

**STEBEN COUNTY FINANCE COMMITTEE**

*Tuesday, April 11, 2017*

*10:00 a.m.*

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

**\*\*MINUTES\*\***

<b>COMMITTEE:</b>	Scott J. Van Etten, Chair Gary B. Roush	Gary D. Swackhamer, Vice Chair Brian C. Schu	Kelly H. Fitzpatrick
<b>STAFF:</b>	Jack Wheeler Alan Reed Tim Marshall	Mitchell Alger Patty Baroody Pat Donnelly	Jennifer Prossick Jim Allard Tammy Hurd-Harvey
<b>LEGISLATORS:</b>	Carol A. Ferratella	Robin K. Lattimer	John V. Malter
<b>OTHERS:</b>	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 MARCH 21, 2017, MEETING MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 4-0. (MR. SCHU ABSENT VOTE)**

**III. DEPARTMENT REQUESTS**

A. Emergency Management Office

1. **Budget Adjustment** – Mr. Marshall requested authorization to transfer a total of \$14,339 between various line items within the 2015 SHSP grant and to add \$6,900 in small equipment to purchase video displays for the EOC, as well as portable mobile radios.

**MOTON: AUTHORIZING THE DIRECTOR OF THE EMERGENCY MANAGEMENT OFFICE TO TRANSFER A TOTAL OF \$14,339 BETWEEN VARIOUS LINE ITEMS WITHIN THE 2015 SHSP GRANT AND TO ADD \$6,900 IN SMALL EQUIPMENT TO PURCHASE VIDEO DISPLAYS FOR THE EOC AND PORTABLE MOBILE RADIOS MADE BY MR. ROUSH. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

B. Sheriff’s Office

1. **Water Tank Installation** – Sheriff Allard informed the committee that the Public Safety Committee recommended awarding the bid for the water tank installation to the low bidder, Monroe Piping for \$22,000. Mr. Wheeler requested authorization for the Sheriff to spend that money out of the capital project entitled “Replace Water Line”.

**MOTION: AUTHORIZING THE SHERIFF TO SPEND \$22,000 OUT OF CAPITAL PROJECT ENTITLED “REPLACE WATER LINE” TO INSTALL THE NEW WATER TANK AT THE JAIL MADE BY MR. SWACKHAMER. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

2. **Donation** – Sheriff Allard requested authorization to accept a donation of two bicycles and related equipment from the Wineglass Marathon.

**MOTION: AUTHORIZING THE SHERIFF TO ACCEPT A DONATION OF TWO BICYCLES AND CORRESPONDING EQUIPMENT FROM THE WINEGLASS MARATHON MADE BY MR. SWACKHAMER. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

3. **Budget Adjustment** – Sheriff Allard informed the committee that the School Resource Officers (SRO's) do not have digital radios which means they are unable to talk to 911 on the main channel. He has talked with the school superintendents and they are willing to reimburse us for the cost of new radios. Sheriff Allard requested authorization to transfer \$11,855 from the Minor Equipment line to the Sheriff SRO Fees line to purchase digital radios for the SRO's. The costs will be reimbursed by the schools.

**MOTION: AUTHORIZING THE SHERIFF TO INCREASE THE MINOR EQUIPMENT LINE ITEM BY \$11,855.52 AND INCREASE THE SHERIFF'S SRO FEES REVENUE LINE ITEM FOR THE PURCHASE OF NEW DIGITAL RADIOS FOR SCHOOL RESOURCE OFFICERS, AND ANTICIPATING REIMBURSEMENT FROM THE SCHOOL DISTRICTS MADE BY MR. SCHU. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

4. **Grant Acceptance** – Mr. Wheeler requested authorization to accept and appropriate a multi-jurisdictional NYS DCJS grant for police protective equipment in the amount of \$49,200. This grant will allow law enforcement agencies to purchase protective vests, helmets and rifles. Nine agencies will receive a portion of this funding.

**MOTION: AUTHORIZING THE COUNTY MANAGER, ON BEHALF OF THE SHERIFF'S OFFICE, A MULTI-JURISDICTIONAL GRANT FROM THE NYS DCJS FOR POLICE PROTECTIVE EQUIPMENT IN THE AMOUNT OF \$49,200 MADE BY MR. ROUSH. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.**

C. Department of Social Services

1. **Budget Transfer** – Ms. Muller requested authorization to transfer \$87,000 from the personal services line item to the maintenance line item to pay for her departments' portion for the upgrade of the swipe card system in the Steuben County Office Building. Mr. Wheeler commented that the proposals for the upgrades to the swipe card system have not yet been formally approved by the AIP Committee.

