

STEBEN COUNTY FINANCE COMMITTEE

Tuesday, June 13, 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 Tammy Hurd-Harvey Tim Marshall | Mitchell Alger Amy Dlugos Steve Orcutt | Pat Donnelly Jennifer Prossick |
| LEGISLATORS: | Joseph J. Hauryski Hilda T. Lando | Carol A. Ferratella Robin K. Lattimer | K. Michael Hanna John V. Malter |
| OTHERS: | Randy Shepard, Bonadio Heather Briggs, Bonadio 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 MAY 9, 2017, AND MAY 22, 2017, MEETINGS MADE BY MR. SWACKHAMER. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

III. DEPARTMENT REQUESTS

A. District Attorney

1. **Contingent Fund Transfer** – Mr. Wheeler requested authorization to transfer \$100,000 from the Contingent Fund to the District Attorney’s 2017 budget. This was approved by the Public Safety & Corrections Committee. This transfer is to cover expenses related to recent murder trials, in particular, the Clayton trial. We paid \$45,000 to Chemung County for expenses incurred during the trial. We also paid them for investigator services as well as for expert witnesses. We had only budgeted an increase of \$5,000 for 2017. To the best of their estimation, this transfer should cover the District Attorney’s Office through the end of the year.

MOTION: AUTHORIZING A TRANSFER OF \$100,000 FROM THE CONTINGENT FUND TO THE DISTRICT ATTORNEY’S OFFICE TO COVER COSTS RELATED TO EXPERT TESTIMONY, INVESTIGATIVE COSTS AND OTHER RELATED EXPENSES MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

B. Planning

1. **Accepting and Appropriating Woodlands CDBG Grant** - Mrs. Dlugos commented that we never officially accepted and appropriated the \$750,000 Woodlands CDBG Grant.

MOTION: ACCEPTING AND APPROPRIATING THE WOODLANDS CDBG GRANT IN THE AMOUNT OF \$750,000 MADE BY MR. SCHU. SECONDED BY MS. FITZPATRICK. MOTION CARRIES 4-0-1. (MR. SWACKHAMER ABSTAINED) Resolution Required.

2. **CDBG Well and Septic Replacement Grant** – Mrs. Dlugos commented this grant is budgeted as a line item contract in the budget. This year we received \$85,000 which is less than previous years. The Finance Office has suggested that we adjust the line item to reflect the actual award for both the revenue and expenditures.

MOTION: APPROVING AN ADJUSTMENT TO THE BUDGET LINE ITEM FOR THE CDBG WELL AND SEPTIC REPLACEMENT PROGRAM GRANT TO \$85,000 WHICH REFLECT THE ACTUAL 2017 AWRD MADE BY MR. ROUSH. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

C. Public Works

1. **Add Used Landfill Compactor to Major Equipment List for Landfill** – Mr. Orcutt informed the committee that Allegany County is no longer in the landfill business and offered to sell to us, for \$10,000, a used Landfill Compactor. We will be able to use this machine for parts. He requested authorization to add this item to the Landfill's Major Equipment List.

MOTION: AUTHORIZING THE COMMISSIONER OF PUBLIC WORKS TO AMEND THE LANDFILL MAJOR EQUIPMENT LIST TO REFLECT THE PURCHASE OF A USED LANDFILL COMPACT FROM ALLEGANY COUNTY FOR \$10,000 MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

D. Emergency Management Office

1. **Acceptance of Round 5 Statewide Interoperable Communications Grant** – Mr. Marshall requested authorization to accept \$862,857 from Round 5 of the Statewide Interoperable Communications Grant. With this funding we will be able to target some projects that were highlighted in the Televate study. This funding will also be used for updating the base stations, changing out the control stations, switching over Public Works frequency to the current system and upgrading the core so we have a redundant backup to the core.

MOTION: AUTHORIZING THE DIRECTOR OF THE EMERGENCY MANAGEMENT OFFICE TO ACCEPT THE ROUND 5 STATEWIDE INTEROPERABLE COMMUNICATIONS GRANT OF \$862,857 MADE BY MR. SCHU. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

E. Commissioner of Finance

1. **Audit Presentation** – Mr. Shepard presented the Audit for the year ending December 31, 2016. One item of note is that the County adopted GASB S77 relative to tax abatement disclosures. This requires municipalities to disclose what plans are in place and the amount of taxes being abated. Overall, the audit went very well and we have issued an unmodified opinion.

