

STEUBEN COUNTY FINANCE COMMITTEE

Tuesday, January 13, 2004

1:00 p.m.

Legislative Committee Conference Room

Steuben County Office Building

3 East Pulteney Square

Bath, New York

MINUTES

Committee: Harley R. Mayo, Acting Chair Patrick F. Donnelly Thomas J. McIntyre

Legislators: John Walsh

Staff: Mark R. Alger Carol Whitehead Robert Anderson, Ph.D.
Vincent Spagnoletti Kathryn A. Biehl Gary Pruyn
Frederick H. Ahrens, Jr. Michele O. Smith Nan Hammes
Roberta Fisher

Other: Mary Perham, *The Leader*

Absent: Gary D. Swackhamer, Chair

I. CALL TO ORDER

The meeting was called to order by Mr. Mayo at 1:00 p.m.

II. APPROVAL OF MINUTES

MOTION APPROVING THE MINUTES OF THE DECEMBER 9 AND DECEMBER 22, 2003 MEETINGS MADE BY MR. DONNELLY. SECONDED BY MR. MCINTYRE. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

III. DEPARTMENTAL REPORTS/REQUESTS

A. Department of Social Services

1. **Budget Appropriation** – Mrs. Biehl requested authorization to allocate additional Day Care funds from NYS in the amount of \$900,000 to cover 2003 expenses.

MOTION: ACCEPTING \$900,000 IN ADDITIONAL DAY CARE BLOCK GRANT FUNDS AND APPROPRIATING IT TO DAY CARE ASSISTANCE PAYMENTS IN THE DEPARTMENT OF SOCIAL SERVICES' 2003 BUDGET MADE BY MR. MCINTYRE. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

2. **Budget Transfer** – Mrs. Biehl stated they have New York Works Block Grant funds that are unexpended for 2003. She requested authorization to use \$18,527 to purchase a van for the Mobile Work Program. She noted this will replace a 1997 Dodge Van. Discussion followed.

MOTION: AUTHORIZING THE TRANSFER OF \$18,527 FROM TANF FEDERAL REVENUE (NEW YORK WORKS BLOCK GRANT) TO MAJOR EQUIPMENT AND AMENDING THE MAJOR EQUIPMENT LIST TO INCLUDE A VAN FOR THE MOBILE WORK PROGRAM IN THE DEPARTMENT OF SOCIAL SERVICES 2003 BUDGET MADE BY MR. DONNELLY. SECONDED BY MR. MCINTYRE. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

B. Youth Bureau

1. **Budget Transfer** – Mr. Pruyn requested authorization to accept \$14,000 in State Aid for the Reality Check program. He stated this is additional funding for the Hollywood Initiative, which brings attention to the use of smoking products in movies.

MOTION: AUTHORIZING THE YOUTH BUREAU TO ACCEPT \$14,000 IN ADDITIONAL STATE AID AND APPROPRIATING IT TO THE REALITY CHECK PROGRAM MADE BY MR. MCINTYRE. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

C. Department of Public Works

1. **Budget Transfer** – Mr. Spagnoletti requested authorization to transfer funds to pay the bill for the diesel fuel.

MOTION: AUTHORIZING THE DEPARTMENT OF PUBLIC WORKS TO TRANSFER \$493.74 FROM DM.5.5130.2080 AND \$15,844.00 FROM DM.5.5130.2090 AND APPROPRIATING \$16,337.74 TO DM.5.5130.4630 FOR 2003 MADE BY MR. DONNELLY. SECONDED BY MR. MCINTYRE. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

D. Office for Aging

1. **Budget Transfer** – Mrs. Hammes stated RSVP received a grant this summer in the amount of \$14,573. She requested authorization to accept and appropriate the funding.

MOTION: AUTHORIZING THE OFFICE FOR THE AGING TO ACCEPT \$14,573 IN ADDITIONAL 2003 FEDERAL FUNDING AND APPROPRIATING \$5,000 TO CATHOLIC CHARITIES; \$6,914 TO INSTITUTE FOR HUMAN SERVICES – IMPACT PROGRAMMING; \$200 TO PRINTING; \$250 TO OFFICE SUPPLIES; \$500 TO TRAINING & CONFERENCES; \$1,022 TO VOLUNTEER TRAVEL & OTHER EXPENSES; AND \$687 TO VOLUNTEER RECOGNITION MADE BY MR. MCINTYRE. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

E. County Administrator

1. **Informational** – Mr. Alger stated in June 2003, the Legislature authorized the Treasurer to secure funding for the landfill expansion in the amount of \$5.8 million. We are approaching the point where we would like to go to market for the funds. Probably next month we should have the fiscal advisor/bond counsel come in to discuss the issue. The plan at this point, because of some of the discussion regarding the landfill in general, we will probably issue BANs the first year and then throughout the course of the year we will determine whether or not we want to bond it. Discussion followed.

2. **Budget Transfers Report** – Mr. Alger stated since we are running the old and new financial systems in parallel now, we don't have the transfer report for this month.

F. Office of Community Services

1. **Budget Transfer** – Dr. Anderson requested authorization to accept \$23,698 in State funding and appropriating it to Catholic Charities/Transitions and to Kinship.

MOTION: AUTHORIZING THE OFFICE OF COMMUNITY SERVICES TO ACCEPT \$23,698 IN 2004 OASAS FUNDING AND APPROPRIATING \$16,546 TO CATHOLIC CHARITIES/TRANSITIONS AND \$7,152 TO KINSHIP FAMILY MADE BY MR. DONNELLY. SECONDED BY MR. MCINTYRE. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

Dr. Anderson introduced Roberta Fisher the new Fiscal Officer for the Office of Community Services.

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. MCINTYRE. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

MOTION TO ADJOURN EXECUTIVE SESSION AND RECONVENE IN REGULAR SESSION MADE BY MR. MCINTYRE. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

MOTION: GRANTING A HARDSHIP EXTENSION FOR ONE YEAR TO SHARON ANNE BRADY ON #166.06-03-019.000 IN THE CITY OF HORNEILL MADE BY MR. MCINTYRE. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

MOTION TO ADJOURN MADE BY MR. DONNELLY. SECONDED BY MR. MCINTYRE. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

Respectfully submitted by,

Brenda K. Mori
Deputy Clerk
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR
Tuesday, February 10, 2004
1:00 p.m.**

STEUBEN COUNTY FINANCE COMMITTEE

Tuesday, February 10, 2004

1:00 p.m.

Legislative Committee Conference Room

Steuben County Office Building

3 East Pulteney Square

Bath, New York

MINUTES

Committee: Patrick F. Donnelly, Vice Chair Robert V. Nichols Harley R. Mayo

Legislators: John Walsh

Staff: Gregory P. Heffner Lawrence P. Crossett Richard C. Tweddell
Carol Whitehead Helen Brutsman Timothy Marshall
Frederick H. Ahrens, Jr. Michele O. Smith Vincent Spagnoletti
Scot Martinez Steve Orcutt James Gleason

Other: Mary Perham, *The Leader*

Absent: Gary D. Swackhamer, Chair Donald B. Creath

I. CALL TO ORDER

The meeting was called to order by Mr. Donnelly at 1:02 p.m.

MOTION EXCUSING MR. SWACKHAMER AND MR. CREATH FROM TODAY'S MEETING MADE BY MR. MAYO. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

II. APPROVAL OF MINUTES

MOTION ACCEPTING THE MINUTES OF THE JANUARY 13, 2004 MEETING MADE BY MR. MAYO. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

III. DEPARTMENTAL REPORTS/REQUESTS

A. Emergency Management Office

1. **Major Equipment Request** – Mr. Marshall stated they have received supplemental planning money to focus on the Comprehensive Emergency Management Plan (CEMP). They would like to put the plan on the local server so all Departments can access it. He requested authorization to transfer \$7,293.43 of the supplemental planning money to the Major Equipment account and amend the list to include the purchase of a server, which will allow them to put the plan on the local network.

MOTION: AUTHORIZING THE TRANSFER OF \$7,293.43 IN SUPPLEMENTAL PLANNING FUNDING TO THE EMERGENCY MANAGEMENT OFFICE'S MAJOR EQUIPMENT LIST AND AMENDING SAID LIST TO INCLUDE THE PURCHASE OF A COMPUTER SERVER MADE BY MR. MAYO. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

2. **Grant Funding** – Mr. Marshall stated they received \$75,000 in grant funding for the Homeland Security Program. He requested authorization to accept the funding, which will be used to purchase equipment for the Weapons of Mass Destruction trailers.

MOTION: AUTHORIZING THE ACCEPTANCE OF \$75,000 IN STATE HOMELAND SECURITY FUNDING FOR THE EMERGENCY MANAGEMENT OFFICE MADE BY MR. MAYO. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 3-0.
Resolution Required.

B. Sheriff's Department

1. **Traffic Safety Grants** – Sheriff Tweddell requested authorization to accept \$18,450 for the Impaired Driver Deterrence Grant; \$6,000 for the Child Safety Grant; \$15,000 for the Slow Down Grant; and \$7,900 for the Buckle Up New York (BUNY) Grant. These funds will be designated for equipment, child safety seats and overtime.

MOTION: AUTHORIZING THE SHERIFF TO ACCEPT \$18,450 IN IMPAIRED DRIVER DETERRENCE GRANT FUNDING; \$6,000 IN CHILD SAFETY GRANT FUNDING; \$15,000 IN SLOW DOWN GRANT FUNDING; AND \$7,900 IN BUNY GRANT FUNDING; APPROPRIATING \$7,500 TO THE BUNY OVERTIME LINE ITEM; \$8,100 TO IMPAIRED DRIVER OVERTIME LINE ITEM; \$15,00 TO SLOW DOWN OVERTIME LINE ITEM; \$10,350 TO IMPAIRED DRIVER EQUIPMENT ACCOUNT; \$6,000 TO CHILD SAFETY SEATS LINE ITEM; AND \$400 TO BUNY EQUIPMENT ACCOUNT; AND AMENDING THE TRAFFIC SAFETY EQUIPMENT LIST TO INCLUDE 3 RADAR UNITS AT \$1,700 EACH AND 3 VIN SCANNERS AT \$1,750 MADE BY MR. NICHOLS. SECONDED BY MR. MAYO. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

2. **Homeland Security Grant** – Sheriff Tweddell stated his department was awarded \$25,000 in grant funding for the Homeland Security Program. He requested authorization to accept the funding and appropriate it to the 911 center to be used to purchase equipment that is compatible with MDTs.

MOTION: AUTHORIZING THE SHERIFF TO ACCEPT \$25,000 IN HOMELAND SECURITY GRANT FUNDS AND APPROPRIATING IT TO THE 911 CENTER TO BE USED FOR EQUIPMENT THAT IS COMPATIBLE WITH MDTs MADE BY MR. MAYO. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 3-0. *Resolution Required.*

C. Special Children's Services

1. **RN Position** – Mrs. Brutsman requested authorization to increase a part-time RN position to a full-time position. She stated this was approved by the Health and Education Committee and the Administration Committee. She noted she will need a transfer from the contingent fund in the amount of \$12,265 to cover a portion of the total cost of \$30,125 for the salary and fringe benefits. Discussion followed.

MOTION: INCREASING THE PART-TIME RN POSITION IN THE DEPARTMENT OF SPECIAL CHILDREN'S SERVICES TO FULL TIME AND AUTHORIZING THE TRANSFER OF \$12,265 FROM THE CONTINGENT FUND TO THE PERSONAL SERVICESFRINGE BENEFITS LINE ITEMS MADE BY MR. MAYO. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 3-0. Resolution Required.

D. County Administrator

1. **Budget Transfers/Small Equipment Purchases** – Mr. Heffner distributed copies of the Budget Transfers/Small Equipment Purchases report for the month of December 2003.

Mrs. Whitehead stated they need to approve the year-end transfers where payroll and fringes exceed the amount budgeted for some departments. She noted they try to cover the expenditures within each department's budget. They also need a transfer to the machinery rental budget for costs exceeding that line item. There is a cap on that account so they don't transfer all of the money out of the highway project.

MOTION: APPROVING THE 2003 YEAR-END BUDGET TRANSFERS AS PRESENTED MADE BY MR. MAYO. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

E. Public Works

1. **Kanakadea Park** – Mr. Spagnoletti stated we have an account for fuel tanks with \$982.40 remaining in it and he would like authorization to transfer that to the Upgrade account in the Kanakadea Park Capital Project. This money will be used for a new roof and paint in the shower building.

MOTION: AUTHORIZING THE TRANSFER OF \$982.40 FROM THE FUEL TANK ACCOUNT TO THE UPGRADE ACCOUNT WITHIN THE KANAKADEA PARK'S CAPITAL PROJECT MADE BY MR. NICHOLS. SECONDED BY MR. MAYO. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

2. **Pickup Truck** – Mr. Spagnoletti stated one of their pickup trucks was totalled in an accident and the person driving received the pickup of an individual whose position was abolished. He requested authorization to amend the Major Equipment List to include a ½ ton 2wd pickup for \$12,000 with no additional funding.

MOTION: AMENDING THE HIGHWAY DIVISION'S MAJOR EQUIPMENT LIST TO INCLUDE A ½ TON 2WD PICKUP FOR \$12,000 MADE BY MR. MAYO. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

3. **Litter Fence for Landfill** – Mr. Spagnoletti stated the highest point of the landfill is at a 30-foot elevation. The wind is carrying the litter onto neighboring residents' yards and we would like to purchase 1,600 feet of litter fence. He noted this would also require an amendment to the Landfill's Major Equipment list.

MOTION: AMENDING THE LANDFILL'S MAJOR EQUIPMENT LIST TO INCLUDE 1,600 FT OF PORTABLE LITTER FENCE FOR \$23,000 AND AUTHORIZING THE TRANSFER OF SAID AMOUNT FROM EL.5-427-120 TO THE LANDFILL'S MAJOR EQUIPMENT BUDGET MADE BY MR. MAYO. SECONDED BY MR. NICHOLS. 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.D. DISCUSSIONS REGARDING PROPOSED, PENDING OR CURRENT LITIGATION; 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 AND 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. MAYO. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

MOTION: AUTHORIZING THE COUNTY ATTORNEY TO ENTER INTO AN OIL AND GAS LEASE WITH FORTUNA ENERGY MADE BY MR. MR. NICHOLS. SECONDED BY MR. MAYO. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

MOTION: GRANTING A ONE-YEAR HARDSHIP ON REAL PROPERTY TM#153.00-01-001.200 IN THE TOWN OF HOWARD MADE BY MR. NICHOLS. SECONDED BY MR. MAYO. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

MOTION: GRANTING A ONE-YEAR HARDSHIP ON REAL PROPERTY TM#197.11-03-048.000 AND TM #197.11-03-017.00 IN THE VILLAGE OF CANISTEO MADE BY MR. NICHOLS. SECONDED BY MR. MAYO. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

MOTION: TRANSFERRING REAL PROPERTY TM#166.26-01-048.000 TO THE CITY OF HORNELL MADE BY MR. MAYO. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 3-0. *Resolution Required.*

MOTION TO ADJOURN EXECUTIVE SESSION AND RECONVENE IN REGULAR SESSION MADE BY MR. MAYO. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

MOTION TO ADJOURN MADE BY MR. NICHOLS. SECONDED BY MR. MAYO. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

Respectfully submitted by,

Brenda K. Mori
Deputy Clerk
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR
Tuesday, March 9, 2004
1:00 p.m.**

**PLEASE SEND AGENDA ITEMS TO THE
CLERK OF THE LEGISLATURE'S OFFICE
NO LATER THAN NOON
Wednesday, March 3, 2004**

STEUBEN COUNTY FINANCE COMMITTEE

Tuesday, March 9, 2004

1:00 p.m.

Legislative Committee Conference Room

Steuben County Office Building

3 East Pulteney Square

Bath, New York

MINUTES

Committee: Gary D. Swackhamer, Chair Patrick F. Donnelly, Vice Chair Robert V. Nichols
Harley R. Mayo

Legislators: Philip J. Roche, Esq. Francis L. Gehl John Walsh
Thomas J. McIntyre

Staff: Mark R. Alger Carol Whitehead Linda Tetor
Frederick H. Ahrens, Jr. Bruce Stanley Michael Sprague

Other: Mary Perham, *The Leader*

Absent: Donald B. Creath

I. CALL TO ORDER

The meeting was called to order by Mr. Swackhamer at 1:00 p.m.

