

STEBEN COUNTY FINANCE COMMITTEE

Tuesday, January 11, 2011

11:00 a.m.

Legislative Committee Conference Room

Steuben County Office Building

Bath, New York

****MINUTES****

- COMMITTEE:** Joseph J. Hauryski, Acting Chair Gary B. Roush Scott J. Van Etten
- STAFF:** Mark R. Alger Jack Wheeler Tim Marshall
William J. Partridge Patrick F. Donnelly Tammy Hurd-Harvey
Alan Reed
- LEGISLATORS:** Carol A. Ferratella Michael Hanna Thomas J. Ryan
John S. Walsh
- ABSENT:** Lawrence P. Crossett, Chair Gary D. Swackhamer, Vice Chair
- OTHERS:** Mary Perham, *The Leader*

I. CALL TO ORDER

Mr. Hauryski called the meeting to order at 11:00 a.m.

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE DECEMBER 14, 2010, AND DECEMBER 20, 2010, MEETINGS MADE BY MR. ROUSH. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

III. DEPARTMENT REQUESTS

A. Emergency Management Office

1. **CART Grant Approval** – Mr. Marshall requested authorization to accept the fiscal year 2010 Companion Animal Shelter Equipment Grant from the New York State Division of Homeland Security, in the amount of \$59,795.00. There is no County match and covers Steuben, Chemung and Schuyler counties. He explained the Federal Government passed the Pets Evacuation and Transportation Standards Act of 2006 to ensure that State and local governments’ emergency preparedness plans address the needs of individuals with pets and service animals following a major disaster or emergency. Mr. Marshall stated we will use this funding to purchase a trailer with equipment including animal cages. This will provide us with an opportunity to establish a temporary animal shelter in the event of a temporary evacuation.

Mr. Roush asked will there be any other expenses or costs? Mr. Marshall replied not at this point. This is all reusable equipment. Mr. Hauryski asked where will the trailer be stored? Mr. Marshall replied we will keep it at the Civil Defense Fire Training Center.

Mr. Ryan asked who will determine which area animals will be evacuated from first? Mr. Marshall replied that by having three regional trailers, we may be able to bring in a trailer from another county. Multiple counties throughout the State are doing this.

Mr. Ryan stated that he thinks this is a waste of taxpayer money. You multiply the grant amount by the number of trailers throughout the State and you are talking about millions of dollars. This is a pie in the sky idea that is not reality based.

Mr. Van Etten stated that \$60,000 for three trailers is ridiculous and you multiply that by everyone in the country that wants to do this because of one city's disaster and inability to handle animal evacuations. In our area, neighbors will help take animals to higher ground. This is a complete waste of federal money, which equates to taxpayer money.

Mr. Roush asked what happens if we turn this down? Mr. Marshall replied he would imagine the money would go someplace else. He doesn't know what the effect would be on Chemung and Schuyler counties. This was a regional concept with the contiguous counties. If we had a disaster and had to shelter, we may have to contract with a service to do this. It would be 72 hours before resources would be deployed, assuming they could even get here. During the 2006 flood in Broome County they had to do this and it was very difficult for them.

Mr. Van Etten stated Broome County has more population density. You are using a city as an example of why we should do this. He stated that he thinks this is a waste of money. The next thing, you'll need a truck to haul the trailer. Mr. Marshall stated we already have trucks that would be able to haul the trailer.

Mr. Alger commented the question is that if there was a disaster, assuming we turn this down, would the County still be obligated to do this? Mr. Van Etten stated that he would rather take the chance and pay the expense. Mr. Alger stated that he is not trying to disagree, but if we turn this down, whatever resources would be required at the time, you would have to pay for. Mr. Van Etten commented it would still cost us money any time we have to deploy the trailer and do maintenance. Mr. Marshall stated the maintenance of the trailer would come out of the normal budget for maintenance of vehicles.

Mr. Alger asked what do we expect this trailer would contain? Mr. Marshall replied it would at a minimum contain various sized cages and tools. Mr. Roush stated this is another step of government taking the local initiative away to be self-supporting.

Secretary's Note: Proposal fails due to the lack of a motion.

B. Buildings & Grounds

1. **Closing 2010 Capital Projects** - Mr. Partridge requested authorization to close various 2010 Capital Projects and return the remaining balances to the Repairs and Renovations Reserve. This was approved by the AIP Committee.

MOTION: AUTHORIZING THE FOLLOWING 2010 CAPITAL PROJECTS TO BE CLOSED AND THEIR BALANCES TO BE RETURNED TO THE REPAIRS AND RENOVATIONS RESERVE: HB0203 EXTERIOR PAINTING – CLERK'S BUILDING (\$15,017.01 PLUS INTEREST); HB0204 EXTERIOR PAINTING – SURROGATE'S BUILDING (\$682.74 PLUS INTEREST); AND HB6404 SEAL ROOF – CORNING COURTHOUSE (\$1,026.00 PLUS INTEREST) MADE BY MR. VAN ETTEN. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 3-0. Resolution Required.

C. Probation

1. **Grant Approval – Steuben County Drug Court** – Mr. Alger requested authorization for the Probation Department to enter into an agreement with the Steuben County Drug Court to receive grant funding in the amount of \$160,430.00 over two years for the provision of a Senior Probation Officer to monitor and supervise Drug Court cases. We have provided this service to the Drug Court for the past ten years, but had never received any compensation.

MOTION: AUTHORIZING THE PROBATION DEPARTMENT TO ENTER INTO AN AGREEMENT WITH THE STEUBEN COUNTY DRUG COURT TO RECEIVE GRANT FUNDING IN THE AMOUNT OF \$160,430.00 OVER TWO YEARS FOR THE PROVISION OF A SENIOR PROBATION OFFICER TO MONITOR AND SUPERVISE DRUG COURT CASES MADE BY MR. VAN ETTEN. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 3-0. Resolution Required.

D. Treasurer

1. **Budget Transfers** – Mrs. Hurd-Harvey requested authorization to transfer \$6,000.00 to the Workers' Compensation line item and \$78,000.00 to the Unemployment line item from other fringe benefit line items.

MOTION: AUTHORIZING THE TREASURER TO TRANSFER \$6,000.00 TO THE WORKERS' COMPENSATION LINE ITEM AND \$78,000.00 TO THE UNEMPLOYMENT LINE ITEM FROM OTHER FRINGE BENEFIT LINE ITEMS MADE BY MR. VAN ETTEN. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

2. **Contingency Fund Transfer** – Mrs. Hurd-Harvey requested authorization to transfer \$150,000.00 from the Contingency Fund to cover existing and anticipated costs to fund Corning Community College. We already have a bill for \$75,000.00 and we estimate needing an additional \$70,000.00 - \$75,000.00. Mr. Van Etten asked is this to fund the Fall semester? Mr. Alger replied we try to estimate the costs up front. We did raise the amount in the 2010 and 2011 budgets.

MOTION: AUTHORIZING THE TREASURER TO TRANSFER \$150,000.00 FROM THE CONTINGENCY FUND TO COVER EXISTING AND ANTICIPATED COSTS TO CORNING COMMUNITY COLLEGE MADE BY MR. ROUSH. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

Mr. Van Etten asked when will we have the final reports on the Landfill, Office of Community Services, Health Care Facility and Workers' Compensation? Mrs. Hurd-Harvey replied in March, possibly April. The Health Care Facility may be even later than that.

Mr. Alger explained with regard to the IGT, the State has not gotten the plan approved yet. Part of that has to do with things not related to our piece; the proposed rate change made over a year ago. That would change their reimbursement. The IGT is federal and local. We are anticipating they will get it. After December, the rate the federal government paid went down. It will go back to 50 – 50 if it does not get approved until June. We probably have about \$2 million in the IGT.

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

MOTION: AUTHORIZING THE TREASURER TO PROCEED WITH NEGOTIATIONS ON THE SALE OF PARCEL #166.06-06-003.100 IN THE CITY OF HORNELL MADE BY MR. ROUSH. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

MOTION: AUTHORIZING THE TREASURER TO NEGOTIATE FOR AUCTION THE FOLLOWING PROPERTIES (PARCEL #159.13-01-29.000, PARCEL #191.14-01-52.000, PARCEL #191.14-01-53.000, AND PARCEL #191.14-01-54.000) LOCATED IN THE VILLAGE OF SAVONA AND THE TOWN OF BATH MADE BY MR. ROUSH. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

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

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

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR
Tuesday, February 15, 2011
11:00 a.m.**

**Please send agenda items to the Clerk of the Legislature's Office
NO LATER THAN NOON
Wednesday, February 8, 2011.**

STEBEN COUNTY FINANCE COMMITTEE

Tuesday, February 15, 2011

11:00 a.m.

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

MINUTES

Committee: Lawrence P. Crossett, Chair Gary D. Swackhamer, Vice Chair Scott J. Van Etten
Gary B. Roush Donald B. Creath

Legislators: Joseph J. Hauryski Michael Hanna John Walsh Christopher Quinlan
Thomas J. Ryan Carol Ferratella

Staff: Mark Alger Jack Wheeler Chris Congdon Robert Anderson
Timothy Marshall Tammy Hurd-Harvey Kathryn Muller Vincent Spagnoletti
Stacey Lee David McCarroll Patrick Donnelly David Hopkins
Alan Reed Jennifer Bailey

I. CALL TO ORDER

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

II. APPROVAL OF MINUTES

MOTION APPROVING THE MINUTES OF THE JANUARY 11, 2011, MEETING MADE BY MR. VAN ETTEN. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Mr. Creath not present for the vote.

III. DEPARTMENTAL REQUESTS.

A. Public Health

1. **Budget Transfer** – Ms. Congdon requested authorization to transfer \$20,000 from Salaries to Contracted Labor. Due to several positions not being filled last year, they needed to hire a part-time individual to help out.

MOTION: AUTHORIZING PUBLIC HEALTH & NURSING SERVICES TO TRANSFER \$20,000.00 FROM THE SALARY LINE ITEM TO THE CONTRACTED LABOR LINE ITEM MADE BY MR. SWACKHAMER. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Mr. Creath not present for the vote.

B. Community Services

1. **Budget Transfers** – Dr. Anderson requested authorization to transfer \$2,000.00 from the Contracts for Services line item to the Client Expense line item for both 2010 and 2011. Discussion followed.

MOTION: AUTHORIZING THE OFFICE OF COMMUNITY SERVICES TO TRANSFER \$2,000.00 FROM ACCT. #433800.5.444.000 CONTRACTS FOR SERVICES TO ACCT. #433800.5.440.160 CLIENT EXPENSES FOR THE 2010 BUDGET AND 2011 BUDGET MADE BY MR. ROUSH. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Mr. Creath not present for the vote.

Dr. Anderson requested authorization to accept \$9,321.00 in one-time, year-end funding from the Office of Alcohol and Substance Abuse Services and appropriate to their contract line items for Hornell Concern, Catholic Charities and Family Service Society, as well as to purchase two lap-top computers.

MOTION: AUTHORIZING THE OFFICE OF COMMUNITY SERVICES TO ACCEPT \$9,321.00 IN ONE-TIME, YEAR-END FUNDING FROM THE OFFICE OF ALCOHOL AND SUBSTANCE ABUSE SERVICES AND APPROPRIATE TO THE FOLLOWING LINE ITEMS: ACCT. #432200.5.440.160 HORNELL CONCERN FOR YOUTH (\$1,792.00); ACCT. #432200.5.440.460 CATHOLIC CHARITIES (\$1,500.00); ACCT. #432200.5.440.180 FAMILY SERVICE SOCIETY (\$2,141.00); ACCT. #425000.5.298.090 MINOR EQUIPMENT – BATH/HORNELL (\$1,500.00); ACCT. #425000.5.416.000 SUPPLIES AND MATERIALS – BATH/HORNELL (\$592.00); ACCT. #425700.5.298.090 MINOR EQUIPMENT – CORNING (\$1,500.00); ACCT. #425700.5.416.000 SUPPLIES AND MATERIALS – CORNING (\$296.00) AND AUTHORIZING THE OFFICE OF COMMUNITY SERVICES TO PURCHASE TWO LAPTOP COMPUTERS FROM THE TWO MINOR EQUIPMENT LINE ITEMS FOR BATH/HORNELL AND CORNING FOR A TOTAL COST OF \$3,000.00 MADE BY MR. VAN ETTEN. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

C. Emergency Management

1. **Budget Transfer** – Mr. Marshall requested authorization to transfer a total of \$150,372 in Homeland Security Grants from 2008 and 2009 to the 2011 budget.

MOTION: AUTHORIZING THE TRANSFER OF A TOTAL OF \$150,372.00 IN UNEXPENDED BALANCES FROM THE 2008 AND 2009 HOMELAND SECURITY GRANTS INTO THE 2011 HOMELAND SECURITY BUDGET AND AMENDING THE MAJOR EQUIPMENT LIST TO INCLUDE A DECON SHELTER - \$23,000.00; CREDENTIALING SYSTEM - \$30,207.00; INTEROPERABLE COMMUNICATIONS - \$22,000.00; COMMAND TRAILER/PICKUP CAP - \$5,000.00; AND GIS DEVELOPMENT PROJECT - \$15,000.00; AMENDING THE MINOR EQUIPMENT LIST TO INCLUDE COMPUTERS FOR GIS - \$3,175.00 AND COMPUTERS FOR IAMRESPONDING - \$1,080.00 AND APPROPRIATING THE REMAINING BALANCE TO VARIOUS LINE ITEMS IN THE GENERAL BUDGET MADE BY MR. ROUSH. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

D. Health Care Facility

1. **Budget Transfers** – Ms. Lee requested authorization to transfer \$150,000 from the CNA salary line to the contract labor line. In addition, she'd like to transfer \$6,000 from the Activities Aide line to the Contract Labor line.

MOTION: AUTHORIZING THE TRANSFER OF \$150,000 FROM THE CNA SALARY LINE AND \$6,000 FROM THE ACTIVITIES AIDE LINE AND APPROPRIATE A TOTAL OF \$156,000 TO THE CONTRACT LABOR LINE MADE BY MR. VAN ETTEN. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Ms. Lee stated they have a part time clerical position that was approved in the budget but wasn't filled throughout last year. The expense for this position was not included in the 2011 budget, but the corresponding revenue was. She requested authorization to include the expense of the position in the 2011 budget. Discussion followed.

MOTION: INCREASING THE HEALTH CARE FACILITY'S BUDGETED DEFICIT BY \$30,321 MADE BY MR. CREATH. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

E. County Treasurer

1. **Year End Transfers** – Ms. Hurd-Harvey reviewed all of the necessary year-end transfers. These include, but are not limited to, the following: Appropriate 2011 Commissary Reserve of \$126,356.12; Appropriate \$20,858.56 to 2011 Sheriff's forfeitures; Appropriate \$178,000 in additional revenue to cover summer school expenses; \$538,000 within Highway fund fringe line items with the exception of \$26,000 from wage lines to cover spending within the Highway budget; General fund transfers totaling \$261,491 within wage lines; Machinery Fund transfer of \$22,000 from wages to cover fringe lines; \$1,269,304 in transfers between fringe lines within the general fund; MILOR adjustments totaling \$216,139.

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

2. **2010 Final Overtime and Temporary Hire Report** – Ms. Hurd-Harvey stated there were some questions regarding the Final Overtime and Temporary Hire Report so she asked the departments listed in the report to attend the meeting. Discussion followed.

Ms. Bailey stated the County Clerk's Office has reduced its overtime by \$9,000. Everyone has completed training and they've done some cross training as well to relieve the ones who've had to stay late to complete other tasks.

Ms. Muller stated DSS had an increase in overtime of \$40,000. We are operating with 27 vacancies and our department is "6 of the 9 unfunded mandates". We used to work a lot with compensatory time, but that was defeating the purpose. Mr. Alger noted that we have funded some of the vacant positions, but we have not filled them.

Mr. Roush asked what is the reimbursement for a Caseworker? Ms. Muller stated an average of 60 to 65%. Mr. Van Etten asked does this put at risk our service level? Ms. Muller stated that's part of the reason for the overtime; we still have to meet the time limits. If we find that we aren't going to make it, we'll look at filling more vacancies. Discussion followed.

Mr. Alger noted another area we have overtime is on the services side where they have definitive time frames they need to meet. You have more risk there than on the intake side.

Mr. Spagnoletti stated the Landfill overtime has decreased \$72,000 because we changed the hours to 5 days instead of 5.5 days.

Mr. Hopkins stated the 911 temporary hire line is over budget by \$73,000. He stated we were trying to alleviate the number of hours staff was working. By doing so, we've seen a reduction in the turnover of full time employees. It is an additional expense for 2010, but it was a good move to increase morale. We didn't have any turnover in 2010.

3. **Auctioneers Contract** – Mr. Donnelly requested authorization to renew the Pirrung Auctioneers Contract for one year.

MOTION: RENEWING THE CONTRACT WITH PIRRUNG AUCTIONEERS FOR ONE YEAR MADE BY MR. SWACKHAMER. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

4. **Nichol Inn Property** – Mr. Donnelly announced that the Town of Pulteney will be holding a public meeting on Tuesday, March 1st regarding the Nichol Inn Property.

