

STEBEN COUNTY FINANCE COMMITTEE

Tuesday, January 9, 2007

11:00 a.m.

Legislative Committee Conference Room

Steuben County Office Building

3 East Pulteney Square

Bath, New York

MINUTES

Committee: Patrick F. Donnelly, Vice Chair John Walsh Donald B. Creath
Robert V. Nichols

Legislators: Philip J. Roche Francis L. Gehl

Staff: Mark R. Alger Carol Whitehead James Gleason
Steve Orcutt Kathryn Biehl David English
John Zehr Robert Anderson Frederick H. Ahrens, Jr.

Other: Tom Ryan Mary Perham, Leader

I. CALL TO ORDER

The meeting was called to order by Mr. Donnelly at 11:02 a.m.

II. APPROVAL OF MINUTES

MOTION APPROVING THE MINUTES OF THE DECEMBER 12, 2006, MEETING MADE BY MR. CREATH. SECONDED BY MR. WALSH. MOTION CARRIES 3-0. Mr. Nichols not present for the vote.

III. DEPARTMENTAL REPORTS/REQUESTS

A. Office of Community Services

1. **Budget Transfer** – Dr. Anderson requested authorization to transfer a total of \$3,250 from various accounts into the operation of cell phones, operation of vehicles and vehicle fuel chargeback line items to close out the 2006 budget. Discussion followed.

MOTION: AUTHORIZING THE TRANSFER OF \$3,250 FROM VARIOUS LINE ITEMS IN THE OFFICE OF COMMUNITY SERVICES 2006 BUDGET INTO THE OPERATION OF CELL PHONES, OPERATION OF VEHICLES AND VEHICLE FUEL CHARGEBACK LINE ITEMS MADE BY MR. WALSH. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 3-0. Mr. Nichols not present for the vote.

2. **Budget Transfer** – Dr. Anderson requested authorization to transfer a total of \$50,216 from the contracts/services, other expenses and contracted labor line items into the Mental Hygiene Law line item. Discussion followed.

MOTION: AUTHORIZING THE TRANSFER OF \$10,000 FROM #425000.5.444000 CONTRACTS/SERVICES; \$30,000 FROM #425000.5.499000 OTHER EXPENSES; AND \$10,216 FROM #431000.5.444150 CONTRACTED LABOR AND APPROPRIATING \$50,216 TO #431000.5.423800 MENTAL HYGIENE LAW EXPENSE WITHIN THE OFFICE OF COMMUNITY SERVICES 2006 BUDGET MADE BY MR. NICHOLS. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

B. Health Care Facility

1. **Contract** – Mr. Zehr requested authorization to extend the contract with Freed, Maxick & Battaglia for an additional \$10,000. He noted this is the contract for Mr. Kropski's services. Mr. Alger stated we

need to properly allocate the expenses in the project. Mr. Kropski is going to help us do that while the facility is being constructed. It will maximize the depreciation schedule for us. Discussion followed.

MOTION: EXTENDING THE HEALTH CARE FACILITY'S CONTRACT WITH FREED, MAXICK & BATTAGLIA FOR AN ADDITIONAL \$10,000 MADE BY MR. NICHOLS. SECONDED BY MR. WALSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

2. **Software System** – Mr. Zehr stated they have decided on a software system for the new facility. The vendor is ADL Data Systems, Inc., out of Dobbs Ferry. The cost of the software licensure is \$43,400 plus a monthly maintenance fee. They would also like to purchase the assessment fees package for \$6,500 plus a monthly maintenance fee. The total cost for the software is \$63,400 and \$780 monthly for maintenance. Discussion followed.

MOTION: AUTHORIZING THE PURCHASE OF A SOFTWARE SYSTEM FOR THE NEW HEALTH CARE FACILITY FROM ADL DATA SYSTEMS, INC., FOR \$63,400 PLUS A MONTHLY MAINTENANCE FEE OF \$780 MADE BY MR. CREATH. SECONDED BY MR. WALSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

C. Department of Social Services

1. **Budget Transfer** – Mrs. Biehl stated they needed an emergency replacement on the boiler at the detention center on December 29th. She requested authorization to transfer \$8,100 into the major equipment budget to cover the cost of repair and labor.

MOTION: AUTHORIZING THE TRANSFER OF \$2,000 FROM #605000.5.298000 MACHINE & EQUIPMENT; \$1,000 FROM #605000.5.298090 MACHINE & EQUIPMENT; \$100 FROM #605000.5.406000 OFFICE SUPPLIES; \$2,500 FROM #605000.5.411100 HEATING; \$2,200 FROM #605000.5.411200 ELECTRICITY; AND \$300 FROM #605000.5.411400 HEATING AND APPROPRIATING \$8,100 INTO #605000.5.29000 MAJOR EQUIPMENT MADE BY MR. NICHOLS. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

2. **Sprinkler System** – Mrs. Biehl stated they currently have a capital project to install a sprinkler system at the detention center. She requested authorization to transfer a total of \$20,000 in unused 2006 revenues into the capital project. In addition, she requested authorization to close two capital projects and transfer their balances to the Detention Center Sprinkler capital project. She noted that she has contracted with Hunt Engineers who will prepare the specifications, monitor the bid and monitor the project once it is awarded. Discussion followed.

MOTION: AUTHORIZING THE TRANSFER OF \$20,000 IN UNUSED 2006 REVENUES INTO THE DETENTION CENTER SPRINKLER CAPITAL PROJECT; AUTHORIZING THE CLOSURE OF THE DETENTION CENTER EXPANSION CAPITAL PROJECT AND THE DETENTION CENTER REPAIRS PROJECT AND TRANSFERRING THE BALANCES OF THOSE PROJECTS INTO THE DETENTION CENTER SPRINKLER CAPITAL PROJECT MADE BY MR. NICHOLS. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.

D. County Treasurer

1. **Budget Transfers** – Mrs. Whitehead stated the Emergency Management Office is requesting a transfer from the salaries line item in the operating budget to the telephone tower rental and fuel chargebacks/maintenance in the communications budget.

MOTION: AUTHORIZING THE TRANSFER OF \$7,335 FROM THE SALARIES LINE ITEM IN THE OPERATING BUDGET TO THE TELEPHONE TOWER RENTAL, FUEL CHARGEBACKS AND MAINTENANCE LINE ITEMS IN THE COMMUNICATIONS BUDGET MADE BY MR. WALSH. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

2. **Grant** - Mrs. Whitehead stated Emergency Management also received \$29,617.80 in funding for a 2006/2007 grant for local disaster planning & preparedness. She stated they need approval to accept and allocate those funds. She noted that he would be supplying her with a budget for these funds in the near future.

MOTION: ACCEPTING AND ALLOCATING \$29,617.80 IN LOCAL DISASTER PLANNING & PREPAREDNESS GRANT FUNDING MADE BY MR. WALSH. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.

3. **Nichol Inn – Pulteney** – Mrs. Whitehead stated the County has received a Brownfields grant for remediation on the Nichol Inn property in Pulteney. They solicited requests for qualifications from engineers for the project and would like to award the contract for the cleanup. Mr. Orcutt stated they received 5 proposals for qualifications. They looked mainly for experience the firms had with these types of projects. We reviewed the qualifications submitted and shortlisted the firms down to 3. He stated Lu Engineers stood out above everybody else. They had very good references as well. Based upon that and their experience, as well as the work plan they developed, they are recommending awarding the contract to Lu Engineers of Penfield, NY. Considerable discussion followed.

Mr. Orcutt stated New York State is funding the County \$113,000 for the work plan and investigative work with a 10 percent local match. Mr. Alger stated that is just for the plan and it doesn't include the demolition and construction. Mr. Orcutt stated if the contamination is on site, the State will reimburse 90 percent of the cost of cleanup. If it is off site, they will reimburse 100 percent. Discussion followed.

MOTION: AWARDING THE ENGINEERING CONTRACT FOR THE REMEDIATION OF THE NICHOL INN PROPERTY IN PULTENEY TO LU ENGINEERS OF PENFIELD, NY, MADE BY MR. NICHOLS. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

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

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

Respectfully submitted by,

Brenda K. Mori
Deputy Clerk
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR
Tuesday, February 13, 2007
11:00 a.m.**

**Please send agenda items to the Clerk of the Legislature's Office
NO LATER THAN NOON
Wednesday, February 7, 2007**

STEUBEN COUNTY FINANCE COMMITTEE

Tuesday, February 13, 2007

11:00 a.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 John Walsh
Robert V. Nichols

Legislators: Philip J. Roche Francis L. Gehl

Staff: Mark R. Alger Carol Whitehead Tammy Hurd-Harvey
Frederick H. Ahrens James Gleason Vincent Spagnoletti
Pete Messmer David English Kathryn Biehl
Phil Hink Steve Catherman John Zehr

Other: Mary Perham, *Leader*

I. CALL TO ORDER

The meeting was called to order by Mr. Swackhamer at 11:00 a.m.

II. APPROVAL OF MINUTES

MOTION APPROVING THE MINUTES OF THE JANUARY 9, 2007, MEETING MADE BY MR. DONNELLY. SECONDED BY MR. WALSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

III. DEPARTMENTAL REPORTS/REQUESTS

A. Health Care Facility

1. **Major Equipment Approval and Budget Transfer** – Mr. Zehr requested approval to purchase a total body exercise bike for the Physical Therapy unit. In addition, he'd like to transfer \$3,500 from the consulting fees line item to the major equipment line item and amend the equipment list to include the exercise bike.

MOTION: AUTHORIZING THE TRANSFER OF \$3,500 FROM THE CONSULTING FEES LINE ITEM TO THE HEALTH CARE FACILITY'S MAJOR EQUIPMENT LINE ITEM TO PURCHASE A TOTAL BODY EXERCISE BIKE AND AMENDING THE MAJOR EQUIPMENT LIST TO INCLUDE THE SAME MADE BY MR. NICHOLS. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

B. Department of Social Services

1. **Budget Transfer** – Mrs. Biehl requested authorization to transfer \$635,000 from the MMIS local share line item to the state training local share line item. The State has increased our charges for training retroactive to 2001. She would like to use unused 2006 dollars to pay for the increase.

Mr. Alger stated in the interest of trying to secure funds in the future, we're attempting to get the state to forgive the 5 year retroactive charge. It is a significant amount of money. Discussion followed.

MOTION: AUTHORIZING THE TRANSFER OF \$635,000 FROM #610000.5.445400 (MMIS LOCAL SHARE) TO #612900.5.445100 (STATE TRAINING LOCAL SHARE) MADE BY MR. NICHOLS. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

C. Department of Public Works

Mr. Swackhamer asked how are the salt and overtime budgets doing? Mr. Spagnoletti stated we are in good shape, and so far have seen \$250,000 in salt cost savings. Discussion followed.

1. **Contracts for CR39, Cohocton** – Mr. Spagnoletti stated there is a drainage problem at the intersection of CR39, SR21 and SR371. The total cost of the project is \$1,600,000 and Senator Winner and Assemblyman Bacalles obtained \$331,000 in multi-modal funding to apply towards the cost. He noted the State's portion of the cost is \$807,000 and the County's portion is \$349,000.

Mr. Spagnoletti stated this project deals with a drainage problem that causes storm water to go into residents' front yards. The County road intersects with the State road with the bad drainage. They expect to bid the project on April 23, 2007 and finish it by the end of October.

Mr. Spagnoletti stated in order to receive the \$331,000 multi-modal grant, they need approval of a contract agreement with New York State.

MOTION: AUTHORIZING THE COMMISSIONER OF PUBLIC WORKS TO ENTER INTO A CONTRACT AGREEMENT WITH NEW YORK STATE DEPARTMENT OF TRANSPORTATION FOR A \$331,000 MULTI-MODAL FUNDING GRANT FOR THE CR 39 DRAINAGE PROJECT IN COHOCTON MADE BY MR. DONNELLY. SECONDED BY MR. WALSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.

Mr. Spagnoletti stated the New York State Department of Transportation portion of this project is \$870,000. The County is the lead agency and the State requires an agreement stipulating we'll front their portion of the cost and they will reimburse us.

MOTION: AUTHORIZING THE COMMISSIONER OF PUBLIC WORKS TO ENTER INTO A CONTRACT WITH THE NEW YORK STATE DEPARTMENT OF TRANSPORTATION FOR \$870,000 FOR THE STATE'S SHARE OF THE CR 39 DRAINAGE PROJECT MADE BY MR. DONNELLY. SECONDED BY MR. WALSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.

Mr. Spagnoletti stated there is enough money in the budget to cover the cost of the project. In order for the County to front the State's funding for the project, he'll need to transfer \$345,000 from Outside Funding.

MOTION: AUTHORIZING THE TRANSFER OF \$345,000 FROM OUTSIDE FUNDING TO THE CR39 DRAINAGE PROJECT MADE BY MR. DONNELLY. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.

2. **Grant** – Mr. Spagnoletti stated they purchased a D5 dozer to replace a 1984 machine. They've been awarded \$50,000 in grant funding from Senator Winner and Assemblyman Bacalles to be applied towards the cost. He requested authorization to accept the funding.

MOTION: AUTHORIZING AN AGREEMENT WITH NEW YORK STATE DEPARTMENT OF TRANSPORTATION FOR \$50,000 IN GRANT FUNDING FROM SENATOR WINNER AND ASSEMBLYMAN BACALLES FOR THE PURCHASE OF A D5 DOZER MADE BY MR. DONNELLY. SECONDED BY MR. WALSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.

3. **Pavement Striping Truck/Truck with Broom** – Mr. Spagnoletti stated this is a shared services incentive program with Schuyler and Yates Counties. We received \$292,368 in funding for these two pieces of equipment and need approval to accept the grant.

Mr. Swackhamer asked who's going to run this equipment? Mr. Spagnoletti stated Steuben County would provide the two truck operators for the paint truck. It will take up to 2 weeks to paint Yates and Schuyler County's roads. Our operators will be on the truck in their counties and they will provide the pilot vehicles ahead and behind. The

other counties will provide the drivers for the other trucks when working in the other counties. Discussion followed.

Mr. Swackhamer asked what is the price per mile with buying the truck versus contracting it out? Mr. Messmer stated the cost per mile is \$20 to \$30 cheaper for us to do it. The cost for us to do this work is \$216/centerline mile and the contractor quotes for 2007 were \$286/centerline mile. He noted \$140 of that is the material cost.

Mr. Swackhamer stated it is very unusual for government to do it cheaper than private contractors. Mr. Nichols stated we were having a hard time finding contractors to do this type of work. Discussion followed.

Mr. English stated another feature to this is the other two counties who also expended funding annually to have contractors to do this work. Mr. Spagnoletti noted they would be able to paint the roads as soon as they are paved.

Mr. Alger noted this is the direction that we see many services going; where you can share services between counties or between the county and towns. He congratulated the Public Works Department for pursuing this program.

MOTION: ACCEPTING \$292,368 IN SHARED SERVICES FUNDING FOR THE PURCHASE OF A PAVEMENT STRIPING TRUCK AND A PICKUP WITH BROOM FOR THE SHARED SERVICES PROGRAM WITH SCHUYLER AND YATES COUNTIES MADE BY MR. DONNELLY. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

MOTION: AMENDING THE PUBLIC WORKS DEPARTMENT'S MAJOR EQUIPMENT LIST TO INCLUDE A PAVEMENT STRIPING TRUCK FOR \$285,00 AND A PICKUP WITH BROOM FOR \$40,000 MADE BY MR. DONNELLY. SECONDED BY MR. WALSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

Mr. Swackhamer stated while he was in Florida, he received a call regarding the roads needing to be salted due to the storm. He called Mr. Spagnoletti from Florida and the Department of Public Works immediately took care of it. He thanked them for assisting the church and keeping the roads salted during that last storm.

D. County Treasurer

1. **Workers' Compensation Fund** – Mrs. Whitehead requested a budget transfer of \$76,000 to cover expenditures in the Workers' Compensation fund.