II. APPROVAL OF MINUTES

MOTION APPROVING THE MINUTES OF THE FEBRUARY 10, 2004 MEETING MADE BY MR. MAYO. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

III. DEPARTMENTAL REPORTS/REQUESTS

A. Office for the Aging

1. **Budget Transfer** – Mrs. Tetor stated New York State is requiring more reporting so we need to purchase a new software system. The software was included in the 2004 budget but we also need to purchase a Windows server license and Dell term server. She has received permission from the State to utilize additional Aging CSE Program funding for this purchase. Mrs. Tetor also requested authorization to transfer an additional \$30,814 in funding to ProAction for the Meals on Wheels Program. Discussion followed.

MOTION: ACCEPTING \$5,600 IN REVENUE INTO #677300.4.3772770 AGING CSE PROGRAM AND APPROPRIATING IT TO #677300.5.298000 EQUIPMENT AND ACCEPTING \$30,814 IN REVENUE INTO #677400.4.3772770 AGING CSE PROGRAM AND APPROPRIATING IT TO #677400.5.440524 PROACTION C-2 MADE BY MR. MAYO. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

B. Emergency Management Office

1. **Legislative Funding** – Mr. Sprague requested authorization to accept NYS Legislative Initiative Funding in the amount of \$7,000 for upgrades to the command post and fire investigation bus. Discussion followed.

MOTION: ACCEPTING \$7,000 IN NYS LEGISLATIVE INITIATIVE FUNDING FOR UPGRADES TO THE COMMAND POST AND FIRE INVESTIGATION BUS AND APPROPRIATING SAID AMOUNT TO THE SMALL EQUIPMENT LIST MADE BY MR. MAYO. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

2. **Citizen Corp** – Mr. Sprague requested authorization to accept a two-year grant in the amount of \$75,000 to fund additional components of the Citizen Corp program. He noted they will be coming back with the allocation once they find out what portions of the grant request were funded.

MOTION: ACCEPTING \$75,000 IN STATE FUNDING FOR A TWO-YEAR GRANT FOR ADDITIONAL COMPONENTS OF THE CITIZEN CORP PROGRAM MADE BY MR. MAYO. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

C. Public Works Department

1. **Major Equipment List** – Mr. Stanley requested authorization to amend the Major Equipment List to include a pumper firetruck to be used to clean out culverts and wash small bridges. The truck will cost \$5,000 but they do not need additional funding.

MOTION: AMENDING THE PUBLIC WORKS DEPARTMENT'S MAJOR EQUIPMENT LIST FOR THE HIGHWAY DIVISION TO INCLUDE \$5,000 FOR A PUMPER FIRETRUCK WITH NO ADDITIONAL FUNDING MADE BY MR. NICHOLS. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

2. **Household Hazardous Waste Grant** – Mr. Stanley requested authorization to apply for and accept DEC Grant funding in the amount of 50 percent of the cost for the Household Hazardous Waste Collection Day. Discussion followed.

MOTION: AUTHORIZING THE COMMISSIONER OF PUBLIC WORKS TO APPLY FOR AND ACCEPT A STATE GRANT FOR HOUSEHOLD HAZARDOUS WASTE DAY MADE BY MR. DONNELLY. SECONDED BY MR. MAYO. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

3. **Recycling Manager Salary Grant** – Mr. Stanley requested authorization to apply for and accept DEC Grant funding in the amount of 50 percent of the cost of the Recycling Manager's salary.

MOTION: AUTHORIZING THE COMMISSIONER OF PUBLIC WORKS TO APPLY FOR AND ACCEPT A STATE GRANT TO COVER 50 PERCENT OF THE COST OF THE RECYCLING MANAGER'S SALARY MADE BY MR. MAYO. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

D. County Administrator

1. **Budget Transfer/Small Equipment Purchases Report** – Mr. Alger distributed the Budget Transfers/Small Equipment Purchases Report for the month of February. The Committee reviewed and accepted the report.

2. **Informational** – Mr. Alger distributed copies of an informational packet concerning Medicaid projections. He reviewed the charts with the Committee. He noted 78 percent of the cost for Medicaid is going towards 28 percent of the clients. He stated the Governor's proposal for Long-term Care would be helpful, however, that is not where most of our local dollars are spent. Considerable discussion followed.

Mr. Roche noted the increase in Medicaid results in a 12-15 percent property tax increase alone. Mr. Nichols asked where is the County in regards to reaching the constitutional tax limit? Mr. Alger stated at the very outside range, we'll be at our constitutional tax limit just from Medicaid in approximately 5 years. Considerable discussion followed.

E. County Treasurer

1. **Budget Transfers for Department of Social Services** – Mrs. Whitehead requested authorization to complete end-of-the-year budget transfers within the Department of Social Services' contractual line items.

MOTION: APPROVING END-OF-THE-YEAR BUDGET TRANSFERS WITHIN THE DEPARTMENT OF SOCIAL SERVICES' CONTRACTUAL LINE ITEMS MADE BY MR. DONNELLY. SECONDED BY MR. MAYO. 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.D. DISCUSSIONS REGARDING PROPOSED, PENDING OR CURRENT LITIGATION; AND 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. MAYO. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

MOTION TO ADJOURN EXECUTIVE SESSION AND RECONVENE IN REGULAR SESSION MADE BY MR. MAYO. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

IV. **OTHER BUSINESS**

Mr. McIntyre stated a couple years ago the Federal mint made a coin to commemorate the first flight of the Wright Brothers. A portion of the coin sale proceeds went to the Wright Museum. He requested they consider memorializing the Federal government to produce a coin in honor of Glenn Curtiss to try to get some funding to the Glenn Curtiss Museum. Mr. Mayo stated he thinks Mr. Alger should look into this and report back to the Committee next month. Discussion followed. *The Committee agreed to have Mr. Alger research the amount of proceeds that may be generated from this proposal.*

MOTION TO ADJOURN MADE BY MR. NICHOLS. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

Respectfully submitted by,

Brenda K. Mori
Deputy Clerk
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR
Tuesday, April 13, 2004
1:00 p.m.**

STEBEN COUNTY AGRICULTURE, INDUSTRY AND PLANNING COMMITTEE
STEBEN COUNTY FINANCE COMMITTEE
Special Joint Meeting
Monday, March 22, 2004
9:50 a.m.
Legislative Committee Conference Room
Steuben County Office Building
Bath, New York

****MINUTES****

COMMITTEE: Donald B. Creath, Chair Kenneth E. Isaman, Vice Chair DeWitt T. Baker, D.V.M.
John Walsh

Gary D. Swackhamer, Chair Patrick F. Donnelly, Vice Chair Harley R. Mayo
Robert V. Nichols

STAFF: Mark R. Alger Gregory P. Heffner Frederick H. Ahrens, Jr.

LEGISLATORS: Philip J. Roche, Esq. Francis L. Gehl Thomas J. McIntyre
L. Ronald Nielsen Thomas C. Schwartz David R. Stachnik

ABSENT: Lldon E. Jamison

OTHERS: Mary Perham, *The Leader*

I. CALL TO ORDER

Mr. Creath called the meeting to order at 9:50 a.m.

II. GENERAL BUSINESS

1. Planning Department

Small Cities Block Grant – Mr. Heffner informed the committee that last April a resolution was passed to apply for the Small Cities Block Grant for TTA to purchase equipment and expand their rail line. This grant was received and he requested a resolution today to accept the money and put it into our budget. The amount is \$750,000.00.

MOTION: ACCEPTING A COMMUNITY DEVELOPMENT GRANT IN THE AMOUNT OF \$750,000.00 FROM THE GOVERNOR'S OFFICE OF SMALL CITIES MADE BY DR. BAKER. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 4-0 (AIP) AND 5-0 (FINANCE).

Mr. Creath distributed to the members of the AIP committee, a copy of correspondence received from Schoharie County relating to a resolution of opposition regarding the regulation of residential septic systems. He referred this issue to Mr. Heffner and asked that he bring this topic back to the AIP committee for discussion in April.

MOTION: TO ADJOURN MADE BY DR. BAKER. SECONDED BY MR. ISAMAN. ALL BEING IN FAVOR. MOTION CARRIES 9-0.

Respectfully Submitted by:

Amanda L. Chapman
Senior Stenographer
Steuben County Legislature

STEUBEN COUNTY FINANCE COMMITTEE

Tuesday, April 13, 2004

1:00 p.m.

Legislative Committee Conference Room

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3 East Pulteney Square

Bath, New York

MINUTES

Committee: Gary D. Swackhamer, Chair Patrick F. Donnelly, Vice Chair Robert V. Nichols
Harley R. Mayo Donald B. Creath

Legislators: Philip J. Roche, Esq. Thomas J. McIntyre John Walsh

Staff: Mark R. Alger Carol Whitehead Michele Smith
Timothy Wixom Richard C. Tweddell Nancy Smith
Judy Hunter Frederick H. Ahrens, Jr.

Other: Mary Perham, *The Leader* Rob Price, *Evening Tribune*

I. CALL TO ORDER

The meeting was called to order by Mr. Swackhamer at 1:03 p.m.

II. APPROVAL OF MINUTES

MOTION APPROVING THE MINUTES OF THE MARCH 9TH AND MARCH 22ND, 2004, MEETINGS MADE BY MR. DONNELLY. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

III. DEPARTMENTAL REPORTS/REQUESTS

A. Youth Bureau

1. **Budget Transfer** – Mr. Alger stated Mr. Pruyn would like to adjust revenues and expenditures according to changes in funding from OASAS. He would like approval to decrease the Family Service Society appropriation by \$5,277, decrease the St. James appropriation for the chemical abuse prevention program by \$22,793, increase the Hornell Concern for Youth appropriation by \$12,865 and increase the Catholic Charities appropriation by \$10,900. This reflects a net decrease of \$4,305.

MOTION: APPROVING THE ADJUSTMENT OF REVENUES AND EXPENDITURES IN THE YOUTH BUREAU'S BUDGET AS FOLLOWS: DECREASE THE FAMILY SERVICE SOCIETY APPROPRIATION BY \$5,277, DECREASE THE ST. JAMES APPROPRIATION FOR THE CHEMICAL ABUSE PREVENTION PROGRAM BY \$22,793, INCREASE THE HORNELL CONCERN FOR YOUTH APPROPRIATION BY \$12,865 AND INCREASE THE CATHOLIC CHARITIES APPROPRIATION BY \$10,900 MADE BY MR. DONNELLY. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. **Reality Check** – Mr. Alger stated they received additional funding for the Reality Check program in the amount of \$21,667. He stated Mr. Pruyn would like permission to accept and appropriate that funding.

MOTION: ACCEPTING AND APPROPRIATING \$21,667 IN ADDITIONAL FUNDING TO EXTEND THE REALITY CHECK PROGRAM THROUGH JULY 31, 2004 MADE BY MR. MAYO. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

B. Sheriff's Department

1. **Mobile Data Terminals (MDTs)** – Sheriff Tweddell stated last year they started a project to fund the purchase and placement of MDTs in all police vehicles. They also applied for a grant for this purpose, but they didn't receive it. The DWI program keeps a reserve every year and currently there is a balance of \$282,444. Steuben is one of two counties that keeps Stop DWI funds in a reserve. Recently the Legislature allowed him to transfer \$25,000 in Weapons of Mass Destruction grant funding to Enhanced 911 to be used towards the installation of MDTs. In addition, there is \$100,000 non-discretionary grant funding available if the County can contribute a match. Sheriff Tweddell requested authorization to transfer \$150,000 from the Stop DWI reserve to purchase and install MDTs in all police cars in the County, including the State Police. The \$150,000 along with the \$125,000 in total grant funding should cover the entire cost. Discussion followed.

Mr. Swackhamer stated we've been protecting that reserve to build it up and he's not sure this is an appropriate item on which to spend the money. He stated he's not against the concept or need for this equipment, he just doesn't think Steuben County should be paying for the placement of this equipment in the State trooper cars, especially when the State retains the entire surcharge associated with DWI court proceedings.

Sheriff Tweddell stated the MDTs we are looking at will include vehicle locators. Also, the officers in the vehicle will be able to run data checks and registration datas from the vehicles, which will cut down on dispatch time in the 911 center. In addition, there will be Federal money available in the near future to install a track system that will allow officers to electronically write traffic tickets and accident reports. That money is only going to be available to agencies that already have the MDT systems in place. Considerable discussion followed.

Mr. Alger stated he believes it would be advantageous to us to get this system in before we fully get the 911 system up and running. He also believes they should do this in order to access those other funds. He shares Mr. Swackhamer's concern about the reserve fund balance, but he thinks it is worth the risk. Mr. Creath noted the Public Safety and Corrections Committee passed this unanimously and it will increase our public safety capability immensely.

Mr. Roche stated it's a good program and it will save time and work. It is for the protection of our citizens. Police are asked to do more with less these days. While it may not be an equal match, the State is contributing a quarter of the revenue to the DWI reserve through their DWI arrests and convictions. Discussion followed.

MOTION: AUTHORIZING THE TRANSFER OF \$150,000 FROM THE STOP DWI RESERVE TO THE SHERIFF DEPARTMENT'S BUDGET TO BE USED FOR THE PURCHASE OF MOBILE DATA TERMINALS FOR ALL POLICE CARS MADE BY MR. CREATH. SECONDED BY MR. NICHOLS. IN FAVOR: CREATH, NICHOLS, DONNELLY, MAYO. OPPOSED: SWACKHAMER. MOTION CARRIES 4-1.

C. E911 Department

1. **Activation of Zero-Based Positions** – Mr. Wixom requested authorization to fund and fill the Deputy Director position and three Dispatcher positions. Currently he utilizes temporary Clerk positions to assist with the addressing project. These individuals are well aware of the fact that these positions are temporary and eventually their work will come to an end. In order to maintain continuity, he would like to activate three zero-based Dispatcher positions. He noted there is a current civil service list for Dispatcher. Mr. Swackhamer noted last year they budgeted money to fill these positions at some point this year. Discussion followed.

MOTION: AUTHORIZING THE FUNDING OF A ZERO-BASED DEPUTY DIRECTOR POSITION AND THREE ZERO-BASED DISPATCHER POSITIONS WITHIN THE E911 DEPARTMENT MADE BY MR. CREATH. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

D. County Treasurer

1. **Tax Auction** – Mrs. Whitehead stated the County Tax Auction has been set for July 14th at 10:00 a.m. at Haverling High School. She requested the Committee set the final date of repurchase for July 9th and authorize the hiring of Pirrung Auctioneers for \$2,500 plus advertising expenses.

MOTION: SETTING JULY 9TH, 2004, AS THE FINAL DATE OF REPURCHASE FOR PROPERTIES INCLUDED IN THE JULY 14TH, 2004, TAX AUCTION AND AUTHORIZING THE TREASURER'S OFFICE TO CONTRACT WITH PIRRUNG AUCTIONEERS TO HANDLE THE TAX AUCTION FOR \$2,500 PLUS ADVERTISING EXPENSES MADE BY MR. DONNELLY. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. **Independent Auditors** – Mrs. Whitehead stated she received a letter from Carnevale, Niles, Whitney & Davis regarding the new SAS 99 audit procedure. As part of this new procedure, the auditors will be interviewing all Department Heads and some randomly-selected employees to detect any possible instances or opportunities for individuals to commit fraud. Due to this additional interviewing, the audit procedure will take longer and, subsequently, the cost for the audit will increase. She just wanted to make the Committee aware of this.

E. County Administrator

1. **Capital Projects** – Mr. Alger stated one of the issues associated with the HIPAA requirements is some of the County's computers need to be replaced because the operating systems are so old, they can't put security on them. He has asked Mr. Peaslee to develop a list of computers that need to be replaced and we're trying to determine how to fund their purchase. There are four capital projects with balances remaining. Mrs. Whitehead stated the capital projects and balances are: Mainframe replacement (\$180,000); Jail Capital Project – Touchscreen (\$37,000); Jail Capital Project – Electronic Control System (\$95,000); Civil Defense/Fire Emergency Management Office Project (\$29,000). Mr. Alger stated they probably shouldn't use the balance in the mainframe project as they are still utilizing that. He requested authorization to transfer the balances from three of the capital projects to the computer capital project.

MOTION: AUTHORIZING THE TRANSFER OF \$37,000 FROM THE JAIL – TOUCHSCREEN CAPITAL PROJECT; \$95,000 FROM THE JAIL – ELECTRONIC CONTROL SYSTEM CAPITAL PROJECT; \$29,000 FROM THE CIVIL DEFENSE/FIRE EMERGENCY MANAGEMENT OFFICE PROJECT TO THE COMPUTER CAPITAL PROJECT (\$161,000 TOTAL) MADE BY MR. MAYO. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution required.