**MOTION: AUTHORIZING THE COMMISSIONER OF SOCIAL SERVICES TO TRANSFER \$87,000 FROM THE PERSONAL SERVICES LINE ITEM TO THE MAINTENANCE LINE ITEM TO PAY FOR THEIR PORTION OF THE UPGRADE TO THE SWIPE CARD SYSTEM MADE BY MR. SWACKHAMER. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

D. Office for the Aging

1. **Donation** – Mrs. Barody asked for authorization to accept a \$12,139.69 donation from the estate of a former Hornell client. Mr. Van Etten asked what will this money be used for? Mrs. Barody replied we will use some of the funds to make our Hornell office more appealing. We will also use it to reprint our services directory and purchase equipment to connect our three offices.

**MOTION: AUTHORIZING THE DIRECTOR OF THE OFFICE FOR THE AGING TO ACCEPT A DONATION OF \$12,139.69 FROM THE ESTATE OF A FORMER HORNELL CLIENT MADE BY MR. SCHU. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

2. **IHS Contracted Expense** – Mrs. Baroody stated the 2017 includes a revenue line item for \$27,063 for the operation of the BIPP expansion of the NYCONNECTS Program, however, does not include a corresponding expense line item. She requested authorization for an expense line item to be created.

**MOTION: AUTHORIZING THE CREATION OF AN EXPENSE LINE ITEM IN THE AMOUNT OF \$27,063 IN THE OFFICE FOR THE AGING'S 2017 BUDGET TO CORRESPOND WITH THE REVENUE LINE ITEM FOR THE INSTITUTE FOR HUMAN SERVICES FOR THE OPERATION OF THE BIPP EXPANSION OF THE NYCONNECTS PROGRAM MADE BY MR. SWACKHAMER. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

3. **ProAction Contract** – Mrs. Baroody stated when ProAction transitioned to the Cook-Chill Program in 2016, they ended up spending less and there was some carryover of Federal funds of \$10,000. She requested authorization to increase the 2017 contract by \$10,000. These Federal carryover funds can only be used for the meals program.

**MOTION: AUTHORIZING THE DIRECTOR OF THE OFFICE FOR THE AGING TO INCREASE PROACTION'S 2017 CONTRACT BY \$10,000, REPRESENTING THE CARRY OVER OF UNSPENT FEDERAL FUNDS FROM 2016 MADE BY MR. SWACKHAMER. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

E. Commissioner of Finance

1. **Monthly Reports** – Mr. Swackhamer asked why does the DA need more money in the line item for cell phones? Mrs. Hurd-Harvey replied they have been moving money out of the mileage and meals line items into the cell phone line item. She is not sure why they are doing it so early in the year, but she will ask and let the committee know by email.

Ms. Fitzpatrick asked why the budget transfer report does not balance? Mrs. Hurd-Harvey replied in this case we had a \$400,000 transfer from the Fund Balance to the HVAC Capital Project. We also had the rollover of the Diabetes Grant. Ms. Fitzpatrick commented it seems that there are a lot of small adjustments to keep lines from going negative. It seems as though there are a lot of transfers that are not necessary. Mr. Wheeler explained it is a challenge for the smaller departments as we budget them so tight.

2. **Assignment of Additional \$1,500,000 to Fund Balance** – Mrs. Hurd-Harvey stated several years ago we had established an assigned fund balance for high cost health insurance claims since we are self-insured and do not carry excess loss coverage. She requested authorization to transfer \$1.5 million from the Unassigned Fund Balance to the Assigned Fund Balance for Large Health Claims.

**MOTION: AUTHORIZING THE ASSIGNMENT OF \$1.5 MILLION FROM THE UNASSIGNED FUND BALANCE TO THE ASSIGNED FUND BALANCE FOR LARGE HEALTH CLAIMS MADE BY MR. SWACKHAMER. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

*Resolution Required*

3. **Auction Services** – Mr. Donnelly requested a Special Joint Administration/Finance Committee meeting on April 24<sup>th</sup> prior to the Legislative meeting to award the bid for Auction Services.

F. County Manager

1. **Land Bank** – Mr. Alger requested authorization to accept and appropriate \$500,000 in grant funding from the Local Initiatives Support Corporation for the Steuben County Land Bank. He also requested authorization to utilize the \$50,000 in the 2017 budget to help with the land bank's initial startup costs, including insurance and legal fees.