F. County Administrator

1. **Sales Tax Extension** – Mr. Alger stated the Cities are requesting an additional \$30,000 each out of 1 percent. Discussion followed.

MOTION: FORWARDING TO THE FULL LEGISLATURE THE REQUEST FOR STATE LEGISLATION TO EXTEND THE COUNTY'S ADDITIONAL ONE PERCENT SALES TAX MADE BY MR. SWACKHAMER. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

2. **Mortgage Tax Extension** – Mr. Alger stated they also need to extend the additional mortgage tax.

MOTION: FORWARDING TO THE FULL LEGISLATURE THE REQUEST FOR THE STATE TO EXTEND THE COUNTY'S ADDITIONAL MORTGAGE TAX FOR THREE YEARS MADE BY MR. CREATH. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 4-1. (VAN ETTEN OPPOSED) Resolution Required.

3. **Regional 911 Shared Services Grant** – Mr. Wheeler requested authorization to appropriate Steuben County's \$1,700 share of the Regional 911 Shared Services Grant.

MOTION: APPROPRIATING \$1,700 IN COUNTY FUNDS FROM THE 911 BUDGET TO THE 911 REGIONAL SHARED SERVICES GRANT MADE BY MR. VAN ETTEN. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

4. **Assigned Counsel Program** – Mr. Alger stated they need to transfer \$79,100 from the Contingency Fund to cover the cost of the cases that were assigned and remain to be billed. Discussion followed.

MOTION: AUTHORIZING THE TRANSFER OF \$79,100 FROM THE CONTINGENCY FUND TO THE ASSIGNED COUNSEL PROGRAM FOR 2010 MADE BY MR. SWACKHAMER. SECONDED BY MR. VAN ETTEN. 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. VAN ETTEN. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING THE SALE OF SEAGAR PROPERTY BY PIRRUNG AUCTIONEERS ON MARCH 20, 2011, WITH A MINIMUM BID OF \$100,000 MADE BY MR. ROUSH. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0. *Resolution Required.*

MOTION: APPROVING THE HARDSHIP REQUEST RELATIVE TO PARCEL #251.00-01-007.100 IN THE TOWN OF CANISTEO MADE BY MR. VAN ETTEN. 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. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

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

Respectfully submitted by,

Brenda K. Mori
Clerk of the Legislature

**NEXT MEETING SCHEDULED FOR
Tuesday, March 8, 2011
11:00 a.m.**

**Please send agenda items to the Clerk of the Legislature's Office
NO LATER THAN NOON
Wednesday, March 2, 2011**

STEBEN COUNTY FINANCE COMMITTEE

Tuesday, March 8, 2011

11:00 a.m.

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

****MINUTES****

COMMITTEE:	Lawrence P. Crossett, Chair Gary B. Roush	Gary D. Swackhamer, Vice Chair Scott J. Van Etten	Donald B. Creath
STAFF:	Mark R. Alger Patrick Donnelly Shawn Corey Amy Dlugos	Jack Wheeler Tammy Hurd-Harvey Alan Reed	Brenda Mori Vince Spagnoletti David McCarroll
LEGISLATORS:	Joseph J. Hauryski Thomas J. Ryan	Carol A. Ferratella John S. Walsh	Michael Hanna

I. CALL TO ORDER

Mr. Crossett called the meeting to order at 11:00 a.m.

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE FEBRUARY 15, 2011, MEETING MADE BY MR. VAN ETTEN. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

III. DEPARTMENTAL REPORTS/REQUESTS

A. Health Care Facility

1. **Budget Transfer** – Mr. McCarroll informed the committee that they have received a bill from 2006 from Climate Engineering. At that time they had done emergency repair work on one of the hot water boilers in the Old Health Care Facility. The total bill was \$11,716.70. He requested authorization to transfer this amount from the Exterior Capital Project and Roof Repair to the Interior Account to cover this cost.

Mr. Crossett asked there is no documentation for this? Mr. McCarroll replied no. Mr. Swackhamer asked we are just now getting the bill? Mr. McCarroll replied yes. Mr. Creath asked is it evident that he did the work that he billed us for? Mr. McCarroll replied yes. Mr. Roush asked is there evidence that this bill was not previously paid? Mr. McCarroll replied yes. Mr. Reed commented that the statute of limitations on contracts is six years. Discussion followed.

MOTION: AUTHORIZING THE TRANSFER OF A TOTAL OF \$11,716.70 FROM THE HEALTH CARE FACILITY EXTERIOR CAPITAL PROJECT AND ROOF REPAIR (HF0301) TO THE HEALTH CARE FACILITY INTERIOR ACCOUNT (HF0201) TO PAY CLIMATE ENGINEERING FOR EMERGENCY REPAIR WORK DONE IN 2006 MADE BY MR. ROUSH. SECONDED BY MR. CREATH. MOTION CARRIES 4-1. (MR. VAN ETTEN OPPOSED)

B. Sheriff's Department

1. **School Resource Officer Vehicles** – Sheriff Ordway requested authorization to appropriate \$54,000 to his Major Equipment Line to purchase two vehicles for School Resource Officers. The price per vehicle is \$27,000. This is funded by BOCES and DSS.

Mr. Crossett asked do these officers work in the school all day? Sheriff Ordway replied they work at BOCES and are police officers that are contracted through BOCES. He explained that they voucher quarterly to receive the reimbursement from BOCES and DSS.

MOTION: AUTHORIZING THE SHERIFF'S DEPARTMENT TO ANTICIPATE REVENUE IN THE AMOUNT OF \$54,000.00 INTO THE MAJOR EQUIPMENT LINE ITEM AND APPROPRIATING THAT AMOUNT TO PURCHASE TWO VEHICLES FOR THE SCHOOL RESOURCE OFFICERS MADE BY CREATH. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

C. Planning

1. **Budget Transfer** - Mrs. Dlugos informed the committee that we had purchased three buses and one shelter and still have \$19,040.00 remaining in the 2009 grant. She requested authorization to create a line item for the 2009 capital grant funding through the 5311 Operating Assistance for Public Transportation in the amount of \$19,040.00. She stated this funding will be used to purchase two more bus shelters; one to replace the one at the County Office Building, and some signage.

MOTION: AUTHORIZING THE CREATION OF A LINE ITEM FOR 2009 CAPITAL GRANT FUNDING THROUGH THE 5311 OPERATING ASSISTANCE FOR PUBLIC TRANSPORTATION IN THE AMOUNT OF \$19,040.00 MADE BY MR. CREATH. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

D. Treasurer

1. **2010 Year-End Budget Transfers** – Ms. Hurd-Harvey reviewed all of the necessary year-end transfers. These include the following: Transferring a total of \$660,000 from the General Fund, Health Care Facility and Public Works to Worker's Compensation; Machinery Fund Chargeback of \$120,000; Phone Chargeback transfers totaling \$303,000; Transfer of \$9,800 from the 911 Account to the Sheriff's Department to clear negative lines; Transfer of \$9,000 from Youth Programs to Parks and appropriating \$49,000 into Copier Capital Project.

Ms. Hurd-Harvey explained with regard to the transfers for Worker's Compensation, we historically charged back the estimated future claims that are not paid yet. That amount is allocated to the county departments as well as to the towns and villages. Mr. Crossett stated that he disagrees with the interpretation of what these costs even are. The \$2.5 million is way beyond what it should be. He would like an opinion from the independent auditor. These are incurred, but not reported. If you look back over two years, you will not find \$2.5 million incurred but not reported. Ms. Hurd-Harvey replied this is based on claims that exist, but you don't know the future payment amount. We pay every year. Mr. Crossett asked why do we have the cost now? Ms. Hurd-Harvey explained this is similar to GASB and the pension liability; we are capturing the cost in the year that it occurs and in the future we are paying it down. Mr. Crossett stated that he would like to have independent auditor explain this.

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

2. **Nichol Inn** – Mr. Donnelly informed the committee the Department of Environmental Conservation (DEC) held a public comment regarding the Nichol Inn. The determination is that there is no further action necessary at the site, but there needs to be site management. We have to keep the property for three years and monitor it. We can sell the property after the three-year period, but the sale will be limited to residential use.

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; AND ARTICLE 7§ 105.1.D. DISCUSSIONS REGARDING PROPOSED, PENDING OR CURRENT LITIGATION MADE BY VAN ETEN. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: APPROVING THE HARDSHIP REQUEST RELATIVE TO PARCEL #024.00-01-009-000 IN THE TOWN OF PULTENEY MADE BY MR. CREATH. SECONDED BY MR. VAN ETEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: APPROVING THE HARDSHIP REQUEST RELATIVE TO PARCEL #197.15-01-052.000 IN THE TOWN OF CANISTEO MADE BY MR. VAN ETEN. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: APPROVING THE HARDSHIP REQUEST RELATIVE TO PARCEL #080.00-01-030.100 IN THE TOWN OF DANVILLE MADE BY MR. SWACKHAMER. SECONDED BY MR. VAN ETEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING THE SETTLEMENT OF A CLAIM WITH KARRI M. JENSEN FOR \$35,000.00 MADE BY MR. ROUSH. SECONDED BY MR. VAN ETEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

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

Mr. Reed informed the committee that his office no longer has a need to continue contracting with the Reed Law Firm for the services of Attorney Frederick H. Ahrens, Jr.

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

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR
Tuesday, April 12, 2011
11:00 a.m.**

**Please send agenda items to the Clerk of the Legislature's Office
NO LATER THAN NOON
Wednesday, April 6, 2011.**

STEBEN COUNTY FINANCE COMMITTEE

Special Meeting

Monday, March 28, 2011

9:30 a.m.

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

****MINUTES****

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

STAFF: Mark R. Alger Jack Wheeler Alan Reed
Shawn Corey Patrick Donnelly

LEGISLATORS: Joseph J. Hauryski Dan C. Farrand Carol A. Ferratella
Michael Hanna Robin K. Lattimer Christopher G. Quinlan
Thomas J. Ryan Brian C. Schu John S. Walsh
Randolph J. Weaver

ABSENT: Lawrence P. Crossett

OTHERS: Christine Valkenburgh, Esq.
Carole Rought

I. CALL TO ORDER

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

II. GENERAL BUSINESS

1. **Upper Five Mile Watershed Bond Authorization** – Mr. Donnelly informed the committee that he had asked the Law Department to review last year’s resolution to see if it allowed for the issuance of a bond anticipation note each year. As a result of that review, it was determined that the previous resolution did not allow for the issuance of a bond anticipation note each year. He requested the Legislature amend that resolution to state that a bond anticipation note will be issued each year until the debt is retired.

MOTION: AUTHORIZING THE COUNTY TREASURER TO ISSUE A BOND ANTICIPATION NOTE OR NOTES EACH YEAR FOR THE UPPER FIVE MILE WATERSHED DISTRICT UNTIL THE DEBT IS RETIRED MADE BY MR. ROUSH. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

2. **Sales Tax Extension** – Mr. Alger requested the Legislature approve the extension of the additional 1 percent sales tax. Mr. Creath asked how did you come up with the \$740,000 for the two cities? Mr. Alger replied we negotiated with the cities. Currently, they receive \$710,000.

MOTION: APPROVING THE EXTENSION OF THE 1 PERCENT SALES TAX MADE BY MR. VAN ETTEN. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

3. **Mortgage Tax Extension** – Mr. Alger informed the committee that we are requesting the State extend the sunset date.

MOTION: APPROVING THE MORTGAGE TAX EXTENSION MADE BY MR. ROUSH. SECONDED BY MR. CREATH. MOTION CARRIED 3-1. MR. VAN ETTEN OPPOSED.

4. **Update on Seager Properties** – Mr. Reed informed the committee that a sale was conducted on the four parcels. At last month’s Legislative Meeting, the Board had set the base reserve bid at \$110,000. The aggregate total of the bid received was \$91,000 which is below the reserve bid. Part of the application by the guardian of the estate and Pirrung Auctioneers was that they could approach the possible buyer to see if they would be willing to bid higher. Mr. Reed stated the guardian of the estate spoke to him to see if the County would be willing to adjust the interest on the penalty. At this point, we don’t have any proposal coming back from the estate or the Attorney General. The County is in a responsive position. For tax purposes, the sale price meets our tax needs. If they can get a higher price from the buyer that could be submitted to the Treasurer and we could examine that. Mr. Reed stated that he did receive a letter, via fax, from the Attorney General outlining these facts. There is no action needed at this time.

Ms. Valkenburgh stated that we have an offer that totals \$91,000, however, at this time it has not been accepted. We have been communicating with the County and the Attorney General to see if there is a way to come to a compromise in order to reach the minimum bid of \$110,000. We are asking for the \$6,000 in interest on the money due the County to be waived and we are asking, in the form of a counteroffer, the bidder to kick in more to reach the minimum bid.

Mr. Creath asked who will benefit if the \$6,000 in interest is waived? Ms. Valkenburgh replied the restitution account would see the benefit of that. The guardianship estate is insolvent. Discussion followed.

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

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

STEBEN COUNTY FINANCE COMMITTEE

Tuesday, April 12, 2011

11:00 a.m.

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

****MINUTES****

COMMITTEE: Lawrence P. Crossett, Chair Gary D. Swackhamer, Vice Chair Donald B. Creath
Gary B. Roush Scott J. Van Etten

STAFF: Mark R. Alger Jack Wheeler Pat Donnelly
Tammy Hurd-Harvey Mike Keane Mike Sprague
David McCarroll Shawn Corey Nancy Smith
Tim Marshall

LEGISLATORS: Joseph J. Hauryski Carol A. Ferratella Michael Hanna
Christopher G. Quinlan John S. Walsh

I. CALL TO ORDER

Mr. Crossett called the meeting to order at 11:10 a.m.

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE MARCH 8, 2011, MEETING MADE BY MR. VAN ETTEN. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

III. DEPARTMENT REQUESTS

A. Emergency Management Office

1. **Acceptance of CERT Grant** – Mr. Sprague requested authorization to accept a fiscal year 2010 Homeland Security Grant in the amount of \$20,600.00 for citizen preparedness. This is a pass-through grant, with no match. Mr. Marshall explained this is continuation of funding we have received since 2003. This is a three-year grant commencing April 1, 2010 and ending July 31, 2013. He explained this funding will be used for public education, volunteer recognition, Citizen Corps Program assessment/evaluation and for the purchase of equipment.

Mr. Swackhamer asked why are you updating the projectors? Mr. Marshall explained the projectors typically last about three to five years. Mr. Swackhamer commented they have a projector at his church which has been used for the past 10 years and the bulb hasn't even been replaced yet. Mr. Sprague commented the old projectors don't have the resolution of the new projectors and we have an opportunity to upgrade the existing. We will keep the old projectors and use them in the field. We haven't been able to purchase equipment for our fire instructors, so we can share the old projectors with them.

MOTION: AUTHORIZING THE EMERGENCY MANAGEMENT OFFICE TO ACCEPT A \$20,600.00 GRANT FROM HOMELAND SECURITY FOR THE FY2010 CITIZENS CORPS GRANT PROGRAM MADE BY MR. ROUSH. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

B. OFA/RSVP

1. **Budget Transfer** – Mr. Keane informed the committee that last fall we had a contract employee through the Institute for Human Services that we were going to provisionally appoint to a County position, however, at this time, he would like to continue to contract with this individual and await the test results. He

requested authorization to transfer \$47,000.00 from the Personnel line item to the Contract line item for the Institute for Human Services.

MOTION: AUTHORIZING THE OFFICE FOR THE AGING TO TRANSFER \$47,000.00 FROM THE PERSONNEL LINE ITEM TO THE CONTRACT LINE ITEM FOR THE INSTITUTE FOR HUMAN SERVICES MADE BY MR. SWACKHAMER. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

C. Health Care Facility

1. **Room Rate Increase** – Mr. McCarroll informed the committee that as part of the new State Budget, they have increased the cash receipts assessment on room rates to 7.2 percent, effective April 1, 2011. The previous rate was 6 percent. As a result of the increase in the cash receipts assessment, he requested authorization to increase the rate for a semi-private room to \$289.44 and for a private room to \$316.00. When compared to other facilities, we still remain in the middle of the pack with regard to our room rates.

MOTION: AUTHORIZING THE HEALTH CARE FACILITY TO INCREASE THE ROOM RATE FOR A SEMI-PRIVATE ROOM TO \$289.44 AND FOR A PRIVATE ROOM TO \$316.00, INCLUSIVE OF THE 7.2 PERCENT STATE CASH RECEIPTS ASSESSMENT MADE BY MR. VAN ETTEN. SECONDED BY MR. CREATH. MOTION CARRIES 4-1. (MR. SWACKHAMER OPPOSED). Resolution Required.