2. **County Clerk Budget Transfer** – Mr. Alger stated they need to appropriate \$35,000 from the Contingent Fund to the County Clerk’s temporary hire line item. He noted this will be used to cover overruns in the temporary hire and overtime line items. Discussion followed.

MOTION: AUTHORIZING THE TRANSFER OF \$35,000 FROM THE CONTINGENT FUND TO THE COUNTY CLERK'S TEMPORARY HIRE LINE ITEM MADE BY MR. MAYO. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

IV. NEW BUSINESS

Mr. Creath stated he received a copy of the Public Works Commissioner's road rating map. I'd like to look into bonding to rebuild the roads. He noted Mr. McIntyre has requested we do this for years. He suggested they use the money they have in the road reconstruction line item this year as a base and then look at bonding \$5 million and \$10 million to see what it would cost. Discussion followed.

Mr. Mayo stated the deterioration in the past three years is considerable. They must do something sometime soon. Mr. Nichols stated the only way he could justify bonding is if they used hotmix reconstruction on each road. If they borrowed enough to rehab a large portion of a five-year project, the next 5 years they wouldn't do anything but maintenance and take the money the next five years to pay for the previous 5 years. Considerable discussion followed. *Mr. Alger will look into the financial aspects of this proposal.*

MOTION TO ADJOURN MADE BY MR. DONNELLY. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Respectfully submitted by,

Brenda K. Mori
Deputy Clerk
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR
Tuesday, May 11, 2004
1:00 p.m.**

**PLEASE SEND AGENDA ITEMS TO
THE CLERK OF THE LEGISLATURE'S OFFICE
NO LATER THAN NOON
Wednesday, May 5, 2004**

STEUBEN COUNTY FINANCE COMMITTEE

Tuesday, May 11, 2004

1:00 p.m.

Legislative Committee Conference Room

Steuben County Office Building

3 East Pulteney Square

Bath, New York

MINUTES

Committee: Gary D. Swackhamer, Chair Patrick F. Donnelly, Vice Chair Harley R. Mayo
Donald B. Creath

Legislators: Philip J. Roche, Esq. John Walsh Thomas J. McIntyre
Francis L. Gehl

Staff: Mark R. Alger Lawrence Crossett Carol Whitehead
Kathryn Biehl Vincent Spagnoletti Roberta Fisher
Richard C. Tweddell Michele O. Smith Frederick H. Ahrens
Victoria Fuerst Gregory P. Heffner

Absent: Robert V. Nichols

Other: Mary Perham, *The Leader* Rob Price, *Evening Tribune*

I. CALL TO ORDER

The meeting was called to order by Mr. Swackhamer at 1:00 p.m.

II. APPROVAL OF MINUTES

MOTION APPROVING THE MINUTES OF THE APRIL 13, 2004 MEETING MADE BY MR. DONNELLY. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

III. DEPARTMENTAL REPORTS/REQUESTS

A. Office of Community Services

1. **Budget Appropriation** – Ms. Fisher requested authorization to accept \$13,514 in State reinvestment funding and appropriate it to Catholic Charities.

MOTION: ACCEPTING \$13,514 IN REINVESTMENT FUNDING AND APPROPRIATING IT TO CATHOLIC CHARITIES MADE BY MR. CREATH. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

B. Department of Social Services

1. **Budget Appropriation** – Mrs. Biehl requested authorization to accept \$51,328 in additional Federal TANF Funds to be appropriated to the Social Services' budget. She stated \$31,200 will be used in Preventive Services entering into a contract with the Center for Dispute

Settlement and BOCES. The remaining \$20,128 will be used to offset existing administrative costs and chargebacks to Probation.

Mrs. Biehl stated the contract with the Center for Dispute Settlement is for the education of youths in the PINS program to develop their social skills, interaction skills and anger management. The contract with BOCES will be for youth employment services for 16 and 17 year olds. Discussion followed.

MOTION: ACCEPTING \$51,328 IN TANF FEDERAL REVENUE AND APPROPRIATING \$31,200 TO PREVENTIVE SERVICES; AND APPROVING CONTRACTS WITH THE CENTER FOR DISPUTE SETTLEMENT AND BOCES FOR THE DEMONSTRATED EFFECTIVE PROGRAM FOR PINS MADE BY MR. MAYO. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

2. **Budget Appropriation** – Mrs. Biehl stated they also received a supplemental allocation for the Community Solutions Program. She requested authorization to accept \$137,146 in additional TANF Federal Aid and appropriate it to the Work Travel line item. The Community Solutions Program provides grants for individuals to assist in them in retaining employment or obtain employment through a mandated work program.

MOTION: ACCEPTING \$137,146 IN ADDITIONAL TANF FEDERAL AID INTO #601500.4.4609000 AND APPROPRIATING IT TO #601500.5.446620 WORK TRAVEL MADE BY MR. MAYO. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

C. Sheriff

1. **Budget Transfer** – Sheriff Tweddell stated they have 9 inmates housed in Chemung County and they need to send three more there this afternoon. Last week he requested the Public Safety and Corrections Committee approve a transfer of \$50,000 from the contingent fund for the lodging of prisoners. The lodging of prisoners line item has \$500 allocated to it and the bill from Chemung County is currently at \$48,000. Unfortunately, it appears that \$50,000 will not be enough money. Discussion followed.

MOTION: AUTHORIZING THE TRANSFER OF \$100,000 FROM THE CONTINGENT FUND TO THE JAIL'S LODGING OF PRISONERS LINE ITEM MADE BY MR. MAYO. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution required.

D. Public Works

1. **Major Equipment List** – Mr. Spagnoletti stated the phone system at the repair shop is obsolete and Mr. Peaslee is having trouble obtaining parts for it. He requested authorization to add a phone system for \$6,138 to the Highway Division's Major Equipment List with no additional funding.

MOTION: AMENDING THE DEPARTMENT OF PUBLIC WORKS HIGHWAY DIVISION'S MAJOR EQUIPMENT LIST TO INCLUDE "EQUIPMENT REPAIR SHOP PHONE SYSTEM" FOR \$6,138 WITH NO ADDITIONAL FUNDING MADE BY MR. MAYO. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

E. Public Health Nursing Service

1. **Budget Transfer** – Mrs. Fuerst stated their Bioterrorism Grant was increased by \$36,000. She requested authorization to accept this funding and transfer it to a capital project for Communications Equipment at the Public Safety Building and the County Office Building.

MOTION: ACCEPTING \$36,000 IN ADDITIONAL BIOTERRORISM GRANT FUNDING AND APPROPRIATING IT TO A CAPITAL PROJECT FOR COMMUNICATIONS EQUIPMENT AT THE PUBLIC SAFETY BUILDING AND COUNTY OFFICE BUILDING MADE BY MR. CREATH. SECONDED BY MR. MAYO. ALL BEING IN FAVOR. MOTION CARRIES 4-0.
Resolution required.

F. County Administrator

1. **Budget Transfers/Small Equipment Purchases** – Mr. Alger distributed copies of the Budget Transfers and Small Equipment Purchases for the month of April. The Committee reviewed and accepted the report.

2. **Status of Medicaid** – Mr. Alger stated they've received an assortment of proposals from the State level on Medicaid. The Senate's proposal would account for the Family Health Plus Program by taking it over in some fashion over a year or two. That program is costing us \$1.5 million. The Governor's proposal is a host of cost-saving measures and is very difficult for us to predict what the impact would be locally. If you total what he says we'll be saving and then add in what they'd take back, it doesn't appear positive for the County. Assemblyman Winner introduced a proposal to set aside \$200 million to be distributed to the localities upstate to offset a portion of Medicaid. Another proposal is a phased takeover of Medicaid, which Mr. Giambra from Erie County has supported for quite some time. It appears as though, and in talking with people in Albany, that this budget hinges on two issues: School aid and Medicaid. Whatever they do with the schools will impact how much money they have left to deal with the Counties with on Medicaid. Medicaid is there as the second issue that they are trying to deal with. We really need to be as aggressive and vocal as we have been over the past 18 months in pushing for meaningful reform. There's a great deal of fear, in talking to other Counties, as to the eventual outcome of the Medicaid issue being something less than meaningful. We need to be much more aggressively pursuing resolution to this issue and allow the end result to be more significant and focused on not only this year's cost, but also future costs. This is a critical time period. Over the next several weeks, if we aren't successful in having meaningful reform done at this time, it will be hard to bring the forces back together to continue the pressure. The State has until June 30th to resolve the school aid issue before it is turned over to the court system to resolve it. Therefore, you probably won't see a State budget until that date.

Mr. Swackhamer suggested they write letters to the municipalities to get them on board and support this. Mr. Creath suggested a fresh resolution for the May meeting demanding that Medicaid be fixed and have the towns, cities, and villages adopt it as well. Mr. Swackhamer agreed and also suggested they include those organizations whose funding was cut this year.

Mr. Alger stated there is also discussion regarding the State taking over Medicaid over five years in exchange of County sales tax revenues. He stated he's leery of this suggestion as sales tax is the only revenue source for the County that continues to grow. However, it is also hard not to support it because if the expense of Medicaid continues to grow over the next five years, we'd be better off. Discussion followed.

MOTION: MEMORIALIZING THE GOVERNOR AND NEW YORK STATE LEGISLATURE TO PASS MEANINGFUL MEDICAID REFORM INCLUDING, AT A MINIMUM, A CAP ON THE COST AND A STRATEGY FOR EVENTUAL TAKEOVER OF THE PROGRAM BY THE STATE MADE BY MR. CREATH. SECONDED BY MR. MAYO. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution required.

MOTION TO ADJOURN MADE BY MR. DONNELLY. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

Respectfully submitted by,

Brenda K. Mori
Deputy Clerk
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR
Tuesday, June 8, 2004
1:00 p.m.**

**PLEASE SEND AGENDA ITEMS TO
THE CLERK OF THE LEGISLATURE'S OFFICE
NO LATER THAN NOON
Wednesday, June 2, 2004**

STEUBEN COUNTY FINANCE COMMITTEE

Tuesday, June 8, 2004

1:00 p.m.

Legislative Committee Conference Room

Steuben County Office Building

3 East Pulteney Square

Bath, New York

MINUTES

Committee: Gary D. Swackhamer, Chair Harley R. Mayo Robert V. Nichols

Legislators: John Walsh

Staff: Mark R. Alger Lawrence P. Crossett Carol Whitehead
Kenneth Peaslee Michele Smith Frederick H. Ahrens
Roberta Fischer Michael Sprague

Other: Mary Perham, *The Leader* Rob Price, *Evening Tribune*

Absent: Patrick Donnelly, Vice Chair Donald B. Creath

I. CALL TO ORDER

The meeting was called to order by Mr. Swackhamer at 1:00 p.m.

II. APPROVAL OF MINUTES

MOTION APPROVING THE MINUTES OF THE MAY 11, 2004 MEETING MADE BY MR. MAYO. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

III. DEPARTMENTAL REPORTS/REQUESTS

A. Office of Community Services

1. **Budget Transfer** – Ms. Fischer stated Mental Health is in need of HIPAA compliant computers. The Health and Education Committee has approved this purchase, but they need to transfer \$100,000 from the Federal Salary Sharing line item to the Major Equipment line item to buy the computers.

MOTION: AUTHORIZING THE TRANSFER OF \$100,000 FROM THE OFFICE OF COMMUNITY SERVICES' FEDERAL SALARY SHARING LINE ITEM TO THE COMPUTER CAPITAL PROJECT TO PURCHASE COMPUTERS FOR MENTAL HEALTH MADE BY MR. NICHOLS. SECONDED BY MR. MAYO. ALL BEING IN FAVOR. MOTION CARRIES 3-0. Resolution Required.

B. Information Technology

1. **Budget Transfer** – Mr. Peaslee asked to withdraw this item to wait until Mental Health's RFP for the billing software is received so he knows how much money is needed.

C. Emergency Management Office

1. **Budget Transfer** – Mr. Sprague stated they received a \$75,000 Citizens Corp Grant. He requested authorization to appropriate the funds to various line items in the 2004 and 2005 Budget. Discussion followed.

MOTION: ACCEPTING \$75,000 IN GRANT FUNDING AND APPROPRIATING \$53,150 TO EMERGENCY MANAGEMENT'S 2004 BUDGET AS FOLLOWS: \$7,250 FOR MAJOR EQUIPMENT, \$1,100 FOR SMALL EQUIPMENT, \$5,000 FOR COMPUTER EQUIPMENT, \$15,000 FOR SOFTWARE, \$15,000 FOR CONTRACTUAL SERVICES, \$250 FOR POSTAGE, \$2,000 FOR OFFICE SUPPLIES, \$1,500 FOR TRAINING & CONFERENCES, \$4,000 FOR OPERATING SUPPLIES, AND \$2,050 FOR VOLUNTEER SUPPLIES; APPROPRIATING \$21,850 TO VARIOUS LINE ITEMS IN THE 2005 BUDGET; AMENDING THE 2004 MAJOR EQUIPMENT LIST TO INCLUDE A SIMULATOR BOARD; AMENDING THE 2004 SMALL EQUIPMENT LIST TO INCLUDE A PROJECTION SCREEN, VCR AND RESCUE RANDY; AMENDING THE 2004 COMPUTER EQUIPMENT LIST TO INCLUDE A LAPTOP, 2 PROJECTORS AND VOLUNTEER TRACKING SOFTWARE MADE BY MR. NICHOLS. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

D. Elections Office

1. **Budget Transfer** – Mr. Alger stated the Elections Commissioners requested their part-time Sr. Clerks be allowed to work full time from August 2nd through December 3rd. In order to do so, they need an additional \$9,000 from the contingency fund. Discussion followed.

Mr. Swackhamer stated he's not in favor of this, which means a motion in favor of it would fail. He suggested they schedule a special meeting prior to the Legislative Meeting so the entire committee can make a decision.

E. County Administrator

1. **Budget Transfers/Small Equipment Purchases** – Mr. Alger presented the Budget Transfers/Small Equipment Purchases report for the month of May. Discussion followed.

F. County Treasurer

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. NICHOLS. SECONDED BY MR. MAYO. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

MOTION TO ADJOURN EXECUTIVE SESSION AND RECONVENE IN REGULAR SESSION MADE BY MR. MAYO. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

MOTION: AUTHORIZING THE SALE OF THE FOLLOWING PARCELS TO THE CITY OF HORNELL: TM#151.64-02-052; TM#166.06-06-024; TM#166.33-03-009; TM#166.06-02-085; AND TM#166.06-02-087; FOR THE TOTAL AMOUNT OF BACK TAXES PER PARCEL AND CONTINGENT UPON THE FINAL SALE OCCURING AFTER JULY 9, 2004 AND PRIOR TO JULY 14, 2004 MADE BY MR. MAYO. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

MOTION TO ADJOURN MADE BY MR. NICHOLS. SECONDED BY MR. MAYO. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

Respectfully submitted by,

Brenda K. Mori
Deputy Clerk
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR
Tuesday, July 13, 2004
1:00 p.m.
PLEASE SEND AGENDA ITEMS TO THE
CLERK OF THE LEGISLATURE'S OFFICE
NO LATER THAN NOON Wednesday, July 7, 2004**

STEUBEN COUNTY FINANCE COMMITTEE

Special Meeting

Monday, June 28, 2004

9:30 a.m.

Legislative Committee Conference Room

Steuben County Office Building

Bath, New York

****MINUTES****

COMMITTEE: Gary D. Swackhamer, Chair Patrick F. Donnelly, Vice Chair Harley R. Mayo
Robert V. Nichols

STAFF: Mark R. Alger Robert W. Anderson, Ph.D. Lawrence Crossett
Frederick H. Ahrens, Jr. Alan Johnson Betty Karchner

LEGISLATORS: Francis L. Gehl Thomas J. McIntyre John Walsh

ABSENT: Donald B. Creath

I. CALL TO ORDER

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

II. GENERAL BUSINESS

1. Office of Community Services

Mr. Alger informed the committee that there is a resolution on today's agenda to transfer funds from Mental Health's Federal Salary Sharing funds to a capital project. He stated that after consulting with the County Treasurer, we are recommending you fund the capital project from the interest from the 9-1-1 project, instead of the Federal Salary Sharing.

MOTION: APPROPRIATING \$100,000.00 FROM THE INTEREST EARNINGS OF THE 9-1-1 OPERATIONS PROJECT TO A CAPITAL PROJECT ENTITLED "COMMUNITY SERVICES COMPUTER AND SOFTWARE REPLACEMENT PROJECT" MADE BY MR. DONNELLY. SECONDED BY MR. MAYO. ALL BEING IN FAVOR. MOTION CARRIES 3-0. (Mr. Nichols absent for vote)

2. Treasurer

Mr. Alger stated that the State Legislature and the Governor have passed a bill that provides for two local sales tax free weeks, the first commencing August 30, 2004 – September 6, 2004. Last year the County participated in sales tax free week. If the County is interested in participating again this year, we don't need to do anything. If we choose not to participate, we have to pass a resolution this month.