**MOTION: AUTHORIZING THE COUNTY MANAGER TO ACCEPT AND APPROPRIATE A \$500,000 GRANT FROM THE LOCAL INITIATIVES SUPPORT CORPORATION FOR THE STEUBEN COUNTY LAND BANK CORPORATION; AND AUTHORIZING THE COUNTY MANAGER TO UTILIZE THE \$50,000 BUDGETED IN THE 2017 BUDGET FOR STARTUP COSTS MADE BY MR. SCHU. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.**

2. **Budget Transfer** - Mr. Alger stated when we prepared the 2017 budget, we included the purchase of two new cars for the motor pool. We are working with Enterprise and rather than having money in our major equipment line, he requested authorization to transfer \$37,400 into the vehicle rent/lease line item.

Mr. Swackhamer asked how is that working? Mr. Alger replied we have one vehicle that is ready for delivery. We will be paying monthly. Mr. Swackhamer asked why are you paying monthly? If you pay up front you can save money on the interest. Mr. Wheeler replied they showed us that we would not under their plan. Mr. Swackhamer stated if you pay forward, you have no interest because it is paid up. Mr. Wheeler stated our lease is different than a straight lease. There is no accelerated savings by paying up front. Mr. Alger stated this is a little different because it is a closed lease. We will not have the vehicles for three years. We have an open-ended lease and we pay a monthly fee that is not locked in. Mrs. Hurd-Harvey commented basically you are just renting.

**MOTION: AUTHORIZING THE COUNTY MANAGER TO TRANSFER \$37,400 FROM THE MAJOR EQUIPMENT LINE ITEM TO THE VEHICLE RENT/LEASE LINE ITEM MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. MOTION CARRIES 4-1. (MR. SWACKHAMER OPPOSED)**

3. **Land Bank Update** – Mr. Alger stated we are in unchartered territory. When you created the land bank, you named seven representatives; Mr. Van Etten, Mr. Wheeler, Mr. Donnelly, Mr. Hauryski, Mr. Ryckman, Mayo VonHagn, and Mayor Hogan. The first meeting of the Land Bank will be Wednesday, April 26, 2017, at 9:00 a.m. This will be the organizational meeting where they will adopt by-laws, elect officers and put out RFP's for some services such as insurance and legal services. This is a PARIS reporting entity. There will be financial reporting required and our Commissioner of Finance will help with that. Initially, the board will meet monthly in order to get things up and running. Once we are up and running, it is anticipated that we would meet quarterly. Hopefully, we will be ready to take properties out of the auction this year. Mr. Alger stated there is a NYS Land Bank Association. We are looking at what others have done. That association does offer some pooled, discounted insurance.

Mr. Donnelly asked are there 20 land banks in the State? Mr. Wheeler replied yes, and with the new State budget, they authorized an additional 5.

Mr. Malter asked what types of projects are eligible for the land bank? Are municipalities eligible? Mr. Wheeler replied we can take properties through our tax foreclosure. The Legislature retains the authority to retain something from the tax foreclosure sale and sell it to the land bank. If the property was still held by the bank, they could contact the land bank, which has the power to purchase from bank foreclosures. The goal is to invest minimally to flip the house and put it back on the tax rolls. Any profits would go back to the land bank for new projects.

Mr. Van Etten asked will there be any grants available? Mr. Alger replied this is the third round of funding. Mr. Wheeler stated we hope there is more money available. Mr. Swackhamer stated the history of land banks has not been good. In the past they were poorly run and over 60 percent failed because they did not reinvest the profits. Discussion followed.