D. Administrator

1. **State Budget** – Mr. Alger commented that last month he distributed a chart to everyone showing the probable impacts on the budget. That chart was reasonably accurate. The total impact is a little higher than we had anticipated. We underestimated the impact on the Department of Social Services. The total impact will be \$800,000.00, with most of that occurring in the Department of Social Services. The State budget also will impact Probation, Public Health Nursing and the Youth Bureau. The funding for the Youth Bureau was cut in half. 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. VAN ETTEN. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: APPROVING THE MARCH 20, 2011, SALE OF THE SEAGER PROPERTIES AS REFERENCED IN THE RESOLUTION AUTHORIZING SALE DATED FEBRUARY 28, 2011 MADE BY MR. SWACKHAMER. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Secretary's Note: The hardship request relative to Parcel #316.08-01-032.000 in the Town of Erwin was not eligible for consideration as it is non-residential.

MOTION: APPROVING THE HARDSHIP REQUEST RELATIVE TO PARCEL #182.00-01-047.000 IN THE TOWN OF CANISTEO MADE BY MR. VAN ETTEN. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: APPROVING THE HARDSHIP REQUEST RELATIVE TO PARCEL #305.00-01-011.000 IN THE TOWN OF GREENWOOD MADE BY MR. VAN ETTEN. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: APPROVING THE HARDSHIP REQUEST RELATIVE TO PARCEL #318.18-02-024.000 IN THE TOWN OF CORNING MADE BY MR. ROUSH. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: APPROVING THE HARDSHIP REQUEST RELATIVE TO PARCEL #147.00-02-020.000 IN THE TOWN OF URBANA MADE BY MR. SWACKHAMER. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: APPROVING THE HARDSHIP REQUEST RELATIVE TO PARCEL #136.18-01-017.000 IN THE VILLAGE OF NORTH HORSELL MADE BY MR. VAN ETTEN. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: DENYING THE HARDSHIP REQUEST RELATIVE TO PARCEL #027.00-02-014.120 IN THE TOWN OF WAYLAND MADE BY MR. SWACKHAMER. SECONDED BY MR. VAN ETTEN. MOTION CARRIES 4-1. (MR. ROUSH OPPOSED).

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

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

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR
Tuesday, May 10, 2011
11:00 a.m.**

**Please send agenda items to the Clerk of the Legislature's Office
NO LATER THAN NOON
Wednesday, May 4, 2011.**

STEUBEN COUNTY FINANCE COMMITTEE

Tuesday, May 10, 2011

11:00 a.m.

Legislative Committee Conference Room

Steuben County Office Building

Bath, New York

****MINUTES****

COMMITTEE:	Lawrence P. Crossett, Chair Gary B. Roush	Gary D. Swackhamer, Vice Chair Scott J. Van Etten	Donald B. Creath
STAFF:	Mark R. Alger David McCarroll Ray Dell Tammy Hurd-Harvey Steve Orcutt Joe Welch	Jack Wheeler Stacy Lee Pat Donnelly Vince Spagnoletti Amy Dlugos	Brenda Mori Joel Ordway Wendy Flaitz Alan Reed Jim Gleason
LEGISLATORS:	Joseph J. Hauryski	Carol A. Ferratella	K. Michael Hanna

I. CALL TO ORDER

Mr. Crossett called the meeting to order at 11:00 a.m.

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE APRIL 12, 2011, MEETING MADE BY MR. SWACKHAMER. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0. (MR. CREATH ABSENT FOR VOTE)

III. DEPARTMENTAL REQUESTS

A. Planning

1. **Funding for FEMA Flood Hazard Mapping Project** – Ms. Dlugos informed the committee that FEMA is in the process of remapping the Chemung Watershed Flood Plain, which includes Avoca, Bath and Corning. They may not consider the levees as part of their remapping. She requested authorization to transfer \$10,000 from her personal services line item to STC Regional Planning and Development to hire Janet Thigpen for professional assistance.

Mr. Alger explained this is a cooperative effort with Chemung and Schuyler counties. Chemung will contribute \$15,000 and Schuyler will contribute \$5,000. If FEMA does the remapping without the dikes, all of our communities located in the flood plain, including Avoca, Bath and Corning, would go into the most expensive flood insurance category. That would require individuals living in those areas to purchase flood insurance. We are working to get someone to certify the dikes.

MOTION: AUTHORIZING THE TRANSFER OF \$10,000 FROM THE PLANNING DEPARTMENT'S PERSONAL SERVICES LINE ITEM TO STC REGIONAL PLANNING AND DEVELOPMENT FOR STEUBEN COUNTY'S SHARE OF THE FLOOD PROTECTION STUDY'S COST MADE BY MR. ROUSH. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

B. Elections

1. **HHS 2010 Polling Place Access Grant** – Mr. Welch requested authorization of a federal grant in the amount of \$3,647 for polling site upgrades and improvements. This is a non-matching grant, but is reimbursable. The county would put forth the initial expenditure and would be able to apply for reimbursement.

MOTION: AUTHORIZING THE BOARD OF ELECTIONS TO ACCEPT A GRANT IN THE AMOUNT OF \$3,647 FOR POLLING PLACE IMPROVEMENTS MADE BY MR. VAN ETTEN. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

C. Health Care Facility

1. **Petty Cash Fund** – Mr. McCarroll requested authorization to establish a \$50.00 petty cash fund for the outpatient rehab department at the Health Care Facility.

MOTION: AUTHORIZING THE CREATION OF A \$50.00 PETTY CASH FUND FOR THE OUTPATIENT REHAB DEPARTMENT AT THE HEALTH CARE FACILITY MADE BY MR. ROUSH. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

D. Public Works

1. **Addition to Major Equipment List** – Mr. Spagnoletti informed the committee that they found an aerial platform lift truck on the Federal surplus list. In 1991 the federal government purchased the lift for \$546,998 and it was available on surplus for \$8,500. He stated they were able to negotiate the price down to \$7,500. He commented the truck only has 2,000 miles on it. He requested authorization to add this to their major equipment list. Mr. Spagnoletti stated that we would be allowed to resell this in three years. We do have a use for this at our gravel pit. In one year, we spend \$8,400 on lift rental for the highway department and an additional \$4,000 on lift rental for the landfill.

Mr. Van Etten asked is there going to be training that needs to happen in order to operate the lift? Mr. Spagnoletti replied we will have two or three individuals who will operate this piece of equipment and they will go through training.

MOTION: ADDING AN AERIAL PLATFORM LIFT TRUCK FOR \$7,500 TO THE MAJOR EQUIPMENT LIST – HIGHWAY DIVISION MADE BY MR. SWACKHAMER. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

E. Treasurer

1. **Monthly Reports** – Ms. Hurd-Harvey asked if there were any questions regarding the monthly reports. Mr. Crossett asked are the accounts receivables for Mental Health direct patient billing? Ms. Hurd-Harvey replied everything over 90 days or all private pay balances are fully reserved at \$600,000. Mr. Roush asked how much of the 120 days + are uncollectable? Ms. Hurd-Harvey replied we carry that because if we were to right it off, there would be no way to track it. Of the \$541,286.70 that is 120 days +, \$365,305.80 is at the collection agency. Most of the accounts are four or five years old and very little is collected. Discussion followed.

2. **Setting the Date of the Tax Auction** – Mr. Donnelly requested authorization to set the date of the tax auction for Wednesday, July 20, 2011, at 10:00 a.m. at the Haverling High School in Bath, NY.

MOTION: SETTING THE DATE FOR THE 2011 TAX AUCTION FOR WEDNESDAY, JULY 20, 2011, AT 10:00 A.M. AT THE HAVERLING HIGH SCHOOL IN BATH, NY, MADE BY MR. VAN ETTEN. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

3. **Setting the Date of Repurchase** – Mr. Donnelly requested authorization to set the last date for repurchase on Thursday, July 14, 2011, at 5:00 p.m.

MOTION: SETTING THE LAST DATE FOR REPURCHASE ON THURSDAY, JULY 14, 2011, AT 5:00 P.M. MADE BY MR. ROUSH. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: TO ADJOURN REGULAR SESSION AND RECONVENE IN EXECUTIVE SESSION PURSUANT TO PUBLIC OFFICERS' LAW, ARTICLE 7§ 105.1.F. THE MEDICAL, FINANCIAL, CREDIT OR EMPLOYMENT HISTORY OF A PARTICULAR PERSON OR CORPORATION, OR MATTERS LEADING TO THE APPOINTMENT, EMPLOYMENT, PROMOTION, DEMOTION, DISCIPLINE, SUSPENSION, DISMISSAL OR REMOVAL OF A PARTICULAR PERSON OR CORPORATION MADE BY MR. VAN ETTEN. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING THE SHERIFF TO CONTRACT WITH THE NYS DEPARTMENT OF CORRECTIONS FOR THE COOK/CHILL PROGRAM; ACTIVATING AND FUNDING TWO ZERO-BASED COOK POSITIONS WITHIN THE JAIL BUDGET AND AUTHORIZING THE TRANSFER OF FUNDS FROM THE JAIL'S FOOD LINE ITEM TO THE PERSONAL SERVICES LINE ITEM TO FUND SAID POSITIONS MADE BY MR. ROUSH. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.
Resolution Required.

MOTION: AUTHORIZING THE SHERIFF TO CONTRACT WITH THE TOWN OF ERWIN FOR COURT SECURITY SERVICES; ANTICIPATING REVENUE OF \$3,500 AS A RESULT OF SAID CONTRACT AND APPROPRIATING THE SAME TO COURT SECURITY PERSONAL SERVICES MADE BY MR. VAN ETTEN. SECONDED BY MR. CREATH. MOTION CARRIES 4-0-1. (MR. ROUSH ABSTAINED)

MOTION: APPROVING THE HARDSHIP REQUEST FOR PARCEL #003.17-01-021.000 LOCATED IN THE VILLAGE OF WAYLAND MADE BY MR. VAN ETTEN. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: APPROVING THE HARDSHIP REQUEST FOR PARCEL #019.00-02-034.100 LOCATED IN THE TOWN OF PRATTSBURGH MADE BY MR. SWACKHAMER. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

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

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

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR
Tuesday, June 14, 2011
11:00 a.m.**

**Please send agenda items to the Clerk of the Legislature's Office
NO LATER THAN NOON
Wednesday, June 1, 2011.**

STEUBEN COUNTY ADMINISTRATION COMMITTEE
STEUBEN COUNTY FINANCE COMMITTEE

Joint Special Meeting

Monday, May 23, 2011

9:45 a.m.

Legislative Committee Conference Room

Steuben County Office Building

Bath, New York

****MINUTES****

COMMITTEE:	Patrick F. McAllister, Chair Gary B. Roush	Lawrence P. Crossett, Vice Chair Scott J. Van Etten	Carol A. Ferratella
	Lawrence P. Crossett, Chair Gary B. Roush	Gary D. Swackhamer, Vice Chair Scott J. Van Etten	Donald B. Creath
STAFF:	Mark R. Alger Joel Ordway	Jack Wheeler Shawn Corey	Nancy Smith
LEGISLATORS:	Joseph J. Hauryski Robin K. Lattimer Thomas J. Ryan Randolph J. Weaver	Dan C. Farrand Robert V. Nichols Brian C. Schu	K. Michael Hanna Christopher G. Quinlan John S. Walsh

I. CALL TO ORDER

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

II. GENERAL BUSINESS

A. Records Center

1. **Budget Transfer** – Mr. Wheeler informed the committee that the individual working at the Records Center will be going on medical leave for a couple of weeks. They would like to bring in Julie Cummings, who previously worked there, to fill in for a couple of hours each day. Had we hired staff for the Youth Bureau, we were going to cross-train someone this year to backfill this position. Mr. Wheeler proposed transferring \$2,500.00 from Youth Bureau salaries line item to the Records Center Management salary line item to temporarily hire Julie Cummings to fill-in during the medical leave.

MOTION: AUTHORIZING THE TRANSFER OF \$2,500.00 FROM THE YOUTH BUREAU SALARY LINE ITEM TO THE RECORDS CENTER MANAGEMENT SALARY LINE ITEM TO TEMPORARILY HIRE JULIE CUMMINGS TO FILL IN DURING A MEDICAL LEAVE MADE BY MR. ROUSH. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 5-0 ADMINISTRATION; 5-0 FINANCE.

MOTION: TO ADJOURN REGULAR SESSION AND RECONVENE IN EXECUTIVE SESSION PURSUANT TO PUBLIC OFFICERS' LAW, ARTICLE 7§ 105.1.E. COLLECTIVE NEGOTIATIONS PURSUANT TO ARTICLE FOURTEEN OF THE CIVIL SERVICE LAW MADE BY MR. ROUSH. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0 ADMINISTRATION; 5-0 FINANCE.

MOTION: AUTHORIZING THE EXECUTION OF AN AGREEMENT REGARDING THE TERMS AND CONDITIONS OF PUBLIC EMPLOYMENT BETWEEN THE COUNTY OF STEUBEN AND THE STEUBEN COUNTY LOCAL #851 OF THE CIVIL SERVICE EMPLOYEES' ASSOCIATION, INC., FOR THE YEARS 2011, 2012 and 2013 MADE BY MR. CROSSETT. SECONDED BY MR. VAN ETEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0 ADMINISTRATION; 5-0 FINANCE.

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

MOTION: TO ADJOURN MADE BY MR. SWACKHAMER. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0 ADMINISTRATION; 5-0 FINANCE.

Respectfully submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

STEUBEN COUNTY FINANCE COMMITTEE

Tuesday, June 14, 2011

11:00 a.m.

Legislative Committee Conference Room

Steuben County Office Building

Bath, New York

MINUTES

Committee: Lawrence P. Crossett, Chair Gary D. Swackhamer, Vice Chair Donald B. Creath
Scott J. Van Etten Gary B. Roush

Legislators: Joseph J. Hauryski Robin Lattimer John Walsh Mike Hanna
Christopher Quinlan Carol Ferratella Thomas J. Ryan

Staff: Mark R. Alger Jack K. Wheeler Tammy Hurd-Harvey Wendy Flaitz
Shawn M. Corey James Gleason Patrick F. Donnelly Alan P. Reed
Vincent Spagnoletti David McCarroll Stacey Lee

Other: Justin Reid, Bonadio & Co., LLP Mary Perham, *Leader*
Janine Mangione, Bonadio & Co., LLP

I. CALL TO ORDER

The meeting was called to order by Mr. Crossett at 11:04 a.m.

II. APPROVAL OF MINUTES

MOTION APPROVING THE MINUTES OF THE MAY 10 AND MAY 23, 2011, MEETINGS MADE BY MR. SWACKHAMER. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

III. PRESENTATION

A. Financial Audit – Health Care Facility – Mr. McCarroll introduced Justin Reid and Janine Mangione of Bonadio & Co., LLP. They reviewed the independent financial audit for the Health Care Facility for the year 2010. A copy of the audit is on file in the Clerk of the Legislature’s Office. Discussion followed.

IV. DEPARTMENTAL REPORTS/REQUESTS

A. Health Care Facility

1. **Budget Transfer** – Mr. McCarroll requested authorization to transfer \$2,723.18 from the Activities Aide line item to the Contracted Labor line item to pay Manpower for CNA services.

MOTION: AUTHORIZING THE HEALTH CARE FACILITY TO TRANSFER \$2,723.18 FROM THE ACTIVITIES AIDE LINE ITEM TO THE CONTRACTED LABOR ITEM TO PAY MANPOWER FOR CNA SERVICES MADE BY MR. VAN ETEN. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

B. Office of Community Services

1. **Budget Transfer** – Mr. Alger stated they are requesting authorization to accept \$10,793 in additional State aid for their contract with Arbor Development.

MOTION: AUTHORIZING THE OFFICE OF COMMUNITY SERVICES TO ACCEPT ADDITIONAL STATE AID IN THE AMOUNT OF \$10,793.00 AND APPROPRIATING IT TO THE CONTRACT LINE ITEM FOR ARBOR DEVELOPMENT MADE BY MR. VAN ETEN. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

C. Public Works Department

1. **Agreement** – Mr. Spagnoletti stated we've received a right of way agreement from NYS DOT for the Seneca Street Bridge in the amount of \$86,000. This is for work involving the purchasing of property, appraisals, title searches, negotiations, and any eminent domain issues. The County's portion of this agreement is \$4,300. He requested authorization to transfer funds from the future projects account to the Seneca Street Bridge project, and appropriate the 80 percent revenue for the federal share and 15 percent revenue for the state share.

MOTION: AUTHORIZING THE COMMISSIONER OF PUBLIC WORKS TO TRANSFER \$4,300 FROM THE FUTURE BRIDGE PROJECT ACCOUNT TO THE SENECA STREET BRIDGE CAPITAL PROJECT AND APPROPRIATING \$81,700 IN REVENUE FOR THE STATE AND FEDERAL SHARE MADE BY MR. VAN ETTEN. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

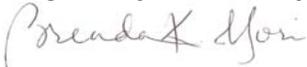
D. County Administrator

1. **Budget Transfer** – Mr. Wheeler stated we received a check for \$742 from Energy Curtailment Specialists, who test our systems twice each year. These are the proceeds we received for powering down during the winter test. He requested authorization to appropriate these and future energy conservation funds back into the Energy Conservation Capital Project.