Mr. Mayo asked do we have the numbers for what we lose when we have participated? Mr. Alger commented it is hard to tell what the loss is. Mr. Crossett stated that it used to be that we would lose approximately \$5,500.00 and it probably has gone up a little. *The committee was in agreement to continue participation in sales tax free week.*

3. Elections

Mr. Alger informed the committee that the Administration Committee has recommended that \$9,000.00 be appropriated to Elections to allow them to work their part-time clerks 37 ½ hours for the period of August 2, 2004 through December 4, 2004. The resolution that will be presented this morning is very specific with regard to authorizing them to increase the hours during that period of time. There is a start and end date. Mr. Alger stated there was a concern about the designation language and that has been changed in the resolution. The positions at this point will remain part-time.

Mr. Nichols commented that they must have a lot of extra work. As long as there is an end date, he will support the resolution.

MOTION: AUTHORIZING THE TRANSFER OF \$9,000.00 FROM THE CONTINGENT FUND TO THE ELECTIONS OFFICE BUDGET AND AUTHORIZING THE ELECTIONS COMMISSIONERS TO INCREASE THE HOURS OF TWO PART-TIME SENIOR CLERK POSITIONS TO 37.5 HOURS PER WEEK FROM AUGUST 2, 2004 THROUGH DECEMBER 3, 2004 MADE BY MR. MAYO. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

MOTION: TO ADJOURN MADE BY MR. DONNELLY. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

Respectfully Submitted by:

Amanda L. Chapman
Senior Stenographer
Steuben County Legislature

STEUBEN COUNTY FINANCE COMMITTEE

Tuesday, July 13, 2004

1:00 p.m.

Legislative Committee Conference Room

Steuben County Office Building

3 East Pulteney Square

Bath, New York

MINUTES

Committee: Gary D. Swackhamer, Chair Patrick F. Donnelly, Vice Chair Harley R. Mayo
Robert V. Nichols Donald B. Creath

Legislators: Philip J. Roche, Esq. Francis L. Gehl John Walsh

Staff: Mark R. Alger Lawrence P. Crossett Carol Whitehead Frederick H. Ahrens

Other: Mary Perham, *The Leader*

I. CALL TO ORDER

The meeting was called to order by Mr. Swackhamer at 1:00 p.m.

II. APPROVAL OF MINUTES

MOTION APPROVING THE MINUTES OF THE JUNE 8, 2004, MEETING MADE BY MR. DONNELLY. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Mr. Creath not present for vote.

III. DEPARTMENTAL REPORTS/REQUESTS

A. Public Works Department

1. **Major Equipment List** – Mr. Spagnoletti stated originally they decided to rent/lease to own a crawler tractor with bulldozer and a compactor for the landfill and they budgeted for these rentals under the rental of equipment line item. He spoke with Jim Gleason who felt it would be more appropriate to solicit bids to purchase the equipment. He then asked Mr. Crossett his opinion on how to fund the purchase of the equipment and Mr. Crossett informed him that it would be better to issue a budget note for the full amount of the equipment. He requested authorization to amend the 2004 Major Equipment list for the Landfill to include the equipment and authorize the Treasurer to issue a budget note for this purchase. Discussion followed.

MOTION: AMENDING THE 2004 MAJOR EQUIPMENT LIST FOR THE LANDFILL TO INCLUDE A CRAWLER TRACTOR WITH BULLDOZER FOR \$159,500 AND A COMPACTOR FOR \$449,232 AND AUTHORIZING THE TREASURER TO ISSUE A BUDGET NOTE IN THE AMOUNT OF \$608,732 FOR THE PURCHASE OF SAID EQUIPMENT MADE BY MR. MAYO. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Mr. Creath not present for vote. Resolution Required.

B. Law Department

1. **Erwin Transfer Station Funding** – Mr. Ahrens stated they met yesterday with representatives from the State Department of Transportation and they would like the County to approve another resolution regarding the transfer station funding. Mr. Alger stated as you all know, the bids for the construction of the Erwin Transfer Station came in higher than anticipated, but the State has agreed to pay the difference.

MOTION: ACCEPTING \$1,054,908 IN ADDITIONAL FUNDING FOR THE REPLACEMENT OF THE ERWIN TRANSFER STATION AND AMENDING THE ERWIN TRANSFER FACILITY CAPITAL PROJECT TO REFLECT THE INCREASE IN FUNDING MADE BY MR. MAYO. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Mr. Creath not present for vote. Resolution Required.

C. County Administrator

1. **Budget Transfers/Small Equipment Purchases** – Mr. Alger presented the Committee with the list of budget transfers and small equipment purchases for the month of June. Discussion followed.

D. Treasurer's Office

1. **County Tax Auction** – Mr. Crossett informed the Committee that initially they had 110 parcels in the auction and now they have 68 parcels. Former owners have come in to pay their back taxes plus the 25% fee. He noted the fee payments alone amounted to \$36,468.

IV. **OTHER BUSINESS**

A. Outside Agency Funding – Mr. Creath stated he has been contacted by several individuals regarding the County continuing to fund outside agencies such as the arts and libraries. He asked Mr. Alger if there were anyway he would allow the Committees to make the decisions regarding funding for the agencies that enhance quality of life. Mr. Swackhamer reminded Mr. Creath that the Finance Committee does make the initial decision and the final say is up to the Legislature. Mr. Creath stated the greatest good we can continue to provide for our citizens is the quality of life items. Mr. Nichols stated the arts are funded through room tax and the Agriculture, Industry and Planning Committee decides those appropriations. If the room tax funding is there, they get it, but if it isn't, they don't.

Mr. Alger stated that ultimately the decision is the Legislature's. Mr. Creath stated he'd hate to see us regress on the quality of life. Mr. Swackhamer stated he'd hate it more to put people out of their homes by raising taxes to support quality of life because a few dollars to some people makes a big difference. Considerable discussion followed.

Mr. Creath stated they should start a consortium of the upstate New York counties to handle their own Medicaid services. Mr. Alger noted that is along the lines of what Chemung County Executive Tom Santulli has recommended, but the Federal government is not in favor of it. Mr. Ahrens noted that it is covered under the equal protection act where what is good for one part of the State is good for the rest. Considerable discussion followed.

MOTION TO ADJOURN MADE BY MR. NICHOLS. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Respectfully submitted by,

Brenda K. Mori
Deputy Clerk
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR
Tuesday, August 10, 2004
1:00 p.m.**

**PLEASE SEND AGENDA ITEMS TO THE
CLERK OF THE LEGISLATURE'S OFFICE
NO LATER THAN NOON
Wednesday, August 4, 2004**

STEBEN COUNTY FINANCE COMMITTEE

Tuesday, August 10, 2004

1:00 p.m.

Legislative Committee Conference Room

Steuben County Office Building

3 East Pulteney Square

Bath, New York

MINUTES

Committee: Patrick F. Donnelly, Vice Chair Harley R. Mayo Donald B. Creath
Robert V. Nichols

Legislators: Francis L. Gehl Philip J. Roche, Esq.

Staff: Mark R. Alger Carol Whitehead Donna Hatch
Gary Pruyn Frederick H. Ahrens, Jr. Vince Spagnoletti
Richard Tweddell

Other: Michael Whitney, Carnevale Niles Whitney & Davis Mary Perham, *The Leader*
Lisa Gill, Carnevale Niles Whitney & Davis

Absent: Gary D. Swackhamer, Chair

I. CALL TO ORDER

The meeting was called to order by Mr. Donnelly at 1:06 p.m.

II. APPROVAL OF MINUTES

MOTION APPROVING THE MINUTES OF THE JULY 13, 2004, MEETING MADE BY MR. CREATH. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

III. PRESENTATION

A. Carnevale Niles Whitney & Davis – Mr. Whitney presented the Single Audit Reports and the Comprehensive Annual Financial Report for Steuben County for the year ended December 31, 2003. Discussion followed. *A copy of the audit can be found on file with the official minutes in the Clerk of the Legislature's Office.*

MOTION: ACCEPTING AND APPROVING THE 2003 AUDIT REPORTS AS PRESENTED MADE BY MR. NICHOLS. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

IV. DEPARTMENTAL REPORTS/REQUESTS

A. Real Property Tax Service Agency

1. **Tax Certiorari Proceedings** – Mrs. Hatch stated when they put this policy in place, they thought it covered all possibilities. In August 2003, the County restated the policy by declaring that it would participate in Tax Certiorari Proceedings with other assessing units in appraisal costs only, not to include legal fees, involving a parcel or parcels in a single ownership

with full values of more than \$2 million in roll Section one and six and where the assessing unit has completed a town/city wide reassessment program and filed a six year annual reassessment plan. She noted part of the six-year annual reassessment plan includes that the municipality is supposed to request an advisory appraisal from the State.

Mrs. Hatch stated she would like to suggest they add to the policy that the assessing unit must annually request advisory appraisals for all complex industrial and utility parcels from the NYSORPS and such appraisals must be entered on the assessment roll annually. She stated they need the State to provide the appraisal so that any issues with the values are resolved with the State. Mr. Alger stated this is so we can protect ourselves as far as projected tax collections. He noted if the State does the appraisal and the towns use that appraisal, the County should be on target as far as the amount of tax that should be collected. Discussion followed.

MOTION: AMENDING THE TAX CERTIORARI PROCEEDINGS POLICY TO INCLUDE THAT "THE ASSESSING UNIT MUST ANNUALLY REQUEST ADVISORY APPRAISALS FOR ALL COMPLEX INDUSTRIAL AND UTILITY PARCELS FROM THE NYS OFFICE OF REAL PROPERTY SERVICES AND SUCH APPRAISALS MUST BE ENTERED ON THE ASSESSMENT ROLL ANNUALLY" MADE BY MR. CREATH. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution required.

B. Youth Bureau

1. **Reality Check Grant** – Mr. Pruyn stated his office has been awarded \$75,000 from the DOH for the Reality Check Program. The grant runs from August 1, 2004 through July 31, 2005. He noted they received \$10,000 more than requested and it is a 5-year renewable grant. The goal is to change society's view and acceptance of the usage of tobacco products. He requested authorization to accept the grant.

MOTION: ACCEPTING \$75,000 IN GRANT FUNDING FROM THE NYS DEPARTMENT OF HEALTH FOR THE REALITY CHECK PROGRAM FOR THE TERM AUGUST 1, 2004 THROUGH JULY 31, 2005 MADE BY MR. MAYO. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

2. **Contract Approval** – Mr. Pruyn requested authorization to contract with the Family Service Society to coordinate the Reality Check Program for \$39,520.

MOTION: AUTHORIZING THE YOUTH BUREAU TO CONTRACT WITH THE FAMILY SERVICE SOCIETY TO COORDINATE THE REALITY CHECK PROGRAM FOR THE TERM OF AUGUST 1, 2004 THROUGH JULY 31, 2005, FOR \$39,520.00 MADE BY MR. MAYO. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

3. **Informational** – Mr. Pruyn announced that he just learned via fax that the State Legislature reinstated the Governor's reduction to the Youth Program's revenue. Therefore, the State funding level for his department will be the same as this year. If the Governor's reduction had been approved, it would have resulted in a 4 percent cut in administrative funding.

C. Law Department

1. **Intergovernmental Cooperation Agreement** – Mr. Ahrens stated he sent copies of new Intergovernmental Cooperation Agreements to the cities of Corning and Hornell for the collection of their taxes. They both signed the agreements, but the City of Hornell struck out the paragraph regarding the inspection, property maintenance and demolition of property. He is of

the opinion that they cannot have two separate agreements with each of the cities. He requested permission to go back to the City of Hornell and request that they sign the agreement as it is or the County will no longer handle the collection of their taxes. Considerable discussion followed.

Mr. Donnelly asked what is the purpose of that paragraph? Mr. Ahrens stated when he drafted the agreement, he asked the County Treasurer if there was anything he wanted included in the agreement. He stated the Treasurer brought up the fact that there have been several instances where, after the taxes aren't paid for two years and the County takes title to the property, the County receives a letter from the city stating that it doesn't meet the building code and action needs to be taken immediately. Mr. Alger stated from the standpoint of the buildings and structures, the County's inspection should take precedence over the cities because the County has responsibility of all their own buildings. Discussion followed.

Mr. Ahrens stated the revenues from the tax sale are not coming from Hornell. We're not getting much on the sale of property in the city yet we are paying for the maintenance costs associated with those properties. He noted that if the city decides not to sign the agreement as it is and starts collecting their own taxes, it wouldn't negatively affect the revenues the County receives from the tax sale. Discussion followed. ***The Committee directed the County Attorney to request the City of Hornell to sign the same agreement as the City of Corning.***

D. Sheriff's Department

1. **Budget Transfer** – Mr. Alger stated the Public Safety and Corrections Committee approved the transfer of \$150,000 from the Contingent Fund to pay for inmate housing out of County. Upon discussion with the County Treasurer, at this point we're inclined to suggest dealing with the immediate issue by transferring \$75,000 from the Contingent Fund to pay for current bills and then review the year end projections to determine how much the Sheriff might need through the end of the year. Then they can determine whether to take the balance from the Contingent Fund or issue a budget note. Discussion followed.

MOTION: AUTHORIZING THE TRANSFER OF \$75,000 FROM THE CONTINGENT FUND TO THE SHERIFF'S HOUSING OF INMATES LINE ITEM MADE BY MR. CREATH. SECONDED BY MR. MAYO. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution required.

Sheriff Tweddell stated he has another item for Executive Session.

E. County Administrator

1. **Budget Transfers and Small Equipment Purchases** – Mr. Alger presented for the Committee's review the report on Budget Transfers and Small Equipment Purchases for the month of July. ***The Committee accepted the report.***

MOTION TO ADJOURN REGULAR SESSION AND RECONVENE IN EXECUTIVE SESSION PURSUANT TO PUBLIC OFFICERS' LAW, ARTICLE 7§ 105.1.A. MATTERS WHICH WILL IMPERIL THE PUBLIC SAFETY IF DISCLOSED MADE BY MR. MAYO. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

MOTION: INCREASING THE SHERIFF'S PETTY CASH FUND BY \$1,000 MADE BY MR. MAYO. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

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

**MOTION TO ADJOURN MADE BY MR. NICHOLS. SECONDED BY MR. CREATH. ALL
BEING IN FAVOR. MOTION CARRIES 4-0.**

Respectfully submitted by,

Brenda K. Mori
Deputy Clerk
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR
Tuesday, September 14, 2004
1:00 p.m.
Please send agenda items to the
Clerk of the Legislature's Office
NO LATER THAN NOON
Wednesday, September 8, 2004**

STEUBEN COUNTY FINANCE COMMITTEE

Tuesday, September 14, 2004

1:00 p.m.

Legislative Committee Conference Room

Steuben County Office Building

3 East Pulteney Square

Bath, New York

MINUTES

Committee: Gary D. Swackhamer, Chair Harley R. Mayo Donald B. Creath
Robert V. Nichols

Legislators: Philip J. Roche, Esq. Francis L. Gehl John Walsh

Staff: Mark R. Alger Lawrence P. Crossett Carol Whitehead
James Gleason Timothy Wixom Nancy Smith
Richard C. Tweddell Gregory P. Heffner Vincent Spagnoletti
Frederick H. Ahrens, Jr. Sally MacDougal Judy Hunter
Roberta Fisher

Other: Mary Perham, *The Leader*

I. CALL TO ORDER

The meeting was called to order by Mr. Swackhamer at 1:00 p.m.

II. APPROVAL OF MINUTES

MOTION APPROVING THE MINUTES OF THE AUGUST 10, 2004, MEETING MADE BY MR. CREATH. SECONDED BY MR. MAYO. ALL BEING IN FAVOR. MOTION CARRIES 3-0. Mr. Nichols not present for vote.

III. DEPARTMENTAL REPORTS/REQUESTS

A. E911 Department

1. **Grant Funding** – Mr. Wixom requested authorization to accept \$591,388 in State funding for the Wireless 911 Expedited Deployment Grant. He noted the County will have to provide a matching contribution of 10 percent.

MOTION: AUTHORIZING THE ACCEPTANCE OF \$591,388 IN STATE FUNDING FOR THE WIRELESS 911 EXPEDITED DEPLOYMENT GRANT WITH A TEN PERCENT COUNTY CONTRIBUTION MADE BY MR. CREATH. SECONDED BY MR. MAYO. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution required.