MOTION: AUTHORIZING THE TRANSFER OF \$76,000 TO COVER EXPENDITURES IN THE WORKERS' COMPENSATION FUND MADE BY MR. DONNELLY. SECONDED BY MR. WALSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

2. **2006 Adjustments** – Mrs. Whitehead requested approval of the departmental adjustments to cover the personal services and fringes line items in the 2006 budget. Discussion followed.

MOTION: APPROVING THE ADJUSTMENTS WITHIN VARIOUS DEPARTMENTAL BUDGETS TO COVER THE PERSONAL SERVICES AND FRINGE BENEFITS LINE ITEMS IN THE 2006 BUDGET MADE BY MR. DONNELLY. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

E. County Administrator

1. **Budget Transfers and Small Equipment Purchases** – Mr. Alger distributed the report on budget transfers and small equipment purchases for the month of January.

2. **Sales Tax** – Mr. Alger stated they need to renew the additional one percent sales tax.

MOTION: REQUESTING LEGISLATION FROM NEW YORK STATE TO EXTEND THE ADDITIONAL ONE PERCENT SALES TAX FOR STEUBEN COUNTY MADE BY MR. NICHOLS. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.

3. **Health Care Facility Roof Replacement** – Mr. Alger requested authorization to set up a project funded from the Repairs and Renovations Reserve and transfer \$100,000 for the design and bidding of the HCF roof replacement. He noted they would fund the entire project after the bids have been received.

MOTION: AUTHORIZING THE COUNTY TREASURER TO TRANSFER \$100,000 FROM THE REPAIRS AND RENOVATIONS RESERVE INTO A CAPITAL PROJECT ENTITLED "HEALTH CARE FACILITY ROOF REPLACEMENT" MADE BY MR. DONNELLY. SECONDED BY MR. NICHOLS. IN FAVOR: DONNELLY, NICHOLS, WALSH. OPPOSED: SWACKHAMER. MOTION CARRIES 3-1.

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. DONNELLY. SECONDED BY MR. WALSH. 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. WALSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

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

Respectfully submitted by,

Brenda K. Mori
Deputy Clerk
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR
Tuesday, March 13, 2007
11:00 a.m.**

**Please send agenda items to the Clerk of the Legislature's Office
NO LATER THAN NOON
Wednesday, March 7, 2007**

Mr. Alger stated the Health Care Facility has both an interior project fund and an exterior project fund. There is no money in the interior project fund but there is \$130,000 in the exterior project fund. He requested authorization to transfer \$22,605 from the Health Care Facility's exterior project fund to the interior project fund to pay for the replacement. In addition, they will need to amend the contract with Schindler to include \$22,605 to replace or upgrade the elevator shaft.

MOTION: AUTHORIZING THE TRANSFER OF \$22,605 FROM THE HEALTH CARE FACILITY'S EXTERIOR PROJECT FUND TO THE INTERIOR PROJECT FUND TO PAY FOR THE REPLACEMENT OR UPGRADE OF THE ELEVATOR SHAFT MADE BY MR. WALSH. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 3-0. Mr. Nichols not present for the vote.

MOTION: AMENDING THE CONTRACT WITH SCHINDLER ELEVATOR TO INCLUDE THE REPLACEMENT OR UPGRADE OF THE HEALTH CARE FACILITY ELEVATOR SHAFT FOR \$22,605 MADE BY MR. CREATH. SECONDED BY MR. WALSH. ALL BEING IN FAVOR. MOTION CARRIES 3-0. Mr. Nichols not present for the vote.

C. Emergency Management Office

1. **Budget Allocation** – Mr. Sprague requested authorization to allocate \$50,000 in WMD grant funds to small equipment, training, office supplies, operating supplies and equipment maintenance. Discussion followed.

MOTION: ALLOCATING \$50,000 IN WMD GRANT REVENUE AS FOLLOWS: \$6,000 TO SMALL EQUIPMENT FOR TWO (2) DECON SHOWER UNITS AND LEVEL A TANK CAR KIT; \$26,500 TO TRAINING FOR CRITICAL INCIDENT TRAINERS; \$4,000 TO OFFICE SUPPLIES; \$8,000 TO OPERATING SUPPLIES AND \$5,500 TO EQUIPMENT MAINTNEANCE MADE BY MR. WALSH. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 3-0. Mr. Nichols not present for the vote.

2. **Pre-Disaster Mitigation Grant** – Mr. Sprague stated the total amount of the grant is \$18,525. This grant makes the County eligible for mitigation money after a disaster. He noted they handle the grant for all of the municipalities in the County so each one doesn't have to do it. We have to draft the plan, have it approved by FEMA and then copy it to all of the towns and municipalities covered by the plan.

Mr. Sprague requested authorization to allocate the \$18,525 to telephone expenses, copying, postage, office supplies and planning expense (training). Discussion followed.

MOTION: ALLOCATING \$18,525 IN PRE-DISASTER MITIGATION GRANT REVENUE TO THE 2007 BUDGET AS FOLLOWS: \$2,000 TO TELEPHONE EXPENSES; \$2,000 TO COPYING; \$2,000 TO POSTAGE; \$5,000 TO OFFICE SUPPLIES AND \$4,525 TO PLANNING EXPENSE SUBJECT TO THE APPROVAL OF THE PUBLIC SAFETY & CORRECTIONS COMMITTEE MADE BY MR. WALSH. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

3. **Citizens Corps Grant** – Mr. Sprague requested authorization to accept and appropriate \$21,330.24 in Citizens Corps Grant funding into the 2007 budget. He stated this is a grant for the training and continued development of the County Citizens Corps.

MOTION: ACCEPTING AND APPROPRIATING \$21,330.24 IN CITIZENS CORPS GRANT FUNDING INTO THE 2007 BUDGET AS FOLLOWS: \$5,000 TO VOLUNTEER SUPPLIES; \$1,500 TO COPYING; \$5,000 TO FIRE FIGHTER/EMS/CIM TRAINING; \$2,500 TO OFFICE SUPPLIES; \$4,830.24 TO VOLUNTEER TRAVEL & OTHER; AND \$2,500 TO PLANNING EXPENSE (INTEGRATION OF PLANS) MADE BY MR. WALSH. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

4. **LEPC Grant** – Mr. Sprague requested authorization to accept and appropriate \$1,800 in Hazardous Materials Planning Grant funding into the 2007 budget to support the Local Emergency Planning Committee.

MOTION: ACCEPTING AND APPROPRIATING \$1,800 IN HAZARDOUS MATERIALS PLANNING GRANT FUNDING INTO THE 2007 BUDGET AS FOLLOWS: \$400 TO TRAINING & CONFERENCES; \$650 TO COPYING; \$250 TO INTERNET AND \$500 TO POSTAGE MADE BY MR. NICHOLS. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

D. Public Works Department

1. **NYSDOT Agreement** – Mr. Alger stated Commissioner Spagnoletti informed him that his items didn't require Finance Committee approval. Mr. Ahrens noted that the NYSDOT Agreement required approval of the Legislature.

MOTION: AUTHORIZING AN AGREEMENT WITH THE NYS DEPARTMENT OF TRANSPORTATION FOR \$305,000 FOR THE DESIGN AND RIGHT OF WAY INCIDENTALS OF THE CR73 BRIDGE OVER TIOGA RIVER MADE BY MR. NICHOLS. SECONDED BY MR. WALSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.

E. Youth Bureau

1. **Budget Transfer** – Mr. Pruyne requested authorization to accept \$29,898.57 in NYSDOH funding for the Reality Check Program.

MOTION: ACCEPTING \$29,898.57 IN STATE FUNDING TO BE ALLOCATED TO THE REALITY CHECK PROGRAM MADE BY MR. WALSH. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

F. County Treasurer

1. **Hardship** – Mrs. Whitehead noted that the individual claiming a hardship, which was discussed last month under Public Officers' Law, Article 7§ 105.1.H., has submitted the information stipulated by the Committee as being necessary for the Committee's approval of the hardship claim.

MOTION: APPROVING THE HARDSHIP CLAIM SUBMITTED RELATIVE TO PROPERTY IN THE TOWN OF COHOCTON, PARCEL #029.00-01-016.000 AND PARCEL #043.17-02-011.200 MADE BY MR. CREATH. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

2. **End of Year 2006 Budget Adjustments** – Mrs. Whitehead requested approval to increase the revenue in various departments to offset IT chargebacks. She also requested approval to make the necessary chargebacks between the DM fund to the D fund in the Highway Department's budget. Lastly, she requested authorization to make the necessary adjustments in the maintenance in lieu of rent line items to cover various departments that exceeded expenses and, accordingly, increase the revenue to Buildings and Grounds.

MOTION: APPROVING THE END OF YEAR 2006 BUDGET ADJUSTMENTS AS PRESENTED MADE BY MR. NICHOLS. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

3. **Nichol Inn** – Mrs. Whitehead stated the Committee never approved the appropriation of the grant or the County share's of the Nichol Inn cleanup project. She requested authorization to appropriate \$113,788 in Brownfield grant funding, as well as the County's 10 percent share from the 1164 budget, into a new capital project for the Nichol Inn cleanup project.

MOTION: AUTHORIZING THE APPROPRIATION OF \$113,788 IN BROWNFIELD GRANT FUNDING, AS WELL AS THE COUNTY'S 10 PERCENT SHARE FROM THE 1164 BUDGET, INTO A NEW CAPITAL PROJECT FOR THE NICHOL INN CLEANUP PROJECT MADE BY MR. NICHOLS. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.

4. **Auctioneer Services RFP** – Mr. Gleason stated they received three respondents to the RFP. After reviewing and comparing all aspects of the proposals, they are recommending the Committee accept Wamp/Pirrung's proposal. Discussion followed.

MOTION: AWARDING THE RFP FOR AUCTIONEER SERVICES FOR THE REAL PROPERTY TAX AUCTION TO WAMP/PIRRUNG OF DANVILLE, NY, MADE BY MR. NICHOLS. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

5. **Report on Budget Transfers/Small Equipment Purchases** – Mr. Alger presented the report on budget transfers and small equipment purchases for the month of February.

MOTION: ACCEPTING THE BUDGET TRANSFERS/SMALL EQUIPMENT PURCHASES REPORT AS PRESENTED MADE BY MR. CREATH. SECONDED BY MR. WALSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

6. **Fiscal Indicators Report** – Mrs. Whitehead distributed a report listing various fiscal indicators for the County, specifically overtime and sales tax. She noted that she would be distributing this report to the Committee on a monthly basis.

IV. OTHER BUSINESS

Mr. Creath requested they revisit Legislator Gehl's proposal of allowing taxpayers to pay their Town/County taxes semi-annually. He and Mr. Gehl are still getting many complaints from our constituents in Corning regarding this issue. If we can't offer it county wide, we'd at least like to offer it in Corning. Mrs. Whitehead stated she spoke with Donna Hatch and they've had several villages that are interested in this as well. Discussion followed.

MOTION TO ADJOURN MADE BY MR. WALSH. SECONDED BY MR. NICHOLS. 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 10, 2007
11:00 a.m.

STEUBEN COUNTY FINANCE COMMITTEE

Friday, April 6, 2007

11:00 a.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 John Walsh
Donald B. Creath Robert Nichols

Staff: Mark R. Alger Carol Whitehead James Gleason
Tammy Hurd-Harvey Robert Anderson Bryce Foster
Frederick H. Ahrens David English Timothy Marshall
Steve Orcutt

Other: James Sherron, SCIDA Mary Perham, *Leader*

I. CALL TO ORDER

The meeting was called to order by Mr. Swackhamer at 11:00 a.m.

II. APPROVAL OF MINUTES

MOTION APPROVING THE MINUTES OF THE MARCH 13, 2007, MEETING MADE BY MR. DONNELLY. SECONDED BY MR. WALSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

III. DEPARTMENTAL REPORTS/REQUESTS

A. Office of Community Services

1. **Budget Transfer** – Dr. Anderson requested authorization to utilize NYS OASAS funding to contract with DePaul Addiction Services, Inc., at the Bath VA in the amount of \$204,021.

MOTION: AUTHORIZING THE OFFICE OF COMMUNITY SERVICES TO UTILIZE STATE OASAS FUNDING TO CONTRACT WITH DEPAUL ADDICTION SERVICES, INC., AT THE BATH VA IN THE AMOUNT OF \$204,021 MADE BY MR. DONNELLY. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Mr. Nichols not present for the vote.

2. **OMH Funding** – Dr. Anderson stated they have received additional funding from OMH to increase client wrap dollars for the ICM/SCM program. He noted it is a cost of living adjustment (COLA) in the amount of \$9,063. In addition, they have received additional COLA funding to increase various current contracts.

MOTION: AUTHORIZING THE OFFICE OF COMMUNITY SERVICES TO ACCEPT AND APPROPRIATE ADDITIONAL OMH COLA FUNDING FOR THE ICM/SCM PROGRAM AS FOLLOWS: INCREASE REVENUES IN ACCOUNT #433900.4.34901001 OMH BY \$518; 434000.4.3490124 OMH-ICM SERVICES BY \$3,424; 434000.4.3490125 OMH-ICM-C&Y BY \$5,135 AND APPROPRIATE \$518 TO 433900.5.438200 CLIENT EXPENSE AND \$8,559 TO 434000.5.438200 CLIENT EXPENSE; AND ACCEPTING AND APPROPRIATING ADDITIONAL OMH COLA FUNDING FOR CONTRACTS EFFECTIVE APRIL 1, 2007, AS FOLLOWS: INCREASE REVENUES IN ACCOUNT #432200.4.3490112 OMH BY \$2,889; 432200.4.3490117 OMH BY \$15,739; 432200.4.3490118 OMH BY \$1,729; 432200.4.340119 OMH BY \$5,363; 432200.4.3490126 BY \$1,576; AND 432200.4.3490132 OMH BY \$4,059 AND APPROPRIATING \$858 TO 432200.5.440401 SCAP - HOSP. DIV.; \$2,889 TO 432200.5.440403 SCAP - FORENSIC HOUSING; \$387 TO 432200.5.440463 CATHOLIC CHARITIES - HOMELESS; \$225 TO 432200.5.440500 PATHWAYS; \$17,468 TO 432200.5.440543 STEUBEN ARC - PSY REHAB; AND \$9,828 TO 432200.5.440640 FINGER LAKES PARENTS MADE BY MR. CREATH. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Mr. Nichols not present for the vote.

B. Office for Aging

1. **Budget Transfer** – Mr. Alger stated Mrs. Tetor would like authorization to accept a COLA increase for the SNAP program in the amount of \$19,280.

MOTION: AUTHORIZING THE OFFICE FOR THE AGING TO ACCEPT \$19,280 IN COLA FUNDING FOR THE SNAP PROGRAM MADE BY MR. WALSH. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

C. Emergency Management Office

1. **Grants** – Mrs. Whitehead stated a couple months ago the Committee authorized an appropriation of revenues for the Citizens' Corp Grant and the Pre-Disaster Mitigation grant. The revenues had already been included in the 2007 budget. So, in essence, they appropriated that money when they adopted the 2007 budget. Mr. Alger stated that basically means they already have the revenues in the budget. If they want to offset these new expenditures, they'd have to appropriate funding out of the contingent fund. Mr. Alger stated he'd like to meet with Mr. Sprague to discuss this prior to the Committee making a decision. He requested the Committee postpone this item until then. *The Committee agreed to table the issue until after the County Administrator speaks with Mr. Sprague.*

D. Public Works Department

1. **Budget Transfer** – Mr. Alger stated that on Wednesday, the Public Works Committee approved an additional \$100,000 appropriation for the Saunders Road Bridge. They anticipated transferring the funds between two bridge projects. However, there isn't enough money in the bridge project but there is enough county money to cover it as they are reimbursed 95% of the cost through federal funding. He requested authorization to transfer \$5,000 to the Saunders Road Bridge Project in anticipation of the 95% federal funding.

