

STEBEN COUNTY FINANCE COMMITTEE

Tuesday, January 11, 2017

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 Mitchell Alger Steve Orcutt
Vince Spagnoletti Jennifer Prossick Hank Chapman
Jim Allard Chris Congdon Alan Reed
Tammy Hurd-Harvey Pat Donnelly Judy Hunter
- LEGISLATORS:** Joseph J. Hauryski Carol A. Ferratella K. Michael Hanna
Hilda T. Lando **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 13, 2016, AND DECEMBER 19, 2016, MEETINGS MADE BY MS. FITZPATRICK. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

III. DEPARTMENT REQUESTS

A. Office of Community Services

1. **Budget Adjustment** - Dr. Chapman informed the committee that as of December 1, 2016, the NYS Office of Mental Hygiene officially started health home care management for children, and discontinued the children’s ICM and SCM programs. Clients will now be enrolled in the Children’s Health Home. He requested authorization to transfer all expenses and revenues from the children’s ICM and SCM line items to the new cost center entitled Children’s Health Home.

Mr. Roush asked what keeps the State from withdrawing the money? Dr. Chapman replied this is a result of Medicaid redesign through the Department of Health. They have shifted the system so that it falls under Children’s Health Home Care Management, rather than us providing ICM and SCM services. Now when we bill Medicaid, it will be billed through the Children’s Health Home. Mr. Roush stated so essentially you are changing the name? Dr. Chapman replied yes.

MOTION: AUTHORIZING THE DIRECTOR OF THE OFFICE OF COMMUNITY SERVICES TO TRANSFER ALL EXPENSES AND REVENUES IN THE CHILDREN’S ICM AND SCM LINE ITEMS TO A NEW COUNTY COST CENTER ENTITLED CHILDREN’S HEALTH HOME MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

B. Public Health

1. **Budget Adjustment** – Ms. Congdon informed the committee that in 2016, they saw a 5 percent increase in the number of children receiving services this year, as well as more children being enrolled in center based programs, which are more expensive. She requested authorization to transfer a total of \$214,000 from various line items within the Special Children’s Services budget and appropriate \$93,000 to the Tuition & Services line item, and \$121,000 to the Transportation line item.

MOTION: AUTHORIZING THE DIRECTOR OF PUBLIC HEALTH TO TRANSFER A TOTAL OF \$214,000 FROM VARIOUS LINE ITEMS WITHIN THE SPECIAL CHILDREN’S SERVICES BUDGET AND APPROPRIATING \$93,000 TO THE TUITION & SERVICES LINE ITEM, AND \$121,000 TO THE TRANSPORTATION LINE ITEM MADE BY MR. ROUSH. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

C. Public Works

1. **Leachate Treatment Facility’s SCADA System Replacement** – Mr. Spagnoletti informed the committee that the computer system at the Leachate Treatment Plant is no longer being supported. They put out a bid and the total came in at \$216,000. We will need an additional \$10,000 for engineering and \$9,000 for parts. He requested authorization to transfer \$64,804.92 from the Upgrade/Replace Scales Capital Project and \$30,658.08 from the Paving/Fence Wayland Transfer Station Capital Project to the Leachate Treatment System Software Replacement Project.

MOTION: AUTHORIZING THE COMMISSIONER OF PUBLIC WORKS TO TRANSFER \$64,804.92 FROM THE UPGRADE/REPLACE SCALES CAPITAL PROJECT AND \$30,658.08 FROM THE PAVE/FENCE WAYLAND TRANSFER STATION CAPITAL PROJECT TO THE LEACHATE TREATMENT SYSTEM SOFTWARE REPLACEMENT CAPITAL PROJECT MADE BY MR. ROUSH. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

2. *Canisteo River Bridge, CR 66, Hornellsville* – Mr. Spagnoletti informed the committee that the new funding for federal aid highway bridges is 80 percent Federal and 20 percent State. There is no longer a local share for these bridges. The anticipated cost for the design and right-of-way incidentals is \$350,000. He requested authorization to transfer \$50,000 from the Future Bridge Projects Capital Project to the CR 66 Bridge Project. Mr. Spagnoletti explained we have to pay the bills up front, but then will be reimbursed 100 percent.

