

STEBEN COUNTY FINANCE COMMITTEE

Tuesday, January 12, 2016

10:00 a.m.

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

****MINUTES****

- COMMITTEE:** Scott J. Van Etten, Chair Kelly H. Fitzpatrick Gary B. Roush
Brian C. Schu
- STAFF:** Jack K. Wheeler Mitch Alger Hank Chapman, Psy.D.
Wendy Flaitz Pat Donnelly Vince Spagnoletti
Andy Morse Judy Hunter Tammy Hurd-Harvey
Alan Reed
- LEGISLATORS:** Carol A. Ferratella K. Michael Hanna Hilda T. Lando
Robin K. Lattimer John V. Malter
- ABSENT:** Gary D. Swackhamer, Vice Chair
- OTHERS:** Mary Perham

I. CALL TO ORDER

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

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE DECEMBER 8, 2015, AND DECEMBER 21, 2015, MEETINGS MADE BY MR. SCHU. SECONDED BY MR. ROUSH. MOTION CARRIES 3-0-1. (MS. FITZPATRICK ABSTAINED AS SHE WAS NOT IN ATTENDANCE AT THE MEETINGS)

III. DEPARTMENTAL REQUESTS

- A. Office of Community Services
 - 1. **Budget Adjustment** - Dr. Chapman informed the committee that they have received one-time year-end funding in the amount of \$1,263.75 from the NYS Office of Alcohol and Substance Abuse. They will use this funding to purchase one breathalyzer for each of their three office locations.

MOTION: AUTHORIZING THE DIRECTOR OF THE OFFICE OF COMMUNITY SERVICES TO ACCEPT ONE-TIME YEAR-END FUNDING FROM THE NYS OFFICE OF ALCOHOL AND SUBSTANCE ABUSE IN THE AMOUNT OF \$1,263.75; TRANSFERRING \$421.25 TO THE EQUIPMENT LINES OF EACH OF THE THREE OFFICE LOCATIONS AND AMENDING THE SMALL EQUIPMENT LIST TO REFLECT THIS CHANGE MADE BY MR. ROUSH. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

- B. County Clerk
 - 1. **Major Equipment** - Mrs. Hunter informed the committee that in 2015 they had allocated \$14,500 in the Major Equipment budget to replace a high capacity scanner. We did replace that scanner and it came in much lower than we had anticipated, and we still have \$8,300 in the 2015 Major Equipment line item. She stated that they currently have an old reader/printer that is used for reading maps that was purchased in 2005.

This machine is available on State contract through Biel's for \$8,189. She requested authorization to purchase the map reader/scanner with the remaining funds in the 2015 Major Equipment line item.

Mr. Roush asked will this be compatible with the scanners we already have? Mr. Wheeler replied he is not sure. Mrs. Hunter stated that this scanner/printer can be stand alone, or networked.

MOTION: AUTHORIZING THE COUNTY CLERK TO PURCHASE A MAP SCANNER/PRINTER FROM BIEL'S FOR A TOTAL COST OF \$8,189 TO BE PAID FOR OUT OF THE 2015 MAJOR EQUIPMENT BUDGET MADE BY MR. ROUSH. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

C. Commissioner of Finance

1. **Amendment to Investment Policy** - Mr. Donnelly informed the committee that the State has changed the Adoption Subsidy Account to Key Bank. He requested authorization to correct the name of the bank to Key Bank, N.A. and to raise their limit from 15 percent to 35 percent.

MOTION: APPROVING AN AMENDMENT TO THE INVESTMENT POLICY AS PRESENTED BY THE COMMISSIONER OF FINANCE MADE BY MR. SCHU. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.

2. **Tax Bills** – Mr. Roush commented that he has received several complaints about the tax bills. One of the complaints regards who the check is made out to. In most cases it is made out to the individual, which is typically the Town Clerk or the Tax Collector. He checked with the Erwin Town Clerk and about half of the checks she receives do not have her name on them.

Mr. Donnelly commented when he pays his tax bill, he puts Bath Town Tax Collector. Mr. Roush stated if an individual is receiving the checks in their name, it is more tempting to have “sticky fingers.” If we could change it to Town Tax Collector or something generic, that follows the account that the money goes into.

Mrs. Flaitz stated she will check on this. We send a form out to the Towns and ask them what name they want on the tax bills. They come in all different ways. There is no specific ruling in the law relative to this. Mr. Reed asked does the individual name also have a title? Mrs. Flaitz replied usually, yes. Mr. Reed stated the issue would come to the County requiring something of the taxing authority. He does not know if we can say to them that checks need to be made out in the name of town. We may be able to suggest that they include the title with the individual's name. Mr. Wheeler asked Mr. Reed and Mrs. Flaitz to check into this further.

3. **End of Year Budget Adjustments** – Mrs. Hurd-Harvey presented end of year budget transfers for approval. These transfers are adjusting for the actual 2015 Worker's Compensation allocation, appropriating estimated revenue and expenditures for Jail Commissary accounts, and appropriating Forfeiture balances from December 31, 2015, to the 2016 budget items.

MOTION: APPROVING THE YEAR-END BUDGET TRANSFERS AS PRESENTED BY THE COMMISSIONER OF FINANCE MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

4. **Monthly Reports** – Mr. Van Etten stated that after reviewing the budget transfers and adjustments, he noticed the numbers for the Driver Diversion Program and they seem too good to be true. Could we get a full year summary of what this provides? It would be helpful to better understand the program. Mrs. Hurd-Harvey replied yes. She is working with Mr. Terwilliger to reconcile the year-end numbers.

Mr. Reed commented management for this program, under Local Law, is through the County Manager's Office. The deposits go through the Finance Office. Mr. Wheeler stated we have delegated that responsibility, but will revisit how we do that.

Mr. Malter asked will this report show what the towns are receiving from this program? Mrs. Hurd-Harvey replied yes. Mr. Reed commented one of the reasons that delegation of the administration of this program cannot go to the District Attorney is because this is not a direct prosecution function, and under County Law, the District Attorney would be doing something other than prosecution. The County receives State funding to allow for a full-time District Attorney for the prosecution of offenses.

D. County Manager

1. **Veteran's Service Software** – Mr. Wheeler stated that the Veteran's Service Agency has found VIMS software that will automate the process for the tracking and submission of claims. This software is available from Sterling Solutions for a cost of \$2,000 for the software plus an annual maintenance fee of \$700. This was not included in their budget, however, Information Technology has money in their capital project to purchase this. This software does not have a direct connection to the VA, however, it will provide internally a tracking mechanism for our Veteran's Office.

MOTION: THE EXPENDITURE OF \$2,700 FROM THE INFORMATION TECHNOLOGY CAPITAL PROJECT FOR THE PURCHASE AND ONE YEAR'S MAINTENANCE OF VIMS SOFTWARE FROM STERLING SOLUTIONS FOR THE VETERAN'S SERVICE AGENCY MADE BY MR. SCHU. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

2. **County Office Fiber Project** – Mr. Wheeler informed the committee that with the fiber optic project, there are actually two separate projects through STN. The first is the public safety piece and linking up the towners. The second is the last mile connection to connect the County Office Building, the Seneca Street Building in Hornell, the Corning and Hornell Office of Mental Health and the Corning Courthouse. By doing this we will no longer need individual internet connections. Additionally, we will also be able to provide four-digit dialing for those offices.

Mr. Wheeler stated the cost for the fiber is \$53,000. Equipment is \$23,000 and installation and connect by ECC is \$7,600, bringing the total cost to \$90,000. He requested approval to spend \$90,000 out of the Fiber Capital Project for this project.

Mr. Roush commented there was a requirement by the State for all internet providers to increase internet speed. Mr. Wheeler stated the speed on the backbone of this is really limitless. Companies have to pay a high premium for high speed internet. The fiber connectivity presents a significant opportunity. The Governor has \$500 million of funding available and the goal by 2018 is to provide every New Yorker with up to 100 mbps of speed, and that will be really difficult. This is a significant opportunity for STN to extend the fiber if the State pays for it. We want to be the pipeline, not the provider.

MOTION: AUTHORIZING THE COUNTY MANAGER TO SPEND \$90,000 OUT OF THE FIBER CAPITAL PROJECT FOR THE INSTALLATION OF THE LAST MILE OF FIBER TO VARIOUS COUNTY OFFICE LOCATIONS, THE PURCHASE OF NECESSARY EQUIPMENT, AND THE CONNECTION OF THE FIBER MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

IV. **OTHER BUSINESS**

A. *Setting the 2016 Meeting Schedule*

MOTION: SETTING THE 2016 MEETING SCHEDULE FOR THE FINANCE COMMITTEES ON THE SECOND TUESDAY OF EACH MONTH AT 10:00 A.M. MADE BY MR. SCHU. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

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

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE, PURSUANT TO SECTION 1138 OF REAL PROPERTY TAX LAW, TO WITHDRAW FROM TAX FORECLOSURE, PARCEL #280.00-01-050.00/314 AND PARCEL #280.00-01-050.000/104, BOTH SITUATE IN THE TOWN OF ERWIN, AND CANCELLING TAXES AS UNCOLLECTABLE MADE BY MR. ROUSH. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

MOTION: APPROVING A HARDSHIP DEFERRAL EXTENSION TO MARCH 31, 2016, RELATIVE TO PARCEL #318.15-01-015.000 SITUATE IN THE TOWN OF CORNING MADE BY MS. FITZPATRICK. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

MOTION: AUTHORIZING A PRIVATE SALE PURSUANT TO SECTION 1166 OF REAL PROPERTY TAX LAW RELATIVE TO PARCEL #336.06-02-042.100, SITUATE IN THE VILLAGE OF SOUTH CORNING TO NICHOLAS BLACKMAN AND RENEE AUSTIN FOR A TOTAL OF \$800 INCLUSIVE OF DEED FEE MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

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

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

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

****NEXT MEETING SCHEDULED FOR****

**Tuesday, February 9, 2016.
Legislative Committee Room
10:00 a.m.**

**Please send agenda items to the Clerk of the Legislature's Office
NO LATER THAN NOON
Wednesday, February 3, 2016.**

Ms. Fitzpatrick asked do we have to make the investment first and then get reimbursed by the State? Mr. Wheeler replied yes, we will be reimbursed by the State. If we have a contract with the State, we are comfortable with that.

Ms. Fitzpatrick asked will you have to provide progress reports to the State? Dr. Chapman replied yes, we will be required to submit quarterly reports to the State. Mr. Wheeler commented it will be very telling for us and show the success. If the grant is not renewed, we will have an idea of what is working and what is not.

Mr. Van Etten commented even if you are reducing the no-show's, it still bears the same expense as you are paying someone to be there. One of the things mentioned is that it will improve receivables and part of the software is letting the clients know the balance. An issue in this department has been bad debt and collection. Dr. Chapman stated he agrees. The proposal includes this software and the thought is it will give us more ability than we had in the past.

Mr. Van Etten asked is there a correlation between no-shows and private pays? Dr. Chapman replied yes. Clients with Medicaid have no co-pay. Because of that we tend to see more no-shows with our Medicaid clients. With private insurance, the majority of services are covered, but the client is responsible for a portion. We have improved our collections over recent years. We are going after insurance denials to try to get payment.

Ms. Fitzpatrick asked what is your goal for the no-shows? Dr. Chapman replied he would like it to be zero. He is hoping, conservatively, to decrease no-shows by 10 percent.

MOTION: AUTHORIZING THE DIRECTOR OF THE OFFICE OF COMMUNITY SERVICES TO ACCEPT \$260,000, OVER A THREE-YEAR PERIOD, IN VITAL ACCESS PROVIDER (VAP) FUNDS FROM THE NEW YORK STATE OFFICE OF MENTAL HEALTH MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.

B. 911

1. **Acceptance of 2015-2016 PSAP Operations Grant** – Ms. Goodwin requested authorization to accept \$185,710 in funds from the 2015-2016 PSAP Operations Grant. Some of this funding comes from the surcharge on cell phones. This is a non-matching grant. We would like to use these funds for Personnel costs and then the State will reimburse us. When we get the reimbursement, we would like to put that into the capital project entitled “Dispatch Console Replacement”.

MOTION: AUTHORIZING THE DIRECTOR OF 911 TO ACCEPT THE 2015-2016 PSAP OPERATIONS GRANT IN THE AMOUNT OF \$185,710 MADE BY MR. ROUSH. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.

C. Sheriff's Office

1. **Homeland Security Grant** - Undersheriff Allard requested authorization to accept \$32,500 in Homeland Security Grant funds. This funding will be used to purchase equipment for the CIRT Team. This is a non-matching grant.

MOTION: AUTHORIZING THE SHERIFF TO ACCEPT \$32,500 IN 2016 NEW YORK STATE HOMELAND SECURITY GRANT FUNDS FOR THE PURCHASE OF EQUIPMENT FOR THE CIRT TEAM MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.

2. **Legislative Initiative Funding** – Undersheriff Allard required authorization to accept Legislative Initiative funding in the amount of \$5,000 from the New York State Division of Criminal Justice Services. This funding will be used to purchase night vision scopes and vests.

MOTION: AUTHORIZING THE SHERIFF TO ACCEPT LEGISLATIVE INITIATIVE FUNDING IN THE AMOUNT OF \$5,000 FROM THE NEW YORK STATE DIVISION OF CRIMINAL JUSTICE SERVICES MADE BY MR. SCHU. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

C. Finance

1 **Year-End Budget Adjustments** – Mrs. Hurd-Harvey presented year-end budget adjustments for approval. These transfers include end of year salary line adjustments, maintenance in lieu of rent year-end adjustments, the roll over and transfer of 2015 grant balances to the 2016 lines for the Public Defender and the Emergency Management Office, setting up the Conflict Defender ILS Grant in the 2016 budget and end of year fringe line adjustments.

MOTION: APPROVING THE YEAR-END BUDGET ADJUSTMENTS PRESENTED BY THE COMMISSIONER OF FINANCE MADE BY MR. SCHU. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

2. **Tax Bills** – Mr. Roush asked what is the status of the research into who should be listed as the payee on tax bills? Mr. Reed replied that he had not yet done that research. Mrs. Flaitz stated that most tax bills state the municipality's tax collector. Each year we send a letter to the tax collector to find out what information they want on their tax bills and who they want the bills payable to.

Mr. Roush stated this issue was brought to his attention because people are not comfortable writing a check to the individual when they are paying taxes to the government. Mr. Reed stated he will examine if we are within our authority to direct the municipalities to not include the name of the tax collector.

Mr. Roush stated it comes down to what the banks will accept. The issue is the perception of the taxpayer of who is getting the money. In the Town of Erwin, half of the people do not write their checks to the payee listed on the bill. Mr. Reed stated that he will look into this.

