Alger Shawn Corey	Jack Wheeler Alan Reed	Vincent Spagnoletti Pat Donnelly
<b>LEGISLATORS:</b>	Joseph J. Hauryski Hilda T. Lando William A. Peoples Randolph J. Weaver	Dan C. Farrand Patrick F. McAllister Thomas J. Ryan George J. Welch	Carol A. Ferratella Aaron Mullen Brian C. Schu

**I. CALL TO ORDER**

Mr. Crossett called the meeting to order at 9:30 a.m.

**II. GENERAL BUSINESS**

A. Public Works

1. **Road Reclaimer/Grinder** – Mr. Alger informed the committee that Mr. Spagnoletti has proposed purchasing a \$710,000.00 Road Reclaimer/Grinder. He met with both Mr. Donnelly and Mr. Crossett to discuss options for the purchase of this machine. They are recommending bonding \$350,000.00 and paying that back over the course of two years, out of the equipment funds. This will keep the interest rate low and will also enable Mr. Spagnoletti to purchase other equipment. Mr. Swackhamer asked why aren't we borrowing internally? Mr. Alger replied he doesn't see any advantage in doing that. By bonding, we don't have to worry about debt fund accounting and the interest will be between 1 – 2 percent. Mr. Donnelly commented that he expects the interest rate to be less than 2.25 percent.

**MOTION: AUTHORIZING A BOND IN THE AMOUNT OF \$350,000.00 TOWARD THE PURCHASE OF A ROAD RECLAIMER/GRINDER FOR THE PUBLIC WORKS DEPARTMENT MADE BY MR. SWACKHAMER. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**  
*Resolution Required.*

**MOTION: TO ADJOURN MADE BY MR. ROUSH. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

Respectfully Submitted by

Amanda L. Chapman  
Deputy Clerk  
Steuben County Legislature

STEUBEN COUNTY PUBLIC SAFETY & CORRECTIONS COMMITTEE  
STEUBEN COUNTY FINANCE COMMITTEE

Joint Special Meeting

Monday, May 21, 2012

9:45 a.m.

Legislative Committee Room  
Steuben County Office Building  
Bath, New York

**\*\*MINUTES\*\***

**COMMITTEE:** Brian C. Schu, Chair Dan C. Farrand, Vice Chair Aaron I. Mullen  
Thomas J. Ryan George J. Welch

Lawrence P. Crossett, Chair Gary D. Swackhamer, Vice Chair K. Michael Hanna  
Gary B. Roush

**STAFF:** Mark R. Alger Jack Wheeler David Hopkins  
Tim Marshall Joel Ordway Pat Donnelly  
Tammy Hurd-Harvey Shawn Corey Alan Reed

**LEGISLATORS:** Carol A. Ferratella Hilda T. Lando Robin K. Lattimer  
William A. Peoples Randolph J. Weaver

**ABSENT:** Scott J. Van Etten

**I. CALL TO ORDER**

Mr. Schu called the meeting to order at 9:45 a.m.

**II. GENERAL BUSINESS**

A. Emergency Management Office

1. **Approval of 2012 Homeland Security Grant** – Mr. Marshall requested authorization to accept a Homeland Security Grant in the amount of \$99,300.00. This grant will be used for overtime/backfill, NIMS training, Health Surveillance System, Protection Clothing WMD/Decon, Interoperable Communications, Incident Tracking Subscription, Credentialing System and WMD/Haz Mat. He also requested authorization to amend their Major and Minor Equipment to reflect the allocation of funds. There is no local match.

**MOTION: AUTHORIZING THE EMERGENCY MANAGEMENT OFFICE TO ACCEPT A 2012 HOMELAND SECURITY GRANT IN THE AMOUNT OF \$99,300.00 AND TO AMEND THE MAJOR EQUIPMENT LIST TO INCLUDE \$15,000 FOR INTEROPERABLE COMMUNICATIONS, \$18,000 FOR HEALTH SURVEILLANCE SYSTEM AND AMENDING THE MINOR EQUIPMENT LIST TO INCLUDE \$14,000 FOR INTEROPERABLE COMMUNICATIONS, \$6,000 FOR PPE WMD/DECON AND \$5,700 WMD/HAZ MAT EQUIPMENT MADE BY MR. FARRAND. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0 (PS&C COMMITTEE) AND 4-0 (FINANCE COMMITTEE).**

B. Sheriff's Department

1. **Approval of Homeland Security Grant** – Mr. Alger requested authorization for the Sheriff to accept a FY 2011 Homeland Security Grant in the amount of \$50,700.00. They will use this funding for interoperable communications. There is no local match.

**MOTION: AUTHORIZING THE SHERIFF TO ACCEPT A FY 2011 HOMELAND SECURITY GRANT IN THE AMOUNT OF \$50,700.00 MADE BY MR. ROUSH. SECONDED BY MR. FARRAND. ALL BEING IN FAVOR. MOTION CARRIES 5-0 (PS&C COMMITTEE) AND 4-0 (FINANCE COMMITTEE).**

C. Public Defender

1. **Approval of Grant Application** – Mr. Alger stated that funding from the Indigent Legal Services Fund is now done through a grant and we need to apply for those funds. This is a non-competitive three-year grant and will restore counties to the level of State funding that we had received in 2010. If approved, we will expect to receive \$70,299.00 per year for a total of \$210,897.00. Applications are due by May 25, 2012. Upon preliminary approval of the grant, we will be required to submit a three-year work plan and budget.

**MOTION: AUTHORIZING THE PUBLIC DEFENDER TO SUBMIT AN APPLICATION FOR THE INDIGENT LEGAL SERVICES FUND GRANT FOR 2012-2014 MADE BY MR. SWACKHAMER. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 5-0 (PS&C COMMITTEE) AND 4-0 (FINANCE COMMITTEE).**

**MOTION: TO ADJOURN MADE BY MR. ROUSH. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 5-0 (PS&C COMMITTEE) AND 4-0 (FINANCE COMMITTEE).**

Respectfully Submitted by

Amanda L. Chapman  
Deputy Clerk  
Steuben County Legislature

**STEBEN COUNTY FINANCE COMMITTEE**

*Tuesday, June 12, 2012*

*10:45 a.m.*

*Legislative Committee Room  
Steuben County Office Building  
Bath, New York*

**\*\*MINUTES\*\***

- COMMITTEE:** Lawrence P. Crossett, Chair Gary D. Swackhamer, Vice Chair K. Michael Hanna  
 Gary B. Roush Scott J. Van Etten
- STAFF:** Mark R. Alger Jack Wheeler David McCarroll  
 Stacey Lee Tim Marshall Vince Spagnoletti  
 Jim Gleason Vicki Olin Joe Welch  
 Pat Donnelly Tammy Hurd-Harvey Shawn Corey  
 Alan Reed Wendy Flaitz
- LEGISLATORS:** Joseph J. Hauryski Carol A. Ferratella Thomas J. Ryan
- OTHERS:** Janine Mangione, Bonadio & Co., LLP  
 Justin Reid, Bonadio & Co., LLP  
 Mary Perham, *The Leader*

**I. CALL TO ORDER**

Mr. Crossett called the meeting to order at 10:45 a.m.

**II. APPROVAL OF MINUTES**

**MOTION: APPROVING THE MINUTES OF THE MAY 8, 2012, AND MAY 21, 2012, MEETINGS MADE BY MR. ROUSH. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**III. PRESENTATIONS**

A. Bonadio & Co., LLP

1. **Health Care Facility Audit** – Ms. Mangione stated they are here today to present the audit of the financial statements for the Health Care Facility for the year ended December 31, 2011. She stated that accounting estimates are an integral part of the financial statements prepared by management and are based on their knowledge and experience about past and current events, as well as assumptions about future events. The most sensitive estimates affecting the financial statements were management’s estimates of the allowance for doubtful accounts, as it is based on historical loss levels and an analysis of the collectability of individual accounts; management’s estimate of reimbursement due to/from third parties as it is based on the ever changing regulatory environment and rate setting methodologies; Workers’ Compensation expenses, as it is estimated based on estimates and actual results could be significantly different; and finally, health insurance expenses, as it is estimated based on historical lag and actual results could be significantly different.

Mr. Reid reviewed the financial statements with the committee. The statements show both 2011 and 2010 figures. Under current assets, in 2011, the resident accounts receivable saw an increase of \$860,000. This is a reflection of the difficulty in getting timely pays. Additionally, this takes into account the process of resident applications resulting in an extra month of receivables outstanding. Under noncurrent assets, the amounts due from third payers decreased \$1.5 million from 2010. However, there was an increase of the same amount of cash flow which resulted in a positive cash influx. With regard to liabilities, the cash overdraft, which is the amount due to the County, was down \$500,000 from 2010. The Health Care Facility does not have cash in the bank and they are borrowing from the County. The line item for accrued postemployment benefit obligation, what you owe

retirees after employment, saw a large increase of \$1.4 million. Mr. Reid stated that net resident service revenue saw a \$160,000 increase over last year. This is a direct reflection of the strategy in MDS to educate staff to collect all reimbursement and revenue. Overall this increased 2 percent. He stated that the facility did receive \$3.2 in IGT payments for the previous two years.

Mr. Swackhamer asked what is the future of the IGT? Ms. Mangione replied the IGT is slated to continue, but is subject to Medicaid and what is available. They haven't set the levels for 2012 and forward. At this point, we assume it will continue at the same level.

Mr. Reid commented that your salaries and wages line item is at \$5.9 million which represents a 3 percent increase. Benefits increased 19 percent from 2010 to 2011. With the IGT, the facility had an operating loss of \$1 million. Mr. Van Etten commented without the IGT, the facility would have lost \$4 million. Mr. Reid stated the net assets at the end of the 2011 year were \$336,207. Mr. Reid reviewed the statement of cash flow. In 2011, cash received for services provided was \$12 million, which increased from \$8 million in 2010. Mr. Van Etten stated the net cash flow for 2011 was a loss of \$959,000. If we had not received the IGT, we would have lost \$4 million. Is there no reserve left? That would increase the cash overdraft. Mr. Reid replied the County funds the operation. Mr. Van Etten stated that used to be a reserve.

Mr. Reid reviewed the 5 year summary of the financial highlights. The percent change in total revenue for 2011 for the facility was an increase of 33 percent. The percent change in operating expenses was 9 percent. Salaries and wages expense as a percent of the net resident service revenue is 64 percent and the employee benefits, as a percent of net resident service revenue is 41 percent. He explained that \$.41 cents of every \$1.00 in revenue is paid for employee benefits. Ms. Mangione stated the biggest difference between county facilities and other facilities is that county facilities are paying benefits. Mr. Alger stated retirement is another factor that is pushing that number up. Mr. Reid stated your liabilities are outpacing your net assets. He stated that with regard to bad debt, in 2011, that was at 2.3 percent. The facility has made significant strides on that.

Mr. Swackhamer asked what are your suggestions for the future? Ms. Mangione replied this is an uncertain area. A new reimbursement system went into effect January 2012 and will be phased in over a six year period. There will be a \$19.00 per day, per resident decrease in operating Medicaid rate under this system. The State is pushing for managed care and that will be implemented within the next three to five years. There is nothing that says what the pay rates will be. She stated that she has heard talk that it will be 100 percent or 90 percent of the Medicaid rate. We don't know how they are going to reimburse. Under statewide pricing, you will eventually see a decrease each year in revenue.

Mr. Hanna asked what exactly is managed care? Ms. Mangione replied under Medicaid Managed Care, they will contract with you to provide services. There will be cuts in the types of services and there will be caps. You are already subject to a lot of caps. The State wants to get out of the business of rate setting and reimbursement. Mr. Alger stated the theory is to reduce the reimbursement. Ms. Mangione stated they are looking for people to utilize other avenues of care before going to a nursing facility. There are a lot of unknowns. Upstate is slated to be under Medicaid managed care by the end of 2013 and Downstate is slated for July 2012. Discussion followed.

**MOTION: ACCEPTING THE 2011 HEALTH CARE FACILITY AUDIT REVIEW AND REPORTS AS PRESENTED BY BONADIO AND CO., LLP MADE BY MR. VAN ETTEN. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

#### **IV. DEPARTMENT REQUESTS**

##### **A. Elections**

1. **Budget Adjustment for Voting Machines** – Ms. Olin requested authorization to transfer \$8,500 from the Insurance Recovery line item to their Major Equipment to purchase a replacement voting machine. She explained that one of the voting machines had been fried after the electrical service upgrade in the storage room. Mr. Van Etten asked if they were insured? Mr. Alger replied we went after the vendor for the cost. Mr. Van Etten asked isn't it standard practice to use a surge protector? Would that have helped? Ms. Olin replied it would have helped and that is a good point.

**MOTION: AUTHORIZING THE BOARD OF ELECTIONS TO TRANSFER \$8,500.00 FROM THE INSURANCE RECOVERY LINE ITEM TO THEIR MAJOR EQUIPMENT LINE ITEM AND AMENDING THE MAJOR EQUIPMENT LIST TO REFLECT THE REPLACEMENT PURCHASE OF ONE VOTING MACHINE MADE BY MR. ROUSH. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

B. Emergency Management Office

1. **Budget Adjustment – 2008 Homeland Security Grant** – Mr. Marshall requested authorization to transfer a total of \$9,800.00 from the 2008 Homeland Security Grant that was allocated to the contracted labor and volunteer line items to the minor equipment line item to purchase hazmat suits.

**MOTION: AUTHORIZING THE EMERGENCY MANAGEMENT OFFICE TO TRANSFER A TOTAL OF \$9,800.00 FROM THE 2008 HOMELAND SECURITY GRANT THAT WAS ALLOCATED TO THE CONTRACTED LABOR VOLUNTEER LINE ITEMS TO THE MINOR EQUIPMENT LINE ITEM FOR THE PURCHASE OF HAZMAT SUITS MADE BY MR. ROUSH. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

Mr. Roush stated that he was reading an article in National Geographic regarding solar flares and their potential to knock out power grids for extended periods of time; up to six months. If that happened, what would we do? Mr. Marshall replied for all emergencies, we encourage people to have supplies; food, water, etc., for at least 72 hours. Six months is a long time. There would need to be a lot of coordination. We have a plan that covers all aspects of emergencies. We do rely on the State and Federal governments after we have exhausted our resources. Mr. Roush asked what is the role of elected officials? What are we supposed to do in that case? Mr. Alger stated with something of that magnitude, it is expected that it would be beyond our capabilities. If the Northeast was affected by a solar flare, that could be a real problem for the country. There would not be enough transformers to keep up with that. Mr. Marshall stated that we are in a better position here, than the cities, because we have available fresh water and gardens. We will be a little better off in that type of a situation. We would most likely see a migration of people from the Downstate area.