MOTION: AUTHORIZING THE COMMISSIONER OF PUBLIC WORKS TO TRANSFER \$50,000 FROM THE FUTURE BRIDGE PROJECTS CAPITAL PROJECT TO THE CR 66 CANISTEO RIVER BRIDGE CAPITAL PROJECT MADE BY MR. SCHU. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

3. **Appropriating 2016 Grinder Revenue** – Mr. Spagnoletti informed the committee that they purchased the grinder in 2013 for \$800,000. Since 2013, by owning the grinder, we have saved \$379,000. The revenue received since 2013 from municipalities for renting the machine has totaled \$240,000; mostly from Chemung County. The cost for parts and repairs since 2013 have totaled \$92,000. We do have another bill for parts amounting to \$21,000 and we have revenue from 2016 in the amount of \$150,709.85. He requested authorization to appropriate the revenue into the Grinder Repair & Replacement Capital Project. Mr. Spagnoletti stated that the committee needs to understand that after we pay our \$21,000 bill for parts, there will be a remaining balance in the project of \$130,000. If it keeps building up, that money will be used to purchase a new grinder, if we need to, however, he anticipates the grinder lasting at least 20 years.

Mr. Schu asked is the money actually going into that account? Mr. Wheeler replied because it is a capital project, our rules require that we do a resolution. We may be able to include it as part of the budget process, that way when you approve the budget, it would be approved. If the money is not transferred into the capital project, then it will remain in the general fund.

MOTION: AUTHORIZING THE COMMISSIONER OF PUBLIC WORKS TO APPROPRIATE \$150,709.85 IN 2016 GRINDER REVENUE INTO THE GRINDER REPAIR & REPLACEMENT CAPITAL PROJECT MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

Resolution Required.

D. Sheriff's Office

1. **Water Storage Tanks for Public Safety Building** – Sheriff Allard informed the committee that they put out a bid for hot water storage tanks and Public Safety & Corrections awarded to BJ Muirhead in the amount of \$27,107. Mr. Wheeler requested authorization to spend \$27,107 out of the Replace Water Lines Capital Project to purchase the tanks. He commented the vendor will store the tanks for us until we are ready to proceed with the labor piece of the project.

MOTION: AUTHORIZING THE SHERIFF TO SPEND \$21,107 FROM THE REPLACE WATER LINES AT PSB CAPITAL PROJECT TO PURCHASE HOT WATER STORAGE TANKS FOR THE JAIL MADE BY MR. SCHU. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

E. Commissioner of Finance

1. **Monthly Reports** – Mr. Van Etten stated that he had emailed some questions relative to the the Public Works Department.

Mr. Spagnoletti stated in response to the question regarding the adjustment to the Contracted Labor line item, we had to utilize Manpower to cover some employee absences due to health, death and retirement. The amount of the adjustment was \$23,000. In the Consultants/Professionals line item two adjustments were made. We have a contract with Barton & Loguidice and an adjustment of \$10,257 was made as we had drained that line item and needed the extra funds. The second adjustment in that line item of \$24,405 was due to the fact that Barton & Loguidice has spent a lot of time at the pretreatment plant helping to run operations as we had one retirement and one death. Additionally, due to the Chesapeake Bay initiative, they are now requiring the Village of Bath to do more with their treatment of sewage. We send effluent to the village and Barton & Loguidice has been working with us to prepare for the new requirements. Mr. Spagnoletti stated the third question regarding credit card fees; we receive \$1,200,000 per year in revenue paid by credit cards and we went over budget. We had budgeted \$44,000 for credit card fees, and came in at \$55,000.

Ms. Fitzpatrick questioned the transfer of surplus to salt and sand? Mr. Spagnoletti replied we transferred surplus money in other accounts for salt and abrasives. At the end of the year, he wants all of our salt and sand bins full and if we have extra money, we use it to fill the bins. Ms. Fitzpatrick commented that she has questions when she sees money being moved to a category. Mr. Spagnoletti stated we budget on the calendar year, \$960,000 which should take care of it, but the transferring extra is an insurance policy. When he budgets for salt and sand, he uses an average of the previous three years. Mr. Van Etten asked is there a commitment that you purchase a certain amount of salt? Mr. Spagnoletti replied yes, we purchase from State bid and we have to tell them by May what we will need and are required to buy 70 percent of that.

Mr. Malter asked Mrs. Hurd-Harvey, after all of the year-end adjustments have been made could you generate a report showing the original budget, the budget after adjustments and the expenditures for 2016. Mrs. Hurd-Harvey replied yes. It may be April or May before we have that report ready.

2. **End of Year Budget Transfers** – Mrs. Hurd-Harvey stated they need to roll over the 2016 forfeiture accounts for both the District Attorney and the New York State Police. She requested authorization to transfer \$6,668.76 into the District Attorney's account and \$11,071.97 into the New York State Police account.