3. **Tax Certiorari** – Mr. Hauryski asked for an update on the Tax Certiorari case on Kraft. Mr. Donnelly stated the Tax Certiorari involves five properties, two of which were excluded from the report. The properties were assessed at \$5 million. Kraft sued to get the assessment reduced to \$600,000. The assessment report assessed the properties at \$6 million. The County participated in an assessment by an outside appraiser who established the value at \$14 million. Discussion followed.

4. **Upper Five Mile Creek Watershed Protection District** – Mr. Donnelly informed the committee that the Upper Five Mile Creek Watershed Protection District is requesting a loan of \$150,000. This is a county-issued debt and will be paid by the tax on the land. He requested authorization to issue a bond anticipation note in the amount of \$150,000 for one year.

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO ISSUE A ONE-YEAR BOND ANTICIPATION NOTE IN THE AMOUNT OF \$150,000 FOR THE UPPER FIVE MILE CREEK WATERSHED PROTECTION DISTRICT MADE BY MR. SCHU. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.

MOTION: TO ADJOURN REGULAR SESSION AND RECONVENE IN EXECUTIVE SESSION PURSUANT TO PUBLIC OFFICERS' LAW, ARTICLE 7§105.1.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. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

MOTION: REMOVING PARCEL #136.05-01-023.220/64 SITUATE IN THE TOWN OF HORNELLSVILLE FROM TAX FORECLOSURE AND CANCELLING THE TAXES AS UNCOLLECTABLE PURSUANT TO REAL PROPERTY TAX LAW, SECTION 1138 MADE BY MR. ROUSH. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

MOTION: APPROVING A HARDSHIP DEFERRAL RELATIVE TO PARCEL #301.00-01-044.000 SITUATE IN THE TOWN OF CORNING, EXPIRING MARCH 31, 2017 MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

MOTION: APPROVING A HARDSHIP DEFERRAL RELATIVE TO PARCEL #070.00-01-015.000 SITUATE IN THE TOWN OF AVOCA, EXPIRING MARCH 31, 2017 MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IIN FAVOR. MOTION CARRIES 4-0.

MOTION: APPROVING A HARDSHIP DEFERRAL RELATIVE TO PARCEL #318.14-01-058.000 SITUATE IN THE CITY OF CORNING, EXPIRING MARCH 31, 2017 MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

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

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

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

****NEXT MEETING SCHEDULED FOR****

**Tuesday, March 8, 2016.
Legislative Committee Room
9:00 a.m.**

**Please send agenda items to the Clerk of the Legislature's Office
NO LATER THAN NOON
Wednesday, March 1, 2016.**

STEBEN COUNTY FINANCE COMMITTEE

Tuesday, March 8, 2016

10:00 a.m.

Legislative Committee Room
Steuben County Office Building
Bath, New York

****MINUTES****

COMMITTEE:	Scott J. Van Etten, Chair Gary B. Roush	Gary D. Swackhamer, Vice Chair Brian C. Schu	Kelly H. Fitzpatrick
STAFF:	Jack K. Wheeler David Cole Steve Orcutt	Mitch Alger Ken Peaslee Shawn Corey	Vince Spagnoletti Pat Donnelly Tammy Hurd-Harvey
LEGISLATORS:	Joseph J. Hauryski Robin K. Lattimer	Carol A. Ferratella	Hilda T. Lando
OTHERS:	Mary Perham Jeff Smith, <i>The Leader</i>		

I. CALL TO ORDER

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

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE FEBRUARY 8, 2016, MEETING MADE BY MR. SCHU. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

III. DEPARTMENTAL REQUESTS

A. Information Technology

1. **Modification to Phone System** – Mr. Peaslee informed the committee that when we installed the new phone system, we had a couple of video phones installed in Probation and the Public Defender’s Office to allow them to communicate with inmates at the Jail. When they installed those phones, we had received some extra video phones. Our system needs to be updated to provide better quality of use for these phones. He requested authorization to contract with Ronco to improve the system and install additional video phones in the Hornell and Corning Probation offices. The total cost is \$6,840 and he has money available in the phone system capital project.

MOTION: AUTHORIZING THE DIRECTOR OF INFORMATION TECHNOLOGY TO CONTRACT WITH RONCO TO IMPROVE THE VIDEO PHONE SYSTEM AND INSTALL ADDITIONAL VIDEO PHONES IN THE HORNELL AND CORNING PROBATION OFFICES FOR A TOTAL COST OF \$6,840.00, TO BE PAID FOR OUT OF THE PHONE SYSTEM CAPITAL PROJECT MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

B. Sheriff’s Office

1. **Budget Adjustments**

a. *Livescan Machines* - Sheriff Cole informed the committee that the Livescan machines they currently have are in need of replacement. The State will pay \$20,000 toward the purchase. He stated that he has \$21,391 left over in the Jail Major Equipment line item from when they refurbished the key box. He requested authorization to transfer \$21,391 from the Major Equipment/Machinery line item

in the Jail to the Major Equipment/Machinery line item in the Sheriff's Office for the purchase of two Livescan machines.

MOTION: AUTHORIZING THE SHERIFF TO TRANSFER \$21,391 FROM THE JAIL'S MAJOR EQUIPMENT/MACHINERY LINE ITEM TO THE SHERIFF'S MAJOR EQUIPMENT/MACHINERY LINE ITEM FOR THE PURCHASE OF TWO LIVESCAN MACHINES MADE BY MR. SWACKHAMER. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

b. *2015 Homeland Security Grant* – Sheriff Cole requested authorization to accept \$20,700 from the 2015 Homeland Security Grant. These funds will be used to purchase night vision monoculars for the CIRT Team.

MOTION: AUTHORIZING THE SHERIFF TO ACCEPT \$20,700 IN 2015 HOMELAND SECURITY GRANT FUNDING FOR THE PURCHASE OF NIGHT VISION MONOCULARS FOR THE CIRT TEAM MADE BY MR. SCHU. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

c. *SRO Vehicles* – Sheriff Cole requested authorization to accept reimbursement in the amount of \$72,000 from the Department of Social Services for the purchase of two SRO vehicles. Mr. Allard explained we have a Sheriff's Deputy at the two BOCES campuses and we receive reimbursement from the Department of Social Services. Part of that reimbursement is for equipment. Mr. Wheeler commented the Department of Social Services has State Administration Funds that are available for this purpose. They pay 62 percent and BOCES pays 38 percent.

MOTION: AUTHORIZING THE TRANSFER OF \$72,000 FROM THE DEPARTMENT OF SOCIAL SERVICES STATE ADMINISTRATIVE FUNDS TO THE SHERIFF'S OFFICE MAJOR EQUIPMENT LINE ITEM FOR THE PURCHASE OF TWO VEHICLES FOR SCHOOL RESOURCE OFFICERS MADE BY MR. SCHU. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

C. Law Department

1. **Tax Certiorari Proceedings** – Mr. Corey informed the committee that they have received a request from the City of Corning to participate in two Tax Certiorari proceedings. The first is relative to Stewart Park Apartments and the second is relative to Mountainbrow Village Townhouses. Both properties appear to be within our \$2 million, single owner limit. Our portion would be 20 percent which equates to approximately \$800 per property for an appraisal or \$2,000 per property for a court-ready appraisal.

MOTION: AUTHORIZING THE COUNTY TO PARTICIPATE IN TAX CERTIORARI PROCEEDINGS RELATIVE TO STEWART PARK APARTMENTS AND MOUNTAINBROW VILLAGE TOWNHOUSES, BOTH SITUATE IN THE CITY OF CORNING MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

D. Public Works

1. **Major Equipment – Pressure Washer** – Mr. Spagnoletti requested authorization to add a steam pressure washer to his Major Equipment list.

MOTION: AUTHORIZING THE COMMISSIONER OF PUBLIC WORKS TO ADD A STEAM PRESSURE WASHER TO THE MAJOR EQUIPMENT LIST MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. **Major Equipment – Wheeled Excavator** – Mr. Spagnoletti requested authorization to add a rubber tired wheeled excavator to his Major Equipment list. We purchased a wheeled excavator in 2013 for a cost of \$178,000, however, we have had numerous mechanical issues. We are currently negotiating with the vendor to exchange our current excavator with a new excavator.

MOTION: AUTHORIZING THE COMMISSIONER OF PUBLIC WORKS TO ADD A WHEELED EXCAVATOR TO THE MAJOR EQUIPMENT LIST MADE BY MR. SWACKHAMER. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

E. Finance

1. **Monthly Reports** – Mr. Van Etten thanked Mrs. Hurd-Harvey for her responses to his emailed questions. He commented the Landfill does concern him. We currently carry a surplus, but if we are chipping away at it every year, it sounds like we have the Health Care Facility number 2. Eventually we will be chipping away at a zero balance.

Mr. Spagnoletti explained for the period 2011 – 2013, we averaged each year a \$750,000 profit. For 2014-2016, if we assume a \$750,000 loss for 2016, **that three year average would be a loss of \$750,000.** Right now we **show** a \$1.3 million loss for 2015. **This includes** a \$1.1 million one-time charge. If you take the \$750,000 loss without that one-time \$1.1 million charge, then the \$500,000 less in revenue will turn into a \$750,000 loss for 2016. Outside garbage and BUDs are coming in higher than we had expected. Right now for 2016, we are projecting a \$250,000 - \$750,000 loss. Over the twenty-three years that he has been here, the budget runs in cycles. We are at a point where it does seem as though we are running out of ways to cut costs **and increase revenue.** Mr. Spagnoletti stated right now, approximately 55,000 tons of **Steuben County** garbage **is** going to private landfills. If we were getting that tonnage, we would have an additional \$1.5 million to our bottom line. This is a very critical year for us.

Mr. Hauryski asked how do you come up with the figure of 55,000 tons leaving the County? Mr. Spagnoletti explained Casella takes 30,000 tons, which includes tonnage from the cities of Corning and Hornell. Lippincott is taking 14,000 tons and we have estimated miscellaneous tons of 11,000 that we are losing. He stated right now we have \$12 million in cash and \$500,000 in current liabilities. Our net worth is \$12 million **which includes** \$13 million in liabilities for closure and post-closure costs. Post closure costs are estimated at \$8 million.

Mr. Wheeler commented the Landfill is not like the Health Care Facility because we do not have a lot of receivables and we do not have a cash problem. This is still an issue and we do need to account for the closure and post-closure costs.

2. **2015 Year-End Budget Adjustments** – Mrs. Hurd-Harvey presented two year-end budget transfers for approval. The first is transferring \$66,700 from the Jail budget into the Sheriff's Office Retirement line item to account for the past service credits that road patrol deputies were entitled to. The second transfer is related to closing out the Health Care Facility. We are transferring \$6.8 million in deficit and booking that as an expense in the General Fund.

MOTION: APPROVING THE 2015 YEAR-END BUDGET TRANSFERS AS PRESENTED MADE BY MR. ROUSH. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

3. **Setting the Date and Time of 2016 Real Property Tax Sale Auction** – Mr. Donnelly requested authorization to set the date and time for the 2016 Real Property Tax Sale Auction for Friday, July 15, 2016, at 10:00 a.m. to be held in the Bath Haverling Auditorium.

MOTION: SETTING THE DATE AND TIME OF THE 2016 ANNUAL REAL PROPERTY TAX SALE AUCTION FOR FRIDAY, JULY 15, 2016, AT 10:00 A.M. MADE BY MR. SWACKHAMER. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

IV. OTHER BUSINESS

A. *Tax Bills* – Mr. Roush stated that as a follow-up to his previous discussion regarding the payee on the tax bills. The County Attorney did research and his opinion is that the County cannot edict who the payee is for the tax bill, however, we could recommend what that should be. The tax collector is an independent entity. The payee should be as

an example, "Tax Collector of the Town of Erwin", without including the individual's name. He stated that he thinks we should recommend to Mrs. Flaitz that she communicate that to the taxing agencies.

MOTION: TO ADJOURN REGULAR SESSION AND RECONVENE IN EXECUTIVE SESSION PURSUANT TO PUBLIC OFFICERS' LAW, ARTICLE 7§ 105.1.A. MATTERS WHICH WILL IMPERIL THE PUBLIC SAFETY IF DISCLOSED; 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; AND ARTICLE 7 §105.1.H. THE PROPOSED ACQUISITION, SALE OR LEASE OF REAL PROPERTY OR THE PROPOSED ACQUISITION OF SECURITIES, OR SALE OR EXCHANGE OF SECURITIES HELD BY SUCH PUBLIC BODY, BUT ONLY WHEN PUBLICITY WOULD SUBSTANTIALLY AFFECT THE VALUE THEREOF MADE BY MR. SCHU. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: APPROVING A HARDSHIP DEFERRAL RELATIVE TO PARCEL #056.05-02-013.000 SITUATE IN THE VILLAGE OF COHOCTON, EXPIRING MARCH 31, 2017 MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: APPROVING A HARDSHIP DEFERRAL RELATIVE TO PARCEL #317.16-01-077.000 SITUATE IN THE CITY OF CORNING, EXPIRING MARCH 31, 2017 MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: APPROVING A HARDSHIP DEFERRAL RELATIVE TO PARCEL #151.80-01-094.000 SITUATE IN THE CITY OF CORNING, EXPIRING MARCH 31, 2017 MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: APPROVING A HARDSHIP DEFERRAL RELATIVE TO PARCEL #281.00-01-037.120 SITUATE IN THE TOWN OF HORNBY, EXPIRING MARCH 31, 2017 MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: APPROVING A HARDSHIP DEFERRAL RELATIVE TO PARCEL #124.00-03-017.200 SITUATE IN THE TOWN OF HOWARD, EXPIRING MARCH 31, 2017 MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING A HARDSHIP DEFERRAL RELATIVE TO PARCEL #197.11-01-019.122 SITUATE IN THE VILLAGE OF CANISTEO, EXPIRING MARCH 31, 2017 MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING A HARDSHIP DEFERRAL RELATIVE TO PARCEL #328.00-03-003.200 SITUATE IN THE TOWN OF RATHBONE, EXPIRING MARCH 31, 2017 MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING A HARDSHIP DEFERRAL RELATIVE TO PARCEL #262.00-01-016.120 SITUATE IN THE TOWN OF CAMPBELL, EXPIRING MARCH 31, 2016 MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING A HARDSHIP DEFERRAL RELATIVE TO PARCEL #159.05-01-050.000 SITUATE IN THE VILLAGE OF BATH, EXPIRING MARCH 31, 2017 MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING A HARDSHIP DEFERRAL RELATIVE TO PARCEL #340.18-01-036.000 SITUATE IN THE TOWN OF WEST UNION, EXPIRING MARCH 31, 2017 MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING A HARDSHIP DEFERRAL RELATIVE TO PARCEL #166.25-01-031.000 SITUATE IN THE CITY OF HORNEILL, EXPIRING MARCH 31, 2017 MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

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

MOTION: AUTHORIZING THE DIRECTOR OF INFORMATION TECHNOLOGY TO PURCHASE 250 PAGING SOFTWARE LICENSES FROM RONCO, SAID SOFTWARE TO BE INSTALLED IN THE COUNTY OFFICE BUILDING AND BATH MENTAL HEALTH OFFICES FOR A TOTAL COST OF \$12,745.00, TO BE PAID FOR OUT OF PHONE SYSTEM CAPITAL PROJECT MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING THE COUNTY MANAGER TO CONTRACT WITH SUSAN M. PAYNE, COMMUNITY AND ECONOMIC DEVELOPMENT CONSULTANT TO MODERATE A STRATEGIC PLANNING SESSION AND DEVELOP A REPORT FOR A TOTAL COST OF \$4,850 MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: TO ADJOURN MADE BY MR. ROUSH. SECONDED BY MR. SWACKHAMER. 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, 2016.
Legislative Committee Room
9:00 a.m.**

**Please send agenda items to the Clerk of the Legislature's Office
NO LATER THAN NOON
Wednesday, April 6, 2016.**

STEBEN COUNTY FINANCE COMMITTEE

Tuesday, April 12, 2016

10:10 a.m.