C. Health Care Facility

1. **Budget Transfers** - Ms. Lee informed the committee that they filled a vacant housekeeping position by contracting with Manpower. She requested authorization to transfer \$13,968.22 from the Housekeeping Labor Salary line item to the Housekeeping Contract Labor line item.

**MOTION: AUTHORIZING THE HEALTH CARE FACILITY TO TRANSFER \$13,968.22 FROM HOUSEKEEPING LABOR SALARY LINE ITEM TO THE HOUSEKEEPING CONTRACT LABOR LINE ITEM MADE BY MR. SWACKHAMER. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

Ms. Lee stated that they have received help through the Law Department to help with collections. She requested authorization to transfer \$25,000 from their Bad Debt/Uncollectable Revenue Account to the Administration Legal Expense line item to cover future legal expenses.

**MOTION: AUTHORIZING THE HEALTH CARE FACILITY TO TRANSFER \$25,000 FROM BAD DEBT/UNCOLLECTABLE REVENUE ACCOUNT TO THE ADMINISTRATION LEGAL EXPENSE LINE ITEM TO COVER FUTURE LEGAL EXPENSES IN THE COLLECTION OF PAYMENT MADE BY MR. VAN ETTEN. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

D. Buildings & Grounds

1. **Repairs & Renovations Reserve Transfer** – Mr. Wheeler requested authorization to transfer \$15,000.00 from the Repairs & Renovations Reserve to the Exterior Painting of the Hornell Courthouse Capital Project. The total cost of the project will be \$22,626.00 and was approved by the AIP Committee.

**MOTION: AUTHORIZING THE TRANSFER OF \$15,000.00 FROM THE REPAIRS & RENOVATIONS RESERVE TO THE CAPITAL PROJECT FOR THE EXTERIOR PAINTING OF THE HORNELL COURTHOUSE MADE BY MR. VAN ETTEN. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.**

E. Public Works

1. **Create “Tank Repair” Account for Leachate Treatment Plant** – Mr. Spagnoletti stated in 2009 we had budgeted \$5.8 million for the Cell 2 Project and we have a \$400,000.00 surplus. He requested authorization to transfer \$404,015.00 from the Bath Landfill Cell 2 Capital Project Account to the Cell 2 Debt Principal Payment Account. He requested authorization to create the Leachate Treatment “Tank Repair” Capital Project and to transfer the \$404,015.00 from the Cell 2 Debt Principal Payment Account into the “Tank Repair” Capital Project.

**MOTION: AUTHORIZING THE COMMISSIONER OF PUBLIC WORKS TO TRANSFER \$404,015.00 FROM THE BATH LANDFILL CELL 2 CAPITAL PROJECT ACCOUNT HL/EL 6209 TO CELL 2 DEBT PRINCIPAL PAYMENT ACCOUNT; CREATE THE LEACHATE TREATMENT PLANT TANK REPAIR CAPITAL PROJECT ACCOUNT HL/EL 7303-5-250-000 AND TRANSFER \$404,015.00 FROM THE CELL 2 DEBT PRINCIPAL PAYMENT ACCOUNT INTO THE LEACHATE TREATMENT PLANT TANK REPAIR CAPITAL PROJECT MADE BY MR. ROUSH. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.**

2. **Seneca Street Bridge Project in Hornell** – Mr. Spagnoletti informed the committee that the Seneca Street Bridge Project in Hornell is a \$4 million project. We will bid the project something this winter for construction next year. We had \$86,000 set aside for Right-of-Way work. There are other properties that we will need to purchase and he would like to increase that by \$35,000 to a total of \$121,000. We will see an increase in County cost of \$1,750; however we will be receiving \$28,000 in Federal aid and \$5,250 in State aid.

**MOTION: AUTHORIZING THE COMMISSIONER OF PUBLIC WORKS TO TRANSFER A TOTAL OF \$35,000.00; CONSISTING OF \$28,000.00 FEDERAL AID, \$5,250.00 STATE AID AND \$1,750.00 LOCAL SHARE, FROM 5120 HO/FUTURE BRIDGE PROJECTS TO 5120 HD/SENECA STREET BRIDGE PROJECT MADE BY MR. ROUSH. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

F. Administrator

1. **Southern Tier Network** – Mr. Alger stated we have two options with the fiber network. The first option is to use the network to connect our towers and the second option is to connect the towers and do the last one mile ourselves and receive the benefit of having 12 strands of fiber. The total estimated cost to connect the last one mile of fiber is \$700,000. With the first option there is no additional cost, however, there also would be no other use of the fiber. He recommended entering into a right of use agreement with the Southern Tier Network to use 12 strands of fiber and assume responsibility for the final one mile of connect at each tower site. He recommended transfer \$700,000 from the Old Health Care Facility Renovations Project for this purpose.

**MOTION: AUTHORIZING THE COUNTY ADMINISTRATOR TO ENTER INTO A RIGHT OF USE AGREEMENT WITH THE SOUTHERN TIER NETWORK TO USE 12 STRANDS OF FIBER AND ASSUME THE RESPONSIBILITY FOR THE FINAL ONE MILE OF CONNECT AT EACH TOWER SITE FOR A TOTAL COST OF \$700,000.00 AND AUTHORIZING THE TRANSFER OF \$700,000.00 FROM THE OLD HEALTH CARE FACILITY RENOVATIONS PROJECT TO THE SOUTHERN TIER NETWORK PROJECT MADE BY MR. ROUSH. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.**

G. Treasurer

1. **Approving the Terms and Conditions of the 2012 Tax Sale** – Mr. Donnelly presented the terms and conditions of the 2012 tax sale for review and approval. He stated that items 8, 9, 14, 21 and 28 were changed. They also added a severance clause to item 28.

MOTION: APPROVING THE TERMS AND CONDITIONS OF THE 2012 TAX SALE MADE BY MR. VAN ETTEN. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: TO ADJOURN REGULAR SESSION AND RECONVENE IN EXECUTIVE SESSION PURSUANT TO PUBLIC OFFICERS' LAW, ARTICLE 7§ 105.1H. RELATIVE TO THE PROPOSED ACQUISITION, SALE OR LEASE OF REAL PROPERTY MADE BY MR. VAN ETTEN. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: ADDING PARCEL #197.07-01-035.000, LOCATED IN THE VILLAGE OF CANISTEO, TO THE TAX SALE AUCTION MADE BY MR. VAN ETTEN. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: WITHDRAWING FROM THE TAX SALE, PARCEL #385.00-01-053.000, LOCATED IN THE TOWN OF TUSCARORA MADE BY MR. ROUSH. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: WITHDRAWING FROM THE TAX SALE THE FOLLOWING PARCELS LOCATED WITHIN THE CITY OF HORNELL: #166.06-07-001.000; #166.06-07-048.000; #166.06-07-009.000; #166.06-07-010.000; #166.06-07-011.000 AND #166.06-07-012.000 MADE BY MR. SWACKHAMER. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING A REQUEST FOR PROPOSAL FOR THE APPRAISAL OF SIX PARCELS OF TAX ACQUIRED PROPERTIES MADE BY MR. VAN ETTEN. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: COMBINING THE FOLLOWING PROPERTIES IN THE TAX SALE AUCTION: PROPERTY #17 AND #140 (BRADFORD/URBANA); PROPERTY #30 AND #31 IN THE VILLAGE OF CANISTEO AND PROPERTY #111 AND #112 IN THE VILLAGE OF NORTH HORNELL MADE BY MR. VAN ETTEN. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: APPROVING A HARDSHIP REQUEST FOR PARCEL #140.00-01-045.000 IN THE TOWN OF HOWARD MADE BY MR. SWACKHAMER. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: APPROVING A HARDSHIP REQUEST FOR PARCEL #017.08-01.035.000 IN THE TOWN OF COHOCTON MADE BY MR. SWACKHAMER. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: APPROVING A HARDSHIP REQUEST FOR PARCEL #159.13-03-043.000 IN THE VILLAGE OF BATH MADE BY MR. ROUSH. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: APPROVING A HARDSHIP REQUEST FOR PARCEL #024.00-01-007.100 IN THE TOWN OF PULTENEY MADE BY MR. SWACKHAMER. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: APPROVING A HARDSHIP REQUEST FOR PARCEL #416.00-01-012.200 IN THE TOWN OF TROUPSBURG MADE BY MR. ROUSH. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING THE TREASURER TO PAY \$4,300.00 FOR ASBESTOS TESTING ON A TAX ACQUIRED PARCEL LOCATED IN THE CITY OF CORNING MADE BY MR. SWACKHAMER. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

**MOTION: TO ADJOURN EXECUTIVE SESSION AND RECONVENE IN REGULAR SESSION MADE BY MR. VAN ETTEN. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION: TO ADJOURN MADE BY MR. ROUSH. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

Respectfully Submitted by

Amanda L. Chapman  
Deputy Clerk  
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR  
Tuesday, July 10, 2012  
10:30 a.m.**

**Please send agenda items to the Clerk of the Legislature's Office  
NO LATER THAN NOON  
Tuesday, July 2, 2012**

**STEBEN COUNTY FINANCE COMMITTEE**

*Tuesday, July 10, 2012*

*10:30 a.m.*

*Legislative Committee Room  
Steuben County Office Building  
Bath, New York*

**\*\*MINUTES\*\***

**COMMITTEE:** Lawrence P. Crossett, Chair Gary D. Swackhamer, Vice Chair K. Michael Hanna  
Scott J. Van Etten

**STAFF:** Mark R. Alger Jack Wheeler Tim Marshall  
Vince Spagnoletti Bill Partridge Joel Ordway  
Wendy Flaitz Steve Orcutt Shawn Corey  
Alan Reed David McCarroll Stacey Lee  
Pat Donnelly Tammy Hurd-Harvey

**LEGISLATORS:** Joseph J. Hauryski

**ABSENT:** Gary B. Roush

**OTHERS:** James Johnson, Executive Director, Steuben County Industrial Development Agency

**I. CALL TO ORDER**

Mr. Crossett called the meeting to order.

**II. APPROVAL OF MINUTES**

**MOTION: APPROVING THE MINUTES OF THE JUNE 12, 2012, MADE BY MR. VAN ETTEN. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

Mr. Crossett asked if there was any objection to changing the time of future meetings to 10:00 a.m.

**MOTION: SETTING THE DATE AND TIME OF THE FINANCE COMMITTEE MEETINGS FOR THE SECOND TUESDAY OF EACH MONTH AT 10:00 A.M. EFFECTIVE AUGUST 14, 2012, MADE BY MR. VAN ETTEN. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**III. DEPARTMENT REQUESTS**

A. Sheriff's Department

1. **Addition of Ballistic Vests to Major Equipment List** – Sheriff Ordway informed the committee that this year they purchased one less vehicle. In lieu of that, he requested authorization to purchase seven additional ballistic vests.

**MOTION: AUTHORIZING THE SHERIFF TO PURCHASE SEVEN BALLISTIC VESTS FOR A TOTAL COST OF \$5,145.00 AND ADDING THE VESTS TO THE MAJOR EQUIPMENT LIST MADE BY MR. VAN ETTEN. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

B. Health Care Facility

1. **Budget Transfers** – Ms. Lee requested authorization to transfer \$19,279.97 from PT contracted labor to PT payroll to pay for clerical staff. Previously this position had been filled with an employee from Manpower.

**MOTION: AUTHORIZING THE HEALTH CARE FACILITY TO TRANSFER \$19,279.97 FROM PT CONTRACT LABOR TO PT CLERICAL PAYROLL TO ACCOMMODATE SUPPORT STAFF NEEDS MADE BY MR. SWACKHAMER. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

Ms. Lee requested authorization to transfer \$10,000 from Fiscal Payroll to Fiscal Contract Labor as they are currently staffing a receptionist position in the Fiscal Department with a Manpower employee.

**MOTION: AUTHORIZING THE HEALTH CARE FACILITY TO TRANSFER \$10,000 FROM FISCAL PAYROLL TO FISCAL CONTRACT LABOR TO ACCOMMODATE SUPPORT STAFF NEEDS MADE BY MR. VAN ETTEN. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

C. Emergency Management Office

1. **FY2012 Homeland Security Grant** – Mr. Marshall requested authorization to accept and appropriate funding in the amount of \$88,000 from the FY2012 Homeland Security Grant. He stated that 25 percent of this grant, equal to the amount of \$22,000, will be directed to the Sheriff's Office for terrorism prevention programs. The remaining amount will be appropriated to various budget lines to support haz mat maintenance and calibration, credentialing and accountability, interoperable communications and medical surveillance.

**MOTION: AUTHORIZING THE EMERGENCY MANAGEMENT OFFICE TO ACCEPT A FY2012 HOMELAND SECURITY GRANT IN THE AMOUNT OF \$88,000.00 AND APPROPRIATING \$18,000.00 FOR HAZ MAT MAINTENANCE AND CALIBRATION, \$6,000.00 FOR CREDENTIALING AND ACCOUNTABILITY, \$35,000.00 FOR INTEROPERABLE COMMUNICATIONS AND \$7,000.00 FOR MEDICAL SURVEILLANCE; WITH THE REMAINING BALANCE OF \$22,000.00 BE ALLOCATED TO THE SHERIFF'S DEPARTMENT FOR TERRORISM PREVENTION PROGRAMS MADE BY MR. SWACKHAMER. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**  
*Resolution Required.*

D. Buildings & Grounds

1. **Budget Appropriation – Repairs & Renovations Reserve** – Mr. Partridge stated the AIP Committee awarded the bid for the boiler replacement project at the Corning Courthouse. He requested authorization to transfer \$26,400.00 from the Repairs & Renovations Reserve for this project.

**MOTION: AUTHORIZING THE TREASURER TO APPROPRIATE \$26,400.00 FROM THE REPAIRS AND RENOVATIONS RESERVE TO THE CORNING COURTHOUSE BOILER PROJECT MADE BY MR. VAN ETTEN. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**  
*Resolution Required.*

E. Administrator

1. **Steuben County Industrial Development Agency** – Mr. Johnson stated that a year ago the Legislature passed a resolution making changes to the LDC allowing the County to become the sole member, rather than the IDA which allows us to do bond transactions. There was an oversight and in addition to that, we also needed to authorize the IDA and their counsel to perform essential functions. Mr. Alger commented this indirectly is impacting our faith and credit. They are an independent organization and as it is related to County operations, he wanted the Legislature to be aware of this.