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO ROLL OVER THE BALANCE OF THE 2016 DISTRICT ATTORNEY AND NEW YORK STATE POLICE FORFEITURE ACCOUNTS INTO THE 2017 ACCOUNTS AS FOLLOWS: \$6,668.70 FOR THE DISTRICT ATTORNEY AND \$11,071.97 FOR THE NEW YORK STATE POLICE MADE BY MR. SCHU. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

F. County Manager

1. **Traffic Diversion Disbursements** – Mr. Wheeler stated the disbursement proposal was sent electronically. We did make some changes as suggested by the Public Safety & Corrections Committee. The \$27,000 under New York State Police will now be included with the Sheriff's disbursement and they will use that to purchase an unmarked vehicle to be shared with the New York State Police. The other change was the item at the bottom named Child Advocacy as a capital project. The total amount to be disbursed is \$140,000.

MOTION: AUTHORIZING THE ALLOCATION OF TRAFFIC DIVERSION PROGRAM FUNDS IN THE AMOUNT OF \$140,000 AS FOLLOWS: SHERIFF'S OFFICE - \$42,500; CORNING PD - \$15,500; HORNELL PD - \$15,500; BATH VILLAGE PD - \$15,500; ADDISON PD - \$4,000; CANISTEO PD - \$4,000; PAINTED POST PD - \$4,000; WAYLAND PD - \$4,000; COHOCTON PD - \$3,000; HAMMONDSPORT PD - \$3,000; NORTH HORNELL PD - \$2,500; CATON CONSTABLE - \$1,500; COUNCIL ON ADDICTIONS - \$5,000; AND ALLOCATING \$20,000 TO THE CHILD ADVOCACY CAPITAL PROJECT MADE BY MS. FITZPATRICK. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

2. **Integrated County Clerk Records Management System** – Mr. Wheeler stated the County Clerk will be transitioning to a new IQS system. As part of that, we will need to purchase a server, and potentially a number of label printers. He requested authorization to spend a maximum of \$8,000 from the Book Restoration Capital for that purchase.

MOTION: AUTHORIZING THE COUNTY CLERK TO SPEND UP TO \$8,000 FROM THE BOOK RESTORATION CAPITAL PROJECT TO PURCHASE A SERVER AND LABEL PRINTERS RELATIVE TO THE REPLACEMENT OF THE INTEGRATED COUNTY CLERK'S RECORDS MANAGEMENT SYSTEM MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

3. **Home Rule Request for Sales Tax Extension** – Mr. Wheeler stated that prior to discussing this item, he needs to meet with the cities to negotiate. He will bring this item back next month.

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 4-0.

MOTION: AUTHORIZING THE PRIVATE SALE, PURSUANT TO RPTL 1166, OF PARCEL #151.79-02-016.000, SITUATE IN THE CITY OF HORNELL, TO DAVID ROBERT SMITH AND PATRICIA ANN SMITH, JOINT TENANTS WITH RIGHT OF SURVIVORSHIP, FOR \$2,825.00 PLUS RECORDING FEES AND SUBJECT TO THE TERMS AND CONDITIONS OF THE NOTICE TO BIDDERS AND TERMS OF SALE 2016, AND AUTHORIZING THE ISSUANCE OF A QUIT CLAIM DEED TO SAID PURCHASERS MADE BY MR. ROUSH. SECONDED BY MR. SCHU. 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 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, February 14, 2017
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 8, 2017.

STEBEN COUNTY FINANCE COMMITTEE

Tuesday, February 14, 2017

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	Gary B. Roush
STAFF:	Jack K. Wheeler Pat Donnelly Jim Allard	Mitchell Alger Alan Reed Andy Morse	Tim Marshall Jennifer Prossick Tammy Hurd-Harvey
LEGISLATORS:	Joseph J. Hauryski Hilda T. Lando	Carol A. Ferratella John V. Malter	K. Michael Hanna
ABSENT:	Kelly H. Fitzpatrick		
OTHERS:	Jeff Smith, <i>The Leader</i>		

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 JANUARY 10, 2017, MEETING MADE BY MR. SCHU. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

III. DEPARTMENT REQUESTS

A. Emergency Management Office

1. **Major Equipment Adjustment** – Mr. Marshall informed the committee that through the State Interoperability Grant, they are looking to upgrade their net monitor. This monitors the network for the radio system. We need to upgrade the monitor to enhance the monitoring of the fiber network. He requested amending the major equipment list to reflect \$16,593.50 for this purpose.

MOTION: AUTHORIZING AN AMENDMENT TO THE MAJOR EQUIPMENT LINE FOR THE EMERGENCY MANAGEMENT OFFICE, REFLECTING \$16,593.50 FOR THE UPGRADE OF THE NET MONITOR MADE BY MR. ROUSH. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

B. Public Works

1. **Add Security Cameras to 2017 Major Equipment List** – Mr. Orcutt informed the committee that they would like to purchase security cameras for the pits at the Landfill and the three transfer stations. The total cost is \$20,000. Each camera will have the ability to record activity at each pit. We have money in our account and he requested authorization to amend the major equipment list to reflect this purchase. Mr. Van Etten asked if the cameras will be at the pits and the monitors will be in the scale houses, how will they be connected? Mr. Orcutt replied they will be wireless.