MOTION: ANTICIPATING ADDITIONAL REVENUE FOR THE SAUNDERS ROAD BRIDGE PROJECT AND AUTHORIZING THE TRANSFER OF \$5,000 IN COUNTY FUNDS TO THE SAUNDERS ROAD BRIDGE PROJECT MADE BY MR. NICHOLS. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

E. County Treasurer

1. **Fiscal Advisors** – Mrs. Whitehead stated she would like to appoint Orrick as the County's fiscal advisor. Mr. Ahrens stated he'd rather hold this over to next month's meeting. In years past, we erroneously didn't take proposals for bond counsel. They had designated Tom Galloway (Orrick) as the County's bond counsel and fiscal advisor, and did so without requesting proposals from other vendors due to the history the County had with that firm and their rates were competitive with other bond counsel. When Mr. Galloway passed away a few years ago, Tom Meyers took over that account for the County. Discussion followed. *For next month's agenda: County Treasurer - County Fiscal Advisor*

F. County Administrator

1. **Health Care Facility/Jail Roof** – Mr. Alger recommended appropriating the estimated cost for the roof replacement from the Repairs and Renovations Reserve. He stated the bids have been let and will be opened on April 26th. They anticipate having the Public Safety and Corrections Committee award the bid at their meeting on May 7th. Therefore, they need to appropriate the money for the project.

MOTION: AUTHORIZING AND DIRECTING THE STEUBEN COUNTY TREASURER TO APPROPRIATE THE AMOUNT OF \$775,000 FROM THE "BUILDING REPAIR AND RENOVATIONS RESERVE" TO A CAPITAL PROJECT ENTITLED "HEALTH CARE FACILITY ROOF REPLACEMENT" MADE BY MR. NICHOLS. SECONDED BY MR. WALSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

2. **Sales Tax Extension** – Mr. Alger stated he has been approached by the cities indicating that they would like a larger share of the sales tax. He met with the Corning City Manager and the Hornell Mayor the other day and he is recommending an increase in the sales tax distribution of \$50,000 to the City of Corning and \$60,000 to the City of Hornell. This would bring their totals to \$650,000 for Corning and \$610,000 for Hornell.

Mr. Alger stated if the Committee approves this, he will notify the Senator and Assemblyman so that the Legislative Bills can be amended to reflect these amounts. Considerable discussion followed.

MOTION: INCREASING THE SALES TAX DISTRIBUTION TO THE CITY OF CORNING BY \$50,000 AND TO THE CITY OF HORNELL BY \$60,000 MADE BY MR. DONNELLY. SECONDED BY MR. CREATH. 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.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. DONNELLY. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: APPROVING THE FOLLOWING HARDSHIP REQUESTS AS RECOMMENDED BY THE COUNTY TREASURER: TOWN OF HORNELLSVILLE - COOGAN - 1 YEAR EXTENSION AND WAIVING THE 25% FEE; CITY OF CORNING - PETER GRANT - 1 YEAR EXTENSION; TOWN OF WHEELER - CARLA SCHNEIDER - 1 YEAR EXTENSION AND INSTALLMENT AGREEMENT FOR ALL UNPAID TAXES; VILLAGE OF WAYLAND - WILLIAM SHEPHERD - ACCEPT \$2,000 DOWN ON INSTALLMENT AGREEMENT FOR ALL UNPAID TAXES; VILLAGE OF BATH - AHMED KUDAT - APPROVAL OF INSTALLMENT AGREEMENT FOR ALL UNPAID TAXES; WAYLAND - ACHMED B. - APPROVAL OF INSTALLMENT AGREEMENT FOR ALL UNPAID TAXES MADE BY MR. DONNELLY. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING THE COUNTY TREASURER TO PETITION THE TOWN OF WEST UNION ASSESSOR TO MAKE EXEMPT PROPERTY OWNED BY THE LEE OIL COMPANY MADE BY MR. NICHOLS. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING THE VILLAGE OF SOUTH CORNING TO PURCHASE PROPERTY OWNED BY THE COUNTY OF STEUBEN, PREVIOUSLY OWNED BY JOHN D. TURNER, FOR AN AMOUNT EQUAL TO THE AMOUNT OF TAXES OWED (\$1,993) MADE BY MR. DONNELLY. SECONDED BY MR. WALSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING THE TOWN OF TUSCARORA TO PURCHASE PROPERTY OWNED BY THE COUNTY OF STEUBEN, FORMERLY OWNED BY THE FREEMAN BAPTIST CHURCH, FOR AN AMOUNT EQUAL TO THE AMOUNT OF TAXES OWED ON THE PROPERTY MADE BY MR. DONNELLY. SECONDED BY MR. WALSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0-1. Mr. Nichols abstained.

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

MOTION TO ADJOURN MADE BY MR. DONNELLY. SECONDED BY MR. CREATH. 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 8, 2007
11:00 a.m.**

**Please send agenda items to the Clerk of the Legislature's Office
NO LATER THAN NOON
Wednesday, May 2, 2007**

STEBEN COUNTY FINANCE COMMITTEE

Special Meeting

Monday, April 23, 2007

9:30 a.m.

Legislative Committee Conference Room

Steuben County Office Building

Bath, New York

****MINUTES****

COMMITTEE: Gary D. Swackhamer, Chair Donald B. Creath Robert V. Nichols
John Walsh

STAFF: Mark R. Alger Carol Whitehead Tammy Hurd-Harvey
Frederick H. Ahrens, Jr. David English James Gleason
Steve Orcutt

LEGISLATORS: Philip J. Roche Dan C. Farrand Francis L. Gehl
Kenneth E. Isaman Patrick F. McAllister Thomas J. McIntyre
L. Ronald Nielsen David R. Stachnik

ABSENT: Patrick F. Donnelly, Vice Chair

I. CALL TO ORDER

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

II. DEPARTMENTAL REPORTS/REQUESTS

A. Treasurer's Office

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 WHEN PUBLICITY WOULD SUBSTANTIALLY AFFECT THE VALUE THEREOF MADE BY MR. WALSH. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

MOTION: AUTHORIZING THE TREASURER TO LEAVE THE FOLLOWING TAX PARCELS IN THE TOWN OF COHOCTON IN FORECLOSURE: 042.20-01-025.000, 042.20-01-030.000, 042.20-01-031.000, 042.20-01-060.000, 055.08-01-0162.200 AND 055.08-01-019.00, TAKING THE DEEDS, WITHHOLDING SAID PARCELS FROM THE TAX SALE AUCTION, NOT ALLOWING THE CURRENT OWNER TO REPURCHASE SAID PARCELS AND REMOVING SAID PARCELS FROM THE TAX ROLLS MADE BY MR. WALSH. 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. CREATH. SECONDED BY MR. WALSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

MOTION: TO ADJOURN MADE BY MR. WALSH. 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, May 8, 2007

11:00 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
John Walsh Robert V. Nichols

Legislators: Philip J. Roche

Staff: Mark R. Alger Carol Whitehead Roberta Fisher
Kathryn Biehl Lise Reynolds Gregory P. Heffner
Frederick H. Ahrens David English Tammy Hurd-Harvey
John Tunney

I. CALL TO ORDER

The meeting was called to order by Mr. Swackhamer at 11:00 a.m.

II. APPROVAL OF MINUTES

MOTION APPROVING THE MINUTES OF THE APRIL 6 AND APRIL 23, 2007, MEETINGS MADE BY MR. CREATH. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

III. DEPARTMENTAL REPORTS/REQUESTS

A. Department of Social Services

1. **Budget Appropriation** – Mrs. Biehl requested authorization to accept and appropriate State funds in the amount of \$18,921. In addition, she would like to enter into a contract with the Village of Bath Police Department for a school resource officer in the Haverling School District. She noted this funding covers 65% of the cost for 4 months of the calendar year in 2007. Next year they will budget for January through June. Discussion followed.

MOTION: ACCEPTING AND APPROPRIATING STATE FUNDS IN THE AMOUNT OF \$18,921 AND APPROVING A CONTRACT WITH THE VILLAGE OF BATH POLICE DEPARTMENT FOR A SCHOOL RESOURCE OFFICER IN THE HAVERLING SCHOOL DISTRICT MADE BY MR. CREATH. SECONDED BY MR. WALSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Mr. Nichols not present for vote.

B. Office of Community Services

1. **Budget Appropriation** – Ms. Fisher requested authorization to accept and appropriate \$36,420 from OASAS for the DePaul Addiction Services at the Bath VA.

MOTION: ACCEPTING \$36,420 FROM OASAS AND APPROPRIATING IT TO THE DEPAUL ADDICTION SERVICES AT THE BATH VA MADE BY MR. DONNELLY. SECONDED BY MR. WALSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

C. District Attorney

1. **Grant** – Mr. Tunney stated the State of New York has concluded that Assistant District Attorneys should be given incentives to remain in public service. A statewide appropriation of \$1.5 million was placed in the State budget and has been divided up between the counties. Steuben County's share is \$8,894 and it's sole purpose is to be used as bonus money. He requested authorization to accept the funding and pay it out to 5 Assistant District Attorneys who have been in service 5 years or more. He noted to the best of his knowledge, it is

a one-time appropriation. He stated this will affect the fringe benefits as well but he believes there are enough funds in the DA's compensation budget to cover the additional cost. Considerable discussion followed.

Mr. Alger stated if the Legislature approves this, they could develop a plan for distribution and present it to the Administration Committee for approval. Mr. Nichols stated they should make it clear to those employees that it is a one-time deal.

MOTION: AUTHORIZING THE DISTRICT ATTORNEY TO ACCEPT A RECRUITMENT AND RETENTION GRANT MADE BY MR. DONNELLY. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

D. County Treasurer

1. **Reports** – Mrs. Whitehead distributed copies of the Fiscal Indicators Report for the Committee's review. She also distributed copies of the budget transfers and small equipment purchases for the month of April.

2. **Workers' Compensation Assessments** – Mrs. Whitehead stated it came to our attention that the 2005/2006 assessments to the Workers' Compensation Board have not been paid. It appears that they have traditionally been held a year and paid the following year. This has put us in a bind. The County currently owes \$487,928, which is more than we have in the budget. She recommended they reduce the insurance reserve to cover the cost of these claims against the County. She noted this would bring the County current on the assessments. Discussion followed.

MOTION: AUTHORIZING THE COUNTY TREASURER TO REDUCE THE INSURANCE RESERVE TO COVER THE COST OF CLAIMS AGAINST THE COUNTY RELATIVE TO THE WORKERS' COMPENSATION BOARD IN THE AMOUNT OF \$487,928 FOR 2005/2006 MADE BY MR. DONNELLY. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

3. **Workers' Compensation Local Law** – Mr. Alger distributed copies of a proposed local law change for the administration and operation of the Steuben County Workers' Compensation Self-Insurance Plan. He also distributed copies of the impact of the distribution. Our original thought was to make it a 1/3 split between each level. In allocating on that basis, a couple of the towns would see significant increases. Therefore, we are proposing to reduce the experience rating from 33% to 15% and set the other two factors at 42.5% each. This, essentially, would increase the county's percentage. He suggests they start at the 15% level and then maybe increase it over time. The intent is to make it more reflective of the experience we see in the plan. He noted that this was approved earlier by the Administration Committee. No action is required by the Finance Committee. Discussion followed.

4. **Proposed Policy for Tax Foreclosed Properties** – Mrs. Whitehead distributed copies of proposed revisions to the policy for tax foreclosed properties. The Committee reviewed the policies. She also proposed to set the date of the foreclosed property auction for July 18, 2007, pending court approval. Discussion followed.

MOTION: SETTING THE DATE OF THE REAL PROPERTY DELINQUENT TAX AUCTION, PENDING COURT APPROVAL MADE BY MR. WALSH. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

E. County Administrator

1. **Roof** – Mr. Alger informed the Committee that the total bid for both roofs was \$853,000. He noted that's good news for the Health Care Facility.

2. **Farm Product Guide** – Mr. Heffner stated Cornell Cooperative Extension would like to reprint the Farm Product Guide. The total cost is \$2,584. Mr. Creath stated the AIP Committee suggested approaching the SCCVB to have them include it in their farm visitation program budget for next year. For this year, however, he'd like to fund it from the contingent fund.

MOTION: AUTHORIZING THE TRANSFER OF \$2,584 FROM THE CONTINGENT FUND TO PAY FOR THE PRINTING OF THE FARM PRODUCT GUIDE MADE BY MR. CREATH. SECONDED BY MR. NICHOLS. IN FAVOR: CREATH, NICHOLS, DONNELLY AND WALSH. OPPOSED: SWACKHAMER. MOTION CARRIES 4-1. Resolution required.

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

Respectfully submitted by,

Brenda K. Mori
Deputy Clerk
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR
Tuesday, June 12, 2007
11:00 a.m.**

**Please send agenda items to the Clerk of the Legislature's Office
NO LATER THAN NOON
Wednesday, June 6, 2007**

STEBEN COUNTY FINANCE COMMITTEE

Special Meeting

Tuesday, May 29, 2007

9:15 a.m.

Legislative Committee Conference Room

Steuben County Office Building

Bath, New York

****MINUTES****

COMMITTEE:	Gary D. Swackhamer, Chair Robert V. Nichols	Patrick F. Donnelly, Vice Chair John Walsh	Donald B. Creath
STAFF:	Mark R. Alger David English	Tammy Hurd-Harvey	Frederick H. Ahrens, Jr.
LEGISLATORS:	Philip J. Roche, Esq. Francis L. Gehl Thomas J. Ryan	DeWitt T. Baker, D.V.M. Kenneth E. Isaman	Dan C. Farrand L. Ronald Nielsen

I. CALL TO ORDER

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

II. DEPARTMENTAL REPORTS/REQUESTS

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. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

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

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

Respectfully Submitted by:

Amanda L. Chapman
Senior Stenographer
Steuben County Legislature

STEUBEN COUNTY FINANCE COMMITTEE

Tuesday, June 12, 2007

11:00 a.m.

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

MINUTES

Committee: Gary D. Swackhamer, Chair Patrick F. Donnelly, Vice Chair Robert V. Nichols
John Walsh Donald B. Creath

Legislators: Philip J. Roche Francis L. Gehl

Staff: Mark R. Alger Gregory P. Heffner Kathryn Biehl
Frederick H. Ahrens David English Vincent Spagnoletti
Tammy Hurd-Harvey Michael Sprague

Other: Jeffrey Baker, JT Student Justin Bauter, JT Student Mary Perham, *Leader*
Andrew Robie, Law Intern

I. CALL TO ORDER

The meeting was called to order by Mr. Swackhamer at 11:00 a.m.

II. APPROVAL OF MINUTES

MOTION APPROVING THE MINUTES OF THE MAY 8, 2007, MEETING MADE BY MR. WALSH, SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

III. DEPARTMENTAL REPORTS/REQUESTS

A. Department of Social Services

1. **Budget Appropriation – Hornell** – Mrs. Biehl stated the Hornell City School District has proposed a project to provide four Social Workers in the Hornell School system. This would be in conjunction with both the Department of Social Services and the Office of Community Services and would be paid for through State funds and the City of Hornell. Discussion followed.

MOTION: ACCEPTING \$47,853 FROM THE HORNELL CITY SCHOOL DISTRICT AND \$88,871 IN STATE FUNDING AND APPROPRIATING IT TO THE PREVENTIVE SERVICES LINE ITEM FOR THE PURPOSE OF PROVIDING FOUR SOCIAL WORKERS IN THE HORNELL SCHOOL SYSTEM WITH THE STIPULATION THAT WHEN THE OUTSIDE FUNDING IS EXHAUSTED, THE PROGRAM WILL CEASE MADE BY MR. DONNELLY. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

2. **Budget Appropriation – ProAction** – Mrs. Biehl stated they have received State funding and donations to support and contract with ProAction's Family Enrichment Collaborative to fund the Bath Family Resource Center. She stated the United Way of the Southern Tier, St. Thomas' Episcopal Church and the Community Foundation have committed to provide this funding

MOTION: ACCEPTING \$23,598 IN STATE FUNDING, \$5,907 FROM THE UNITED WAY, \$2,000 FROM ST. THOMAS' EPISCOPAL CHURCH AND \$4,800 FROM THE COMMUNITY FOUNDATION AND APPROPRIATING \$36,305 TO PREVENTIVE SERVICES LINE ITEM FOR THE PURPOSE OF CONTRACTING WITH PROACTION TO FUND THE BATH FAMILY RESOURCE CENTER WITH THE STIPULATION THAT WHEN OUTSIDE FUNDING FOR THE PROGRAM IS EXHAUSTED, THE PROGRAM WILL CEASE MADE BY MR. NICHOLS. SECONDED BY MR. WALSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

3. **Budget Appropriation – Staff Ratios** – Mrs. Biehl stated that New York State has offered an additional \$47,005 in state funding to improve the staff ratios for Children and Family Services. These funds will help improve the caseload size of child protective caseworkers that investigate reports of child abuse and maltreatment by paying overtime to existing staff and purchasing new technology to reduce overdue safety assessments and report determinations. She requested authorization to accept the additional funding and use a portion thereof to purchase 9 laptop computers to be used by the child protective caseworkers.

