

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.**