MOTION: AMENDING THE LANDFILL MAJOR EQUIPMENT LIST TO INCLUDE FOUR SECURITY CAMERAS FOR THE BATH LANDFILL, HORNELL TRANSFER STATION, ERWIN TRANSFER STATION AND WAYLAND TRANSFER STATION, TOTTALLING \$20,000 MADE BY MR. ROUSH. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

C. Commissioner of Finance

1. **Monthly Financial Reports** – Mr. Malter commented that he noticed several overages in the Sheriff's Office and Jail with regard to overtime and temporary hires. Was the 2017 budget adjusted to deal with those? Mr. Wheeler replied we have tried. The Jail has a lot of turnover in staff and we have allowed flex within their salaries and wages line item to fund temporary hire and overtime. We did decrease the salaries and wages line item and increase the temporary hire and overtime line items, but he anticipates that will not be enough.

Sheriff Allard commented there are several fluctuating factors, one of which is hospital transports. When an inmate needs to be hospitalized, we need to provide 24-hour staffing. Another factor is the constant watches. The more inmates we have with mental health issues, the more constant watches we have.

Mr. Van Etten commented on the Jail report you average 210 inmates. In the course of one month, you took in 120 inmates and released 120 inmates. He did not realize that there was that much roll over. Mr. Swackhamer asked when you have to provide staffing for a hospital stay, how is that worked out? Sheriff Allard replied we do 12-hour shifts. One officer stays in the room at all times with the inmate. The type of security risk on an inmate determines the number of staff.

Mr. Van Etten stated on the wage analysis report it shows the temporary hire for the County Clerk at \$20,000 with no budget and \$40,000 for overtime with a budget of \$10,000. What was that \$60,000 used for? Mr. Wheeler replied there was turnover in the department. We did hire college students on their break to come in and do scanning. Mr. Reed commented most of the County Clerk's work is administrative. If documents are not recorded in a timely fashion, the County could have exposure. The filing process needs to be timely and done so there is no exposure to Mrs. Hunter as County Clerk, or to the County.

2. **End of Year Budget Transfers** – Mrs. Hurd-Harvey reviewed the various end of year budget transfers with the committee. Included in those was rolling over grant funds into 2017, rolling over grant funds for Mental Health with regard to Suicide Prevention Grant, fringe adjustments, rolling over funds for WC grant and Maintenance in Lieu of Rent adjustments. Of particular note are two transfers relative to the Seneca Street Bridge project in Hornell. The first is appropriating the revenue cost share from the City of Hornell and the second is closing out the capital project line and moving the remaining balance into the unassigned bridge projects capital project. Both of those transfers will require resolutions.

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

MOTION: APPROVING AN END-OF-YEAR BUDGET TRANSFER APPROPRIATING THE REVENUE COST SHARE FROM THE CITY OF HORNELL RELATIVE TO THE REPLACEMENT OF THE SENECA STREET BRIDGE AND CLOSING OUT THE CAPITAL PROJECT LINE ITEM AND MOVING THE REMAINING BALANCE INTO THE UNASSIGNED BRIDGE PROJECTS CAPITAL PROJECT ACCOUNT MADE BY MR. SWACKHAMER. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution required.

3. **Motor Pool Petty Cash** – Mrs. Hurd-Harvey requested authorization to reduce the petty cash fund for the Motor Pool from \$100 to \$25. These funds are used to purchase windshield wiper fluid and car washes.

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO REDUCE THE PETTY CASH FUND FOR THE MOTOR POOL FROM \$100.00 TO \$25.00 MADE BY MR. SCHU. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

4. **Delinquent Real Property Tax Auction** – Mr. Donnelly informed the committee that the final redemption date is Friday, March 3, 2017. He commented that usually we hold the tax auction in the auditorium at Bath Haverling, however, the school will be in the midst of construction. The tax auction this year will be held at Campbell-Savona.

5. **Mission Statement** – Mr. Donnelly informed the committee that they have revised the department Mission Statement.

6. **Prepaid Debit Card Program** – Mr. Donnelly informed the committee that in 2016 they began a program with M & T Bank to provide vendors with the option to receive payment from us in the form of a prepaid debit card as an alternative to checks or EFT (Electronic Funds Transfer). This helps make the process more efficient and we are also entitled to a rebate. During 2016 we earned \$38,000. Mr. Van Etten asked what is the benefit to the vendor? Mr. Donnelly replied they have immediate access to cash and those are processed every week.