MOTION: ACCEPTING \$47,005 IN ADDITIONAL STATE FUNDING AND APPROPRIATING IT TO THE OVERTIME, SOCIAL SECURITY, SUPPLIES, AND COMPUTERS LINE ITEMS MADE BY MR. CREATH. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

B. Public Works Department

1. **Major Equipment List** – Mr. Spagnoletti stated we have a power vacuum at the landfill that is used in the adjacent fields of the landfill to pick up litter. We have to tow the vacuum around and a pickup truck can't get around most of the terrain up there. They've been renting an all terrain vehicle (ATV) for \$475/month to tow the power vacuum. It has worked very well and they would like to purchase an ATV rather than continue to rent one. He requested authorization to add an ATV to the 2007 Landfill Major Equipment List for \$9,000 and remove a 5' brush hog for \$5,000 and a gas monitor for \$5,000 each. Discussion followed.

Mr. Walsh asked couldn't you use a small tractor instead? It doesn't take a lot of power to pull the vacuum, it would just need to be able to go over the rough terrain. Mr. Spagnoletti stated we could probably use a tractor but it would be a little unstable on that terrain.

Mr. Donnelly asked what about using inmates to pick up the litter? Mr. Alger stated we've tried that before with people on community service. If we could get them assigned or convince the Sheriff to send inmates, that would be helpful too, because litter is a continuous problem. Discussion followed.

MOTION: AMENDING THE 2007 LANDFILL MAJOR EQUIPMENT TO REMOVE A 5' BRUSH HOG FOR \$5,000 AND A GAS MONITOR FOR \$5,000; ADD AN ATV FOR \$9,000 AND AUTHORIZE THE PURCHASE OF SAID ATV MADE BY MR. NICHOLS. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. **State Assistance Contract** – Mr. Spagnoletti stated we had previously purchased two skid steers. One is located at the Erwin Transfer Station and the other is at the Bath Landfill. He stated they are eligible for 50% funding for that purchase and he would like approval to enter into a NYSDEC Assistance Contract for that funding. Discussion followed.

MOTION: AUTHORIZING THE COMMISSIONER OF PUBLIC WORKS TO ENTER INTO A NYSDEC ASSISTANCE CONTRACT FOR 50 PERCENT FUNDING TOWARDS TWO PREVIOUSLY PURCHASED SKID STEERS MADE BY MR. NICHOLS. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

3. **CHIPS Funding** – Mr. Spagnoletti stated the Assembly and Senate pushed hard for Counties to receive more CHIPS funding. Steuben County's funding increased \$29,657.33 over what was budgeted. He requested authorization to accept that revenue into #4350.1000 and appropriate it to the Road Construction account #5112.5250.

MOTION: ACCEPTING \$29,657.33 IN ADDITIONAL STATE CHIPS FUNDING INTO ACCOUNT #4350.1000 AND APPROPRIATING IT INTO THE ROAD CONSTRUCTION ACCOUNT #5112.5250 MADE BY MR. WALSH. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

4. **State Budget Grant** – Mr. Spagnoletti stated Senator Winner and Assemblyman Bacalles have notified him that they had enabled the State budget to include \$100,000 for Steuben County for the rubber-tired excavator the County previously purchased. He noted this would enable the County to have one rubber-tired excavator at each shop. He noted these excavators are shared with the towns. He requested authorization to accept \$100,000 in revenue into account #4308.9300 and appropriate it to the major equipment account #5130.5290.

MOTION: ACCEPTING \$100,000 IN STATE BUDGET GRANT FUNDING INTO ACCOUNT #4308.9300 AND APPROPRIATING IT TO THE MAJOR EQUIPMENT ACCOUNT #5130.5290 MADE BY MR. CREATH. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

C. Emergency Management Office

1. **Budget Appropriation** – Mr. Sprague stated we received approval of a budget appropriation earlier in the year for the Citizens Corp Grant and the Pre-Disaster Mitigation Grant. Through communications with the Treasurer's Office, he's learned that it appears the money they were asking to have applied to this year's budget was actually put into the budget prior to it being adopted. He requested approval to fund the Citizens Corp Grant at \$18,000 and the Pre-Disaster Mitigation Grant at \$18,525 from the Contingent Fund. He noted they've met with the Treasurer's Office and they have agreed to separate out the grants from the regular operating budget.

Mr. Swackhamer asked how did you miss this? Mr. Donnelly asked, the revenue was in the budget but you didn't budget any expenses? Mr. Sprague stated when the budget meetings were going on, there was a question about revenues and at that point he highlighted that there were some revenues that could be included in the 2007 budget. Those revenues were put into the budget, he just didn't realize they were already in there.

Mr. Creath asked what does it do to the bottom line of the budget? Mr. Alger stated they put the revenue in but not the appropriation. We put the revenue in against the budget but not the expenses. The baffling part of it is, his expenses went up considerably for 2007.

Mr. Sprague stated he believes that the problem there was he was trying to fund a position that was no longer there. Over the years we've taken a 41% increase in the cost of operating the office; specifically the Maintenance in Lieu of Rent line item. Overall the costs have been decreasing.

Mr. Alger stated when we've been putting grants into their budget we haven't been including line items for those grants from which to spend the money. So we've been putting revenue in the budget that isn't real so we're overstating the revenues against your budget. What the Treasurer's Office has been trying to do with the grants management program is separate out the operating expenses from the grants.

Mr. Creath stated he thinks they need a complete analysis of their budget to come up with a realistic one for the department.

Mr. Alger stated they could meet with the Treasurer's Office on it to make sure that the balance of the grant money is allocated appropriately. *Issue tabled until a Budget Analysis is completed.*

D. County Treasurer

1. **Monthly Reports** – Ms. Hurd-Harvey distributed copies of the Fiscal Indicators Report and the reports on Budget Transfers and Small Equipment Purchases for the month of May. Discussion followed.

MOTION ACCEPTING THE FISCAL INDICATORS REPORT AND THE REPORTS ON BUDGET TRANSFERS AND SMALL EQUIPMENT PURCHASES FOR THE MONTH OF MAY MADE BY MR. DONNELLY. SECONDED BY MR. WALSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. **Rules for Tax Enforcement** – Ms. Hurd-Harvey presented the amended Rules for Tax Enforcement that they discussed last month. She noted that this would make the rules consistent with the notice on the installment contracts.

MOTION: APPROVING THE AMENDMENTS TO THE RULES FOR TAX ENFORCEMENT MADE BY MR. WALSH. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 5-0. A copy of the Rules for Tax Enforcement has been placed on file in the Clerk of the Legislature's Office.

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.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. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING THE SETTLEMENT WITH STEUBEN TRUST COMPANY IN THE AMOUNT OF \$5,900 TO BE PAID FROM THE ANTICIPATED REVENUES OF THE COUNTY DELINQUENT PROPERTY TAX AUCTION MADE BY MR. DONNELLY. SECONDED BY MR. WALSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING THE COUNTY PLANNING DIRECTOR TO NEGOTIATE THE SALE OF COUNTY-OWNED PROPERTY LOCATED IN THE TOWN OF COHOCTON MADE BY MR. DONNELLY. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

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

MOTION TO ADJOURN MADE BY MR. WALSH. 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, July 10, 2007
11:00 a.m.**

**Please send agenda items to the
Clerk of the Legislature's Office
NO LATER THAN NOON
Thursday, July 5, 2007**

STEUBEN COUNTY FINANCE COMMITTEE

Tuesday, July 10, 2007

11:00 a.m.

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

MINUTES

Committee: Gary D. Swackhamer, Chair Patrick F. Donnelly, Vice Chair John Walsh
Robert V. Nichols Donald B. Creath

Legislators: Francis L. Gehl

Staff: Mark R. Alger Carol Whitehead Tammy Hurd-Harvey
David English Michael Sprague Frank Justice
Frederick Ahrens

Other: Andrew Robie, Law Intern

I. CALL TO ORDER

The meeting was called to order by Mr. Swackhamer at 11:00 a.m.

II. APPROVAL OF MINUTES

MOTION APPROVING THE MINUTES OF THE JUNE 12, 2007, MEETING MADE BY MR. WALSH. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

III. DEPARTMENTAL REPORTS/REQUESTS

A. Public Works Department

1. **Budget Transfer** – Mr. Spagnoletti requested authorization to accept \$10,828.43 from Schuyler County, \$10,828.43 from Yates County and \$292,368 in NYS shared services funding and appropriate \$314,024.86 into the major equipment line item for the purchase of a pavement striping truck and pickup truck with broom.

MOTION: AUTHORIZING THE ACCEPTANCE OF \$10,828.43 FROM SCHUYLER COUNTY, \$10,828.43 FROM YATES COUNTY AND \$292,368 IN NYS SHARED SERVICES FUNDING AND APPROPRIATING \$314,024.86 INTO THE HIGHWAY DIVISION'S MAJOR EQUIPMENT BUDGET FOR THE PURCHASE OF A PAVEMENT STRIPING TRUCK AND PICKUP TRUCK WITH BROOM TRANSFER THE FUNDS MADE BY MR. WALSH. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Mr. Nichols not present for the vote.

B. Sheriff's Department

1. **Grant** – Sheriff Tweddell stated they were awarded grant funding from Senator Winner and Assemblyman Bacalles in the amount of \$90,000 to assist with the purchase of a municipal command post for the CIRT team. He requested authorization to accept the funding to be used towards the purchase of a new command center.

Sheriff Tweddell stated they have also received a \$15,000 grant from New York State to be used towards the Safe Child Program. He requested authorization to accept the funding to be used towards the purchase of additional equipment to enhance the Safe Child Program already in place.

MOTION: AUTHORIZING THE ACCEPTANCE OF \$90,000 IN FUNDING FROM SENATOR WINNER AND ASSEMBLYMAN BACALLES TO BE USED TOWARDS THE PURCHASE OF A MUNCIIPAL COMMAND POST AND AUTHORIZING THE ACCEPTANCE OF \$15,000 IN STATE FUNDING TO BE USED TOWARDS THE SAFE CHILD PROGRAM MADE BY MR. DONNELLY. SECONDED BY MR. WALSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Mr. Nichols not present for the vote.

C. Emergency Management Office

1. **Budget Analysis** – Mr. Sprague stated he would like to defer this issue to the County Treasurer. Mrs. Whitehead stated that over the past week, they have pulled all of the Emergency Management Office's grants from the operating budget. At this point the grants are set up and we have a reporting mechanism in place that is associated with those grants. We've also transferred the actual expenditures and revenues to date into that. She noted that they still need to clean up the operating budget. Once all of that is completed, they can bring it back to the Committee for review next month. For next month's agenda: Budget Analysis.

Mrs. Whitehead noted that they would be doing this for all departments that receive grants. Discussion followed.

D. County Treasurer

1. **Reports** – Mrs. Whitehead distributed copies of the Fiscal Indicators report and the Budget Transfers, Small Equipment Purchases Report for the month of June for the Committee's review. Discussion followed.

MOTION ACCEPTING THE FISCAL INDICATORS REPORT AND THE BUDGET TRANSFERS, SMALL EQUIPMENT PURCHASES REPORT FOR THE MONTH OF JUNE MADE BY MR. CREATH. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. **Consolidated Annual Financial Report** – Mrs. Whitehead stated copies of the Consolidated Annual Financial Report have been distributed to the Legislators. She noted they have two new GASB rules included in this report so it will look different. Mr. Donnelly asked when does GASB 45 reporting begin? Mrs. Whitehead stated it would be included in next year's report. Considerable discussion followed.

3. **Fiscal Advisors** – Mr. Ahrens stated there was a write up in one of the audits that the County hadn't appointed a fiscal advisor and bond counsel. Tom Meyers, who succeeded our former Bond Counsel Tom Galloway, works at Orrick, Herrington and Sutcliffe, LLP. Mr. Meyers has done an outstanding job for us and his rates are consistent with what other bond attorneys charge. He requested the Committee, pursuant to 104.1.B., to find it is not necessary to solicit proposals from other bond counselors and appoint Tom Meyers as Steuben County's Bond Counsel. He noted that the County Treasurer has recommended the County utilize Fiscal Advisors and Marketing out of Syracuse as the County's Fiscal Advisors. Discussion followed.

MOTION: PURSUANT TO 104.1.B, WAIVING THE REQUIREMENT TO SOLICIT PROPOSALS FROM BOND COUNSELORS AND FISCAL ADVISORS AND APPOINTING TOM MEYERS OF ORRICK, HERRINGTON AND SUTCLIFFE, LLP, AS BOND COUNSEL AND APPOINTING FISCAL ADVISORS AND MARKETING AS FISCAL ADVISORS FOR STEUBEN COUNTY MADE BY MR. DONNELLY. SECONDED BY MR. WALSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

E. Probation Department

1. **Grant Funding** – Mr. Justice stated New York State has offered the County \$37,700 for enhanced probation supervision of services to individuals classified as Level 2 and Level 3 sex offenders. To obtain this money we have to provide the services listed under Appendix A, most of which we are already doing. He requested authorization to accept this funding and apply it towards the supervision of these offenders.

Mr. Donnelly asked are we able to accept this money without it costing the County more money in employees and training? Mr. Alger stated whether or not we take the money, the department will still have to do the work. Considerable discussion followed.

MOTION: ACCEPTING \$37,700 IN STATE FUNDING TO BE USED TOWARDS THE ENHANCED PROBATION SUPERVISION OF LEVEL 2 AND LEVEL 3 SEX OFFENDERS MADE BY MR. NICHOLS. SECONDED BY MR. WALSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Mr. Justice stated they are also offering \$8,700 to be used towards the cost of polygraph testing. He noted that the Sheriff has an individual on staff who has completed specialized training in polygraph testing and he has agreed to provide this service. If they proceed in this direction, they could accept the funding and appropriate it to the Sheriff's budget rather than contracting with an outside agency for this service. Discussion followed.

MOTION: ACCEPTING \$8,700 IN STATE FUNDING TO BE USED TOWARDS THE COST OF PROVIDING COURT-ORDERED POLYGRAPH TESTING OF LEVEL 2 AND LEVEL 3 SEX OFFENDERS AND AUTHORIZING THE PROBATION DIRECTOR TO CONTRACT WITH THE STEUBEN COUNTY SHERIFF'S DEPARTMENT TO PROVIDE POLYGRAPH TESTING SERVICES IN THE AMOUNT OF \$8,700 MADE BY MR. DONNELLY. SECONDED BY MR. WALSH. 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.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. DONNELLY. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: GRANTING A HARDSHIP RELATIVE TO TAX PARCEL #252.00-01-045.000, VILLAGE OF CANISTEO, AND ALLOWING THE PROPERTY OWNER ONE YEAR TO PAY ALL BACK TAXES TO THE COUNTY MADE BY MR. DONNELLY. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: REMOVING TAX PARCEL #042.20-01-032.000, VILLAGE OF COHOCTON, FROM THE COUNTY TAX AUCTION FOR ONE YEAR MADE BY MR. WALSH. 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. WALSH. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION TO ADJOURN MADE BY MR. WALSH. 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 14, 2007
11:00 a.m.**

**Please send agenda items to the Clerk of the Legislature's Office
NO LATER THAN NOON
Wednesday, August 8, 2007**

STEUBEN COUNTY FINANCE COMMITTEE

Tuesday, August 14, 2007

11:00 a.m.