**MOTION: AUTHORIZING THE STEUBEN AREA ECONOMIC DEVELOPMENT CORPORATION TO PERFORM ESSENTIAL GOVERNMENTAL FUNCTIONS INCLUDING ACTIVITIES ASSOCIATED WITH THE PROMOTION OF COMMUNITY AND ECONOMIC DEVELOPMENT; JOB CREATION AND THE ISSUANCE OF BONDS ON ITS BEHALF MADE BY MR. SWACKHAMER. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**  
*Resolution Required.*

2. **County Clerk's Document Imaging System** – Mr. Alger informed the committee that this morning the Administration Committee approved moving forward with an upgrade in software from Cott. He requested authorization to use the remaining funds in the Document Imaging Capital Project for this upgrade. The Administration Committee approved funding up to \$60,000.

**MOTION: APPROVING AN UPGRADE OF THE COTT SYSTEM FOR COUNTY CLERK'S DOCUMENT IMAGING SYSTEM AT A COST NOT TO EXCEED \$60,000.00 WITH SAID FUNDS TO BE TAKEN FROM THE DOCUMENT IMAGING CAPITAL PROJECT MADE BY MR. VAN ETTEN. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

F. Treasurer

1. **Monthly Reports** – Mr. Hanna asked do you have any concerns regarding the wage analysis and overtime report for 911? Mr. Alger replied those costs are funded out of personal services. He stated that he does have concerns with those costs, but hopefully we will not end up taking money out of Contingency for that. That department has had some vacancies which have resulted in overtime. We fell back because we did not have adequate staffing. We are in the process of establishing a training cycle so we are hiring more people. Discussion followed.

**MOTION: TO ADJOURN REGULAR SESSION AND RECONVENE IN EXECUTIVE SESSION PURSUANT TO PUBLIC OFFICERS' LAW, ARTICLE 7§ 105.1.H. THE PROPOSED ACQUISITION, SALE OR LEASE OF REAL PROPERTY OR THE PROPOSED ACQUISITION OF SECURITIES, OR SALE OR EXCHANGE OF SECURITIES HELD BY SUCH PUBLIC BODY, BUT ONLY WHEN PUBLICITY WOULD SUBSTANTIALLY AFFECT THE VALUE THEREOF MADE BY MR. SWACKHAMER. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**MOTION: REMOVING THE FOLLOWING TAX PARCELS, LOCATED IN THE CITY OF HORNELL, FROM THE TAX SALE AND SELLING TO THE CITY OF HORNELL, SUBJECT TO PRIOR REPURCHASE BY THE FORMER OWNERS: PARCEL #151.71-02-001.000 FOR \$1,661.00; PARCEL #151.56-01-042.000 FOR \$3,883.00; PARCEL #151.71-03-044.000 FOR \$13,006; PARCEL #151.80-01-045.000 FOR \$12,548.00, PARCEL #166.06-03-019.000 FOR \$6,947.00; AND REMOVING PARCEL #151.71-03-039.000 PENDING FURTHER EVALUATION MADE BY MR. VAN ETTEN. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**MOTION: REMOVING THE FOLLOWING TAX PARCEL, LOCATED IN THE TOWN OF CATON, FROM THE TAX SALE AND SELLING TO THE TOWN CATON, SUBJECT TO PRIOR REPURCHASE BY THE FORMER OWNER: PARCEL #390.11-01-052.000 FOR \$5.00 PLUS THE DEED RECORDING FEE OF \$305.00 BRINGING THE TOTAL TO \$310.00 MADE BY MR. SWACKHAMER. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**MOTION: APPROVING A HARDSHIP DEFERRAL ON PARCEL #299.75-02-030.000 LOCATED IN THE CITY OF CORNING; SAID DEFERRAL TO EXPIRE ON JUNE 28, 2013 MADE BY MR. VAN ETTEN. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**MOTION: APPROVING A HARDSHIP DEFERRAL ON PARCEL #166.06-03-005.000 LOCATED IN THE CITY OF HORNELL; SAID DEFERRAL TO EXPIRE ON JUNE 28, 2013 MADE BY MR. SWACKHAMER. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**MOTION: APPROVING A HARDSHIP DEFERRAL ON PARCEL #177.00-01-016.000 LOCATED IN THE TOWN OF BRADFORD; SAID DEFERRAL TO EXPIRE ON JUNE 28, 2013 MADE BY MR. SWACKHAMER. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**MOTION: APPROVING A HARDSHIP DEFERRAL ON PARCEL #102.00-01-066.200 LOCATED IN THE CITY OF CORNING; SAID DEFERRAL TO EXPIRE ON JUNE 28, 2013 MADE BY MR. VAN ETTEN. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**MOTION: APPROVING A HARDSHIP DEFERRAL ON PARCEL #206.06-01-003.200 LOCATED IN THE VILLAGE OF SAVONA; SAID DEFERRAL TO EXPIRE ON JUNE 28, 2013 MADE BY MR. VAN ETTEN. SECONDED BY MR. SWACKHAMER. MOTION CARRIES 4-0.**

**MOTION: DENYING A HARDSHIP DEFERRAL ON PARCEL #206.06-01-003.100 LOCATED IN THE VILLAGE OF SAVONA MADE BY MR. VAN ETTEN. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**MOTION: TO ADJOURN EXECUTIVE SESSION AND RECONVENE IN REGULAR SESSION MADE BY MR. HANNA. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**MOTION: TO ADJOURN MADE BY MR. SWACKHAMER. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

Respectfully Submitted by

Amanda L. Chapman  
Deputy Clerk  
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR  
Tuesday, August 14, 2012  
10:30 a.m.**

**Please send agenda items to the Clerk of the Legislature's Office  
NO LATER THAN NOON  
Tuesday, July 31, 2012**

STEUBEN COUNTY FINANCE COMMITTEE

Special Meeting

Monday, July 23, 2012

9:45 a.m.

Legislative Committee Room  
Steuben County Office Building  
Bath, New York

**\*\*MINUTES\*\***

<b>COMMITTEE:</b>	Lawrence P. Crossett, Chair Gary B. Roush	Gary D. Swackhamer, Vice Chair Scott J. Van Etten	K. Michael Hanna
<b>STAFF:</b>	Mark R. Alger Tammy Hurd-Harvey	Jack Wheeler	Pat Donnelly
<b>LEGISLATORS:</b>	Joseph J. Hauryski Hilda T. Lando William A. Peoples George J. Welch	Dan C. Farrand Robin K. Lattimer Thomas J. Ryan	Carol A. Ferratella Aaron I. Mullen Randolph J. Weaver

**I. CALL TO ORDER**

Mr. Crossett called the meeting to order at 9:45 a.m.

**II. GENERAL BUSINESS**

- A. Treasurer  
1. **Tax Sale Auction**

**MOTION: TO ADJOURN REGULAR SESSION AND RECONVENE IN EXECUTIVE SESSION PURSUANT TO PUBLIC OFFICERS' LAW, ARTICLE 7§ 105.1.H. THE PROPOSED ACQUISITION, SALE OR LEASE OF REAL PROPERTY OR THE PROPOSED ACQUISITION OF SECURITIES, OR SALE OR EXCHANGE OF SECURITIES HELD BY SUCH PUBLIC BODY, BUT ONLY WHEN PUBLICITY WOULD SUBSTANTIALLY AFFECT THE VALUE THEREOF MADE BY MR. VAN ETTEN. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION: APPROVING A HARDSHIP DEFERRAL ON PARCEL #028.00-01-044.122 LOCATED IN THE TOWN OF WAYLAND; SAID DEFERRAL TO EXPIRE JUNE 28, 2013 MADE BY MR. VAN ETTEN. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION: APPROVING A HARDSHIP DEFERRAL ON PARCEL #207.00-01-005.782 LOCATED IN THE TOWN OF BRADFORD; SAID DEFERRAL TO EXPIRE JUNE 28, 2013 MADE BY MR. SWACKHAMER. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION: REJECTING AN OFFER OF \$250,000 IN FULL SETTLEMENT OF ALL OUTSTANDING DELINQUENT PROPERTY TAXES, FEES, ASSESSMENTS, AND PENALTIES ON ELEVEN PARCELS OF REAL PROPERTY SITUATE IN THE CITY OF HORNELL MADE BY MR. VAN ETTEN. SECONDED BY MR. ROUSH. MOTION CARRIES 4-1. (MR. SWACKHAMER OPPOSED)**

**MOTION: TO ADJOURN EXECUTIVE SESSION AND RECONVENE IN REGULAR SESSION MADE BY MR. VAN ETTEN. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

Mr. Donnelly informed the committee this year they have 93 parcels for sale compared to last year when they had 63 parcels.

Mr. Mullen asked what about gas rights on the parcels? Mr. Donnelly replied we reserve our rights, in case we ever want to do that. The terms and conditions of the sale are read at the auction and at that time, he states that the County is not reserving our right to oil and/or gas.

Respectfully Submitted by

Amanda L. Chapman  
Deputy Clerk  
Steuben County Legislature

**STEBEN COUNTY FINANCE COMMITTEE**

Tuesday, August 14, 2012

10:00 a.m.

Legislative Committee Room  
Steuben County Office Building  
Bath, New York

**\*\*MINUTES\*\***

- COMMITTEE:** Lawrence P. Crossett, Chair Gary D. Swackhamer, Vice Chair K. Michael Hanna  
 Gary B. Roush Scott J. Van Etten
- STAFF:** Mark R. Alger Jack Wheeler Pat Donnelly  
 Tammy Hurd-Harvey Alan Reed Vince Spagnoletti  
 David McCarroll Steve Orcutt Shawn Corey  
 Wendy Flaitz Kathy Muller
- LEGISLATORS:** Joseph J. Hauryski Carol A. Ferratella
- OTHERS:** Randy Shepard, Bonadio & Co., LLP  
 Heidi Breslin, Bonadio & Co., LLP  
 Mary Perham, *The Leader*

**I. CALL TO ORDER**

Mr. Crossett called the meeting to order at 10:00 a.m.

**II. APPROVAL OF MINUTES**

**MOTION: APPROVING THE MINUTES FROM THE JULY 10, 2013, AND JULY 23, 2013, MEETINGS MADE BY MR. HANNA. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**III. PRESENTATION**

A. Bonadio & Co., LLP

1. **2011 Financial Audit** – Mr. Shepard reviewed the 2011 Financial Audit with the committee. He commented that the Federal Stimulus funds expired for the County in 2011; leaving the County to be responsible for increases in the Medicaid and Safety Net Programs. The 2 percent property tax cap will force the County to reduce local services; however, the County over-rode the tax cap for 2012. One of the challenges facing the County is that the Health Care Facility continues to have significant losses in its financial performance. The County is currently analyzing operations and making plans to mitigate those losses. Additionally, the County is considering shared services with other municipalities. Mr. Shepard stated that the General Fund has had steady growth in assets and the County has a very strong cash position. On the liability side, there was some growth there as well. He stated they also did a comparison of Steuben County compared to all of the other counties in the State.

Mr. Alger commented this comparison gives you a general idea of where we stand compared to all of the counties. We obviously have a fairly high load in economic assistance. Our commitment to the highway system is higher as we have a larger highway system. This comparison reflects what you would typically see.

Mr. Van Etten asked if Mr. Shepard could explain the OPEB costs and our obligation. Are we in good shape? Mr. Shepard replied there is definitely a huge liability going forward. The standard that was put in place is that you amortize the costs for existing retirees and most counties used a 30 year amortization. That liability will grow. Ultimately you have a \$66 million unfunded, accrued liability. Approximately \$13 million has been

booked as an actual liability. You are not allowed to fund for this yet in New York State. Currently, you are on track with regard to what the standard allows you to do. Mr. Van Etten asked does the \$65 million include current retirees and current employees that retire? Mr. Shepard replied yes.

Mr. Van Etten asked what is a Private Purpose Trust Fund? Mr. Shepard replied that is money that you are holding for a specific purpose. Ms. Hurd-Harvey stated we have \$148,000 for the Jail Commissary and \$1,000 for the Cemetery. Mr. Van Etten stated that he would like to congratulate the staff for another good report.

Mr. Alger stated that Health Care Facility losses will be reflected in the Fund Balance as we have been covering their balance and now funding that out of the General Fund. Mr. Shepard commented every county is looking at the health care facility and long-term care.

**MOTION: ACCEPTING THE 2011 FINANCIAL AUDIT AS PRESENTED BY BONADIO & CO., LLP MADE BY MR. VAN ETTEN. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**IV. DEPARTMENT REQUESTS**

A. Health Care Facility

1. **Budget Transfer** – Mr. McCarroll requested authorization to transfer \$40,000 from their PT Tech Salary line item to the PT Contract line item to pay for staff that are filling vacancies.

**MOTION: AUTHORIZING THE HEALTH CARE FACILITY TO TRANSFER \$40,000.00 FROM THE PT TECH SALARY LINE ITEM TO THE PT CONTRACT LABOR LINE ITEM TO PAY FOR STAFF THAT ARE FILLING VACANCIES MADE BY MR. VAN ETTEN. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

B. Public Works

1. **Activating Zero-Based Position – MEO Supervisor at Bath Landfill** – Mr. Spagnoletti requested authorization to activate a zero-based MEO Supervisor position at the Bath Landfill. We have been operating without a supervisor at the Landfill, but have been paying \$17,000 in overtime. Activating this position will cause an increase of \$3,000, but will save us the \$17,000 in overtime.

**MOTION: AUTHORIZING THE ACTIVATION OF ONE ZERO-BASED MEO SUPERVISOR AT THE BATH LANDFILL MADE BY MR. VAN ETTEN. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

2. **Appropriating Insurance Settlement for CR10 and CR10A Damage** – Mr. Spagnoletti informed the committee that they received \$176,522.90 on the insurance settlement for the damage that occurred on CR10 and CR10A. He requested authorization to appropriate that to the insurance revenue line item and to increase their patching line item by the same amount.

**MOTION: AUTHORIZING THE PUBLIC WORKS DEPARTMENT TO ACCEPT AN INSURANCE SETTLEMENT IN THE AMOUNT OF \$176,522.90 AND TO INCREASE THEIR INSURANCE REVENUE LINE ITEM BY \$176,522.90 AND TO INCREASE THE PATCHING LINE ITEM BY THE SAME AMOUNT MADE BY MR. ROUSH. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.**

3. **Budget Transfer** – Mr. Spagnoletti informed the committee that the two leachate tanks are rusting out. The Public Works Committee awarded the bid for the replacement of both tanks. He has \$397,618.00 budgeted, however, needs an additional \$85,000.00. He requested authorization to transfer \$85,000.00 from the Lindley Fence Account to the capital project for the Leachate Tank Replacement.