7. **Room Tax Audit** – Mr. Donnelly stated we currently use Bonadio & Company to perform our annual audit. He requested authorization to engage them to perform reviews/audits of certain hotels, inns, lodging providers, etc., who are or may be subject to the Room Tax Law. The estimated cost is not to exceed \$10,000 annually to perform reviews/audits on three or four vendors per year. The cost for the contract would be paid for using room tax funds.

MOTION: WAIVING THE BIDDING REQUIREMENTS AND AUTHORIZING THE COMMISSIONER OF FINANCE TO ENGAGE THE SERVICES OF BONADIO & COMPANY TO PERFORM COMPLIANCE AUDITS OF VENDORS WHO ARE OR MAY BE SUBJECT TO THE ROOM TAX LAW, IN AN AMOUNT NOT TO EXCEED \$10,000 ANNUALLY MADE BY MR. ROUSH. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

8. **Hardships** – Mr. Donnelly stated moving forward when the committee approves hardship deferrals, we will have the authority to waive the penalty and will recite that in the motions.

9. **Investment Policy** – Mr. Donnelly informed the committee that he is looking into purchasing Treasury Bills rather than Certificates of Deposit. By purchasing the Treasury Bills, we have the potential to step up our earnings point by .5 percent.

10. **Land Bank** – Mr. Swackhamer asked is there any update on the land bank? Mr. Alger replied we are still waiting, but things are looking good.

D. County Manager

1. **Home Rule Request for Sales Tax Extension** – Mr. Wheeler informed the committee that we need to renew the 1% additional sales tax. We have talked with the Cities of Corning and Hornell and we have agreed to a \$15,000 increase for the cities. Each city will receive \$780,000 and the towns and villages will continue to receive \$750,000. He requested the Legislature extend the 1% sales tax. He clarified this is separate from the sales tax agreements we have with the cities.

MOTION: REQUESTING LEGISLATION FOR AN EXTENSION AUTHORIZING AN ADDITIONAL ONE PERCENT SALES TAX FOR STEUBEN COUNTY MADE BY MR. SCHU. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.

2. **City of Corning Residential/Commercial Exemptions** – Mr. Wheeler informed the committee that the City of Corning is requesting our participation in two exemption programs. Both proposals have been adopted by the City. The first is relative to Section 485-n of the Real Property Tax Law which allows a municipality to establish commercial mixed-used districts. In the City of Corning’s case, this will involve nine properties. The City, by adopting this, will have the ability to tax the value of improvements over \$10,000. Whatever the value of the tax improvement is, that amount will be tax exempt for eight years, and then the following four years, the assessment would be increased by 20 percent. If you agree, then this will be done on a case by case basis across the County. The municipality will designate the property and the County will have the ability to approve, and if you do, then the County tax portion would also be exempt. All taxing jurisdictions have to separately approve this.

MOTION: AUTHORIZING A REAL PROPERTY TAX EXEMPTION PURSUANT TO SECTION 485-n OF THE REAL PROPERTY TAX LAW ALLOWING MUNICIPALITIES TO ESTABLISH COMMERCIAL MIXED-USE DISTRICTS MADE BY MR. SCHU. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.

Mr. Wheeler stated the second exemption is relative to Section 421 of Real Property Tax Law which is for residential improvements. He stated his concern is that if they keep the \$10,000 improvement threshold, or higher, then every kitchen remodel would fall within this and we would have to have an assessor going in and checking all projects. Normally the assessors do not go into structures and they would need to do a pre and post inspection. If you pass this, it would be effective countywide, and would be a huge burden. Mr. Wheeler stated if the committee was in agreement with not doing this, he will send a letter to the City of Corning.

Secretary’s Note: The committee was in agreement to have Mr. Wheeler send a letter to the City of Corning indicating that the County would not be participating in the tax exemption relative to Section 421 of Real Property Tax Law.

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, March 14, 2017
Legislative Committee Room
10:00 a.m.**

**Please send agenda items to the Clerk of the Legislature’s Office
NO LATER THAN NOON
Wednesday, March 1, 2017.**

STEBEN COUNTY FINANCE COMMITTEE

Tuesday, March 21, 2017

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 Steve Orcutt Tammy Hurd-Harvey Tina Goodwin Kelly Penziul	Mitchell Alger Tim Marshall Andy Morse Jennifer Prossick Alan Reed	Eric Rose Steve Catherman Jim Allard Vicki Olin Pat Donnelly
LEGISLATORS:	Joseph J. Hauryski John V. Malter	Carol A. Ferratella	Robin K. Lattimer
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 FEBRUARY 14, 2017, MEETING MADE BY MR. SCHU. SECONDED BY MR. SWACKHAMER. MOTIN CARRIES 4-0-1. (MS. FITZPATRICK ABSTAINED AS SHE WAS NOT IN ATTENDANCE)

III. DEPARTMENT REQUESTS

A. Emergency Management Office

1. **Budget Adjustment – FY16 Homeland Security Grant** – Mr. Marshall requested authorization to transfer \$8,845 from the Major Equipment line to the Software line within the 2016 Homeland Security Grant. This funding will be used to purchase cloud-based software for our Functional Needs Application. The grant funds will cover the cost of the software.