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

MINUTES

<u>Committee:</u>	Gary D. Swackhamer, Chair Donald B. Creath	Patrick F. Donnelly, Vice Chair Robert V. Nichols	John Walsh
<u>Legislators:</u>	Philip J. Roche	Thomas J. Ryan	
<u>Staff:</u>	Mark R. Alger Michael Sprague Steve Catherman	Carol Whitehead Richard Tweddell Michael Stone	Vincent Spagnoletti Bryce Foster Gregory P. Heffner

I. CALL TO ORDER

The meeting was called to order by Mr. Swackhamer at 11:00 a.m.

II. APPROVAL OF MINUTES

MOTION APPROVING THE MINUTES OF THE JULY 10, 2007, MEETING MADE BY MR. DONNELLY. SECONDED BY MR. WALSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

III. DEPARTMENTAL REPORTS/REQUESTS

A. Sheriff's Department

1. **Budget Transfer** – Sheriff Tweddell stated he received a grant from Senator Winner and Assemblyman Bacalles for \$90,000 towards the purchase of a new CIRT vehicle. He found one on the State bid but it will cost between \$115,000 and \$120,000, which leaves them \$30,000 short.

Sheriff Tweddell stated he contacted the Governor's Traffic Safety Committee about using funds from the Stop DWI Reserve and they have authorized him to do so. He requested authorization to transfer \$30,000 from the Stop DWI Reserve to the Sheriff's Major Equipment budget for the purchase of a CIRT vehicle off of the State bid. Discussion followed.

MOTION: AUTHORIZING THE TRANSFER OF \$30,000 FROM THE STOP DWI RESERVE TO THE SHERIFF'S MAJOR EQUIPMENT BUDGET FOR THE PURCHASE OF A CIRT VEHICLE OFF OF THE STATE BID MADE BY MR. WALSH. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

B. Emergency Management Office

1. **Budget Transfer** – Mr. Sprague stated the grant accounts have been established and transfers have been made from the 3640 emergency services account. There is approximately \$46,000 remaining in the 3640 budget. They've determined they will need a total of \$84,250 to cover expenses through the end of the year. This leaves them with a deficit of \$38,250 for the year.

Mrs. Whitehead stated she would like approval of the transfers that she completed to separate out the grants. Also, there is \$50,000 outstanding on one of the grants. We've removed \$25,000 of his spending capability that was 100% funded. Discussion followed.

Mr. Swackhamer asked how did we get into this mess? Mrs. Whitehead stated what happened is last year at budget time we noticed that his revenues had dropped drastically but the expenses had not. He had not included

the grants in the budget, so they added the revenues in, but he didn't include the expenses for those grants. The important thing is we've separated out the grants, which provides more accountability. Discussion followed.

Mr. Swackhamer asked is there anything he can reduce? Mr. Sprague stated much of this is charged to the grants. We've looked at it as realistically as possible. Discussion followed.

MOTION: APPROVING THE TRANSFERS INITIATED BY THE COUNTY TREASURER FROM THE EMERGENCY MANAGEMENT OFFICE'S 3640 BUDGET TO THE 3642 BUDGET AND THE REDUCTION OF THE HOMELAND SECURITY GRANT FROM \$77,800 TO \$50,000 MADE BY MR. DONNELLY. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING THE TRANSFER OF \$38,250 FROM THE CONTINGENCY FUND TO THE EMERGENCY MANAGEMENT OFFICE'S 3640 OPERATING BUDGET MADE BY MR. CREATH. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

C. Public Works Department

1. **Capital Projects** – Mr. Spagnoletti stated we have 5 completed federal bridge projects and he would like authorization to transfer those balances into a capital project for undesignated bridge projects. Discussion followed.

MOTION: CLOSING VARIOUS COMPLETED FEDERAL BRIDGE PROJECTS AND TRANSFERRING THEIR TOTAL BALANCE OF \$232,045.49 TO A NEW CAPITAL PROJECT FOR UNDESIGNATED BRIDGE PROJECTS MADE BY MR. NICHOLS. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

2. **Saunders Road Bridge** – Mr. Spagnoletti requested authorization to increase the amount of the agreement with NYSDOT from \$2,788,800 to \$2,910,000. Mr. Catherman noted this would also increase the Marchiselli funding associated with this project. Discussion followed.

MOTION: AMENDING THE AGREEMENT WITH NYS DOT FOR THE SAUNDERS ROAD BRIDGE PROJECT BY INCREASING THE AMOUNT FROM \$2,788,800 TO \$2,910,000 MADE BY MR. CREATH. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

3. **Budget Adjustment** – Mrs. Whitehead stated they need to appropriate the correct budget levels for the Saunders Road Bridge Project which is 80% Federal, 15% State and 5% County. She noted any balance remaining would be transferred to the undesignated bridges capital project.

MOTION: APPROPRIATING THE CORRECT BUDGET LEVELS FOR THE SAUNDERS ROAD BRIDGE PROJECT, DESIGNATING THE FUNDING AT AN 80% FEDERAL SHARE, 15% STATE SHARE AND 5% COUNTY SHARE, AND TRANSFERRING ANY REMAINING BALANCE TO THE UNDESIGNATED BRIDGES CAPITAL PROJECT MADE BY MR. NICHOLS. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

D. Office of Community Services

1. **Budget Transfer** – Mr. Alger stated they have additional OASAS money that they would like to accept and appropriate to various contracts.

MOTION: ACCEPTING ADDITIONAL NYS OASAS FUNDING AND APPROPRIATING IT TO VARIOUS CONTRACTS MADE BY MR. WALSH. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Mr. Creath not present for the vote.

E. County Administrator

1. **Sales Tax Intercept Analysis** – Mr. Alger stated Mrs. Whitehead and Mrs. Hurd-Harvey prepared an analysis of the Medicaid Intercept Option. Our 5-year history has typically exceeded the future growth necessary to contribute the required Medicaid contribution under the capped payment system. If our

historic growth continues into the future, we would remit more total dollars for Medicaid using the Sales Tax Medicaid Intercept Option than if we simply paid the capped amount. Discussion followed.

MOTION: DETERMINING THAT STEUBEN COUNTY SHOULD NOT PARTICIPATE IN THE MEDICAID SALES TAX INTERCEPT OPTION MADE BY MR. DONNELLY. SECONDED BY MR. WALSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. **Sales Tax Extension** – Mr. Alger stated our home rule legislation was approved by the State so we need to adopt the extension.

MOTION: ADOPTING THE 1% SALES TAX EXTENSION MADE BY MR. DONNELLY. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

F. County Treasurer

1. **Monthly Reports** – Mrs. Whitehead distributed copies of the monthly reports for the Committee's review. Discussion followed.

2. **Fiscal Indicators Report** – Mrs. Whitehead distributed the report for the committee's review. Discussion followed.

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

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

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

Respectfully submitted by,

Brenda K. Mori
Deputy Clerk
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR
Tuesday, September 11, 2007
11:00 a.m.**

**Please send agenda items to the Clerk of the Legislature's Office
NO LATER THAN NOON
Wednesday, September 5, 2007**

STEUBEN COUNTY FINANCE COMMITTEE

Tuesday, September 11, 2007

11:00 a.m.

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

MINUTES

Committee: Gary D. Swackhamer, Chair Patrick F. Donnelly, Vice Chair Robert V. Nichols
John Walsh Donald B. Creath

Legislators: Philip J. Roche

Staff: Mark R. Alger Carol Whitehead Kathryn Biehl
Vincent Spagnoletti Frank Justice Steve Orcutt
Tammy Hurd-Harvey David English Frederick Ahrens
Judy Hunter

Other: Mary Perham, Leader Ristiina Wigg, STLS Karen Deutsch, Wayland
Carol Berry, Dormann

I. CALL TO ORDER

The meeting was called to order by Mr. Swackhamer at 11:00 a.m. He asked for a moment of silence in recognition of the victims of the World Trade Center attack. Mr. Nichols led the group in the Pledge of Allegiance.

II. APPROVAL OF MINUTES

MOTION APPROVING THE MINUTES OF THE AUGUST 14, 2007, MEETING MADE BY MR. DONNELLY. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

III. PRESENTATION

A. Southern Tier Library System – Ms. Wigg stated we are requesting an increase in the budget to \$118,000. We hope that you will consider this request. It will be used to help the libraries stay connected to each other.

Ms. Deutsch, Wayland Library, stated she recently had come across a gentleman who is bicycling across the country to raise awareness and money for hungry children. He was traveling through Wayland and he stopped at the Wayland Library to use the computer to stay connected with his family. She stated this is a prime example of how their services are used by more than just local people.

Ms. Berry, Dormann Library, stated with the County's funding, we were able to update our wireless access, which is an important resource for people. In addition, we are working with the Health Care Facility to provide large print books for their residents.

Mr. Swackhamer stated last year we spoke about internet access and you were going to check on prices for other providers. Ms. Wigg stated we need faster speeds so at the same time that we are trying to save money, we're buying more from them. We're currently talking to Verizon, AT&T and Time Warner about their services.

Mr. Swackhamer thanked them for their presentation.

IV. DEPARTMENTAL REPORTS/REQUESTS

A. Public Works Department

1. **Excavator Grant** – Mr. Spagnoletti stated previously this Committee approved accepting and appropriating funding for the purchase of an excavator. However, when it was approved by the Legislature, the appropriation wasn't included in the resolution. Therefore, they will need to present another resolution to the Legislature.

MOTION: ACCEPTING \$100,000 IN STATE GRANT FUNDING INTO ACOCUNT #999.4308.9300 AND APPROPRIATING IT TO THE MAJOR EQUIPMENT ACCOUNT #5130.5290.000 MADE BY MR. NICHOLS. SECONDED BY MR. WALSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

2. **Budget Transfers** – Mr. Spagnoletti stated the pole barn at the Bath Landfill burned down in 2004. We have built the basic structure and now need to finish the interior work. In order to do so, we need to transfer \$204,562.51 into the Bath Landfill Equipment Shop account.

Mr. Swackhamer asked how much money are we going to have into this building? Mr. Spagnoletti stated \$900,000 for a 7,000 square foot building. He noted that Hunt Engineers estimated a 10,500 square foot building for \$1.8 million. We decided to go with the prefabricated steel and concrete building so that we wouldn't have to pay engineering costs.

Mr. Creath asked what were the insurance proceeds? Mr. Alger stated the proceeds were used towards the building construction. Considerable discussion followed.

MOTION: AUTHORIZING THE TRANSFER OF \$3,921.80 FROM THE LINDLEY REBUILD ROAD ACCOUNT #HL6404.5.250.000; \$76,489.80 FROM THE ERWIN TRANSFER STATION MAJOR EQUIPMENT ACCOUNT #816069.5.290000; \$50,000 FROM THE BATH LANDFILL MAJOR EQUIPMENT ACCOUNT #816062.5.290000; AND APPROPRIATE THE TOTAL \$130,411.60 AND THE \$74,150.91 REMAINING IN THE BATH LANDFILL EQUIPMENT INSURANCE ACCOUNT INTO THE BATH LANDFILL EQUIPMENT SHOP ACCOUNT #HL6207.5.250000 MADE BY MR. DONNELLY. SECONDED BY MR. NICHOLS. IN FAVOR: DONNELLY, NICHOLS, CREATH, WALSH. OPPOSED: SWACKHAMER. MOTION CARRIES 4-1. Resolution Required.

B. Department of Social Services

1. **Budget Appropriation** – Mrs. Biehl requested authorization to accept and appropriate \$30,700 in State funding to establish a Child Advocacy Center in Bath. The advocacy center would be a place to interview children who have been hotlined for abuse. We've been awarded some funds to begin purchasing equipment and supplies ahead of time for the waiting areas. She noted that some of the funding will be used to offset expenditures already made for this. We're looking to establish the main site in Bath but we're still looking for a location. This is funding that we currently have access to and if we don't use it we'll lose it.

Mr. Swackhamer asked if we hadn't received this grant, would we still be doing this? Mrs. Biehl stated the State is moving us toward this. It isn't a mandate yet but would like to tap into the resources while they are being offered before it becomes a mandate. We're still in the preliminary stages of this.

Mr. Alger stated they aren't doing more than they would normally have done. They are simply changing the location. The State is directing us towards using a place where the kids feel more comfortable. We're already doing these types of interviews, we're just trying to improve the environment where the interviews take place. Discussion followed.

MOTION: ACCEPTING \$30,700 IN STATE FUNDING INTO ACCOUNT #601000.43610000 AND APPROPRIATING \$20,000 INTO #601000.52980000 EQUIPMENT AND \$700 INTO #601000.54601000 SUPPLIES MADE BY MR. WALSH. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

C. County Clerk

1. **Grant** – Mrs. Hunter stated last month the Committee approved soliciting RFP’s for the digitization of land records. Mr. Alger stated we apparently never accepted and approved the grant. Mrs. Hunter stated she never received final approval from the State, but she received the money. The grant amount is \$70,962 and she requested authorization to accept and appropriate those funds.

MOTION: ACCEPTING AND APPROPRIATING \$70,962 IN STATE GRANT FUNDING FOR THE PURPOSE OF DIGITIZING LAND RECORDS MADE BY MR. DONNELLY. SECONDED BY MR. WALSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

D. Department of Probation

1. **Probation Officer** – Mr. Justice stated a couple of months ago he had requested authorization to accept \$37,500 for Enhanced Supervision. He had his staff look at how that would affect their caseload. The caseloads have been high for a long time and last year they added new positions to alleviate that problem. Since then, the caseloads per officer have dropped from 78 to an average of 66. In order to provide time for Probation Officers to manage the sex offenders through enhanced supervision, we would have to drop the caseloads down to around 55. He’s received \$28,274 of that funding this year and, if approved, he wouldn’t be able to hire somebody until October. He noted the funding runs from April to March. We have no assurances on whether or not the funding will continue but with the movement regarding sex offenders at the State level, I don’t foresee us not getting the money. Supervision of sexual offenders is a top priority for the State. It is a mandate for the County to achieve enhanced supervision and in order for us to achieve this, we’ll need another position.

MOTION: CREATING ONE GRADE XIII PROBATION OFFICER POSITION WITHIN THE DEPARTMENT OF PROBATION AND CORRECTIONAL ALTERNATIVES MADE BY MR. CREATH. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

E. County Treasurer

1. **Request for Proposals** – Mrs. Whitehead requested authorization to solicit Requests for Proposals for the sale of the property in Cohocton. She noted they’re currently working with Jim Sherron, SCIDA, to develop a proposal that works towards economic development and job creation.

MOTION: AUTHORIZING THE COUNTY TREASURER TO SOLICIT REQUESTS FOR PROPOSALS FOR THE SALE OF COUNTY OWNED PROPERTY IN COHOCTON MADE BY MR. DONNELLY. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. **Reports** – Mrs. Whitehead distributed copies of the Budget Transfers, Equipment Purchases and Capital Project Expenditures reports for the month of August, as well as the Fiscal Indicators Report, for the Committee’s review. Discussion followed. *Note: Mr. Alger will ask Sheriff Tweddell about the Expense listed as “New Vehicle Wire Repaired” on the Major Equipment purchases list.*

MOTION ACCEPTING THE REPORTS AS PRESENTED MADE BY MR. DONNELLY. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

V. **OTHER BUSINESS**

A. Finance Budget Workshop Meetings – Mr. Swackhamer stated he’d like to begin working on the budget after their regular meeting in October. He asked Committee members to contact Christine Kane with two other dates that they have available for Budget Workshops between October 9th and October 19th.