**MOTION: AUTHORIZING THE COMMISSIONER OF PUBLIC WORKS TO TRANSFER \$85,000.00 FROM THE LINDLEY FENCE CAPITAL PROJECT TO THE LEACH TANK REPLACEMENT CAPITAL PROJECT MADE BY MR. SWACKHAMER. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.**

C. Department of Social Services

1. **Budget Appropriation** – Ms. Muller requested authorization to accept and appropriate an additional \$18,360.00 in Enhanced CPS Funds into the 2012 budget. She stated \$600.00 will be used to purchase 12 digital Dictaphones and \$10,000.00 will be used for overtime in the Child Protective Services Unit.

**MOTION: AUTHORIZING THE COMMISSIONER OF SOCIAL SERVICES TO ACCEPT AND APPROPRIATE ADDITIONAL ENHANCED CHILD PROTECTIVE SERVICES FUNDS IN THE AMOUNT OF \$18,360.00 TO BE USED FOR OVERTIME COSTS AND THE PURCHASE OF TWELVE DIGITAL DICTAPHONES MADE BY MR. SWACKHAMER. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

D. Treasurer

1. **RFP for Actuarial Services** – Mr. Donnelly requested authorization to put out an RFP for Actuarial Services.

**MOTION: AUTHORIZING THE COUNTY TREASURER TO PUT OUT A REQUEST FOR PROPOSALS FOR ACTUARIAL SERVICES MADE BY MR. VAN ETTEN. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

2. **Signature Cards** – Mr. Donnelly informed the committee that they need to update the bank signature cards for the Health Care Facility accounts. In order for transactions to be performed, any two of the following individuals need to sign: Pat Donnelly, Tammy Hurd-Harvey, David McCarroll, Leslie Drum, Nicole Walker and Raelen Melious.

**MOTION: AUTHORIZING THE COUNTY TREASURER TO UPDATE SIGNATURE CARDS FOR THREE HEALTH CARE FACILITY ACCOUNTS WITH THE SIGNATORIES BEING AS FOLLOWS: PATRICK DONNELLY, TAMMY HURD-HARVEY, DAVID McCARROLL, RAELEN MELIOUS, LESLIE DRUM AND NICOLE WALKER MADE BY MR. SWACKHAMER. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

3. **Post-Employment Benefits** – Mr. Alger stated that we need to discuss what to do going forward. We may want to look at a balance sheet and earmark some amount toward that over what we have been. We will follow up and find out if that is something we can do. We will need to put some money aside. Mr. Crossett asked is that budgeted in the departmental budgets each year? Mr. Alger replied yes. Mr. Van Etten stated in 2009 contributions were \$3 million - \$7 million. He wonders if we could take an incremental decrease. Mr. Alger commented that is a good approach and we want to look at that at year-end. Mr. Donnelly commented that he has to wonder why the State won't allow us to fund it.

Mr. Alger replied generally, the State has a larger problem, but when you look at the other units of government, the school districts would have a bigger problem. Most counties are not as generous as the school districts were in the past. That is one of the considerations. Other administrators have earmarked a significant portion of the fund balance. Mr. Crossett stated we may be hurting ourselves by doing a lot of that.

Mr. Swackhamer asked is there a projection for when that amount will start to come back down? Mr. Alger replied the expectation is that amount will start to come back down in 2015. He commented that he thinks they are probably two to three years away from seeing that amount go down a bit. Much of the problem with the pension fund is a result from the prior time the market dropped. At that point, they did a smoothing calculation, where they took the loss and spread it. This time, the loss continues into the average for five years.

Mr. Swackhamer asked if we were allowed to fund for this, where would it go? Mr. Alger replied technically speaking, there would be an account for those benefits. Ms. Hurd-Harvey stated we can set up a reserve, however, the State is not keen on having a reserve set up as a separate fund. The question is do you fund it with real money or set up a reserve. Mr. Crossett commented you would have to show that as an expenditure in the budget. Mr. Alger stated you will see the long-term average for the pension fund at 12 percent. We are at 18.9 percent right now. It will come down, but it is just a matter of how long it takes.

4. **Tax Sale** – Mr. Van Etten asked do you have any information on the tax sale? Mr. Donnelly replied the sale results have not yet been approved by the Legislature. We did have a little over \$1 million in gross receipts.

**MOTION: TO ADJOURN REGULAR SESSION AND RECONVENE IN EXECUTIVE SESSION PURSUANT TO PUBLIC OFFICERS' LAW, ARTICLE 7§ 105.1.D. DISCUSSIONS REGARDING PROPOSED, PENDING OR CURRENT LITIGATION AND ARTICLE 7§ 105.1.H. THE PROPOSED ACQUISITION, SALE OR LEASE OF REAL PROPERTY OR THE PROPOSED ACQUISITION OF SECURITIES, OR SALE OR EXCHANGE OF SECURITIES HELD BY SUCH PUBLIC BODY, BUT ONLY WHEN PUBLICITY WOULD SUBSTANTIALLY AFFECT THE VALUE THEREOF MADE BY MR. SWACKHAMER. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION: AUTHORIZING THE COUNTY TO PARTICIPATE IN TAX CERTIORARI PROCEEDINGS IN THE TOWN OF CAMPBELL, SAID COSTS NOT TO EXCEED \$29,000.00; WITH THE COUNTY SHARE OF THOSE COSTS BEING \$19,430.00 MADE BY MR. SWACKHAMER. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. *Resolution Required.***

**MOTION: AUTHORIZING THE COUNTY TREASURER TO REJECT THE BIDS ON THE PRIVATE SALE OF TAX SALE PROPERTIES #93 AND #94 AT THE JULY 27<sup>TH</sup> TAX SALE AUCTION, AND AUTHORIZING THE COUNTY TREASURER TO NEGOTIATE A SALE AND REPORT BACK TO THE FINANCE COMMITTEE AT THE SEPTEMBER 11, 2012 MEETING MADE BY MR. VAN ETTEN. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION: AUTHORIZING THE ACCEPTANCE OF THE BID AND SALE RELATING TO PARCEL #282.00-02-047.00 IN THE TOWN OF CORNING, WITH THE NET PROCEEDS TO BE EVENLY DIVIDED BETWEEN THE COUNTY AND THE TRUSTEE, SUBJECT TO THE APPROVAL OF THE TRUSTEE AND BANKRUPTCY COURT MADE BY MR. VAN ETTEN. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION: TO ADJOURN EXECUTIVE SESSION MADE BY MR. VAN ETTEN. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION: TO ADJOURN MADE BY MR. SWACKHAMER. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

Respectfully Submitted by

Amanda L. Chapman  
Deputy Clerk  
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR**

**Tuesday, September 11, 2012**

**10:00 a.m.**

**Please send agenda items to the Clerk of the Legislature's Office**

**NO LATER THAN NOON**

**Tuesday, September 4, 2012**

**STEBEN COUNTY FINANCE COMMITTEE**

**Special Meeting**

*Monday, August 27, 2012*

*9:15 a.m.*

*Legislative Committee Room  
Steuben County Office Building  
Bath, New York*

<b>COMMITTEE:</b>	Lawrence P. Crossett, Chair Scott J. Van Etten	Gary D. Swackhamer, Vice Chair	K. Michael Hanna
<b>STAFF:</b>	Mark R. Alger Pat Donnelly	Jack Wheeler	Phil Roche
<b>LEGISLATORS:</b>	Joseph J. Hauryski William A. Peoples George J. Welch	Carol A. Ferratella Thomas J. Ryan	Hilda T. Lando Randolph J. Weaver

**I. CALL TO ORDER**

Mr. Crossett called the meeting to order at 9:15 a.m.

**II. GENERAL BUSINESS**

A. Public Defender

1. **Accept and Appropriate State Indigent Legal Services Fund Grant** – Mr. Roche requested authorization to accept a State Indigent Legal Services Fund Grant in the amount of \$70,299.00 per year for three years. He also requested authorization to spend a portion of that, \$15,000 for case management software program and \$10,000 for the purchase of a server.

**MOTION: AUTHORIZING THE PUBLIC DEFENDER TO ACCEPT A STATE INDIGENT LEGAL SERVICES FUND GRANT IN THE AMOUNT OF \$70,299.00 PER YEAR FOR THREE YEARS AND AUTHORIZING THE PURCHASE OF A CASE MANAGEMENT SOFTWARE PROGRAM FOR \$15,000.00 AND A SERVER FOR \$10,000.00 MADE BY MR. VAN ETTEN. SECONDED BY MR. HANNA FOR DISCUSSION.**

Mr. Crossett asked does this funding replace the previous funding from the State? Mr. Roche replied yes. This year, with this funding, we are back to the 2010 funding level. Next year they will take away the regular allotment and that will then be distributed in the form of grants. Mr. Van Etten asked what will you do with the remaining \$70,000.00 in funding? Mr. Roche replied that they are looking at other ideas, one of which is staffing. This funding cannot be used to supplant County funding.

Mrs. Ferratella asked is Information Technology involved with the purchase of the server? Mr. Roche replied yes. We want to be able to have this information remotely accessible to the nine public defenders. In the future, another piece is that we will want to look at purchasing iPads. Mr. Alger commented the server will physically be kept separate from the County network so that they can remotely access case files and other information. This will not pose a security risk from our standpoint.

**VOTE ON PREVIOUS MOTION: ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

- B. Treasurer  
1. **Sale of Real Property**

**MOTION: TO ADJOURN REGULAR SESSION AND RECONVENE IN EXECUTIVE SESSION PURSUANT TO PUBLIC OFFICERS' LAW, ARTICLE 7§ 105.1.H. THE PROPOSED ACQUISITION, SALE OR LEASE OF REAL PROPERTY OR THE PROPOSED ACQUISITION OF SECURITIES, OR SALE OR EXCHANGE OF SECURITIES HELD BY SUCH PUBLIC BODY, BUT ONLY WHEN PUBLICITY WOULD SUBSTANTIALLY AFFECT THE VALUE THEREOF MADE BY MR. VAN ETTEN. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**MOTION: REJECTING AN OFFER OF \$300,000.00 TO PURCHASE EIGHT PARCELS OF PROPERTY OWNED BY THE COUNTY, PURSUANT TO THE IN REM PROCEDURE, SITUATE IN THE CITY OF HORNELL MADE BY MR. SWACKHAMER. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**MOTION: TO ADJOURN EXECUTIVE SESSION AND RECONVENE IN REGULAR SESSION MADE BY MR. VAN ETTEN. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**MOTION: TO ADJOURN MADE BY MR. SWACKHAMER. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

Respectfully Submitted by

Amanda L. Chapman  
Deputy Clerk  
Steuben County Legislature

**STEBEN COUNTY FINANCE COMMITTEE**

*Tuesday, September 11, 2012*

*10:00 a.m.*

*Legislative Committee Room  
Steuben County Office Building  
Bath, New York*

**\*\*MINUTES\*\***

<b>COMMITTEE:</b>	Lawrence P. Crossett, Chair Gary B. Roush	Gary D. Swackhamer, Vice Chair Scott J. Van Etten	K. Michael Hanna
<b>STAFF:</b>	Jack Wheeler Alan Reed Pat Donnelly	Bryce Foster Shawn Corey Tammy Hurd-Harvey	Brenda Mori Jim Gleason David McCarroll
<b>LEGISLATORS:</b>	Joseph J. Hauryski	Carol A. Ferratella	Thomas J. Ryan

**I. CALL TO ORDER**

Mr. Crossett called the meeting to order at 10:00 a.m.

**II. APPROVAL OF MINUTES**

**MOTION: APPROVING THE MINUTES OF THE AUGUST 14, 2012, AND AUGUST 27, 2012, MEETINGS MADE BY MR. HANNA. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**III. DEPARTMENT REQUESTS**

A. Public Works

1. **Budget Transfer** – Mr. Foster requested authorization to transfer \$98,826.00 from the line item for Town Snow Removal and \$50,000.00 from the line item for Abrasives and appropriating \$98,826.00 to the line item for Diesel Fuel and \$50,000.00 to the line item for Unleaded Gasoline.

**MOTION: AUTHORIZING THE PUBLIC WORKS COMMISSIONER TO TRANSFER \$98,826.00 FROM THE TOWN SNOW REMOVAL LINE ITEM AND \$50,000.00 FROM THE ABRASIVES LINE ITEM AND APPROPRIATING \$98,826.00 TO THE DIESEL FUEL LINE ITEM AND \$50,000.00 TO THE UNLEADED GASOLINE LINE ITEM MADE BY MR. SWACKHAMER. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

B. Sheriff's Department

1. **Narcotics Enforcement Grant** – Mr. Wheeler requested authorization for the Sheriff's Department to accept a Senate Initiative Grant in the amount of \$12,500.00 for narcotics enforcement. This is used to pay for the overtime for the drug enforcement task force.

**MOTION: AUTHORIZING THE SHERIFF TO ACCEPT A SENATE INITIATIVE GRANT IN THE AMOUNT OF \$12,500.00 FOR NARCOTICS ENFORCEMENT MADE BY MR. VAN ETTEN. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

2. **Budget Adjustment – Reallocation of Grant Money** – Mr. Wheeler requested authorization for the Sheriff to reallocate \$14,396.00 in 2009 Weapons of Mass Destruction grant money currently in his Law Enforcement Training line item and Minor Equipment line item, to his Major Equipment line item to purchase narrowband compliant radios for law enforcement.

**MOTION: AUTHORIZING THE SHERIFF TO REALLOCATE \$14,396.00 IN 2009 WEAPONS OF MASS DESTRUCTION GRANT MONEY CURRENTLY IN THE LAW ENFORCEMENT TRAINING LINE ITEM AND MINOR EQUIPMENT LINE ITEM, TO THE MAJOR EQUIPMENT LINE ITEM TO PURCHASE NARROWBAND COMPLIANT RADIOS FOR LAW ENFORCEMENT AND AMENDING THE MAJOR EQUIPMENT LIST TO REFLECT THIS CHANGE MADE BY MR. ROUSH. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

3. **Purchase of Equipment – 3 Ballistic Vests** – Mr. Wheeler requested authorization for the Sheriff to remove the Accident Reconstruction Software from his Major Equipment list and add the purchase of three ballistic vests to his Major Equipment list.

**MOTION: AUTHORIZING THE SHERIFF TO REMOVE THE ACCIDENT RECONSTRUCTION SOFTWARE FROM THE MAJOR EQUIPMENT LIST AND TRANSFERRING THE BALANCE OF \$2,205.00 FOR THE PURCHASE OF THREE BALLISTIC VESTS AND ADDING THOSE TO THE MAJOR EQUIPMENT LIST MADE BY MR. VAN ETTEN. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

C. Health Care Facility

1. **Budget Transfer** – Mr. Wheeler requested authorization for the Health Care Facility to transfer \$17,600.00 from personal services line item to contracted labor line item to cover expenses.