MOTION: AUTHORIZING THE DIRECTOR OF THE EMERGENCY MANAGEMENT OFFICE TO TRANSFER \$8,845.00 FROM THE MAJOR EQUIPMENT LINE ITEM TO THE SOFTWARE LINE ITEM WITHIN THE 2016 HOMELAND SECURITY GRANT FOR THE PURPOSE OF PURCHASING CLOUD-BASED SOFTWARE FOR THE FUNCTIONAL NEEDS APPLICATION MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

B. Buildings & Grounds

1. **Budget Transfer – County Office Building HVAC Upgrade** – Mr. Rose stated our current HVAC control system is no longer supported. We have \$312,000 in the HVAC Upgrade Project. The cost will be an additional \$400,000 to replace the controls in all three components for the entire County Office Building. We received a quote for \$686,000.

Mr. Wheeler stated that we have been working on this for well over a year and this is a good recommendation. The other benefit is that we have the same specifications for the new building and there will be one system for the entire complex. He is requesting they transfer \$400,000 out of the Unrestricted Fund Balance.

Ms. Fitzpatrick asked are there any other options for paying for this? Mr. Wheeler replied you could take money out of the Contingent Fund or the Building Repairs & Renovations Reserve. We feel that taking it out of the Unrestricted Fund Balance was the best way.

MOTION: AUTHORIZING THE TRANSFER OF \$400,000 FROM THE UNRESTRICTED FUND BALANCE TO THE CAPITAL PROJECT ENTITLED "COUNTY OFFICE BUILDING HVAC UPGRADE" MADE BY MR. SWACKHAMER. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

C. Public Works

1. **Bridge NY Project – CR22 Over Canisteo River, Cameron** – Mr. Catherman requested authorization to appropriate \$427,500 of the Federal share revenue and \$22,500 of the County Share from the Future Bridge Projects Account to the CR 22 Bridge Over Canisteo River, Cameron Project.

MOTION: AUTHORIZING THE COMMISSIONER OF PUBLIC WORKS TO APPROPRIATE \$427,500 OF FEDERAL SHARE REVENUE AND \$22,500 COUNTY SHARE FROM THE FUTURE BRIDGE PROJECTS ACCOUNT TO THE CR 22 BRIDGE OVER CANISTEO RIVER, CAMERON PROJECT MADE BY MR. SCHU. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

2. **Temporary Prefabricated Bridge for Bridge Division** – Mr. Catherman requested authorization to amend the Major Equipment list to include an "Acrow" Bridge from Yates County which we will be purchasing for \$17,500. This is a 60-foot, single lane bridge which we will use as a detour bridge. Ms. Fitzpatrick asked has this been budgeted? Mr. Wheeler replied they have \$1 million in their Major Equipment and they cannot go over that. This is adding an item to that list. Mr. Roush asked will this bridge be available to towns? Mr. Catherman replied yes; this year we are using it on a village bridge.

MOTION: AMENDING THE PUBLIC WORKS MAJOR EQUIPMENT LIST TO INCLUDE AN "ACROW" BRIDGE FOR \$17,500 MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

D. Sheriff's Office

1. **Establishing Trust Account for K-9 Division** – Sheriff Allard informed the committee that they found a revenue account that the K-9 Division was using to pay for training and incidental equipment, outside of the County line items. He requested authorization to create a trust account and to appropriate the money in the current revenue account to the new account which will be used for training and equipment for the K-9 Division, as well as allow them to receive donations into it. Mrs. Hurd-Harvey commented that we have other trust account lines.

MOTION: AUTHORIZING THE ESTABLISHMENT OF A TRUST ACCOUNT FOR THE K-9 DIVISION OF THE SHERIFF'S OFFICE MADE BY MR. SWACKHAMER. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

E. Commissioner of Finance

1. **Monthly Reports** – Mr. Van Etten commented with regard to the county cost analysis report, he questions the big savings. We have the modified budget and then it comes in less than what was originally budgeted? He received an email explanation that with regard to the Sheriff's office, as new grants come in, they are booked to expense and revenue. When they are not used, then that amount gets carried over.

Mrs. Hurd-Harvey commented that with the Homeland Security Grant budget for 2016, we only spent \$10,000 and all the remaining money from that grant is rolled over into 2017.