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

****MINUTES****

COMMITTEE:	Scott J. Van Etten, Chair Gary B. Roush	Gary D. Swackhamer, Vice Chair Brian C. Schu	Kelly H. Fitzpatrick
STAFF:	Jack Wheeler Hank Chapman, Psy.D. Patty Barody Pat Donnelly Shawn Corey	Mitchell Alger Lise Reynolds Andy Morse Tammy Hurd-Harvey	Vince Spagnoletti Ken Peaslee Wendy Flaitz Alan Reed
LEGISLATORS:	Carol A. Ferratella John V. Malter	K. Michael Hanna	Hilda T. Lando

I. CALL TO ORDER

Mr. Van Etten called the meeting to order at 10:10 a.m.

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE MARCH 8, 2016, MEETING MADE BY MR. SCHU. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

III. DEPARTMENT REQUESTS

A. Office of Community Services

1. **Budget Adjustment** - Dr. Chapman stated in February, the State Office of Mental Health approved our proposal and we received \$154,062 in Vital Access Provider Funds. He requested authorization to accept and appropriate this revenue into various accounts. He also requested authorization to purchase six scanners, three signature pads, one hard drive and one laptop for a total cost of \$21,300. Mr. Swackhamer asked how is the Dragon Software working? Dr. Chapman replied there have been some mixed results so far. It seems as though the less complicated version is working better than the medical version, but we are still testing.

MOTION: AUTHORIZING THE DIRECTOR OF THE OFFICE OF COMMUNITY SERVICES TO ACCEPT AN APPROPRIATE \$154,062 IN VITAL ACCESS PROVIDER FUNDING, AUTHORIZING THE PURCHASE OF SIX SCANNERS, THREE SIGNATURE PADS, ONE HARD DRIVE AND ONE LAPTOP FOR A TOTAL COST OF \$21,300, AND AMENDING THE SMALL EQUIPMENT LIST TO REFLECT THIS CHANGE MADE BY MR. ROUSH. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

B. Purchasing

1. **Fax Board Purchase** – Mr. Morse informed the committee that the fax machine they use no longer is functional. To replace that machine would cost between \$700 - \$750. If we purchase a fax board for the central copier, the cost would be \$518.40 and he has money available in the copier capital project for this purpose.

MOTION: AUTHORIZING THE PURCHASING DIRECTOR TO PURCHASE A FAX BOARD FOR THE CENTAL COPY MACHINE AT A COST OF \$518.40, TO BE PAID OUT OF THE COPIER CAPITAL PROJECT MADE BY MR. SWACKHAMER. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

C. Office for the Aging

1. **Cisco Phone Upgrade Project** – Mrs. Baroody requested authorization to replace the phones at the Corning and Hornell satellite offices. We received BIPP funding which can be used to pay for a portion of the cost. She stated that she has been working with Information Technology and this will provide better functionality for those offices and save money in long-distance calls. Mr. Wheeler stated the committee will be authorizing the transfer of BIPP funds into the major equipment capital project and authorizing Information Technology to spend up to \$10,000 out of the Phone Replacement Capital Project.

MOTION: AUTHORIZING THE DIRECTOR OF THE OFFICE FOR THE AGING TO TRANSFER \$2,605 IN BIPP FUNDS INTO THE INFORMATION TECHNOLOGY'S MAJOR EQUIPMENT CAPITAL PROJECT FOR THE PHONE REPLACEMENT PROJECT AT THE OFFICE FOR THE AGING SATELLITE OFFICES IN CORNING AND HORNELL MADE BY MR. ROUSH. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING THE DIRECTOR OF INFORMATION TECHNOLOGY TO SPEND UP TO \$10,000 OUT OF THE PHONE REPLACEMENT CAPITAL PROJECT FOR THE PHONE REPLACEMENT PROJECT AT THE OFFICE FOR THE AGING SATELLITE OFFICES IN CORNING AND HORNELL MADE BY MR. SWACKHAMER. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

D. Public Works

1. **Authorization to Advertise for Sale of Excavator on Internet Auction** – Mr. Spagnoletti informed the committee that three years ago they had purchased a rubber tire excavator which has been very problematic. We purchased the excavator from Monroe Tractor, who have made us an offer on a trade-in basis. He requested authorization to put the excavator up for sale on an internet auction to see if we could get more for it. We need to do this by May 15, 2016. Mr. Wheeler stated the Public Works Committee set the reserve price at \$106,030.

MOTION: AUTHORIZING THE COMMISSIONER OF PUBLIC WORKS TO PUT THE RUBBER TIRE EXCAVATOR ON AN INTERNET AUCTION WITH A MINIMUM RESERVE BID FOR \$106,030 MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

E. Department of Social Services

1. **Elder Abuse Education and Outreach Program Grant** – Ms. Reynolds requested authorization to accept and appropriate Elder Abuse Education and Outreach Program grant funds in the amount of \$6,253.43. She commented the funds will go through the Office for the Aging and they will use a portion to contract with TRIAD to provide five community trainings.

MOTION: AUTHORIZING THE COMMISSIONER OF SOCIAL SERVICES TO ACCEPT \$6,253.43 FROM THE NEW YORK STATE OFFICE FOR THE AGING'S ELDER ABUSE EDUCATION AND OUTREACH PROGRAM GRANT MADE BY MR. SCHU. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

E. Commissioner of Finance

1. **Year-End Budget Transfers** – Mrs. Hurd-Harvey informed the committee they have two final year-end budget transfers for approval. The first is a transfer of \$3.5 million between revenue and expenses for the sales tax sharing agreements as we were paying out more in cash. The second is a transfer of \$145,000 from Corning Community College tuition to book for the liabilities.

MOTION: APPROVING 2015 YEAR-END BUDGET TRANSFERS AS PRESENTED BY THE COMMISSIONER OF FINANCE MADE BY MR. SCHU. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. **Corning Community College Chargebacks** – Mr. Donnelly informed the committee that they received a voucher from Corning Community College for \$1.2 million for chargebacks. Mr. Wheeler stated enrollment is down significantly. Mr. Van Etten commented the State did slightly adjust the share of FTE's.

3. **Sales Tax** – Mr. Donnelly stated that tomorrow they will receive the final payment for the end of the first year with sharing sales tax with the cities. The first three payments for this quarter increased 20 percent for the same period last year. However, we are not comparing apples to apples. Starting March 14, 2016, then the comparison will be more accurate. The payments for March were up 11.7 percent for the first payment and 7.5 percent for the second payment. We should be at 12.5 percent for everything to break even. The sales tax is not increasing as much as we would like. We advance one quarter to the cities. The final payment last year was \$1.6 million. We may need to adjust the advances going forward. Mr. Wheeler commented we did not get hit as hard as other counties with sales tax revenues dropping, however, we are not anticipating growth.

F. County Manager

1. **DSRIP Contract** - Mr. Wheeler informed the committee that the DSRIP contract spans multiple departments and represents nine projects, which is part of Medicaid Redesign. We had previously received \$60,000. He requested authorization to accept \$61,945 in revenue for the period October 1, 2015 through December 31, 2015.

MOTION: AUTHORIZING THE COUNTY MANAGER TO ACCEPT \$61,945 IN REIMBURSEMENT FUNDS UNDER THE DSRIP CONTRACT FOR THE FOURTH QUARTER OF 2015 MADE BY MR. SWACKHAMER. 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 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; AND ARTICLE 7§ 105.1.H. THE 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. SCHU. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO ACCEPT A NONREFUNDABLE UNDERTAKING OF \$5,000 RELATIVE TO PARCEL #349.28-01-002.000, SITUATE IN THE VILLAGE OF ADDISON, TO DEFER THE ENFORCEMENT OF SALE UNTIL MARCH 31, 2017, SAID UNDERTAKNG TO BE PAID WITHIN 30 DAYS MADE BY MR. ROUSH. SECONDED BY MR. SCHU. ALL BEING NI FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING A HARDSHIP DEFERRAL RELATIVE TO PARCEL #299.20-02.066.000, SITUATE IN THE CITY OF CORNING, EXPIRING MARCH 31, 2017, MADE BY MR. SCHU. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING THE PRIVATE SALE, PURSUANT TO RPTL 1166, OF PARCEL #247.16-01-020.110, SITUATE IN THE TOWN OF HORNBY, TO CORNING BEAVER DAMS VILLAGE, LLC, FOR \$15,305 INCLUSIVE OF RECORDING FEES MADE BY MR. SWACKHAMER. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING A HARDSHIP DEFERRAL, RELATIVE TO PARCEL #142.00-01-012.120, SITUATE IN THE TOWN OF BATH, EXPIRING MARCH 31, 2017, MADE BY MR. ROUSH. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING A HARDSHIP DEFERRAL, RELATIVE TO PARCEL #299.75-01-079.000, SITUATE IN THE CITY OF CORNING, EXPIRING MARCH 31, 2017, MADE BY MR. ROUSH. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING A HARDSHIP DEFERRAL, RELATIVE TO PARCEL #166.10-02-045.000, SITUATE IN THE CITY OF HORNEILL, EXPIRING MARCH 31, 2017, MADE BY MR. ROUSH. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING A HARDSHIP DEFERRAL, RELATIVE TO PARCEL #282.00-02.044.000, SITUATE IN THE TOWN OF CORNING, EXPIRING MARCH 31, 2017, MADE BY MR. ROUSH. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING A HARDSHIP DEFERRAL, RELATIVE TO PARCEL #060.00-01-034.210, SITUATE IN THE TOWN OF PRATTSBURGH, EXPIRING MARCH 31, 2017, MADE BY MR. ROUSH. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING A HARDSHIP DEFERRAL, RELATIVE TO PARCEL #197.11-02-037.000, IN THE VILLAGE OF CANISTEO, EXPIRING MARCH 31, 2017, MADE BY MR. ROUSH. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING A HARDSHIP DEFERRAL, RELATIVE TO PARCEL #127.00-01-035.220, SITUATE IN THE TOWN OF AVOCA, EXPIRING MARCH 31, 2017, MADE BY MR. ROUSH. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING A HARDSHIP DEFERRAL, RELATIVE TO PARCEL #318.55-01-016.000, SITUATE IN THE CITY OF CORNING, EXPIRING MARCH 31, 2017, MADE BY MR. ROUSH. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING A HARDSHIP DEFERRAL, RELATIVE TO PARCEL #282.00-01-071.000, SITUATE IN THE TOWN OF HORNBLY, EXPIRING MARCH 31, 2017, MADE BY MR. ROUSH. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO ACCEPT A NONREFUNDABLE UNDERTAKING OF AT LEAST \$5,000, RELATIVE TO PARCEL #306.00-01-026.000, SITUATE IN THE TOWN OF JASPER, TO DEFER ENFORCEMENT OF SALE UNTIL MARCH 31, 2017, SAID UNDERTAKING TO BE PAID WITHIN 30 DAYS MADE BY MR. SCHU. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING THE PRIVATE SALE, PURSUANT TO RPTL 1166, OF PARCEL #077.15-01-008.130, SITUATE IN THE TOWN OF WAYNE, FOR \$414.40 INCLUSIVE OF DEED FEES MADE BY MR. ROUSH. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING A HARDSHIP EXTENSION FROM SEPTEMBER 30, 2015 TO MARCH 31, 2016, RELATIVE TO PARCEL #151.15-02-051.000, SITUATE IN THE CITY OF HORNEILL MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. MOTION CARRIES 4-0-1. (MR. SCHU ABSTAINED AS HE KNOWS THE INDIVIDUAL)

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO ACCEPT A NONREFUNDABLE UNDERTAKING OF AT LEAST \$3,500, RELATIVE TO PARCEL #091.00-02-001.300, SITUATE IN THE TOWN OF URBANA, TO DEFER ENFORCEMENT OF SALE UNTIL MARCH 31, 2017 MADE BY MR. SWACKHAMER. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO EXECUTE NECESSARY DOCUMENTATION TO CONVEY TITLE OF PARCEL #003.13-02-044.000, SITUATE IN THE VILLAGE OF WAYLAND, TO THE VILLAGE OF WAYLAND IN SATISFACTION OF TAX LIENS MADE BY MR. SWACKHAMER. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

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

MOTION: TO ADJOURN MADE BY MR. ROUSH. SECONDED BY MR. SCHU. 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, 2016.
Legislative Committee Room
9:00 a.m.**

**Please send agenda items to the Clerk of the Legislature's Office
NO LATER THAN NOON
Wednesday, May 4, 2016.**

STEBEN COUNTY FINANCE COMMITTEE

Tuesday, May 10, 2016

10:00 a.m.

Legislative Committee Room
Steuben County Office Building
Bath, New York

****MINUTES****

COMMITTEE: Scott J. Van Etten, Chair Gary D. Swackhamer, Vice Chair Kelly H. Fitzpatrick
Gary B. Roush Brian C. Schu

STAFF: Jack Wheeler Mitchell Alger Pat Donnelly
Tammy Hurd-Harvey David Cole Shawn Corey
Vince Spagnoletti Andy Morse Judy Hunter
Wendy Flaitz

LEGISLATORS: Carol A. Ferratella Hilda T. Lando John V. Malter

OTHERS: Mary Perham

I. CALL TO ORDER

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

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE APRIL 12, 2016, MEETING MADE BY MR. SCHU. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

III. DEPARTMENTAL REQUESTS

A. County Clerk

1. **Semi-Annual Mortgage Tax Distribution** - Mrs. Hunter informed the committee collections were up \$80,000 from the same period last year and were up \$50,000 from November 2015.