Mr. Van Etten asked what would cause the swing in accounts receivable from State and Federal versus local in the General Fund? Mr. Shepard replied they will need to research that.

Mr. Malter asked where are the bond payments on the Jail reflected? Mr. Shepard replied that information can be found on page 57. There is \$3 million remaining with final maturity in 2021. They are included as part of the long-term liabilities. Mr. Donnelly commented these are the bonds that we refinanced a couple of years ago.

Mr. Van Etten asked with the total fringe ratio being 42 - 58 percent, we do not expect that to continue to increase? Mr. Wheeler replied we are self-funded for health insurance. It depends on what happens with the pension fund. Mr. Van Etten asked can we make a voluntary contribution? Mr. Swackhamer replied yes, we

have done that in the past. Mr. Donnelly commented part of the spike is due to the State Legislature's decision to terminate the 3 percent contribution requirement after ten years for Tier IV members. Mr. Wheeler stated Tier V and Tier VI members have payments in perpetuity. Mrs. Hurd-Harvey commented health insurance should not be ignored, as it will continue to grow.

Ms. Fitzpatrick asked for the future, if there would be a way to get more time to review the financial statements prior to the meeting? We just received these yesterday. Mr. Shepard replied they will build that into their preparation timeline for next year.

MOTION: ACCEPTING THE REPORT ON THE AUDIT OF STEUBEN COUNTY'S FINANCIAL STATEMENTS FOR THE YEAR ENDING DECEMBER 31, 2016, AS PRESENTED BY BONADIO MADE BY MR. SWACKHAMER. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. **Monthly Reports** – Mr. Roush asked with regard to the AR15 rifles, are the replacements being sold? Mr. Wheeler replied he does not think we can sell them. He does not know, but they may go back to the manufacturer. Mr. Swackhamer commented some third party buys them just like they do the Glocks that are replaced.

3. **Local Law Establishing 3-Year Delinquency** – Mr. Donnelly stated this was originally introduced as Local Law No. 9 of 1994 and was finally adopted as Local Law No. 13 of 1994. This law is no longer applicable. He is working with the Law Department to determine if they can repeal the law as it is no longer used.

4. **Bond Proceeds for Office Space Utilization Project** – Mrs. Hurd-Harvey stated they need authorization to appropriate the bond proceeds for the Office Space Utilization Project. Mr. Wheeler suggested a separate capital project for this purpose.

MOTION: ESTABLISHING A SEPARATE CAPITAL PROJECT FOR THE APPROPRIATION ON BOND PROCEEDS FOR THE OFFICE SPACE UTILIZATION PROJECT MADE BY MR. SCHU. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

5. **Budget Transfer** – Mrs. Hurd-Harvey explained once a year they allocate the annual insurance coverage cost to departments based on head count, vehicles, etc. She requested authorization to make a budget transfer to true up the estimated allocation that was made in January.

MOTION: APPROVING A BUDGET TRANSFER AS PRESENTED BY THE COMMISSIONER OF FINANCE TO COVER THE ALLOCATION OF ANNUAL INSURANCE COVERAGE COST MADE BY MR. ROUSH. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

6. **Inter-Municipal Shared Services Agreement** – Mrs. Hurd-Harvey requested authorization to enter into inter-municipal shared services agreements with Towns who use our tax collection software and would like to offer credit card services. There are six Towns who have indicated they would like to do this. The taxpayer will pay the associated fees relative to payment with a credit card.

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO ENTER INTO INTER-MUNICIPAL SHARED SERVICES AGREEMENTS WITH TOWNS WHO USE THE COUNTY'S TAX COLLECTION SOFTWARE AND WANT TO OFFER CREDIT CARD SERVICES FOR PAYMENT MADE BY MR. SCHU. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

7. **Tax Sale** – Mr. Donnelly reminded the committee that this year's tax sale will be held at the Campbell-Savona School. There are 134 parcels. We have received a couple of Orders to Show Cause and a

couple of bankruptcies. The number of parcels is significantly higher. He anticipates the sale booklets will be ready later this week.

