

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.**