MOTION: APPROVING AND ACCEPTING THE SEMI-ANNUAL MORTGAGE TAX DISTRIBUTION AS PRESENTED MADE BY MR. SWACKHAMER. SECONDED BY MR. SCHU. MOTION CARRIES 4-1. (MR. VAN ETTEN OPPOSED) Resolution Required.

B. Sheriff

1. **Finger Lakes SPCA Donation** – Sheriff Cole requested authorization to accept a donation of \$5,000 in equipment from the Finger Lakes SPCA. They are transferring the equipment that their previous Animal Cruelty Officer used and this equipment will now be used by Sheriff’s Deputy Todd Terwilliger.

MOTION: AUTHORIZING THE SHERIFF TO ACCEPT A DONATION OF EQUIPMENT TOTALING \$5,000 FROM THE FINGER LAKES SPCA TO BE USED BY DEPUTY SHERIFF TODD TERWILLIGER MADE BY MR. ROUSH. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

2. **Wineglass Marathon Donation** – Sheriff Cole requested authorization to accept a donation of two bicycles, two helmets and two uniforms from the Wineglass Marathon. With this donation, we will now be able to have four Road Patrol deputies assigned to the event. Additionally, they will also allow us to use these bicycles for other events in the County.

MOTION: AUTHORIZING THE SHERIFF TO ACCEPT A DONATION OF TWO BICYCLES, TWO HELMETS AND TWO UNIFORMS FROM THE WINEGLASS MARATHON MADE BY MR. ROUSH. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

C. Finance

1. **Monthly Reports** – Mr. Donnelly asked if there were any questions on the monthly reports. Mr. Swackhamer commented the landfill is not up to the percent it should be for the expenditures, as it is only showing 22 percent of the budget having been expended. Mr. Spagnoletti stated the April revenue is not showing and it also does not account for the equipment and capital projects that have been prorated for the year.

Mr. Van Etten stated we have received 45 percent of the WC revenue in the first quarter. Mrs. Hurd-Harvey stated the largest portion has been paid out as we pay the towns a lump sum in January. The county pays monthly.

2. **2016 Notice to Bidders and Terms of Sale** – Mr. Donnelly stated they have made some minor adjustments to clarify some language. These changes have been approved by the Law Department.

MOTION: APPROVING THE 2016 NOTICE TO BIDDERS AND TERMS OF SALE AS PRESENTED BY THE COMMISSIONER OF FINANCE MADE BY MR. SWACKHAMER. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

3. **Acceptance of Online Payments** - Mrs. Hurd-Harvey presented a proposed resolution authorizing the County to accept online payments. Most of the language in the proposed resolution was taken directly from General Municipal Law, which governs this and defines all of the components. One of the requirements is that the Legislature adopt a resolution. She commented that they did issue an RFP for this service and will be interviewing three vendors tomorrow. Fees for this service will be assessed to the taxpayer. Mrs. Hurd-Harvey commented they are also looking for other departments to utilize this as well, such as Personnel, Mental Health, Probation and the Jail.

MOTION: AUTHORIZING THE ONLINE COLLECTION OF VARIOUS FEES MADE BY MR. SCHU. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

4. **Sales Tax Reports** – Mr. Donnelly commented that he emailed the sales tax reports to the committee last week. We are currently up 4.4 percent from last year. We should have been up more. The trend is the same as last year and has been dropping.

D. County Manager

1. **Budget Transfer** – Mr. Wheeler stated the AIP Committee awarded the bid for the sealing and striping of County parking lots. There are eight projects total, and the cost is \$24,540. We have \$17,417.29 available in the sealing and striping capital project. He requested authorization to pay the remaining \$7,122.71 from the Public Safety Building Seal and Striping Capital project.

MOTION: AUTHORIZING THE EXPENDITURE OF \$7,122.71 OUT OF THE PUBLIC SAFETY BUILDING SEAL AND STRIPING CAPITAL PROJECT TO PAY FOR THE 2016 SEALING AND STRIPING PROJECTS FOR VARIOUS COUNTY LOTS, WITH THE BALANCE OF \$17,417.29 BEING PAID OUT OF THE SEAL AND STRIPING OF COUNTY LOTS CAPITAL PROJECT MADE BY MR. SCHU. SECONDED BY MS. FITZPATRICK. 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. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING A HARDSHIP DEFERRAL RELATIVE TO PARCEL #316.11-02-094.000, SITUATE IN THE TOWN OF ERWIN, EXPIRING MARCH 31, 2017 MADE BY MR. ROUSH. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO ACCEPT A NON-REFUNDABLE UNDERTAKING OF \$1,000 RELATIVE TO PARCEL #317.11-01-003.000, SITUATE IN THE CITY OF CORNING, SAID UNDERTAKING TO BE PAID WITHIN THIRTY DAYS TO DEFER THE ENFORCEMENT OF SALE UNTIL MARCH 31, 2017, 25 PERCENT PENALTY APPLICABLE MADE BY MR. ROUSH. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO ACCEPT A NON-REFUNDABLE UNDERTAKING OF \$1,700 RELATIVE TO PARCEL #133.00-01-016.130, SITUATE IN THE TOWN OF URBANA, SAID UNDERTAKING TO BE PAID WITHIN THIRTY DAYS TO DEFER THE ENFORCEMENT OF SALE UNTIL MARCH 31, 2017, 25 PERCENT PENALTY APPLICABLE MADE BY MR. ROUSH. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING A HARDSHIP DEFERRAL RELATIVE TO PARCEL #419.00-01-023.210, SITUATE IN THE TOWN OF WOODHULL, EXPIRING MARCH 31, 2017 MADE BY MR. ROUSH. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO ACCEPT A NON-REFUNDABLE UNDERTAKING OF \$1,000 RELATIVE TO PARCEL #017.12-01-030.000, SITUATE IN THE TOWN OF COHOCTON, TO DEFER THE ENFORCEMENT OF SALE UNTIL MARCH 31, 2017, SAID UNDERTAKING TO BE PAID WITHIN THIRTY DAYS MADE BY MR. ROUSH. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO ACCEPT A NON-REFUNDABLE UNDERTAKING OF \$2,000 RELATIVE TO PARCEL #040.00-01-010.100, SITUATE IN THE TOWN OF DANVILLE, SAID UNDERTAKING TO BE PAID WITHIN THIRTY DAYS TO DEFER THE ENFORCEMENT OF SALE UNTIL MARCH 31, 2017, 25 PERCENT PENALTY APPLICABLE MADE BY MR. ROUSH. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING A HARDSHIP DEFERRAL RELATIVE TO PARCEL #344.00-01-013.110, SITUATE IN THE TOWN OF JASPER, EXPIRING MARCH 31, 2017 MADE BY MR. ROUSH. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING A HARDSHIP DEFERRAL RELATIVE TO PARCEL #104.00-01-001.490, SITUATE IN THE TOWN OF URBANA, EXPIRING MARCH 31, 2017 MADE BY MR. ROUSH. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

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

MOTION: TO ADJOURN MADE BY MR. ROUSH. SECONDED BY MR. SCHU. 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, 2016.
Legislative Committee Room
9:00 a.m.

Please send agenda items to the Clerk of the Legislature's Office
NO LATER THAN NOON
Wednesday, June 8, 2016.

STEBEN COUNTY FINANCE COMMITTEE

Tuesday, June 14, 2016

10:05 a.m.

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

****MINUTES****

COMMITTEE:	Scott J. Van Etten, Chair Gary B. Roush	Gary D. Swackhamer, Vice Chair Brian C. Schu	Kelly H. Fitzpatrick
STAFF:	Jack Wheeler Vince Spagnoletti Patty Barody Brooks Baker	Mitchell Alger Kathy Muller Amy Dlugos Tammy Hurd-Harvey	Jim Allard Cathy Baker Alan Reed Pat Donnelly
LEGISLATORS:	Carol A. Ferratella John V. Malter	Hilda T. Lando	Robin K. Lattimer
OTHERS:	Mary Perham		

I. CALL TO ORDER

Mr. Van Etten called the meeting to order at 10:05 a.m.

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE MAY 10, 2016, MEETING MADE BY MR. SCHU. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 4-0. (MR. SWACKHAMER ABSENT FOR VOTE)

III. DEPARTMENT REQUESTS

A. Office for the Aging

1. **Budget Adjustment** – Mrs. Barody requested authorization to appropriate \$14,000 in Title III-B revenue and \$3,376 in BIPP Revenue to the Pathways contract, as well as to transfer \$13,241 from the Institute for Human Services Title V Transit line item and \$12,000 from the Institute for Human Services Special Purposes line item into the Pathways contract.

MOTION: AUTHORIZING THE DIRECTOR OF THE OFFICE FOR THE AGING TO APPROPRIATE \$14,000 IN TITLE III-B REVENUE AND \$3,376 IN BIPP REVENUE TO THE PATHWAYS CONTRACT AND TO TRANSFER \$13,241 FROM THE INSTITUTE FOR HUMAN SERVICES TITLE V TRANSIT LINE ITEM AND \$12,000 FROM THE INSTITUTE FOR HUMAN SERVICES SPECIAL PURPOSES LINE ITEM INTO THE PATHWAYS CONTRACT LINE ITEM MADE BY MR. ROUSH. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

B. Department of Social Services

1. **Budget Transfer** – Ms. Muller informed the committee that she is contracting with the Emergency Management Office to complete a comprehensive emergency disaster plan for all of the units within the department. This plan will be in addition to, and coordinate with, the County’s comprehensive plan. Originally, she had budgeted \$20,000 for this; however, she requested authorization to transfer \$10,000 from the Process Server/Sheriff line item to the Contracts line item and increase the contract with the Emergency Management Office to \$30,000.

MOTION: AUTHORIZING THE COMMISSIONER OF SOCIAL SERVICES TO TRANSFER \$10,000 FROM THE PROCESS SERVER/SHERIFF LINE ITEM TO THE CONTRACTS LINE ITEM AND INCREASING THE CONTRACT WITH THE EMERGENCY MANAGEMENT OFFICE FOR THE DEVELOPMENT OF A COMPREHENSIVE EMERGENCY DISASTER PLAN FROM \$20,000 TO \$30,000 MADE BY MR. SWACKHAMER. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

C. Public Works

1. **Appropriate PAVE NY Funding** – Mr. Spagnoletti informed the committee that Steuben County will be receiving \$1,011,150.07 in PAVE NY funding. He requested authorization to accept this funding and appropriate to the Permanent Improvements CR 113 Bath/Urbana road project.

MOTION: AUTHORIZING THE COMMISSIONER OF PUBLIC WORKS TO ACCEPT PAVE NY FUNDING IN THE AMOUNT OF \$1,011,150.07 AND APPROPRIATE TO THE PERMANENT IMPROVEMENTS CAPITAL PROJECT FOR THE CR 113 BATH/URBANA ROAD PROJECT MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

D. Planning

1. **Transit Funding Grant Award** - Mrs. Dlugos informed the committee that we have been awarded \$1,065,560. This funding will be used to purchase three replacement buses, Mobility Management funding and research funding to assess the public transit routes in the County. She stated 90 percent is State and Federal Funding, and the remaining 10 percent is the in-kind match that will be provided by the Institute for Human Services and First Transit.

MOTION: AUTHORIZING THE PLANNING DIRECTOR TO ACCEPT A TRANSIT FUNDING GRANT IN THE AMOUNT OF \$1,065,560 MADE BY MR. ROUSH. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

E. Sheriff's Office

1. **Law Enforcement Memorial Park** – Undersheriff Allard requested authorization to establish a capital project to receive donations for the memorial park. There will be no County cost as it will be funded entirely through donations. The Law Enforcement Memorial Park will be dedicated to all fallen law enforcement police and peace officers for Steuben, Allegany, Livingston, Ontario, Yates, Schuyler and Chemung Counties. On May 21, 2016, they held the official ground breaking ceremony for the park. The targeted date for completion is May of 2018. The centerpiece will be a bronze, life size Steuben County Deputy Sheriff attending to a call for service. The statue will be placed in the center of a raised pedestal in the form of the shape of Steuben County and the six adjoining counties.

MOTION: AUTHORIZING THE CREATION OF A CAPITAL PROJECT ACCOUNT FOR LAW ENFORCEMENT MEMORIAL PARK DONATIONS MADE BY MR. SCHU. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

2. **Accepting a Donation from the Sgt. Devin Snyder Foundation** – Undersheriff Allard requested authorization to accept a donation from the Sgt. Devin Snyder Foundation of kennel inserts for the two new K-9 vehicles. The approximately value is \$5,000.

MOTION: AUTHORIZING THE SHERIFF TO ACCEPT A DONATION FROM THE SGT. DEVIN SNYDER FOUNDATION FOR KENNEL INSERTS FOR THE TWO K-9 VEHICLES WITH AN APPROXIMATE VALUE OF \$5,000 MADE BY MR. SWACKHAMER. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

F. Purchasing

1. **Copier Purchase – Copier Capital Project** – Mr. Alger requested authorization to purchase a copier out of the copier capital project for the County Clerk’s Office. The cost of the copier is \$5,956.05. The current copier is 7 years old and has had multiple maintenance issues over the past six months.

MOTION: AUTHORIZING THE PURCHASING DIRECTOR TO PURCHASE A COPIER OUT OF THE COPIER CAPITAL PROJECT FOR THE COUNTY CLERK’S OFFICE FOR A TOTAL COST OF \$5,956.05 MADE BY MR. SCHU. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

G. Law Department

1. **Tax Certiorari** – Mr. Reed informed the committee that they received a request from the Town of Erwin to participate in a Tax Certiorari proceeding regarding Jiva Hospitality (Ramada Inn). The request does comply with our policy. Our portion would be \$1,500. He requested authorization to participate up to an amount not to exceed \$2,500.

MOTION: AUTHORIZING THE COUNTY TO PROCEED IN A TAX CERTIORARI PROCEEDING WITH THE TOWN OF ERWIN REGARDING JIVA HOSPITALITY, WITH THE COUNTY’S SHARE OF THE COST NOT TO EXCEED \$2,500 MADE BY MR. SCHU. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 4-0-1. (MR. ROUSH ABSTAINED AS HE IS A MEMBER OF THE ERWIN TOWN BOARD) Resolution Required.