Mr. Roush asked what is the process for notifying property owners? Mr. Donnelly replied notice is given by the manner required by law. A letter, return receipt, as well as first-class is sent notifying the owner that they have 90 days to pay. If the mail is returned, we search for an updated address. Then we send out a Deputy Sheriff to the property to post a sign. Mr. Malter asked have any properties been pulled into the Land Bank yet? Mr. Donnelly replied no. With regard to the tax bill, if it is not paid, they are mailed a notice in June, which gives them until mid-August to pay, at which time they are notified that properties with unpaid taxes will be advertised in the newspaper. At the end of this year, the owners will get another notice with wording that states their taxes are delinquent and may be subject to foreclosure. In November/December the properties with delinquent taxes are advertised in the newspaper. Mr. Roush stated with the Land Bank, is there anything they can do with zombie properties? Mr. Wheeler replied the Land Bank could potentially be an avenue to take care of those properties.

F. County Manager

1. **Broadband Study** – Mr. Wheeler stated this item will be discussed next month.
2. **Sheriff's Office Budget Transfer** – Mr. Wheeler requested authorization for the Sheriff to transfer \$5,000 from the STOP DWI Crackdown Grant to contracted expenses to pay those agencies who participate in the STOP DWI program.

MOTION: AUTHORIZING THE SHERIFF TO TRANSFER \$5,000 FROM THE STOP DWI CRACKDOWN GRANT TO CONTRACTED EXPENSES TO PAY THOSE AGENCIES WHO PARTICIPATE IN THE STOP DWI PROGRAM MADE BY MR. ROUSH. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

3. **Economic Development Fund Transfer** - Mr. Wheeler informed the committee that he was approached by the Elmira/Corning Regional Airport about a potential flight that they have the option of trying to add. This would be a United flight to Newark, New Jersey. They have discussed this potential with Corning, Inc. and other businesses and this will make international travel a little easier. Mr. Wheeler stated grant funding is available for the airport to apply for, and would require a \$200,000 local match. Chemung County and area business partners will be taking the lead on this. The airport is requesting \$10,000 from Steuben County. The Steuben County Industrial Development Agency has committed \$5,000 and that would leave the County's portion at \$5,000. This Newark flight is promising and would have the potential to be sustainable. They would offer a few flights a week. This is a small commitment for something that would be beneficial to businesses and residents. He suggested transferring \$5,000 from the Economic Development Fund for this purpose.

MOTION: AUTHORIZING THE TRANSFER OF \$5,000 FROM THE ECONOMIC DEVELOPMENT FUND TO THE ELMIRA/CORNING REGIONAL AIRPORT REPRESENTING THE STEUBEN COUNTY PORTION OF THE REQUIRED LOCAL MATCH MADE BY MR. SCHU. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0. 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 MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO WITHDRAWN THE FOLLOWING PARCELS FROM THE TAX SALE AND SELL TO THE CITY OF HORNEILL: PARCEL #151.80-01-094.000 FOR \$11,012.10 PLUS \$185.00 RECORDING FEE; PARCEL #151.15-03-033.000 FOR \$6,878.17 PLUS \$185.00 RECORDING FEE; AND PARCEL #151.63-04-015.000 FOR \$17,650.00 PLUS \$305.00 RECORDING FEE MADE BY MR. SCHU. SECONDED BY MR. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO SELL AT A PRIVATE SALE PURUSANT TO RPTL 1166, PARCEL #017.15-02-006.000 AND #017.15-02-007.000 SITUATE IN THE TOWN OF COHOCTON, TO SCOTT P. CLARK FOR \$1,000.00 PLUS \$305.00 RECORDING FEE MADE BY MR. SWACKHAMER. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE, PURSUANT TO THE OWNER'S REQUEST, TO ADD THE FOLLOWING PARCELS, SITUATE IN THE TOWN OF BATH, TO THE TAX SALE: PARCEL #174.00-01-039.100 AND #174.00-01-039.200 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. 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, July 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, July 5, 2017.**