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

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

Respectfully submitted by,

Brenda K. Mori
Deputy Clerk
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR
Tuesday, October 9, 2007
11:00 a.m.**

**PLEASE SEND AGENDA ITEMS TO THE
CLERK OF THE LEGISLATURE'S OFFICE
NO LATER THAN NOON
Wednesday, October 3, 2007**

**STEBEN COUNTY FINANCE COMMITTEE
STEBEN COUNTY AGRICULTURE, INDUSTRY AND PLANNING COMMITTEE**

Joint Special Meeting

Monday, September 24, 2007

9:45 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
Robert V. Nichols John Walsh

Donald B. Creath, Chair Dan C. Farrand Kenneth E. Isaman
Thomas J. Ryan

STAFF: Mark R. Alger Gregory P. Heffner Carol Whitehead
Henry W. Chapman, Psy.D. David English Frederick H. Ahrens, Jr.

LEGISLATORS: Philip J. Roche, Esq. Francis L. Gehl Patrick F. McAllister
David R. Stachnik

ABSENT: DeWitt T. Baker, D.V.M, Vice Chair

I. CALL TO ORDER

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

II. DEPARTMENTAL REPORTS/REQUESTS

A. Planning

1. **Grant** – Mr. Heffner requested authorization to accept a GIS Needs Assessment Grant in the amount of \$31,000. He commented that this money will enable us to look at how GIS could be more useful to departments other than those who currently use it. He also requested approval to award the consulting contract to Fountains Spatial, Inc.

Motion by AIP Committee:

MOTION: AUTHORIZING THE PLANNING DEPARTMENT TO ACCEPT \$31,000 FOR THE GIS NEEDS ASSESSMENT GRANT AND AWARDING THE CONSULTING CONTRACT TO FOUNTAINS SPATIAL, INC. MADE BY MR. FARRAND. SECONDED BY MR. ISAMAN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

Motion by Finance Committee

MOTION: AUTHORIZING THE PLANNING DEPARTMENT TO ACCEPT \$31,000 FOR THE GIS NEEDS ASSESSMENT GRANT AND APPROPRIATING SAID AMOUNT TO A CONTRACT FOR CONSULTANT FOUNTAINS SPATIAL, INC. MADE BY MR. WALSH. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 4-0. (MR. DONNELLY ABSENT FOR VOTE).

MOTION: TO ADJOURN THE AIP PORTION OF THE MEETING MADE BY MR. FARRAND. SECONDED BY MR. ISAMAN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

B. Office of Community Services

1. **Petty Cash** – Dr. Chapman informed the committee that currently each of their four case managers receive \$225.00 monthly for client expenses. He is requesting that amount be increased to \$500.00 monthly for each case manager. This money is used for basic client needs. The case managers are running out of money during the first two weeks of the month and then have no funds available for the remainder of the month. This has caused some of the case managers to provide their own money for purchases which we then reimburse. We are hoping to prevent that from happening. The total petty cash would go from \$900.00 monthly, split between four case managers to \$2,000 monthly, split between four case managers.

Mr. Nichols asked is all of this money accounted for with receipts? Dr. Chapman replied yes.

MOTION: INCREASING THE PETTY CASH ALLOWANCE FOR FOUR CASE MANAGERS IN THE OFFICE OF COMMUNITY SERVICES FROM \$225.00 PER CASE MANAGER, PER MONTH TO \$500.00 PER CASE MANAGER, PER MONTH MADE BY MR. CREATH. SECONDED BY MR. WALSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0. (MR. DONNELLY ABSENT FOR VOTE).

C. Administrator

1. **Property** – Mr. Alger requested authorization to release the hardship case for Peter and Dorothy Grant of Corning. We had taken their deed for non-payment of property taxes. They had requested permission to sell their house in order to pay the taxes. The house has now sold and he will be paying us the delinquent taxes in order to get his deed back.

MOTION: AUTHORIZING THE CONVEYANCE OF PARCEL 318.13-04-001.0000, 230 CHEMUNG STREET, CORNING, NEW YORK TO PETER J. GRANT AND DOROTHY E. GRANT FOR THE AMOUNT OF OUTSTANDING TAXES, FEES, AND COSTS MADE BY MR. NICHOLS. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

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

Respectfully Submitted by:

Amanda L. Chapman
Senior Stenographer
Steuben County Legislature

STEBEN COUNTY FINANCE COMMITTEE

Tuesday, October 9, 2007

11:00 a.m.

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

MINUTES

<u>Committee:</u>	Gary D. Swackhamer, Chair John Walsh	Patrick F. Donnelly, Vice Chair	Donald B. Creath
<u>Legislators:</u>	Philip J. Roche Thomas J. McIntyre	Thomas J. Ryan	Francis L. Gehl
<u>Staff:</u>	Mark R. Alger Tammy Hurd-Harvey Henry Chapman David McCarroll	Carol Whitehead Vincent Spagnoletti David English Stacey Lee	Richard Tweddell Frank Justice Timothy Marshall
<u>Other:</u>	Mary Perham, <i>Leader</i>	Lawrence Crossett	
<u>Absent:</u>	Robert V. Nichols		

I. CALL TO ORDER

The meeting was called to order by Mr. Swackhamer at 11:00 a.m.

II. APPROVAL OF MINUTES

MOTION APPROVING THE MINUTES OF THE SEPTEMBER 11, 2007, AND SEPTEMBER 24, 2007, MEETINGS MADE BY MR. CREATH. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

III. DEPARTMENTAL REPORTS/REQUESTS

A. Emergency Management Office

1. **Donation** – Mr. Marshall stated they received notice that Corning Incorporated is donating \$2,700 to be used for the purchase of rehab equipment for the hazardous materials response trailer. He requested authorization to accept the funding

MOTION: ACCEPTING A DONATION FROM CORNING INCORPORATED IN THE AMOUNT OF \$2,700 TO BE USED FOR THE PURCHASE OF REHAB EQUIPMENT FOR THE HAZARDOUS MATERIALS RESPONSE TRAILER MADE BY MR. WALSH. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

2. **Homeland Security Grant Program 2006** – Mr. Marshall stated they received notification that they were awarded \$27,800 in State Homeland Security Grant funding for fiscal year 2006. He requested authorization to accept this funding.

MOTION: ACCEPTING \$27,800 IN FUNDING FROM THE NEW YORK STATE OFFICE OF HOMELAND SECURITY MADE BY MR. WALSH. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

3. **Homeland Security Grant Program 2007** – Mr. Marshall stated they received notification that they were awarded \$108,000 in State Homeland Security Grant funding for fiscal year 2008. He requested authorization to accept this funding.

MOTION: ACCEPTING \$108,000 IN FUNDING FROM THE NEW YORK STATE OFFICE OF HOMELAND SECURITY MADE BY MR. DONNELLY. SECONDED BY MR. WALSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

4. **Citizen Corp Grant** – Mr. Marshall requested authorization to apply for the 2007 Citizens Corp Grant.

MOTION: AUTHORIZING THE OFFICE OF EMERGENCY SERVICES TO APPLY FOR THE 2007 CITIZENS CORP GRANT MADE BY MR. CREATH. SECONDED BY MR. WALSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

B. Sheriff's Department

1. **Budget Transfer** – Sheriff Tweddell stated he previously received authorization to accept \$7,500 in traffic safety grant funding to be used for overtime, but they were awarded \$12,000. He requested authorization to accept the additional \$4,500 in Traffic Safety Grant funding and appropriate it to overtime.

MOTION: ACCEPTING \$4,500 IN TRAFFIC SAFETY GRANT FUNDING AND APPROPRIATING IT TO THE SHERIFF DEPARTMENT'S OVERTIME LINE ITEM MADE BY MR. DONNELLY. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

C. Public Works

1. **Budget Transfer** – Mr. Spagnoletti requested authorization to transfer \$55,000 from the surface treatment line item to the parts and repairs budget.

MOTION: AUTHORIZING THE TRANSFER OF \$55,000 FROM THE SURFACE TREATMENT LINE ITEM TO THE PARTS AND REPAIRS BUDGET MADE BY MR. DONNELLY. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

D. Health Care Facility

1. **Budget Transfer** – Mr. McCarroll introduced Stacey Lee, the Health Care Facility's new Chief Finance Officer. He stated they currently use a program called Kronos for the payroll system at the facility. They've only been purchasing the minimum amount of updates and the system has become increasingly problematic. He requested authorization to purchase the updated package, which is web based, for \$17,995. Ms. Lee stated to pay for the package, they would like to increase their interest income line item and appropriate \$17,995 to the major equipment budget.

Mr. Donnelly asked why don't we consolidate your system with the County Treasurer's payroll system? Ms. Lee stated the facility uses a time swipe system. Mrs. Whitehead noted that the payroll system pulls the data from the Health Care Facility's system, so they are linked. Ms. Lee noted that the swipe cards track the information they need to handle the cost reports each year.

MOTION: AUTHORIZING THE HEALTH CARE FACILITY TO INCREASE THE INTEREST INCOME REVENUE LINE BY \$17,995 AND APPROPRIATING THE SAME TO THE MAJOR EQUIPMENT BUDGET FOR THE PURCHASE OF AN UPDATED SOFTWARE PACKAGE FOR THE KRONOS SYSTEM MADE BY MR. DONNELLY. SECONDED BY MR. WALSH. ALL BEING IN FAVOR. MTOION CARRIES 4-0.

E. Probation

1. **Budget Transfer** – Mr. Justice requested authorization to transfer \$2,000 from the major equipment budget to the minor equipment budget. He noted this would allow him to purchase some of the equipment in their proposed 2008 budget this year, so they could reduce his 2008 budget by that same amount.

MOTION: AUTHORIZING THE TRANSFER OF \$2,000 FROM THE PROBATION DEPARTMENT'S MAJOR EQUIPMENT BUDGET TO THE MINOR EQUIPMENT BUDGET, AND AMENDING THE MINOR EQUIPMENT LIST TO INCLUDE ITEMS PROPOSED FOR PURCHASE IN 2008 MADE BY MR. DONNELLY. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

F. Office of Community Services

1. **Budget Transfer** – Dr. Chapman requested authorization to accept and appropriate \$43,602 from the Department of Social Services for the mental health services program in the Hornell School District. He noted that \$10,000 of that funding will be used to purchase 4 laptop computers.

MOTION: AUTHORIZING THE OFFICE OF COMMUNITY SERVICES TO ACCEPT \$43,602.00 FROM THE DEPARTMENT OF SOCIAL SERVICES FOR THE HORNELL SCHOOL PROJECT AND APPROPRIATE \$21,138 TO #433800.5.1100000 SALARIES, \$300 TO #433800.5.402240 CELL PHONES, \$500 TO #433800.5.406000 OFFICE SUPPLIES, \$200 TO #433800.5.438200 CLIENT EXPENSE, \$2,100 TO #433800.5.471000 MILEAGE, \$2,325 TO #433800.5.810000 RETIREMENT, \$1,617 TO #433800.5.830000 SOCIAL SECURITY, \$422 TO #433800.5.840000 WORKERS COMP, \$5,000 TO #433800.5.860000 HEALTH INSURANCE, AND \$10,000 TO #433800.5.290000 MAJOR EQUIPMENT; AND AUTHORIZING THE PURCHASE OF FOUR LAPTOP COMPUTERS MADE BY MR. DONNELLY. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

G. County Treasurer

1. **Budget Transfer – Planning Department** – Mrs. Whitehead stated the Planning Department is requesting authorization to allocate the balance of the Small Cities Grant funding in the amount of \$294,775. She noted this is pass through funding to Steuben Churchpeople Against Poverty.

MOTION: ACCEPTING \$294,775 IN SMALL CITIES GRANT FUNDING AND APPROPRIATING IT TO STEUBEN CHURCHPEOPLE AGAINST POVERTY MADE BY MR. WALSH. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

2. **Single Audit Report** – Mrs. Whitehead distributed copies of the single audit report from Toski, Schaefer & Co., P.C. She noted that there were no findings. *An official copy of the audit has been filed in the Clerk of the Legislature's Office.*

Mrs. Whitehead stated Toski has recommended that we have an actuarial report prepared for the self-insured Workers' Compensation Plan. She noted that she has informed them that the County is looking into that.

MOTION: ACCEPTING THE SINGLE AUDIT REPORT FOR 2006 AS PRESENTED MADE BY MR. CREATH. SECONDED BY MR. WALSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

3. **Monthly Reports** – Mrs. Whitehead distributed copies of the Fiscal Indicators Report and the Report on Budget Transfers and Small Equipment Purchases for the month of September. Discussion followed.

MOTION: ACCEPTING THE FISCAL INDICATORS REPORT, AND THE REPORT ON BUDGET TRANSFERS AND SMALL EQUIPMENT PURCHASES FOR THE MONTH OF SEPTEMBER MADE BY MR. CREATH. SECONDED BY MR. WALSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

H. County Administrator

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

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

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

Respectfully submitted by,

Brenda K. Mori
Deputy Clerk
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR
Tuesday, November 13, 2007
11:00 a.m.
Please send agenda items to the
Clerk of the Legislature's Office
NO LATER THAN NOON
Wednesday, November 7th**

**NEXT FINANCE BUDGET WORKSHOP
Friday, November 2, 2007 @ 9:00 a.m.**

STEUBEN COUNTY FINANCE COMMITTEE

Budget Workshop

Tuesday, October 9, 2007

12:00 p.m.

Legislative Committee Conference Room

Steuben County Office Building

Bath, New York

MINUTES

Committee: Gary D. Swackhamer, Chair Patrick F. Donnelly, Vice Chair John Walsh
Donald B. Creath Robert V. Nichols

Legislators: Francis L. Gehl

Staff: Mark R. Alger Carol Whitehead Tammy Hurd-Harvey

Other: Mary Perham, *Leader*

I. CALL TO ORDER

The meeting was called to order by Mr. Swackhamer at 12:15 p.m.

II. BUDGET WORKSHOP

Mr. Alger provided the Committee with an overview on where they stand with the budget. He noted they won't have sales tax figures until the end of the month. Mr. Creath asked when will the room tax results be available? Mr. Alger stated they pay quarterly so that will also be late in October. Discussion followed.

Mr. Alger stated the outside agencies that are requesting funding have all be included in the budget at the level they requested. There is a total of \$190,000 in increases related to those outside agencies. In addition, we have the money in there for the Hornell/Corning Cities bridge program.

Mr. Creath stated the AIP Committee is recommending that they keep the division of room tax funding as it was in 2007. They are also recommending that if there is an increase in room tax receipts, that additional funding should go to the SCCVB.

Mr. Alger stated when you get into the detail of the budget you'll see some of the changes we made. He noted this year they included an additional column in the budget to show the difference between what the department requested and what he and the Treasurer are recommending. We looked generally at the expenditures and revenues, and made various adjustments. The big increases are still where you would expect them to be; Preschool Program, Early Intervention, Medicaid, Child Care, Foster Care and JD. He noted that the DSS budget is up \$520,000 but they've already reduced that by about \$800,000 from the original request. Discussion followed.

Mr. Alger stated we haven't done very much with the Public Works budget. We're going to have to look at it before we're finished. The major area of increase is in the equipment budget. His original, original request was considerably higher but Mr. Spagnoletti has already removed about \$900,000 from what the equipment budget is currently at.

Mr. Alger stated the 16B positions have been included and funded in this budget. In the fringe benefit area, retirement has decreased somewhat but the health insurance and Workers' Compensation has increased. So overall, the fringe benefits have increased. Discussion followed.

The Committee reviewed each department's proposed 2008 budget. The following is a list of changes made by the committee to the individual budgets:

DA - Stop DWI

A.116700.4.2615000	Stop DWI Fines	+\$4,961.00 (revenues)
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County Clerk

A.141000.5.405100	Postage	- \$4,000.00
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Motor Vehicle

A.141100.4.41255600	Bath Motor Vehicle	+\$10,000 (revenues)
A.141100.4.41255700	Corning Motor Vehicle	+\$15,000 (revenues)
A.141100.4.41255800	Hornell Motor Vehicle	+\$ 5,000 (revenues)

Law Department

A.142000.5.423600	Hearing Expense	-\$5,000
A.142000.5.403800	Copying Expense	-\$2,000
A.142000.5.180000	Temporary Hire	-\$5,000

Elections

A.145000.5.453140	Voting Equip. Transport	-\$19,000
A.145000.5.471120	Mileage	-\$1,000

Central Communications

A.165000.5.407200	Training & Conferences	-\$1,500
A.165000.5.450990	Vehicle Fuel Chargebacks	-\$1,000

E911 – Public Safety Communications

Department's Choice	Any line items	-\$20,000
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Probation

A.314000.5.298000	Minor Equipment	-\$2,000
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(Based upon Mr. Justice's recommendation)

Animal Safety

Mr. Alger stated they have requested \$39,000 in funding and they received \$25,000 last year.