H. Finance

1. **Award RFP for Acceptance of Electronic Payments** – Mrs. Hurd-Harvey informed the committee they received seven proposals. One of the major objectives is to limit or eliminate the number of calls our office takes from people that wish to make **payments** over the phone. We interviewed two vendors; M&T partnered with Hamer of Texas and Value Payment Systems of Tennessee. She recommended awarding to Value Payment Systems. They are able to accept online payments and have a system in place to accept payments by phone. There is a minimum fee, charged to the consumer, of \$2.95 per transaction for tax payments and \$1.95 per transaction for non-tax payments. Additionally there is a 1 percent fee for the use of a debit card and a 2.45 percent fee for the use of a credit card.

MOTION: AWARDING THE RFP FOR THE ACCEPTANCE OF ONLINE PAYMENTS TO VALUE PAYMENT SYSTEMS AND AUTHORIZING THE COMMISSIONER OF FINANCE TO ENTER INTO A CONTRACT FOR A MINIMUM FEE OF \$2.95 PER TRANSACTION FOR TAX PAYMENTS; \$1.95 PER TRANSACTION FOR NON-TAX PAYMENTS; 1 PERCENT FOR THE USE OF A DEBIT CARD AND 2.45 PERCENT FOR THE USE OF A CREDIT CARD MADE BY MR. ROUSH. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. **Monthly Reports** – Mr. Malter asked over the last three to four months there have been a multitude of budget transfers. Is there a flaw in the process? Mr. Van Etten replied it is part of doing business with so many accounts. Mr. Malter asked do the budget allocations need to be expanded? Mr. Wheeler stated we try to look at the budget line items. There are a lot of transfers, however most are minimal in size.

3. **Tax Auction** – Mr. Donnelly reminded the committee that the Tax Auction will be held on Friday, July 15, 2016. We have 85 parcels in the sale.

I. County Manager

1. **Land Bank** – Mr. Wheeler informed the committee that three weeks ago he had received an email from Mayor Hogan, and the committee had authorized the Commissioner of Finance to send a letter to the City of Hornell outlining our process for allowing the City to purchase property. The Mayor had thought that would be good enough to create a land bank for the City or Hornell, but it was not. The Mayor is now asking if the County would look at the land bank issue again, and the City will put in \$25,000 to help with the start-up costs.

Mr. Wheeler stated if you choose to go with a land bank, you have input as to how that is constructed. If we did, it would be under the same terms that we currently use for the City of Hornell. The reason to do this is for State funding. He stated that the committee does not need to make a final decision today. He and Mr. Alger could do more investigating as to how a land bank would work. Mr. Wheeler stated his main concern is who would administer it. That will be a key issue. The County is guaranteeing taxes, and we would want to maintain control.

Mrs. Lando commented Chautauqua County has a land bank, and it is operated by an independent group. Mr. Schu asked would the State provide funding for the administrative costs? Mr. Wheeler replied they could. If you consider doing this, it would be conditional upon State funds being received. The other thing you will need to do is be prepared to put forward money for the initial operating costs which could be \$50,000. Mr. Wheeler explained you would have the ability to construct the board and set the rules as you want.

Mrs. Lando stated you may lose control, but the properties will be renovated and put back on the tax roll. Mr. Reed stated the County has the option of selling certain liens to sister county land banks. The statute allows counties to manage and maintain liens for outside jurisdictions. Mr. Schu commented that he thinks it is worth exploring.

Mr. Swackhamer stated it would be okay if it operates how we have worked with the City of Hornell for the last few years. Mr. Van Etten stated the limitation is they do not get to cherry pick the inventory. Mr. Schu stated there are a lot of properties county wide that could use remediation or demolition.

Mr. Wheeler stated the Village of Bath in the past has been vocal about this issue. With the creation of a land bank, there are low limits for commercial properties and income thresholds for who you sell remediated properties to. Mr. Malter asked if we started a land bank, would more State funds be available? Mr. Wheeler replied yes. We would have a large jurisdiction with more properties that may qualify. He stated that he and Mr. Alger will put together a draft local law and organizational chart for review.

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. SCHU. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO ACCEPT A NON-REFUNDABLE UNDERTAKING IN THE AMOUNT OF \$16,500 RELATIVE TO PARCEL #299.11-02-020.000 SITUATE IN THE CITY OF CORNING, TO BE PAID WITHIN THIRTY DAYS TO DEFER THE ENFORCEMENT OF SALE UNTIL JULY 14, 2016, 25 PERCENT PENALTY APPLICABLE MADE BY MR. ROUSH. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO ACCEPT A NON-REFUNDABLE UNDERTAKING IN THE AMOUNT OF \$6,500 RELATIVE TO PARCEL #262.00-01-016.120 SITUATE IN THE TOWN OF CAMPBELL, TO BE PAID WITHIN THIRTY DAYS TO DEFER THE ENFORCEMENT OF SALE UNTIL JULY 14, 2016, 25 PERCENT PENALTY APPLICABLE MADE BY MR. SWACKHAMER. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO WITHDRAW FROM SALE, PARCEL #283.00-01-044.110 SITUATE IN THE TOWN OF CORNING MADE BY MR. SWACKHAMER. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

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

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

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

****NEXT MEETING SCHEDULED FOR****
Tuesday, July 12, 2016.
Legislative Committee Room
9:00 a.m.

Please send agenda items to the Clerk of the Legislature's Office
NO LATER THAN NOON
Wednesday, July 6, 2016.

STEBEN COUNTY FINANCE COMMITTEE

Tuesday, July 12, 2016

10:00 a.m.

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

****MINUTES****

- COMMITTEE:** Scott J. Van Etten, Chair Gary D. Swackhamer, Vice Chair Kelly H. Fitzpatrick
Gary B. Roush Brian C. Schu
- STAFF:** Jack K. Wheeler Mitchell Alger Hank Chapman
Tim Marshall Ken Peaslee Patty Baroody
Cathy Baker Vince Spagnoletti Alan Reed
Andy Morse Pat Donnelly Eric Rose
Tammy Hurd-Harvey
- LEGISLATORS:** Joseph J. Hauryski Carol A. Ferratella K. Michael Hanna
Hilda T. Lando Robin K. Lattimer John V. Malter
- OTHERS:** Mary Perham
Randy Shepard, Bonadio

I. CALL TO ORDER

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

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE JUNE 14, 2016, MEETING MADE BY MR. SCHU. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

III. PRESENTATIONS

A. Bonadio

1. **Review of Financial Statements** – Mr. Shepard reviewed the 2015 Audit of Financial Statements with the committee. There is a new accounting standard this year that requires that you have a record of pension liabilities. This is an actuarial basis record whether overfunded or underfunded. Every municipality picked up the participant share of liability on the books. This is new on your financial statements.

Mr. Shepard stated the total fund balance increased \$1.4 million in 2015. Revenues increased \$6.6 million over 2014, mainly due to an increase in sales tax income of \$3.5 million, as a result of the sales tax sharing agreement. Expenditures increased approximately \$2.6 million, also largely due to increased sales tax sharing of \$3,500,000. There was a decrease in Medicaid expenditures of \$1.7 million and TANF program decrease of \$508,000. Mr. Shepard stated the Health Care Facility fund was closed in 2015 and the debt of \$12.8 million was paid in February 2015. The County absorbed the OPEB liability of approximately \$2.2 million into the General Fund. With the implementation of the GASB 68, the County’s portion of the pension liability at the end of 2015 was \$6 million.

Mr. Van Etten stated the other revenue category has decreased \$5 million since 2012 and is now holding at \$20 million. What would have caused that decrease? Mrs. Hurd-Harvey stated she will research that for the committee. Discussion followed.

IV. DEPARTMENTAL REQUESTS

A. Buildings & Grounds

1. **Amending Major Equipment List** - Mr. Rose requested authorization to remove the sewer/drain camera (\$4,500) and replace with a Nobles 20" Speed Scrub machine (\$6,482).

MOTION: AUTHORIZING THE SUPERINTENDENT OF BUILDINGS AND GROUNDS TO AMEND THE MAJOR EQUIPMENT LIST TO REMOVE A SEWER/DRAIN CAMERA (\$4,500) AND ADD A NOBLES 20" SPEED SCRUB MACHINE (\$6,482) MADE BY MR. ROUSH. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

B. Office of Community Services

1. **Budget Adjustment** – Dr. Chapman requested authorization to accept \$84,548 in NYS OASA funding and pass through to Loyola. This funding will help to cover their 2015 deficit, which was caused by a delay with Medicaid payments.

MOTION: AUTHORIZING THE DIRECTOR OF COMMUNITY SERVICES TO ACCEPT NY OASAS FUNDING IN THE AMOUNT OF \$84,548 AND APPROPRIATE TO THE CONTRACTED EXPENSES LINE ITEM FOR THE LOYOLA CONTRACT MADE BY MR. SWACKHAMER. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

C. Emergency Management Office

1. **Approval of Contract with Institute for Human Services** – Mr. Marshall stated the Department of Social Services has money set aside in their budget for the development of a continuity of operations plan specific to disasters and emergencies. In the event of a disaster or emergency, many of the programs they provide need to continue to be operational. He requested authorization to contract with the Institute for Human Services to develop this plan. The amount of the contract is not to exceed \$30,000.

MOTION: AUTHORIZING THE DIRECTOR OF THE EMERGENCY MANAGEMENT OFFICE TO CONTRACT WITH THE INSTITUTE FOR HUMAN SERVICES TO DEVELOP A COMPREHENSIVE CONTINUITY OF OPERATIONS PLAN FOR THE DEPARTMENT OF SOCIAL SERVICES, SPECIFIC TO EMERGENCY AND DISASTER SITUATIONS FOR A COST NOT TO EXCEED \$30,000, SAID COST TO BE FUNDED BY THE DEPARTMENT OF SOCIAL SERVICES MADE BY MR. ROUSH. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. **2016 Homeland Security Grant** – Mr. Marshall requested authorization to accept a 2016 NYS Homeland Security grant in the amount of \$130,000. Of this amount, 25 percent is allocated to the Sheriff's Office to fund their CIRT and WMD programs. The remaining 75 percent will be used by our office to continue programs such as Code Red and I Am Responding. Mr. Swackhamer asked for Mr. Marshall to provide to the committee a detailed list of how these funds will be spent.

MOTION: AUTHORIZING THE DIRECTOR OF THE EMERGENCY MANAGEMENT OFFICE TO ACCEPT A 2016 NEW YORK STATE HOMELAND SECURITY GRANT TOTALING \$130,000 MADE BY MR. SWACKHAMER. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

D. Public Works

1. **Amending Major Equipment List** - Mr. Spagnoletti requested authorization to add an Isotope Identifier to the Major Equipment list. This is a radiation monitor that they will use to scan incoming garbage to determine radiation content. The price for the Isotope Identifier is \$12,000.

MOTION: AUTHORIZING THE COMMISSIONER OF PUBLIC WORKS TO ADD AN ISOTOPE IDENTIFIER (\$12,000) TO THE LANDFILL MAJOR EQUIPMENT LIST MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

E. Office for the Aging

1. **Lifespan Contract** - Mrs. Baroody informed the committee that the Finger Lakes Caregiver Institute at Lifespan of Greater Rochester has received a grant to expand dementia support services in the Southern Tier. They will provide us with a total of \$6,000 through December 31, 2020. In exchange, we will provide a drop-in space in our Hornell office for their case manager one day a week. Additionally, we will also provide collaboration for caregiver support services including education, care consultations, support groups and evidence-based programming. She requested authorization to enter into a contract.

MOTION: AUTHORIZING THE DIRECTOR FOR THE OFFICE FOR THE AGING TO ENTER INTO A NEW CONTRACT WITH LIFESPAN OF GREATER ROCHESTER WHO WILL PROVIDE A TOTAL OF \$6,000 OF FUNDING THROUGH DECEMBER 31, 2020, TO EXPAND DEMENTIA SUPPORT SERVICES IN THE SOUTHERN TIER MADE BY MR. ROUSH. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

F. Commissioner of Finance

1. **2015 Financial Statements** – Mrs. Hurd-Harvey asked the committee for formal approval of the financial statements as presented by Bonadio.

MOTION: ACCEPT THE REPORT ON THE REVIEW OF THE 2015 FINANCIAL STATEMENTS AS PRESENTED BY BONADIO MADE BY MR. SCHU. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. **Merchant Credit Card Service Fee** - Ms. Hurd-Harvey requested authorization to charge transactions fees to users of credit or debit cards, ACH payments or E-checks in payment for various taxes and/or fees. She stated the departments that will more than likely charge a transaction fee are Finance, Personnel, Jail, Sheriff, Probation and the County Clerk. The departments that have opted to absorb those fees are Public Works, Community Services and the District Attorney.

MOTION: AUTHORIZING TO CHARGE A TRANSACTION, MERCHANT DISCOUNT, OR SERVICE FEE TO USER OF CREDIT OR DEBIT CARDS, ACH PAYMENTS OR ECHECKS IN PAYMENT OF VARIOUS TAXES AND/OR FEES, AND AUTHORIZING THE FOLLOWING DEPARTMENTS TO CHARGE A TRANSACTION FEE: FINANCE, PERSONNEL, JAIL, SHERIFF, PROBATION AND COUNTY CLERK, AND AUTHORIZING THE FOLLOWING DEPARTMENTS TO ABSORB TRANSACTION FEES: PUBLIC WORKS, OFFICE OF COMMUNITY SERVICES AND DISTRICT ATTORNEY MADE BY MR. ROUSH. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

3. **Monthly Reports** – Mr. Roush asked on the Budget Transfers report, why under Title III-B are there negative numbers instead of offsetting revenue? Mrs. Hurd-Harvey replied we reduced some accounts and increased other accounts. In total, the accounts do balance.

4. **Nichol Inn** – Mr. Donnelly informed the committee the Nichol Inn is a property located in the Town of Pulteney. The Department of Environmental Conservation (DEC) has concerns regarding the sustained limits of petroleum solvents in the ground. There are two ways to deal with that. The first option is to use some type of absorbent material which would be inserted into the 14 monitoring wells. The second option is to use a consuming agent which is injected into the soil to reduce the levels. He received a quote from Lu Engineers to inject a consuming agent, for a total cost of \$15,650. We have \$2,600 remaining in the Nichol Inn capital project. In total, we have spent \$300,000 on this this property and have received \$250,000 back through the Brownfield program. Mr. Donnelly requested authorization to transfer \$13,000 from the Contingent Fund into the Nichol Inn Capital Project and to enter into a contract with Lu Engineers for the remediation of petroleum solvents.

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO ENTER INTO A CONTRACT WITH LU ENGINEERS TO REMEDIATE PETROLEUM SOLVENTS AT THE NICHOL INN PROPERTY FOR A COST NOT TO EXCEED \$15,650 AND AUTHORIZING A TRANSFER OF \$13,000 FROM THE CONTINGENT FUND INTO THE NICHOL INN CAPITAL PROJECT FOR THIS PURPOSE MADE BY MR. SWACKHAMER. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

G. Information Technology

1. **Firewall** – Mr. Peaslee informed the committee that the current firewall needs to be replaced. He has money budgeted in the capital project for this. We can purchase a new firewall on GSA Schedule 70 contract for \$13,707.17. He requested authorization to expend money out of the computer capital project.