B. Community Services

1. **Budget Transfer** – Ms. Fisher requested authorization to increase the IT chargeback line item by \$66,000 to cover their support services from Information Technology. Discussion followed.

MOTION: INCREASING THE IT CHARGEBACK LINE ITEM IN THE OFFICE OF COMMUNITY SERVICES' BUDGET BY \$66,000 TO COVER THE COST OF SUPPORT SERVICES PROVIDED BY THE INFORMATION TECHNOLOGY DEPARTMENT MADE BY MR. MAYO. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

C. Sheriff's Department

1. **Budget Transfer** – Sheriff Tweddell stated the line item for housing inmates out of County is short for the month of August by \$30,057.57. The good news is they no longer have any inmates housed out of County and they are off double bunking as well.

Mr. Alger stated the Public Safety and Corrections Committee discussed increasing that line item to cover expenses through the end of the year. For the past 3 months they had an average of 20 inmates housed out of County so they may want to authorize the issuance of a budget note for that cost to get them through the end of the year. This would amount to a Budget Note for \$150,000. Mr. Alger stated the other option is to take it out of the contingent fund, but by doing that they would be limited if they need to spend the money for something else. Discussion followed.

MOTION: AUTHORIZING THE ISSUANCE OF A BUDGET NOTE IN THE AMOUNT OF \$150,000 MADE BY MR. CREATH. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution required.

D. Public Works

1. **Budget Transfer** – Mr. Spagnoletti requested authorization to transfer \$35,000 from Highway Maintenance personal services to Highway Construction personal services and \$5,000 from Bath Landfill personal services to Inactive Landfills personal services.

MOTION: AUTHORIZING THE TRANSFER OF \$35,000 FROM #D.511000.5.1100000 SALARIES & WAGES TO #D.511200.5.1100000 SALARIES & WAGES AND \$5,000 FROM #EL.816062.5.1100000 TO #EL.816063.5.1100000 MADE BY MR. MAYO. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

2. **CHIPS Funding** – Mr. Spagnoletti stated they received \$602,000 in additional CHIPS funding from the State. We have a few options on how to cover the additional costs associated with fuel and to pay for the floods. The first option would be to pay for the spike in fuel costs and the flooding costs without using the additional CHIPS funding or the contingent fund. To cover those costs they could delete the encumbered projects not started yet, delete the unencumbered projects, or delete the CR10 recycle project that the Public Works Committee just approved last week. Discussion followed.

Mr. Spagnoletti stated another option would be to use the additional CHIPS funding (\$602,271), the balance of the security system capital project (\$109,443), \$40,770 from encumbered projects and \$98,404 from the personal services line item to pay for all the remaining projects except the completion of CR106. He requested authorization to proceed with this option. Considerable discussion followed.

MOTION: ACCEPTING \$602,271 IN CHIPS FUNDING INTO #D.999901.4.3501000 AND APPROPRIATING \$100,000 TO #DM.513000.5.450330 DIESEL; \$50,000 INTO #DM.513000.5.450320 GAS; \$70,000 INTO #D.511000.5.416521 FLOOD SUPPLIES; \$382,271 INTO #D.511200.5.250000 CAPITAL PROJECTS MADE BY MR. MAYO. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

Mr. Spagnoletti stated in order to use the money in the security system capital project, they'll need to close the project and transfer it to the County Road Fund.

MOTION: AUTHORIZING THE CLOSURE OF THE SECURITY SYSTEM CAPITAL PROJECT AND TRANSFERRING THE BALANCE TO THE ROAD CONSTRUCTION CAPITAL PROJECT MADE BY MR. MAYO. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

E. Personnel Department

1. **16B Requests** – Mr. Swackhamer stated Mrs. Smith will present the 16B Requests, but the Committee will not be taking action on them until they begin reviewing the 2005 budget. Mrs. Smith stated they had 4 16B positions submitted this year. Three of them were for the Sheriff's Department and one was from the County Clerk's Office. She noted the Sheriff's positions would be funded by the State through the Office of Court Administration. The cost for the Desk Clerk in the County Clerk's Office would be approximately \$22,000 to \$24,000.

F. County Administrator's Office

1. **Budget Transfers and Small Equipment Purchases** – Mr. Alger distributed the list of Budget Transfers and Small Equipment Purchases for the month of August for the Committee's review. There were no questions.

IV. OTHER BUSINESS

A. 2005 Budget – Mr. Swackhamer stated they need to begin working on the 2005 Budget. He asked the Committee members to check their calendars and contact the Clerk of the Legislature's Office as to whether or not they could schedule Special Finance Committee meetings on September 29th and/or September 30th at 9:00 a.m.

MOTION TO ADJOURN MADE BY MR. NICHOLS. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

Respectfully submitted by,

Brenda K. Mori
Deputy Clerk
Steuben County Legislature

**NEXT REGULAR MEETING SCHEDULED FOR
Tuesday, October 12, 2004
1:00 p.m.**

**PLEASE SEND AGENDA ITEMS TO THE
CLERK OF THE LEGISLATURE'S OFFICE
NO LATER THAN NOON
Wednesday, October 6, 2004**

**STEBEN COUNTY PUBLIC WORKS COMMITTEE
STEUBEN COUNTY FINANCE COMMITTEE
Special Joint Meeting
Monday, September 27, 2004
9:45 a.m.
Legislative Committee Conference Room
Steuben County Office Building
Bath, New York**

****MINUTES****

COMMITTEE:	Harley R. Mayo, Chair Kenneth E. Isaman	Robert V. Nichols, Vice Chair L. Ronald Nielsen	Francis L. Gehl
	Gary D. Swackhamer, Chair	Patrick F. Donnelly, Vice Chair	Donald B. Creath
STAFF:	Mark R. Alger	Vincent Spagnoletti	Frederick Ahrens, Jr.
LEGISLATORS:	Philip J. Roche, Esq. John Walsh	DeWitt T. Baker, D.V.M.	Thomas J. McIntyre

I. CALL TO ORDER

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

II. GENERAL BUSINESS

Erwin Transfer Station – Mr. Spagnoletti stated that when we signed the original agreement with the Department of Transportation, they agreed to pay \$3.7 million for the construction of the Erwin Transfer Station. We had asked about recycling equipment that we would purchase directly and asked them if they would include this in the payment and they agreed. He requested authorization to amend the agreement in the amount of \$4,006,280.

MOTION: AUTHORIZING THE AMENDMENT OF THE AGREEMENT WITH THE NEW YORK STATE DEPARTMENT OF TRANSPORTATION RELATIVE TO THE ERWIN TRANSFER STATION IN THE AMOUNT OF \$4,006,280. 00 MADE BY MR. NIELSEN. SECONDED BY MR. ISAMAN. ALL BEING IN FAVOR. MOTION CARRIES. (PUBLIC WORKS VOTE 5-0, FINANCE VOTE 5-0).

MOTION: TO ADJOURN MADE BY MR. GEHL. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES.

Respectfully Submitted by:

Amanda L. Chapman
Senior Stenographer
Steuben County Legislature

STEBEN COUNTY FINANCE COMMITTEE

Special Meeting

Monday, September 27, 2004

9:50 a.m.

Legislative Committee Conference Room

Steuben County Office Building

Bath, New York

****MINUTES****

COMMITTEE: Gary D. Swackhamer, Chair Patrick F. Donnelly, Vice Chair Donald B. Creath
Harley Mayo Robert V. Nichols

STAFF: Mark R. Alger Robert W. Anderson, Ph.D. Frederick Ahrens, Jr.

LEGISLATORS: DeWitt T. Baker, D.V.M. Francis L. Gehl Kenneth E. Isaman
Patrick F. McAllister Thomas J. McIntyre L. Ronald Nielsen
John Walsh

I. CALL TO ORDER

Mr. Swackhamer called the meeting to order at 9:50 a.m.

II. GENERAL BUSINESS

1. Office of Community Services

Dr. Anderson stated there is a resolution on the agenda this morning for Community Services to contract with Allegany Rehabilitation Associates, Inc. They would like to contract with them to provide intake services, nursing and therapeutic services to CDT, social club, specialized billing and fiscal services and evaluation of chemical dependency. He commented that Health & Education did approve this. Mr. Alger stated there is no additional funding that will be required.

MOTION: AUTHORIZING THE OFFICE OF COMMUNITY SERVICES TO CONTRACT WITH ALLEGANY REHABILITATION ASSOCIATES, INC. TO PROVIDE INTAKE SERVICES, NURSING AND THERAPEUTIC SERVICES TO CDT, SOCIAL CLUB, SPECIALIZED BILLING AND FISCAL SERVICES AND EVALUATION OF CHEMICAL DEPENDENCY MADE BY MR. CREATH. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: TO ADJOURN MADE BY MR. DONNELLY. SECONDED BY MR. MAYO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Respectfully Submitted by:

Amanda L. Chapman
Senior Stenographer
Steuben County Legislature

STEUBEN COUNTY FINANCE COMMITTEE

Special Meeting

Wednesday, September 29, 2004

9:00 a.m.

Steuben County Office Building

3 East Pulteney Square

Bath, New York

MINUTES

Committee: Gary D. Swackhamer, Chair Patrick F. Donnelly, Vice Chair Harley R. Mayo
Donald B. Creath Robert Nichols

Legislators: Philip J. Roche, Esq. DeWitt T. Baker, D.V.M. Thomas J. McIntyre
John Walsh

Staff: Mark R. Alger Lawrence P. Crossett Carol Whitehead
Gregory P. Heffner

Other: Mary Perham, *The Leader*

I. CALL TO ORDER

The meeting was called to order by Mr. Swackhamer at 9:06 a.m.

II. BUDGET WORKSHOP

Mr. Alger stated he's communicated with many Legislators as to where the increases are and the budget summary shows where the largest increases are. There's a large increase in the Corning Community College line item, the Public Safety items, specifically E911 and the Jail. He stated they've already reduced the E911 budget by \$200,000 and they've reduced the Jail budget by \$250,000. The Emergency Management budget has decreased primarily because they zero-based a position and eliminated the funding for the dispatching contract with the Village of Bath. Under the Public Health budgets, he noted that Public Health Nursing shows a 40 percent increase. That actually is a shifted cost from the general public health line to the home care and long-term care lines. Discussion followed.

Mr. Alger stated this morning they discovered a \$700,000 mistake in the County Road Fund and the mistake wasn't in our favor. The Machinery Fund has remained the same and they already reduced the equipment requests in that fund. The Human Services area of the budget is where the largest numbers are. The Medicaid line is anticipated to increase \$4.5 million and that already includes the State's takeover of the Family Health Plus Program. We probably don't want to touch Medicaid until we see the weekly shares for Medicaid in October. That way we'll have the best chance of making an estimate. He noted he believes that increase is the worst case scenario. The Safety Net increase is \$600,000. Considerable discussion followed.

Mr. Alger stated in terms of personnel, what I haven't dealt with in the budget yet are the 16B requests. These include a Desk Clerk for the County Clerk's Office, and 3 Security personnel for the Sheriff. He noted that both the Veterans' Service Agency and the Board of Elections have budgeted to increase part-time positions to full-time.

Mr. Alger stated as for the equipment requests, there was \$23,252.50 in small equipment requested, \$405,479 in major equipment requested and \$133,000 in capital projects requested. He would like to

recommend eliminating all small equipment requests and placing funding in an emergency small equipment line item under the Purchasing Department's budget. That would give us more control over what is purchased. We're to the point where some things are breaking and just need to be replaced. The biggest cost area is in vehicle purchases.

Mr. Alger stated a significant revenue area is sales tax. We don't have the third quarter figures yet and they would give us a better idea of where we are at. Also, room tax revenue hasn't been addressed. It looks as if the collections are doing okay this year. They are at about 80 percent of what we had budgeted for revenue so we'll need to look at what we want to budget in room tax for next year.

Mr. Swackhamer stated outside contracts are also still in the budget. Mr. Alger stated there is about \$900,000 in miscellaneous contracts that aren't associated with a specific department. We haven't made any changes to those budgets at this point. Mr. Swackhamer stated \$900,000 represents approximately 2.75 percent in taxes. Discussion followed.

Mr. Alger stated the broad revenue situation that is being discussed statewide is revolving around sales tax increases. Allegany County has raised their sales tax another ½ percent and that has made them the highest in the State. Many other counties are going to be requesting that as well. One issue related to that is our sales tax. We currently have an exemption on sales tax for home heating fuels, which is about a \$2 million item in collections. Another issue is mortgage tax. We currently have one of the lowest mortgage tax rates in the State and it is something that should be looked at. Many counties are going for Home Rule requests to increase their mortgage tax an additional ¼ percent above the ¼ percent they are already receiving. He noted Steuben County had declined the initial ¼ percent mortgage tax allocation they could have taken. Mr. Alger stated the towns and villages receive \$1.6 million in mortgage tax revenue and if we opted to accept the mortgage tax allocation, the County would collect half of that amount. Discussion followed.

MOTION: APPROVING THE COLLECTION OF THE 0.25 PERCENT MORTGAGE TAX AS ALLOWED BY STATE STATUTE MADE BY MR. DONNELLY. SECONDED BY MR. MAYO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Mr. Swackhamer suggested the Committee review the budgets individually on a line item basis and bring their comments or questions back to the next meeting. He stated we hurt the departments pretty badly last year and they've been very good to us by suggesting budget reductions. He just doesn't believe it is feasible at this time to have the Committee spend 3 days reviewing the budget line item by line item. Therefore, he'd like the Committee to take these home and review them on their own and come back with suggestions. Discussion followed.

III. SMALL EQUIPMENT, MAJOR EQUIPMENT AND CAPITAL PROJECTS

Mr. Alger stated with the new budget computer system, departments now submit their budget requests by entering them into the computer. In some instances, they submitted their equipment request to Mr. Heffner, but didn't include the funding in the equipment line item of their proposed budget. Therefore, some of the requested items are not funded in the budget. Discussion followed.

A. Small Equipment – The Committee agreed to approve the requests for those Departments that included the funding in their proposed 2005 Budget. These include the following budgets: Buildings and Grounds, Public Works, Sheriff's Department, Stop DWI and Jail. The Committee agreed to include the funding in the proposed 2005 Budget for the Small Equipment request received from Public Health Nursing Services as well as the corresponding State aid to cover the purchase of said equipment.

The following departments' requests were not initially funded and will not be included in the proposed 2005 Budget: Community Services, County Clerk and Telephonic Communications.

B. Major Equipment – The Committee agreed to approve the requests for those Departments that included the funding in their proposed 2005 Budget. These include the following budgets: Public Health Nursing Services, Public Works – Highway: \$100,000 (less than requested), Purchasing, Sheriff, Stop DWI, Jail and Social Services.

The following departments' requests were not initially funded and will not be included in the proposed 2005 Budget: Community Services, Parks, Telephonic Communications.

The Committee requested Mr. Alger to determine if Information Technology's request for a check signer for the Department of Social Services could be funded out of the DSS budget.

Mr. Nichols stated regarding the Highway Department's request, he would like to suggest that they at least give them enough money to purchase one dump truck. The equipment is getting old and sooner or later we're going to end up paying more for repairs and maintenance. Discussion followed.

Mr. Crossett stated if you wanted to look at borrowing, equipment would be a wise choice. You could borrow \$500,000 for 5 years and pay it back at \$100,000 per year, which is what you have budgeted for them right now.

Mr. Swackhamer stated he would like it noted that if they didn't keep robbing every account throughout the year to do 3/10 of a mile of road, they could have applied that money towards the purchase of equipment. Discussion followed.

Mr. Alger stated he agrees with Mr. Crossett and they will discuss it with Commissioner Spagnoletti. Mr. Swackhamer stated as long as they don't go "spend happy" in the budget. They need to keep some of the money in the budget to pay the bond payment. Considerable discussion followed.

Mr. Swackhamer stated regarding the Sheriff's vehicle request. He would like an inventory of all of the Sheriff's vehicles, licensed and unlicensed.