**MOTION: AUTHORIZING THE HEALTH CARE FACILITY TO TRANSFER \$17,600.00 FROM ACCT. #353062.5.1100007 TO ACCT. #453062.5.444150 TO COVER EXPENSES FOR CONTRACTED LABOR MADE BY MR. ROUSH. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

D. Clerk of the Legislature

1. **Budget Transfer** – Ms. Mori requested authorization to transfer a total of \$7,450.00 from various line items in the Legislature’s budget into the Legislature’s line item for miscellaneous machines and equipment for the purchase of 13 Ipad and accessories.

**MOTION: AUTHORIZING THE CLERK OF THE LEGISLATURE TO TRANSFER \$2,900.00 FROM ACCT. #101000.5.407200, \$3,300.00 FROM ACCT. #101000.5.408120 AND \$1,250.00 FROM ACCT. #101000.5.471000 AND APPROPRIATING A TOTAL OF \$7,450.00 TO ACCT. #101000.5.298090 FOR THE PURCHASE OF 13 IPADS AND ACCESSORIES FOR THE LEGISLATURE MADE BY MR. HANNA. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

E. Treasurer

1. **Monthly Reports** – Mr. Donnelly asked if there were any questions on the reports. Mr. Van Etten asked what happened to the summary of those departments on the watch list? Ms. Hurd-Harvey replied that is a report that she does quarterly, but she can do one for the end of September.

2. **Contract** – Mr. Donnelly informed the committee that their contract with Bonadio expires at the end of the year. He requested authorization to waive the RFP process as this is a professional service, and to extend their contract for one year, with three, one-year extensions. He stated that there will be a nominal increase, however, they will also include an audit of the Deferred Compensation Plan.

**MOTION: WAIVING THE RFP PROCESS RELATIVE TO PROFESSIONAL SERVICES PERFORMED BY BONADIO AND AUTHORIZING THE COUNTY TREASURER TO EXTEND THEIR EXISTING CONTRACT FOR ONE YEAR WITH THE OPTION FOR THREE ONE-YEAR RENEWALS MADE BY MR. SWACKHAMER. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

F. Administrator

1. **Pharmaceutical Litigation Settlement** – Mr. Wheeler informed the committee that we’ll be receiving \$63,355.00 from the litigation involving Abbott Labs. We need to determine what to do with the

money. Our suggestion would be put it into the Economic Development Fund. Typically, in years past, we have put these funds into the Department of Social Services budget. Mr. Alger has suggested that a better use of these funds would be in the Economic Development Fund as we could do more things with that money.

Mr. Van Etten asked do you have to do something with it? Mr. Reed replied the accounting of the settlement goes through DSS. Mr. Swackhamer asked what will we do with this funding? Mr. Wheeler replied that in talking with the Industrial Development Agency, these funds would be used for those projects that need a little assistance. For example the planning and development of a site; we could use some of these funds to assist with engineering.

**MOTION: AUTHORIZING THE APPROPRIATION OF PHARMACEUTICAL SETTLEMENT FUNDS IN THE AMOUNT OF \$63,355.00 TO THE STEUBEN COUNTY INDUSTRIAL DEVELOPMENT AGENCY FOR ECONOMIC DEVELOPMENT PURPOSES MADE BY MR. VAN ETTEN. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

#### **IV. OTHER BUSINESS**

A. *Reimbursement of Maintenance Charges to Towns/Villages* - Mr. Roush stated that when the County owns title on a property, the towns/villages cannot charge maintenance to the tax levy. There are cases where the towns/villages are out the money for the maintenance of those properties that are owned by the County. There should be a mechanism in place for reimbursing the towns/villages if the tax sale is "profitable". He believes that we should modify the policy to allow the County to reimburse the towns/villages for maintenance of properties that the County owns.

Mr. Crossett stated we are only holding title for a couple of months; from March – July. At other times, if the property is not maintained, that is prior to when the County owns it. Previously, if someone abandoned property, the towns/villages would put the cost on the tax levy. Mr. Donnelly stated they still put it on the levy, but we don't reimburse them.

Mr. Roush stated the problem is that it looks bad when the County makes a profit and gets in excess of what was needed to pay the taxes and we are not reimbursing the towns/villages. Mr. Hanna asked are we talking about a lot of money? Mr. Roush replied there are two properties in the Town of Erwin that total a little over \$3,000 in maintenance and the County made a profit of \$40,000 on the sale. We are not talking a lot of money. Mr. Wheeler commented in the cities, it could be a lot of money.

Mr. Van Etten asked at what point do we have to reimburse back to? He stated that he thinks we are opening up a nightmare. Mr. Crossett stated we hold those taxes. The towns/villages are getting money for the taxes. Mr. Roush stated the towns only get the taxes if the sale is profitable. Mr. Crossett replied, no, the County makes them whole. Mr. Roush stated the risk we take is that the towns/villages will stop taking care of the property and then that will fall back on the County. Mr. Crossett stated that would only be while we own it. Mrs. Ferratella commented that she thinks the municipalities tend to do it because they want to keep their municipalities looking good. Discussion followed.

B. *Setting the Date for the Budget Workshops* – The committee agreed to set the dates for the Budget Workshops for Monday, October 15<sup>th</sup>; Tuesday, October 16<sup>th</sup>; and Wednesday, October 17<sup>th</sup>, starting at 9:00 a.m. each day.

**MOTION: TO ADJOURN REGULAR SESSION AND RECONVENE IN EXECUTIVE SESSION PURSUANT TO PUBLIC OFFICERS' LAW, ARTICLE 7 § 105.1.H. THE PROPOSED ACQUISITION, SALE OR LEASE OF REAL PROPERTY OR THE PROPOSED ACQUISITION OF SECURITIES, OR SALE OR EXCHANGE OF SECURITIES HELD BY SUCH PUBLIC BODY, BUT ONLY WHEN PUBLICITY WOULD SUBSTANTIALLY AFFECT THE VALUE THEREOF MADE BY MR. VAN ETTEN. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION: AS THE COUNTY LEGISLATURE DID NOT APPROVE THE SALE OF PARCEL #242.00-01-054.000 LOCATED IN THE TOWN OF CAMPBELL, THE COUNTY TREASURER IS AUTHORIZED TO REFUND THE DEPOSIT TO THE SUCCESSFUL BIDDER WITHOUT PREJUDICE MADE BY MR. SWACKHAMER. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION: TO ADJOURN EXECUTIVE SESSION AND RECONVENE IN REGULAR SESSION MADE BY MR. VAN ETTEN. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION: TO ADJOURN MADE BY MR. VAN ETTEN. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

Respectfully Submitted by

Amanda L. Chapman  
Deputy Clerk  
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR**

**Tuesday, October 9, 2012**

**10:00 a.m.**

**Please send agenda items to the Clerk of the Legislature's Office**

**NO LATER THAN NOON**

**Tuesday, October 2, 2012**

**STEBEN COUNTY FINANCE COMMITTEE**

**Special Meeting**

*Monday, September 24, 2012*

*9:45 a.m.*

*Legislative Committee Room  
Steuben County Office Building  
Bath, New York*

**\*\*MINUTES\*\***

<b>COMMITTEE:</b>	Lawrence P. Crossett, Chair Gary B. Roush	Gary D. Swackhamer, Vice Chair Scott J. Van Etten	K. Michael Hanna
<b>STAFF:</b>	Patrick F. Donnelly	Alan Reed	Shawn Corey
<b>LEGISLATORS:</b>	Dan C. Farrand Robin K. Lattimer Thomas J. Ryan	Carol A. Ferratella Patrick F. McAllister Randolph J. Weaver	Hilda T. Lando William A. Peoples George J. Welch

**I. CALL TO ORDER**

Mr. Crossett called the meeting to order at 9:45 a.m.

**II. DEPARTMENT REQUESTS**

A. Treasurer

1. **Sale of Real Property**

**MOTION: TO ADJOURN REGULAR SESSION AND RECONVENE IN EXECUTIVE SESSION PURSUANT TO PUBLIC OFFICERS' LAW, ARTICLE 7§ 105.1.H. THE PROPOSED ACQUISITION, SALE OR LEASE OF REAL PROPERTY OR THE PROPOSED ACQUISITION OF SECURITIES, OR SALE OR EXCHANGE OF SECURITIES HELD BY SUCH PUBLIC BODY, BUT ONLY WHEN PUBLICITY WOULD SUBSTANTIALLY AFFECT THE VALUE THEREOF MADE BY MR. VAN ETEN. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION: ACCEPTING THE BID FOR THE PRIVATE SALE OF PARCEL #166.06-03-080.000 AND #166.06-03-081.000 SITUATE IN THE CITY OF HORNELL MADE BY MR. VAN ETEN. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION: REJECTING A PURCHASE OFFER RECEIVED SEPTEMBER 14, 2012, FROM 1776 NORTH CLINTON ASSOCIATES, LLC FOR 11 PARCELS OF REAL PROPERTY SITUATE IN THE CITY OF HORNELL MADE BY MR. SWACKHAMER. SECONDED BY MR. VAN ETEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION: TO ADJOURN EXECUTIVE SESSION AND RECONVENE IN REGULAR SESSION MADE BY MR. SWACKHAMER. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION: TO ADJOURN MADE BY MR. VAN ETEN. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

Respectfully Submitted by

Amanda L. Chapman  
Deputy Clerk  
Steuben County Legislature

**STEBEN COUNTY FINANCE COMMITTEE**

Tuesday, October 9, 2012

10:00 a.m.

Legislative Committee Room  
Steuben County Office Building  
Bath, New York

**\*\*MINUTES\*\***

**COMMITTEE:** Lawrence P. Crossett, Chair Gary D. Swackhamer, Chair K. Michael Hanna  
Scott J. Van Etten

**STAFF:** Jack Wheeler Tim Marshall Brooks Baker  
Ray Dell David McCarroll Pat Donnelly  
Tammy Hurd-Harvey Vince Spagnoletti Steve Orcutt  
Alan Reed David Hopkins Christopher Lian  
Wendy Flaitz Jim Gleason

**LEGISLATORS:** Joseph J. Hauryski Carol A. Ferratella Patrick F. McAllister  
William A. Peoples Thomas J. Ryan

**ABSENT:** Gary B. Roush

**I. CALL TO ORDER**

Mr. Crossett called the meeting to order at 10:00 a.m.

**II. APPROVAL OF MINUTES**

**MOTION: APPROVING THE MINUTES OF THE SEPTEMBER 11, 2012, AND SEPTEMBER 24, 2012, MEETINGS MADE BY MR. HANNA. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**III. DEPARTMENT REQUESTS**

A. District Attorney's Office

1. **Appropriation of Funds** - Mr. Baker informed the committee that the daily expenses line items such as postage and office supplies are out of money due to the increase in caseloads. He is requesting a total appropriation of \$25,000.00 to cover these line items. His original request was for \$30,550.00 and that included \$5,000.00 for the vehicle repair line item for a new engine. However, they took that \$5,000.00 out as they were able to trade that vehicle for one of the Sheriff's vehicles. The other amounts in his request are based on what we have spent so far this year and what we expect to spend for the remainder of the year. It is likely that we will need to come back and ask for additional funding for an expert witness. Mr. Hanna asked why has there been an increase in cases? Mr. Baker replied the combination of methamphetamine, bath salts, poor economy and unemployment has resulted in an increase in cases.

**MOTION: AUTHORIZING THE COUNTY TREASURER TO TRANSFER \$25,550.00 FROM THE CONTINGENCY FUND AND APPROPRIATING TO THE FOLLOWING LINE ITEMS WITHIN THE DISTRICT ATTORNEY'S 2012 BUDGET: POSTAGE AND COPYING - \$2,400.00; BOOKS AND SUBSCRIPTIONS - \$5,000.00; OFFICE SUPPLIES - \$1,050.00; GRAND JURY TRANSCRIPTS - \$10,000.00; TRIAL AND HEARING TRANSCRIPTS - \$900.00; WITNESS FEES - \$1,200.00; MOTOR POOL CHARGE BACKS - \$600.00; AND MILEAGE AND FUEL COSTS - \$5,400.00 MADE BY MR. VAN ETTEN. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.**

B. Sheriff's Department

1. **Budget Transfer** – Undersheriff Dell informed the committee that they will need an additional \$50,000.00 in their medical services line item in the Jail budget to get through the end of the year. We had originally budgeted \$200,000.00, however, we have exhausted that. He is requesting an additional \$50,000.00 from the Contingency Fund to cover their pharmaceutical costs through the end of the year. In the meantime, if we have a high-maintenance inmate who requires hospitalization, then we will need to come back and request more money.

Mr. Van Etten asked there are no other line items to pull from in your budget? Mr. Wheeler replied they are pretty tight on their contractals year-to-date. Mr. Van Etten asked will \$50,000.00 get you through the end of the year? Undersheriff Dell replied that is an unknown.

**MOTION: AUTHORIZING THE COUNTY TREASURER TO TRANSFER \$50,000.00 FROM THE CONTINGENCY FUND AND APPROPRIATING TO THE MEDICAL SERVICES LINE ITEM IN THE 2012 JAIL BUDGET MADE BY MR. VAN ETTEN. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.**

C. Emergency Management Office

1. **Small Equipment – Budget Amendment** – Mr. Marshall requested authorization to transfer funds within his 2008, 2009 and 2010 grant lines to purchase a hazmat monitor (\$2,297.10), Narrowband Radios (\$14,719.48) and Portable Radios (\$3,992.00). He stated that with these transfers, the 2008 grant will be closed out.

Mr. Swackhamer asked why was this not budgeted for? Mr. Marshall explained it was not budgeted because it was our intent to use Homeland Security funding. Mr. Crossett asked how much of the funding will you use? Mr. Marshall replied all of it. This should close out our 2008 grant.

Mr. Van Etten stated that the decision we made last year about the narrowbanding required a large amount of money. That money didn't cover the radios? Mr. Marshall replied that money was for tower equipment and antennae, not the receivers.

**MOTION: AUTHORIZING THE EMERGENCY MANAGEMENT OFFICE TO TRANSFER FUNDS WITHIN THE 2008, 2009 AND 2010 GRANT LINES TO PURCHASE A HAZMAT MONITOR (\$2,297.10), NARROWBAND RADIOS (\$14,719.48) AND PORTABLE RADIOS (\$3,992.00) AND AMENDING THE MINOR EQUIPMENT LIST TO INCLUDE THIS EQUIPMENT MADE BY MR. SWACKHAMER. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

D. Health Care Facility

1. **Budget Transfer** – Mr. McCarroll requested authorization to transfer a total of \$23,183.75 to cover unemployment and retirement costs.