2. **End of Year Budget Transfers** – Mrs. Hurd-Harvey presented transfers including rolling over unspent Emergency Management Office grants into 2017 budget; appropriating \$4,950 received in donations for the Law Enforcement Memorial in 2016 and appropriating to a capital project; appropriating District Attorney forfeiture monies in the amount of \$1,202.72 from 2016 to 2017; rolling over \$134,385.34 in Emergency Management Homeland Security Grants; funding in various departments for the IT and Records chargebacks.

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

3. **Setting the Date, Time and Location of 2017 Real Property Tax Sale Auction** – Mr. Donnelly requested authorization to set the date, time and location of the 2017 Real Property Tax Sale Auction on Friday, July 14, 2017, at 10:00 a.m. at the Campbell-Savona School.

MOTION: SETTING THE DATE, TIME AND LOCATION OF THE 2017 REAL PROPERTY TAX SALE AUCTION ON FRIDAY, JULY 14, 2017, AT 10:00 A.M. AT THE CAMPBELL-SAVONA SCHOOL MADE BY MR. ROUSH. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

F. County Manager

1. **911 Request** – Mrs. Goodwin requested authorization to accept the 2017 Public Safety Answer Points (PSAP) Grant in the amount of \$190,105 and appropriate into the dispatch capital project. This will allow us to upgrade the CAD system and this year we are also due for a hardware replacement.

MOTION: AUTHORIZING THE DIRECTOR OF 911 TO ACCEPT A \$190,105 NYS 2016-2017 PUBLIC SAFETY ANSWERING POINTS GRANT AND APPROPRIATE INTO THE CAPITAL PROJECT ENTITLED “DISPATCH CONSOLES” MADE BY MR. SWACKHAMER. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

2. **Elections Request** – Mrs. Olin informed the committee that at the Administration Committee, they discussed two options for an extended warranty on the voting machines. The first option was three years for \$78,097.50 inclusive of a 10 percent discount if paid in full. The second option was five years for \$122,931.25 inclusive of a 15 percent discount if paid in full. Mr. Van Etten had indicated that he felt it might be better to go with the five year warranty. Mr. Wheeler stated Elections had budgeted enough to cover a three year extended warranty. With the five year extended warranty, we will need to use \$45,000 in Contingent Funds to cover the cost.

MOTION: AUTHORIZING THE TRANSFER OF \$45,000 FROM THE CONTINGENT FUND TO THE BOARD OF ELECTIONS TO COVER THE COSTS OF A FIVE-YEAR EXTENDED WARRANTY FOR THE VOTING MACHINES MADE BY MR. ROUSH. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

3. **Sales Tax** – Mr. Wheeler informed the committee that the municipalities currently have the option of choosing cash or a tax credit for receiving sales tax. A number of municipalities are flipping between the two options. We have had two municipalities this year that took more cash, and that impacts the County’s tax cap calculations. The Town of Wayland took \$25,000 in cash and the Town of Corning took \$175,000 in cash. That reduced our allowable levy. Most other counties, if they share their sales tax revenue with their municipalities, they take all cash. Very few counties have a mix like we do and the State is not willing to address that.

Mr. Wheeler commented the Governor has made threats in the past to link the Medicaid hard cap and the municipalities' AIM funding to our ability to stay within the cap. Our ability to maintain the tax cap is very important. By allowing the municipalities to switch how they receive their sales tax, has a severe negative impact on the County.

Mr. Malter asked when the town takes cash, does it lock them into taking cash every year or do they request a change? Mr. Wheeler replied they can request changes.

Mr. Reed stated that Tax Law 1262 is the governing section for the distribution of sales tax by the County. In 2014, we entered into an agreement with the cities. When we did that, the statute gave the County discretion of distribution to areas outside of the cities. There is a provision for notice to the municipalities. If the County makes a change, then we need to provide legal notice six months prior. Tax and Finance from the State wanted the County to recite the provision in a resolution, and we declined to do that. Our resolution regarding the distribution to the towns and villages is silent. We could by resolution, exercise discretion. We are a unique county in this respect. What impacts the County is when the municipalities change, primarily to cash, as it lowers the County's ability to levy taxes.

Mr. Wheeler stated our proposal is if the municipalities choose to take more cash, we would reduce their payment by the amount that we are harmed. That comes off the tax cap. To protect ourselves, we would reduce their payment and our ability to levy would remain the same. Mr. Van Etten commented it keeps the County whole.

Mr. Malter asked what effect will this have on the towns? Mr. Wheeler replied it does not change their dynamic. In his view, this protects the taxpayers. Mr. Roush commented there is the possibility that the towns would panic and go after the cash. Mr. Wheeler stated this resolution would put the municipalities on notice, as it would be applied to the upcoming budget. We are not preventing them from taking the cash.

Mr. Malter commented you will need to notify the towns in a way that they will understand.