C. Capital Projects – The Committee agreed to accept all of the Capital Project requests.

MOTION: APPROVING THE SMALL EQUIPMENT REQUESTS FOR: BUILDINGS AND GROUNDS, PUBLIC WORKS, SHERIFF'S DEPARTMENT, STOP DWI, PUBLIC HEALTH NURSING SERVICES AND JAIL; APPROVING THE MAJOR EQUIPMENT REQUESTS FOR: PUBLIC HEALTH NURSING SERVICES, PUBLIC WORKS – HIGHWAY (\$100,000 – LESS THAN REQUESTED), PURCHASING, SHERIFF, STOP DWI, JAIL AND SOCIAL SERVICES; AND APPROVING THE CAPITAL PROJECT REQUESTS FOR: BUILDINGS AND GROUNDS AND PUBLIC WORKS FOR INCLUSION IN THE PROPOSED 2005 BUDGET MADE BY MR. CREATH. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: INCLUDING \$200,000 IN THE PURCHASING DEPARTMENT'S BUDGET FOR EMERGENCY EQUIPMENT PURCHASES FOR ALL COUNTY DEPARTMENTS WITH THE STIPULATION THAT PURCHASES CAN ONLY BE MADE UPON THE APPROVAL OF THE COUNTY ADMINISTRATOR AND THE FINANCE COMMITTEE MADE BY MR. CREATH. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

IV. DEPARTMENTAL BUDGETS

Mr. Crossett stated he estimated a 6 percent increase in the Group Medical Insurance line item for all departments. He noted this may or may not be enough to cover the full increase.

A. Real Property Tax Service Agency – Mr. Creath requested they review the department's revenues. He noted that as a real estate appraiser, he'd be willing to pay for online tax maps. He noted that Tompkins County currently has them available online at no charge. *Mr. Alger will discuss this possibility with Mrs. Hatch. He noted they are more than likely not at a point where they could provide this service.*

B. County Clerk

MOTION: DENYING THE COUNTY CLERK'S 16B REQUEST FOR A DESK CLERK AND REMOVING THE CORRESPONDING FUNDING IN THE PROPOSED 2005 BUDGET MADE BY MR. CREATH. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

C. Elections Office

MOTION: LEAVE THE TWO SENIOR CLERKS AT PART TIME AND REDUCE PERSONAL SERVICES ACCORDINGLY MADE BY MR. NICHOLS. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

D. Buildings and Grounds

MOTION: ELIMINATING A VACANT CLEANER POSITION IN THE DEPARTMENT OF BUILDINGS AND GROUNDS AND INCREASING THE CONTRACTED LABOR LINE ITEM BY \$5,000 MADE BY MR. NICHOLS. SECONDED BY MR. MAYO. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

E. Central Communications – Mr. Donnelly suggested they increase the telephone chargeback to increase the revenue in this budget. He noted it might be feasible, as it would increase the reimbursement from Social Services. *Mr. Alger will check into this possibility.*

F. Jail – Mr. Swackhamer asked why is there such a large increase in the Personal Services line item? *Mr. Alger will check with Sheriff to find out why. He noted it is probably due to the number of individuals eligible for step increases.*

G. Animal Safety – Mr. Alger stated he received a letter from the Finger Lakes Humane Society and they are requesting \$17,000 this year, \$8,000 less than they received for 2004. Discussion followed.

MOTION: REDUCING THE CONTRACT WITH FINGER LAKES HUMANE SOCIETY TO \$15,000 FOR 2005 MADE BY MR. NICHOLS. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Mr. Swackhamer stated let's stop at the Department of Social Services. The Committee agreed to cancel the meeting tomorrow and wait until they have more definitive revenue figures and Medicaid figures before they meet again. They will review where they are at, and determine when to schedule the next workshop, following the regular Finance Committee meeting.

MOTION TO ADJOURN MADE BY MR. MAYO. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Respectfully submitted by,

Brenda K. Mori
Deputy Clerk
Steuben County Legislature

STEUBEN COUNTY FINANCE COMMITTEE

Tuesday, October 12, 2004

1:00 p.m.

Legislative Committee Conference Room

Steuben County Office Building

3 East Pulteney Square

Bath, New York

MINUTES

Committee: Gary D. Swackhamer, Chair Patrick F. Donnelly, Vice Chair Harley R. Mayo
Robert V. Nichols

Legislators: Philip J. Roche, Esq. Francis L. Gehl Thomas J. McIntyre

Staff: Mark R. Alger Lawrence P. Crossett Richard C. Tweddell
Carol Whitehead Vincent Spagnoletti Kenneth Sherer
Michele O. Smith Kathryn Biehl Roberta Fischer
Gregory P. Heffner

Other: Rob Price, *Evening Tribune* Mary Perham, *The Leader* Ewa Roman, WETM

Absent: Donald B. Creath

I. CALL TO ORDER

The meeting was called to order by Mr. Swackhamer at 1:00 p.m.

II. APPROVAL OF MINUTES

MOTION APPROVING THE MINUTES OF THE SEPTEMBER 14, 2004, MEETING MADE BY MR. DONNELLY. SECONDED BY MR. MAYO. ALL BEING IN FAVOR. MOTION CARRIES 3-0. Mr. Nichols not present for vote.

III. DEPARTMENTAL REPORTS/REQUESTS

A. Records Management

1. **Budget Transfer** – Mr. Sherer stated they applied for and received grant funding to repair existing mobile shelving. He requested authorization to transfer \$45,750 from the Records Management Grant to the Equipment Repair line item for this purpose.

MOTION: AUTHORIZING THE TRANSFER OF \$45,750 FROM THE RECORDS MANAGEMENT GRANT LINE ITEM (146000.4.360.000) TO THE EQUIPMENT REPAIR LINE ITEM (146000.5.427.100) MADE BY MR. DONNELLY. SECONDED BY MR. MAYO. ALL BEING IN FAVOR. MOTION CARRIES 3-0. Mr. Nichols not present for vote.

B. Sheriff's Department

1. **Budget Transfer** – Sheriff Tweddell requested authorization to transfer \$15,000 from Major Equipment to Overtime and Vehicle Chargebacks.

MOTION: AUTHORIZING THE TRANSFER OF \$15,000 FROM MAJOR EQUIPMENT AND APPROPRIATING \$5,000 TO OVERTIME AND \$10,000 TO VEHICLE CHARGEBACKS MADE BY MR. MAYO. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 3-0. Mr. Nichols not present for vote.

C. Public Works Department

1. **Budget Transfer** – Mr. Spagnoletti requested authorization to transfer \$200,000 from the Road Maintenance Personal Services account (5110) to the Road Construction Personal Services account (5112).

MOTION: AUTHORIZING THE TRANSFER OF \$200,000 FROM 511000.5.1100000 TO 511200.5.1100000 MADE BY MR. MAYO. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 3-0. Mr. Nichols not present for vote.

D. Department of Social Services

1. **Budget Transfers** – Mrs. Biehl stated she has three budget transfers that require action. She requested authorization to transfer \$500,000 from the JD/PINS Budget to the Emergency Aid to Families Budget to be able to function through the end of the year. She noted they underspent in JD/PINS.

Mrs. Biehl stated they received their allocation for the TANF Block Grant. As most of you know, there was an accident involving one of the Mobile Work Program vehicles and the vehicle was totaled. She's been informed that they will receive \$4,500 in insurance recovery, which would go towards the cost of replacing the van. In addition, she would like to appropriate the balance of the cost from ADC/TANF.

Mrs. Biehl stated the third transfer is to accept and appropriate Day Care Reserve Funds.

MOTION: AUTHORIZING THE TRANSFER OF \$500,000 FROM THE JD/PINS BUDGET (612300.5.445100 ASSISTANCE PAYMENTS) TO EAF FOSTER CARE (611900.5.445110 EAF ASSISTANCE PAYMENTS); DECREASING REVENUE ACCOUNT #612300.4.3623100 (EAF JD/PINS) BY \$100,000; INCREASING REVENUE ACCOUNT #611900.4.4689100 (FEDERAL AID EAF) BY \$250,000; INCREASING REVENUE ACCOUNT #611900.4.3619100 (CHILD CARE – CW) BY \$100,000; INCREASING REVENUE ACCOUNT #601000.4.460900 (ADC/TANF) BY \$14,000; INCREASING REVENUE ACCOUNT #601000.4.266500 (INSURANCE RECOVERY EQUIPMENT) BY \$4,500; INCREASING REVENUE ACCOUNT #601500.4.460900 (ADC/TANF) BY \$120,000 AND APPROPRIATING \$120,000 TO ACCOUNT #611500.5.446520 (BILT) AND \$18,500 TO ACCOUNT #601000.5.290000 (MAJOR EQUIPMENT) FOR THE PURCHASE OF A REPLACEMENT MOBILE WORK VAN; AND ACCEPTING \$541,716 IN ADDITIONAL STATE DAY CARE AID (ACCOUNT#605500.4.365500) AND APPROPRIATING IT TO ACCOUNT #605500.5.4451000 (ASSISTANCE PAYMENTS) MADE BY MR. DONNELLY. SECONDED BY MR. MAYO. ALL BEING IN FAVOR. MOTION CARRIES 3-0. Mr. Nichols not present for vote.

E. Office of Community Services

1. **Budget Transfer** – Mrs. Fisher requested authorization to make the appropriate transfer of \$68,494 to the appropriate line items to fund the ARA contract.

MOTION: AUTHORIZING THE OFFICE OF COMMUNITY SERVICES TO TRANSFER A TOTAL OF \$68,494 TO THE APPROPRIATE LINE ITEMS TO FUND THE ARA CONTRACT MADE BY MR. DONNELLY. SECONDED BY MR. MAYO. ALL BEING IN FAVOR. MOTION CARRIES 3-0. Mr. Nichols not present for vote.

F. County Treasurer

1. **Sales Tax Exemption Period** – Mr. Crossett stated another sales tax exemption week is coming up from January 31, 2005, through February 6, 2005. If the County wants to participate in offering the exemption, no action is required on behalf of the County Legislature. If they don't want to offer the exemption, they need to pass a resolution.

MOTION: AUTHORIZING PARTICIPATION IN THE SALES TAX EXEMPTION PERIOD FROM JANUARY 31, 2005 THROUGH FEBRUARY 6, 2005 MADE BY MR. DONNELLY. SECONDED BY MR. MAYO. ALL BEING IN FAVOR. MOTION CARRIES 3-0. Mr. Nichols not present for vote. No resolution required.

G. Law Department

1. **Mortgage Tax** – Mrs. Smith stated currently the County has suspended the additional ¼ percent mortgage tax. They would need a resolution to amend the current resolution authorizing the collection of the additional tax. However, unless they want the funds to go to the State Comptroller, they would need to approve a Local Law to appropriate the mortgage tax collection towards a specific fund within the County budget. Discussion followed.

Mr. Alger stated some Counties are requesting State approval to raise their mortgage tax rate by an additional ¼ percent on top of the ¼ they are already collecting. Mr. Swackhamer stated if they have to have the tax approved by the State, they might as well request both the initial ¼ percent and the additional ¼ percent that is being requested by other Counties. Discussion followed.

H. County Administrator

1. **Budget Transfers/Small Equipment Purchases** – Mr. Alger distributed copies of the report on Budget Transfers and Small Equipment Purchases for the month of September.

Mr. Swackhamer stated he believes they should freeze any expenditures within the County unless it is an emergency. Mr. Nichols asked exactly what types of purchases are you talking about? Mr. Alger stated Purchasing receives all of the purchase orders in the County. He suggested they empower the Purchasing Department to identify extraordinary purchases that aren't necessarily required. By doing so, they could contain that kind of spending and anything that is out of the ordinary can be reviewed before the order is placed and the money is spent. Discussion followed.

MOTION: PLACING A FREEZE ON UNNECESSARY EXPENDITURES AND AUTHORIZING THE PURCHASING DEPARTMENT TO IDENTIFY AND DENY ANY EXTRAORDINARY PURCHASES MADE BY MR. DONNELLY. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

Mr. Swackhamer asked are there any additional expenses associated with the E-911 project? Mr. Alger stated no, currently the project is within budget. Mr. Gehl asked when are they going to begin hiring dispatchers and how many will there be? Mr. Alger stated they have 18 dispatchers included in the proposed 2005 Budget. Discussion followed.

V. **OTHER BUSINESS**

A. **2005 Budget Update** – Mr. Crossett distributed copies of the updated budget analysis. Mr. Swackhamer asked what is the status of the room tax collections? Mr. Alger stated the Steuben County Conference and Visitors' Bureau gave a presentation to the Agriculture, Industry and Planning Committee last week. He stated he and Mr. Crossett have been working on the numbers. He noted that the SCCVB has always been a little more optimistic than we are, but their estimate for the year is pretty close. They are estimating \$625,000 in collections this year. Subtracting the 5 percent in administrative costs, they'll have approximately \$590,000 available for distribution. He stated that he thinks this is a fairly good, conservative number and one that will help us prevent running into a deficit situation. It would still give them an additional \$62,000, which is a pretty good increase. They've received requests from all of the tourism-related agencies, but the Agriculture, Industry and Planning Committee didn't formally act on them. He suggested they have the Committee act on the requests before the Finance Committee reviews them. Discussion followed. ***Mr. Alger will ask Mr. Creath to have the AIP Committee act on the Room Tax Fund requests, possibly before the Legislative Meeting.***

B. **Departmental Budget Reviews**

1. **Department of Social Services** – Mr. Swackhamer stated they left off at the Department of Social Services' Budget, but they will wait until they have a clearer picture of the Medicaid figures before making any changes to their budget.

2. **Youth Bureau** – Mr. Alger stated this budget has been changed already. They are proposing a contract between the Youth Bureau and the Department of Social Services that would result in a net savings to the County of approximately \$117,000.

3. **Economic Development Fund** – Mr. Alger stated he is suggesting a \$15,000 appropriation to the Economic Development Fund for administrative expenses for the Empire Zone. He noted this hasn't been discussed or approved by the Committee yet, but there is enough money already in the fund to cover the appropriation so it wouldn't affect taxes. Discussion followed.

4. **Veterans' Service Agency** – Mr. Crossett stated the increase in their budget is due to funding being included to make a part-time position full time. Mr. Swackhamer stated if they make the position full time, they shouldn't need money in the temporary hire line item.

Remove \$3,000.00 from the Veterans' Service Agency Temporary Hire Line Item. (651000.5.180 0000)

5. **Retired and Senior Volunteer Program** – Mr. Swackhamer suggested they direct Mrs. Tetor to keep the County cost for this budget at last year's level.

Directing the Office for the Aging to reduce the RSVP Budget (677200) to 2004 level: \$54,954.00.

Note: The question was raised as to why the contract cost for the ProAction Title IIIC-2 Program (Nutrition) has increased so dramatically. ***Mr. Alger will look into the issue and report back to the Committee.***

6. **Cooperative Extension** – Mr. Alger stated they have received their budget request, which is \$3,000 less than what is reflected in the proposed budget.

Remove \$3,000 from the Cooperative Extension Budget based upon the 2005 Budget Request.

7. **Public Works Department – Equipment** – Mr. Alger stated he has not yet met with Mr. Spagnoletti about the equipment issue, but they do have a meeting scheduled for this purpose. Mr. Swackhamer stated Mr. Alger will ask Mr. Spagnoletti for a schedule of equipment to be replaced over the next 5 to 10 years. The Committee will then review the schedule and determine how to finance the purchases. He noted that if they go to bond for the purchase of equipment, they will not be approved additional equipment purchases through the budget process in future years, as they will need the funding for the equipment for the bond payment. In addition, they should use any unspent funds from within their budget to offset the bond payment. Discussion followed.

Next meeting scheduled for November 4th 1:00 p.m. Special Finance Committee Meeting. The Committee will review sales tax revenues, the cost of Social Services and outside contracts.

MOTION TO ADJOURN MADE BY MR. DONNELLY. SECONDED BY MR. MAYO. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

Respectfully submitted by,

Brenda K. Mori
Deputy Clerk
Steuben County Legislature

**NEXT REGULAR MEETING SCHEDULED FOR
Tuesday, November 9, 2004
1:00 p.m.**

**PLEASE SEND AGENDA ITEMS TO THE
Clerk of the Legislature's Office
NO LATER THAN NOON
Wednesday, November 3, 2004**

STEUBEN COUNTY FINANCE COMMITTEE

Special Meeting

Monday, October 25, 2004

9:30 a.m.

Legislative Committee Conference Room

Steuben County Office Building

Bath, New York

****MINUTES****

COMMITTEE:	Gary D. Swackhamer, Chair Harley R. Mayo	Patrick F. Donnelly, Vice Chair Robert V. Nichols	Donald B. Creath
STAFF:	Mark R. Alger Judith Hunter	Frederick H. Ahrens, Jr.	Lawrence Crossett
LEGISLATORS:	Philip J. Roche, Esq. Lldon E. Jamison L. Ronald Nielsen	DeWitt T. Baker, D.V.M. Patrick F. McAllister, Esq. David R. Stachnik	Francis L. Gehl Thomas J. McIntyre John Walsh

I. CALL TO ORDER

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

II. GENERAL BUSINESS

Mr. Alger informed the committee that they have two proposed resolutions for the committee's consideration regarding mortgage taxes. The first resolution is requesting authorization relating to raising the mortgage tax under a specific section of law that relates to the ability of the County to request an increase of ¼ percent in mortgage tax. Mr. Creath asked which of these resolutions has the greatest opportunity for amending it in the future? Mr. Alger replied neither. Both resolutions require specific authorizing legislation and they both have a limited ability to be amended. Mr. Creath asked which of these approaches would be easiest to get through the State Legislature?