**MOTION: AUTHORIZING THE HEALTH CARE FACILITY TO TRANSFER A TOTAL OF \$23,183.75 FROM SPEECH THERAPY TECH AND FISCAL MANAGEMENT LINE ITEMS AND APPROPRIATING \$10,000.00 TO THE NURSING UNEMPLOYMENT LINE ITEM, \$6,783.75 TO FISCAL UNEMPLOYMENT LINE ITEM AND \$6,400.00 TO OCCUPATIONAL THERAPY UNEMPLOYMENT LINE ITEM TO COVER EXPENSES MADE BY MR. SWACKHAMER. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

E. Information Technology

1. **Budget Transfer** – Mr. Wheeler explained last year we increased the telephone chargeback to departments in order to build up the reserve for the Telephone Replacement Capital Project. He requested authorization to transfer approximately \$100,000.00 at the end of the year from the Central Communications Overall Surplus to the Telephone Replacement Capital Project. Mr. Swackhamer asked how much will that

project cost? Mr. Wheeler replied if we go through the industry-leading vendor, it will be over \$500,000.00. Currently 911 is looking at an IP solution that they will be trying and that is significantly less expensive.

**MOTION: AUTHORIZING A YEAR-END TRANSFER OF APPROXIMATELY \$100,000.00 SURPLUS FROM CENTRAL COMMUNICATIONS TO THE CAPITAL PROJECT ENTITLED COUNTY TELEPHONE SYSTEM MADE BY MR. SWACKHAMER. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.**

F. Treasurer

1. **Monthly Reports** – Mr. Donnelly asked if there were any questions on the monthly reports that were distributed? Mr. Van Etten stated on the County Cost Analysis, the county cost for the Health Care Facility is \$5,710,628.00. Why is that? Mr. McCarroll replied money received has not yet been put into the county system. Our first priority is to try to stay abreast of our billing and get that trued up. Mr. Van Etten asked is there any staff at the Treasurer’s Office that can help with this? Mr. McCarroll replied we have hired a consultant who will be helping us with our billing and also with limited CFO duties. Mr. Wheeler stated they met last week and will be monitoring this monthly. They are bringing in the vendor and after three weeks to a month, we will have an understanding of their capacity. Optimistically, we will close this gap within six to eight weeks.

Mr. Swackhamer asked are we doing anything to curb the overtime in some of our departments such as 911 and the Jail? Mr. Wheeler replied yes. The CAD project at 911 did have a significant impact on 911’s overtime as the staff was demoing the new system for transition. We expect their overtime to significantly decline as they have a full staff of temporary workers. Mrs. Ferratella asked Mr. Hopkins, are you at full staff? Mr. Hopkins replied yes. Our retention rate is still 50 percent. Mr. Swackhamer asked are you getting enough people signed up for the test? Mr. Hopkins replied part-time employees are the solution for overtime. However, part-time employees are not required to take the civil service test. Mr. Van Etten commented the payroll report through the end of September shows overtime running at 64 percent and 75 percent through the year. It is still running okay.

G. Administrator

1. **Budget Workshop** – Mr. Wheeler reminded the committee that they will be holding Special Finance Committee meetings October 15<sup>th</sup> – 17<sup>th</sup> to discuss the 2013 budget.

**MOTION: TO ADJOURN REGULAR SESSION AND RECONVENE IN EXECUTIVE SESSION PURSUANT TO PUBLIC OFFICERS’ LAW, ARTICLE 7§ 105.1.D. DISCUSSIONS REGARDING PROPOSED, PENDING OR CURRENT LITIGATION, AND ARTICLE 7§ 105.1.H. THE PROPOSED ACQUISITION, SALE OR LEASE OF REAL PROPERTY OR THE PROPOSED ACQUISITION OF SECURITIES, OR SALE OR EXCHANGE OF SECURITIES HELD BY SUCH PUBLIC BODY, BUT ONLY WHEN PUBLICITY WOULD SUBSTANTIALLY AFFECT THE VALUE THEREOF MADE BY MR. VAN ETTEN. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**MOTION: WAIVING THE RFP REQUIREMENTS AND AUTHORIZING THE COUNTY TREASURER TO HIRE A LICENSED APPRAISER FOR PROPERTIES WITH AGGREGATE OR INDIVIDUAL VALUES EXCEEDING \$100,000.00 MADE BY MR. SWACKHAMER. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**MOTION: AUTHORIZING THE COUNTY TREASURER TO NEGOTIATE TERMS FOR SALE OF REAL PROPERTY SITUATE IN THE CITY OF HORNELL MADE BY MR. VAN ETTEN. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**MOTION: AUTHORIZING THE LAW DEPARTMENT TO RETAIN OUTSIDE COUNSEL RELATIVE TO PROPERTY LOCATED IN THE TOWN OF AVOCA, NOT TO EXCEED \$7,500.00 MADE BY MR. VAN ETTEN. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**MOTION: TO ADJOURN EXECUTIVE SESSION AND RECONVENE IN REGULAR SESSION MADE BY MR. VAN ETTEN. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**MOTION: TO ADJOURN MADE BY MR. VAN ETTEN. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

Respectfully Submitted by

Amanda L. Chapman  
Deputy Clerk  
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR  
Tuesday, November 13, 2012  
10:00 a.m.**

**Please send agenda items to the Clerk of the Legislature's Office  
NO LATER THAN NOON  
Wednesday, November 7, 2012**

**STEBEN COUNTY FINANCE COMMITTEE**

**Budget Workshop**

**Monday, October 15, 2012**

*9:00 a.m.*

*Legislative Committee Room  
Steuben County Office Building  
Bath, New York*

**\*\*MINUTES\*\***

**COMMITTEE:** Lawrence P. Crossett, Chair      Gary D. Swackhamer, Vice Chair      K. Michael Hanna  
Scott J. Van Etten

**STAFF:** Mark R. Alger (by phone)      Jack Wheeler      Pat Donnelly  
Tammy Hurd-Harvey

**LEGISLATORS:** Joseph J. Hauryski      Carol A. Ferratella      Hilda T. Lando  
Robin K. Lattimer      William A. Peoples      Thomas J. Ryan

**ABSENT:** Gary B. Roush

**OTHERS:** Mary Perham, *The Leader*  
Fran Gehl

**I. CALL TO ORDER**

The meeting was called to order at 9:00 a.m. by Mr. Crossett.

**II. BUDGET OVERVIEW**

Mr. Alger reviewed the current status of the proposed 2013 budget. Mr. Wheeler distributed a spreadsheet showing all the budget adjustment recommendations they have for line item reductions. Mr. Alger stated that the budget is coming together pretty well and we are in pretty good shape. Between Mr. Wheeler, Mr. Donnelly and Mrs. Hurd-Harvey, they have stayed on top of the issues of most concern.

Mr. Alger stated one of the biggest issues is health insurance. We expect health insurance costs to increase 16 percent next year, which is approximately \$1.4 million. Another area of increase is retirement costs which have increased \$1.1 million. That is significant and is spread across the entire budget.

Mr. Alger stated that with regard to where we are at so far, through the course of reviewing the budget, we approached things differently. We allowed the larger departments to do their own budget entry. We asked the small departments to submit their proposed increases. That saved us a little time when we were going through the budget. We have \$1 million in cuts. Mr. Wheeler commented we also have \$100,000 in additional revenue. Mr. Alger stated that a good share of those cuts were in Public Works. Public Works had increased their equipment request from \$800,000 to \$1.5 million. We took that back down to \$900,000 for next year. With the debt service for the grinder included, Public Works equipment is \$1.1 million. We need to be careful that we don't end up too low with the equipment, as he still has a substantial fleet and there will be maintenance costs. He asked that the committee approve the budget adjustments that have been made.

**MOTION: ACCEPTING THE 2013 BUDGET ADJUSTMENTS AS PROPOSED BY THE BUDGET OFFICER MADE BY MR. VAN ETEN. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

Mr. Alger stated that with regard to the outside agencies, he would suggest moving Southern Tier Central funding from the General Fund to the Economic Development Fund. Mr. Van Etten asked what would be the point in doing that? Mr. Alger replied you would be using surplus Economic Development Funds rather than having to raise the tax levy. He stated that they did not increase Soil & Water. They did indicate that they need a new truck, and we will need to figure out a way to purchase a vehicle by using Contingency Funds either this year or next. That is a separate issue. Mr. Van Etten asked is this a pickup or a dump truck? Mr. Alger replied it is a pickup. He also stated that REDEC requested that their appropriation be doubled from \$10,000 to \$20,000. We did not do that in this budget. We kept all of the other outside agencies at the same level as last year.

Mr. Alger stated one of the biggest things that we did that has a significant impact on the way we operate, is that we held 75 – 80 vacant positions in this budget for the last couple of years. We had really expected that we would need that money, and we do. We have reduced the vacant positions by 25 percent. The salary/fringe benefit costs have also been reduced by one-quarter. The net effect is we are reducing staff by 15 – 20 positions. That gets you enough savings to have an impact on the budget. He stated that he will be requesting authorization from the Finance and Administration Committees to allow the Treasurer and the County Administrator to transfer funding within the vacant positions, particularly for the smaller departments. Mr. Alger explained we need the flexibility to transfer funds to fully fund vacant positions where we need them during the next budget year. This allows us to target where we want to fill the positions. We have held pretty well at the 75 – 80 positions. Currently we have an EMO Director position, two RSVP positions and positions in Public Works and the Department of Social Services that are vacant. We have a lot of positions in different areas. We need to continue being judicious on how to fill them. It is important for us to be able to manage our budget easier next year. This request will require a change in the Administrative Code and Mr. Wheeler and Mr. Donnelly have started working on the language. We won't need to do this in the larger departments, but will need this flexibility in the smaller departments. Mr. Swackhamer stated that he thinks that is a good idea.

Mr. Van Etten stated with regard to the vacant positions, with the Department of Social Services he is concerned that we make sure they are staffed appropriately so that we don't miss our time requirements. Mr. Alger stated we are at the tail end of the reporting process and are waiting to see the final outcome. We have been meeting our targets pretty well and are in pretty good shape. He stated they have been filling the Social Welfare Examiner positions fairly quickly as we need to make sure we stay on top of the caseload.

Mr. Alger informed the committee that they did reduce Public Works equipment some and we also reduced some of their contractual lines. They are feeling the squeeze of this budget. We have maintained our construction program pretty much where Mr. Spagnoletti had requested it. As the tax cap gets tighter and tighter going forward, we may have to squeeze the construction. We are still able to maintain a solid construction program, which is important over the long-term. There are a lot of counties that are not doing any construction other than CHIPs.

Mr. Alger stated that Mr. Wheeler, Mr. Donnelly and Mrs. Hurd-Harvey have put together a chart showing the tax levy limit calculation. The change this year is that we have to take the value of the sales tax credit that the towns don't take as cash, off our levy. That reduces the amount of your cap by the percentage of growth that you have. Mr. Crossett asked is that based on an estimate in the budget? Mrs. Hurd-Harvey replied yes. Mr. Alger stated that with the tax cap calculation, there was an error last year with the PILOTs and we had to do a carry over. It turns out that because we had an error, the cap would have been significantly higher last year than what it ended up being and carried forward to this year. The PILOT was an error of \$302,000 and that was carried over. That is now added to the cap for 2013. In the end, our cap for 2013 is \$1,146,452.00. That is pretty much where we had estimated it. If we hadn't had the carry over, it would have been significantly less than that. We were under the cap last year. By pulling the sales tax credit out and doing it on a smaller number, your cap amount gets smaller and going forward, that will be a challenge. We were the only county in New York that had a zero growth factor. That has a direct impact on the cap. Mr. Alger stated the growth factor was based on Real Property Tax reports that were three years old, not current. Going forward this may be an anomaly and you will see a growth factor into the future. Last year we had the growth factor that gave us the additional flexibility in the cap. We cannot include special districts in our calculation or any chargebacks. We have eliminated all those that we can. We now bill our Workers' Compensation and that doesn't count against the cap anymore. The net result is \$1.1

million for 2013. Mr. Alger stated that he believes we can hit that target and stay below it. He stated that he really thinks the Board should do an override to protect the County. Last year's error was to our benefit, but it could have just as easily been to our detriment. He stated that he doesn't understand taking the sales tax credit off the levy. It is at the towns' discretion to use as a credit or take it as cash.

Mr. Swackhamer asked projecting forward to 2014, if everything stays the same will the cap be less? Mr. Alger replied generally that \$500,000 calculated cap for 2012 may very well end up being in the \$500,000 - \$800,000 range rather than \$1 million, which will be a challenge. That is the detriment to doing the calculation the way they do it. Mr. Swackhamer asked next year can we tell the towns and villages to take the sales tax as cash? Mr. Alger stated the net effect of this is that logically we should argue that they take the sales tax as cash as we would get the benefit. That is detrimental from the taxpayer's standpoint. This has a counter-intended impact that was never expected. Mr. Crossett commented it is either our cap or the towns' cap that gets reduced.

Mr. Alger stated that going forward, his recommendation is to use as much of the cap as possible so that you don't reduce it. The cap is your target and you want to stay below it, but be very close. The final piece of the budget deals with the surplus and the sales tax for next year. The sales tax is not looking terrible and the first quarter of the year was looking good. Traditionally we have been conservative on our estimates of the sales tax and that will have an impact on the bottom line. We are not in terrible shape. It is a real credit to Mr. Wheeler, Mr. Donnelly and Mrs. Hurd-Harvey as they have done a good job of staying on top of the numbers.

Mr. Crossett asked what about Mental Health and the RFP's that are coming in at the end of the month. Mr. Alger replied that will be a long-term budget strategy. Mr. Crossett stated if we don't get any responses, we will need to address maybe closing the Hornell and Corning offices. He stated that he doesn't know how to include that in the budget and wait for the RFP's to come in. Mr. Alger replied that may not be something that we will be able to address in this budget. If we don't get any proposals, then we can go back to Mental Health and ask them to prepare a scenario where we close the Hornell and Corning offices. That is something that we should really consider. The feedback they have received regarding the mental health portion of the RFP is that there is concern about what the State is not doing with regard to explaining the new reimbursement system. There may be a reluctance to submit a proposal. He stated we should talk with Mr. Gleason to encourage them to give us proposals, even if they are conditional, so we can figure it out. Ultimately, he believes you will want to move out of that business. If we can't do that right now, we will have to do it again. In the meantime, we will charge Dr. Chapman with doing a more detailed analysis regarding the closing of the two offices. There will be some savings with doing that.