MOTION: PROVIDING NOTICE TO MUNICIPALITIES FOR THE ADJUSTMENT OF SALES TAX DISTRIBUTION RELATIVE TO THEIR ELECTION FOR RECEIPT OF FUNDS BY CREDIT OR CASH, TO THE EXTENT THAT SUCH ELECTION IMPAIRS THE COUNTY'S TAX CAP CALCULATIONS MADE BY MR. SCHU. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

MOTION: TO AJDOURN 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 A HARDSHIP DEFERRAL RELATIVE TO PARCEL #276.00-03-008.340, SITUATE IN THE TOWN OF THURSTON, EXPIRING MARCH 30, 2018 AND SUBJECT TO A 25 PERCENT PENALTY MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING A HARDSHIP DEFERRAL RELATIVE TO PARCEL #138.00-01-014.100 AND PARCEL #138.00-01-014.200, SITUATE IN THE TOWN OF FREMONT, EXPIRING MARCH 30, 2018 MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING A HARDSHIP DEFERRAL RELATIVE TO PARCEL #171.00-01-018.120, SITUATE IN THE TOWN OF BATH, EXPIRING MARCH 30, 2018 AND SUBJECT TO A 25 PERCENT PENALTY MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING A HARDSHIP DEFERRAL RELATIVE TO PARCEL #313.00-01-009.300, SITUATE IN THE TOWN OF ADDISON, EXPIRING MARCH 30, 2018 MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING A HARDSHIP DEFERRAL RELATIVE TO PARCEL #317.07-02-014.000, SITUATE IN THE CITY OF CORNING, EXPIRING MARCH 30, 2018 MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING A HARDSHIP DEFERRAL RELATIVE TO PARCEL #159.18-02-035.000, SITUATE IN THE TOWN OF BATH, EXPIRING MARCH 30, 2018 MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO ACCEPT A NON-REFUNDABLE UNDERTAKING OF \$9,500 RELATIVE TO PARCEL #299.75-01-079.000, SITUATE IN THE CITY OF CORNING, TO DEFER THE ENFORCEMENT OF SALE UNTIL MARCH 30, 2018, 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 COMMISSIONER OF FINANCE TO ACCEPT A NON-REFUNDABLE UNDERTAKING OF \$5,000 RELATIVE TO PARCEL #159-05-01-072.100, SITUATE IN THE VILLAGE OF BATH, TO DEFER THE ENFORCEMENT OF SALE UNTIL MARCH 30, 2018, 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 COMMISSIONER OF FINANCE TO ACCEPT A NON-REFUNDABLE UNDERTAKING OF \$15,000 RELATIVE TO PARCEL #159.05-01-050.000, SITUATE IN THE VILLAGE OF BATH, TO DEFER THE ENFORCEMENT OF SALE UNTIL MARCH 30, 2018, 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 COMMISSIONER OF FINANCE TO ACCEPT A NON-REFUNDABLE UNDERTAKING OF \$4,000 RELATIVE TO PARCEL #318.14-01-058.000, SITUATE IN THE CITY OF CORNING, TO DEFER THE ENFORCEMENT OF SALE UNTIL MARCH 30, 2018, 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 COMMISSIONER OF FINANCE TO ACCEPT A NON-REFUNDABLE UNDERTAKING OF \$3,000 RELATIVE TO PARCEL #340.18-01-036.000, SITUATE IN THE TOWN OF WEST UNION, TO DEFER THE ENFORCEMENT OF SALE UNTIL MARCH 30, 2018, 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 CONVEYANCE OF PARCEL #206.00-03-054.000, SITUATE IN THE TOWN OF CAMPBELL IN SETTLEMENT OF A VERIFIED ANSWER TO THE TAX-FORECLOSURE PROCEEDING FILED BY THE SAID TOWN, FOR \$5,623.17 SUCH CONVEYANCE TO BE BY DIRECTED DEED TO THE TOWN OF CAMPBELL, ALL IN FORM AND SUBSTANCE APPROVED BY THE COUNTY ATTORNEY, 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 FORECLOSURE PURSUANT TO SECTION 1138 OF RPTL AND CANCEL CERTAIN DELINQUENT TAX LIENS RELATIVE TO PARCEL #298.08-02-020.000, SITUATE IN THE VILLAGE OF PAINTED POST, AND TO ISSUE A CERTIFICATE OF PROSPECTIVE CANCELLATION MADE BY MR. SCHU. 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 MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: TO ADJOURN MADE BY MR. ROUSH. SECONDED BY MS. 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, April 11, 2017
Legislative Committee Room
10:00 a.m.**

**Please send agenda items to the Clerk of the Legislature's Office
NO LATER THAN NOON
Wednesday, April 5, 2017.**