MOTION: AUTHORIZING THE DIRECTOR OF INFORMATION TECHNOLOGY TO EXPEND \$13,707.17 FROM THE COMPUTER CAPITAL PROJECT TO PURCHASE A NEW FIRE WALL MADE BY MR. SWACKHAMER. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

2. **Southern Tier Network** – Mr. Peaslee informed the committee that there needs to be programming done on the network switches. He requested authorization to contract with Ronco to perform this service and to expend \$1,943.50 out of the Southern Tier Fiber Capital Project.

MOTION: AUTHORIZING THE EXPENDITURE OF \$1,943.50 FROM THE SOUTHERN TIER NETWORK CAPITAL PROJECT AND AUTHORIZING THE DIRECTOR OF INFORMATION TECHNOLOGY TO CONTRACT WITH RONCO TO PROVIDE PROGRAMMING ON THE SOUTHERN TIER FIBER NETWORK SWITCHES MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

H. County Manager

1. **Land Bank** – Mr. Wheeler presented a draft resolution for the committee's consideration to create a land bank. We are proposing a seven-member board which would consist of the Chairman of the Legislature, Chairman of the Finance Committee, County Manager, Commissioner of Finance and three municipal representatives. This structure gives you control of the destiny of the land bank. Any by-law changes would need to come back to the Legislature for approval. The goal is to keep the same terms that you currently use with the City of Hornell. You ultimately will determine what properties can go into the land bank and what properties cannot.

Mr. Roush asked can you restrict to only those properties being demolished? Mr. Wheeler replied legally, he does not know. The reason to do this is to get State funding that would provide the seed money for this program. The State does have limitations on how that funding can be used. If you choose to do this, we would apply for State funding. If we do not receive any funding, we could rescind the resolution. We have to authorize the creation of the land bank, but we do not need to go through the corporation paperwork in order to apply for funding.

MOTION: FORWARDING TO THE FULL LEGISLATURE FOR CONSIDERATION, A PROPOSAL TO CREATE THE STEUBEN COUNTY LAND BANK CORPORATION MADE BY MR. SCHU. SECONDED BY MR. SWACKHAMER FOR DISCUSSION.

Mr. Roush stated he does not think government should be in this business and he is opposed.

Mr. Hanna asked how will you choose the municipal representatives? Mr. Wheeler replied we can discuss that in more detail in Executive Session.

VOTE: MOTION CARRIES 4-1. (MR. ROUSH OPPOSED)

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, DEMOTION, DISCIPLINE, SUSPENSION, DISMISSAL OR REMOVAL OF A PARTICULAR PERSON OR CORPORATION AND ARTICLE 7§ 105.1.H. THE PROPOSED ACQUISITION, SALE OR LEASE OF REAL PROPERTY OR THE PROPOSED ACQUISITION OF SECURITIES, OR SALE OR EXCHANGE OF SECURITIES HELD BY SUCH PUBLIC BODY, BUT ONLY WHEN PUBLICITY WOULD SUBSTANTIALLY AFFECT THE VALUE THEREOF MADE BY MR. SWACKHAMER. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: WITHDRAWING FROM THE TAX SALE PARCEL AND AUTHORIZING PRIVATE SALE TO THE CITY OF HORNEILL, PURSUANT TO RPTL 1166, PARCEL #151.56-02-003.000 FOR \$6,158.24 INCLUSIVE OF RECORDING FEES, AND PARCEL #166.06-08-063.000 FOR \$7,086.72 INCLUSIVE OF RECORDING FEES MADE BY MR. SWACKHAMER. SECONDED BY MS. FITZPATRICK. MOTIONS CARRIES 4-0-1. (MR. SCHU ABSTAINED DUE TO BUSINESS RELATIONSHIP WITH ONE OF THE PARTIES)

MOTION: DIRECTING THE COMMISSIONER OF FINANCE TO REJECT AN OFFER OF \$3,500 TO PURCHASE PARCEL #254.00-01-006.00 SITUATE IN THE TOWN OF CANISTEO MADE BY MR. SWACKHAMER. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING THE PRIVATE SALE, PURSUANT TO RPTL 1166, OF PARCEL #042.00-01-033.000, SITUATE IN THE TOWN OF COHOCTON, TO SOUTHERN TIER TIMBER MANAGEMENT, INC. FOR \$891.34 PLUS RECORDING FEES AND AUTHORIZING THE ISSUANCE OF A QUIT CLAIM DEED TO SAID PURCHASER MADE BY MR. SCHU. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING THE PRIVATE SALE, PURSUANT TO RPTL 1166, OF PARCEL #019.00-02-043.000, SITUATE IN THE TOWN OF PRATTSBURGH, TO CARLOS MENDEZ AND ZENAIDA MOTHANA FOR \$4,129.44 PLUS RECORDING FEES AND AUTHORIZING THE ISSUANCE OF A QUIT CLAIM DEED TO SAID PURCHASER MADE BY MR. SWACKHAMER. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: RESCINDING THE MOTION FROM THE JUNE 2016 MEETING AUTHORIZING A CONTRACT WITH PATHWAYS TO PROVIDE FOR SERVICES AT THE CORNING OFFICE, VAN DRIVER SERVICES AND NY CONNECTS BIPP PROGRAM SERVICES FOR A TOTAL ANNUAL COST OF \$83,117, AND AUTHORIZING THE DIRECTOR OF THE OFFICE FOR THE AGING TO CONTRACT WITH PROACTION FOR THOSE SERVICES FOR A TOTAL COST OF \$54,764 MADE BY MR. SWACKHAMER. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

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

MOTION: TO AJDOURN MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 4-0. (MR. SCHU ABSENT FOR VOTE)

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

****NEXT MEETING SCHEDULED FOR****

**Tuesday, August 9, 2016
Legislative Committee Room
9:00 a.m.**

**Please send agenda items to the Clerk of the Legislature's Office
NO LATER THAN NOON
Wednesday, August 3, 2016**

STEBEN COUNTY FINANCE COMMITTEE

Tuesday, August 9, 2016

10:00 a.m.

Legislative Committee Room
Steuben County Office Building
Bath, New York

****MINUTES****

- COMMITTEE:** Gary D. Swackhamer, Vice Chair Kelly H. Fitzpatrick Gary B. Roush
Brian C. Schu
- STAFF:** Jack K. Wheeler Mitchell Alger Pat Donnelly
Christine Towner Vince Spagnoletti Hank Chapman
Tammy Hurd-Harvey Alan Reed Andy Morse
Wendy Flaitz
- LEGISLATORS:** Carol A. Ferratella K. Michael Hanna Hilda T. Lando
Steven P. Maio John V. Malter
- ABSENT:** Scott J. Van Etten, Chair
- OTHERS:** Mary Perham

I. CALL TO ORDER

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

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE JULY 12, 2016, MEETING MADE BY MR. SCHU. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

III. DEPARTMENT REQUESTS

- A. Office of Community Services
 - 1. **Suicide Prevention Funding** – Dr. Chapman stated Ardent Solutions helped to form a suicide prevention coalition and acted as the conduit for State funding and revenues from fundraising and other sources. They are no longer active in the suicide prevention coalition and would like to transfer the funding back to us. He stated this is an extension of our department and will be included within our budget. Dr. Chapman requested authorization to accept a total of \$8,202.50 from Ardent Solutions.

MOTION: AUTHORIZING THE DIRECTOR OF COMMUNITY SERVICES TO ACCEPT A TOTAL OF \$8,202.50 IN FUNDING, COMPRISING OF \$3,500 IN OMH GRANT FUNDS AND \$4,702.50 IN OTHER REVENUE, FROM ARDENT SOLUTIONS TO BE USED FOR SUICIDE PREVENTION MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.

- B. Public Works
 - 1. **Major Equipment Change** - Mr. Spagnoletti stated the leachate plant has five boilers. This year he included one boiler replacement on his Major Equipment. They have been having some issues with the boilers and he requested authorization to add two additional boilers to the major equipment list for this year. The total cost for all three boilers would be \$80,000. If approved, they will hold off on the purchase of a road tractor until next year.

MOTION: AUTHORIZING THE COMMISSIONER OF PUBLIC WORKS TO ADD TWO ADDITIONAL BOILERS FOR THE LEACHATE PLANT TO THE MAJOR EQUIPMENT LIST, FOR A TOTAL OF THREE BOILERS FOR A COST OF \$80,000 MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

C. Office for the Aging

1. **Lifespan Contract** - Ms. Towner stated after last month's meeting, we received notice of a revision of the Lifespan's Finger Lakes Caregiver Institute grant. This grant funding will be used to expand Alzheimer's disease support in the Southern Tier through collaboration with the Office for the Aging in the region. We will be receiving \$6,000 per year for each of the five years of the grant instead of \$6,000 over the course of five years, as was reported in last month's motion. For the remainder of this year, we will be using \$4,925 for office space rental, program materials for community education, salary and fringe benefits.

MOTION: AMENDING THE MOTION FROM THE JULY 12, 2016, MEETING AUTHORIZING THE DIRECTOR OF THE OFFICE FOR THE AGING TO ENTER INTO A NEW CONTRACT WITH LIFESPAN OF GREATER ROCHESTER WHO WILL PROVIDE \$6,000 OF GRANT FUNDING FROM THE NEW YORK STATE DEPARTMENT OF HEALTH, PER YEAR THROUGH DECEMBER 31, 2020 TO EXPAND DEMENTIA SUPPORT SERVICES IN THE SOUTHERN TIER MADE BY MRS. LANDO. SECONDED BY MR. MAIO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

D. Finance

1. **Monthly Reports** – Mr. Swackhamer asked why there are three different prices for the Public Works vehicles? Mr. Morse replied we used to have a state contract for a given vehicle. Now we are using the state program, where we put out a solicitation and we have up to 40 different dealers to choose from. We have the option to accept a vehicle that is on the lot and we can modify the specifications. Additionally, if a dealer does not have what we want, they will order it direct from the factory.

Mr. Swackhamer asked why are we purchasing 42 Glocks for the Sheriff's Office? Mr. Wheeler replied they are updating their weapons. These are for road patrol deputies, some court security, and the corrections officers doing transports.

2. **Town Use of Online Credit Card System** – Mrs. Hurd-Harvey stated the committee recently approved us accepting online credit card payments and we thought we could offer this option to those towns that currently use our software. This would enable residents within those towns to have the option of paying their current year taxes online. We are researching Town Law to make sure we are able to do that. Presuming that we can, she requested authorization to offer that service to those towns.

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO OFFER TO THOSE TOWNS CURRENTLY USING THE COUNTY'S SOFTWARE, THE OPTION OF ALLOWING THEIR RESIDENTS TO UTILIZE ONLINE PAYMENTS TO PAY FOR CURRENT YEAR TAXES, CONTINGENT UPON NO CONFLICT WITH TOWN LAW MADE BY MS. FITZPATRICK. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

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

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO OFFER FOR PRIVATE SALE, A PORTION OF TAX MAP PARCEL # 299.14-05-034.000, SITUATE IN THE TOWN OF CORNING, TO ROBERT A. MORSE FOR \$100.00 PLUS A DEED FEE OF \$305.00 MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO RECEIVE A NON-REFUNDABLE UNDERTAKING OF \$4,362.00 FROM JUDITH EDDY, PAYMENT TO BE RECEIVED BY THE COUNTY FINANCE DEPARTMENT NOT LATER THAN THE CLOSE OF BUSINESS ON FRIDAY, AUGUST 19, 2016, TO RESTORE MS. EDDY'S STATUS AS AN ELIGIBLE BUYER WITH RESPECT TO PARCEL #37 IN THE 2016 TAX SALE; IF SAID NON-REFUNDABLE UNDERTAKING OF \$4,362.00 IS NOT RECEIVED BY THE RECITED DATE, THE COMMISSIONER OF FINANCE IS AUTHORIZED TO OFFER THE SAID PARCEL #37 TO THE BACK-BIDDER FOR \$5,750.00 PLUS RECORDING COSTS MADE BY MR. SCHU. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

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

MOTION: TO ADJOURN MADE BY MR. ROUSH. SECONDED BY MR. SCHU. 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, 2016
Legislative Committee Room
10:00 a.m.**

**Please send agenda items to the Clerk of the Legislature's Office
NO LATER THAN NOON
Wednesday, September 7, 2016**

STEBEN COUNTY FINANCE COMMITTEE

Tuesday, September 13, 2016

10:00 a.m.

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

****MINUTES****

COMMITTEE:	Scott J. Van Etten, Chair Gary B. Roush	Gary D. Swackhamer, Vice Chair Brian C. Schu	Kelly H. Fitzpatrick
STAFF:	Jack K. Wheeler Andy Morse Eric Rose Wendy Jordan Jim Allard	Mitchell Alger Ken Peaslee Cheryl Crocker Wendy Flaitz Jennifer Prossick	Alan Reed Steve Orcutt Hank Chapman Pat Donnelly Judy Hunter
LEGISLATORS:	Joseph J. Hauryski Steven Maio	Carol A. Ferratella John V. Malter	Hilda T. Lando
OTHERS:	Mary Perham		

I. CALL TO ORDER

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

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE AUGUST 9, 2016, MEETING MADE BY MR. SCHU. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

III. DEPARTMENT REQUESTS

A. Office of Community Services

1. **Budget Adjustment** - - Dr. Chapman informed the committee that they received the 2016 NYS OASAS cost of living (COLA) adjustment in the amount of \$3,982. He requested authorization to accept this funding, decrease the Federal Aid – OASAS by \$642 and appropriate \$521 to Hornell Concern for Youth, \$281 to Family Service Society and \$2,538 to Catholic Charities.

MOTION: AUTHORIZING THE DIRECTOR OF THE OFFICE OF COMMUNITY SERVICES TO ACCEPT A NYS OASAS COLA ADJUSTMENT IN THE AMOUNT OF \$3,982, DECREASING THE FEDERAL AID – OASAS BY \$642, AND APPROPRIATING \$521 TO HORNELL CONCERN FOR YOUTH, \$281 TO FAMILY SERVICE SOCIETY AND \$2,538 TO CATHOLIC CHARITIES MADE BY MR. ROUSH. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

B. Probation

1. **Budget Transfer** – Mrs. Crocker requested authorization to transfer \$11,000 from the Salaries line item to the Major Equipment line item for the purchase of cameras at the Hornell Probation Office. Mr. Wheeler commented these cameras are for security purposes.