Mr. Ahrens replied the first resolution has the greatest number of municipalities participating. The question is do you go with one or the other, or both? You may want to avail yourselves of both. This tax is on mortgages. There is also a real property transfer tax which Broome County requested authorization to increase. When you have your next budget workshop, Mr. Alger will have a workup of that as well.

Mrs. Hunter stated that last week they received an update from the New York State Tax Office regarding several other counties that are opting to increase their mortgage tax allowance. We have a base tax of ½ percent and the special addition of ¼ percent. Mr. Alger stated the first fifty cents is the basic tax and the special additional is the State tax. The additional tax is what we are talking about. Mrs. Hunter stated the ¼ percent is what we opted not to collect in the 1960's. If you rescind that, you could go back to the ¼ percent, but the first \$10,000 would be exempt on a residential dwelling. You could also go for just a straight county tax, which is the second resolution. With that, there is no exemption and the county would retain the funds. There are several counties that are increasing their tax effective November. Delaware County is imposing the additional mortgage tax. Other counties are changing to the mortgage tax that affects the county. Columbia County is going to ½ percent with no exemption.

Mr. Swackhamer asked should we do twenty-five cents on one and twenty-five cents on the other? Mr. Ahrens replied he would adopt both. It is a question of timing and implementation. We should ask the State for legislation for each one of these. They came as two separate packages and will have to have two separate resolutions.

Mr. Alger commented the current ½ percent on an annual basis generates approximately \$1.4 million - \$1.6 million. That same percentage generates approximately \$700,000 - \$800,000 every six months. With the ¼ percent, that would generate approximately \$700,000 - \$800,000 per year. If you did one, you could expect \$750,000 and if you did two, you could expect \$1.5 million. Mrs. Hunter stated if you do the additional tax, the first \$10,000 is exempt.

Mr. McAllister asked did you look at alternatives for sales tax instead of doing a tax on homeowners? Mr. Alger replied they looked at the home heating tax and the expanded sales tax. The State will be bombarded with additional sales tax requests this year. He doesn't know if that additional one percent sales tax will fly. The State, in the past, has been reluctant to raise the sales tax beyond 8.25 percent. Allegany County did get their sales tax raised, but only for one year. Mr. Stachnik commented other counties are pursuing the mortgage tax. If we don't follow suit, they will be in better shape to pay Medicaid than we will.

MOTION: REQUESTING LEGISLATION FOR THE AUTHORIZATION FOR THE PAYMENT OVER AND DISTRIBUTION OF TAX PROCEEDS FOR RECORDING OF MORTGAGES COLLECTED PURSUANT TO TAX LAW SECTION 253 (2) TO BE MADE TO THE COUNTY TREASURER OF THE COUNTY OF STEUBEN MADE BY MR. DONNELLY. SECONDED BY MR. MAYO.

Mrs. Hunter explained that due to the lag time, the implementation of this resolution would be three months from the time that it is adopted. The implementation for the county tax will be thirty days from the effective date. Mr. Ahrens commented that we can get a special dispensation from the State, however, there will still be a lag time. Mr. Alger stated that with regard to special municipal home rule requests, the State Legislature traditionally holds them and does them as a package when the budget is complete. Mr. Creath asked could we consider not giving the \$10,000 exemption? Mr. Alger replied with this resolution, it is statutory.

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

MOTION: REQUESTING ENABLING LEGISLATION AMENDING ARTICLE ELEVEN OF THE TAX LAW, "TAX ON MORTGAGES", TO AUTHORIZE A LOCAL LAW ALLOWING A RECORDING TAX ON MORTGAGES BY THE COUNTY OF STEUBEN MADE BY MR. CREATH. SECONDED BY MR. DONNELLY.

Mr. Ahrens stated both of these resolutions will be home rule requests, however, we will look at the option of having you adopt the first resolution as a local law not needing home rule authorization.

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

MOTION: TO ADJOURN MADE BY MR. CREATH. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Respectfully Submitted by:

Amanda L. Chapman
Senior Stenographer
Steuben County Legislature

STEBEN COUNTY FINANCE COMMITTEE

Special Meeting

Thursday, November 4, 2004

1:00 p.m.

Legislative Committee Conference Room

Steuben County Office Building

Bath, New York

****MINUTES****

COMMITTEE:	Gary D. Swackhamer, Chair Harley R. Mayo	Patrick F. Donnelly, Vice Chair Robert V. Nichols	Donald B. Creath
STAFF:	Mark R. Alger Gregory P. Heffner	Lawrence Crossett Judith Hunter	Carol Whitehead
LEGISLATORS:	Philip J. Roche, Esq. Thomas J. McIntyre	Francis L. Gehl L Ronald Nielsen	Patrick F. McAllister John Walsh
OTHERS:	Mary Perham, <i>The Leader</i> Rob Price, <i>Courier Advocate</i> Dave Shoen, WENY		

I. CALL TO ORDER

Mr. Swackhamer called the meeting to order at 1:00 p.m.

II. GENERAL BUSINESS

Budget Update – Mr. Alger stated that they have been looking at the revenues and expenses in the Department of Social Services, particularly in Medicaid. They are looking at where they are this year. Medicaid this year is \$22.5 million - \$23 million. Also, with the changes that we have in the IGT and other things, we have a \$2.2 million gross appropriation. With the IGT going down the total appropriation for the Health Care Facility goes down. Mr. Alger explained budget to budget we are close to 14 percent growth in that number. This year we will be in the range of 12 – 13 percent.

Mr. Alger explained with regard to the TANF program, specifically Family Assistance, this year they budgeted \$5.8 million but the projections are that they are not going to spend that much this year. We have reduced that to \$5.4 million for next year. We are saving money, but we are still allowing for a 13 percent growth in the caseload. This is one of our two biggest welfare programs. This program isn't growing at the rate of the Safety Net Program. We feel that is a reasonable reduction. The Safety Net Program is comprised of State and County funding. We were able to reduce that by a couple of thousand dollars, bringing it to \$3.8 million. This year we had budgeted \$4.1 million. In looking at that caseload, we have not spent that much this year. In that figure, we have included 25 percent growth in the caseload for next year and we feel that is conservative. The decreases in the Department of Social Services total approximately \$2.8 million.

Mr. Nichols asked is the budget still up from a year ago? Mr. Alger replied the gross budget is up slightly. There is still room for programs for next year without looking at shortages in the programs themselves. He noted other reductions included the Department of Public Works which originally had an increase of \$1.3 million. We added the flood revenues back to that which amounted to \$400,000. Last year we had revenues in the amount of \$612,000. He stated that he has talked with Mr. Spagnoletti about other reductions. For example, they are taking \$100,000 out of Equipment. Mr. Alger stated that he thinks we can take that out with the expectation that the borrowing we will do next year will provide the equipment they projected for next year. With \$300,000 growth in maintenance, we have reduced the bridge fund, snow and ice and sand and salt by \$50,000. We also had a general reduction in maintenance of \$265,000. Now we are down to a little less than a \$500,000 increase. Mr. Alger stated there is still growth in the budget overall. We

had some fairly good news with the sales tax as we are anticipating 6 – 7 percent for the last quarter. This year is the first year that we have had the new agreements with the cities. Even with the loss of that revenue, we still are seeing some growth in the sales tax overall. We could increase that anticipated revenue \$500,000 safely. The last item we put in on the strength of the Board's vote last month is we added the revenue of \$360,000 for the mortgage tax.

Mr. Alger stated that's where the property tax increase of 9.8 percent comes about. He still is comfortable and confident that this is a solid budget. He would have liked to put more money into highways and bridges, but this budget meets the demands we have for social programs, particularly Medicaid. There is virtually no equipment. The only major equipment is the appropriation we have for the Sheriff's cars. There is a little small equipment, but not much. The only capital projects are for Public Works which are for a bridge and a fire suppression system at one of the shops. These two projects total \$133,000. There are not a lot of other things that we have included. Mr. Nichols commented we are looking at a 9.8 percent tax increase. Mr. Alger stated that he gives a lot of compliments to the Department Heads for working toward this. Everyone would like to see the budget lower, but with Medicaid costs being what they are, it is difficult to do that. Mr. Alger stated the other issue is the start up of 911 which will be \$1 million per year that you have added. There are also issues with the Jail as they have seen a \$1 million increase due to the housing out of inmates. Being able to fund this and maintain payments for growth of Medicaid it is hard to keep the budget down to any lower of an increase.

Mr. Alger stated the four areas of growth are Medicaid, 911 implementation, the Jail and the 4 percent increase in Public Works. Some minor impacts are changes in revenue. For example, Probation lost 5 percent reimbursement from the State. Mr. Swackhamer commented there is not a department out there that has cost more and the percentage the State has given them has gone down. Mr. Alger stated that one of the things that has been talked about in the Public Safety & Corrections Committee is the assigned counsel program. Mr. Cooper will be requesting \$150,000 in additional funding to get through this year. We have \$60,000 for next year and \$40,000 from the State for that. Beyond that State aid for the indigent defense program, our share should be \$166,000 - \$167,000. While there is no guarantee, he would expect that probably the State will appropriate that next year in the State budget. We would want to wait and see before we included it. Mr. Cooper is working on a program to bring in-house lower level felony cases so that we can reduce the assigned counsel costs. We haven't bumped that cost up next year that much. He would expect that we would get the \$40,000.

1. **County Clerk** – Mr. Nichols asked what is the status with regard to the position at the County Clerk's Office? Mr. Alger replied we haven't done anything to adjust the budget. Mr. Crossett commented the committee at the last meeting took this position out of the budget. Mr. Alger explained Mrs. Hunter is suggesting that this position would generate an additional \$50,000 revenue through the administrative fees for mortgage tax collection. The position would cost approximately \$40,000 including all of the fringes.

MOTION: ADDING THE COUNTY CLERK'S REQUEST FOR A DESK CLERK BACK INTO THE BUDGET WITH THE UNDERSTANDING THAT THIS POSITION IS EXPECTED TO GENERATE APPROXIMATELY \$50,000 IN REVENUE PER YEAR AND SHOULD BE SELF-SUSTAINING WITH THE COMMITTEE TO RE-EVALUATE NEXT YEAR MADE BY MR. CREATH. SECONDED BY MR. MAYO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. **Outside Agency Contracts** – Mr. Alger reviewed the outside agency contracts with the committee. He noted that there is a decrease from last year of approximately \$23,000.

MOTION: APPROVING THE FUNDING FOR THE FOLLOWING OUTSIDE AGENCY CONTRACTS: LIBRARIES \$75,000.00; SOIL & WATER \$187,426.00; STCRP&DB \$75,000.00; FOOD BANK \$30,000.00; COOPERATIVE EXTENSION \$388,000.00; STREMS \$5,625.00; SCHOOL FOR BLIND \$5,000.00; FINGER LAKES HAS \$1,000.00; AG SOCIETY \$4,500.00; EAP \$11,250.00; ARC \$71,250.00; HUMANE SOCIETY \$15,000.00; AND FISH & GAME \$2,500.00 MADE BY MR. CREATH. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Mr. Swackhamer stated that he would like to see the committee bring the budget down to 9 percent. He doesn't know if that is feasible, but at least try to bring it down to 9.5 percent. He asked the committee for any ideas they may have. If we look for .5 percent, that would equate to \$180,000.00. We could ask the Sheriff to propose where he may be able to either generate revenue or reduce costs.

MOTION: REQUESTING THAT THE SHERIFF REDUCE HIS BUDGET BY AN ADDITIONAL \$50,000.00 MADE BY MR. NICHOLS. SECONDED BY MR. DONNELLY. MOTION CARRIES 4-1. (MR. CREATH OPPOSED).

MOTION: AUTHORIZING THE COUNTY ADMINISTRATOR TO PRESENT THE TENTATIVE BUDGET AT THE NOVEMBER 15, 2004 LEGISLATIVE BUDGET WORKSHOP AND DIRECTING THAT THEY LOOK AT THE POSSIBILITY OF FURTHER LOWERING THE PROPERTY TAX INCREASE TO 9 PERCENT MADE BY MR. DONNELLY. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: TO ADJOURN MADE BY MR. CREATH. SECONDED BY MR. MAYO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Respectfully Submitted by:

Amanda L. Chapman
Senior Stenographer
Steuben County Legislature

STEUBEN COUNTY FINANCE COMMITTEE

Special Meeting

Monday, November 15, 2004

9:30 a.m.

Legislative Committee Conference Room

Steuben County Office Building

Bath, New York

****MINUTES****

COMMITTEE: Gary D. Swackhamer, Chair Patrick F. Donnelly, Vice Chair Donald B. Creath
Harley R. Mayo Robert V. Nichols

STAFF: Mark R. Alger Vincent Spagnoletti Lawrence Crossett
Carol Whitehead Frederick H. Ahrens, Jr. James Gleason
Richard C. Tweddell Steve Catherman

LEGISLATORS: Philip J. Roche, Esq. DeWitt T. Baker, D.V.M. Patrick F. McAllister
L. Ronald Nielsen John Walsh

OTHERS: Dave Shoen, WENY

I. CALL TO ORDER

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

II. GENERAL BUSINESS

1. Public Works

CR 85 Bridge – Mr. Spagnoletti informed the committee that during the September 9, 2004 flooding, the CR 85 bridge buckled. This bridge carries 1,600 cars per day. That traffic is now going on the Addison back road. The Department of Transportation won't fund that road as a detour. It will cost \$430,000 to build a detour bridge. The County's share would be \$31,500.

Mr. Spagnoletti stated that he could close the following capital projects to come up with the County's share:

Woodhull Shop – Storage	\$ 953.62
New Ceiling for Greenwood Shop	1,482.37
Roof – Cohocton Shop	6,133.04
Station II Ventilation	2,957.63
Lights – Caton Shop	819.55
Fire Suppression System	<u>19,153.79</u>
Total	\$31,500.00

This project would be 95 percent funded by State and Federal dollars. Historically, we have gotten 95 percent of the funding. There are portions that are a little questionable, but we have always gotten it in the past. This funding is for the detour bridge. The original bridge is funded in the 2005 budget and that will cost approximately \$2.5 million. Our portion of that will be \$160,000.

Mr. Nichols commented that if you don't build the detour bridge, you would have to put up guiderail which would still cost approximately \$30,000. Mr. Spagnoletti commented that this is one of our top ten busiest roads.

MOTION: CLOSING THE FOLLOWING PUBLIC WORKS CAPITAL PROJECTS: WOODHULL SHOP – STORAGE \$953.62; NEW CEILING FOR GREENWOOD SHOP \$1,482.37; ROOF – COHOCTON SHOP \$6,133.04; STATION II VENTILATION \$2,957.63; LIGHTS – CATON SHOP \$819.55 AND FIRE SUPPRESSION SYSTEM \$19,153.79 AND TRANSFERRING THE TOTAL OF \$31,500 TO THE CAPITAL PROJECT FOR THE CR 85 BRIDGE DESIGN MADE BY MR. NICHOLS. SECONDED BY MR. MAYO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Mr. Ahrens stated on a related note, we have the site where the permanent bridge is to be located and we need to have soil borings done on that site. It may be necessary to initiate Supreme Court proceedings to gain access to the property. He would like authorization to conduct site borings on the proposed site.

MOTION: AUTHORIZING THE PUBLIC WORKS DEPARTMENT TO CONDUCT SITE BORINGS ON THE PROPOSED SITE OF THE NEW CR 85 BRIDGE AND DIRECTING THE COUNTY ATTORNEY TO INITIATE COURT PROCEEDINGS SHOULD THAT BE NECESSARY MADE BY MR. MAYO. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. Sheriff's Department

Budget – Sheriff Tweddell informed the committee that he is here today to discuss the proposal to cut the Sheriff's budget by \$50,000. For the last four years he has whittled away at these budgets quite a bit. He doesn't think this is a budget that is unrealistic at all. He stated that he has cut as much as he can and he has no place to come up with \$50,000 without laying off people. If he were to lay off people, he would lose his 24-hour coverage. Sheriff Tweddell commented that with this year's proposed budget he cut approximately \$50,000 out of his Major Equipment.