MOTION: AUTHORIZING FUNDING IN THE AMOUNT OF \$29,000 (AN ADDITIONAL \$4,000 ABOVE LAST YEAR'S APPROPRIATION) TO THE FINGER LAKES HUMANE SOCIETY MADE BY MR. CREATH. SECONDED BY MR. DONNELLY. IN FAVOR: CREATH, DONNELLY AND WALSH. OPPOSED: NICHOLS, SWACKHAMER. MOTION CARRIES 3-2.

A.352000.5.440340	Finger Lakes Humane Society	-\$10,000
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Emergency Management

A.364000.5.290000 Mach & Equipment – Major -\$25,000
(Remove Vehicle from major equipment list)

A.364000.5.479100 Volunteer Travel & Other Exp -\$1,500

Alcohol Clinic Bath/Hornell

A.425000.5.110000 Salaries & Wages -\$50,000

The Committee stopped their review at page 140.

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

Respectfully submitted by,

Brenda K. Mori
Deputy Clerk
Steuben County Legislature

STEUBEN COUNTY FINANCE COMMITTEE
Budget Workshop
Wednesday, October 10, 2007
9:00 a.m.
Legislative Committee Conference Room
Steuben County Office Building
Bath, New York

MINUTES

<u>Committee:</u>	Gary D. Swackhamer, Chair Robert F. Nichols	Patrick F. Donnelly, Vice Chair Donald B. Creath	John Walsh
<u>Legislators:</u>	Francis L. Gehl Thomas J. Ryan	L. Ronald Nielsen	Thomas J. McIntyre
<u>Staff:</u>	Mark R. Alger Tammy Hurd-Harvey	Gregory P. Heffner	Carol Whitehead
<u>Other:</u>	Mary Perham, <i>Leader</i>		

I. CALL TO ORDER

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

II. BUDGET WORKSHOP

The Committee began reviewing the budget on page 141 – Southern Tier Food Bank.

Weights & Measures

Mr. Creath suggested they charge a fee for the certification of the electronic scanners. Mr. Alger stated just like with any other fee, you have to have somebody collect and account for it. They studied this possibility and determined that it would cost almost all of the fees collected to pay for a position to handle the collection of those fees. *No action taken.*

Program for Aging

677300.5.404100	Memberships & Dues	-\$2,500
677300	Other Contractuals	-\$2,500

Southern Tier Library System

741000.5.440280	Southern Tier Library System	-\$18,000
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Public Works Department

MOTION: AUTHORIZING THE COUNTY ADMINISTRATOR AND COUNTY TREASURER TO REDUCE THE PUBLIC WORKS DEPARTMENT’S BUDGET BY \$1 MILLION MADE BY MR. DONNELLY. SECONDED BY MR. WALSH. IN FAVOR: DONNELLY, WALSH, CREATH AND SWACKHAMER. OPPOSED: NICHOLS. MOTION CARRIES 4-1.

Capital Projects/Small Equipment and Major Equipment

Information Technology – Major Equipment <i>(Purchase a Jeep Liberty instead of full sized Jeep)</i>	-\$3,000
Solid Waste Division – Major Equipment <i>(4x4 Pickup should be \$26,000 not \$28,000)</i>	-\$2,000
Parks – Capital Projects <i>(Internet Service – Kanakadea Sites)</i>	-\$5,271
Treasurer – Capital Projects <i>(To be funded with 2007/2008 appropriations in account 1364) Separate Resolution Required.</i>	\$50,000 No County Cost

Health Care Facility

-Skilled Nursing Care

EF.453003.5.1900005 Overtime – Aides & Orderlies - \$25,000

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

Respectfully submitted by,

Brenda K. Mori
Deputy Clerk
Steuben County Legislature

STEUBEN COUNTY FINANCE COMMITTEE

Budget Workshop

Friday, November 2, 2007

9:00 a.m.

Legislative Committee Conference Room

Bath, New York

MINUTES

Committee: Gary D. Swackhamer, Chair Patrick F. Donnelly, Vice Chair John Walsh
Donald B. Creath Robert F. Nichols

Legislators: Thomas J. McIntyre Francis L. Gehl

Staff: Mark R. Alger Gregory P. Heffner Carol Whitehead
Tammy Hurd-Harvey Robert Anderson Kathryn Biehl
Lise Reynolds Judy Hunter

Other: Mary Perham, *Leader*

I. CALL TO ORDER

The meeting was called to order by Mr. Swackhamer at 9:09 a.m.

II. BUDGET WORKSHOP

Mr. Alger provided a review on the status of the proposed 2008 budget. He noted that there is a problem with the revenues for the Health Care Facility and they will be working with the consultants to obtain a better estimate.

A. Office of Community Services – Mr. Alger stated we started out asking Dr. Anderson to reduce the alcohol clinic budget by \$50,000. He stated he discussed the budget with Dr. Anderson. Currently, there is no interdepartmental charge for the mental health services provided at the jail. Dr. Anderson calculated those costs, which came to \$125,000. Mr. Alger stated he has added that cost to the jail budget and showed the revenue in the alcohol clinic budget. In addition, they increased the anticipated revenue at the jail by \$50,000. The net gain is \$75,000. Discussion followed.

Mr. Donnelly asked why is there a difference in revenues between the clinics? Dr. Anderson stated there are 3 times as many people in the Bath/Hornell clinic than in the Corning clinic. In 2009, Hornell will become a stand alone clinic so Hornell's budget will look more like Corning's budget. Discussion followed.

B. 16B Positions – Mr. Alger stated there are 8 positions being requested this year for a total cost of approximately \$111,000. Considerable discussion followed.

MOTION: APPROVING AND FORWARDING TO THE FULL LEGISLATURE THE FOLLOWING 16B POSITIONS: ONE (1) ASSISTANT COUNTY ADMINISTRATOR, MGMT GRADE F, IN THE COUNTY ADMINISTRATOR'S OFFICE; THREE (3) STAFF SOCIAL WORKER POSITIONS, GRADE XV, AND ONE (1) ACCOUNT CLERK TYPIST POSITION IN THE OFFICE OF COMMUNITY SERVICES; ONE (1) SR. CASEWORKER, GRADE XIV, ONE (1) GRADE B SUPERVISOR, GRADE XVI AND ONE ACCOUNTANT, GRADE XIV IN THE DEPARTMENT OF SOCIAL SERVICES MADE BY MR. DONNELLY. SECONDED BY MR. CREATH. IN FAVOR: CREATH, DONNELLY, WALSH. OPPOSED: NICHOLS, SWACKHAMER. MOTION CARRIES 3-2.

C. Department of Social Services – Mrs. Biehl stated she received a directive from the state as a result of a class action lawsuit. This involves individuals who applied for temporary assistance and had somebody in their household on social security disability. In the past with cases such as this, that disability income didn't count. Now, the person doesn't count. For example, if there were 3 people in the household and one of them received social security disability, they would be eligible for 2/3 of a 3-person household grant, which was \$325.00. Now they are eligible for the equivalent of a 2-person household grant, which is \$400. The difference is \$75. However, this applies to all cases from July 2004 to the present.

Mrs. Biehl stated the State has identified 520 total cases in our county. She noted 177 of these cases are active and are currently receiving benefits. Worst case scenario, our retro pay for TANF would be \$363,000 with a local share of \$91,000. This is for the active cases from July 2004 to present. There are 56 Safety Net cases, with a local share of \$84,000.

Mrs. Biehl stated there are 325 closed cases. In this instance, the State sends the individuals a letter and they have 60 days to come back in and apply. The State is estimating that approximately 50 to 75 percent of these individuals will come in to apply. If they do reapply and they are not currently eligible for services, they won't receive the retroactive payment until such time in the future they become eligible. This is very difficult to project. We need to determine how much money to encumber relative to the closed cases. My staff is attempting to identify those cases that would be eligible. Right now there are 40 cases that won't be eligible. Considerable discussion followed.

Mr. Alger stated we can encumber the funds for the retroactive payments for this year. The biggest question is how it is going to affect next year's budget. In talking with Mrs. Biehl yesterday, we really need to get an order of magnitude. Is this a \$100,000 problem or a \$1 million problem? Mrs. Biehl noted that there are also people who have moved around from county to county. Mr. Alger stated the State is going to focus on the active cases first and then move to the closed cases. We don't know how long it will take to get that information out so we might not see that impact until June or July. Discussion followed.

Mr. Alger stated he doesn't want to act on this issue today. He'd like to give DSS a few more days to come up with more solid figures before we decide if we need to add more money to their 2008 budget.

D. Room Tax and Sales Tax Collections – Mrs. Whitehead distributed copies of a chart depicting the status of the room tax collections. She noted the Room Tax Reserve at the end of 2006 was \$178,000. Discussion followed.

MOTION: INCREASING THE STEUBEN COUNTY CONFERENCE AND VISITORS' BUREAU'S 2008 BUDGET BY \$20,000 MADE BY MR. CREATH. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Mr. Alger stated he restored \$500,000 to the Department of Public Works budget because the sales tax revenues had increased considerably. This gives them the full amount requested for road construction and \$1.2 million for equipment.

MOTION: INCREASING THE SOUTHERN TIER LIBRARY SYSTEM'S 2008 BUDGET BY ANOTHER \$10,000 MADE BY MR. CREATH. SECONDED BY MR. DONNELLY. IN FAVOR: CREATH, DONNELLY. OPPOSED: NICHOLS, WALSH AND SWACKHAMER. MOTION FAILS 2-3.

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

STEBEN COUNTY FINANCE COMMITTEE

Friday, November 9, 2007

3:00 p.m.

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

MINUTES

Committee: Patrick F. Donnelly, Vice Chair Donald B. Creath John Walsh
Robert F. Nichols

Legislators: Philip J. Roche

Staff: Mark R. Alger Vince Spagnoletti Gregory P. Heffner
Carol Whitehead Kathryn Biehl Lise Reynolds
Patty Baroody David English James Gleason
Tammy Hurd-Harvey Dave McCarroll Stacy Lee

Absent: Gary D. Swackhamer, Chair

I. CALL TO ORDER

The meeting was called to order by Mr. Donnelly at 3:00 p.m.

II. APPROVAL OF MINUTES

MOTION APPROVING THE MINUTES OF THE OCTOBER 9, OCTOBER 10 AND OCTOBER 11, 2007, MEETINGS MADE BY MR. WALSH. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

III. DEPARTMENTAL REPORTS/REQUESTS

A. Public Works Department

1. **Budget Transfer – CR39 Cohocton** – Mr. Spagnoletti stated this is joint project with the Town of Cohocton and NYSDOT. The County pays the bills up front and they reimburse us their share. He requested authorization to accept and appropriate the State’s and Town’s share of the project and appropriate it to the CR39, Cohocton project.

MOTION: ACCEPTING \$245,000 IN STATE FUNDING AND \$107,000 FROM THE TOWN OF COHOCTON AND APPROPRIATING IT TO THE CR39, COHOCTON PROJECT MADE BY MR. NICHOLS. SECONDED BY MR. WALSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

2. **Budget Transfer – Snow Overtime** – Mr. Spagnoletti stated the overtime line items for State and County snow removal have been expended. He requested authorization to transfer \$30,000 into the State overtime line item and \$60,000 into the County overtime line item to get them through the remainder of the year.

MOTION: AUTHORIZING THE TRANSFER OF \$30,000 FROM 5144000.5.461120 SALT & CALCIUM (STATE) TO 514400.5.1900000 OVERTIME (STATE) AND \$12,000 FROM 514200.5.444510 TOWN SNOW REMOVAL, \$10,000 FROM 514200.5.461140 ABRASIVES, \$28,000 FROM 514200.5.461180 TREATED SALT, \$7,000 FROM 514200.5.461160 LIQUID ANTI-ICING, \$3,000 FROM 514200.5.461145 ICE CONTROL SAND, A TOTAL OF \$60,000, TO 514200.5.1900000 OVERTIME (COUNTY) MADE BY MR. NICHOLS. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

B. District Attorney

1. **Grant Funding** – Mr. Alger stated the District Attorney has received \$35,000 for the STEPS Grant and \$13,000 for recruitment and retention grant. He recommended they accept and appropriate the additional funding.

MOTION: ACCEPTING \$35,000 IN STEP GRANT FUNDING AND \$13,000 IN RECRUITMENT AND RETENTION GRANT FUNDING AND APPROPRIATING IT TO THE DISTRICT ATTORNEY'S BUDGET MADE BY MR. NICHOLS. SECONDED BY MR. WALSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

C. Sheriff's Department

1. **Grant Funding** – Mr. Alger stated the Sheriff received \$80,000 in Homeland Security grant funding and \$17,075 from the bullet-proof vest program. He recommended they accept and appropriate the additional funding.

MOTION: ACCEPTING \$80,000 IN HOMELAND SECURITY GRANT FUNDING AND \$17,075 IN FUNDING FROM THE BULLET-PROOF VEST PROGRAM AND APPROPRIATING IT TO THE SHERIFF DEPARTMENT'S BUDGET MADE BY MR. WALSH. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

D. Department of Social Services

1. **Equipment List Amendment** – Mrs. Biehl stated for the Long-term Care Point of Entry System, they need to purchase a computer and associated software for \$5,000. She requested authorization to add this equipment to her equipment list. She noted the money is already appropriated in the budget.

MOTION: AMENDING THE DEPARTMENT OF SOCIAL SERVICES' EQUIPMENT LIST TO INCLUDE A COMPUTER AND ASSOCIATED SOFTWARE FOR \$5,000 MADE BY MR. CREATH. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

E. County Administrator

1. **Budget Transfer** – Mr. Heffner stated in order to pay for the study for the rehabilitation of the old Health Care Facility, they will need to establish a capital project. He requested authorization to transfer \$50,000 from the surplus of the jail expansion project into this new capital project.

MOTION: AUTHORIZING THE TRANSFER OF \$50,000 FROM THE SURPLUS OF THE JAIL EXPANSION PROJECT TO ESTABLISH A NEW CAPITAL PROJECT FOR THE STUDY ON THE REHABILITATION OF THE OLD HEALTH CARE FACILITY MADE BY MR. CREATH. SECONDED BY MR. WALSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

2. **Communications Reserve Fund Transfer** – Mr. Alger stated Mr. Sprague is looking to update the communications system in the Corning area to provide better communication between 911, City of Corning and Rural Metro. He recommended appropriating \$5,625.75 from the Communications Reserve for this purpose. Discussion followed.

MOTION: AUTHORIZING THE TRANSFER OF \$5,625.75 FROM THE COMMUNICATIONS RESERVE TO UPDATE THE COMMUNICATIONS SYSTEM IN THE CORNING AREA MADE BY MR. CREATH. SECONDED BY MR. WALSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

F. County Treasurer

1. **Monthly Reports** – Mrs. Whitehead distributed copies of the Fiscal Indicators Report, Small Equipment Purchases Report and Budget Transfers Report. Discussion followed.

MOTION ACCEPTING THE FISCAL INDICATORS REPORT MADE BY MR. CREATH. SECONDED BY MR. WALSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

MOTION ACCEPTING THE SMALL EQUIPMENT PURCHASES AND BUDGET TRANSFERS REPORT FOR THE MONTH OF OCTOBER MADE BY MR. CREATH. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

2. **Budget Adjustment** – Mrs. Whitehead stated we have posted the property and liability insurance for the year. Therefore, we need to make adjustments to cover the accounts through transfers within the various departments. Discussion followed.