MOTION: AUTHORIZING THE PROBATION DIRECTOR TO TRANSFER \$11,000 FROM THE SALARIES LINE ITEM TO THE MAJOR EQUIPMENT LINE ITEM FOR THE PURCHASE OF CAMERAS AT THE HORNELL PROBATION OFFICE MADE BY MR. ROUSH. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

C. Sheriff's Office

1. **Grants** – Undersheriff Allard presented three Legislative Initiative Grants, one Child Passenger Safety Grant and one Traffic Safety Grant for approval.

MOTION: ACCEPTING AND APPROPRIATING \$40,000 IN LEGISLATIVE GRANT FUNDING TO PURCHASING ALERT TRAINING KITS; ACCEPTING AND APPROPRIATING \$4,353.24 IN LEGISLATIVE GRANT FUNDING FOR THE DOMESTIC ABUSE RESPONSE TEAM (DART); ACCEPTING AND APPROPRIATING \$10,000 IN LEGISLATIVE GRANT FUNDING FOR THE CELLIBRITE PHONE SYSTEM; ACCEPTING AND APPROPRIATING \$2,550 IN CHILD PASSENGER SAFETY FUNDING, AND ACCEPTING AND APPROPRIATING \$9,000 IN TRAFFIC SAFETY GRANT FUNDING FOR THE STEP PROGRAM MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

D. Buildings and Grounds

1. **Transfer from Repairs & Renovations Reserve** – Mr. Rose requested authorization to transfer \$83,000 from the Repairs & Renovations Reserve to the capital project entitled “Steel Roofs for Courthouse”. Mr. Wheeler stated we have \$350,000 in the capital project. We put out a bid for the courthouse roof replacement, along with the Clerk’s/Surrogate’s building. With the additional \$83,000, we will be able to do the entire project.

MOTION: AUTHORIZING A TRANSFER OF \$83,000 FROM THE REPAIRS & RENOVATIONS RESERVE TO A CAPITAL PROJECT ENTITLED “STEEL ROOFS FOR COURTHOUSE” MADE BY MR. SCHU. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

E. Public Works

1. **Transfer Surplus Funds** – Mr. Orcutt requested authorization to transfer surplus funds from the Permanent Improvements, paving projects for three new paving projects. CR 41 is being moved up from 2017 schedule and the cost of \$153,000. CR 83 and CR 89 were rated “poor” and were not included on the five year schedule. The costs for those projects are \$111,000 and \$202,000 respectively.

2. **Surplus Machinery Fund** – Mr. Orcutt requested authorization to appropriate surplus funds in the Machinery Fund, Diesel Fuel to fund a paving/safety project for students on CR 74 in the Town of Prattsburgh for a cost of \$185,000.

3. **Flood Funds** – Mr. Orcutt requested authorization to appropriate \$93,193 from the State grant for the 2004 to Permanent Improvements for the CR 10 project.

MOTION: AUTHORIZING THE TRANSFER OF FUNDS FROM D.511200 PERMANENT IMPROVEMENTS, PAVING PROJECTS TO THE FOLLOWING PROJECTS: CR41, HORNBY (\$153,000), CR83, TROUPSBURG (\$111,000), AND CR89, URBANA (\$202,000); APPROPRIATING \$185,000 FROM DM 513000, MACHINERY FUND, DIESEL FUEL TO D.511200 PERMANENT IMPROVEMENTS FOR THE CR74, PRATTSBURGH PROJECT; AND ACCEPTING AND APPROPRIATING \$93,193 IN 2004 FLOOD FUNDS FROM THE STATE TO D.511200 PERMANENT IMPROVEMENTS FOR THE CR10, BATH PROJECT MADE BY MR. SCHU. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Mrs. Ferratella commented as a point of interest, the Hornby Town Historian found paperwork from 1916 showing that they paved 6 miles of road for \$56,000 and now we are paving 1.7 miles for \$153,000.

F. Finance

1. **Monthly Reports** – Mr. Donnelly asked if there were any questions/comments about the monthly reports. Mr. Van Etten stated that on page two of the Budget Transfers report, for RSVP, the revenue and expenses do not add up.

Mr. Wheeler commented Social Services overtime has increased due to significant turnover. They currently have twenty vacant positions.

Mr. Van Etten stated on the County Cost Analysis, he assumes that it is a timing issue, but WC expenditures are only at 37.2 percent for the year. Mr. Donnelly replied we bill once and the towns pay, however, the money goes out at a different rate. Mr. Van Etten commented that Mental Health revenues are not lagging behind what the expenditures are. Mr. Wheeler stated Dr. Chapman has been doing a good job.

Mr. Swackhamer asked what is the reason for increased overtime in the County Clerk's Office? Mrs. Hunter replied we had temporary hires to do scanning. Mr. Wheeler stated they employed college students during winter and summer break to help with scanning. Mrs. Hunter stated they did a fantastic job. All of the pistol permits have been scanned. Also, as of March 2015, an individual's confidential information is no longer allowed to be filed in our office pursuant to OCA regulations. The students were very helpful in assisting our staff with that. Mr. Swackhamer asked what about the overtime? Mr. Wheeler replied they had staff out for various reasons.

2. **Town Use of Online Credit Card System** – Mr. Donnelly informed the committee that they will offer the towns the opportunity to have taxpayers pay their January tax bills through the website. We will need to negotiate with Value Payment systems to do that.

3. **Sales Tax** – Mr. Donnelly stated year-to-date we have seen an increase of 7/10 of a percent from the same period last year.

4. **Tax Auction** – Mr. Donnelly informed the committee that in July we had received an offer to purchase 60 acres of property in the Town of Canisteo for \$3,500. We rejected that offer and included the property in the tax sale auction. The property went for \$33,500. Overall for the tax sale, we had one property that defaulted. Gross receipts were \$669,350 and this year we made \$180,000.

G. County Manager

1. **Budget Workshop** – Mr. Wheeler proposed holding the Budget Workshops on October 11th at 11:00 a.m., or immediately following the Finance Committee meeting. If needed, we will also schedule the following day, October 12th at 9:00 a.m.

MOTION: SETTING THE DATES FOR THE FINANCE BUDGET WORKSHOP AS TUESDAY, OCTOBER 11, 2016 AT 11:00 A.M. OR IMMEDIATELY FOLLOWING THE FINANCE COMMITTEE MEETING, AND OCTOBER 12, 2016, AT 9:00 A.M. MADE BY MR. SWACKHAMER. SECONDED BY MS. FITZPATRICK. 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. ROUSH. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: EXTENDING THE DEADLINE FOR THE PURCHASE OF PARCEL #197.49-01-024.000, SITUATE IN THE VILLAGE OF CANISTEO, UNTIL SEPTEMBER 25, 2016, AND CHARGING AN ADDITIONAL FEE OF \$250.00 MADE BY MR. SWACKHAMER. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO CONVEY TITLE RELATIVE TO PARCEL #299.16-01-046.000, SITUATE IN THE CITY OF CORNING, TO THE PURCHASER, GERALD WRAY BY SEPTEMBER 25, 2016 MADE BY MR. SWACKHAMER. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

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

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

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

****NEXT MEETING SCHEDULED FOR****

**Tuesday, October 11, 2016
Legislative Committee Room
10:00 a.m.**

**Please send agenda items to the Clerk of the Legislature's Office
NO LATER THAN NOON
Wednesday, October 5, 2016**

**STEBEN COUNTY PUBLIC SAFETY & CORRECTIONS COMMITTEE
STEBEN COUNTY FINANCE COMMITTEE
SPECIAL JOINT MEETING
Monday, September 26, 2016
9:55 a.m.
Legislative Committee Room
Steuben County Office Building
Bath, NY**

****MINUTES****

COMMITTEE:	Dan C. Farrand, Chair Kelly H. Fitzpatrick	Aaron I. Mullen, Vice Chair Steven P. Maio	Eric T. Booth
	Scott J. Van Etten, Chair Brian C. Schu	Kelly H. Fitzpatrick	Gary B. Roush
STAFF:	Jack K. Wheeler	Mitchell Alger	Jim Allard
LEGISLATORS:	Joseph J. Hauryski Hilda T. Lando Robert V. Nichols	Carol A. Ferratella Robin K. Lattimer Randolph J. Weaver	K. Michael Hanna John V. Malter
ABSENT:	Gary D. Swackhamer		

I. CALL TO ORDER

The meeting was called to order at 9:55 a.m. by Mr. Van Etten.

II. GENERAL BUSINESS

A. Sheriff's Office

1. **Authorizing the Sheriff to Accept a Donation from Legal Assistance of Western NY –** Undersheriff Allard stated earlier this month, he had mistakenly referenced the \$4,353.24 for Cellibrite Phone System as being a legislative grant. In fact, this was a donation from Legal Assistance of Western NY. He requested authorization to accept this donation.

MOTION: AUTHORIZING THE SHERIFF TO ACCEPT \$4,353.24 AS A DONATION FROM LEGAL ASSISTANCE OF WESTERN NY TO BE USED TOWARD THE PURCHASE OF THE CELLIBRITE PHONE SYSTEM MADE BY MR. MULLEN. SECONDED BY MR. BOOTH. MOTION CARRIES 5-0 PS8C AND 4-0 FINANCE.

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

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

STEBEN COUNTY FINANCE COMMITTEE

Tuesday, October 11, 2016

10:10 a.m.

Legislative Committee Room
Steuben County Office Building
Bath, New York

****MINUTES****

COMMITTEE:	Scott J. Van Etten, Chair Brian C. Schu	Gary D. Swackhamer, Vice Chair	Kelly H. Fitzpatrick
STAFF:	Jack K. Wheeler Alan Reed Jennifer Prossick Christine Towner	Mitchell Alger Tim Marshall Tammy Hurd-Harvey Patty Barody	Cathy Baker Jim Allard Andy Morse
LEGISLATORS:	Joseph J. Hauryski Hilda T. Lando	Carol A. Ferratella Robin K. Lattimer	K. Michael Hanna John V. Malter
OTHERS:	Mary Perham		

I. CALL TO ORDER

Mr. Van Etten called the meeting to order at 10:10 a.m.

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE SEPTEMBER 13, 2016, AND SEPTEMBER 26, 2016, MEETINGS MADE BY MR. SCHU. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

III. DEPARTMENT REQUESTS

A. Sheriff's Office

1. **Accepting Donations to the K-9 Program** – Undersheriff Allard requested authorization to accept two donations totaling \$800 into the K-9 program.

MOTION: AUTHORIZING THE SHERIFF TO ACCEPT DONATIONS TOTALING \$800 FOR THE K-9 PROGRAM MADE BY MR. SWACKHAMER. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.

B. Emergency Management Office

1. **Accepting a Donation from Goodrich Auto Works** – Mr. Marshall requested authorization to accept a donation of \$9,900 from Goodrich Auto Works for the prepping and painting of the new fire investigation bus.

MOTION: AUTHORIZING THE DIRECTOR OF THE EMERGENCY MANAGEMENT OFFICE TO ACCEPT A \$9,900 DONATION FROM GOODRICH AUTO WORKS FOR THE PREPPING AND PAINTING OF THE NEW FIRE INVESTIGATION BUS MADE BY MR. SCHU. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.

C. Office for the Aging

1. **RSVP Hornell YMCA Contract** – Mrs. Baroodly requested authorization for the RSVP program to contract with the Hornell YMCA to provide two eight-week Tai Chi for Arthritis workshops. The cost for two sessions is \$640.

MOTION: AUTHORIZING RSVP TO CONTRACT WITH THE HORNELL YMCA TO HOST TWO, EIGHT-WEEK TAI CHI FOR ARTHRITIS WORKSHOP SERIES FOR A TOTAL COST OF \$640 MADE BY MR. SWACKHAMER. SECONDED BY MS. FITZPATRICK. MOTION CARRIES 3-0-1. (MR. SCHU ABSTAINED AS HE IS A MEMBER OF THE YMCA BOARD)

2. **Accepting Donation from Canisteo Legion** – Mrs. Baroodly requested authorization to accept a \$2,100 donation from the Canisteo Legion to be used for the ramps program in the Canisteo and Greenwood communities.

MOTION: AUTHORIZING THE DIRECTOR OF THE OFFICE FOR THE AGING TO ACCEPT A \$2,100 DONATION FROM THE CANISTEO LEGION FOR THE RAMPS PROGRAMS FOR RESIDENTS IN THE CANISTEO AND GREENWOOD COMMUNITIES MADE BY MR. SCHU. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

3. **Registered Dietician Contract** – Mrs. Baroodly requested authorization to increase their contract with Wilma Stewart, Registered Dietician by \$5,000 through the end of the year. Due to the retirement of our Certified Dietary Nutritionist, Ms. Stewart will now be providing nutritional counseling in addition to her regular work.

MOTION: AUTHORIZING THE DIRECTOR OF THE OFFICE FOR THE AGING TO INCREASE THE CONTRACT FOR REGISTERED DIETICIAN, WILMA STEWART, BY \$5,000 THROUGH THE END OF THE YEAR TO PROVIDE NUTRITION COUNSELING SERVICES MADE BY MR. SWACKHAMER. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

D. Commissioner of Finance

1. **Budget Transfer** – Mrs. Hurd-Harvey requested authorization to transfer a total of \$578,910 among the insurance line items of the departments to cover their allocated shares.

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO TRANSFER A TOTAL OF \$578,910 WITHIN DEPARTMENTS' INSURANCE LINE ITEMS TO COVER ALLOCATED SHARES MADE BY MR. SWACKHAMER. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

E. County Manager

1. **Funding Request** – Mr. Wheeler informed the committee that he received a request from Steuben Rural Electric (SREC) for some funding. They are working with STN to look at a potential project which would utilize SREC's lines and poles to run fiber to rural areas. There was a very small area that was eligible for the first round of grant funding to bring broadband to rural areas. We have now become eligible for the second round. This would be a \$30 million project, if they can get the grant funding. There is no guarantee, but this is the kind of rural broadband project the State is looking for. Applications are due the end of November, and there are costs for a consultant drafting the application. SREC has secured the consultant services of ECC Technologies who will be writing the application and interfacing with the carriers. SREC is asking if the County would be willing to help support half of the application fee. The cost to apply is between \$25,000 - \$40,000. In discussions with Mr. Van Etten, he had suggested that if the carriers are coming on board, they should also shoulder some of the cost of the application. Mr. Wheeler requested authorization to allocate \$12,500 - \$20,000 out of the Southern Tier Fiber Capital Project.

MOTION: AUTHORIZING THE COUNTY MANAGER TO ALLOCATE UP TO \$20,000 OUT OF THE SOUTHERN TIER FIBER CAPITAL PROJECT TO STEUBEN RURAL ELECTRIC AS OUR SHARE OF THE FEE FOR THE BROADBAND ELIGIBILITY GRANT APPLICATION FEE MADE BY MR. SWACKHAMER. SECONDED BY MR. SCHU FOR DISCUSSION.