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

**MOTION: TO AMEND THE MOTION FROM THE MARCH 21, 2017, MEETING RELATIVE TO PARCEL #159.05-01-072.100, SITUATE IN THE **VILLAGE** OF BATH, AND REFLECTING APPROVAL OF A HARDSHIP DEFERRAL, EXPIRING MARCH 30, 2018, AND NOT A NON-REFUNDABLE UNDERTAKING MADE BY MR. SWACKHAMER. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION: AUTHORIZING A HARDSHIP DEFERRAL RELATIVE TO PARCEL #332.13-01-046.000 SITUATE IN THE VILLAGE OF ADDISON, EXPIRING MARCH 30, 2018 MADE BY MR. SCHU. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION: AUTHORIZING A HARDSHIP DEFERRAL RELATIVE TO PARCEL #407.00-03-002.120 SITUATE IN THE TOWN OF CATON, EXPIRING MARCH 30, 2018 MADE BY MR. SCHU. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION: AUTHORIZING A HARDSHIP DEFERRAL RELATIVE TO PARCEL #372.00-02-018.100 SITUATE IN THE TOWN OF CATON, EXPIRING MARCH 30, 2018 MADE BY MR. SCHU. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION: AUTHORIZING A HARDSHIP DEFERRAL RELATIVE TO PARCEL #197.11-03-039.000 SITUATE IN THE **VILLAGE** OF CANISTEO, EXPIRING MARCH 30, 2018 MADE BY MR. SCHU. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION: AUTHORIZING A HARDSHIP DEFERRAL RELATIVE TO PARCEL #166.10-01-042.000 SITUATE IN THE CITY OF HORNEILL, EXPIRING MARCH 30, 2018 MADE BY MR. SCHU. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION: AUTHORIZING A HARDSHIP DEFERRAL RELATIVE TO PARCEL #017.15-02-011.000 SITUATE IN THE TOWN OF COHOCTON, EXPIRING MARCH 30, 2018 MADE BY MR. SCHU. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION: AUTHORIZING A HARDSHIP DEFERRAL RELATIVE TO PARCEL #178.00-01-004.311 SITUATE IN THE TOWN OF BRADFORD, EXPIRING MARCH 30, 2018 MADE BY MR. SCHU. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION: AUTHORIZING A HARDSHIP DEFERRAL RELATIVE TO PARCEL #348.00-01-021.200 SITUATE IN THE TOWN OF RATHBONE, EXPIRING MARCH 30, 2018 MADE BY MR. SCHU. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION: AUTHORIZING A HARDSHIP DEFERRAL RELATIVE TO PARCEL #151.79-01-047.000 SITUATE IN THE CITY OF HORNEILL, EXPIRING MARCH 30, 2018 MADE BY MR. SCHU. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION: AUTHORIZING A HARDSHIP DEFERRAL RELATIVE TO PARCEL #148.08-01-012.000 SITUATE IN THE TOWN OF BRADFORD, **EXPIRING MARCH 30, 2018** MADE BY MR. SCHU. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION: AUTHORIZING A HARDSHIP DEFERRAL RELATIVE TO PARCEL #256.13-01-046.100 AND PARCEL #256.13-01-021.000 SITUATE IN THE TOWN OF CAMERON, 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 THE COMMISSIONER OF FINANCE TO ACCEPT A NON-REFUNDABLE UNDERTAKING OF \$5,000, PLUS A 25 PERCENT PENALTY, RELATIVE TO PARCEL #166.25-01-031.000 SITUATE IN THE CITY OF HORNELL, SAID UNDERTAKING TO BE PAID BY MAY 11, 2017 MADE BY MR. SWACKHAMER. 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 \$9,000 PLUS A 25 PERCENT PENALTY, RELATIVE TO PARCEL #281.00-01-037.120 SITUATE IN THE TOWN OF HORNBY, SAID UNDERTAKING TO BE PAID BY MAY 11, 2017 MADE BY MR. SWACKHAMER. 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, PLUS A 25 PERCENT PENALTY, RELATIVE TO PARCEL #056.05-02-013.000 SITUATE IN THE VILLAGE OF COHOCTON, SAID UNDERTAKING TO BE PAID BY MAY 11, 2017 MADE BY MR. SWACKHAMER. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO EXTEND THE MATURITY DATE FOR PAYMENT IN FULL OF ALL SUMS DUE UNDER AN UNDERTAKING RELATIVE TO PARCEL #317.11-01-003.000 SITUATE IN THE CITY OF CORNING, TO MAY 15, 2017 MADE BY MR. SWACKHAMER. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO EXTEND THE MATURITY DATE FOR PAYMENT IN FULL OF ALL SUMS DUE UNDER AN UNDERTAKING RELATIVE TO PARCEL #091.00-02-001.300, SITUATE IN THE TOWN OF URBANA TO MAY 15, 2017 MADE BY MR. SCHU. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO EXTEND THE MATURITY OF A HARDSHIP DEFERRAL RELATIVE TO PARCEL #318.55-01-016.000 SITUATE IN THE CITY OF CORNING TO APRIL 28, 2017 MADE BY MR. SCHU. SECONDED BY MR. SWACKHAMER. 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. SCHU. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

Respectfully Submitted by Amanda L. Chapman, Deputy Clerk, Steuben County Legislature

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

**Tuesday, May 9, 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, May 3, 2017.**