MOTION: APPROVING THE BUDGET ADJUSTMENTS WITHIN THE 2007 BUDGET TO COVER THE PROPERTY AND LIABILITY INSURANCE LINE ITEMS FOR VARIOUS DEPARTMENTS MADE BY MR. WALSH. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

G. Office for Aging

1. **Budget Transfers** – Mr. Alger stated the Office for Aging received additional Title III E and Title III B/CSE funding totaling \$70,000. He recommended they accept and appropriate this additional State and Federal funding and appropriate it to the current contract with Corning Homemakers.

MOTION: ACCEPTING AN ADDITIONAL \$70,000 IN ADDITIONAL TITLE III E AND TITLE III B/CSE STATE AND FEDERAL FUNDING AND APPROPRIATING IT TO THE CONTRACT WITH CORNING HOMEMAKERS MADE BY MR. WALSH. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

Mr. Alger stated they also received an additional \$43,325 in Title III E and Title III B funding which they would also like to appropriate to the contract with Corning Homemakers.

MOTION: ACCEPTING AN ADDITIONAL \$43,325 IN TITLE III E AND TITLE III B FUNDING AND APPROPRIATING IT TO THE CONTRACT WITH CORNING MAKERS MADE BY MR. NICHOLS. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

H. Health Care Facility

1. **Budget Transfer** – Ms. Lee stated they need to purchase the hardware for the dedicated server for the Kronos system. She requested authorization to transfer \$3,633.53 from the heat line item to the major equipment line item for this purpose.

MOTION: AUTHORIZING THE TRANSFER OF \$3,633.35 FROM THE HEATING LINE ITEM TO THE MAJOR EQUIPMENT LINE TO PURCHASE THE HARDWARE FOR THE DEDICATED SERVER FOR THE KRONOS SYSTEM MADE BY MR. NICHOLS. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

Ms. Lee stated they are also requesting authorization to make the following budget transfers: \$20,000 from the Administrative Manager salaries line item to the OT consultants line item; \$31,000 from the Nursing Aides line item to PT Aides line item; and \$15,000 from Nursing Management line item, \$25,000 from Nursing RNs line item, and \$35,000 nursing aides line item for a total of \$75,000 to be transferred to the Dietary food line item. Discussion followed.

MOTION: AUTHORIZING THE TRANSFER OF \$20,000 FROM THE ADMINISTRATIVE MANAGER SALARIES LINE ITEM TO THE OT CONSULTANTS LINE ITEM; \$31,000 FROM THE NURSING AIDES LINE ITEM TO PT AIDES LINE ITEM; AND \$15,000 FROM NURSING MANAGEMENT LINE ITEM, \$25,000 FROM NURSING RNS LINE ITEM, AND \$35,000 NURSING AIDES LINE ITEM FOR A TOTAL OF \$75,000 TO BE TRANSFERRED TO THE DIETARY FOOD LINE ITEM MADE BY MR. CREATH. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

I. Law Department

1. **Carbon Credits** – Mr. Ahrens stated beginning with the Kyoto protocol, and the need to be mindful of carbon emissions, an emerging market has been created. We're engaged in the mitigation of greenhouse gases through a progressive project by the Public Works Department when they constructed a gas flare at the landfill. The original purpose of this dealt with air and odor pollution, but it also eliminates greenhouse gases from the landfill. We're requesting approval of a resolution that would authorize the sale of carbon credits. The current commodity we have available are vintage credits that are from 2005 to 2007. They will be sold through the Environmental Resource Trust (ERT). This is a cutting edge methodology to obtain revenues for the county.

Mr. Ahrens stated in order to access the market, they would develop an engineering protocol and calculation to measure what it is we've been burning off. We also need to hire a verifier (First Environment) to verify the calculations. This does come with a cost. The contract with ERT is for \$13,000 and the contract with First Environment is \$7,000. These contracts were approved by the Public Works Committee subject to the approval of the sale of carbon credits. We hope to begin the sale of these carbon credits the first quarter of 2008. Considerable discussion followed.

MOTION: AUTHORIZING THE INVESTMENT IN EQUIPMENT AND INSTALLATION IN THE LANDFILL GAS COLLECTION AND DESTRUCTION PROJECT AT THE BATH LANDFILL MADE BY MR. NICHOLS. SECONDED BY MR. WALSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

IV. BUDGET WORKSHOP

Health Care Facility – Mr. Alger stated there are a number of things that have occurred with the revenues being in a state of flux between the current and new operations, the capital component and those rates being subject to review and not knowing what those rates will be until late 2009 or sometime in 2010. We've concluded that we are probably better off predicting that we have enough money in that fund to cover the deficit than we would be trying to guess about the revenues. Rather than appropriate that money from the general fund now, we should wait to see exactly how much we need. At the end of next year, we may have an actual cash deficit in that fund that you may have to support with the general fund at the end of the year.

Mr. Alger stated with The State doing an entire rebasing next year, we don't know what that is going to be either. What we do know is we will have a deficit; it is just whether or not we have enough money in the fund balance to cover the deficit. The second part of that is moving forward, we will need to have Ms. Lee and Mr. McCarroll look at their best estimates for the next 3 years. We need 3 year projections to figure out where we are going to be in the future. Considerable discussion followed.

MOTION: RECOMMENDING THE FULL LEGISLATURE INCREASE THE LEGISLATORS' SALARIES BY \$500 FOR 2008 MADE BY MR. CREATH. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

MOTION: ACCEPT AND FORWARD TO THE FULL LEGISLATURE THE PROPOSED 2008 BUDGET AS PRESENTED MADE BY MR. CREATH. SECONDED BY MR. WALSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

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

MOTION: FORGIVING THE VILLAGE OF BATH'S TAXES FOR MOSSY BANK PARK CONTINGENT UPON THE OTHER TAXING JURISDICTIONS FOLLOWING SUIT MADE BY MR. WALSH. 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. WALSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

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

Respectfully submitted by,

Brenda K. Mori
Deputy Clerk
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR
Tuesday, December 11, 2007
11:00 a.m.**

**Please send agenda items to the
Clerk of the Legislature's Office
NO LATER THAN NOON
Wednesday, December 5, 2007**

STEUBEN COUNTY FINANCE COMMITTEE

Tuesday, December 11, 2007

11:00 a.m.

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

MINUTES

Committee: Gary D. Swackhamer, Chair Patrick F. Donnelly, Vice Chair John Walsh
Robert V. Nichols Donald B. Creath

Legislators: Philip J. Roche Francis L. Gehl

Staff: Mark R. Alger Carol Whitehead Tammy Hurd-Harvey Richard Tweddell
Timothy Wixom David McCarroll Stacy Lee Kathryn Biehl
Lise Reynolds Vince Spagnoletti William Partridge Frederick Ahrens
David English Gregory Heffner

Other: Lawrence Crossett, Legislator-Elect Mary Perham, Leader James Sherron, SCIDA

I. CALL TO ORDER

The meeting was called to order by Mr. Swackhamer at 11:00 a.m.

II. APPROVAL OF MINUTES

MOTION APPROVING THE MINUTES OF THE NOVEMBER 2ND AND NOVEMBER 9TH MEETINGS MADE BY MR. DONNELLY. SECONDED BY MR. WALSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

III. DEPARTMENTAL REPORTS/REQUESTS

A. Public Works Department

1. **Budget Transfer** – Mr. Spagnoletti requested authorization to transfer a total of \$117,464 into the fuel, parts/repairs and tires/tubes accounts. He noted this should get us through the end of the year.

MOTION: AUTHORIZING THE TRANSFER OF \$91,718 FROM #511000.5.460100 SURFACE TREATMENTS, \$9,900 FROM #511000.5.460180 GRIND & CHIP AND \$15,846 FROM #511000.5.460300 SHOULDERS (A TOTAL OF \$117,464) AND APPROPRIATE AS FOLLOWS: \$20,000 INTO #513000.5.450320 UNLEADED, \$60,000 INTO #513000.5.450330 DIESEL FUEL, \$12,464 INTO #513000.5.451200 SANDER PARTS, \$15,000 INTO #513000.5.451300 PARTS & REPAIRS, AND \$10,000 INTO #513000.5.451370 TIRES & TUBES MADE BY MR. NICHOLS. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. **Major Equipment List** – Mr. Spagnoletti stated the Towns of Cameron, Jasper, Tuscarora and Woodhull purchased a new crusher in 2003 for \$280,000. They are offering us a share of the crusher for \$36,000. He requested authorization to enter into agreements with the Towns of Cameron, Jasper, Tuscarora and Woodhull for this purpose. He noted they would be able to use the crusher and screen. December through April is when the County would use it. The Towns would use it May through August. Therefore, we would use it about 22 weeks a year while the towns use it about 8 weeks a year. He noted there will be maintenance costs associated with this contract. He requested authorization to add this to the major equipment list with no additional funding. Considerable discussion followed.

MOTION: AMENDING THE MAJOR EQUIPMENT LIST TO INCLUDE A CRUSHER/SCREEN FOR \$36,000 WITH NO ADDITIONAL FUNDING MADE BY MR. DONNELLY. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

B. Department of Social Services

1. **Budget Transfer** – Mrs. Biehl requested authorization to transfer \$100,000 within the placement accounts, from State Training/Assistance to Juvenile Delinquent/Assistance. Discussion followed.

MOTION: AUTHORIZING THE DEPARTMENT OF SOCIAL SERVICES TO DECREASE THE REVENUE LINE ITEM STATE TRAINING LOCAL SHARE BY \$100,000, INCREASE THE REVENUE LINE ITEM FOR JUVENILE DELINQUENTS/LOCAL SHARE BY \$100,000 AND TRANSFER \$100,000 FROM ACCOUNT 612900.5.445100 TO ACCOUNT 612300.5.445100 MADE BY MR. CREATH. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

C. 911 Enhanced

1. **Budget Transfer** – Mr. Wixom stated he will be short in the salaries and overtime line items by the end of the year. There were several pay periods this year where we were short-staffed by 4 people. He noted they only have 11 of the original 24 people who were originally hired at inception. With the help of Mr. Alger and Mr. Biehl, we instituted 3 training positions and, between those and the part timers, our overtime cost is slowly decreasing. Discussion followed.

MOTION: AUTHORIZING THE TRANSFER OF \$100,000 FROM THE CONTINGENCY FUND TO BE APPROPRIATED TO THE E911 DEPARTMENT'S OVERTIME AND SALARIES LINE ITEMS MADE BY MR. CREATH. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 5-0.
Resolution Required.

2. **Grants** – Mr. Wixom requested approval to accept two state grants totaling \$114,166. There are no matching funds. This money will be used to purchase equipment for the two dispatch consoles in the training room. This will give us the ability to have two more dispatch positions available for emergencies.

MOTION: AUTHORIZING THE ACCEPTANCE OF \$114,166 IN STATE GRANT FUNDING MADE BY MR. DONNELLY. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

D. Sheriff's Department

1. **Major Equipment List** – Sheriff Tweddell stated E911 has a 2001 Dodge Pickup with over 100,000 miles that they aren't using. He requested authorization to transfer the vehicle to the Sheriff's Department for the maintenance department to use.

MOTION: AUTHORIZING THE TRANSFER OF A 2001 DODGE PICKUP TRUCK FROM THE E911 DEPARTMENT TO THE SHERIFF'S DEPARTMENT MADE BY MR. WALSH. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

E. Health Care Facility

1. **Budget Transfer** – Ms. Lee stated they have several areas of the facility with overages in the salaries line items and several others that are under budget. She requested authorization to transfer a total of \$71,500 between the various salaries line items to cover them through the end of the year.

MOTION: AUTHORIZING THE TRANSFER OF A TOTAL OF \$71,500 BETWEEN VARIOUS SALARIES LINE ITEMS WITHIN THE HEALTH CARE FACILITY BUDGET TO COVER OVERAGES THROUGH THE REMAINDER OF THE YEAR MADE BY MR. CREATH. SECONDED BY MR. WALSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

F. County Administrator

1. **Utilities** – Mr. Alger stated when they changed out the transformers at the Jail and 911 Center, they only installed one meter. This means there is a change in the way we are billed for the utilities. We're going to ask if they will separate the services but at this point, they're on the same meter. He noted they'll probably charge us to separate them. Discussion followed.

Mr. Alger stated if it continues to be on one meter, they will have to either move the money from the Sheriff's electricity line item into Buildings and Grounds line item, or do a chargeback. They both have money for electricity in their budgets, but neither has enough to pay for both buildings. The other option would be to get a second meter.

MOTION: AUTHORIZE THE BUILDINGS AND GROUNDS DEPARTMENT TO PAY THE ELECTRICITY BILL FOR THE JAIL AND CHARGE THE COST BACK TO THE SHERIFF'S DEPARTMENT MADE BY MR. DONNELLY. SECONDED BY MR. WALSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

G. County Treasurer

1. Transfer – Mrs. Whitehead requested authorization to make a budget adjustment between Mental Health and the Youth Bureau's 2008 budgets.

MOTION: AUTHORIZING A BUDGET ADJUSTMENT BETWEEN MENTAL HEALTH'S 2008 BUDGET AND THE YOUTH BUREAU'S 2008 BUDGET MADE BY MR. CREATH. SECONDED BY MR. WALSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. Monthly Reports – Mrs. Whitehead distributed copies of her monthly reports for the Committee's review. Discussion followed.

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

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

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

Respectfully submitted by,

Brenda K. Mori
Deputy Clerk
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR
Tuesday, January 8, 2008
11:00 a.m.**

**Please send agenda items to the Clerk of the Legislature's Office
NO LATER THAN NOON
Wednesday, January 2, 2008
11:00 a.m.**

**STEUBEN COUNTY FINANCE COMMITTEE
STEUBEN COUNTY PUBLIC SAFETY & CORRECTIONS COMMITTEE**

Special Meeting

Monday, December 17, 2007

9:25 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
Robert V. Nichols John Walsh

DeWitt T. Baker, D.V.M., Chair Francis L. Gehl, Vice Chair Dan C. Farrand

STAFF: Mark R. Alger Carol Whitehead David English
Frederick H. Ahrens, Jr. Michael Sprague James Gleason
William J. Partridge

LEGISLATORS: Philip J. Roche, Esq. Thomas J. Ryan

OTHERS: James Sherron, Steuben Industrial Development Agency

I. CALL TO ORDER

Mr. Swackhamer called the meeting to order at 9:25 a.m.

II. DEPARTMENTAL REPORTS/REQUESTS

A. 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. DONNELLY. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING THE COUNTY TO SHARE THE COST OF A SURVEY OF THE POLLIO PROPERTY IN COHOCTON WITH THE STEUBEN COUNTY INDUSTRIAL DEVELOPMENT AGENCY AND TO BRING THE SURVEY TO THE FINANCE COMMITTEE FOR REVIEW AND APPROVAL MADE BY MR. CREATH. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

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

B. Emergency Management Office

1. **Budget Transfer** – Mr. Sprague requested authorization to transfer \$9,000 within the Homeland Security Grant from account 364500.5.298045 and appropriating to account 364500.5.298045. This is for the video switcher that controls equipment in the emergency operations center.

(Vote by Finance Committee)

MOTION: AUTHORIZING THE EMERGENCY MANAGEMENT OFFICE TO TRANSFER \$9,000 FROM ACCOUNT 364500.5.298045 AND APPROPRIATING TO ACCOUNT 364500.5.298045 MADE BY RM. NICHOLS. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

(Vote by Public Safety & Corrections Committee)

MOTION: AUTHORIZING THE EMERGENCY MANAGEMENT OFFICE TO TRANSFER \$9,000 FROM ACCOUNT 364500.5.298045 AND APPROPRIATING TO ACCOUNT 364500.5.298045 MADE BY MR. GEHL. SECONDED BY MR. WALSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: TO ADJOURN MADE BY MR. GEHL. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 10-0.

Respectfully Submitted by:

Amanda L. Chapman
Senior Stenographer
Steuben County Legislature