MOTION: ACCEPTING AND APPROPRIATING \$742 IN REVENUE TO THE ENERGY CONSERVATION CAPITAL PROJECT MADE BY MR. ROUSH. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

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

Respectfully submitted by,



Brenda K. Mori
Clerk of the Legislature

NEXT MEETING SCHEDULED FOR

Tuesday, July 12, 2011

11:00 a.m.

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

NO LATER THAN NOON

Wednesday, July 6, 2011

STEUBEN COUNTY FINANCE COMMITTEE

Tuesday, July 12, 2011

11:00 a.m.

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

****MINUTES****

COMMITTEE: Lawrence P. Crossett, Chair Gary D. Swackhamer, Vice Chair Donald B. Creath
Gary B. Roush Scott J. Van Etten

STAFF: Mark R. Alger Jack Wheeler Ken Peaslee
Joel Ordway David Hopkins Vince Spagnoletti
David McCarroll Stacey Lee Alan Reed
Patrick Donnelly Wendy Flaitz Tammy Hurd-Harvey
Jim Gleason Shawn Corey Nancy Smith

LEGISLATORS: Carol A. Ferratella Christopher G. Quinlan Thomas J. Ryan

OTHERS: Randy Shepard, CPA, Bonadio & Co.
Heidi Bresler, Bonadio & Co.
Mary Perham, *The Leader*

I. CALL TO ORDER

Mr. Crossett called the meeting to order at 11:00 a.m.

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE JUNE 14, 2011, MEETING MADE BY MR. ROUSH. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

III. PRESENTATION

A. Bonadio & Co.

1. **2010 Financial Report** – Mr. Shepard presented and reviewed the 2010 Financial Report for Steuben County. He noted there were no material weaknesses or significant deficiencies in internal controls in accordance with the guidance provided by Statements on Auditing Standards. Discussion followed.

MOTION: ACCEPTING THE 2010 FINANCIAL AUDIT REPORTS FOR STEUBEN COUNTY MADE BY MR. VAN ETTEN. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

IV. DEPARTMENT REQUESTS

A. Sheriff's Department

1. **Video Conferencing Grant** – Sheriff Ordway requested authorization to accept a Video Conferencing Grant from the State in the amount of \$29,450. There is a zero County match. We will use this funding to purchase 7 video conferencing terminals to be used in DSS, Probation and the Public Defender.

MOTION: AUTHORIZING THE SHERIFF TO ACCEPT A VIDEO CONFERENCING GRANT FROM THE STATE IN THE AMOUNT OF \$29,450.00 FOR THE PURCHASE OF SEVEN VIDEO CONFERENCING TERMINALS MADE BY MR. ROUSH. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. **Bullet Proof Vests** – Sheriff Ordway informed the committee that the Bullet Proof Vest grant they received in 2008 will expire in 2012. He requested authorization to transfer \$7,000.00 from that grant to his Uniform

line item to purchase 9 bullet proof vests. He stated that this is fully reimbursable; 50 percent State and 50 percent Federal.

MOTION: AUTHORIZING THE SHERIFF TO ANTICIPATE REVENUE IN THE AMOUNT OF \$7,000.00 INTO HIS OTHER UNCLASSIFIED REVENUE ACCOUNT AND APPROPRIATING SAME INTO HIS UNIFORM LINE ITEM FOR THE PURCHASE OF NINE BULLET PROOF VESTS MADE BY MR. SWACKHAMER. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

B. 911 Enhanced

1. **Contingent Fund Transfer – Permanent Bypass for UPS** – Mr. Hopkins informed the committee that there was a failure with the UPS system at the 911 Center. They had emergency electrical work done. During the course of that work, they determined that it would be in our best interest to install a device to bypass the UPS. We received a quote from Blackmon-Farrell for \$18,850.00 to re-engineer and install a transfer switch in the equipment room at the 911 Center. The actual contractor will be selected after a competitive quote process is complete.

MOTION: AUTHORIZING THE 911 DIRECTOR TO SOLICIT QUOTES FOR THE INSTALLATION OF A PERMANENT BYPASS FOR THE UPS AT THE 911 CENTER AND AUTHORIZING THE TRANSFER OF UP TO \$18,850.00 FROM THE CONTINGENT FUND FOR THIS PURPOSE MADE BY MR. VAN ETTEN. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

2. **Phone System RFP** – Mr. Hopkins informed the committee that they put out an RFP and have received responses from seven vendors. He recommended awarding the RFP to AK Solutions for a total cost of \$595,473.36 plus hardware costs. This vendor has the most cost effective solution and they have a good product. This is a ten-year proposal and after five years the vendor recommends a hardware refresh.

Mr. Roush asked how is this phone system different from the rest of the County? Mr. Hopkins replied we currently do not have a voice over IP based solution. The VOIP is a requirement for the next generation 911 solution. This new phone system will also allow us to integrate our mapping system.

Mr. Van Etten asked how will we pay for this? Mr. Alger stated there is still \$497,000 in the 911 capital project. The cost for the hardware is about \$155,000 and he would suggest transferring that from the Health Care Facility capital project. Mr. Alger stated this is part of the project we talked about last fall when we upgraded the software. We are really committed to this. The total project cost is \$652,000.

Mr. Swackhamer stated this is a ten-year project. How do we know that the company will still be around in 10 years? If we pay upfront and then five years later the company is gone, are we really saving money or are we taking a big risk? Are they bonding that? Are there any guarantees? He commented that he doesn't know that he would want to pay upfront.

Mr. Gleason stated we asked for the price for ten years out and they did say they would honor it. He stated that he understands what Mr. Swackhamer is saying. Mr. Creath asked why not do the pricing five years out? Mr. Gleason asked Mr. Hopkins if they asked for a price for years 1 – 5? Mr. Hopkins stated that he would have to go back and look through everything. Mr. Swackhamer stated that he would be much happier with the five year. Mr. Crossett stated it will cost you more and you will have a bigger budget each year.

Mr. Swackhamer asked how long has the company been in business? Mr. Hopkins replied that he didn't know offhand. Mr. Van Etten asked does anyone else have this system? Mr. Hopkins replied yes. We did speak to other counties as a reference.

Mr. Van Etten stated that he agrees that we are assuming risk by paying 10 years up front. It would be interesting to see what the additional expense would be if we did five year increments.

Mr. Crossett asked how long is this proposal good for? Mr. Gleason replied it is good for 120 days. Mr. Van Etten asked should Mr. Peaslee be involved in this? Mr. Hopkins replied we spoke about it, but he did not read any of the proposals.

Mr. Roush asked is this an independent phone system? Mr. Hopkins replied it has been independent. Mr. Alger stated this phone system is freestanding. It has a separate and redundant service and is not something you want connected to anybody else from a practical public safety standpoint.

Mr. Hopkins stated that he will take the ten-year proposal and ask the vendor to give us a price in annual increments. Mr. Van Etten that he would also like to see a five-year price. Discussion followed.

MOTION: AWARDING 911 PHONE SYSTEM RFP TO AK SOLUTIONS FOR A TOTAL COST OF \$595,473.36 PLUS HARDWARE COSTS CONTINGENT ON NEGOTIATING WITH THE COMPANY TO PROVIDE THE TEN-YEAR PAYMENT AMOUNT ON AN ANNUAL BASIS AT THE SAME PRICE MADE BY MR. ROUSH. MOTION FAILS DUE TO LACK OF A SECOND.

Mr. Crossett suggested holding this until prior to the Board Meeting for further discussion if the information is available. Mr. Alger suggested getting figures for annual payments, a five-year payment and a second five-year payment.

3. **Pictometry Proposal** – Mr. Hopkins informed the committee that they have received a proposal to renew our photo library with them. The assessors can use Pictometry to do their assessments as long as the library is three years or newer. Our current library is from 2009. The quote we received was for \$318,000 to do a refly. This can be spread over two or three years.

Mr. Roush asked have you sent out information to the towns to see if they would be interested in contributing? Mr. Hopkins replied some of the towns have indicated that they would be interested in contributing. Mr. Alger stated that he would suggest developing a proposal that would take into account the number of parcels per town and then see if we could collect a contribution from the participant. The next step would be for Mr. Hopkins to meet with the assessors and present a proposal.

Mr. Creath asked can you do it as a pay to play deal with the towns? If they don't want to pay, can they still use the information? Mr. Alger replied that would be your choice. We have not charged for this in the past.

Mr. Hopkins commented the price offered by Pictometry is valid through the end of July. If you pursue this, then we can schedule a flight for the spring of 2012.

Mr. Creath commented that the taxing strategy should be that those who use it pay for the service and he would encourage the towns to contribute for access. Mr. Alger commented that he doesn't disagree, but we need to establish a reasonable level. Pictometry is used by a lot of different people; GIS, 911, Real Property, assessors, law enforcement, fire departments, etc. This is a very effective tool. Mr. Creath commented private appraisers would be willing to pay a fee to use it.

Mr. Crossett suggested determining a cost and then doing it by parcels back to each town. Mrs. Flaitz commented there are 56,000 parcels in the County. Mr. Van Etten commented that the taxpayers already paid for this service and if you deny towns access for failure to pay, then you are robbing Peter to pay Paul. This is for the tax assessors' use and the county should pay for it. Mr. Crossett stated we don't need a flyover, they are pushing it for the assessing. Mr. Van Etten asked are the other people happy with four or five year old data?

Mr. Creath stated you could charge commercial organizations a fee to use it. Mr. Alger stated that he doesn't know that we can sell it. We can provide this to other public entities. This is an important tool you have and it is important to keep it up to date. From a practical standpoint, you may want to keep it updated every three years for law enforcement and the fire departments.

Mr. Roush asked is there money in the budget? Mr. Hopkins replied we have a line item in the budget for \$69,000. In 2004 we flew the entire County and in 2006 and 2009 there was a partial fly. Now the assessors are requesting a refly of the entire County. Mr. Alger suggested this should become an annual operating expense in the budget. This will be a 2012 expense.

Mr. Quinlan commented payment is due within 45 days of signing. He commented you don't want to do that if you are not flying until the spring. Mr. Hopkins stated he will discuss that with the company and see if we can do payment when the flight is scheduled.

MOTION: AUTHORIZING THE 911 ENHANCED DEPARTMENT TO CONTRACT WITH PICTOMETRY FOR A REFLY OF THE COUNTY FOR A COST OF \$318,000 CONTINGENT ON THE FIRST PAYMENT NOT BEING DUE UNTIL THE 2012 BUDGET IS ADOPTED MADE BY MR. ROUSH. SECONDED BY MR. CREATH. MOTION CARRIES 3-2. (MR. CROSSETT AND MR. SWACKHAMER OPPOSED). Resolution Required.

C. Treasurer

1. **Informational** – Mr. Donnelly stated there are 56,000 taxable parcels in Steuben County. Our collection rate is improving and for 2011 we are at 9.22 percent.

Mr. Donnelly stated that our fire insurance on parcels has a \$25,000 deductible. The high value properties are specifically listed on that policy. If there were a fire, we would be responsible for the first \$25,000.

D. Administrator

1. **Sales Tax** – Mr. Alger requested the Legislature reauthorize the additional 1 percent sales tax.

MOTION: EXTENDING THE ADDITIONAL ONE PERCENT SALES AND COMPENSATING USE TAX FROM NOVEMBER 30, 2011, TO NOVEMBER 30, 2013, MADE BY MR. VAN ETTEN. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

2. **IGT** – Mr. Alger informed the committee that the County can expect to receive \$3.2 million for the IGT for the period of 2009, 2010 and 2011.

3. **Shredding Proposal** – Mr. Wheeler informed the committee that they received four quotes for their request for proposal on shredding. He recommended awarding to the low bidder, Iron Mountain for \$8.00 per container plus a 10 percent fuel chargeback for a total cost of \$2,735.62. We will start with 26 containers. He also requested authorization to anticipate revenue in the Records Management budget in the amount of \$2,500 and increasing the Records Management Document Destruction line item by \$2,500.

MOTION: AWARDED THE PROPOSAL FOR SHREDDING TO IRON MOUNTAIN AT A RATE OF \$8.00 PER CONTAINER PLUS A 10 PERCENT FUEL CHARGE, FOR A TOTAL COST OF \$2,735.62 AND INCREASING THE RECORDS MANAGEMENT DOCUMENT DESTRUCTION LINE ITEM BY \$2,500.00 AND ANTICIPATING REVENUE IN THE RECORDS MANAGEMENT BUDGET IN THE AMOUNT OF \$2,500.00 MADE BY MR. ROUSH. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

4. **Personnel – Office of Community Services** – Mr. Alger stated that the Office of Community Services is requesting authorization to active a zero-based Grade XV Staff Social Worker to work in the Hammondspport School. This position is 100 percent funded by the School.

MOTION: AUTHORIZING THE ACTIVATION OF A ZERO-BASED GRADE XV STAFF SOCIAL WORKER IN THE OFFICE OF COMMUNITY SERVICES; SAID POSITION TO WORK IN THE HAMMONDSPORT SCHOOL MADE BY MR. VAN ETTEN. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

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

MOTION: WITHDRAWING PARCEL #349.08-02-067.00 FROM THE TAX SALE AND SELLING IT TO THE VILLAGE OF ADDISON FOR \$1.00 PLUS RECORDING FEES CONTINGENT UPON FORMER OWNER'S FAILURE TO REPURCHASE MADE BY MR. SWACKHAMER. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: WITHDRAWING PARCEL #275.00-01-021.000 FROM THE TAX SALE AND SELLING IT TO THE TOWN OF RATHBONE FOR \$2,302.01 PLUS RECORDING FEES CONTINGENT UPON FORMER OWNER'S FAILURE TO REPURCHASE MADE BY MR. SWACKHAMER. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: WITHDRAWING THE FOLLOWING PARCELS: #151.80-01-050.000; #166.06-02-090.000; #151.13-01-086.000; #166.26-01-009.200 AND #151.80-01-038.000 FROM THE TAX SALE AND SELLING THEM TO THE CITY OF HORNELL FOR AN AGGREGATE PRICE OF \$27,832.98 PLUS RECORDING FEES CONTINGENT UPON FORMER OWNERS' FAILURE TO REPURCHASE MADE BY MR. ROUSH. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING A CHANGE ON THE TAX DEED FOR PARCEL #317.12-02-083.000 LOCATED IN THE CITY OF CORNING, SAID CHANGE TO REFLECT THAT THE TAXES WERE PAID ON BEHALF OF THE FORMER OWNER MADE BY MR. VAN ETTEN. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: COMBINING PARCEL #318.13-03-022.000 AND PARCEL #318.13-03-023.000 LOCATED IN THE CITY OF CORNING AND SELLING AS ONE PROPERTY AT THE TAX SALE MADE BY MR. CREATH. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0. (MR. VAN ETTEN ABSENT FOR VOTE)

MOTION: COMBINING PARCEL #318.18-02-084.000 LOCATED IN THE TOWN OF SOUTH CORNING AND PARCEL #318.00-02-013.200 LOCATED IN THE TOWN OF CORNING AND SELLING AS ONE PROPERTY AT THE TAX SALE MADE BY MR. ROUSH. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 4-0. (MR. VAN ETTEN ABSENT FOR VOTE)

MOTION: COMBINING PARCEL #047.08-01-078.000 AND PARCEL #047.08-01-080.100 LOCATED IN THE TOWN OF PRATTSBURGH AND SELLING AS ONE PROPERTY AT THE TAX SALE MADE BY MR. SWACKHAMER. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 4-0. (MR. VAN ETTEN ABSENT FOR VOTE)

MOTION: TO ALLOW A SECURED CREDITOR TO PAY AN UP FRONT PAYMENT OF \$10,000 ON PARCEL #131.06-01-025.000 IN THE TOWN OF URBANA AND PAY THE REMAINING \$40,000 WITHIN THIRTY DAYS WITH THE STIPULATION THAT FAILURE TO PAY THE REMAINING BALANCE WITHIN THE THIRTY DAY TIME FRAME WILL RESULT IN THE FORFEITURE OF THE UP FRONT PAYMENT AND REMOVING SAID PARCEL FROM THE TAX SALE UPON RECEIPT OF UP FRONT PAYMENT MADE BY MR. ROUSH. SECONDED BY MR. CREATH. MOTION CARRIES 3-1. (MR. CROSSETT OPPOSED, MR. VAN ETTEN ABSENT)

MOTION: TO ALLOW THE FORMER OWNER OF PARCEL #054.00-01-039.000 AND #054.06-01-020.00 IN THE TOWN OF WAYLAND TO PAY AN UP FRONT PAYMENT OF \$22,000 AND PAY THE REMAINING \$11,000 ON OR BEFORE SEPTEMBER 15, 2011 WITH THE STIPULATION THAT FAILURE TO PAY THE REMAINING BALANCE ON OR BEFORE SEPTEMBER 15, 2011, WILL RESULT IN THE FORFEITURE OF THE UP FRONT PAYMENT AND REMOVING SAID PARCELS FROM THE TAX SALE UPON RECEIPT OF UP FRONT PAYMENT MADE BY MR. ROUSH. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 4-0. (MR. VAN ETTEN ABSENT FOR VOTE)

MOTION: TO ADJOURN EXECUTIVE SESSION AND RECONVENE IN REGULAR SESSION MADE BY MR. CREATH. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0. (MR. VAN ETTEN ABSENT FOR VOTE)

MOTION: TO ADJOURN MADE BY MR. SWACKHAMER. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0. (MR. VAN ETTEN ABSENT FOR VOTE)

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

NEXT MEETING SCHEDULED FOR

Tuesday, August 9, 2011

11:00 a.m.