Mr. Nichols asked is there any slack in the housing out of inmates? Sheriff Tweddell replied this morning they were going to pick up five of their inmates from Chemung County. That will leave us with 14 of our inmates in Chemung County. The situation is not getting better. Mr. Creath asked what about using the contingency? Mr. Alger replied we put a little in, but then we took out a lot that we had proposed for out of housing costs. We had talked about \$500,000 and now it is \$150,000. With regard to the housing in of inmates, the Sheriff is receiving revenue from the four federal's that he has carried and they have been primarily female. The female unit tends to be less crowded. He doesn't think they can push that revenue. Mr. Nichols commented two years ago we were renting space out.

MOTION: ENDORSING THE SHERIFF'S BUDGET AS PROPOSED WITHOUT THE PROPOSED \$50,000 REDUCTION MADE BY MR. CREATH. SECONDED BY MR. MAYO.

Mr. Donnelly asked is the \$1 million increase all due to the housing out of inmates? Sheriff Tweddell replied because of the high capacity, we had to raise the food and medical expenses, as well as gas. Mr. Swackhamer asked are you looking at alternatives for medical supplies? Sheriff Tweddell replied they are looking into a prescription program which looks like a good program. We are in complete agreement with that program and have sent it on to Public Health. That would help with the prescription costs which are very high. We get Medicaid prices with everyone that we do business with now.

Mr. Nichols asked your department, not counting 911, is up \$1 million? Sheriff Tweddell replied that the Sheriff's Department budget is up \$200,000. Mr. Nichols stated the Jail budget is up \$986,000. Sheriff Tweddell stated we had to take out the \$600,000 we had supported for housing for inmates and added \$250,000 to house out inmates. With the food and medical costs we had to appropriate more to handle the extra people

and all of that is due to the capacity. There is an increase in the Jail budget because of the increase in the population. He stated that the increase in the Sheriff's budget did not reflect the new contract. In his office personal services increased \$125,000. Mr. Alger commented most of the cost is in personal services due to fringe benefits, liability insurance, etc.

Mr. Creath asked is there a limit to the scope of the study that the Public Safety & Corrections Committee authorized for the Jail? Mr. Alger replied the intent is to look at the justice system which includes not just the Jail, but Probation, pretrial, etc. In fact we can look at the functioning of the justice system through Probation. Mr. Creath commented that he would like to expand the scope to the entire justice system pipeline. He would like to follow up on the effectiveness of the Public Defender's Office. The Sheriff is doing his job, but the justice system is not working. Mr. Alger stated that is the intent, to look at the factors that increase our inmate population and what we can do to influence that number.

VOTE ON PREVIOUS MOTION: 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§ 105.1.F. THE MEDICAL, FINANCIAL, CREDIT OR EMPLOYMENT HISTORY OF A PARTICULAR PERSON OR CORPORATION, MATTERS LEADING TO THE APPOINTMENT, EMPLOYMENT, PROMOTION, DEMOTION, DISCIPLINE, SUSPENSION, DISMISSAL OR REMOVAL OF A PARTICULAR PERSON OR CORPORATION MADE BY MR. MAYO. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

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

MOTION: TO ADJOURN MADE BY MR. DONNELLY. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Respectfully Submitted by:

Amanda L. Chapman
Senior Stenographer
Steuben County Legislature

STEUBEN COUNTY FINANCE COMMITTEE

Special Meeting

November 29, 2004

9:30 a.m.

Legislative Committee Conference Room

Steuben County Office Building

Bath, New York

****MINUTES****

COMMITTEE: Gary D. Swackhamer, Chair Patrick F. Donnelly, Vice Chair Donald B. Creath
Harley R. Mayo Robert V. Nichols

STAFF: Mark R. Alger Lawrence Crossett Carol Whitehead
Byrum Cooper Richard C. Tweddell David English
Frederick H. Ahrens, Jr.

LEGISLATORS: Philip J. Roche, Esq. Kenneth E. Isaman Lldon E. Jamison
Patrick F. McAllister, Esq. David R. Stachnik John Walsh

OTHERS: Dave Shoen, WENY

I. CALL TO ORDER

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

II. GENERAL BUSINESS

1. Public Defender

Budget Transfer – Mr. Cooper informed the committee that the bulk of the assigned caseload is conflicts of interest. These cases are assigned out at a rate of \$75.00 per hour. That rate is out of our hands. He commented that they have also been assigning out the D and E felonies. In looking at the numbers compared to last year, we have experienced increases year-to-year across the board. There has been a 280 percent increase. This year we will require \$150,000 to complete our payment of vouchers through the end of December. Our request last year was for \$55,000.

Mr. Cooper informed the committee that he would be presenting his plan to the Public Safety & Corrections Committee next week. The rates are fixed. His plan is to minimize the costs and that will include getting all of the D and E felony cases done in-house with the exception of those cases which have a conflict of interest.

MOTION: AUTHORIZING THE TREASURER TO APPROPRIATE \$150,000 FROM THE CONTINGENT FUND INTO THE PUBLIC DEFENDER'S LINE ITEM FOR ASSIGNED COUNSEL MADE BY MR. DONNELLY. SECONDED BY MR. NICHOLS.

Mr. Nichols asked who sets the rate? Mr. Cooper replied the State does. Mr. Alger commented the State just passed a fee system which is intended to support funding for public defenders for indigent defendants and also for law guardians. Last year the State appropriated approximately 25 percent of those funds. We are hoping that the State, through the budget process, appropriates the balance of the funds. Mr. Mayo asked what is the cost to do these cases in-house? Mr. Alger replied that's one of the things we need to calculate. Mr. Cooper is looking at the caseload and will come up with a figure on what we are spending on that. He also will look at what we would have to pay someone to do

those. We do anticipate salary escalation. The expectation is that the position would not cost \$150,000 and they should be able to save us that amount.

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

2. Sheriff's Department

Funding Allocation – Sheriff Tweddell informed the committee that he received a letter from Senator Kuhl and Assemblyman Bacalles informing him that \$100,000 has been allocated to the Steuben County Sheriff's Department to assist with funding for the installation of Mobile Data Terminals. He stated that they had received a \$25,000 grant from Weapons of Mass Destruction earlier this year. He requested authorization to accept this funding and put it into an account for the E-911 Center.

MOTION: AUTHORIZING THE SHERIFF'S DEPARTMENT TO ACCEPT A MEMBER ITEM FROM THE NEW YORK STATE LEGISLATURE IN THE AMOUNT OF \$100,000 TO BE EARMARKED TO THE E-911 CENTER FOR THE PURCHASE OF MOBILE DATA TERMINALS FOR LAW ENFORCEMENT VEHICLES IN STEUBEN COUNTY MADE BY MR. NICHOLS. SECONDED BY MR. DONNELLY.

Sheriff Tweddell commented earlier this year we allocated \$150,000 from the DWI Contingent Fund. This will bring our total amount up to \$275,000. The committee that has been looking into the MDT's has been advised of this amount and they will have to work with this. Mr. Swackhamer asked what cars would these be going into? Sheriff Tweddell replied all marked police cars for all of the police agencies in the County, including the State Police. He noted that they could not allocate DWI money for the State Police. This funding is for the purchase of the equipment. Each department will be responsible for the installation of the equipment, but the equipment belongs to the County. Information Technology will set everything up. Mr. Nichols asked this includes the city and village police departments? Sheriff Tweddell replied yes.

Mr. Alger stated the Sheriff has a committee made up of local law enforcement agencies and they have gone through the process of identifying and selecting what system they want and how many units they need.

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

MOTION: TO ADJOURN MADE BY MR. CREATH. SECONDED BY MR. MAYO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Respectfully Submitted by:

Amanda L. Chapman
Senior Stenographer
Steuben County Legislature

STEUBEN COUNTY FINANCE COMMITTEE

Friday, December 10, 2004

1:00 p.m.

Legislative Committee Conference Room

Steuben County Office Building

3 East Pulteney Square

Bath, New York

MINUTES

Committee: Patrick F. Donnelly, Vice Chair Harley R. Mayo Robert V. Nichols
Donald B. Creath

Legislators: Philip J. Roche, Esq. Francis L. Gehl John Walsh

Staff: Mark R. Alger Carol Whitehead Kenneth Peaslee
John Zehr Byrum Cooper, Esq. Kathryn Biehl
Richard C. Tweddell

Other: Mary Perham, *The Leader*

Absent: Gary D. Swackhamer, Chair

I. CALL TO ORDER

The meeting was called to order by Mr. Donnelly at 1:00 p.m.

II. APPROVAL OF MINUTES

MOTION APPROVING THE MINUTES OF THE NOVEMBER 9 AND NOVEMBER 29, 2004, MEETINGS MADE BY MR. CREATH. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

III. DEPARTMENTAL REPORTS/REQUESTS

A. Health Care Facility

1. **Budget Transfer** – Mr. Zehr requested authorization to transfer \$40,000 from the nursing salaries and wages line to the pharmaceutical cost center.

MOTION: AUTHORIZING THE TRANSFER OF \$40,000 FROM THE NURSING SALARIES AND WAGES LINE ITEM TO THE PHARMACEUTICAL COST CENTER MADE BY MR. NICHOLS. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

B. Sheriff's Department

1. **Budget Transfer** – Sheriff Tweddell requested authorization to transfer \$8,331.29 from the Major Equipment, Minor Equipment and Miscellaneous Equipment line items into the Jail's food budget.

MOTION: AUTHORIZING THE TRANSFER OF \$8,331.29 FROM THE MAJOR EQUIPMENT, MINOR EQUIPMENT AND MISCELLANEOUS EQUIPMENT LINE ITEMS INTO THE JAIL'S FOOD BUDGET MADE BY MR. CREATH. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

2. **Budget Transfer** – Sheriff Tweddell stated at the beginning of 2004 they removed the psychotropic drugs from the Jail's budget and placed it in the mental health budget. They've exceeded the \$50,000 budget by \$28,000. Mr. Alger stated since it truly is a jail expense, they should keep the funding in the Jail's budget.

MOTION: AUTHORIZING THE TRANSFER OF \$28,000 FROM THE CONTINGENT FUND TO THE JAIL'S PSYCHOTROPIC DRUGS LINE ITEM MADE BY MR. MAYO. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

C. Department of Social Services

1. **Budget Transfer** – Mrs. Biehl stated the State has been working on changing Connections, which is the computer system for the child and adult protective services unit. They've been upgrading it over the past 6 months. Historically when they have changed the program, they have upgraded the computers without cost to the County. This time they want to trade out our computers but they are going to keep the revenues to pay for the cost of the computers at a cost of \$1,000 per computer. In addition, they would retain ownership of the computers.

Mrs. Biehl stated she would like to purchase 10 computers out of this year's budget so they can utilize reimbursement. If they purchase them now, it will cost \$250 per computer as opposed to \$1,000 per computer out of our revenue next year. In addition, the County will retain ownership of the computers and can reassign them to another department when this happens again. Discussion followed.

Mrs. Biehl requested authorization to transfer \$7,500 from the Childrens' Services personal services line item and \$2,500 from the Adult Services personal services line item to the Major Equipment line item to purchase 10 computers.

MOTION: AUTHORIZING THE TRANSFER OF \$7,500 FROM ACCOUNT #601000.5.1100652 (CHILDREN SERVICES) AND \$2,500 FROM ACCOUNT #601000.5.1100653 (ADULT SERVICES) TO #601000.5.290000 (MAJOR EQUIPMENT) AND AMENDING THE DSS 2004 MAJOR EQUIPMENT LIST TO INCLUDE 10 COMPUTERS MADE BY MR. NICHOLS. SECONDED BY MR. MAYO. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

D. Risk Manager

1. **Budget Transfer** – Mr. Alger stated Mr. Castellana is requesting a transfer of \$160,000 from refunds he has received to cover a shortfall in the medical and indemnity line items within the Workers' Compensation budget.

MOTION: AUTHORIZING THE TRANSFER OF \$160,000 IN REVENUES TO THE MEDICAL AND INDEMNITY LINE ITEMS WITHIN THE WORKERS' COMPENSATION BUDGET MADE BY MR. MAYO. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

E. Public Defender

1. **Assigned Counsel Proposal** – Mr. Cooper stated this proposal is directed at trying to save money while handling the D and E felony load of Steuben County. The situation today is all of the D and E felonies are assigned to counsel outside the Public Defender's Office. If we do that for 12 months, the total cost will be \$265,000. We expect about 275+ cases in a calendar year. The D and E

felonies have been assigned out as a matter of course for years. The old rate for assigned counsel was \$25/hr outside of court and \$40/hr inside court. But now the rate is \$75/hour. If we do nothing, it will cost \$265,000 next year. If we hire one full-time attorney, it would save \$77,000 and if we hire two full-time attorneys and a full-time secretary, it would save us about \$130,000. I've included in the savings \$5,000 in savings due to mileage. There will be some travel, but not what we've experienced in the past. Discussion followed.

Sheriff Tweddell noted they do jail transports and many times they take prisoners to court and then find out the attorney's can't make it. If they had the attorneys all at this location, we'd know in advance. It would result in a decrease in the cost of prisoner transports.

Mr. Roche stated this is part one of three evaluations of the Public Defender's Office. There are savings on other items that we cannot measure at this time. There will be efficiencies in having a full-time Public Defender talking to a full-time District Attorney in front of a full-time Judge. There will be a definite savings.

Mr. Creath stated he would prefer to see a performance evaluation of what and how we are doing. He would be more inclined to hire just one attorney at this time.

Mr. Alger stated the transition from the old fees to the new ones occurred this year. Probably by June we had seen the end of the lower fees. This year we appropriated an additional \$150,000 to cover the increase. We also included an additional \$60,000 in the personal services line item, but we didn't increase the assigned counsel fees. We will be looking at \$750,000 in fees if we do nothing. His estimate is \$680,000. If we don't do anything, we will be short \$400,000 just in the assigned counsel fees. There's hope to get some State assistance, but they haven't appropriated it yet (\$160,000). His proposal would cover \$265,000 of that shortfall and with the \$160,000 in state aid, we will be \$20,000+ over the \$400,000 shortfall. With the proposal we would only be about \$60,000 short next year, which is better than we were this year.

MOTION: CREATING AND FUNDING TWO FULL-TIME PUBLIC DEFENDER POSITIONS AND ONE FULL-TIME TYPIST POSITION IN THE PUBLIC DEFENDER'S OFFICE MADE BY MR. NICHOLS. SECONDED BY MR. MAYO. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

Resolution required.

Mr. Creath stated if we have attrition in the staff in the future, he would look very carefully at refilling them. Mr. Alger stated Mr. Cooper will be tracking the caseloads to determine whether or not this is a good idea. Initially we have to start the process then track it to see where it goes. It can be revisited in the future.

F. County Treasurer

1. **Budget Transfer** – Mrs. Whitehead stated they need to reclassify bank fees for investment counseling. They had previously been charged as a reduction in revenues and they need to be classified as an expense.

MOTION: INCREASING THE INTEREST EARNINGS REVENUE (#A.99900.4.240.1000) BY \$28,400 TO PAY FOR THE RECLASSIFICATION FROM INTEREST EARNINGS TO PROFESSIONAL CONSULTANTS EXPENSE (#A.1325.5.421.100) MADE BY MR. NICHOLS. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

2. **Budget Transfer** – Mrs. Whitehead requested authorization to transfer \$150,000 from the Contingent fund and appropriate \$140,000 to the Corning Community College line item and \$10,000 to the Community Colleges line item.

MOTION: AUTHORIZING THE TRANSFER OF \$150,000 FROM THE CONTINGENT FUND AND APPROPRIATING \$140,000 TO THE CORNING COMMUNITY COLLEGE LINE ITEM AND \$10,000 TO THE COMMUNITY COLLEGES LINE ITEM MADE BY MR. CREATH. SECONDED BY MR. MAYO. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution required.

G. County Administrator

1. **Budget Transfers/Small Equipment Purchases** – Mr. Alger distributed copies of the report on Budget Transfers and Small Equipment Purchases for the month of November for the Committee's review. The Committee accepted the report.

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. CREATH. SECONDED BY MR. MAYO. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

MOTION TO ADJOURN EXECUTIVE SESSION AND RECONVENE IN REGULAR SESSION MADE BY MR. NICHOLS. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

MOTION TO ADJOURN MADE BY MR. CREATH. SECONDED BY MR. MAYO. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

Respectfully submitted by,

Brenda K. Mori
Deputy Clerk
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR
Tuesday, January 11, 2005
1:00 p.m.**