Mr. Alger stated that in terms of the long-term strategy, that is a credit to Chairman Hauryski and the Health Services Review Committee. With Public Health Nursing, we have moved in the direction of a management firm taking that over. You will see some increases as a result of that as the overhead costs are spread over fewer programs. You should see that decrease over time. We expect that it will probably be another six months before that is finalized. The Mental Health RFP is due back October 26<sup>th</sup>. There is interest in the substance abuse portion. The RFP for the Health Care Facility is also due back October 26<sup>th</sup>. Over the long run, the Health Care Facility is really the most critical issue to address. The largest local share is going into the Health Care Facility and we are not budgeting that; it is coming out of the reserves. There is significant interest in the RFP, but whether it pans out to be exactly where we want to be financially remains to be seen, but we may not have a choice. Mr. Alger stated that he believes this will be a positive moving forward. It will be controversial, but will be the right thing to do. These three strategies will help your budget not only this year, but in the future. It is a credit to the Board that you have the foresight to address these issues.

### **III. 2013 BUDGET REVIEW**

The Committee reviewed the tentative 2013 budget and asked questions regarding various departments. The items listed below are those questions that were unable to be answered during the meeting:

### Sheriff's Department

Mr. Van Etten asked for an explanation of the Sheriff's Maintenance Contract line item as there is \$20,000 budgeted for 2013, however, \$25,500 was budget for 2012 and year-to-date nothing has been expended. **Referred to Sheriff Ordway for follow-up.**

### Public Health

Mr. Van Etten asked for an explanation of how we are going from total personal services costs of \$1.8 million down to \$800,000 for 2013? Mr. Alger explained that is because we shifted the staff to the contractor. **Mr. Wheeler will provide a breakdown of the total department cost differences.**

### Mental Health

Mr. Van Etten asked for an explanation for the fluctuation in the Contracts for Services line item in the Bath Alcohol Clinic. Mr. Wheeler stated that they were losing a staff person and needed to continue to provide services so instead of hiring a new employee, they contracted out.

Mr. Van Etten asked for an explanation of why the Interdepartmental Revenue from DSS was reduced to \$340,535 in 2013, while they had \$430,791 in the 2012 budget? Mr. Alger replied it may be that they are reducing staff.

Mr. Van Etten asked for an explanation of the Other Revenue line item under the Mental Health Administration Budget. In the 2012 budget they have \$85,000, however, have only received \$40.00 year-to-date. Mr. Wheeler stated that he believes this is federal money that is a one-time appropriation that we will not be receiving next year. **Referred to Dr. Chapman for follow-up.**

Mr. Van Etten asked for an explanation for the decrease in revenue line item Interdepartmental/Fund Revenue in the Mental Health Clinic budget. Mr. Wheeler replied that is the funding for the Social Workers in the schools and that funding has been cut. He commented that the DOH Other Revenue line item is a placeholder for the difference in the new State pricing methodology.

### Office for the Aging

Mr. Van Etten asked for an explanation of the negative revenue in various line items within the Office for the Aging budget. Mr. Alger stated that they have quite a bit of flexibility on where they put their revenue. They do shift some revenue between programs and operations to more closely reflect where the costs are. **Referred to Mr. Keane for follow-up.**

### Planning

Mr. Van Etten stated that the Social Security line item for 2012 shows \$1,760, but he believes that should be \$11,945.00. **Mrs. Hurd-Harvey stated they will correct that.** The number for 2013 is correct.

### Statutory Bond

Mr. Van Etten commented this is the debt for the grinder. There are incremental costs for the operating costs that are not closely defined in the budget. Mr. Crossett stated that is within the operating budget. Mr. Van Etten stated they should do a post asset analysis to show if the savings come through. Within a couple of years it would be nice to see that calculation. Mr. Alger stated that Public Works tracks all of their expenses and we should be able to see the maintenance overhead and operational costs.

### Health Care Facility

Mr. Van Etten asked for an explanation of the change in the OT/Speech positions in the Health Care Facility budget. **Referred to Mr. McCarroll/Mrs. Hurd-Harvey for follow-up.**

Mr. Van Etten asked for an explanation of the Dietary Services Contract Cost and the Personal Services line items. Shouldn't we see a reduction in the Personal Services line item of the same amount as the Dietary Services Contract Cost? **Referred to Mr. McCarroll for follow-up.**

Public Works - Landfill

Mr. Van Etten asked why nothing was budgeted in the Landfill OPEB Expense? *Referred to Mr. Spagnoletti/Mrs. Hurd-Harvey for follow-up.*

Mr. Swackhamer commented that previously we were renting a grinder machine. Now we have purchased one and there was no reduction in the rental. Mr. Wheeler stated that was part of the \$4 million in his capital projects and he did not reduce that.

**MOTION: DECREASING LINE ITEM 5,250,000 (CAPITAL PROJECTS) WITHIN THE PUBLIC WORKS PERMANENT IMPROVEMENTS BUDGET BY \$130,000.00 MADE BY MR. SWACKHAMER. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

Public Works – Parks

Mr. Ryan stated that he would like to look at outsourcing just the camping facility at Kanakadea Park. The footprint of the day park is currently at 20 acres. If we can, he would like to see the County only run a day park. Is there a way that we could recoup some of those costs? Mr. Alger replied that he doesn't know if we can, but we should look at that. We could do an RFP for someone to manage the camping operations. Mr. Ryan stated that the revenue has been going down the last three years and the expenses are up over last year. This needs to be reviewed. Mr. Alger stated we can put that on the list and try to address it next year. We can take a firm initiative to go ahead and do a review, as long as we are not restricted by the Federal Government. Mr. Crossett stated that he doesn't think they should reduce their budget at this point. Mr. Alger stated we will do an evaluation when we look at the budget next year. You will lose a little revenue, however, we may actually see some savings on personal services.

Bridge Funding

Mr. Hauryski informed the committee that he received a letter from the Corning City Mayor requesting the county appropriate bridge money to the City of Hornell and City of Corning. Mrs. Ferratella asked can the City of Corning use that money for the footbridge? Mr. Wheeler replied no. The allocations would remain the same as last year; \$60,000 to the City of Hornell and \$40,000 to the City of Corning. Mrs. Ferratella commented that she thought she saw an article in the paper that the City of Corning was getting funding from the county for the footbridge. She asked how do we confirm that? Mr. Alger stated we will have to ask them for a letter telling us what they intend to use the money for. Mrs. Ferratella stated that should be a requirement. *Mr. Crossett asked Mr. Wheeler to follow up with the cities and request a letter from each outlining their intentions for the funding.*

**IV. SMALL EQUIPMENT**

Mr. Van Etten asked for a description of the rebar cutter for \$2,500. *Referred to Mr. Spagnoletti for follow-up.*

Mr. Swackhamer commented that he believes the Parks equipment is over-inflated.

**MOTION: REDUCING THE PUBLIC WORKS-PARKS SMALL EQUIPMENT REQUEST BY \$2,500.00 MADE BY MR. SWACKHAMER. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

Mr. Van Etten asked have we seen any additional costs related to Leandra's Law? Mr. Alger replied it hasn't been too bad. There will be changes at the State level, as currently the law allows people to sell their vehicle to someone and then be able to claim that they don't have a vehicle. That could end up costing us additional money.

**V. MAJOR EQUIPMENT**

Mr. Van Etten stated the Major Equipment list shows a request by the Sheriff for a \$65,000 radio upgrade. How come there is no funding for that? Mr. Wheeler replied the Sheriff is utilizing grant funds to pay for the upgrade.

Mr. Swackhamer stated that when you look through the Major Equipment list, various departments are requesting vehicles, however, the prices are all different. He asked if we could standardize the cost of vehicles purchases? He would like to see one price for an SUV, one price for a standard sedan and one price for a compact. *Referred to Jim Gleason for follow-up.*

Mr. Crossett stated at this point we need to wait to see what the sales tax revenues are. He suggested cancelling the meetings for Tuesday and Wednesday and meeting again on Wednesday, November 7<sup>th</sup> at 11:00 a.m. or immediately following the Human Services, Health & Education Committee. The committee was in agreement.

## **VI. OTHER BUSINESS**

**MOTION: RECOMMENDING THE LEGISLATURE OVERRIDE THE TAX CAP FOR THE 2013 BUDGET YEAR MADE BY MR. VAN ETTEN. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.**

Mr. Wheeler stated the AIP Committee approved a transfer of \$1,000.00 from the Bicentennial Capital Project for the Hall of Fame Luncheon. This also requires the approval of this committee and a full board resolution.

**MOTION: AUTHORIZING THE COUNTY TREASURER TO TRANSFER \$1,000.00 FROM THE BICENTENNIAL CAPITAL PROJECT TO THE HISTORIAN'S BUDGET TO PAY FOR THE ANNUAL HALL OF FAME LUNCHEON MADE BY MR. VAN ETTEN. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.**

Mr. Hauryski stated that he would like to thank Mr. Alger, Mr. Wheeler, Mr. Donnelly and Mrs. Hurd-Harvey for their diligent work with the budget. He stated that he is very impressed and pleased as they have done a remarkable job.

**MOTION: TO ADJOURN MADE BY MR. VAN ETTEN. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

Respectfully Submitted by

Amanda L. Chapman  
Deputy Clerk  
Steuben County Legislature

**\*\*NEXT MEETING\*\***  
*Wednesday, November 7, 2012 @ 11:00 a.m.*



You would have the ability to establish an agreement. We do want to negotiate some type of agreement which will prevent going back and forth. Mr. Van Etten asked what is the downside of not doing an agreement? Mr. Alger replied you would have to negotiate with the cities. Many counties have sales tax agreements with the cities. Here, the intent is to negotiate a fair and reasonable rate to provide stability going forward. The State came up with this in September. Doing an override protects you.

Mr. Mullen asked is there a penalty for not doing the calculation and just doing the override? Mr. Donnelly stated we have to file the calculation with the State Comptroller's Office. Mr. Mullen stated if the plan is to override the tax cap every year and keep taxes low, why spend a lot of time calculating it if we are just going to pass an override? Mr. Alger replied we have to file the tax cap calculation report anyway. If you don't file the report, they will audit you. Mr. Van Etten commented you need to minimize exposure to the extent you can.

C. *Summary of 2013 Budget* – Mr. Wheeler distributed a handout showing the summary of the 2013 budget. We incorporated the changes that we discussed at the last meeting. There was a \$290,000 increase to the Mental Health budget due to a change in Federal Salary Sharing, which resulted in an increase of \$150,000 and the reduction of COPS payment, resulting in an additional \$140,000 increase. We did work with the department, and they are anticipating retirements, and instead of replacing those positions in the budget, they will contract. That will result in a savings of \$300,000. Mr. Alger stated they increased sales tax \$1 million and added \$525,000 for the health insurance increase. Mr. Wheeler commented the sales tax collections for the past two quarters haven't been great. Mr. Alger stated last year there was a pretty significant adjustment of \$900,000, which was an increase. Year to year, it looks like we will get what we did last year and we should be in pretty good shape.

Mr. Van Etten asked what is the cause of the \$6.3 million difference in the tax levy? Ms. Hurd-Harvey replied we took out the sales tax credit in the original budget book, then decided not to. Mr. Crossett stated there is a \$1.3 million increase in the countywide tax levy which equates to an increase of 2.9 percent. The cap number is \$1.14 million. Mr. Wheeler stated that is related to the sales tax credit adjustment. Mr. Van Etten asked what is the City of Corning using the bridge funding for? Mr. Wheeler stated they are painting the Bridge Street bridge. The City of Hornell has \$800,000 in local costs for bridges and will use their portion of the funding for that.

**MOTION: REMOVING THE \$100,000.00 IN BRIDGE FUNDING FOR THE CITIES OF CORNING AND HORNELL MADE BY MR. VAN ETTEN. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

Mr. Mullen asked with regard to the Assigned Counsel Program, is there an accounting of the time that goes into administering that program? They have a \$6,000 increase. Mr. Alger replied we pay \$39,000 for the administration of the program and we are talking about increasing that to \$45,000. For the volume they handle, that is a pretty good deal. All of the submissions from the attorneys are processed and then given to the judge. With regard to the Assigned Counsel Program, the Public Defender is talking about a couple of things that have happened. First, the State is allowing counties to contract out appeals. That may be something we should pursue. Second, they are defining how to do conflicts offices more clearly. Next year we should look at that to see if we could generate some savings. Mr. Wheeler commented in 2008 and 2009 the caseload was lower and we didn't have to transfer as much. This year, we have to transfer \$150,000 from Contingency. Mr. Alger stated we did increase their budget \$50,000 last year. Mr. Mullen stated that he thinks that number should be increased. Mr. Wheeler stated this is one of those things that is a gamble. If the caseload continues to rise, we will need to take more from Contingency. Mr. Wallace and Mr. Roche are trying to not get assignments. If we are able to manage the caseload, then we may hit the number. Mr. Alger stated you will never hit that number and he doesn't know if you want to budget for it. You have to meet the cost one way or the other. He stated that he would rather leave it in Contingency where you have more control over it.

Mr. Alger stated that with regard to the Economic Development Fund, we need to have an open dialogue to try to find a longer-term funding source for that. To keep that going we can take \$150,000 - \$160,000 out of the various PILOTS to fund those activities and keep it out of the General Fund.

Mr. Mullen asked about the increase in the County Clerk's budget? Mr. Alger stated that is a result of her revenues not being as high. The other thing that is a concern going forward is there is no growth factor and it looks to be the same for

next year. Additionally, there is a decrease of \$35 million due to the low production of natural gas. That is also likely to continue until the State makes a decision on gas drilling. This is an active discussion and we should be vigorously pursuing using the Pictometry updates to assist the assessors in identifying additional structures. Discussion followed.

**MOTION: ACCEPTING AND FORWARDING THE PROPOSED 2013 BUDGET TO THE FULL LEGISLATURE FOR APPROVAL MADE BY MR. VAN ETTEN. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**MOTION: TO ADJOURN MADE BY MR. ROUSH. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

Respectfully Submitted by

Amanda L. Chapman  
Deputy Clerk  
Steuben County Legislature

**STEBEN COUNTY FINANCE COMMITTEE**

*Tuesday, December 11, 2012*

*10:00 a.m.*

*Legislative Committee Room  
Steuben County Office Building  
Bath, New York*

**\*\*MINUTES\*\***

- COMMITTEE:** Gary B. Swackhamer, Vice Chair      K. Michael Hanna      Gary B. Roush  
 Scott J. Van Etten
- STAFF:** Jack Wheeler      Joel Ordway      Hank Chapman, Psy.D.  
 Nancy Smith      Pat Donnelly      Tammy Hurd-Harvey  
 Jim Gleason      Brenda Mori      Alan Reed  
 Shawn Corey      David McCarroll
- LEGISLATORS:** Joseph J. Hauryski      Hilda T. Lando      Patrick F. McAllister  
 William A. Peoples      Thomas J. Ryan      Randolph J. Weaver
- ABSENT:** Lawrence P. Crossett, Chair
- OTHERS:** Mary Perham, *The Leader*

**I. CALL TO ORDER**

Mr. Swackhamer called the meeting to order at 10:00 a.m.