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

NO LATER THAN NOON

Wednesday, August 3, 2011.

STEBEN COUNTY FINANCE COMMITTEE

Special Meeting

Monday, July 25, 2011

9:45 a.m.

Legislative Committee Room
Steuben County Office Building
Bath, New York

****MINUTES****

COMMITTEE: Lawrence P. Crossett, Chair Gary D. Swackhamer, Vice Chair Donald B. Creath
Scott J. Van Etten

STAFF: Mark R. Alger Jack Wheeler David Hopkins
Tina Goodwin Pat Donnelly Jim Gleason
Alan Reed Shawn Corey

LEGISLATORS: Joseph J. Hauryski Dan C. Farrand Carol A. Ferratella
K. Michael Hanna Robin K. Lattimer Robert V. Nichols
Christopher G. Quinlan Thomas J. Ryan Brian C. Schu
John S. Walsh Randolph J. Weaver

ABSENT: Gary B. Roush

I. CALL TO ORDER

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

II. GENERAL BUSINESS

A. 911 Enhanced

1. **Phone System** – Mr. Hopkins stated that he met with the vendor who provided the low quote and we did get a revision for the proposal for the phone system. The vendor was very fair and reasonable about making a modification to the proposal. The proposal is for a five-year window with the opportunity to renew in year six. The first five years for each individual year will be at the cost in the initial ten-year proposal.

Mr. Van Etten asked are we prepaying for five years? Mr. Alger replied that is correct. He distributed a copy of the proposal. They are requesting approval to transfer \$122,133.00 which is more than we had originally talked about. He stated that he put in a 5 percent contingency as there may be things we are not thinking about. If we don't need it, we won't spend it. The transfer will be from the Old Health Care Facility Project.

MOTION: APPROVING A CONTRACT WITH AK ASSOCIATES FOR THE INSTALLATION OF A SOLACOM VOIP BASED E911 TELEPHONY SYSTEM IN THE AMOUNT OF \$620,265.00 AND AUTHORIZING THE TRANSFER OF \$122,133.00 FROM THE OLD HEALTH CARE FACILITY CAPITAL PROJECT TO THE E911 CAPITAL PROJECT MADE BY MR. CREATH. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.

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

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

STEBEN COUNTY FINANCE COMMITTEE

Tuesday, August 9, 2011

11:00 a.m.

Legislative Committee Conference Room

Steuben County Office Building

Bath, New York

****MINUTES****

COMMITTEE: Lawrence P. Crossett, Chair Gary D. Swackhamer, Vice Chair Donald B. Creath
Scott J. Van Etten

STAFF: Mark R. Alger Jack Wheeler Michael Sprague
Pat Donnelly Bryce Foster Alan Reed
Shawn Corey Wendy Flaitz

LEGISLATORS: Joseph J. Hauryski Carol A. Ferratella K. Michael Hanna
Christopher G. Quinlan

ABSENT: Gary B. Roush

OTHERS: Rick Angiello, Motorola

I. CALL TO ORDER

Mr. Crossett called the meeting to order at 11:00 a.m.

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE JULY 12, 2011, AND JULY 25, 2011, MEETINGS MADE BY MR. VAN ETTEN. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

III. DEPARTMENTAL REPORTS/REQUESTS

A. Emergency Management Office

1. **Acceptance of 2010 Homeland Security Grant** – Mr. Sprague requested authorization to accept a 2010 Homeland Security grant in the amount of \$127,599.00. Of that, \$102,000 will be for the Emergency Management Office and the remaining \$25,544.00 will be for Public Health Nursing. He reviewed the allocations for his portion of the funding.

Mr. Swackhamer asked why not take this grant funding, along with what the Sheriff has and apply it to the proposal for the communications project? These things you have outlined are nice, but not totally necessary. Mr. Sprague replied we have been putting money into the radio communications project. Over the last three years we have been building a backbone with the communications system to support this new proposal. The \$40,000 for interoperable communications in this grant will help us to continue to upgrade the network that our communications run on. Mr. Swackhamer commented he thought we had that budgeted. Mr. Sprague replied we have a repair budget. We would not be able to support the project if we had not been putting money into the communications system. We continue to build our network to support improvements to the network. There are certain requirements we need to fulfill in order to receive this grant funding.

Mr. Swackhamer stated this program will cost more than \$1.5 million. Mr. Sprague stated the project will be \$1.1 million. The direction that we are going is to an IP, internet-based network. Mr. Swackhamer asked what about the fiber optic? Mr. Alger stated the fiber optic is not done yet. Mr. Sprague stated when the fiber optic is ready, the IP network will run off of that. The rest of the communications system has to be adjusted and that is what we are using the interoperable grant funding for; to get the system ready. We really are using as much of the grant money as they will allow us to in order to upgrade our system.

Mr. Swackhamer asked what are we doing with the Sheriff's grants? Mr. Sprague replied the Sheriff handles their own grants.

MOTION: AUTHORIZING THE DIRECTOR OF THE EMERGENCY MANAGEMENT OFFICE TO ACCEPT A 2010 HOMELAND SECURITY GRANT IN THE AMOUNT OF \$127,599; \$102,055 FOR THE EMERGENCY MANAGEMENT OFFICE AND \$25,544 FOR PUBLIC HEALTH & NURSING SERVICES, AND ALLOWING \$102,055 TO VARIOUS BUDGET LINES AND AMENDING THE MAJOR EQUIPMENT LIST TO INCLUDE \$30,000 FOR INTEROPERABLE COMMUNICATIONS AND AMENDING THE MINOR EQUIPMENT LIST TO INCLUDE \$10,000 FOR INTEROPERATION COMMUNICATIONS, \$9,055 FOR PPE WMD/DECON AND \$10,000 FOR PPE WMD/INVESTIGATION MADE BY MR. SWACKHAMER. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

2. **Narrowband Communications Project Presentation** – Mr. Sprague introduced Rick Angiello who is a sales representative with Motorola. He stated that the Federal Communications Commission (FCC) has required that all frequencies, other than low-band need to go to narrowband. Mr. Crossett asked what is the timeframe for doing that? Mr. Sprague replied we need to be in compliance by January 1, 2013. All of the equipment that is not capable of operating on the new channels will need to be replaced. Mr. Angiello explained this requirement affects all public safety as well as industrial and business licenses. Narrowbanding will double the number of channels available in 2013.

Mr. Swackhamer asked is that really a realistic date? Will they shut down the network if you are not ready by that date? Mr. Angiello replied in theory they could shut down the network. They could impose fines for non-compliance. They have already pushed the date out for this. Mr. Sprague stated they have pushed the date back and there have been a number of petitions requesting the date be pushed back further, but they are saying no. The biggest risk we have is if they license someone within our wideband frequency and we end up with interference. If that happens, anyone in the area will effectively be off air. Mr. Swackhamer stated that he remembers talking about this seven or eight years ago and at the time we had to do it. He is just asking if this is now a realistic date. Mr. Sprague replied yes.

Mr. Creath asked are there any disadvantages to narrowbanding? Mr. Angiello replied not really. You will get better coverage and narrowband is also digital. There are a lot more benefits. Interference would be your biggest issue.

Mr. Quinlan asked he would guess that the FCC is not funding any big enforcement department to make sure everyone is in compliance? Mr. Angiello replied that is correct. If you did interfere with someone, they would call the FCC and then you would become their focus. He stated that the benefits include the more efficient use of the VHF and UHF bands as well as to provide an opportunity to improve interoperability and expand coverage. Compliance with the narrowband regulations is mandatory and wideband equipment will not be available after 2011. In addition, continued use of the wideband channels will violate FCC rules and also cause harmful interference to adjacent narrowband channels.

Mr. Sprague reviewed the County's options. The first option is to narrowband the existing equipment to analog operation within the existing system. This would result in a loss of coverage in many areas of the County. In addition, we would have limited compatibility as it would not be P25 compliant and therefore, not grant eligible. With regard to law enforcement, the cars would still have to switch from channel to channel and they would need to know which tower to switch to. The second option is to narrowband the existing equipment to analog simulcast operation with the existing system. This would allow you to put a band-aid on the older equipment, although you would still be using older technology. The older channel banks would need to be upgraded as they are currently not capable of doing the timing functions that are required to synchronize the towers together. The cost for that upgrade would be approximately \$1.2 million. Mr. Sprague stated the third option is to upgrade to narrowband digital simulcast. This would provide increased coverage county-wide, would result in simpler operations for the dispatchers and the cars. In addition we would have updated equipment to leverage what we have already used in WMD grants.

Mr. Swackhamer stated that he questions whether there will be better coverage. We were promised before that we would get better coverage with more towers. What do you mean by better coverage? Mr. Sprague replied we are looking at having 95 percent coverage. The coverage will be easier for law enforcement in the cars to figure out. We will be utilizing what we really have. We have better coverage than the people in the field are aware of. Mr. Swackhamer stated that Motorola previously did testing of the County and we were supposed to be at 95 percent and never were. Are we going to come up to the 95 percent or stay where we are? Mr. Sprague replied that he would say we will improve it some. Part of the proposal is to do coverage testing. Mr. Angiello commented that the terrain in the County really is your issue. Nobody guarantees 100 percent coverage as it would be cost prohibitive.

Mr. Angiello reviewed the proposal which will include an ASTRO Project 25 VHG Digital Narrowband Operation, eight site simulcast radio system, single radio channel per site. This will be connected to a prime site and radio dispatch consoles at the 911 Center. The cost of the proposal includes the equipment, installation, optimization and integration.

Mr. Swackhamer asked what happens if a tower goes down? Mr. Angiello replied you will lose that tower, but with simulcast, there will be overlapping coverage. It depends on the contribution of the particular site, but that is the beauty of this system. Mr. Swackhamer asked, so if we lose the tower in Greenwood, there is no coverage? Mr. Angiello replied you would only lose what is being provided by that tower. Mr. Sprague explained in our current system if you lose a tower, the channel associated with that tower no longer works and with the new system everything will be simulcast. Mr. Angiello used the analogy of having a cell phone. If a tower loses the signal, you don't know when your phone is switching towers. Mr. Sprague reviewed the coverage maps with the committee.

Mr. Sprague stated that with regard to the project timeline we have to have everything done by December 31, 2012. He would like to get the contract in place by mid-November and then we can start this process. Final acceptance will be November 2012. We will have to physically touch every car in the county at least two times as we will need to put in an additional narrowband channel. Mr. Swackhamer asked what will you have to do to the radios? Mr. Sprague replied we will have to reprogram all of the radios. The biggest thing with that is scheduling when the cars will need to come in.

Mr. Angiello informed the committee that the total system cost will be \$1,130,779 and everything is on State contract. There is a municipal lease-purchase agreement option. Mr. Crossett asked what is the timeline for receiving the grant? Mr. Sprague replied we should have heard by now. Mr. Crossett asked is it State or Federal funding? Mr. Sprague replied we applied for \$1.5 million from the Statewide Interoperable Communications Grant. There is \$20 million available. He stated we need to move forward with this project. At this point there is no payment due until January 15, 2012 at the earliest. We need to work on the contract in September to get it ready for November.

Mr. Crossett commented you need \$380,000 right now. Mr. Swackhamer asked is this the complete cost for everything? Mr. Angiello replied yes. Mr. Swackhamer asked is there a service contract? Mr. Angiello replied there is a full year service contract from the acceptance of the system. Mr. Sprague stated we already have a service contract in place. We are taking existing equipment out and adding new equipment. Right now we have a five-year agreement and we anticipate that will stay the same until we renegotiate at the end of five years. Mr. Swackhamer asked will the service contract amount stay the same or decrease? Mr. Sprague replied that he doubts it will decrease.

Mr. Van Etten asked will the State Police use this system? Mr. Sprague replied yes. Mr. Van Etten asked is that at our cost or theirs? Mr. Sprague replied it will be theirs as it will require them to update their equipment. Mr. Van Etten asked what about the Fire departments? Mr. Sprague replied at this point they are on lowband. EMS does have highband and the plan is to switch them to analog as they need the paging and you cannot do that on the digital system. If we get the \$1.5 million grant, we would include money to upgrade the EMS radio equipment.

Mr. Quinlan asked what does the maintenance contract include? Mr. Sprague replied the maintenance contract does not support the portable radios or the mobiles. We eliminated that from the contract and have a radio technician that provides the support for those.

Mr. Van Etten asked is there a contingency included in the \$1.1 million? Mr. Angiello replied we did not put in a contingency for you. Mr. Sprague stated there shouldn't be any surprises. This is a tough time to be doing this, but we tried to make it as reasonable as we can. Mr. Crossett stated you have \$750,000 in the Communications Project and you will need an additional \$381,000. We can transfer that out of the Old Health Care Facility Renovations Project. Mr. Sprague commented that a performance bond is included in this project, if you want to keep it.

Mr. Quinlan asked do you anticipate any other costs coming along? Mr. Sprague replied he hopes not. There is always a chance of something happening. Mr. Van Etten asked is Motorola the only vendor? Mr. Alger replied they are on State bid. It is in our best interest to stay with one vendor with this project.

MOTION: AUTHORIZING AND DIRECTING THE COUNTY TREASURER TO TRANSFER \$750,000 FROM THE COMMUNICATIONS RESERVE FUND AND \$381,000 FROM THE OLD HEALTH CARE FACILITY RENOVATIONS PROJECT TO A CAPITAL PROJECT ENTITLED NARROWBAND COMMUNICATIONS PROJECT, WITH THE STIPULATION THAT IF THE EMERGENCY MANAGEMENT OFFICE RECEIVES THE \$1.5 MILLION GRANT THEY APPLIED FOR, THAT THE \$381,000 BE RETURNED TO THE OLD HEALTH CARE FACILITY RENOVATIONS PROJECT MADE BY MR. CREATH. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.

B. Public Works

1. **Budget Transfer** – Mr. Foster requested authorization to transfer money from two completed federal aid bridge projects to the Future Bridge Projects Account to help fund future federal aid eligible bridges.

MOTION: AUTHORIZING THE COMMISSIONER TO TRANSFER \$66,325.22 FROM THE CR85 BRIDGE PROJECT AND \$75,625.01 FROM THE SAUNDERS ROAD BRIDGE PROJECT INTO THE FUTURE BRIDGE PROJECTS ACCOUNT MADE BY MR. CREATH. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.

C. Treasurer

1. **Monthly Financial Reports** – Mr. Donnelly asked if there were any questions regarding the reports.

2. **State Retirement System** – Mr. Donnelly stated we need to make a decision on whether to pay the additional cost to the State Retirement System in one lump sum or in installments. The cost is \$1.5 million. Mr. Crossett asked do we have to expense it all in one year? Mr. Donnelly replied we have already accrued most of it. The State will charge us an APR of 4.61 percent for five installment payments. He stated that he called one of the banks and can get 3.65 percent interest on a five-year bond. He stated that he doesn't feel we have any reason to borrow for this and he would recommend paying the lump sum.

MOTION: AUTHORIZING THE COUNTY TREASURER TO PAY THE \$1.5 MILLION IN ADDITIONAL COSTS FOR THE NEW YORK STATE RETIREMENT IN ONE LUMP SUM MADE BY MR. VAN ETTEN. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

Mr. Alger commented that with regard to the retirement system, they do have a mechanism in place by which you could finance a portion of the annual bill. I would presume we don't want to do that. I can't recommend that as you would pay a lot of interest to do that.

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, OR SALE OR EXCHANGE OF SECURITIES HELD BY SUCH PUBLIC BODY, BUT ONLY WHEN PUBLICITY WOULD SUBSTANTIALLY AFFECT THE VALUE THEREOF MADE BY MR. VAN ETTEN. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

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

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

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR
Tuesday, September 13, 2011
11:00 a.m.**

**Please send agenda items to the Clerk of the Legislature's Office
NO LATER THAN NOON
Wednesday, September 7, 2011.**

STEBEN COUNTY FINANCE COMMITTEE

Tuesday, September 13, 2011

11:00 a.m.

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

****MINUTES****

- COMMITTEE:** Lawrence P. Crossett, Chair Gary B. Roush Scott J. Van Etten
- STAFF:** Mark R. Alger Jack Wheeler Wendy Flaitz
 Joel Ordway Joe Welch Vicki Olin
 Alan Reed Shawn Corey Pat Donnelly
 David McCarroll Tammy Hurd-Harvey Vince Spagnoletti
 Steve Orcutt Brenda Mori
- LEGISLATORS:** Joseph J. Hauryski K. Michael Hanna Christopher G. Quinlan
- ABSENT:** Donald B. Creath Gary D. Swackhamer, Vice Chair
- OTHERS:** Mary Perham, *The Leader*

I. CALL TO ORDER

Mr. Crossett called the meeting to order at 11:00 a.m.