Mr. Van Etten stated at first he had mixed feelings about this as the application is for public funds, but then becomes a for-profit operation. However, this is the only way that we will be able to get broadband into the rural areas.

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

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

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO EXTEND THE DATE TO CONVEY TITLE RELATIVE TO PARCEL #299.16-01-046.000, SITUATE IN THE CITY OF CORNING, TO THE PURCHASER, GERALD WRAY TO OCTOBER 31, 2016 MADE BY MR. SCHU. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

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

MOTION: TO ADJOURN MADE BY MR. SCHU. SECONDED BY MS. FITZPATRICK. 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, 2016**PLEASE NOTE CHANGE****

Legislative Committee Room

10:00 a.m.

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

NO LATER THAN NOON

Wednesday, November 2, 2016

STEBEN COUNTY FINANCE COMMITTEE

Special Meeting

Tuesday, October 11, 2016

10:35 a.m.

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

****MINUTES****

COMMITTEE:	Scott J. Van Etten, Chair Brian C. Schu	Gary D. Swackhamer, Vice Chair	Kelly H. Fitzpatrick
STAFF:	Jack K. Wheeler Judy Hunter	Mitchell Alger	Tammy Hurd-Harvey
LEGISLATORS:	Joseph J. Hauryski K. Michael Hanna Steven Maio	Dan C. Farrand Hilda T. Lando John V. Malter	Carol A. Ferratella Robin K. Lattimer Aaron I. Mullen
OTHERS:	Mary Perham		

I. CALL TO ORDER

Mr. Van Etten called the meeting to order at 10:35 a.m.

II. BUDGET OVERVIEW

Mr. Wheeler stated the team has done a good job of preparing a draft budget for you. The budget is currently compliant with the tax cap. We are not in a position where we need to find significant cuts. We typically roll over the 2016 budget to start 2017. Then the departments submit their requests. We review and make our recommendations. He stated that he provided those changes on a spreadsheet and they are already incorporated into the budget.

Traffic Diversion Program

We moved the Traffic Diversion Program revenues from the District Attorney's budget and appropriated them to the Traffic Diversion Program budget. The \$108,000 in revenue in the District Attorney's budget has been moved into the Traffic Diversion Program budget.

Assigned Counsel

Mr. Wheeler commented we are trying to reflect more of the true costs of the Assigned Counsel Program. Generally, there are contingent fund transfers each year to fund the shortfalls. We have increased some of the line items to show actual cost, but we should also see some savings from the addition of the Conflict Defender's Office.

Tax Acquired Property

Mr. Wheeler stated we have been approved as a land bank. The next step is waiting for the funding from the State. We have appropriated \$50,000 for startup costs of the Land Bank. If we do not get the State funds, then we will not spend that money. The City of Hornell will be contributing \$25,000 and we are waiting to see if any of the other municipalities will be willing to contribute funding.

Elections

Mr. Wheeler stated the County cost fluctuates depending on the number of elections in a given year, the printing of the ballots and other factors. For 2017, we do show an increased County cost.

Information Technology

Mr. Wheeler stated, at the request of the IT Director, we have combined the budgets for Information Technology and Telephonic Communications. Telephonic Communications has three staff and it will be easier to track if they are combined into one budgetary category.

Jail

We have a better handle on the Overtime and Temporary Hire costs in the Jail. The Sheriff has done a good job in what they have done with regard to tracking sick leave to reduce temporary hire costs. We did increase those line items to better reflect actual costs.

Public Works

Mr. Wheeler stated we have received an additional \$1 million in CHIPs funding. NYS has approved a five-year plan for PAVE NY and Bridge NY. The money is pretty solid for this year and the following two years. Most of this will be going toward construction costs. We also had a significant savings in the fuel line items.

Office for the Aging

Mr. Wheeler stated that overall the budget looks good. The BIPP program is going away and the money in the line item for that program is being spread out among other line items.

Requests from Outside Agencies

Mr. Wheeler stated that they did receive a request from CSS Workforce NY for \$40,000. This funding will be used to assist with the coordination of workforce development activities for the I-86 corridor initiative.

Salary Schedule

Mr. Wheeler noted that there was an error in the Court Security part-time salary schedule. Those salaries were double printed, so the actual will be half of what is listed. Also, under the Conflict Defender, we have \$48,000 as a placeholder. That amount should be \$35,000.

Tax Cap

Mrs. Hurd-Harvey distributed and reviewed the tax levy limit calculation. The prior year levy was \$50 million and after all of the State deductions, it is down to \$42 million. The maximum that we could increase taxes would be \$401,368. Mr. Wheeler stated with the carryover, that is about \$50,000 less than that right now in the current budget. On a \$50 million levy, we are talking about .5 percent levy increase, or not even. That gives you \$150,000 of carryover for next year as well.

MOTION: ACCEPTING THE 2017 BUDGET ADJUSTMENTS AS RECOMMENDED BY THE BUDGET OFFICER MADE BY MR. SWACKHAMER. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 3-0. (MR. SCHU ABSENT FOR VOTE)

Mr. Van Etten asked Mr. Wheeler to provide a summary of the big items, such pension and health insurance. Mr. Wheeler stated we do see some savings in those areas. Our NYS retirement contribution is down a little. We are seeing savings in health insurance as well. Mrs. Hurd-Harvey reminded the committee that the County is self-funded. We have an equivalent premium and we over budgeted for that in 2016. This year we were able to get the equivalent premium amount earlier in the process and that dropped the amount down a little bit. This year based on actual, we are seeing a \$400,000 savings for budget purposes. Mr. Wheeler commented we also still have a good reserve to use in the event of catastrophic claims.

III. 2017 BUDGET REVIEW

The committee reviewed the tentative 2017 budget and asked questions regarding various departments. The items listed below are those questions that were unable to be answered during the meeting:

DA – STOP DWI

Mr. Van Etten commented the Salaries and Wages line item for 2017 represents a 12 percent increase over the current year. Is that due to another resource into the program? Mr. Wheeler replied he will check on that. It may represent the vehicle lease which is considered a taxable benefit.

Elections

Mr. Van Etten asked why is there a new line item for Rent Building & Property with \$4,500. We store our equipment at our building. Mrs. Hurd-Harvey commented that is no longer our building. Mr. Wheeler stated he will check that.

Records Management

Mr. Van Etten stated similar to Elections, there is a new line item for Rent Building & Property with \$4,500 budgeted. Mr. Wheeler stated he will check into that.

Central Copying

Mr. Van Etten asked why are we budgeting \$30,000 for Copier Supplies for 2017 when year-to-date they have only spent \$10,000? Mr. Wheeler stated he will check. Mrs. Hurd-Harvey commented that line was set up to track the actual costs of copier supplies.

E-911

Mr. Van Etten asked why does the Equipment Maintenance/Repair line item have almost \$400,000 budgeted for 2017? Mr. Wheeler replied that is for all of the technology we maintain or lease. A lot of that is software maintenance. We could make an adjustment to that to split out software and equipment.

Sheriff

Mr. Van Etten asked why did the line item for Maintenance Contracts increase from \$2,500 in 2016 to \$11,000 in 2017? Mr. Wheeler replied he believes that represents Johnson Controls and \$8,500 is for the Offender Watch software. He will follow up with the Sheriff.

Jail

Mr. Van Etten asked why we have \$0 budgeted for 2017 for the Food Service line item, but we have spent \$45,278.11 year-to-date? Mr. Wheeler replied we have two cooks in the Jail for a total of \$69,000. They are listed on the salary schedule and are included in the Salaries and Wages line item. He will check to make sure that the Food Service Helpers are also included in the budget.

Public Health

Mr. Van Etten asked why have we budgeted \$20,000 for Unemployment Insurance for 2017, but nothing has been spent year-to-date? Mrs. Hurd-Harvey replied we had that line item during the department turnover. She does not believe they need that line anymore, and she will check to see if they can remove it.

Special Children's Services

Mr. Van Etten asked why does the line item for SCS Admin – (DOH) show a 2016 budget of \$2,000 and a 2017 budget of \$30,000? Mr. Wheeler stated he will check on that.

PROS Services

Mr. Van Etten asked why the large jump in the line item for NYS OMH revenue from \$71,430 in 2015 to \$372,359 in 2017 and year-to-date have received \$68,747? Mr. Wheeler stated he will check.

Social Services Administration

Mr. Van Etten asked why have we budgeted \$30,000 for 2017 for Micrographic Expenses when we have spent \$0 year-to-date? Mr. Wheeler stated he will check.

DSS – Client Related

Mr. Van Etten asked with regard to the Legal Advocate Chargeback line item, why has the cost doubled over the past two years, we have spent \$27,882 year-to-date and have budgeted \$122,000 for 2017? Mr. Wheeler stated we will check on the timing and expenses.

TANF Administration

Mr. Van Etten asked with regard to Child Care Registration line item, we have spent \$24,601.92 year-to-date, and are budgeting \$150,000 for 2017. Is this a timing issue? Mr. Wheeler replied they will check into this.

Services for Recipients

Mr. Van Etten asked how is this line item increasing, yet year-to-date they have received \$196,306.10? Mr. Wheeler stated he would ask for an explanation from the Commissioner.

Mr. Van Etten asked why are there two line items for Purchase of Services. Both of those lines are showing a decrease, even year –to-date amortized they show an increase?

Child Care

Mr. Van Etten asked why is there such a difference between 2017 budgeted and year-to-date in the Foster Care and ADC – Foster Care lines? Mr. Wheeler replied he will check to see if that is a timing issue.

Mr. Van Etten asked in the revenue line item for Federal Aid EAF, is the \$739,180.62 year-to-date a correction? Mr. Wheeler replied he will check.

Tourism & Publicity

Mr. Van Etten asked what is the line item for Conference & Visitors' Bureau Research? Mr. Wheeler replied Mr. Buganski requested \$35,000 to provide a hospitality training session for any of the interested customer oriented service organizations. The thought is that this will drive more room tax by having better customer service. They would engage the services of a consultant to do that training.

Mr. Swackhamer stated he is not in favor of spending \$35,000 to pay someone to come in and do that. Mr. Wheeler commented this is something that would help the organizations to engage their customers more and better promote the region. The goal is that you would see dividends by having better customer service.

Mr. Van Etten commented this is tough to justify. The only hard number you have is the cost. It is impossible to say what the benefit will be two years later.

MOTION: REMOVING THE \$35,000 FOR CONFERENCE & VISITOR BUREAU RESEARCH MADE BY MR. SWACKHAMER.

Mr. Schu asked how concerned is Mr. Buganski about this? Mr. Wheeler replied this was a top priority. Mr. Schu stated they will be training hundreds of people. We are going to get the benefit of that on the back end. Mr. Van Etten stated by adding that \$35,000 we are still bumping the county cost by that amount. Mr. Wheeler stated if you approve, the county cost would go back to zero.

Secretary's Note: Motion fails due to lack of a second.

Transfers to Capital Projects

Mr. Van Etten asked why is there is a \$600,000 difference between the original 2016 budget and the modified 2016 budget? Mrs. Hurd-Harvey stated she will check into that and generate a list.

Machinery Highway

Mr. Van Etten asked why is the Machine & Equipment – Major line item showing a credit of \$54,270.58? Mrs. Hurd-Harvey stated she will check into that.

IV. SALARIES

Mr. Van Etten asked why is Mary Nobilski the highest paid employee in the County, other than the District Attorney? Do we need both Psychologists and Psychiatrists? Mr. Wheeler replied Dr. Chapman is trying to use clinical nurse practitioners, but we still need to have a Psychiatrist to oversee. We will be looking for more creative ways to address this in the future.

V. OUTSIDE AGENCIES

Mr. Wheeler reviewed the outside agency requests for 2017. He noted that they are recommending \$10,000 for REDEC, \$5,000 to STC for their Strategic Plan, \$40,000 to CSS Workforce which will come out of the Economic Development Fund, \$749,815 for the Conference & Visitors' Bureau, \$43,200 for the Finger Lakes ARTS Council, \$99,500 for the Southern Tier Library System and \$375,000 for Cornell Cooperative Extension.

VI. LEGISLATORS PAY

Mr. Wheeler distributed a handout showing an analysis of Legislator pay raise and his proposal to increase. The Legislature has not had a raise since 2007. He is proposing raising the wage of Legislator to \$12,500, which represents a \$1,000 increase and raising the pay for Chairman to \$20,000 which represents a \$2,000 increase. This would put you in line with the average of the salaries in similar counties.

Mr. Schu commented that we actually have taken a pay cut because we increased our proportional share of our medical insurance. This represents a modest increase and he does not have any problem with it.

MOTION: RECOMMENDING AN INCREASE IN LEGISLATOR SALARY TO \$12,500 AND THE CHAIRMAN SALARY TO \$20,000 PER YEAR MADE BY MR. SCHU. SECONDED BY MR. SWACKHAMER FOR DISCUSSION.

Mr. Van Etten commented he is in favor of this based on the fact that it has been ten years since there was an increase. If you do not continue to slowly increment, then getting people of any value is a non-event.

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

VII. CAPITAL PROJECTS/EQUIPMENT

Small Equipment – District Attorney

Mr. Van Etten asked what is the Callyo Surveillance Package Software? Mr. Wheeler replied that would be more appropriate in the software maintenance line item. We had allocated Traffic Diversion Program funds against it last year. We will remove it from the small equipment list and put it under software maintenance.

Mr. Swackhamer asked why are we spending \$350 on four Steamlight Flashlights?

MOTION: REMOVING THE FOUR STEAMLIGHT FLASHLIGHTS TOTALING \$350.00 FROM THE DISTRICT ATTORNEYS SMALL EQUIPMENT LIST MADE BY MR. SWACKHAMER. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

Small Equipment – Landfill

Mr. Van Etten asked what is the generator at the Landfill for? Mr. Wheeler replied he will ask for an explanation.

Major Equipment – Highway

Mr. Van Etten asked what is the 10' enclosed trailer for? He commented that \$10,000 for a 10' trailer seems expensive.

Major Equipment – Landfill

Mr. Van Etten asked about the 4x4 pickup truck for the landfill. The cost for \$40,000 seems a little high. What will it be used for?

Major Equipment – Jail

Mr. Swackhamer asked is the transport vehicle for the Jail supposed to be new, or a replacement? Mr. Wheeler stated he thought it was a replacement, but will check on that.

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

****NEXT MEETING SCHEDULED FOR****
Wednesday, November 9, 2016
Legislative Committee Room
11:00 a.m. or Immediately Following Finance