**II. APPROVAL OF MINUTES**

**MOTION: APPROVING THE MINUTES OF THE NOVEMBER 7, 2012, AND NOVEMBER 13, 2012, MEETINGS MADE BY MR. HANNA. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**III. DEPARTMENT REQUESTS**

- A. Sheriff's Department
1. **Child Passenger Safety Program Grant** – Sheriff Ordway requested authorization to accept a Governor's Traffic Safety Committee Child Passenger Safety Grant in the amount of \$14,300. This is a zero-match grant.

**MOTION: AUTHORIZING THE SHERIFF'S DEPARTMENT TO ACCEPT A CHILD PASSENGER SAFETY GRANT IN THE AMOUNT OF \$14,300.00 MADE BY MR. ROUSH. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

- B. OFA/RSVP
1. **Budget Transfer** - Mr. Keane informed the committee that each year they receive pass-through reimbursement funding from the USDA for each meal that Corning Meals on Wheels and ProAction serve. This year we will be receiving \$0.67 per meal for a total of \$18,858.00.

**MOTION: AUTHORIZING THE OFFICE FOR THE AGING TO ACCEPT AND APPROPRIATE USDA REIMBURSEMENT FUNDING IN THE AMOUNT OF \$18,858.00 MADE BY MR. VAN ETTEN. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

C. Office of Community Services

1. **Budget Transfer** - Dr. Chapman informed the committee that Dr. Nobilski is the Medical Director for the Substance Abuse Program and also provides services to the Children & Youth Clinic. He requested authorization to transfer a total of \$69,425.00 from the Substance Abuse Program costs centers for salary and employee benefits to the Children & Youth Clinic cost centers for salary and employee benefits to reflect Dr. Nobilski's time spent in each cost center.

**MOTION: AUTHORIZING THE OFFICE OF COMMUNITY SERVICES TO TRANSFER A TOTAL OF \$69,425.00 FROM THE SUBSTANCE ABUSE PROGRAM COST CENTERS FOR SALARY AND EMPLOYEE BENEFITS TO THE CHILDREN & YOUTH COST CENTERS FOR SALARY AND EMPLOYEE BENEFITS MADE BY MR. VAN ETTEN. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

2. **OMH Technical Assistance Funding** - Dr. Chapman informed the committee that they have received a one-time award in the amount of \$28,353.00 from State OMH for IT equipment. This funding will be used to purchase a new server and Doctors Homepage software and license. The State is making this funding available to ensure we have more comprehensive electronic health records.

**MOTION: AUTHORIZING THE OFFICE OF COMMUNITY SERVICES TO ACCEPT NYS OMH FUNDING IN THE AMOUNT OF \$28,353.00 FOR THE PURCHASE OF A NEW SERVER, DOCTORS HOMEPAGE SOFTWARE AND LICENSE AND AMENDING THEIR MAJOR EQUIPMENT LIST TO INCLUDE THESE ITEMS MADE BY MR. ROUSH. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

D. Personnel

1. **Budget Transfer** - Ms. Smith requested authorization to transfer \$6,552.24 from the Employee Training line item to the Major Equipment line item to purchase bar scanners for the department. These scanners will be used to scan documents for electronic records retention. Mr. Van Etten asked what is the software that will be used? Mr. Wheeler replied this is new software through Gemko.

**MOTION: AUTHORIZING THE PERSONNEL OFFICER TO TRANSFER \$6,552.24 FROM THEIR EMPLOYEE TRAINING LINE ITEM TO MAJOR EQUIPMENT TO PURCHASE BAR SCANNERS AND AMENDING THEIR MAJOR EQUIPMENT LIST TO REFLECT THIS CHANGE MADE BY MR. ROUSH. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

E. Treasurer

1. **Monthly Reports** - Mrs. Hurd-Harvey asked if there were any questions on the monthly reports. Mr. Swackhamer asked do all of the computer requests go through Information Technology first? Mr. Wheeler replied yes.

2. **Retiree Health/Dental/Vision** - Mrs. Hurd-Harvey stated last month the committee approved switching the retirees from the current CSEA dental/vision to Excellus Dental and Superior Vision. Along with that, those retirees were offered the opportunity to carry their spouses on their dental and vision if they carried health insurance for their spouse. We currently have about 15 retirees who only carry dental and vision. The question is do we want to be consistent with the other group and just have the retirees covered, or do we want to allow these 15 retirees to carry their spouses at their own cost?

Mr. Swackhamer commented that he doesn't see any reason why we wouldn't include spouses. Mrs. Hurd-Harvey stated that the dental is self-funded and the vision is an insured plan. Mr. Van Etten stated that he likes the idea of being consistent across the program, however, since there are so few people that this pertains to and it will not be a significant cost to the County, then he doesn't have a problem with that exception.

**MOTION: ALLOWING THOSE RETIREES WHO HAVE OPTED ONLY TO CARRY DENTAL AND VISION COVERAGE TO CARRY SPOUSES ON THEIR PLAN AT THEIR OWN COST MADE BY MR. VAN ETTEN. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

3. **Reserve for High Cost Health Insurance Claims** – Mrs. Hurd-Harvey explained with our accounting for health insurance, all of the funds go into a liability account. We have allowed this account to accumulate with the intention that in the event of a large claim, the funds would be available to pay those claims. The account has grown to a level where the auditors have asked that some of the balance be reclassified as a designated fund balance rather than a liability account. Our health insurance is self-funded and we do not have stop loss coverage. We did request quotes to see what it would cost to carry a \$250,000 stop loss coverage. The best quote that came back was for \$395,000 per year. Since 2008 we have had only 2 claims that were in excess of \$250,000 and therefore it does not seem prudent to purchase insured stop loss coverage. Based on Mrs. Hurd-Harvey's research, it is likely that the NYS Comptroller's "guidance" does not permit the establishment of a reserved fund balance for health insurance. Mr. Reed is researching this further. The next level of fund balance designation that is available would be an Assigned Fund Balance.

Mr. Van Etten asked the uniqueness of creating a reserve is that money can only be used for that purpose, whereas with an assignment you have more flexibility? Mrs. Hurd-Harvey replied that is correct. Mr. Swackhamer asked in order to spend that money, would that require a resolution? Mrs. Hurd-Harvey replied the Legislature has given the authority to the Finance Committee to make and manage assignments of Fund Balance. It would be most efficient if use of the assigned funds could be at the discretion of the County Treasurer and County Administrator in the event of a large claim. Mr. Van Etten asked what would be the maximum amount you could assign? Mrs. Hurd-Harvey replied that would come back to what the Comptroller has referred to as "reasonable". Over the course of several years, it could be \$3 million - \$5 million.

**MOTION: AUTHORIZING THE ASSIGNMENT OF A \$1 MILLION FUND BALANCE TO BE USED FOR HIGH COST HEALTH INSURANCE CLAIMS AND GIVING THE COUNTY TREASURER AND COUNTY ADMINISTRATOR THE AUTHORITY TO USE THOSE FUNDS IN THE EVENT OF A LARGE CLAIM MADE BY MR. VAN ETTEN. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

4. **Contract** – Mr. Donnelly commented that the Sheriff will be ending his term at the end of this year. He requested authorization to spend up to \$2,000.00 on an agreed upon procedures agreement for the Sheriff's Department.

**MOTION: AUTHORIZING THE COUNTY TREASURER TO SPEND UP TO \$2,000 FOR AN AGREED UPON PROCEDURES AGREEMENT WITH BONADIO & COMPANY FOR THE SHERIFF'S DEPARTMENT MADE BY MR. VAN ETTEN. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

F. Administrator

1. **Budget Transfer** – Mr. Wheeler stated last month the Public Safety & Corrections Committee and Administration Committee approved the transfer of two positions from Public Health Nursing to Court Security, however, these positions were not budgeted in the 2013 budget. We also need to anticipate the revenue from the Office of Court Administration for these positions.

**MOTION: ANTICIPATING REVENUE FROM THE NEW YORK STATE OFFICE OF COURT ADMINISTRATION INTO THE 2012 AND 2013 BUDGETS AND APPROPRIATING SAID FUNDS TO THE SHERIFF'S 2012 AND 2013 BUDGETS FOR TWO ADDITIONAL COURT SECURITY POSITIONS MADE BY MR. VAN ETTEN. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**MOTION: TO ADJOURN REGULAR SESSION AND RECONVENE IN EXECUTIVE SESSION PURSUANT TO PUBLIC OFFICERS' LAW, ARTICLE 7§ 105.1.H. THE PROPOSED ACQUISITION, SALE OR LEASE OF REAL PROPERTY OR THE PROPOSED ACQUISITION OF SECURITIES, OR SALE OR EXCHANGE OF SECURITIES HELD BY SUCH PUBLIC BODY, BUT ONLY WHEN PUBLICITY WOULD SUBSTANTIALLY AFFECT THE VALUE THEREOF MADE BY MR. VAN ETTEN. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**MOTION: TO ADJOURN EXECUTIVE SESSION AND RECONVENE IN REGULAR SESSION MADE BY MR. ROUSH. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**MOTION: TO ADJOURN MADE BY MR. VAN ETTEN. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

Respectfully Submitted by

Amanda L. Chapman  
Deputy Clerk  
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR  
Tuesday, January 8, 2013  
10:00 a.m.**

**Please send agenda items to the Clerk of the Legislature's Office  
NO LATER THAN NOON  
Wednesday, January 2, 2013**

**STEBEN COUNTY FINANCE COMMITTEE**

**Special Meeting**

Monday, December 17, 2012

9:00 a.m.

Legislative Committee Room  
Steuben County Office Building  
Bath, New York

**\*\*MINUTES\*\***

**COMMITTEE:** Gary D. Swackhamer, Vice Chair      K. Michael Hanna      Gary B. Roush  
Scott J. Van Etten

**STAFF:** Mark R. Alger      Jack Wheeler      Pat Donnelly  
Tammy Hurd-Harvey      Dave McCarroll      Dave Hopkins  
Alan Reed      Shawn Corey

**LEGISLATORS:** Joseph J. Hauryski      Dan C. Farrand      Hilda T. Lando  
Robin K. Lattimer      Patrick F. McAllister      Aaron I. Mullen  
William A. Peoples      Thomas J. Ryan      Brian C. Schu  
Randolph J. Weaver      Joseph J. Welch

**ABSENT:** Lawrence P. Crossett, Chair

**I. CALL TO ORDER**

Mr. Swackhamer called the meeting to order at 9:00 a.m.

**II. GENERAL BUSINESS**

A. Soil & Water Conservation District

1. **Budget Transfer** – Mr. Alger requested authorization to transfer \$10,000.00 from the 2012 Contingency Fund and appropriate to the 2012 Soil & Water Conservation District budget so they may purchase a new vehicle.

**MOTION: AUTHORIZING THE COUNTY TREASURER TO TRANSFER \$10,000.00 FROM THE 2012 CONTINGENCY FUND AND APPROPRIATING \$10,000.00 TO THE SOIL & WATER CONSERVATION DISTRICT 2012 BUDGET MADE BY MR. VAN ETTEN. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.**

**MOTION: TO ADJOURN MADE BY MR. ROUSH. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

Respectfully Submitted by

Amanda L. Chapman  
Deputy Clerk  
Steuben County Legislature

**STEUBEN COUNTY FINANCE COMMITTEE  
STEUBEN COUNTY HUMAN SERVICES, HEALTH & EDUCATION COMMITTEE**

**Special Joint Meeting**

*Monday, December 17, 2012*

*9:05 a.m.*

*Legislative Committee Room  
Steuben County Office Building  
Bath, New York*

**\*\*MINUTES\*\***

<b>COMMITTEE:</b>	Gary D. Swackhamer, Vice Chair Scott J. Van Etten	K. Michael Hanna	Gary B. Roush
	Gary B. Roush, Vice Chair Randolph J. Weaver	Hilda T. Lando	Robin K. Lattimer
<b>STAFF:</b>	Mark R. Alger Tammy Hurd-Harvey Alan Reed	Jack Wheeler Dave Hopkins Shawn Corey	Pat Donnelly Dave McCarroll Sally MacDougal
<b>LEGISLATORS:</b>	Joseph J. Hauryski Aaron I. Mullen Brian C. Schu	Dan C. Farrand William A. Peoples George J. Welch	Patrick F. McAllister Thomas J. Ryan
<b>ABSENT:</b>	Lawrence P. Crossett, Chair (Finance) Carol A. Ferratella, Chair (HSH&E)		

**I. CALL TO ORDER**

Mr. Swackhamer called the meeting to order at 9:05 a.m.

**II. GENERAL BUSINESS**

A. Relative to the Health Care Facility

**MOTION: TO ADJOURN REGULAR SESSION AND RECONVENE IN EXECUTIVE SESSION PURSUANT TO PUBLIC OFFICERS' LAW, ARTICLE 105.1.F. THE MEDICAL, FINANCIAL, CREDIT OR EMPLOYMENT HISTORY OF A PARTICULAR PERSON OR CORPORATION, OR MATTERS LEADING TO THE APPOINTMENT, EMPLOYMENT, PROMOTION, DEMOTION, DISCIPLINE, SUSPENSION, DISMISSAL OR REMOVAL OF A PARTICULAR PERSON OR CORPORATION MADE BY MR. VAN ETTEN. SECONDED BY MR. WEAVER. ALL BEING IN FAVOR. VOTE – FINANCE 4-0; HUMAN SERVICES, HEALTH & EDUCATION 4-0.**

**MOTION: RECOMMENDING AWARDDING THE BID FOR THE SALE OF THE STEUBEN COUNTY HEALTH CARE FACILITY TO THE CENTER FOR SPECIALTY CARE GROUP, LLC AND FORWARDING TO THE FULL LEGISLATURE FOR CONSIDERATION MADE BY MR. VAN ETTEN. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. VOTE – FINANCE 4-0; HUMAN SERVICES, HEALTH & EDUCATION 4-0.**

**MOTION: TO ADJOURN EXECUTIVE SESSION AND RECONVENE IN REGULAR SESSION MADE BY MR. VAN ETTEN. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. VOTE – FINANCE 4-0; HUMAN SERVICES, HEALTH & EDUCATION 4-0.**

**MOTION: TO ADJOURN MADE BY MR. WEAVER. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. VOTE – FINANCE 4-0; HUMAN SERVICES, HEALTH & EDUCATION 4-0.**

Respectfully Submitted by

Amanda L. Chapman  
Deputy Clerk  
Steuben County Legislature