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE AUGUST 9, 2011, MEETING MADE BY MR. VAN ETTEN. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

III. DEPARTMENT REQUESTS

A. Health Care Facility

1. **Budget Transfer** – Mr. McCarroll requested authorization to transfer \$56,160 from Medicaid Revenue to two line items for Agency Staff to cover the costs of per diem staff for outpatient rehabilitation. This amount will get us through the rest of the year.

MOTION: AUTHORIZING THE HEALTH CARE FACILITY TO TRANSFER \$56,610 FROM THE MEDICAID REVENUE LINE ITEM AND APPROPRIATING \$18,720 TO THE AGENCY STAFF – PHYSICAL THERAPY LINE ITEM AND \$37,440 TO THE AGENCY STAFF – OCCUPATIONAL THERAPY LINE ITEM MADE BY MR. ROUSH. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

B. Elections

1. **Budget Transfer** – Ms. Olin informed the committee that they have \$9,000 left in their Electrical Upgrade project. She requested authorization to use some of those funds to purchase drapes for the windows at the Health Care Facility where they store the elections machines. The drapes would help to cut our electricity costs. In addition, the State was recently out to do an audit and they requested that we put coverings on the windows as they didn't like the idea of people being able to see in. The cost of the drapes is \$1,390.

MOTION: AUTHORIZING ELECTIONS TO UTILIZE \$1,390 FROM THE ELECTRICAL SERVICE UPGRADE PROJECT TO PURCHASE DRAPES FOR THE ELECTION MACHINE STORAGE ROOM AT THE OLD HEALTH CARE FACILITY MADE BY MR. VAN ETTEN. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

C. Sheriff's Department

1. **Budget Transfer** – Sheriff Ordway requested authorization to transfer \$31,770 from the Food Service line item to the Salaries – Food Service line item. This will be used to pay for our own cooks. Mr. Van Etten asked how is the new program working? Sheriff Ordway replied they are in the third week and it is going well.

MOTION: AUTHORIZING THE SHERIFF TO TRANSFER \$31,770 FROM THE FOOD SERVICE LINE ITEM TO THE SALARIES – FOOD SERVICE LINE ITEM MADE BY MR. ROUSH. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

2. **Informational** – Sheriff Ordway informed the committee that they have reached the \$1 million mark sooner than we ever had due to our Federal inmates. Overall our revenue is up 57 percent through the end of August.

D. Public Works

1. **Budget Transfer** – Mr. Spagnoletti informed the committee that the cost for diesel fuel and gas has increased. We had taken the three-year average, which was about \$1 million, and budgeted \$825,000 for diesel and gas. The price did spike and now we will be up over \$1.3 million. There is \$276,887 in the capital projects line item, which was the contingency item for higher asphalt prices. This year the asphalt prices did go up, but the bids were lower than expected so we didn't need that money. In addition, the CR69 project, if we reduce the blacktop from 4.8 to 2.0 miles and finish in 2012, we have \$124,855 that could be transferred. He requested authorization to transfer a total of \$401,737 and appropriate \$75,000 to unleaded fuel, \$276,737 to diesel and \$50,000 to parts and repairs. He commented this should take them through the end of the year.

MOTION: AUTHORIZING THE COMMISSIONER OF PUBLIC WORKS TO TRANSFER \$276,887 FROM THE CAPITAL PROJECTS LINE ITEM AND \$124,855 FROM THE HOTMIX/INJECT LINE ITEM AND APPROPRIATE \$75,000 TO UNLEADED FUEL, \$276,737 TO DIESEL FUEL AND \$50,000 TO PARTS AND REPAIRS MADE BY MR. ROUSH. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 3-0. Resolution Required.

E. Treasurer

1. **Monthly Reports** – Mr. Donnelly asked if there were any questions regarding the reports. Mr. Van Etten stated that he still doesn't understand why the transfers don't balance out. Ms. Hurd-Harvey replied it probably has to do with revenues versus expenses. She stated that she will check into this more.

2. **Budget Transfer – Nichol Inn Capital Project** - Mr. Donnelly informed the committee that as part of the Nichol Inn remediation, we need to continue to monitor the wells for three years going forward as well as conduct a survey and do an environmental easement. He requested authorization to transfer \$1,755 from the excess revenues from the real property tax foreclosure to the Nichol Inn Capital Project.

MOTION: AUTHORIZING THE TREASURER TO TRANSFER \$1,755 FROM THE EXCESS REVENUES FROM THE REAL PROPERTY TAX FORECLOSURE AUCTION TO THE NICHOL INN CAPITAL PROJECT FOR ADDITIONAL COSTS FOR THE CLEAN-UP MADE BY MR. VAN ETTEN. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

F. Administrator

1. **Tax Cap Calculation Process** - Mr. Alger informed the committee that he, Mr. Donnelly and Ms. Flaitz sat through a webinar regarding the tax cap. Frankly, the State does not have their act together on this. There are a lot of issues that will come back later on. Despite efforts we make to comply, we probably will have

trouble in the future. There was discussion in the webinar that if you make a mistake in year one and they don't tell you until year ten, you have to go back and fix it. There are real issues going forward. Mr. Alger stated they are in the process of sorting through that. For the towns and other municipalities, this will be a real problem. He stated he is concerned that no matter what you do, when they come in to audit you, it will be wrong. The chargebacks will be an issue. He believes that they will make the municipalities responsible for levying funds included, but he is not sure. They haven't figured out how they will manage the special districts. Will they be included in your cap or be separate? We really don't have good guidance. There are issues that relate to what we should do. There will be lawsuits for different reasons because of this cap.

Mr. Van Etten stated that he heard the growth rate has already been published. Mr. Alger replied yes, this year it is at 2 percent. Mr. Donnelly reported that the State Comptroller issued a press release stating that pension costs increased 2.6 percentage points. Mr. Alger stated of that 2.6 percentage point increase, only 0.6 is excludable from the cap calculation. In order to do that, you have to find your upcoming estimated salaries for the year, which the State Comptroller gives you.

IV. OTHER BUSINESS

1 **Setting the Date for the Budget Workshops** – The committee agreed to set the dates for the Budget Workshop for Monday, October 17th, Tuesday, October 18th and, if needed, Wednesday, October 19th from 9:00 a.m. to 4:00 p.m.

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

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR
Tuesday, October 11, 2011
11:00 a.m.**

**Please send agenda items to the Clerk of the Legislature's Office
NO LATER THAN NOON
Wednesday, October 5, 2011.**

STEBEN COUNTY FINANCE COMMITTEE

Tuesday, October 11, 2011

11:00 a.m.

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

****MINUTES****

COMMITTEE: Lawrence P. Crossett, Chair Gary D. Swackhamer, Vice Chair Donald B. Creath
Scott J. Van Etten

STAFF: Mark R. Alger Jack Wheeler Mike Keane
Byrum Cooper David Hopkins Stacy Lee
Kathryn Muller Pat Donnelly Tammy Hurd-Harvey
Alan Reed Wendy Flaitz Steve Orcutt

LEGISLATORS: Joseph J. Hauryski Carol A. Ferratella Christopher G. Quinlan

ABSENT: Gary B. Roush

OTHERS: Mary Perham, *The Leader*

I. CALL TO ORDER

Mr. Crossett called the meeting to order at 11:00 a.m.

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE SEPTEMBER 13, 2011, MEETING MADE BY MR. SWACKHAMER. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 3-0. (MR. CREATH ABSENT FOR VOTE)

III. DEPARTMENT REQUESTS

A. OFA/RSVP

1. **Budget Transfer** – Mr. Keane informed the committee that the USDA reimburses Corning Meals on Wheels and ProAction \$.68 per meal. He requested authorization to accept \$18,610 in pass through dollars from the USDA for meal reimbursement and appropriate that to the line items for Corning Meals on Wheels and ProAction.

MOTION: AUTHORIZING THE OFFICE FOR THE AGING TO ACCEPT \$18,610 IN PASS THROUGH DOLLARS FROM THE USDA FOR MEALS REIMBURSEMENT AND APPROPRIATING TO THE CONTRACT LINE ITEMS FOR CORNING MEALS ON WHEELS AND PROACTION MADE BY MR. VAN ETTEN. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

B. 911 Enhanced

1. **Budget Transfer** – Mr. Hopkins requested authorization to transfer \$6,000 from the Equipment Maintenance line item to the Minor Capital Purchase line item to purchase new chairs for the EOC.

MOTION: AUTHORIZING THE 911 ENHANCED DEPARTMENT TO TRANSFER \$6,000 FROM THE EQUIPMENT MAINTENANCE LINE ITEM TO THE MINOR CAPITAL PURCHASE LINE ITEM TO PURCHASE CHAIRS FOR THE 911 OPERATIONS CENTER MADE BY MR. VAN ETTEN. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

C. Public Defender

1. **Contingency Fund Transfer** – Mr. Cooper requested authorization to transfer \$6,500 from the Contingency Fund to cover upcoming bills; specifically Computer Research Services, Mileage, Transcripts, Office Supplies, Training, Professional Licensing Fees and Law Books. Mr. Van Etten asked will this be enough to get us through the end of the year? Mr. Cooper replied yes. We will have other funding becoming available to us. The State will be offering a grant in the amount of \$30,000 for the Indigent Legal Services fund that we will need to apply for and we will be able to use that funding for various things including law books and investigative services. He stated that he will be bringing that to committee next month for approval.

MOTION: AUTHORIZING THE TRANSFER OF \$6,500 FROM THE CONTINGENCY FUND TO THE PUBLIC DEFENDER'S BUDGET TO COVER EXPENSES IN THE FOLLOWING LINE ITEMS: COMPUTER RESEARCH SERVICES, MILEAGE, TRANSCRIPTS, OFFICE SUPPLIES, TRAINING, PROFESSIONAL LICENSING FEES AND LAW BOOKS MADE BY MR. VAN ETTEN. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.

D. Department of Social Services

1. **United Way Proposal** – Ms. Muller informed the committee that they have received a request from the United Way for funding in the amount of \$12,500 to continue the operation of the CASH Program. This is a county program under the IRS' VITA program to process income tax returns for low-income individuals.

Mr. Swackhamer stated this proposal was brought to the Human Services, Health & Education Committee and he suggests turning it down as the United Way has a budget of \$161,000 for this program. In addition all of their help is volunteer and he questions why they would need additional money. The Human Services, Health & Education Committee referred it to Finance and he suggests not taking any action. The committee was in agreement.

E. Treasurer

1. **Monthly Financial Reports** – Mr. Swackhamer asked is the budget for Mental Health improving at all? Mrs. Hurd-Harvey replied according to their projects they will be on target for the amount of County cost. This assumes that clinic restructuring is approved and that is somewhat of a question. At this point the cost is close to \$2 million which is \$1 million more than we had anticipated. Mr. Alger explained the amount they anticipate receiving through clinic restructuring is between \$350,000 - \$400,000. If we do not receive that, it will push our County cost of \$900,000 closer to \$1.2 million or more. We are not the only provider in this boat. Everyone in the State is. If the clinic restructuring does not get approved, nobody will get it.

Mr. Van Etten asked did we actually receive the IGT? Mrs. Hurd-Harvey replied yes, we received the IGT amount for 2009 and 2010.

2. **Budget Transfer** – Mrs. Hurd-Harvey requested authorization to roll over the Emergency Management Office grant in the amount of \$37,587 from 2010 through December 31, 2011.

MOTION: AUTHORIZING THE TREASURER'S OFFICE TO ROLL OVER THE EMERGENCY MANAGEMENT OFFICE GRANT IN THE AMOUNT OF \$37,587 FROM 2010 THROUGH DECEMBER 31, 2011, MADE BY MR. VAN ETTEN. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

3. **Nichol Inn** – Mr. Donnelly informed the committee that it will be at least a couple of years before we are in a position to sell this property. If we sell it now, the transfer will be subject to DEC approval. He would recommend waiting the three years while we continue to monitor the wells and then put it in the tax auction. Mr. Alger commented you will continue to have interest on the part of the towns with regard to this property.

4. **Certificate of Achievement for Financial Reporting** – Mr. Donnelly informed the committee that they received an award for their Comprehensive Annual Report from December 31, 2009. He commented

that he can't see putting this much effort into a report if we don't get any return from it. The reporting requirements for GASBY 45 are changing this year and because of that, all the previous nine years would need to be restated. Doing the Comprehensive Annual Report is optional and he will come back to the committee in another month or so for further discussion.

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. VAN ETTEN. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

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

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

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

NEXT MEETING SCHEDULED FOR

****PLEASE NOTE CHANGE**Wednesday, November 9, 2011**PLEASE NOTE CHANGE**
11:00 a.m.**

**Please send agenda items to the Clerk of the Legislature's Office
NO LATER THAN NOON
Wednesday, November 2, 2011.**

STEBEN COUNTY FINANCE COMMITTEE

Budget Workshop

9:00 a.m.

Monday, October 17, 2011

Legislative Conference Room

Steuben County Office Building

Bath, New York

****MINUTES****

COMMITTEE: Lawrence P. Crossett, Chair Gary D. Swackhamer, Vice Chair Donald B. Creath
Gary B. Roush Scott J. Van Etten

STAFF: Mark R. Alger Jack Wheeler Pat Donnelly
Tammy Hurd-Harvey Brenda Mori

LEGISLATORS: Joseph J. Hauryski Carol A. Ferratella K. Michael Hanna
Robin K. Lattimer Christopher G. Quinlan Thomas J. Ryan

OTHERS: Mary Perham, *The Leader*

I. CALL TO ORDER

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

II. BUDGET OVERVIEW

Mr. Alger reviewed the current status of the proposed 2012 budget. He stated we have made no changes to the sales tax or fund balance appropriations. He would suggest that we raise each of those by \$1 million. Doing so will put you at 1.8 percent increase in the levy which is below the tax cap, by about \$75,000. There are still things that you can look it, but we are in pretty good shape. Mr. Alger distributed a spreadsheet showing all of the budget adjustment recommendations they have for line item reductions. **A copy of the 2012 County Budget Adjustments is on file in the Clerk of the Legislature's Office.**

Mr. Roush asked has anything been eliminated? Mr. Alger replied he cannot think of anything that they have eliminated. Mr. Roush asked is there something that could be eliminated? Mr. Alger replied there are items that haven't been reduced and those are the budgets for the outside agencies. We have kept the outside agencies at the same level as last year. We did give the libraries what they had last year, however, it was not the increase requested.

MOTION: ACCEPTING THE 2012 COUNTY BUDGET ADJUSTMENTS AS PROPOSED BY THE BUDGET OFFICER MADE BY MR. VAN ETTEN. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Mr. Roush asked where do we stand with the cap? Mr. Alger replied at this point we haven't estimated any additional sales tax or fund balance. He expects this week to get the final third quarter sales tax numbers. We have the ability to meet the cap without a lot of additional cuts, however, we really need to see the third quarter sales tax numbers. We could be in trouble if those figures have dropped off. Our general budget is not in terrible condition. We have been working on this budget all year. At this point we are within the target we established. We can finish this up fairly quickly once we get the sales tax numbers.

Mr. Roush asked how much is exempt from the tax cap? Mr. Alger replied there are a couple of factors that influence that. The biggest change is Ms. Flaitz has projected the PILOTS for 2012. We have two PILOTS coming in that will result in an increase of \$700,000 for 2012. We had originally anticipated raising \$1.6 million

from the calculation of the cap and inclusive of the retirement numbers. However, with the PILOTS, we can now only raise the levy approximately \$912,594 and our tax levy cap for next year will be almost two percent. We fall within the range where the average taxpayer will understand the cap. We expect to bring the budget in under that tax cap number. Mr. Roush stated that he is very impressed with everyone who has worked on this. Mr. Alger stated the department heads do a good job; we only do the oversight. This is better than he had expected.

Mr. Creath stated that he would like to look beyond one year. Where are we going to be in the following years? Mr. Alger replied that is a good question. In looking at 2012, he stated that his attitude right along has been to start the 2013 budget right away. The challenges in 2013 are the same. Going forward, if you ask and listen to the other counties, you will be reducing local programs. Local programs already are being reduced. The increases are in areas that you have no control over. The inevitable conclusion is that at some point within the next three to five years; ten at the latest, programs will be cut. Chautauqua and Rockland counties are already at the point where they cannot cut their budget enough. They are already making severe cuts in their local programs. We are in a position where we need to be conscious of those things we can cut and those we cannot. The New York State Association of Counties has been pushing for Medicaid takeover by the State and this is something that is very important to counties as this represents a significant portion of their budgets. Approximately \$21 million of our tax levy goes to Medicaid.

Mr. Roush asked are any counties considering doing an override of the tax cap? Mr. Alger replied about half of them are looking into that. The reason for passing an override by Local Law is because the State doesn't have all of the definitions in place and doesn't expect an audit on those decisions for up to three years. If we have made a mistake in our calculations, you could be looking at a significant impact. If you are wrong in year one, you will be wrong for years two, three and so on. Mr. Crossett commented it is a good idea to pass the Local Law for an override to make sure we don't take a hit later on.

Mr. Creath commented that Mr. Alger and the Treasurer's Office have done an excellent job putting this together.

III. 2012 BUDGET REVIEW

Office of Community Services

Mr. Van Etten asked why for 2012 is there a decrease in the budget for Office of Community Services, when every year for the past four years they have come in \$1 million over budget? Mr. Crossett stated that most of this is due to a decrease in their expenses. Usually the problem is they are increasing their revenues. Mr. Alger commented that this budget assumes that the clinic restructuring will be approved. If that is approved, they will be much closer to budget. We are going to prepare an RFP for all of the services. Maybe next year we will have a fixed budget for this.

MOTION: ADDING \$7,000 INTO THE FORESTRY ACCOUNT No. 87300; LINE ITEM 5491100 MADE BY MR. SWACKHAMER. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Watershed Districts

Mr. Donnelly commented they had not received a budget from the Marsh Ditch Watershed District, so there is nothing budgeted. Mr. Crossett stated that they always put in the previous years' budget.

IV. MAJOR EQUIPMENT

Public Works

The committee asked for a description of the Landfill Mower. Mr. Wheeler contacted Public Works and stated this is a self-leveling mower which always keeps the operator level.

MOTION: REMOVING THE LANDFILL MOWER (\$120,000) FROM THE PUBLIC WORKS DEPARTMENT MAJOR EQUIPMENT LIST MADE BY MR. SWACKHAMER. SECONDED BY MR. VAN ETTEN. MOTION CARRIES 4-1. (MR. CREATH OPPOSED)

V. HEALTH CARE FACILITY ENTERPRISE FUND

Mr. Alger stated that with the Health Care Facility we have traditionally budgeted \$1 million for the IGT. The issue with the Health Care Facility is that their fund balance is pretty much gone. Long-term, that is not a good thing. We should add the additional \$600,000 we received for the IGT into this budget. That will help to reduce the fund balance appropriation. Going forward we will need to look at the facility as we cannot continue to lose that kind of money each year.

MOTION: ADDING THE ADDITIONAL \$600,000 IN IGT FUNDS TO THE HEALTH CARE FACILITY 2012 BUDGET MADE BY MR. VAN ETTEN. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

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

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR
Tuesday, November 9, 2011
Immediately Following Finance Committee Meeting**

STEBEN COUNTY FINANCE COMMITTEE

Wednesday, November 9, 2011

11:00 a.m.

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

****MINUTES****

- COMMITTEE:** Lawrence P. Crossett, Chair Gary D. Swackhamer, Vice Chair Gary B. Roush
Scott J. Van Etten
- STAFF:** Mark R. Alger David McCarroll Joel Ordway
Byrum Cooper Stacey Lee Pat Donnelly
Wendy Flaitz Shawn Corey Vince Spagnoletti
Tammy Hurd-Harvey Alan Reed Kathryn Muller
Robert Anderson, Ph.D.
- LEGISLATORS:** Joseph J. Hauryski Carol A. Ferratella K. Michael Hanna
- ABSENT:** Donald B. Creath
- OTHERS:** Mary Perham, *The Leader*

I. CALL TO ORDER

Mr. Crossett called the meeting to order at 11:00 a.m.

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE OCTOBER 11, 2011, AND OCTOBER 17, 2011, MEETINGS MADE BY MR. SWACKHAMER. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

III. DEPARTMENT REQUESTS

A. Health Care Facility

1. **Room Rate Increase** – Mr. McCarroll informed the committee that they typically increase the room rate for private pay patients by \$10.00 per year. In looking at the rates of facilities surrounding us, this year he is recommending raising the rate \$15.00. For a semi-private room, the rate would go from \$270.00 per day to \$285.00 per day and for a private room, the rate would go from \$280.00 per day to \$295.00 per day. This is in addition to the 7.2 percent New York State Assessment. This rate increase will affect ten residents.

Mr. McCarroll commented the State has a proposal to reduce the assessment by 0.4 percent in April and another 0.2 percent in October. If the committee is in agreement to proceed with the room rate increase, he requested that the resolution also include that we will charge the assessment at the rate indicated by the State.

MOTION: INCREASING THE RATES FOR SEMI-PRIVATE AND PRIVATE ROOMS AT THE HEALTH CARE FACILITY FOR PRIVATE PAY PATIENTS BY \$15.00 PLUS THE 7.2 PERCENT NEW YORK STATE CASH RECEIPTS ASSESSMENT AND AUTHORIZING THE HEALTH CARE FACILITY TO REDUCE THE RATE IN ACCORDANCE WITH WHEN THE STATE REDUCES THE CASH RECEIPTS ASSESSMENT MADE BY MR. ROUSH. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.

2. **Budget Transfer** – Mr. McCarroll requested authorization to transfer \$50,000.00 from the salaries line item to the contract line item to pay for CNA services through the end of the year.

MOTION: AUTHORIZING THE HEALTH CARE FACILITY TO TRANSFER \$50,000 FROM THE SALARIES LINE ITEM TO THE CONTRACT LINE ITEM TO PAY FOR CNA SERVICES THROUGH THE END OF THE YEAR MADE BY MR. VAN ETTEN. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

3. **Budget Transfer – Health Care Facility Fund Balance** – Mr. McCarroll stated we need to pay the State \$150,000 for the Cash Receipts Assessment to get us through the end of the year. He requested authorization to take that out of the Health Care Facility Fund Balance.

Ms. Lee explained with regard to the assessment, we collect on the Medicaid dollars and then we get paid a portion of that. Approximately 92 percent of the money we pay on is Medicaid only; the other 8 percent is private pay. Mr. Alger stated they need the \$150,000 to pay the assessment to the State for this year. It is not in the budget. He is suggesting that they take that money out of the Health Care Facility Fund Balance in order to make the payment. Ms. Lee stated the assessment is basically a pass through to the State. We collect it from the patient and send it to the State.

MOTION: AUTHORIZING THE HEALTH CARE FACILITY TO TRANSFER \$150,000 FROM THE HEALTH CARE FACILITY FUND BALANCE TO PAY THE STATE CASH RECEIPTS ASSESSMENT MADE BY MR. VAN ETTEN. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

B. Department of Social Services

1. **Budget Transfer** – Ms. Muller requested authorization to accept pass through Daycare funding in the amount of \$195,000 and appropriate it to their line item for Daycare expenses.

MOTION: AUTHORIZING THE DEPARTMENT OF SOCIAL SERVICES TO ACCEPT PASS THROUGH FUNDING FOR DAYCARE IN THE AMOUNT OF \$195,000 AND APPROPRIATE IT TO THEIR LINE ITEM FOR DAYCARE EXPENSES MADE BY MR. VAN ETTEN. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

C. Public Works

1. **Fuel Surcharge Capital Account** – Mr. Spagnoletti informed the committee that they are adding a surcharge of \$.12 per gallon to use the County fuel tanks. Of that surcharge, \$.02 will go to the DM Fund for repairs and \$.10 will go into the capital account and will be rolled over for purchasing fuel tanks when they need to be replaced. County departments will continue to pay a \$.01 surcharge.

Mr. Crossett asked who are you charging to use the fuel tanks? Mr. Spagnoletti replied we are charging only the outside agencies. We sent them a letter in June letting them know that this would start January 1, 2012.

MOTION: AUTHORIZING AND DIRECTING THE COUNTY TREASURER TO CREATE A CAPITAL ACCOUNT FOR A FUEL SURCHARGE TO USE THE COUNTY FUEL TANKS MADE BY MR. ROUSH. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

D. Office of Community Services

1. **Budget Transfer** - Dr. Anderson requested authorization to transfer funds within various line items to pay for actual and anticipated bills. The total amount of the transfer is \$39,000.

MOTION: AUTHORIZING THE OFFICE OF COMMUNITY SERVICES TO TRANSFER \$15,000 FROM ACCT. #425000.5.444.000 TO ACCT. #425700.5.444.000 AND TRANSFER \$24,000 FROM ACCT. #432000.5.444.000 AND TRANSFER \$20,000 INTO ACCT. #431000.5.444.000; \$1,000 INTO ACCT. #433300.5.471.112; \$1,500 TO ACCT. #433600.5.450.000 AND \$1,500 INTO ACCT. #433600.5.450.990 TO PAY ACTUAL AND ANTICIPATED BILLS MADE BY MR. ROUSH. SECONDED BY MR. VAN ETEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

E. County Clerk

1. **Semi-Annual Mortgage Tax Distribution** – Mr. Donnelly stated a total of \$519,124.74 has been distributed among the thirty-three (33) municipalities. We have seen an increase of approximately \$50,000 from the same period last year.

MOTION: ACCEPTING AND FORWARDING TO THE FULL LEGISLATURE THE SEMI-ANNUAL MORTGAGE TAX DISTRIBUTION MADE BY MR. SWACKHAMER. SECONDED BY MR. VAN ETEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

F. Sheriff's Department

1. **Budget Transfer – Fuel** – Sheriff Ordway informed the committee that last year they had proposed a fuel budget of \$100,000 and that was reduced to \$90,000. They are projecting they will be at \$140,000 this year and have been averaging fuel bills of \$11,000 per month. He requested an appropriation of \$50,000 from the Contingency Fund to cover fuel expenses through the end of the year. Mr. Swackhamer asked are you driving more miles? Sheriff Ordway replied no, this is due to the increase in fuel prices.

MOTION: AUTHORIZING THE TRANSFER OF \$50,000 FROM THE CONTINGENCY FUND TO THE SHERIFF'S FUEL LINE ITEM TO COVER FUEL EXPENSES THROUGH THE END OF THE YEAR MADE BY MR. ROUSH. SECONDED MR. VAN ETEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.

2. **MDT Lease or Purchase** – Sheriff Ordway informed the committee that they are in the process of upgrading their MDT's. The current units are 7 years old and the warranty expired five years ago. Mr. Alger stated it will be approximately \$9,000 less to purchase rather than lease. The Public Safety & Corrections Committee has recommended the purchase of 22 MDT's. This includes a five year maintenance contract. Sheriff Ordway stated the total to purchase is \$93,732.00. He stated that he currently has \$49,000 and requested an appropriation of \$45,000 from the Contingency Fund to cover the balance.

MOTION: AUTHORIZING THE SHERIFF TO PURCHASE TWENTY-TWO (22) MOBILE DATA TERMINALS (MDT'S) FOR A TOTAL PRICE OF \$93,732.00 INCLUDING AN EXTENDED WARRANTY AND AUTHORIZING A TRANSFER OF \$45,000.00 FROM THE CONTINGENCY FUND TO COVER SAID PURCHASE MADE BY MR. ROUSH. SECONDED BY MR. VAN ETEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.

G. Public Defender

1. **Indigent Legal Services Fund** - Mr. Cooper informed the committee that for many years they have received funding from the State for indigent legal services. The amount has been approximately \$300,000 per year. Beginning this year, a percentage of that amount must be applied for by counties along with a proposal to upgrade indigent legal services. This year we are required to apply for 10 percent of that funding. We will be required to submit quarterly vouchers to get our reimbursement from the State. This year our proposal is to upgrade our internal legal research capabilities and investigative services. The State has approved our request. Mr. Cooper requested authorization to contract with the State to receive \$30,904.00 from the Indigent Legal Services Grant.

Mr. Swackhamer asked is it for this year or for 2012? Mr. Cooper replied it is new this year, but will probably go into 2012. This year the grant application was for 10 percent, next year will be for 25 percent. The percentage we will be required to apply for will increase each year.

Mr. Alger explained the State is taking your revenue away. At year end, you will have to determine how to roll that balance forward and appropriate the balance for next year. This year you are appropriating \$30,094 in estimated revenue.

MOTION: AUTHORIZING THE PUBLIC DEFENDER TO ACCEPT AN INDIGENT LEGAL SERVICES FUND GRANT IN THE AMOUNT OF \$30,904 AND APPROPRIATING SAID AMOUNT IN ANTICIPATED REVENUE FOR 2011 MADE BY MR. SWACKHAMER. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

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

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR
Tuesday, December 13, 2011
11:00 a.m.**

**Please send agenda items to the Clerk of the Legislature's Office
NO LATER THAN NOON
Wednesday, December 7, 2011.**

STEBEN COUNTY FINANCE COMMITTEE

Budget Workshop

Wednesday, November 9, 2011

11:00 a.m.

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

****MINUTES****

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

STAFF: Mark R. Alger Alan Reed Brenda Mori
Shawn Corey

LEGISLATORS: Carol A. Ferratella K. Michael Hanna

ABSENT: Donald B. Creath

OTHERS: Mary Perham, *The Leader*

I. CALL TO ORDER

Mr. Crossett called the meeting to order at 11:30 a.m.

II. SALES TAX

Mr. Alger distributed a handout showing the projected sales tax revenue. He stated that we have had a very strong third quarter and he would feel comfortable recommending including an additional \$1 million in sales tax revenue for the 2012 budget.

MOTION: ADDING AN ADDITIONAL \$1 MILLION TO THE SALES TAX REVENUE IN THE 2012 BUDGET MADE BY MR. VAN ETTEN. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

III. SUMMARY 2012 BUDGET

Mr. Alger distributed a handout showing a summary of the 2012 Budget. He recommended using an additional \$500,000 from the D fund balance and \$500,000 from the DM fund balance.

MOTION: AUTHORIZING THE USE OF \$500,000 FROM THE D FUND BALANCE AND \$500,000 FROM THE DM FUND BALANCE FOR A TOTAL OF AN ADDITIONAL \$1 MILLION IN FUND BALANCE IN THE 2012 BUDGET MADE BY MR. SWACKHAMER. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

IV. PROPERTY TAX CAP

Mr. Alger informed the committee that twelve (12) municipalities have chosen to have their Worker's Compensation costs added to their levy rather than having it billed this year. That presents an issue with chargebacks as that is included as part of our cap. We have been given no clear guidelines by the State for how to calculate that. After doing our calculations, it would add \$367,628 to our 2011 base. Our biggest concern is they could decide not to add that in to the 2011 values and instead add that only to 2012, which will affect our cap amount. Mr. Alger stated that he wanted to bring this to the committee's attention. Discussion followed.

V. **GENERAL DISCUSSION**

1. **Gas to Energy Project** - Mr. Van Etten commented that he is concerned that the gas to energy project has zero revenues projected for next year and this year we had anticipated \$200,000 in revenues and received zero. Mr. Alger commented this is a major problem for the co-op. At least we didn't do this ourselves. This is all driven by the natural gas prices. There are some things that can be done and that are being pursued, that would allow them to break even. We are not hurt by this as we are still getting the carbon credits.
2. **Tax Levy** - Mr. Van Etten asked what is the tax levy percentage? Mr. Alger replied the tax levy increased 1.7 percent; however, the tax rate has decreased \$0.10. Since 2005, our tax rate has decreased every year, with the exception of one year where it increased \$0.01. Mr. Swackhamer asked what does 1 percent equal? Mr. Alger replied \$460,024.00.
3. **Positions** - Mr. Alger stated that with regard to unfunded positions, we had two positions that were title changes down and those were not included in the budget. There were nine funded vacant positions that we removed the funding for. We have an additional 50 – 60 positions that are funded and vacant. Many of them are due to normal turnover that we have allowed to be funded, but may not be filled. In 2013 we will try to be frugal about filling positions.

Mr. Roush stated that he would like to compliment Mr. Alger, Mr. Donnelly and everyone else for a great job on the budget.

MOTION: AUTHORIZING THE PRESENTATION OF A LOCAL LAW TO OVERRIDE THE PROPERTY TAX CAP MADE BY MR. VAN ETTEN. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.

MOTION: ACCEPTING AND FORWARDING THE PROPOSED 2012 BUDGET TO THE FULL LEGISLATURE FOR APPROVAL MADE BY MR. ROUSH. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.

Mr. Alger stated that he would like to clarify that the proposal to override the tax cap is not because we are not meeting the cap, but rather because of the unknown factors that the State has not clarified with regard to calculating the cap.

VI. **WATERSHED DISTRICTS**

Mr. Donnelly informed the committee that the Upper Five Mile Creek Watershed District would like to change their budget. It will end up being \$2,000 less than last year.

MOTION: ACCEPTING CHANGES TO THE UPPER FIVE MILE CREEK WATERSHED DISTRICT BUDGET AS PRESENTED MADE BY MR. SWACKHAMER. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

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

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

STEBEN COUNTY FINANCE COMMITTEE

Special Meeting

2:30 p.m.

*Monday, November 28, 2011
Legislative Conference Room
Steuben County Office Building
Bath, New York*

****MINUTES****

COMMITTEE:	Lawrence P. Crossett, Chair	Gary B. Roush	Scott J. Van Etten
STAFF:	Mark R. Alger Tammy Hurd-Harvey	Jack Wheeler Shawn Corey	Vince Spagnoletti
LEGISLATORS:	Joseph J. Hauryski Robin K. Lattimer	Carol A. Ferratella Thomas J. Ryan	K. Michael Hanna
ABSENT:	Gary D. Swackhamer, Vice Chair	Donald B. Creath	

I. CALL TO ORDER

Mr. Crossett called the meeting to order at 2:30 p.m.

II. GENERAL BUSINESS

A. Public Works

1. **Landfill Capital Projects** – Mr. Alger explained that the budget as distributed contained a capital project list including several landfill capital projects. There was a miscommunication between our office and the Treasurer’s Office which resulted in the funding for those landfill capital projects not being included in the budget. He requested authorization to appropriate capital funding in the amount of \$420,000 in the budget for those landfill capital projects in the plan. This will not have an impact on the rate or the tax levy.

MOTION: AUTHORIZING AN INCREASE IN THE 2012 ANTICIPATED REVENUE FOR THE LANDFILL IN THE AMOUNT OF \$420,000 AND APPROPRIATING \$420,000 IN CAPITAL PROJECT FUNDS FOR THE LANDFILL TO THE PROPOSED 2012 BUDGET MADE BY MR. VAN ETTEN. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

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

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

STEBEN COUNTY FINANCE COMMITTEE

Tuesday, December 13, 2011

11:25 a.m.

Legislative Committee Conference Room

Steuben County Office Building

Bath, New York

****MINUTES****

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

STAFF: Mark R. Alger Jack Wheeler Pat Donnelly
Joe Welch Vicki Olin Lise Reynolds
Stacey Lee John Tunney Tammy Hurd-Harvey
Nancy Smith Vince Spagnoletti Alan Reed
Joel Ordway Jim Gleason Steve Orcutt
Wendy Flaitz David McCarroll

LEGISLATORS: Carol A. Ferratella

ABSENT: Lawrence P. Crossett, Chair

I. CALL TO ORDER

Mr. Swackhamer called the meeting to order at 11:25 a.m.

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE NOVEMBER 9, 2011, AND NOVEMBER 28, 2011, MEETINGS MADE BY MR. ROUSH. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

III. DEPARTMENT REQUESTS

A. Sheriff's Department

1. **Grant** – Sheriff Ordway requested authorization to accept a Child Passenger Safety Grant from the Governor's Traffic Safety Committee, in the amount of \$10,900. This is a zero-match grant which is used to purchase car seats. The Public Health Nursing Department oversees and administrates the program.

MOTION: AUTHORIZING THE SHERIFF TO ACCEPT A CHILD PASSENGER SAFETY GRANT FROM THE GOVERNOR'S TRAFFIC SAFETY COMMITTEE IN THE AMOUNT OF \$10,900 MADE BY MR. VAN ETEN. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

2. **Bid Award** – Sheriff Ordway requested authorization to award the bid for milk products for the Jail to the low bidder, Upstate Niagara Coop for \$479.97 per week.

MOTION: AWARDING THE BID FOR MILK PRODUCTS FOR THE JAIL TO THE LOW BIDDER, UPSTATE NIAGARA COOP FOR A \$479.97 PER WEEK MADE BY MR. SWACKHAMER. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

B. Board of Elections

1. **Contract Approval** – Mr. Welch informed the committee that their contract with NTS Data Services is up for renewal. This is for both software and maintenance and the total cost for five years is \$160,000. He also requested authorization to renew the sole source designation.

MOTION: AUTHORIZING THE BOARD OF ELECTIONS TO RENEW THEIR CONTRACT WITH NTS DATA SERVICES, INC., FOR A FIVE-YEAR TERM TOTALING \$160,000 AND RENEWING THE SOLE SOURCE DECLARATION MADE BY MR. ROUSH. SECONDED BY MR. CREATH FOR DISCUSSION.

Mr. Van Etten stated this was presented earlier at the Administration Committee. Two years ago they added document scanning, which doubled the cost. They have scanned documents through the letter "C". He stated that he will not be voting in favor of this. Ms. Olin stated that we did do a quick report since this morning's Administration Committee meeting and we have scanned in 3,190 new voter registrations into the system since we added full document imaging in May 2010. We have done 25,000 voter modifications.

Mr. Creath asked why do you need the history? Ms. Olin replied we need to be able to tell when someone has moved or made other changes to their voter registration. The law requires we keep copies of those records. Mr. Creath asked when will the historical information be up and running? Ms. Olin replied we can access that information now. As we scan documents into the system, we have immediate access. Prior to this software, we had a huge rolodex system downstairs and now we will be able to get rid of that and have the digital image. Mr. Creath asked when can you dispose of the paper records? Ms. Olin replied we can dispose of them two years after they have been scanned into the system and certified. Mr. Creath asked you will be up and running in two years? Ms. Olin replied we hope to be. She stated that with full document imaging, we can scan military applications, absentee applications and obituaries.

Mr. Van Etten commented that his issue is if you two years ago had purchased the full document imaging, we would have heard about more efficiencies. Maybe there would be grants available for this, similar to what the County Clerk has gotten. Ms. Olin stated that we actually competed with the County Clerk for the same grant, and only one department is awarded that. Mr. Van Etten stated that to him, this option is "nice to have" as we haven't utilized it.

Ms. Olin stated that she believes they have utilized this option. This has relieved our staff from doing some of their other work by not having them file. We have not had to hire part-time staff to help us. This system is allowing us to use our staff to our advantage. Mr. Welch commented when we work with the hard copies, it takes more staff time.

Mr. Swackhamer asked how many documents could you scan in a day? Ms. Olin replied in a day, we could do 200, depending on the file size.

VOTE ON PREVIOUS MOTION: MOTION CARRIES 3-1. (MR. VAN ETTEN OPPOSED)

C. Public Health & Nursing Services

1. **Grant** – Ms. Congdon informed the committee that they have been awarded an additional \$4,238.46 for the ARRA Immunization Grant. The State wants us to bill for our immunization clinics and this money is to be used for the purchase of laptops and scanners.

MOTION: AUTHORIZING PUBLIC HEALTH & NURSING SERVICES TO ACCEPT AN ADDITIONAL \$4,238.46 IN ARRA FUNDING FOR THE IMMUNIZATION PROGRAM MADE BY MR. VAN ETTEN. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.

D. Public Works

1. **Creation of Capital Project** – Mr. Spagnoletti requested authorization to create a capital project to accept revenues in the amount of \$537,255 for road repair work from the Howard Wind Project on CR 27 and CR 109. This year they built 24 windmills and will build 2 more in 2012.

MOTION: AUTHORIZING AND DIRECTING THE COUNTY TREASURER TO ESTABLISH A CAPITAL PROJECT ACCOUNT FOR THE REPAIR OF CR 27 AND CR 109 IN THE TOWN OF HOWARD MADE BY MR. CREATH. SECONDED BY MR. ROUSH FOR DISCUSSION.

Mr. Van Etten asked is the \$537,255 our cost to rebuild these roads? Mr. Spagnoletti replied we have a Road Use Agreement whereby the classification of those roads requires the wind company pay 75 percent of the damage, but this will cover our cash outlay for materials. Discussion followed.

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

Mr. Alger explained, this allows you to set this money aside and not have to appropriate from the fund balance to do the repairs.

E. District Attorney's Office

1. **Contingency Fund Transfer** – Mr. Tunney requested authorization to appropriate \$30,000 from the Contingency Fund to cover various costs in his 2011 budget. This year we spent more in our Professional Witness line item and we also had a high number of extraditions. Originally, our Professional Witness line item was funded, but rarely used. Years ago we made the decision to not fully fund this line item, however the risk is that when you do need to use it, you have to transfer money in.

MOTION: AUTHORIZING THE TRANSFER OF \$30,000 FROM THE CONTINGENCY FUND TO THE DISTRICT ATTORNEY'S 2011 BUDGET TO COVER VARIOUS YEAR-END EXPENSES MADE BY MR. VAN ETTEN. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.

F. Treasurer

1. **Monthly Reports** – Mr. Donnelly asked if there were any questions regarding the monthly reports. Mr. Van Etten stated that he was looking at the numbers in overtime and temporary hire accounts. The 911 department has decreased 14 percent, however, highway and maintenance increased 47 percent which is startling.

Mr. Alger stated that 911 is down as they are maintaining their staff better and they also reduced their midnight shift size. Because they are fully staffed, they have trained temps so we can bring them in, which saves us money in overtime.

Mr. Spagnoletti explained that in highway and maintenance, our overtime went from \$321,000 to \$462,000 because of the snow. All of our other overtime items in our division balanced out to a zero increase. We had a more severe winter. The New York State Department of Transportation (NYSDOT) went from 4,900 overtime hours to 8,090 hours and that is with the decreased level of service. Overtime is important. In 1992 our overtime was at \$900,000 and now we are at \$350,000. He explained that in the temporary line item for highway maintenance, we went from \$67,000 to \$110,000 due to losing so many staff to retirement.

Mr. Van Etten stated the Landfill increased \$42,000 over the same period last year. He was under the impression that by increasing Saturday hours and eliminating Monday hours, we would be in better shape fiscally. Mr. Spagnoletti replied we changed the hours for the Transfer Stations and had said that would decrease our overtime. That change went into effect in 2009. We are not showing a savings in 2010 – 2011. We are down from a staff of 27 to a staff of 23, which has resulted in us using more temps and more overtime.

Mr. Van Etten asked with your 2012 budget, will you have enough money based on what your 2011 actual expenses will be? Mr. Spagnoletti replied we will be all right. Mr. Foster watches the overtime very closely. Our main overtime costs occur between January and the end of March. If we have to, we will cut back on road work to get us through to the end of the year. We will make it work.

Mr. Alger commented from a budgeting standpoint, because Public Works has a turnover rate and it takes time to fill vacancies, they do generate some savings in their payroll that they can use in their overtime and temporary hire line items.

Mr. Van Etten asked for an explanation on the increases in the overtime and temporary hire line items for the Department of Social Services and the Health Care Facility.

Ms. Reynolds explained the Department of Social Services saw an increase of 43 percent in overtime, which equated to approximately \$66,000. Of that, \$4,000 was spent in our Accounting Unit as we have 9 vacant positions. Our Fraud Unit is down 4 positions and we have been using a Fraud Investigator to help cover the other three positions. We are seeing a slight decrease in revenues in that area. The Support Collection Unit is down five positions however, they haven't seen an increase in overtime. Revenues in Support Collection are down \$118,000. Ms. Reynolds stated the bulk of our overtime is in Temporary Assistance, Food Stamps and Medicaid. Our caseloads are still up and were much higher April through June. Our overtime increased in the second quarter of this year. The Services Unit has a small increase in overtime of 3 percent. Our Adult Services cases have gone up as well. Compared to last year, our Child Protection Services Unit overtime is down. Last year we had a record number of reports coming in. We are down 11 staff members in our Services Unit.

Mr. Roush asked are all of the overtime and temporary hire expenses we have less than the savings we are seeing from having fewer employees? Mr. Alger replied yes. Our payroll in 2011 is less than in 2010. Mr. Roush commented the cuts that we have had are working from a financial standpoint. Mr. Creath stated that is a good operation. As you downsize, the budget game becomes more of a guessing game. Mr. Van Etten stated the less people you have, the more work they have to do.

Mr. Swackhamer asked are you seeing less reimbursement due to the reduced number of staff? Ms. Reynolds replied even though our staffing is reduced, we are still coming in right around what we budgeted. Support Collection is receiving 83 – 87 percent of their reimbursements and are bringing in revenues. Certain areas are not as good. Mr. Van Etten asked will there be an issue of being over budget at the end of the year? Ms. Reynolds replied no, she believes they will be okay.

Mr. McCarroll stated that they do have a general contract with regard to the number of days off; however, we have mandated staffing levels which bump up against that. In our nursing area, we had 514 call offs on shifts this year. With regard to our Nursing Aides, we have six individuals off on leave right now. We frequently cover those with volunteers and mandate people to work. Mr. Van Etten asked how does the call off rate compare to last year? Mr. McCarroll replied that he did not have the figure with him. Mr. Van Etten stated that what concerns him is that your overtime is 28 percent higher than last year and that raises a flag.

Ms. Lee stated that as of today overtime has increased 15 percent over 2010. We did increase our budget 3.5 percent and have approximately \$20,000 left for the remainder of the year. It will get a little tight. Mr. Van Etten asked will this be an issue for 2012? Mr. McCarroll commented that they have used more temporary hires. Ms. Lee stated they have used contract staff and agency staff as their temporary hires.

Mr. Van Etten commented that the reason he is asking these questions is two-fold. First, he wants to understand what the year over year increase is and second, he is looking to see if it will be an issue for next year. Discussion followed.

2. **Tax Sale** – Mr. Donnelly informed the committee that they had 568 parcels that were subject to sale this year, which is down from 612 last year.

3. **Certificate of Achievement in Excellence for Financial Reporting** – Mr. Donnelly presented Ms. Hurd-Harvey with a Certificate of Achievement in Excellence for Financial Reporting for the 2010 Comprehensive Annual Financial Report. *CONGRATULATIONS!*

4. **GASB54 Implementation** – Ms. Hurd-Harvey explained that GASB54 is basically renaming existing money. The default is that it falls to the Full Board to do. There is some flexibility in assigning the fund balance. Some governments are delegating the authority to do the assigning at the committee level. This would pertain to any fund balance that is not in the General Fund.

Mr. Roush asked why is this changing? Ms. Hurd-Harvey replied there were inconsistencies with how people were reporting. Discussion followed.

MOTION: RECOMMENDING THE FULL LEGISLATURE DELEGATE TO THE FINANCE COMMITTEE, WITH THE PARTICIPATION OF THE COUNTY TREASURER AND THE COUNTY ADMINISTRATOR, THE AUTHORIZATION TO ASSIGN AMOUNTS TO SPECIFIC PURPOSES IN THE ASSIGNED FUND BALANCE MADE BY MR. VAN ETTEN. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.

G. Administrator

1. **Contingency Fund Appropriation – Assigned Counsel Program** – Mr. Alger requested authorization to transfer \$100,000 from the Contingency Fund to close out the 2011 budget year. We are seeing a sizeable increase in the number of cases. Last year we had appropriated \$75,000.

MOTION: AUTHORIZING A TRANSFER OF \$100,000 FROM THE CONTINGENCY FUND TO THE 2011 BUDGET FOR THE ASSIGNED COUNSEL PROGRAM TO PAY EXPENSES THROUGH THE END OF THE YEAR MADE BY MR. VAN ETTEN. SECONDED BY MR. CREATH FOR DISCUSSION.

Mr. Roush asked is there something wrong with the budgeting? Mr. Alger replied whatever you give them, they will spend. We traditionally have been a little closer to the actual budget. Eventually, the State will look at how much you spend each year to determine your reimbursement. If you ever decrease the budget, you will lose the reimbursement. We try to balance that.

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

Mr. Alger stated we are talking about doing another caseload analysis to see how many of those cases could be handled by a conflicts office. We will talk to the NYS Bar Association and the local judiciary to see if we could put something in place. Right now the Assigned Counselor either hires a firm or an individual attorney through contract to represent the other party, . Due to ethics law, the Public Defender can only represent one party.

2. **CHHA** – Mr. Alger informed the committee that while we were receiving proposals for the sale of the CHHA, the State decided to open up the process to purchase licenses to everybody. Due to the announcement by the State, many, if not most of the counties who are selling their CHHA's, have said the agencies are now backing out. Counties are losing millions across the state. This comes directly from the Governor. There will be a resolution on the December 19th Legislative Agenda pertaining to the sale of the CHHA.

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

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

NEXT MEETING SCHEDULED FOR

Tuesday, January 10, 2012

11:00 a.m.

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

NO LATER THAN NOON

Wednesday, January 4, 2012.

STEUBEN COUNTY FINANCE COMMITTEE

Special Meeting

Monday, December 19, 2011

9:15 a.m.

Legislative Committee Conference Room

Steuben County Office Building

Bath, New York

****MINUTES****

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

STAFF: Mark R. Alger Jack Wheeler Judy Hunter
Shawn Corey Alan Reed Hank Chapman, Psy.D.

LEGISLATORS: Joseph J. Hauryski Dan C. Farrand Carol A. Ferratella
K. Michael Hanna Robin K. Lattimer Thomas J. Ryan
John S. Walsh

ABSENT: Lawrence P. Crossett, Chair

I. CALL TO ORDER

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

II. DEPARTMENT REQUESTS

A. County Clerk

1. **SARA Grant** – Mrs. Hunter informed the committee that they have received notification that they will be receiving a SARA grant in the amount of \$68,243. This was approved by the Administration Committee. Mr. Alger stated this requires a resolution by the Legislature to accept the grant.

MOTION: AUTHORIZING THE COUNTY CLERK TO ACCEPT A SARA GRANT IN THE AMOUNT OF \$68,234 FOR THE DIGITIZATION OF LAND RECORDS MADE BY MR. ROUSH. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.

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

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature