

**STEBEN COUNTY FINANCE COMMITTEE**

**Tuesday, January 13, 2009**

**11:00 a.m.**

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

**MINUTES**

Committee: Patrick F. Donnelly, Chair      Lawrence P. Crossett      Scott J. Van Etten  
Donald B. Creath

Legislators: Philip J. Roche      Francis L. Gehl      Joseph J. Hauryski      John Walsh

Staff: Mark R. Alger      Gregory P. Heffner      Jack Wheeler      Carol Whitehead  
Vincent Spagnoletti      Steve Orcutt      Doreen Ames      Frederick Ahrens  
James Gleason      Tammy Hurd-Harvey      Mike Stone      Vicki Olin  
David English      Joel Ordway      Michael Sprague

Other: Mary Perham, *Leader*

Absent: Robert V. Nichols, Vice Chair

**I. CALL TO ORDER**

The meeting was called to order by Mr. Donnelly at 11:00 a.m.

**II. APPROVAL OF MINUTES**

**MOTION APPROVING THE MINUTES OF THE DECEMBER 9 AND DECEMBER 22, 2008, MEETINGS MADE BY MR. CROSSETT. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**III. PRESENTATION**

Mr. Donnelly announced that the Food Bank of the Southern Tier will be making their presentation to the Human Services Committee in February.

**IV. DEPARTMENTAL REPORTS/REQUESTS**

A. Emergency Management Office

1. **Budget Transfers** – Mr. Sprague stated he has two budget transfers for approval. The first transfer is for the 2006 Homeland Security Grant. He requested authorization to transfer \$5,000.00 from the Consultants line item to the Major Equipment line item in the 2009 budget. This will provide a balance of \$24,000.00 for the purchase of a decontamination shelter for the Homeland Security Trailer. Discussion followed.

**MOTION: AUTHORIZING THE EMERGENCY MANAGEMENT OFFICE TO TRANSFER \$5,000.00 FROM THE 2006 HOMELAND SECURITY GRANT CONSULTANTS LINE ITEM 364500 421100 TO THE 2009 MAJOR EQUIPMENT LINE 364500 529000 MADE BY MR. CREATH. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

Mr. Sprague stated the second transfer is for the 2007 Homeland Security Grant. He requested authorization to transfer \$35,000.00 from Contracts for Services, \$25,000.00 from Minor Equipment, \$4,000.00 from Consultants and \$4,000.00 from Contracted Labor and appropriating the total of \$68,000.00 to the Major Equipment line item in the 2009 budget. This adjustment will support the purchase of an upgrade to the communications alarm system, an inventory system for response equipment, and a vehicle to the City of Corning designated to move the Homeland Security Trailer and Interoperable communications equipment at the tower sites. Discussion followed.

**MOTION: AUTHORIZING THE EMERGENCY MANAGEMENT OFFICE TO TRANSFER THE FOLLOWING AMOUNTS FROM THE 2007 HOMELAND SECURITY GRANT: \$35,000.00 FROM CONTRACTS FOR SERVICES; \$25,000.00 FROM MINOR EQUIPMENT; \$4,000.00 FROM CONSULTANTS AND \$4,000.00 FROM CONTRACTED LABOR AND APPROPRIATING TO THE 2009 MAJOR EQUIPMENT LINE MADE BY MR. VAN ETTEN. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.**

2. **Citizens' Corp** – Mr. Sprague requested authorization to accept \$19,055.62 in grant funding through Homeland Security for the FFY08 Citizen Corps Grant Program. He noted there are no matching funds required. This money will be used for the training of volunteers. Mr. Alger noted that he has requested a specific plan of action so we know where the money is going to be spent.

**MOTION: AUTHORIZING THE EMERGENCY MANAGEMENT OFFICE TO ACCEPT \$19,055.22 IN GRANT FUNDING THROUGH HOMELAND SECURITY FOR THE FFY08 CITIZEN CORPS GRANT PROGRAM MADE BY MR. CROSSETT. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.**

B. Planning Department

1. **Budget Transfer** – Mr. Heffner requested authorization to transfer \$329,600 in 2008 Public Transit Capital funding to the 2009 budget. He noted this money is to purchase a bus for the transit system but they didn't get the purchase completed in 2008.

**MOTION: TRANSFERRING \$329,600 IN 2008 PUBLIC TRANSIT CAPITAL FUNDING TO THE 2009 BUDGET MADE BY MR. CREATH. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

C. Sheriff's Department

1. **2008 Budget Transfer** – Mr. Ordway requested authorization to transfer funds within the Jail budget to cover overages from 2008.

**MOTION: AUTHORIZING THE SHERIFF TO TRANSFER FUNDS WITHIN THE JAIL BUDGET TO COVER OVERAGES IN THE 2008 BUDGET MADE BY MR. CREATH. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

D. County Treasurer

1. **Contingent Fund Transfers** – Mrs. Whitehead requested authorization to transfer \$160,000 from the contingent fund to the budget for Community Colleges (other than Corning). In addition, she requested authorization to transfer \$100,000 from the contingent fund to the Public Defender's Assigned Counsel line item. Discussion followed.

**MOTION: AUTHORIZING THE TRANSFER OF \$160,000 AND \$100,000 FROM THE CONTINGENT FUND TO THE 2008 BUDGET FOR COMMUNITY COLLEGES (OTHER THAN CORNING) AND THE PUBLIC DEFENDER'S ASSIGNED COUNSEL LINE ITEM, RESPECTIVELY MADE BY MR. CREATH. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolutions Required.**

2. **Credit Cards for Payments RFP** – Mrs. Whitehead stated they received proposals and their Committee interviewed the top two firms. Based upon those interviews, she recommended awarding the bid to M&T Bank. She noted they are still working out the convenience fee portion of the agreement. Discussion followed.

**MOTION: AWARDING THE PROPOSAL FOR ACCEPTING CREDIT CARDS FOR PAYMENTS TO THE COUNTY TO M&T BANK MADE BY MR. VAN ETTEN. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

E. County Administrator

1. **Budget Transfer** – Mr. Alger requested authorization to transfer \$8,000 from his personal services line item to the 2008 security services line item to pay the remaining 2008 bills.

**MOTION: AUTHORIZING THE TRANSFER OF \$8,000 FROM THE COUNTY ADMINISTRATOR'S 2008 PERSONAL SERVICES LINE ITEM TO THE SECURITY SERVICES LINE ITEM MADE BY MR. CROSSETT. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

2. **Sales Tax Extension** – Mr. Alger requested authorization to present a request for home rule legislation to the full Legislature in order to request an extension to the County's additional 1 percent sales tax for two more years.

**MOTION: RECOMMENDING THE LEGISLATURE REQUEST HOME RULE LEGISLATION TO EXTEND THE COUNTY'S ADDITIONAL ONE PERCENT SALES TAX FOR TWO MORE YEARS MADE BY MR. CROSSETT. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.**

3. **February Meeting Date** – Mr. Alger stated the NYSAC Conference is being held during the Committee's regular meeting day in February. He asked the Committee to change the date of the next meeting to Friday, February 6<sup>th</sup> at 11:00 a.m.

**MOTION: MOVING THE FEBRUARY FINANCE COMMITTEE MEETING TO FRIDAY, FEBRUARY 6<sup>TH</sup> AT 11:00 A.M. MADE BY MR. CREATH. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

V. **OTHER BUSINESS**

Mr. Donnelly stated during the budget sessions, the Office of Community Services was asked to provide this Committee with a report on their revenues and expenditures. He would like to see that report at the next meeting. Mrs. Whitehead stated she will let them know they need to get their 2008 figures in before the February 6<sup>th</sup> meeting.

**MOTION TO ADJOURN REGULAR SESSION AND RECONVENE IN EXECUTIVE SESSION PURSUANT TO PUBLIC OFFICERS' LAW, ARTICLE 7§ 105.1.D. DISCUSSIONS REGARDING PROPOSED, PENDING OR CURRENT LITIGATION MADE BY MR. VAN ETTEN. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**MOTION TO ADJOURN EXECUTIVE SESSION AND RECONVENE IN REGULAR SESSION MADE BY MR. CROSSETT. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**MOTION TO ADJOURN MADE BY MR. CROSSETT. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

Respectfully submitted by,

Brenda K. Mori, Deputy Clerk  
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR  
Friday, February 6, 2009  
11:00 a.m.**

**Please send agenda items to the Clerk of the Legislature's Office  
NO LATER THAN NOON  
Friday, January 30, 2009**

STEUBEN COUNTY FINANCE COMMITTEE

Friday, February 6, 2009

11:00 a.m.

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

MINUTES

Committee: Patrick F. Donnelly, Chair      Robert V. Nichols, Vice Chair      Donald B. Creath  
Lawrence P. Crossett      Scott J. Van Etten

Legislators: Philip J. Roche      John Walsh

Staff: Mark R. Alger      Gregory P. Heffner      Jack Wheeler      Carol Whitehead  
Tammy Hurd-Harvey      Vincent Spagnoletti      Dave Hopkins      Timothy Marshall  
Frederick Ahrens      David English      James Gleason      Robert Anderson  
Karen Monroe

Other: Mary Perham, *Leader*

**I. CALL TO ORDER**

The meeting was called to order by Mr. Donnelly at 11:00 a.m.

**II. APPROVAL OF MINUTES**

**MOTION APPROVING THE MINUTES OF THE JANUARY 13, 2009, MEETING MADE BY MR. CROSSETT. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Mr. Nichols absent for the vote.**

**III. DEPARTMENTAL REPORTS/REQUESTS**

A. Emergency Management Office

1. **CERT Grant** – Mr. Marshall requested authorization to allocate \$19,055 in grant funding for the Citizen Corps, which was approved by the Legislature last month. He reviewed the allocations with the Committee. Discussion followed.

**MOTION: ALLOCATING \$19,055 IN CITIZEN CORPS GRANT FUNDING AS FOLLOWS: \$5,000 TO PUBLIC EDUCATION; \$7,000 TO MAJOR EQUIPMENT FOR A BULLEX DIGITAL FIRE SAFETY SYSTEM; \$2,000 TO VOLUNTEER SUPPLIES; \$3,000 TO TRAINING & CONFERENCES; \$1,500 TO VOLUNTEER TRAVEL AND \$555 TO OFFICE SUPPLIES MADE BY MR. CREATH. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Mr. Nichols absent for the vote.**

B. Public Works Department

1. **Change Order** – Mr. Spagnoletti requested approval of a change order for Zoladz Construction in the amount of \$31,476.90 for the purchase and installation of a methane analyzer. He also requested authorization to transfer the funding for the methane analyzer from Major Equipment to the Landfill Gas System Capital project. Discussion followed.

**MOTION: APPROVING A CHANGE ORDER WITH ZOLADZ CONSTRUCTION IN THE AMOUNT OF \$31,476.90 FOR THE PURCHASE AND INSTALLATION OF A METHANE ANALYZER AT THE BATH LANDFILL AND AUTHORIZING THE TRANSFER OF \$31,476.90 FROM THE LANDFILL MAJOR EQUIPMENT ACCOUNT TO THE LANDFILL GAS SYSTEM CAPITAL PROJECT MADE BY MR. CROSSETT. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Mr. Nichols absent for the vote. Resolution Required.**

2. NYS DOT Supplemental Agreement – Mr. Spagnoletti stated we received bids on the CR73 Bridge and they came in lower than expected. This means they would have enough money to proceed with paving CR116 to the County line. He requested authorization to increase the agreement with NYS DOT to \$3,674,000, thereby increasing the County's portion by \$10,600. There is money remaining in the Saunders Road Capital Project to cover the County's additional cost. He requested authorization to transfer \$10,600 from the Saunders Road Capital Project, \$169,600 from the Federal Aid ISTE A program line and \$31,800 from the State Bridge Aid line item for a total appropriation of \$212,000 to the CR73 Bridge Capital Project to completely fund the agreement. Discussion followed.

**MOTION: AUTHORIZING THE TRANSFER OF \$169,600 FROM THE FEDERAL ISTE A PROGRAM LINE ITEM, \$31,800 FROM THE STATE BRIDGE AID LINE ITEM AND \$10,600 FROM THE SAUNDERS ROAD BRIDGE PROJECT AND APPROPRIATING A TOTAL OF \$212,000 TO THE CR73 BRIDGE CAPITAL PROJECT TO FUND THE SUPPLEMENTAL AGREEMENT WITH NYS DOT MADE BY MR. VAN ETTEN. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.**

C. 911 Enhanced Department

1. **Budget Transfer** – Mr. Hopkins stated he received a proposal for a replacement digital video recorder. He requested authorization to transfer \$5,567.64 from the 911 Capital Project to the 911 Major Equipment account to pay for the recorder.

**MOTION: AUTHORIZING THE TRANSFER OF \$5,567.54 FROM THE 911 CAPITAL PROJECT TO THE 911 MAJOR EQUIPMENT ACCOUNT FOR THE PURCHASE OF A REPLACEMENT DIGITAL VIDEO RECORDER, AND AMENDING THE 911 MAJOR EQUIPMENT LIST TO REFLECT THE SAME MADE BY MR. CREATH. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

D. County Treasurer

1. **Year End Transfers** – Mrs. Whitehead requested approval of various end of year transfers. She noted this would include the reallocation of the machinery rental chargeback, IT chargebacks, fringe benefits, personal services and temporary hire line items. Discussion followed.

**MOTION: APPROVING THE NECESSARY END OF YEAR TRANSFERS WITHIN VARIOUS 2008 BUDGET LINE ITEMS AS RECOMMENDED BY THE COUNTY TREASURER MADE BY MR. CROSSETT. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

E. Planning Department

1. **Grant** – Mr. Heffner stated the original budget of the snowmobile trail was \$29,600 which is matched with revenue from snowmobile registrations. However, they received more revenue than projected. He requested approval to increase the budget and corresponding revenue to \$61,175. The snowmobile clubs use this funding to purchase grooming equipment and for trail maintenance. Discussion followed.

**MOTION: INCREASING THE SNOWMOBILE TRAIL BUDGET AND CORRESPONDING REVENUE LINE ITEMS FOR THE 2009 BUDGET TO \$61,175 MADE BY MR. CREATH. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**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. CROSSETT. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION: RELATIVE TO PARCEL #422.00-03-008.200, WAIVING THE FEES AND PENALTIES AND DISTRIBUTING THE CHARGE OF THE BASE TAXES TO EACH JURISDICTION MADE BY MR. VAN ETTEN. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION TO ADJOURN EXECUTIVE SESSION AND RECONVENE IN REGULAR SESSION MADE BY MR. NICHOLS. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**IV. OLD BUSINESS**

A. Office of Community Services

1. **Status of Revenues** – Mr. Donnelly stated a few months ago, we asked Dr. Anderson to provide us with an overview of his department’s budget and a plan to increase revenues. Dr. Anderson stated the budgeted amount for 2008 was \$675,830 and the actual County cost of the department was \$1,984,594 leaving us over budget by \$1,308,765. After extraordinary costs, which includes State Aid corrections, accounts receivables correction and mental hygiene costs, we were over budget \$831,309.

Dr. Anderson stated that if in 2008 we were \$831,000 over budget, we have to look at that as the gap. Therefore, the budget we put in for 2009 should have been \$1.5 million instead of the \$680,000. Therefore, my gap for 2009 is going to be about the same.

Mr. Crossett stated basically you are overestimating the revenues. Dr. Anderson stated yes and presented an action plan to address this situation.

Mr. Crossett asked what area of the revenues is being overestimated? Dr. Anderson stated our biggest error last year was in Children & Youth Medicaid. The top two issues we need to address in order to increase revenues directly relates to Children & Youth. Considerable discussion followed.

Mr. Alger stated the plan is to reduce the gap by 50 percent this year and then we can close that gap even more the following year.

The Committee asked Dr. Anderson to provide another update at the April meeting.

B. State Budget – Mr. Van Etten asked are we starting any areas of defense for the budget reductions? Mr. Alger stated right now we aren’t filling any vacant positions. After that, we’ll go with the obvious reductions, such as travel and equipment. Considerable discussion followed.

**MOTION TO ADJOURN MADE BY MR. VAN ETTEN. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

Respectfully submitted by,

Brenda K. Mori  
Deputy Clerk  
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR  
Tuesday, March 10, 2009  
11:00 a.m.**

**Please send agenda items to the Clerk of the Legislature’s Office  
NO LATER THAN NOON  
Wednesday, March 4, 2009**

**STEBEN COUNTY FINANCE COMMITTEE**

**Special Meeting**

*Monday, February 23, 2009*

*9:40 a.m.*

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

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

**COMMITTEE:** Patrick F. Donnelly, Chair      Robert V. Nichols, Vice Chair      Lawrence P. Crossett  
Scott J. Van Etten

**STAFF:** Mark R. Alger      Gregory P. Heffner      Jack Wheeler  
Jennifer Bailey      Ken Peaslee      Carol Whitehead  
Tammy Hurd-Harvey      Frederick H. Ahrens, Jr.      David English

**LEGISLATORS:** Philip J. Roche      Dan C. Farrand      Francis L. Gehl  
Joseph J. Hauryski      Patrick F. McAllister      Thomas J. Ryan  
Brian C. Schu      John S. Walsh      Randolph J. Weaver

**ABSENT:** Donald B. Creath

**OTHERS:** Mary Perham, *The Leader*

**I. CALL TO ORDER**

Mr. Donnelly called the meeting to order at 9:40 a.m.

**II. DEPARTMENTAL REPORTS/REQUESTS**

A. County Clerk

1. **Contingent Fund Transfer** – Ms. Bailey informed the committee that Information Technology has looked through the entire PlastiCard System and we found out that we need to purchase an additional license for the Sheriff’s Department. This is in addition to the license that comes with the purchase of the system. The total cost for this project is \$21,305.00. She stated that previously there had been a question about the depot serve. What that is, is if we have a problem with a piece of equipment, they will fix it. They will do a hot swap, which is they send us the new piece of equipment and we send them the defective piece right back in the same packaging.

**MOTION: AUTHORIZING THE TRANSFER OF \$21,305.00 FROM THE CONTINGENT FUND FOR THE PURCHASE OF A PLASTICARD SYSTEM FOR THE COUNTY CLERK’S OFFICE AS WELL AS THE PURCHASE OF ONE ADDITIONAL LICENSE FOR THE SHERIFF’S DEPARTMENT MADE BY MR. VAN ETTEN. SECONDED BY MR. NICHOLS FOR DISCUSSION.**

Mr. Peaslee informed the committee that this software can be installed on multiple machines, however, the first one to use the software has the license. He recommends that the license be applied to the pistol permit machine in the County Clerk’s Office and that the second license be installed on the machine at the Sheriff’s Department. If we need to install this on more machines, we can do that at a later time.

Mr. Van Etten asked the Sheriff’s Department will just be doing inquiries and will not have change authorization? Mr. Peaslee replied that is correct. The data is in an Access Database through the County Clerk’s Office and we can backup that data on the County server.

Mr. Alger commented the Sheriff needs to have access on four machines and when the Undersheriff keys in, the other three cannot. Mr. Peaslee stated we could put the program on one machine and have everyone profiled to that machine. Mr. Alger stated we are purchasing two licenses, one for the County Clerk and one for the Sheriff. Does it make sense to purchase three licenses? Ms. Bailey stated realistically, we need to have this program on the pistol permit clerk's machine as well as on another machine in the office. The cost for the license is \$995.00 per license.

**MOTION: AMENDING THE PREVIOUS MOTION TO INCLUDE THE PURCHASE OF TWO ADDITIONAL LICENSES; TWO FOR THE COUNTY CLERK'S OFFICE AND ONE FOR THE SHERIFF'S DEPARTMENT AT A TOTAL COST OF \$22,305.00 WHICH WILL BE TRANSFERRED FROM THE CONTINGENT FUND MADE BY MR. VAN ETEN. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 4-0. (Resolution Required)**

B. Treasurer

1. **Countywide Centralized Tax Collection Database Study** – Mrs. Whitehead informed the committee that she had previously distributed a copy of the feasibility study for review. She is requesting authorization to submit to the State Office of Real Property Services a grant application for \$25,000 to fund this project. The scope of work is to contract with Information Technology to perform the work. She requested authorization for the development and authorization of a countywide tax database that includes current and historical data relevant to parcel information, tax bills and payment status. Also she requested authorization for the development and acquisition of a universal software package that can be utilized by all taxing jurisdictions. Mrs. Whitehead commented that she will be placing this on next month's Finance Agenda to discuss the other recommendations from the feasibility study.

**MOTION: AUTHORIZING THE STEUBEN COUNTY TREASURER TO APPLY TO THE STATE OFFICE OF REAL PROPERTY SERVICES FOR A GRANT IN THE AMOUNT OF \$25,000.00 FOR THE DEVELOPMENT AND AUTHORIZATION OF A COUNTYWIDE DATABASE THAT INCLUDES CURRENT AND HISTORICAL DATA RELEVANT TO PARCEL INFORMATION, TAX BILLS AND PAYMENT STATUS AS WELL AS FOR THE DEVELOPMENT AND/OR ACQUISITION OF A UNIVERSAL SOFTWARE PACKAGE THAT CAN BE UTILIZED BY ALL TAXING JURISDICTIONS MADE BY MR. CROSSETT. SECONDED BY MR. VAN ETEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**MOTION: TO ADJOURN MADE BY MR. CROSSETT. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

Respectfully Submitted by:

Amanda L. Chapman  
Senior Stenographer  
Steuben County Legislature



STEUBEN COUNTY FINANCE COMMITTEE

Tuesday, March 10, 2009

11:00 a.m.

Legislative Committee Conference Room

Steuben County Office Building

Bath, New York

MINUTES

Committee: Patrick F. Donnelly, Chair Lawrence P. Crossett Donald B. Creath

Legislators: Philip J. Roche John Walsh

Staff: Mark R. Alger Jack Wheeler Carol Whitehead  
James Gleason Kathryn Muller Lise Reynolds  
David English Mike Stone Frederick Ahrens  
Tammy Hurd-Harvey Donna Hatch

Absent: Robert Nichols, Vice Chair Scott J. Van Etten

**I. CALL TO ORDER**

The meeting was called to order by Mr. Donnelly at 11:00 a.m.

**II. APPROVAL OF MINUTES**

**MOTION APPROVING THE MINUTES OF THE FEBRUARY 6 AND FEBRUARY 23, 2009, MEETINGS MADE BY MR. CROSSETT. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 3-0.**

*The Committee agreed to move the April meeting to Friday, April 10<sup>th</sup> at 11:00 a.m.*

**III. DEPARTMENTAL REPORTS/REQUESTS**

A. Real Property Tax Service Agency

1. **Budget Transfer** – Mrs. Hatch requested authorization to transfer \$19,500 in grant funds they received in order to pay the contract for the Tax Assessment Study Presentation. Discussion followed.

**MOTION: AUTHORIZING THE TRANSFER OF \$19,500 FROM ACCOUNT #1355.5.3089600 TO ACCOUNT #1355.5.444000 TO PAY THE CONTRACT FOR THE TAX ASSESSMENT STUDY MADE BY MR. CROSSETT. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 3-0.**

B. Office for the Aging

1. **Budget Transfer** – Mr. Alger stated the Office for Aging is requesting authorization to anticipate revenue for the Trust in the Lives of Older Women Program and appropriate it to a new line item for this purpose. Discussion followed.

**MOTION: ANTICIPATING \$11,792 IN REVENUE AND APPROPRIATING FUNDS TO THE TRUST IN THE LIVES OF OLDER WOMEN PROGRAM MADE BY MR. CREATH. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 3-0.**

C. Department of Social Services

1. **Budget Transfer** – Ms. Muller requested authorization to accept an additional \$20,000 in HEAP federal revenues and appropriate \$4,500.00 to minor equipment for the purchase of 14 headsets and one fax machine and appropriating \$15,500.00 to FS/HEAP Overtime.

**MOTION: AUTHORIZING THE DEPARTMENT OF SOCIAL SERVICES TO ACCEPT \$20,000.00 IN ADDITIONAL HEAP FEDERAL REVENUES AND APPROPRIATING \$15,500.00 TO FS/HEAP OVERTIME LINE ITEM AND \$4,500.00 TO MINOR EQUIPMENT FOR THE PURCHASE OF 14 HEADSETS AND ONE FAX MACHINE AND AMENDING THE MINOR EQUIPMENT LIST TO REFLECT THIS ADDITION MADE BY MR. CROSSETT. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 3-0.**

2. **Duplicator** – Ms. Muller requested authorization to transfer a total of \$3,000 from their telephone and printing line items into their minor equipment line item to purchase a duplicator. Discussion followed.

**MOTION: AUTHORIZING THE DEPARTMENT OF SOCIAL SERVICES TO TRANSFER \$2,000.00 FROM THE TELEPHONE LINE ITEM AND \$1,000.00 FROM THE PRINTING LINE ITEM TO THEIR MINOR EQUIPMENT LINE ITEM TO PURCHASE ONE DUPLICATOR AT A COST OF \$2,820.00 PLUS DELIVERY AND AMENDING THEIR MINOR EQUIPMENT LIST TO REFLECT THIS ADDITION MADE BY MR. CROSSETT. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 3-0.**

D. County Treasurer

1. **Year End Transfers** – Mrs. Whitehead requested approval of several year-end transfers to close out the 2008 budget. She requested authorization to adjust the IT Chargebacks Line Item, Judgment & Claims, Risk Management Administration, Maintenance In Lieu Of Rent - Landfill, Workers' Compensation Fund, General Fund, and revenues associated within each of those funds. In addition, she would like to adjust the balances of the EMO grants that were adopted in the original budget back to their balances of 12/31/08.

**MOTION: AUTHORIZING THE COUNTY TREASURER TO MAKE THE NECESSARY YEAR-END BUDGET ADJUSTMENTS TO THE 2008 BUDGET MADE BY MR. CROSSETT. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 3-0.**

2. **Tax Collection Study** – Mrs. Whitehead stated she distributed copies of the tax collection study to the Committee members. The next step would be to review each of the executive proposals and determine if they would like to act on them or not. *Chairman Roche asked the Finance Committee to take a look at the proposals at their next meeting.*

**MOTION TO ADJOURN REGULAR SESSION AND RECONVENE IN EXECUTIVE SESSION PURSUANT TO PUBLIC OFFICERS' LAW, ARTICLE 7§ 105.1.F. THE MEDICAL, FINANCIAL, CREDIT OR EMPLOYMENT HISTORY OF A PARTICULAR PERSON OR CORPORATION, OR MATTERS LEADING TO THE APPOINTMENT, EMPLOYMENT, PROMOTION, DEMOTION, DISCIPLINE, SUSPENSION, DISMISSAL OR REMOVAL OF A PARTICULAR PERSON OR CORPORATION AND 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. CREATH. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 3-0.**

**MOTION: APPROVING THE HARDSHIP APPLICATIONS RECEIVED FOR THE FOLLOWING PARCELS: 166.15-01-009.000, HORNELL; 318.54-02-065.000, CORNING; AND 173.00-01-004.200, BATH MADE BY MR. CROSSETT. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 3-0.**

**MOTION: SETTING THE SALES TAX SHARE FOR EACH OF THE TWO CITIES AT \$710,000 PER YEAR FOR TWO YEARS BEGINNING 2010 MADE BY MR. CROSSETT. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 3-0.**

**MOTION TO ADJOURN EXECUTIVE SESSION AND RECONVENE IN REGULAR SESSION MADE BY MR. CROSSETT. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 3-0.**

**MOTION: AUTHORIZING THE RELEASE OF THE LAMOKA/WANETA FUND BALANCE IN THE AMOUNT OF \$10,252.39 AND THE STEUBEN COUNTY 2009 TAX REVENUE IN THE AMOUNT OF \$33,750 TO SCHUYLER COUNTY SO THEY MAY PAY THE ASSOCIATED COSTS RELATED TO THE LAMOKA/WANETA LAKES MILFOIL TREATMENT MADE BY MR. CREATH. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 3-0.**

**MOTION TO ADJOURN MADE BY MR. CROSSETT. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 3-0.**

Respectfully submitted by,

Brenda K. Mori  
Deputy Clerk  
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR  
Friday, April 10, 2009  
11:00 a.m.**

**PLEASE SEND AGENDA ITEMS TO  
CLERK OF THE LEGISLATURE'S OFFICE  
NO LATER THAN NOON  
Friday, April 3, 2009**

**STEBEN COUNTY PUBLIC SAFETY AND CORRECTIONS COMMITTEE  
STEBEN COUNTY FINANCE COMMITTEE**

**Joint Special Meeting**

*Monday, March 23, 2009*

*9:35 a.m.*

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

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

<b>COMMITTEE:</b>	Francis L. Gehl, Chair Brian C. Schu	Dan C. Farrand, Vice Chair John S. Walsh	Patrick F. McAllister
	Patrick F. Donnelly, Chair Lawrence P. Crossett	Robert V. Nichols, Vice Chair Scott J. Van Etten	Donald B. Creath
<b>STAFF:</b>	Mark R. Alger Joel Ordway David English	Gregory P. Heffner David Hopkins Frederick H. Ahrens, Jr.	Jack Wheeler Carol Whitehead
<b>LEGISLATORS:</b>	Joseph J. Hauryski	Thomas J. Ryan	Randolph J. Weaver

**I. CALL TO ORDER**

Mr. Donnelly called the meeting to order at 9:35 a.m.

**II. DEPARTMENTAL REPORTS/REQUESTS**

A. Sheriff's Department

1. **Grant** – Sheriff Ordway requested authorization to accept a \$30,000.00 non-matching grant for the purchase of the LIVESCAN/CARDSCAN and Mug Shot Processing System. Mr. Alger commented this resolution is being added to this morning's agenda as the Sheriff did not receive final notification of the grant award until after the agenda had gone out. There is no match required and no reason not to go forward with this.

**MOTION: AUTHORIZING THE SHERIFF TO ACCEPT A \$30,000.00 NON-MATCHING GRANT FOR THE PURCHASE OF THE LIVESCAN/CARDSCAN AND MUG SHOT PROCESSING SYSTEM MADE BY MR. VAN ETTEN. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 10-0.**

**MOTION: TO ADJOURN MADE BY MR. McALLISTER. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 10-0.**

Respectfully Submitted by:

Amanda L. Chapman  
Senior Stenographer  
Steuben County Legislature

**STEUBEN COUNTY FINANCE COMMITTEE**

**Friday, April 10, 2009**

**11:00 a.m.**

**Legislative Committee Conference Room**

**Steuben County Office Building**

**Bath, New York**

**MINUTES**

Committee: Patrick F. Donnelly, Chair      Robert V. Nichols, Vice Chair      Scott J. Van Etten  
Lawrence P. Crossett      Donald B. Creath

Staff: Mark R. Alger      Gregory P. Heffner      Jack Wheeler      Carol Whitehead  
James Gleason      Robert Anderson      Tammy Hurd-Harvey      David English  
Mike Stone      Brian Jayakumar

Other: Tom Carr, Corning Community College

**I. CALL TO ORDER**

The meeting was called to order by Mr. Donnelly at 11:00 a.m.

**II. APPROVAL OF MINUTES**

**MOTION APPROVING THE MINUTES OF THE MARCH 10 AND MARCH 23, 2009 MEETINGS MADE BY MR. VAN ETTEN. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**III. PRESENTATIONS**

A. Corning Community College – Mr. Carr stated the college is requesting an amendment to State law to allow them to borrow the local share of capital projects directly from the NYS Dormitory Authority. Each community college in the state has the authority to have capital projects financed either directly by the issuance of debt by its sponsoring municipality or through the NYS Dormitory Authority. However, regional community colleges do not have the direct access to borrowing. Regional community colleges are governed by a regional board of trustees and have clear authority only for financing of their capital projects by their sponsoring municipalities through the issuance of the debt by multiple parties.

Mr. Carr stated when regionalization was created as a concept in New York State, we believe it was an oversight in the construction of the law to leave the funding mechanism out of the law. We put together a proposed Bill through bond counsel and the college attorney to fix that state law. The bill would give the regional colleges the right to approach the Dormitory Authority directly to bond for capital projects.

Mr. Carr stated we submitted our capital plan last year. Two of the projects, the field house and the expansion of the library, have been included in the State budget for 2009/2010. If we can get the State law amended, the college can look at borrowing the other 50 percent for those projects and get moving on them right away. Discussion followed.

**MOTION: SUPPORTING SENATE BILL NO. S.04075, THE COMMUNITY COLLEGE REGION CAPITAL FINANCING ACT OF 2009 CONTINGENT UPON THE COUNTY ADMINISTRATOR'S REVIEW OF THE LEGISLATION MADE BY MR. NICHOLS. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.**

**IV. DEPARTMENTAL REPORTS/REQUESTS**

A. Office of Community Services

1. **Budget Adjustment** – Dr. Anderson requested authorization to transfer \$69,292.28 from the DSS budget to the Community Services budget. He noted this will pay the salary of an employee placed in a school district that is funded jointly by the school and the Department of Social Services.

**MOTION: AUTHORIZING THE TRANSFER OF \$69,292.28 FROM THE DEPARTMENT OF SOCIAL SERVICES TO THE OFFICE OF COMMUNITY SERVICES TO FUND THE COST OF A COUNTY EMPLOYEE WORKING IN A SCHOOL DISTRICT MADE BY MR. VAN ETTEN. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

B. County Treasurer

1. **Merchant Card Fees** – Mrs. Whitehead presented a copy of a proposed resolution authorizing a transaction or convenience fee to users of merchant cards in payment of taxes or fees. She stated the fee would be specific to each department. She noted the Enterprise Funds (Landfill and Health Care Facility) want to absorb the fee but the other departments don't want to. The rate for Internet or web-based checks is 3 percent and the actual cost for a regular transaction is approximately 2 percent, but it varies depending on the type of card. Discussion followed.

Mrs. Whitehead stated she also needs to know which committee(s) should be able to approve the fee schedules in the departments. The Committee recommended the fees be approved by the Administration and Finance Committees.

Mr. Nichols asked is it a problem to charge convenience fees in some departments and not others? Mrs. Whitehead stated the division between departments is governmental funds versus business type funds such as the Enterprise Funds for the Health Care Facility and the Landfill. Discussion followed.

Mr. Crossett asked will the major haulers be able to use the credit cards? Mrs. Whitehead stated they are discussing that and if they do, they'll need to figure out if we will charge them the convenience fee or not.

**MOTION: AUTHORIZING THE CHARGE OF A TRANSACTION OR CONVENIENCE FEE TO USERS OF MERCHANT CARDS IN PAYMENT OF TAXES OR FEES AND RECOMMENDING THAT FUTURE CHANGES IN FEE AMOUNTS BE APPROVED BY THE ADMINISTRATION AND FINANCE COMMITTEES MADE BY MR. VAN ETTEN. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

2. **Tax Collection Study** – Mrs. Whitehead stated there were several issues in the study that need to be reviewed by this Committee. The town tax collectors are receptive because they'll be able to see all of the taxes and see if they are current. Discussion followed. *The Committee agreed to review the study and discuss it at next month's meeting.*

C. Health Care Facility

1. **Budget Adjustment** – Mr. Alger stated they are requesting authorization to transfer \$10,000 from the Physical Assessment line item to the PT Tech line item to cover physical therapy expenses.

**MOTION: AUTHORIZING THE HEALTH CARE FACILITY TO TRANSFER \$10,000.00 FROM THE PHYSICAL ASSESSMENT LINE ITEM TO THE PT TECH LINE ITEM TO COVER PHYSICAL THERAPY EXPENSES MADE BY MR. VAN ETTEN. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

D. E-911 Enhanced

1. **Grant** – Mr. Alger stated they are requesting authorization to accept a grant in the amount of \$57,807 from the Office of Fire Prevention and Control.

**MOTION: ACCEPTING A GRANT IN THE AMOUNT OF \$57,807 FROM THE OFFICE OF FIRE PREVENTION AND CONTROL MADE BY MR. NICHOLS. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

E. County Administrator

1. **Sales Tax** – Mr. Alger stated Legislation regarding the sales tax extension has been introduced at the State level. He requested they endorse the bill that has been introduced.

**MOTION: REQUESTING THE GOVERNOR AND NEW YORK STATE LEGISLATURE APPROVE SENATE BILL NO. S04096 AND ASSEMBLY BILL NO. A.07454, EXTENDING STEUBEN COUNTY'S ADDITIONAL ONE PERCENT SALES TAX MADE BY MR. CROSSETT. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**V. OTHER BUSINESS**

Mr. Creath stated the study recently conducted for the Steuben County Conference and Visitors' Bureau shows that we are a very effective destination marketing organization. However, there is greater potential for more marketing effort. To do this, he suggested we look more closely at a performance-based return on the room tax money we send to the various agencies. Also there is a little more room in the threshold for room tax and he feels we could raise the room tax from 4 to 6%. This would present an opportunity to invest more tourism money in our marketing effort. 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. CROSSETT. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION: AUTHORIZING THE COUNTY TREASURER TO OFFER LANDLOCKED PROPERTY LOCATED AT 4356 CR 30, CANISTEO, TO THE THIRD HIGHEST BIDDER FROM THE 2008 AUCTION PRIOR TO PLACING IN THE 2009 AUCTION MADE BY MR. CREATH. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION: APPROVING A ONE YEAR EXTENSION ON PROPERTY TAXES RELATIVE TO PROPERTY LOCATED ON MARKLE HOLLOW ROAD IN THE TOWN OF CORNING MADE BY MR. CROSSETT. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION: APPROVING A ONE YEAR EXTENSION ON PROPERTY TAX AND WAIVING THE 25 PERCENT DELINQUENCY FEE RELATIVE TO THE RONALD KING ESTATE, SAVONA, MADE BY MR. NICHOLS. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION: APPROVING A ONE YEAR EXTENSION ON PROPERTY TAX RELATIVE TO PROPERTY LOCATED AT 5858 RIDGE ROAD, WHEELER, MADE BY MR. VAN ETTEN. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION TO ADJOURN EXECUTIVE SESSION AND RECONVENE IN REGULAR SESSION MADE BY MR. CROSSETT. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION TO ADJOURN MADE BY MR. CROSSETT. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

Respectfully submitted by,

Brenda K. Mori  
Deputy Clerk  
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR  
Tuesday, May 12, 2009  
11:00 a.m.**



**STEBEN COUNTY ADMINISTRATION COMMITTEE  
STEBEN COUNTY FINANCE COMMITTEE**

**Special Joint Meeting**

*Monday, April 27, 2009*

*9:30 am.*

*Legislative Committee Conference Room*

*Steuben County Office Building*

*Bath, New York*

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

<b>COMMITTEE:</b>	Patrick F. McAllister, Chair Scott J. Van Etten	Patrick F. Donnelly, Vice Chair	Lawrence P. Crossett
	Patrick F. Donnelly, Chair Scott J. Van Etten	Donald B. Creath	Lawrence P. Crossett
<b>STAFF:</b>	Mark R. Alger Steve Orcutt Tammy Hurd-Harvey	Jack Wheeler James Gleason Frederick H. Ahrens, Jr.	Vincent Spagnoletti Carol Whitehead David English
<b>LEGISLATORS:</b>	Dan C. Farrand Randolph J. Weaver	Joseph J. Hauryski	John S. Walsh
<b>ABSENT:</b>	Francis L. Gehl	Robert V. Nichols	

**I. CALL TO ORDER**

Mr. McAllister called the meeting to order at 9:30 a.m.

**II. DEPARTMENT REPORTS/REQUESTS**

A. Public Works

1. **Merchant Fees at the Steuben County Landfill** – Mr. Spagnoletti distributed a handout showing residential and commercial transactions and the associated costs if we went to a credit card system at the Landfill and Transfer Stations. Right now the tickets that the towns and stores sell equate to \$69,387.00. Using credit cards, we would have 96,000 transactions that would have a transaction cost of \$.45 and the credit card company would get a total of \$43,178.00. Mr. Spagnoletti recommended for the residential transactions keeping the ticket system as well as using the credit card system and absorbing the transaction fee as we will save money.

Mr. Donnelly asked is there a different transaction fee charged for debit cards versus credit cards? Mrs. Whitehead replied they did not separate the cost out, but we may not charge a convenience fee of more than \$3.95. Mr. Crossett commented you have 96,000 transactions and if an individual purchases a ticket, they make three or four trips with that one ticket. If they use a credit card, then every time they come to the Landfill or a Transfer Station, that would be a transaction.

Mr. Spagnoletti explained with the commercial transactions the credit companies could expect to receive \$56,587.00. There would only be instances that he could think of where the commercial haulers would use a credit card. The first would be a private contractor from out of the county that is here doing a job for a couple of weeks; they would be likely to use a credit card to bring material to the Landfill. The other scenario would be a commercial hauler who may be having cash flow problems. Mr. Spagnoletti recommended absorbing the transaction fee of \$2.33 for the commercial haulers and track how many use the credit card system.

Mr. Weaver asked how do the commercial haulers pay now? Mr. Spagnoletti replied they are billed monthly and payment is expected within 30 days. Mr. Donnelly asked do you have any losses? Mr. Spagnoletti replied every

year we do have some losses and those go to the Law Department and collections. Mrs. Whitehead commented it is usually approximately a 6 percent write-off. Mr. Spagnoletti commented the credit card system would help us in this area.

Mr. Alger stated we should do it and monitor and see what happens. Mr. Crossett is right, you will have more transactions. Mr. Van Etten asked can we set a minimum purchase? Mrs. Whitehead replied no, that is not legal.

**MOTION: APPROVING THE MERCHANT FEES AT THE STEUBEN COUNTY LANDFILL AND REQUESTING THE COMMISSIONER OF PUBLIC WORKS PROVIDE A REPORT AT THE END OF THE YEAR MADE BY MR. CREATH. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 8-0. Resolution Required.**

Mr. Alger suggested having the gatekeepers at the Transfer Stations start keeping a count of how many individuals are bringing in one or two bags and get a running number.

Mr. Creath complimented Mr. Spagnoletti on a successful computer recycling day at the Erwin Transfer Station.

**MOTION: TO ADJOURN MADE BY MR. DONNELLY. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 8-0.**

Respectfully Submitted by:

Amanda L. Chapman  
Senior Stenographer  
Steuben County Legislature

STEUBEN COUNTY FINANCE COMMITTEE

Tuesday, May 12, 2009

11:00 a.m.

Legislative Committee Conference Room

Steuben County Office Building

Bath, New York

MINUTES

Committee: Patrick F. Donnelly, Chair      Robert V. Nichols, Vice Chair      Donald B. Creath  
Lawrence P. Crossett      Scott J. Van Etten

Legislators: Philip J. Roche      John Walsh      Francis L. Gehl      Thomas J. Ryan

Staff: Mark R. Alger      Jack Wheeler      Gregory P. Heffner      Carol Whitehead  
Joel Ordway      Vince Spagnoletti      Bill Partridge      Mike Stone  
David English      Kathryn Muller      Lise Reynolds      Frederick Ahrens  
Richard Bills

Other: Mary Perham, *Leader*

**I. CALL TO ORDER**

The meeting was called to order by Mr. Donnelly at 11:00 a.m. Mr. Gehl led the Pledge of Allegiance.

**II. APPROVAL OF MINUTES**

**MOTION APPROVING THE MINUTES OF THE APRIL 3 AND APRIL 27, 2009, MEETINGS MADE BY MR. VAN ETTEN. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**III. DEPARTMENTAL REPORTS/REQUESTS**

A. Buildings and Grounds

1. **Budget Transfer** – Mr. Partridge stated the AIP Committee approved two projects which require additional funding. The first one, the roof replacement at the County Office Building, will require an additional \$225,000 from the Repairs and Renovations Reserve.

**MOTION: AUTHORIZING THE TRANSFER OF \$225,000 FROM THE REPAIRS AND RENOVATIONS RESERVE TO THE COUNTY OFFICE BUILDING ROOF REPLACEMENT CAPITAL PROJECT MADE BY MR. CREATH. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.**

Mr. Partridge stated the second project, exterior painting and eaves rebuild at the Corning Courthouse, requires an additional \$20,000. The original budget amount was just for the painting, but the eaves also need to be replaced.

**MOTION: AUTHORIZING THE TRANSFER OF \$20,000 FROM THE REPAIRS AND RENOVATIONS RESERVE TO THE CORNING COURTHOUSE EXTERIOR PAINTING CAPITAL PROJECT MADE BY MR. NICHOLS. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.**

B. Public Works Department

1. **CHIPS Funding** – Mr. Spagnoletti requested authorization to accept and appropriate additional CHIPS funding. Discussion followed.

**MOTION: ACCEPTING \$469,392 IN ADDITIONAL CHIPS FUNDING INTO ACCOUNT #999901.4.3501000 CHIPS AND APPROPRIATING IT TO ACCOUNT #511200.5.250000 ROAD PROJECTS MADE BY MR. NICHOLS. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

2. **Economic Stimulus Funding** – Mr. Spagnoletti stated they were awarded economic stimulus funding for CR14. This has to be done in two separate projects. The first is 3.35 miles of reconstruction in the Towns of Bath and Howard for \$545,000. The second is 1.9 miles of reconstruction in the Town of Bath for \$309,000. He requested authorization to accept and appropriate the funding, and enter into a contract with the State. Discussion followed.

Mr. Van Etten asked what happens if the bids come in higher than the amount of money we received? Can we shorten the project? Mr. Spagnoletti stated we can either shorten the project or come up with the difference.

**MOTION: ACCEPTING \$545,000 IN ECONOMIC STIMULUS FUNDING TO RECONSTRUCT 3.35 MILES ALONG CR14 IN THE TOWNS OF BATH AND HOWARD; AND ACCEPTING \$309,000 IN ECONOMIC STIMULUS FUNDING TO RECONSTRUCT 1.9 MILES ALONG CR14 IN THE TOWN OF BATH MADE BY MR. NICHOLS. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

3. **Appropriation** – Mr. Spagnoletti stated First Wind Holdings had originally agreed to pay for any repairs related to CR35 and CR121, the roads they traveled during the construction of their wind farm. Using the May index, they are projecting the cost of these two projects to total \$844,084. He requested authorization to accept \$728,133 for the CR35 project and \$115,951 for the CR121 project, contingent upon the receipt of a check from First Wind Holdings. Discussion followed.

**MOTION: ACCEPTING \$728,133 FOR THE CR35 PROJECT AND \$115,951 FOR THE CR121 FROM FIRST WIND HOLDINGS CONTINGENT UPON THE RECEIPT OF THEIR PAYMENT MADE BY MR. CREATH. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

Mr. Donnelly stated during the next budget process he'd like to see what the department's needs are as far as funding for road projects. Mr. Van Etten stated last year we didn't get into project level budgeting; we just set an amount. Mr. Alger stated we never have, but you are starting to get to the point where you have a significant annual budget so it might be a good time to look at it.

Mr. Crossett asked how the actual prices look right now compared to last year at the same time. Mr. Spagnoletti stated the October index was significantly higher. The wind farm roads would have cost \$1.2 million if they used the October index, but based upon the current index, they are about \$800,000. Discussion followed.

Mr. Donnelly stated he'd rather go with what needs to be done and then we can determine how much money. Mr. Creath stated if we did zero-based budgeting, that would be how it works. Discussion followed.

C. Department of Social Services

1. **Detention Center Roof** – Ms. Muller requested authorization to close the detention sprinkler capital project and transfer the balance to the detention roof repair capital project. The cost to repair the roof at the detention center is \$11,624.

**MOTION: CLOSING THE DETENTION CENTER SPRINKLER CAPITAL PROJECT AND TRANSFERRING ITS BALANCE TO THE DETENTION ROOF REPAIR CAPITAL PROJECT MADE BY MR. NICHOLS. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

D. Sheriff's Department

1. **Personnel** – Sheriff Ordway stated we are short manpower in the County Office Building. We utilize 19 ½ hour part-time security positions, but many are working more hours than they should. There is enough funding in the Court Security budget to activate a zero-based part-time security position. He noted the position is nearly 100 percent funded by the Office of Court Administration.

**MOTION: AUTHORIZING THE ACTIVATION OF A ZERO-BASED, PART-TIME SECURITY OFFICER POSITION WITHIN THE SHERIFF'S COURT SECURITY BUDGET MADE BY MR. VAN ETTEN. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

E. County Treasurer

1. **Merchant Card Fee Schedule** – Mrs. Whitehead stated last month the Legislature authorized the Department of Public Works to absorb the merchant card transaction fees at the Bath Landfill and the Erwin, Hornell and Wayland transfer stations. She recommended the Public Works Department also absorb merchant card fees associated with the landfill division for any transactions occurring at the County Office Building. She also requested the County pay the fees for merchant card transactions involving private pay patients at the Mental Health Center and the Health Care Facility. For merchant card transactions related to real property taxes paid at the Treasurer's Office, she recommends they pass on a 2 percent flat fee to the card user. Discussion followed.

**MOTION: AUTHORIZING THE COUNTY TO PAY THE MERCHANT CARD TRANSACTION FEES FOR THE FOLLOWING DEPARTMENTS: DEPARTMENT OF PUBLIC WORKS – COUNTY OFFICE BUILDING (LANDFILL OPERATIONS); MENTAL HEALTH CENTER – BATH (PRIVATE PAY PATIENT CHARGES); AND HEALTH CARE FACILITY – BATH (PRIVATE PAY PATIENT CHARGES); AND AUTHORIZING A 2 PERCENT CONVENIENCE FEE TO BE CHARGED TO THE USER FOR TRANSACTIONS AT THE COUNTY TREASURER'S OFFICE – BATH FOR CHARGES ASSOCIATED WITH REAL PROPERTY TAXES MADE BY MR. VAN ETEN. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

2. **Community Services Budget Status** – Mrs. Whitehead distributed copies of the report on the Community Services budget status for the Committee's review. Discussion followed.

3. **Tax Collection Study** – Mrs. Whitehead stated we're in the process of putting together a letter asking for comments on the study from the municipal tax collectors. They all had opportunity for input during the study process. Discussion followed.

Mrs. Whitehead stated we are working on developing software that can be used by any municipality. However, there may still be towns that choose to continue with the manual process. One thing you will need to decide is if a town chooses to remain with the manual process, do you want to bill the town for the time it takes the County to enter their information into the program. Also, you need to determine if we should develop a centralized database so that a tax collector or taxpayer could look up their taxes online. If so, that will take a few years to develop. She noted that most of the tax collectors were very receptive to that idea.

Mr. Crossett stated the manual process fee is a legal issue and the Law Department should review the law to see if we would be able to charge the fee. He doesn't recall the State law saying anything about what the format the data needed to be in when they turn it over to the County. Considerable discussion followed. *Mrs. Whitehead and Mr. Ahrens will check on the legality of charging a manual process fee.*

4. **Countywide Assessment Committee** – Mr. Creath asked what is the status of the Countywide Assessment Committee. Chairman Roche stated he has appointed the committee and they will meet the first week of June. He stated the County representatives are myself, Legislator Van Etten and Donna Hatch. It also includes three town assessors.

F. County Administrator

1. **Homeland Security Grants** – Mr. Alger stated Emergency Management is requesting authorization to accept homeland security grants for their department and the Sheriff's Department. The grant for Emergency Management is \$123,750.00 and the grant for the Sheriff's Department is \$41,250.00.

**MOTION: AUTHORIZING THE EMERGENCY MANAGEMENT OFFICE TO ACCEPT A GRANT IN THE AMOUNT OF \$123,750.00 FROM THE OFFICE OF HOMELAND SECURITY AND ALSO ACCEPTING A GRANT IN THE AMOUNT OF \$41,250.00 FOR THE SHERIFF'S DEPARTMENT FROM THE OFFICE OF HOMELAND SECURITY MADE BY MR. VAN ETEN. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

2. **Thermal Imaging Cameras** – Mr. Alger stated Emergency Management is also requesting permission to move forward with the 2008 Legislative Initiative grant for the Thermal Imaging Cameras. They

need to reallocate the revenue and expenses to complete the previously issued purchase order. Discussion followed.

**MOTION: REALLOCATING THE REVENUE AND EXPENSES FROM THE 2008 LEGISLATIVE INITIATIVE GRANT BUDGET TO THE 2009 BUDGET IN THE AMOUNT OF \$35,000.00 FOR THE PURCHASE OF FIVE THERMAL IMAGING CAMERAS MADE BY MR. NICHOLS. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**IV. OTHER BUSINESS**

**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. CROSSETT. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION: GRANTING A HARDSHIP TO PROPERTY OWNER HUSTED IN HORNELL; HOLDING THE PROPERTY OUT OF THE AUCTION FOR ONE YEAR AND FORGIVING THE 25% FEE MADE BY MR. CREATH. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION: GRANTING A HARDSHIP TO PROPERTY OWNER HOBERTON IN HORNELL; HOLDING THE PROPERTY OUT OF THE AUCTION FOR ONE YEAR AND FORGIVING THE 25% FEE MADE BY MR. CREATH. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION: AUTHORIZING THE COUNTY TREASURER TO HOLD UP TO THREE PARCELS OWNED BY CAMERON VALLEY ESTATES CORP OUT OF THE 2009 AUCTION CONTINGENT UPON DETERMINING WHICH PARCELS ARE OF INTEREST TO THE STATE DEPARTMENT OF HEALTH MADE BY MR. CROSSETT. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION TO ADJOURN EXECUTIVE SESSION AND RECONVENE IN REGULAR SESSION MADE BY MR. CROSSETT. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION TO ADJOURN MADE BY MR. CROSSETT. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

Respectfully submitted by,

Brenda K. Mori  
Deputy Clerk  
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR  
Tuesday, June 9, 2009  
11:00 a.m.**

**STEBEN COUNTY FINANCE COMMITTEE**

**Tuesday, June 9, 2009**

**11:00 a.m.**

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

**MINUTES**

Committee: Patrick F. Donnelly, Chair      Robert V. Nichols, Vice Chair      Lawrence P. Crossett  
Scott J. Van Etten      Donald B. Creath

Legislators: Philip J. Roche      John Walsh      Francis L. Gehl

Staff: Mark R. Alger      Gregory P. Heffner      Jack Wheeler      Carol Whitehead  
David McCarroll      Frederick Ahrens      Karen Monroe      Tammy Hurd-Harvey  
Mike Stone      David English

**I. CALL TO ORDER**

The meeting was called to order by Mr. Donnelly at 11:00 a.m. Mr. Gehl led the Pledge of Allegiance.

**II. APPROVAL OF MINUTES**

**MOTION APPROVING THE MINUTES OF THE MAY 12, 2009, MEETING MADE BY MR. NICHOLS. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**III. DEPARTMENTAL REPORTS/REQUESTS**

A. Office of Community Services

1. **Budget Adjustment** – Ms. Monroe requested authorization to transfer \$17,970 in State Aid to line item 432200.5.440402 Arbor Forensic Supported Housing.

**MOTION: ACCEPTING \$17,970.00 IN STATE AID AND APPROPRIATING IT TO LINE ITEM #432200.5.440402 ARBOR FORENSIC SUPPORTED HOUSING MADE BY MR. CROSSETT. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

B. Health Care Facility

1. **Budget Adjustment** – Mr. McCarroll requested authorization to transfer \$25,000 from salaries to temporary help to provide coverage for an individual who is out on disability.

**MOTION: AUTHORIZING THE TRANSFER OF \$25,000 FROM SALARIES TO TEMPORARY HELP WITHIN THE HEALTH CARE FACILITY BUDGET MADE BY MR. NICHOLS. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

C. Treasurer

1. **Tax Collection Study** – Mr. Donnelly stated everybody was to review the study and be prepared to discuss the next step at today's meeting.

a. **Collection Software** – Mr. Donnelly stated that he agrees with the recommendation that we should require data transferred to the County to be in a compatible electronic format, effective upon final development of software by the County's Information Technology Department. Discussion followed.

**MOTION: REQUIRING TAX COLLECTION DATA TRANSFERRED TO THE COUNTY FROM THE TOWNS TO BE IN A COMPATIBLE ELECTRONIC FORMAT, EFFECTIVE UPON FINAL DEVELOPMENT OF SOFTWARE BY THE COUNTY'S INFORMATION TECHNOLOGY DEPARTMENT; SAID SOFTWARE WOULD BE PROVIDED TO THE TOWNS AT NO CHARGE MADE BY MR. CROSSETT. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

b. *Payment Enhancement Options* – Mrs. Whitehead asked the Committee if they wish to allow municipalities to utilize the County's Credit Card/I-Check RFP for real property tax payments. Discussion followed.

**MOTION: EXPANDING THE COUNTY'S CREDIT CARD/I-CHECK RFP FOR REAL PROPERTY TAX PAYMENTS TO INCLUDE TOWNS MADE BY MR. VAN ETTEN. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

Mr. Van Etten requested we provide the towns with the language necessary to pass the user fee on to the payer.

c. *Bar Coding* – Mrs. Whitehead stated she would like authorization to investigate whether or not there is a cost benefit to using a bar code on tax bills. Discussion followed.

**MOTION: AUTHORIZING THE TREASURER'S OFFICE TO INVESTIGATE BAR CODING BILLS TO ENHANCE THE TAX COLLECTION PROCESS MADE BY MR. CREATH. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

d. *Centralized Tax Collection*

**MOTION: OPPOSING CENTRALIZED TAX COLLECTION MADE BY MR. NICHOLS. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

e. *Installment Payment Options* – Mr. Nichols stated that he is opposed to installment payments because the towns would lose the interest and penalty fees. Mrs. Whitehead noted that 90 percent of the tax bills are paid by the end of March. Considerable discussion followed.

**MOTION: OPPOSING THE PURSUIT OF IMPLEMENTING AN INSTALLMENT PAYMENT PLAN FOR REAL PROPERTY TAXES MADE BY MR. NICHOLS. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

2. *Community Services Cost Analysis* – Mrs. Whitehead distributed copies of a cost analysis for the Office of Community Services. Discussion followed. *Mr. Alger will meet with Dr. Anderson to discuss the situation and invite him to the next Finance Committee meeting.*

D. County Administrator

1. *Tipping Fee – Auto Fluff* – Mr. Alger stated the Public Works Department is requesting authorization to reduce the auto fluff tipping fee from \$12/ton to \$8/ton to reflect changes in the market.

**MOTION: REDUCING THE TIPPING FEE FOR AUTO FLUFF FROM \$12/TON TO \$8/TON AT THE STEUBEN COUNTY LANDFILL MADE BY MR. VAN ETTEN. SECONDED BY MR. NICHOLS. 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. VAN ETTEN. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**



**MOTION: AUTHORIZING THE SALE OF COUNTY OWNED PROPERTY (PARCEL #349.08-02-067.000) TO THE VILLAGE OF ADDISION FOR \$4,170.86 MADE BY MR. CREATH. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION: APPROVING THE PROPOSED INTER-MUNICIPAL AGREEMENT BETWEEN THE COUNTY AND THE TOWN OF ERWIN RELATIVE TO THE DEMOLITION OF CONDEMNED PROPERTY ON PARCEL #316.06-01-077.000 MADE BY MR. VAN ETTEN. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION TO ADJOURN EXECUTIVE SESSION AND RECONVENE IN REGULAR SESSION MADE BY MR. VAN ETTEN. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION TO ADJOURN MADE BY MR. VAN ETTEN. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

Respectfully submitted by,

Brenda K. Mori  
Deputy Clerk  
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR  
Tuesday, July 14, 2009  
11:00 a.m.**

**Please send agenda items to the Clerk of the Legislature's Office  
NO LATER THAN NOON  
Wednesday, July 8, 2009**

STEBEN COUNTY FINANCE COMMITTEE

Special Meeting

Monday, June 22, 2009

10:45 a.m.

Legislative Committee Conference Room

Steuben County Office Building

Bath, New York

MINUTES

Committee: Patrick F. Donnelly, Chair      Robert V. Nichols, Vice Chair      Donald B. Creath  
Lawrence P. Crossett      Scott J. Van Etten

Legislators: Philip J. Roche      Randy Weaver      John Walsh

Staff: Mark R. Alger      Jack Wheeler      Carol Whitehead  
Frederick Ahrens      David English

Other: Mary Perham, *Leader*

**I. CALL TO ORDER**

The meeting was called to order by Mr. Donnelly at 10:45 a.m.

**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. VAN ETTEN. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION: AUTHORIZING THE SALE OF PARCEL #299.18-01-010.00 TO THE VILLAGE OF RIVERSIDE FOR THE TOTAL AMOUNT OF BACK TAXES DUE PLUS FILING FEES, WAIVING THE 25 PERCENT PENALTY, SAID SALE SUBJECT TO THE PROPERTY NOT BEING REPURCHASED BY THE JULY 10, 2009, DEADLINE MADE BY MR. CROSSETT. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION: AUTHORIZING THE SALE OF SEVERAL PARCELS TO THE CITY OF HORNELL FOR THE TOTAL AMOUNT OF CITY SCHOOL AND CITY BACK TAXES PLUS FILING FEES; FORGIVING THE COUNTY TAXES; WAIVING THE 25 PERCENT PENALTY; SAID SALE SUBJECT TO THE PROPERTIES NOT BEING REPURCHASED BY THE JULY 10, 2009, DEADLINE; PARCELS INCLUDE: #166.06-01-050.000; #166.33-01-002.000; #166.66-01-004.000; #166.33-01-007.000; #151.19-01-040.000; #151.79-01-057.000; #151.80-01-050.000; #151.55-01-001.000; #166.11-04-026.000; #151.09-01-073.000; #151.09-01-074.000; AND #151.09-01-075.100 MADE BY MR. CROSSETT. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION TO ADJOURN EXECUTIVE SESSION AND RECONVENE IN REGULAR SESSION MADE BY MR. VAN ETTEN. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION TO ADJOURN MADE BY MR. CREATH. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

Respectfully submitted by,  
Brenda K. Mori  
Deputy Clerk  
Steuben County Legislature

STEUBEN COUNTY FINANCE COMMITTEE

Tuesday, July 14, 2009

11:00 a.m.

Legislative Committee Conference Room

Steuben County Office Building

Bath, New York

MINUTES

Committee: Patrick F. Donnelly, Chair      Robert V. Nichols, Vice Chair      Donald B. Creath  
Lawrence P. Crossett      Scott J. Van Etten

Legislators: John Walsh      Francis L. Gehl

Staff: Mark R. Alger      Carol Whitehead      Tammy Hurd-Harvey      Joel Ordway  
Kenneth Peaslee      James Gleason      Steve Orcutt      Brenda Campbell  
David McCarroll      Robert Anderson      Michael Sprague      David English

Other: Mary Perham, *Leader*      Randy Shepard, Bonadio & Co.      Melissa Colacino, SPCA  
Vicki Mosgrove, SPCA

**I. CALL TO ORDER**

The meeting was called to order by Mr. Donnelly at 11:00 a.m. Mr. Gehl led the Pledge of Allegiance.

**II. APPROVAL OF MINUTES**

**MOTION APPROVING THE MINUTES OF THE JUNE 9 AND JUNE 22, 2009, MEETINGS MADE BY MR. NICHOLS. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**III. PRESENTATION**

A. Bonadio & Co., LLP – CAFR Audit Presentation – Mr. Randy Shepard of Bonadio & Co, presented and reviewed the Comprehensive Annual Financial Report for the fiscal year ended December 31, 2008. Discussion followed. *A copy of the report is on file with the Official Minutes in the Clerk of the Legislature’s Office.*

**MOTION: ACCEPTING THE COMPREHENSIVE ANNUAL FINANCIAL REPORT FOR FISCAL YEAR ENDING DECEMBER 31, 2008, AS PRESENTED MADE BY MR. VAN ETTEN. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**IV. DEPARTMENTAL REPORTS/REQUESTS**

A. Health Care Facility

1. **Petty Cash Fund** – Mr. McCarroll requested authorization to establish a petty cash fund in the amount of \$50.00 for the newly opened gift shop.

**MOTION: AUTHORIZING THE ESTABLISHMENT OF A PETTY CASH FUND IN THE AMOUNT OF \$50.00 FOR THE HEALTH CARE FACILITY GIFT SHOP MADE BY MR. VAN ETTEN. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.**

B. Public Works Department

1. **Budget Transfer** – Mr. Orcutt requested authorization to transfer \$20,000 from the “Pave Haul Road to Bath Landfill Shop” to the “Pave/Fence Wayland Transfer Station” capital project. Discussion followed.

**MOTION: AUTHORIZING THE TRANSFER OF \$20,000 FROM THE “PAVE HAUL ROAD TO BATH LANDFILL SHOP” CAPITAL PROJECT TO THE “PAVE/FENCE WAYLAND TRANSFER STATION” CAPITAL PROJECT MADE BY MR. NICHOLS. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.**

C. Sheriff's Department

1. **Lock Replacement Program** – Sheriff Ordway stated the Purchasing Officer received quotes for the lock replacement program. Mr. Gleason distributed copies of a proposal based upon the New York State contract. Sheriff Ordway requested approval to pay Oak Security Group \$46,588.44 for the lock replacement program and \$5,130 to Southern Glass for the replacement of employee entrance door and repair existing lobby emergency door as part of this project. Mr. Alger stated there is funding remaining in the Jail Capital Project and the Building Repair account. He noted they may also want to do something with the balance of the money in the Jail Capital Project. Discussion followed.

**MOTION: AUTHORIZING THE SHERIFF TO PAY OAK SECURITY GROUP \$46,588.44 AND SOUTHERN GLASS \$5,130.00 FROM THE JAIL'S BUILDING REPAIR ACCOUNT AS PART OF THE LOCK REPLACEMENT PROGRAM MADE BY MR. VAN ETTEN. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

D. Emergency Management Office

1. **2008 WMD Grant Equipment** – Mr. Sprague requested authorization to amend the 2008 WMD grant equipment list to include \$40,000 for a vehicle, \$7,000 for access control system; \$20,000 for interoperable communications network; \$9,000 for computers for GIS and \$10,000 for radio/network equipment interface.

**MOTION: AMENDING THE 2008 WMD GRANT EQUIPMENT LIST TO INCLUDE \$40,000 FOR A VEHICLE; \$7,000 FOR AN ACCESS CONTROL SYSTEM; \$20,000 FOR AN INTEROPERABLE COMMUNICATIONS NETWORK; \$9,000 FOR GIS COMPUTERS AND \$10,000 FOR RADIO/NETWORK EQUIPMENT INTERFACE MADE BY MR. NICHOLS. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

2. **2006 & 2007 WMD Grant Equipment** – Mr. Sprague requested authorization to amend the 2006 WMD grant equipment list to include (2) Decon shelters for \$24,000 and equipment cases/lighting – Decon for \$3,800. He also requested authorization to amend the 2007 WMD grant equipment list to include a CBRNE Vehicle for \$35,000; \$25,000 for a radio alarm system; \$8,000 for interoperable communications equipment; and \$5,000 for inventory equipment.

**MOTION: AMENDING THE 2006 WMD GRANT EQUIPMENT LIST TO INCLUDE \$24,000 FOR TWO (2) DECON SHELTERS AND \$3,800 FOR EQUIPMENT CASES AND LIGHTING FOR THE DECON SHELTERS; AMENDING THE 2007 WMD GRANT EQUIPMENT LIST TO INCLUDE \$35,000 FOR A CBRNE VEHICLE, \$25,000 FOR A RADIO ALARM SYSTEM, \$8,000 FOR INTEROPERABLE COMMUNICATIONS EQUIPMENT; AND \$5,000 FOR INVENTORY EQUIPMENT MADE BY MR. CREATH. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

E. Office of Community Services

1. **Budget Adjustment** – Dr. Anderson requested authorization to adjust the ARC sheltered workshop contract to reflect \$87,314.25 in state aid, which is a reduction in the original contract amount.

**MOTION: AMENDING THE ARC SHELTERED WORKSHOP CONTRACT TO REFLECT \$87,314.25 IN STATE AID MADE BY MR. CREATH. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

2. **Cost Analysis** – Dr. Anderson stated we have submitted and been approved by the Health & Education Committee to have a consultant come in and help us develop a 5 year business plan beginning in 2009 and going forward. A draft of the plan is due in September 2009. The plan will also look at ways to consolidate certain items within programs that cross over between Community Services and the Department of Social Services that will reduce county cost regardless of the department it is in. The Office of Mental Health has stated by January 1, 2010 they are transforming the system and the payment mechanisms will be different. The consultant will look at the impact those changes will have on us. He noted the Office of Alcohol and Substance Abuse Services says they will be doing the same in April 2010. It is projected that this transformation in both instances will be favorable to Steuben County. Discussion followed.

Mr. Alger stated it is important to have this business plan done so we know where we are going to be in the next four or five years.

Mr. Crossett asked will the business plan show how we can increase revenues. Dr. Anderson stated hopefully, as well as how to reduce overhead. The person we are contracting with has been involved intimately with the transformation at the State level. Discussion followed.

Dr. Anderson stated Steuben County should be applauded for their concern and support of their behavioral health unit. He realizes that it is something they all have to defend to constituents.

F. County Treasurer

1. **Nichol Inn Project** – Mr. Orcutt stated the contract with NYS Department of Environmental Conservation and Lu Engineers for the Nichol Inn Project is expiring on July 17<sup>th</sup>. He requested authorization to extend the contracts to December 31, 2010, for no additional cost.

**MOTION: EXTENDING THE CONTRACT WITH NYS DEPARTMENT OF ENVIRONMENTAL CONSERVATION AND LU ENGINEERS FOR THE NICHOL INN PROJECT THROUGH DECEMBER 31, 2010, WITH NO ADDITIONAL FUNDING MADE BY MR. CREATH. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.**

2. **Debt Service** – Mrs. Whitehead stated in the adopted budget there is funding for the Jail Reserve which doesn't have sufficient funds to pay the principal and interest payment on the debt service. She requested authorization to use the balance of the interest earnings to pay the debt service payment in the amount of \$693,065.

**MOTION: AUTHORIZING THE COUNTY TREASURER TO UTILIZE THE BALANCE OF THE INTEREST EARNINGS TO PAY THE DEBT SERVICE PAYMENT ON THE JAIL BOND IN THE AMOUNT OF \$693,065 MADE BY MR. VAN ETEN. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

3. **HCF Renovation Project** – Mrs. Whitehead stated there is \$2.9 million in tobacco funding remaining in the Jail Project.

**MOTION: AUTHORIZING THE TRANSFER OF \$2.9 MILLION IN TOBACCO FUNDING FROM THE JAIL PROJECT TO THE OLD HEALTH CARE FACILITY RENOVATION CAPITAL PROJECT MADE BY MR. VAN ETEN. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

G. County Administrator

1. **2010 Workers' Compensation Budget/Table of Apportionment** – Mr. Alger stated there is a 39 percent general increase in the budget due primarily from the State increase in the fund. Discussion followed.

**MOTION: ACCEPTING AND FORWARDING TO THE FULL LEGISLATURE THE 2010 WORKERS' COMPENSATION BUDGET AND TABLE OF APPORTIONMENT MADE BY MR. CREATH. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

2. **Stimulus Funding** – Mr. Alger provided the Committee with a list of the stimulus funding the County has applied for. Discussion followed.

3. **Medicaid** – Mr. Alger stated each County's Medicaid program is a reflection of the community. Ours is different from Chemung County because we don't have the number of recipients receiving Medicaid that would typically be running to the doctor. Forty-four percent of our program is in areas other than walk in traffic, primarily in long-term care. We may have a different Medicaid mix than Chemung County. The notion that we could save the local share by doing the same plan as they have is incorrect. Our cost has traditionally been focused on long-term care.

4. **Sales Tax** – Mr. Alger stated that the sales tax extension has been approved by the State Legislature, but it has not yet been delivered to the Governor. He requested authorization to present the sales tax extension to the full Legislature in anticipation of the Governor’s approval. If it is not signed by the Governor before the July 27<sup>th</sup> meeting, we will pull the resolution from the agenda.

**MOTION: AUTHORIZING THE PRESENTATION OF THE SALES TAX EXTENSION TO THE FULL LEGISLATURE CONTINGENT UPON THE GOVERNOR SIGNING THE LEGISLATION MADE BY MR. CROSSETT. SECONDED BY MR. CREATH. 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.F. THE MEDICAL, FINANCIAL, CREDIT OR EMPLOYMENT HISTORY OF A PARTICULAR PERSON OR CORPORATION, OR MATTERS LEADING TO THE APPOINTMENT, EMPLOYMENT, PROMOTION, DEMOTION, DISCIPLINE, SUSPENSION, DISMISSAL OR REMOVAL OF A PARTICULAR PERSON OR CORPORATION AND 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. CROSSETT. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION: FORGIVING THE PENALTIES, INTEREST AND COUNTY TREASURER’S FEE ON PARCEL NO. 158.16-1-91 IN THE TOWN OF BATH MADE BY MR. VAN ETTEN. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION: AUTHORIZING THE SALE OF PARCEL NO. 351.00-00-01-013.000 IN THE TOWN OF ERWIN TO THE NYS PARKS & RECREATION DEPARTMENT FOR \$1,104.66 (TAXES DUE AND FILING FEE); WAIVING THE 25 PERCENT REPURCHASE FEE MADE BY MR. CROSSETT. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION: AUTHORIZING THE SALE OF SEVEN PARCELS TO THE CITY OF HORNELL FOR A TOTAL COST OF \$16,821.88 MADE BY MR. VAN ETTEN. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION: AUTHORIZING THE DEMOLITION OF THE BARN LOCATED ON PARCEL NO. 274.00-01-004.115 IN THE TOWN OF CAMERON MADE BY MR. CROSSETT. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION: AUTHORIZING THE COUNTY TREASURER TO PULL PARCELS NO. 119.00-03-005.000 AND 120.00-01-001.000 IN THE TOWN OF WAYNE FROM THE TAX AUCTION; OFFERING THE OWNER THE OPTION TO REVISE THE CURRENT INSTALLMENT CONTRACT TO INCLUDE BOTH PARCELS WITHOUT THE 25 PERCENT REPURCHASE FEE MADE BY MR. CROSSETT. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION TO ADJOURN EXECUTIVE SESSION AND RECONVENE IN REGULAR SESSION MADE BY MR. CROSSETT. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION TO ADJOURN MADE BY MR. CREATH. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

Respectfully submitted by,  
Brenda K. Mori, Deputy Clerk  
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR  
Tuesday, August 11, 2009  
11:00 a.m.**

**STEUBEN COUNTY FINANCE COMMITTEE**

**Special Meeting**

*Monday, July 27, 2009*

*9:30 a.m.*

*Legislative Committee Conference Room*

*Bath, New York*

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

<b>COMMITTEE:</b>	Patrick F. Donnelly, Chair Lawrence P. Crossett	Robert V. Nichols, Vice Chair Scott J. Van Etten	Donald B. Creath
<b>STAFF:</b>	Mark R. Alger Dan McRae	Gregory P. Heffner David English	Jack Wheeler
<b>LEGISLATORS:</b>	Dan C. Farrand Patrick F. McAllister John S. Walsh	Francis L. Gehl Thomas J. Ryan Randolph J. Weaver	Joseph J. Hauryski David Stachnik

**I. CALL TO ORDER**

Mr. Donnelly called the meeting to order at 9:30 a.m.

**II. DEPARTMENTAL REQUESTS**

A. Veteran's Service Agency

1. **Grant** – Mr. McRae informed the committee that they have been notified that they were awarded a \$12,850.00 member item grant from Senator Winner and Assemblyman Bacalles for digitized microfilming. He requested authorization to accept this grant funding.

**MOTION: AUTHORIZING THE VETERAN'S SERVICE AGENCY TO ACCEPT A MEMBER ITEM GRANT IN THE AMOUNT OF \$12,850.00 FOR DIGITIZED MICROFILMING MADE BY MR. NICHOLS. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

B. Office of Community Services

1. **Approval of Contract with Bath Central School** – Mr. Alger requested authorization for the Office of Community Services to enter into a contract with the Bath Central School District to provide a program manager to coordinate activities/training and appropriating \$182,712.00 in grant funding for this contract.

**MOTION: AUTHORIZING THE OFFICE OF COMMUNITY SERVICES TO ENTER INTO A CONTRACT WITH THE BATH CENTRAL SCHOOL DISTRICT TO PROVIDE A PROGRAM MANAGER TO COORDINATE ACTIVITIES/TRAINING AND AUTHORIZING THE APPROPRIATION OF \$182,712.00 IN GRANT FUNDING FOR THIS PURPOSE MADE BY MR. CROSSETT. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

C. Sheriff's Department

1. **Lock Replacement Program** – Mr. Alger informed the committee that in order to use Jail Repair & Renovations Reserve funding for the lock replacement program, that would have required a public hearing and we did not have enough time to do that this month. Instead, we would like authorization to transfer the money out of the Jail capital project into a new capital project for the Lock Replacement Program.

**MOTION: AUTHORIZING THE COUNTY TREASURER TO TRANSFER THE COST OF THE LOCKE REPLACEMENT PROGRAM OUT OF THE JAIL CAPITAL PROJECT INTO A NEW CAPITAL PROJECT ENTITLED LOCK REPLACEMENT PROGRAM MADE BY MR. CREATH. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION: TO ADJOURN MADE BY MR. NICHOLS. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

Respectfully Submitted by:

Amanda L. Chapman  
Senior Stenographer  
Steuben County Legislature



**STEBEN COUNTY FINANCE COMMITTEE**

**Tuesday, August 11, 2009**

**11:00 a.m.**

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

**MINUTES**

<u>Committee:</u>	Patrick F. Donnelly, Chair Lawrence P. Crossett	Robert V. Nichols, Vice Chair Scott J. Van Etten	Donald B. Creath	
<u>Legislators:</u>	Philip J. Roche	John Walsh	Francis L. Gehl	
<u>Staff:</u>	Mark R. Alger Kathryn Muller Karen Monroe	Jack Wheeler Linda Tetor Veronica Olin	Gregory P. Heffner Vincent Spagnoletti Gilbert Sweet	Carol Whitehead Tammy Hurd-Harvey Brenda Campbell

**I. CALL TO ORDER**

The meeting was called to order by Mr. Donnelly at 11:00 a.m. The Pledge of Allegiance was led by Mr. Ahrens.

**II. APPROVAL OF MINUTES**

**MOTION APPROVING THE MINUTES OF THE JULY 14 AND JULY 27, 2009, MEETINGS MADE BY MR. NICHOLS. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**III. DEPARTMENTAL REPORTS/REQUESTS**

**A. Department of Social Services**

1. **Budget Transfer** – Ms. Muller requested authorization to transfer \$35,000 from the lawyer chargeback account to the County Administrator’s security services account to cover additional security costs. Mr. Alger stated the State is requiring us to pay prevailing wages to the security guards which drove up our costs.

**MOTION: AUTHORIZING THE TRANSFER OF \$35,000 FROM ACCOUNT #601000.5.423990 (LAWYER CHARGEBACK) TO ACCOUNT #161000.5.444360 (SECURITY SERVICES) MADE BY MR. VAN ETEN. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**B. Office for the Aging**

1. **Budget Transfers** – Mrs. Tetor stated the NY Connects program is a partnership between the Office for the Aging and the Department of Social Services. They need to cover expenses for the year so she would like authorization to accept and appropriate Federal IIIB funding to the NY Connects program. She noted DSS funding offsets some of the OFA costs for this program.

**MOTION: ACCEPTING \$61,091 IN ADDITIONAL FEDERAL IIIB FUNDING (ACCT. #677700.4.4772730) AND APPROPRIATING IT TO DSS NY CONNECTS (ACCT. #677700.5.434610) MADE BY MR. CROSSETT. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

Mrs. Tetor stated the Long Term Care Insurance and Employment Outreach Program (LTCIEOP) was discontinued by New York State. In its place, the State Office for Aging was able to get us additional funding to cover the existing contract. She stated it is the same amount of money but from a different source.

**MOTION: AUTHORIZING THE TRANSFER OF \$27,583 FROM THE INSTITUTE LTCIEOP LINE ITEM (#677700.5.440124) TO THE INSTITUTE MEDICARE LINE ITEM (#677700.5.434640) MADE BY MR. CREATH. SECONDED BY MR. VAN ETEN ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

Mrs. Tetor stated they have received stimulus money for the home delivered meals program. In addition, they received a grant to conduct an Aging in Place feasibility study. The study will look at what is needed in communities so that people can stay in the home where they want to be.

**MOTION: ACCEPTING \$9,973.00 IN STIMULUS FUNDING INTO THE ARRA HDM REVENUE LINE ITEM (#677400.4.4772775) AND APPROPRIATING IT TO ARRA HDM EXPENSE LINE ITEM (#677400.5.440535); ACCEPTING \$20,550.00 IN STIMULUS FUNDING INTO THE ARRA CONGREGATE MEALS PROGRAM (#677400.4.4772777) AND APPROPRIATING IT TO THE ARRA CONGREGATE EXPENSE LINE ITEM (#677400.5.440537); ACCEPTING \$500 IN STIMULUS FUNDING INTO TITLE IIIB SERVICES AGING IN PLACE REVENUE (#677700.4.3772735) AND APPROPRIATING IT TO THE AGING IN PLACE CONTRACT WITH THE INSTITUTE FOR HUMAN SERVICES (#677700.5.440123); AND ACCEPTING \$3,915 IN STIMULUS FUNDING INTO AGING IN PLACE REVENUE (#677300.4.3772735) AND APPROPRIATING IT TO OTHER EXPENSES (#677300.5.499000) MADE BY MR. NICHOLS. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

C. Public Works Department

1. **Budget Transfer** – Mr. Spagnoletti requested authorization to transfer \$70,000 from the Cap Bath Landfill capital project to the LFG System Upgrade capital project. He noted the associated State aid and Interfund accounts will be affected by 50 percent. We have the money we just need to fund it to match the bid.

**MOTION: AUTHORIZING THE TRANSFER OF \$70,000 FROM THE CAP BATH LANDFILL CAPITAL PROJECT (HL/EL6205.5250000) TO THE LFG SYSTEM UPGRADE CAPITAL PROJECT (HL/EL6208.5250000); REDUCING CAP BATH LANDFILL STATE AID (HL/EL6205.43989400) BY \$35,000 AND CAP BATH LANDFILL INTERFUND (HL/EL6205.45031900) BY \$35,000; AND INCREASING LFG SYSTEM UPGRADE STATE AID (HL/EL6208.4398400) BY \$35,000 AND LFG SYSTEM UPGRADE INTERFUND (HL/EL6208.45031900) BY \$35,000 MADE BY MR. NICHOLS. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.**

D. Office of Community Services

1. **Budget Transfer** – Ms. Monroe requested authorization to transfer \$19,338 from the Emergency Outreach overtime budget to fund the Medical Malpractice Insurance for 2009.

**MOTION: AUTHORIZING THE TRANSFER OF \$19,338 FROM EMERGENCY OUTREACH OVERTIME (#433300.5.1900000) TO BATH CONTINUING TREATMENT INSURANCE (#431000.5.410100) MADE BY MR. VAN ETTEN. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

E. Board of Elections

1. **Budget Transfer** – Mrs. Olin stated they have \$75,000 in the major equipment account that was allocated for the purchase of more machines. Earlier this year they were provided with grant funding, which they were able to use to purchase additional machines. She requested authorization to transfer the \$75,000 from the major equipment account to a capital project for voting machines (#1450 H2). Discussion followed.

**MOTION: AUTHORIZING THE TRANSFER OF \$75,000 FROM THE BOARD OF ELECTIONS' MAJOR EQUIPMENT ACCOUNT TO THE VOTING MACHINES CAPITAL PROJECT (#1450 H2) MADE BY MR. CROSSETT. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.**

F. County Treasurer

1. **Monthly Reports** – The Committee reviewed the Treasurer's monthly reports.

Mr. Van Etten questioned the overtime report relative to the Department of Public Works. Mr. Spagnoletti stated they spent \$60,000 more in overtime because they needed to replace the motor on the gravel crusher. While the crusher was out of service, they had to have 13 people working Fridays and Saturdays crushing gravel at a cost of \$4,500 per day for 6 weeks (12 days).

Mr. Donnelly asked could we have bought gravel already crushed cheaper than paying overtime? Mr. Spagnoletti stated the average purchase price of gravel is approximately \$6 per ton and our cost to produce it is about \$2 per ton. That's a savings of \$4 per ton which equates to a savings of \$500,000 to \$600,000 per year to do it in-house.

Mr. Van Etten stated that he's concerned about the jail overtime. Mrs. Whitehead stated the overtime for transporting prisoners was transferred from the Sheriff's budget to the Jail budget. Also, they had instances of suicide watches which required overtime. Mr. Alger noted the transports of Federal inmates will be reimbursed to the County.

Mr. Alger stated it appears that the gas meter at the Jail was stuck for several years and has finally broken. Utilities has informed him that the current budget isn't going to be sufficient. They are predicting that the cost of electric will be approximately \$100,000 and we have budgeted \$11,000. He noted there is a possibility that we weren't distributing our costs correctly so some of the other budgets may see a reduction. Discussion followed.

#### **IV. OTHER BUSINESS**

**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. NICHOLS. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION: HOLD IN ABEYANCE FOR ONE YEAR PARCEL #330.00-01-040.000, TOWN OF RATHBONE MADE BY MR. NICHOLS. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION: DENYING OFFER OF SECOND BIDDER ON PARCEL #225.00-01-081.000, TOWN OF CAMPBELL MADE BY MR. VAN ETTEN. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION: OFFER PARCEL #349.08-02-067.000 TO THE VILLAGE OF ADDISON FOR THE ASSESSED VALUE OF \$1,800 MADE BY MR. CREATH. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION TO ADJOURN EXECUTIVE SESSION AND RECONVENE IN REGULAR SESSION MADE BY MR. VAN ETTEN. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION TO ADJOURN MADE BY MR. CREATH. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

Respectfully submitted by,

Brenda K. Mori  
Deputy Clerk  
Steuben County Legislature

#### **NEXT MEETING SCHEDULED FOR**

**Tuesday, September 8, 2009**

**11:00 a.m.**

**Please send agenda items to the Clerk of the Legislature's Office**

**NO LATER THAN NOON**

**Wednesday, September 2, 2009**

**STEBEN COUNTY FINANCE COMMITTEE**

**STEBEN COUNTY PUBLIC SAFETY & CORRECTIONS COMMITTEE**

**Joint Special Meeting**

*9:30 a.m.*

*Monday, August 24, 2009*

*Legislative Committee Conference Room*

*Steuben County Office Building*

*Bath, New York*

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

**COMMITTEE:** Patrick F. Donnelly, Chair      Robert V. Nichols, Vice Chair      Lawrence P. Crossett  
Scott J. Van Etten

Francis L. Gehl, Chair      Dan C. Farrand, Vice Chair      Brian C. Schu  
John S. Walsh

**STAFF:** Mark R. Alger      Jack Wheeler      Joel Ordway  
James Gleason      Michael Sprague      Carol Whitehead  
Frederick H. Ahrens, Jr.      David English

**ABSENT:** Donald B. Creath      Patrick F. McAllister

**I. CALL TO ORDER**

Mr. Donnelly called the meeting to order at 9:30 a.m.

**II. DEPARTMENT REQUESTS**

A. Sheriff's Department

1. **Emergency Fire Alarm System Panel Replacement** – Sheriff Ordway informed the committee this was an issue that came up a year ago. We had received a bid last year but opted not to do anything with it. Our system failed during the storm last week. There are no parts to fix it and it is obsolete as the system is DOS operated. We have a quote for \$31,050.00 to replace the old panel and reconnect the existing wiring. He requested authorization to declare this an emergency purchase.

Mr. Alger commented they are proposing taking the money out of the Jail project.

Sheriff Ordway stated the sprinklers work, but we will not know where the fire is as nothing activates the panel. We are currently boarding 50 federal inmates and reported this to the Commission of Corrections and they gave us due time to fix this or they will revoke our boarding occupancy. We can receive the new panel next week.

**MOTION: DECLARING THE PURCHASE OF A NEW FIRE ALARM PANEL FOR THE JAIL AN EMERGENCY AND AUTHORIZING THE SHERIFF TO PROCEED TO CONTRACT WITH BLACKMON FARRELL FOR A NEW FIRE PANEL FOR A COST OF \$31,050.00 SAID COST TO BE FUNDED BY THE JAIL PROJECT MADE BY MR. FARRAND. SECONDED BY MR. WALSH. ALL BEING IN FAVOR. MOTION CARRIES 8-0.**

Mr. Gehl asked is there anything else the committee should be aware of with regard to this? Sheriff Ordway commented for an additional \$28,000.00 we could have tied the new fire panel into units six and seven, but we did not feel that would fit into the emergency declaration criteria. Mr. Alger commented the proposal to expand would require us to switch out all of the devices within the facility. Every smoke detector would be replaced with a smart detector which would give you a read out of the exact detector that is going off. This would replace the panel and the new and old would be tied together and displayed on the panel. You may want to upgrade at some point, but you are not required to. Under an emergency we were not comfortable coming to you for \$60,000 when we can fix the panel for \$30,000. You wouldn't have detectors in every office, you would still have zones.

The advantage of the upgraded system is that it tells you specifically which device. He doesn't know if at this point it is worth the additional money.

**MOTION: TO ADJOURN MADE BY MR. VAN ETTEN. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 8-0.**

Respectfully Submitted by:

Amanda L. Chapman  
Senior Stenographer  
Steuben County Legislature

**STEBEN COUNTY FINANCE COMMITTEE**

**Tuesday, September 8, 2009**

**11:00 a.m.**

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

**MINUTES**

Committee: Patrick F. Donnelly, Chair      Robert V. Nichols, Vice Chair      Donald B. Creath  
Scott J. Van Etten      Lawrence P. Crossett

Legislators: Philip J. Roche      John Walsh

Staff: Mark R. Alger      Jack Wheeler      Gregory Heffner      Carol Whitehead  
Tammy Hurd-Harvey      Kathryn Muller      David McCarroll      Frederick Ahrens  
Lise Reynolds

Other: Ristiina Wigg, STLS      Lorraine Nelson, Howard Library  
Carol Berry, Dormann Library      Lorraine Patti, Dormann Library  
Karen Deutsch, Wayland Library

**I. CALL TO ORDER**

The meeting was called to order by Mr. Donnelly at 11:00 a.m.

**II. APPROVAL OF MINUTES**

**MOTION APPROVING THE MINUTES OF THE AUGUST 11 AND AUGUST 24, 2009, MEETINGS MADE BY MR. VAN ETEN. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Mr.**

*Nichols not present for the vote.*

**III. PRESENTATIONS**

A. Southern Tier Library System – Ms. Wigg thanked the committee for their ongoing support of the libraries. The County has been funding the libraries for quite some time. This year's funding level was at \$110,000. She distributed information showing how the County's money was distributed. The funds are distributed through electronic services, as well as cash disbursements. Some libraries pay more than others due to the formula which was a result of an agreement with our libraries.

Mr. Donnelly asked what do the electronic services to the libraries cover? Ms. Wigg stated bandwidth services and maintenance fees, as well as staff support.

Ms. Wigg stated this year they are requesting funding in the amount of \$150,000. The additional \$25,000 would be utilized to offer grants to libraries to update their bandwidth in order to obtain faster internet services. Thank you for your consideration.

Lorraine Patti, Dormann Library, stated with the advent of technology, libraries are evolving even more into community centers. Librarians strive to meet the needs of their patrons, especially in the area of public access to education and information services. Such services are interactive, complex and bandwidth intensive. Public libraries have become technology centers for many citizens who cannot afford to own a computer or pay for high-speed internet connections. As new technology and resources are developed, we can expect even more growth and demand for services which will place an even greater burden on the present technology infrastructure of libraries. It is for these reasons that libraries need additional funding for improved high speed bandwidth. Thank you.

Lorraine Nelson, Howard Public Library, stated we offer opportunities to people who are rurally isolated and economically challenged. The library is a place for the residents of Howard to have equal opportunity. Thank you.

Karen Deutsch, Wayland Public Library, stated the public libraries are not typical of what you might have known several years ago. They are becoming community centers. They have several programs going on; programs that adults, children and teens utilize. Their resources are valuable to community residents and they need to have more access than they have in the past due to the economic climate. Thank you.

#### **IV. DEPARTMENTAL REPORTS/REQUESTS**

##### **A. Department of Social Services**

1. **Jobs Program Grant** – Ms. Muller stated they have been awarded \$103,531 in grant funds for the Transitional Jobs Program. She requested authorization to accept the funds, appropriate a quarter of the funding to the 2009 budget, and we will budget the remainder of the funding in the 2010 budget. This funding will provide subsidized employment placement and include education and training activities.

**MOTION: ACCEPTING \$103,531 IN TRANSITIONAL JOBS PROGRAM GRANT FUNDING INTO ACCOUNT #601500.44609000 TANF/REVENUE AND APPROPRIATING \$69,021 TO THE 2009 BILT/EMPLOYMENT LINE ITEM (#6015005446520), WITH THE BALANCE OF THE GRANT BEING INCLUDED IN THE 2010 BUDGET MADE BY MR. NICHOLS. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.**

2. **HPRP Grant** – Ms. Muller requested authorization to accept \$466,353 in grant funds for the Homeless Prevention and Rapid Re-housing (HPRP) project. She would like to appropriate a quarter of the funding to cover the project through the remainder of 2009 and the balance will be included in the 2010 budget. This program will provide prevention and re-housing services to individuals and families.

**MOTION: ACCEPTING \$466,353 IN HOMELESS PREVENTION AND RAPID RE-HOUSING GRANT FUNDING, APPROPRIATING \$25,408 TO THE HPRP BUDGET 5444000 CONTRACTS FOR SERVICES AND APPROPRIATING \$59,432 TO HPRP BUDGET 5445100 ASSISTANCE, WITH THE BALANCE OF THE FUNDING BEING INCLUDED IN THE 2010 BUDGET MADE BY MR. NICHOLS. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.**

##### **B. Health Care Facility**

1. **Budget Transfer** – Mr. McCarroll requested authorization to transfer funds from the contractors line item to the personal services line item as a result of the IRS audit.

**MOTION: AUTHORIZING THE HEALTH CARE FACILITY TO TRANSFER \$50,000.00 FROM ACCOUNT #453017.5.420710 TO ACCOUNT #453017.5.110002; \$1,900.00 FROM ACCOUNT #453018.5.420720 TO ACCOUNT #453018.5.110002; AND \$18,605.00 FROM ACCOUNT #453015.5.420300 TO ACCOUNT #453015.5.110002 MADE BY MR.NICHOLS. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

##### **C. County Treasurer**

1. **Monthly Reports** – Mrs. Whitehead asked if there were any questions regarding her reports.

Mr. Creath asked when will we have reliable forecasts for next year's sales and room tax revenues? Mr. Alger stated honestly it is going to be extremely difficult to do any kind of projecting. At this point, revenues are down. Even with the third quarter projections, it is going to be difficult. I'm hoping we don't have to lower the projection. Also, room tax is currently down 15%. Discussion followed.

Mr. Donnelly asked Mr. McCarroll how are you coming with the backlog of billing? Mr. McCarroll stated we are working on it. Mrs. Whitehead stated they have posted revenues through May. Mr. Donnelly asked how is Mental Health doing on their revenue collections? Mrs. Whitehead stated she's not sure but she can ask them how they are doing. Discussion followed.

2. **Budget Adjustments – Youth Bureau** – Mrs. Whitehead stated they need to reduce the amount to agencies and reduce the corresponding State Aid by \$17,601.

**MOTION: REDUCING THE AMOUNT DISTRIBUTED TO VARIOUS AGENCIES CONTRACTING WITH THE YOUTH BUREAU AND REDUCING THE CORRESPONDING STATE AID LINE ITEMS BY A TOTAL OF \$17,601 MADE BY MR. CROSSETT. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

3. **Budget Transfers** – Mrs. Whitehead stated she posted the insurance costs countywide in the general fund. We were short \$10,820 as to what was budgeted. She requested authorization to appropriate revenues for insurance payments to cover the shortage.

**MOTION: APPROPRIATING A TOTAL OF \$10,820 IN INSURANCE PAYMENT REVENUES TO COVER INSURANCE COSTS FOR VARIOUS COUNTY DEPARTMENTS MADE BY MR. NICHOLS. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

D. Planning Department

1. **Transportation Grant Funding** – Mr. Heffner requested authorization to have the Chairman of the Legislature sign the 5311 Transportation Grant application. The grant is for the amount of \$225,000 in Federal funding for the bus system.

2. **Small Cities Block Grant** – Mr. Heffner requested authorization to accept \$224,000 in Federal funding for the Community Development Small Cities Block Grant program.

**MOTION: AUTHORIZING THE CHAIRMAN OF THE LEGISLATURE TO SIGN THE 5311 TRANSPORTATION GRANT APPLICATION TO SECURE \$225,000 IN FEDERAL FUNDING FOR THE BUS SYSTEM MADE BY MR. NICHOLS. SECONDED BY MR. VAN ETEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION: ACCEPTING \$224,000 IN FEDERAL FUNDING FOR THE COMMUNITY DEVELOPMENT SMALL CITIES BLOCK GRANT PROGRAM MADE BY MR. NICHOLS. SECONDED BY MR. VAN ETEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

V. **OTHER BUSINESS**

A. **Budget Workshops** – The Committee agreed to hold the Finance Committee Budget Workshops beginning Monday, October 19<sup>th</sup> at 9:00 a.m. They will continue daily until finished.

B. **NYC OTB Bankruptcy Filing** – Mr. Donnelly stated he asked Mr. Ahrens to determine if the New York City Off-Track Betting Bankruptcy filing would have any impact on the Western Regional Off-Track Betting Corporation. Mr. Ahrens stated they have separate corporate filings. Their bankruptcy will not bleed over into our operations. However, it does reflect the health of the industry.

Mr. Donnelly stated he was concerned they could drag down our operations. Mr. Ahrens stated it is obviously a source of concern if you follow the gaming industry at all. There is an overall malaise in the industry.

**MOTION TO ADJOURN REGULAR SESSION AND RECONVENE IN EXECUTIVE SESSION PURSUANT TO PUBLIC OFFICERS' LAW, ARTICLE 7§ 105.1.F. THE MEDICAL, FINANCIAL, CREDIT OR EMPLOYMENT HISTORY OF A PARTICULAR PERSON OR CORPORATION, OR MATTERS LEADING TO THE APPOINTMENT, EMPLOYMENT, PROMOTION, DEMOTION, DISCIPLINE, SUSPENSION, DISMISSAL OR REMOVAL OF A PARTICULAR PERSON OR CORPORATION AND 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. NICHOLS. SECONDED BY MR. VAN ETEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**



**MOTION: AUTHORIZING THE PAYMENT OF THE EMPLOYEES' SHARE OF FICA IN THE AMOUNT OF \$3,804.54 IN ACCORDANCE WITH THE IRS AUDIT MADE BY MR. NICHOLS. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION TO ADJOURN EXECUTIVE SESSION AND RECONVENE IN REGULAR SESSION MADE BY MR. VAN ETTEN. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION TO ADJOURN MADE BY MR. VAN ETTEN. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

Respectfully submitted by,

Brenda K. Mori  
Deputy Clerk  
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR  
Tuesday, October 13, 2009  
11:00 a.m.**

**Please send agenda items to the Clerk of the Legislature's Office  
NO LATER THAN NOON  
Wednesday, October 7, 2009**



B. Purchasing

1. **Budget Transfer** – Mr. Gleason requested authorization to transfer \$7,000.00 from the copier maintenance line item to the copier capital project to update obsolete machines.

**MOTION: AUTHORIZING THE PURCHASING DEPARTMENT TO TRANSFER \$7,000.00 FROM THE COPIER MAINTENANCE LINE ITEM TO THE COPIER CAPITAL PROJECT TO UPDATE OBSOLETE MACHINES MADE BY MR. CROSSETT. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 3-0. (MR. CREATH ABSENT FOR VOTE) Resolution Required.**

C. Public Works

1. **Budget Transfer** – Mr. Spagnoletti informed the committee that we currently have play equipment at our parks. The standard calls for cushion material under the play equipment. In our fuel budget for 2009, we will have a surplus of between \$300,000 - \$325,000 in our diesel fuel line item. He requested authorization to transfer \$27,000.00 from the diesel fuel line item and appropriate \$17,000 to Kanakadea Park, \$3,500 to Hornby Park, \$3,000 to Boyds Corners Park and \$3,500 to Birds Eye Park for cushion material.

Mr. Van Etten asked will you be putting the material down this fall? Mr. Spagnoletti replied we will start as soon as possible and then would put down the wood chips in April or May. The wood chips will deteriorate over the course of two to three years and then we would have to replenish them.

Mr. Van Etten commented this is absolutely necessary to do and he would also ask that Public Works conduct formal monthly or bi-monthly inspections of the park equipment.

**MOTION: AUTHORIZING PUBLIC WORKS TO TRANSFER \$27,000.00 FROM THE DIESEL FUEL LINE ITEM AND APPROPRIATE \$17,000.00 TO KANAKADEA PARK, \$3,500.00 TO HORNBY PARK, \$3,000.00 TO BOYDS CORNERS PARK AND \$3,500.00 TO BIRDS EYE PARK FOR PLAY EQUIPMENT CUSHION MATERIAL MADE BY MR. VAN ETTEN. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

D. Office of Community Services

1. **Budget Adjustment** – Dr. Chapman informed the committee that State OMRDD reduced their pass-through allocation for ARC \$39,258.75. At this time they are not sure what, if any effect this will have on services. He requested authorization to amend their contract with ARC to reflect this decrease in funding.

**MOTION: AUTHORIZING THE OFFICE OF COMMUNITY SERVICES TO AMEND THEIR CONTRACT WITH ARC TO REFLECT THE REDUCTION OF PASS-THROUGH DOLLARS FROM THE STATE OMRDD IN THE AMOUNT OF \$39,258.75 MADE BY MR. CREATH. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

E. Department of Social Services

1. **Budget Appropriation** – Ms. Muller requested authorization to accept additional HEAP funding in the amount of \$24,455.00 and appropriate \$17,455.00 to Minor Equipment and \$7,000.00 to Computer Equipment.

**MOTION: AUTHORIZING THE DEPARTMENT OF SOCIAL SERVICES TO ACCEPT ADDITIONAL HEAP FUNDING IN THE AMOUNT OF \$24,455.00 AND APPROPRIATING \$17,455.00 TO MINOR EQUIPMENT AND \$7,000.00 TO COMPUTER EQUIPMENT MADE BY MR. CROSSETT. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

F. Public Health & Nursing Services

1. **Grants** – Mrs. Whitehead requested approval to accept and appropriate grant funding from the American Recovery and Reinvestment Act, Office of Homeland Security and the Centers for Disease Control.

**MOTION: AUTHORIZING PUBLIC HEALTH & NURSING SERVICES TO ACCEPT AND APPROPRIATE GRANT FUNDING FROM THE AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA) IN THE AMOUNT OF \$38,865.00 FOR THE EARLY INTERVENTION PROGRAM; OFFICE OF HOMELAND SECURITY IN THE AMOUNT OF \$49,793.00 FOR HEALTH PREPAREDNESS PLANNING; AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA) IN THE AMOUNT OF \$34,000.00 FOR A LOCAL ACTION PLAN THAT ADDRESSES PHYSICAL ACTIVITY AND NUTRITION OBJECTIVES IN THE NEW YORK STATE DEPARTMENT OF HEALTH PREVENTION AGENDA AND THE CENTERS FOR DISEASE CONTROL IN THE AMOUNT OF \$317,748.00 FOR PUBLIC HEALTH PREPAREDNESS AND H1N1 PLANNING AND VACCINATION EFFORT MADE BY MR. CREATH. SECONDED BY MR. VAN ETEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.**

G. Treasurer

1. **Monthly Reports** – Mrs. Whitehead reviewed her monthly reports with the committee. Mr. Donnelly asked is the Health Care Facility revenue posted through May 2009? Ms. Lee replied posting through June is done. Mr. Donnelly asked is the long-term goal to not have more than 30 days not posted, or is than not doable? Ms. Lee replied the minimum has been 45 days and the private pays are 40 days after that. We are currently in the middle of project and have not been on a regular business schedule. We are working on the base year information and two auditing systems. The cash flow is coming in and the bills are going out. We pay on a cash basis. The revenues are posted back to a particular month. The revenue is not based on cash at all, but expenses are.

Mr. Donnelly asked do you bill once a month? Ms. Lee replied we bill once a month and the only month that is open is September for the large, one-time billing. We bill Medicaid the 1<sup>st</sup>, Medicare the 21<sup>st</sup> and private pays are billed at the end of the month.

Mr. Donnelly asked are there any delinquencies? Ms. Lee replied we have two private pay individuals. We will write that off at the end of the year. Mrs. Whitehead explained we adjust the estimated write offs. Ms. Lee commented our Medicare payment was held based on our address change and we sorted through \$640,000.00 of remittances to get them posted and those are reflected in the general ledger. They rolled out their new system to allow individuals to go on auto payment and that will be done on the 5<sup>th</sup> of every month. A large amount of collection letters have been sent out and more aggressive billing has been put into place.

Mr. Donnelly asked when will we know if we are on target with the budget? Mrs. Whitehead replied that she can prorate the figures for next month. Mr. Creath asked what is the target? Mr. Crossett replied 75 percent or close to it. Mr. Creath asked what is the budget deficit for this year? Mr. Donnelly asked is it \$1,683,000.00 including the bond payment? Mrs. Whitehead replied yes.

Mr. Donnelly asked how is the revenue at the Landfill? Mr. Spagnoletti replied all the landfills are way down on garbage and we expect to be off 6 percent for year-end. Many of the private landfills are down 15 – 20 percent. We have \$550,000.00 budgeted for outside garbage revenue and we are expecting that to increase \$20,000.00. For recycling we anticipated \$200,000.00 when vendors pick up and now for year-end we are looking at \$50,000.00. At the end of the year, the net, including the recycling drop off will be down \$650,000.00 from what we budgeted.

Mr. Van Etten was excused from the meeting at 11:30 a.m.

Mr. Donnelly asked the community college operating and capital charge back total was \$1,828,537.00? Mrs. Whitehead replied yes. We paid that on September 30<sup>th</sup>. We also are going to start auditing the room tax agencies and we will be starting with two agencies immediately.

2. **Budget Transfers** – Mrs. Whitehead requested authorization to transfer \$498,005.07 from the Insurance Reserve to Judgment and Claims line item.

**MOTION: AUTHORIZING THE TREASURER TO TRANSFER \$498,005.07 FROM THE INSURANCE RESERVE AND APPROPRIATING IT TO THE JUDGMENT AND CLAIM LINE ITEM MADE BY MR. CROSSETT. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 3-0. (MR. VAN ETTEN ABSENT FOR VOTE)**

Mrs. Whitehead informed the committee that when we closed the Health Care Facility construction project, the original intent was to use that money for debt service. In talking with bond counsel, we could create debt service revenue or since we manage the money, we could transfer it to the operating fund and appropriate it to cover expenditures. The amount is \$1,979,000.00.

Mr. Crossett commented that he thought this had to be used for debt service. Mrs. Whitehead stated if we had fiscal trustee, then we had to, but as long as we manage it ourselves, it can be used to cover expenditures. Mr. Crossett asked did you check the New York State Law? Mr. Donnelly commented that he would recommend holding this off until next month.

Mrs. Hurd-Harvey commented that the arbitrage on the money is another issue. We have set that aside and not included it in the amount. If you transfer actual cash out for operating, then the clock stops on the arbitrage.

**MOTION: AUTHORIZING THE TREASURER TO CLOSE THE HEALTH CARE FACILITY CONSTRUCTION PROJECT AND TRANSFERRING THE BALANCE OF \$1,979,000.00 TO THE ENTERPRISE FUND MADE BY MR. CROSSETT. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 3-0. (MR. VAN ETTEN ABSENT FOR VOTE)**

Mr. Creath asked what is the status on the Old Health Care Facility project? Mr. Alger replied we plan to bring a recommendation to put flooring on the ground floor. Beyond that, everything is on hold. We appropriated money to do the asbestos removal of the tile flooring. We have an estimate for the flooring to be replaced on the ground floor. The doors are not anticipated to be disposed of, but we could do it ourselves if we choose to do so. We did not anticipate on having the floor removed, although that could become a problem. The adhesive removal is creating a mess downstairs as it is liquefying and running through the cracks. We removed the ceiling tile downstairs but it will need to go back in. We will see if the carpeting in the Administration area was ruined.

Mr. Creath asked is the ProAction kitchen on hold? Mrs. Alger replied everything is until the asbestos removal is done.

**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. CREATH. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 3-0. (MR. VAN ETTEN ABSENT FOR VOTE)**

**MOTION: TO ADJOURN EXECUTIVE SESSION AND RECONVENE IN REGULAR SESSION MADE BY MR. CROSSETT. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 3-0. (MR. VAN ETTEN ABSENT FOR VOTE)**

**MOTION: TO ADJOURN MADE BY MR. CROSSETT. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 3-0. (MR. VAN ETTEN ABSENT FOR VOTE)**

Respectfully Submitted by: Amanda L. Chapman, Senior Stenographer, Steuben County Legislature

**NEXT MEETING SCHEDULED FOR**

**Tuesday, November 10, 2009**

**11:00 a.m.**

**Please send agenda items to the Clerk of the Legislature's Office**

**NO LATER THAN NOON**

**Wednesday, November 4, 2009**

**STEBEN COUNTY FINANCE COMMITTEE**  
**Budget Workshop**  
**Monday, October 19, 2009**  
**9:00 a.m.**  
**Legislative Committee Conference Room**  
**Steuben County Office Building**  
**Bath, New York**

**MINUTES**

<u>Committee:</u>	Patrick F. Donnelly, Chair Scott J. Van Etten	Robert V. Nichols, Vice Chair Donald B. Creath	Lawrence P. Crossett
<u>Legislators:</u>	Joseph J. Hauryski Philip J. Roche	Thomas J. Ryan	John Walsh Francis L. Gehl
<u>Staff:</u>	Mark R. Alger Robert Anderson	Jack Wheeler Kathryn Muller	Carol Whitehead Lise Reynolds Tammy Hurd-Harvey
<u>Other:</u>	Carol Ferratella	Mike Hanna	Tom Tomsa Mary Perham, <i>Leader</i>

**I. CALL TO ORDER**

The meeting was called to order by Mr. Donnelly at 9:00 a.m.

**II. BUDGET WORKSHOP**

Mr. Alger provided a summary on the status of the budget. He stated that upon review of the original budget with the Treasurer and Department Heads, they were able to locate \$1.3 million in line item reductions. He noted those reductions have already been included in this budget. Discussion followed. *The Committee agreed with the recommended \$1.3 million in line item reductions.*

Mr. Alger noted the original budget from Public Works for major equipment was at \$1.6 million but that has been reduced to \$1.2 million. Mrs. Whitehead noted that \$25,000 is still in the engineering budget for major equipment so they could reduce that \$1.2 million by another \$25,000.

Mr. Alger noted that they have also removed funding from some of the vacant funded positions.

Mr. Alger stated Community Services will be here at 10:00 a.m. with some recommended adjustments. They started at \$1.8 million in County cost and we have that down to \$1.4 million. They have been working with DSS to see what additional revenues they can generate.

Mr. Alger reviewed the comparative budget analysis by category noting the departments with significant increases. He noted the Jail budget has increased \$1 million. The Committee discussed the amount the Sheriff charges other counties for housing their inmates. He noted the cost for each bed vacant or full is \$70 per day in 2010 and the Sheriff currently charges some counties \$50 per day. Discussion followed.

**MOTION: ESTABLISHING A BASE RATE OF \$75 PER DAY FOR HOUSING IN INMATES MADE BY MR. CROSSETT. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

Mr. Gehl recommended they remove the bridge funding for the cities until the County can better afford to provide the money. Discussion followed.

**MOTION: REMOVING \$100,000 IN BRIDGE MONEY FOR THE CITY OF CORNING AND THE CITY OF HORNELL WITH THE STIPULATION THAT THE COUNTY PROVIDE THAT FUNDING AGAIN IN THE FUTURE WHEN IT CAN AFFORD TO MADE BY MR. CREATH. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

Mr. Alger noted several increases the County has no control over such as insurance, retirement and Workers' Compensation. Overall, this budget is fairly manageable but we need to begin with next year's budget as soon as we finish this one. The Governor's proposals from last week have been reviewed by Department Heads and most of the reductions we've seen are in areas where we can reduce the program. There were revenue losses in Public Health and the Health Care Facility. The Public Health reductions we can't do anything about, but the Health Care Facility will recover 50 percent of their reduction through the IGT. There were also reductions in the Office for Aging, but most of them are in programs where we can reduce services. Discussion followed.

Mr. Alger stated Public Works asked the State for guidance on CHIPS funding and they told us it would remain the same. That funding is not in this budget, but I think we should add it in. If the State ends up reducing the CHIPS funding, they will just have to reduce their road construction projects.

**MOTION: ADDING \$469,392 IN CHIPS REVENUE TO THE 2010 BUDGET MADE BY MR. CROSSETT. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

Capital Projects – Mr. Alger reviewed the Capital Project requests. He recommended they utilize \$10,000 from the Emergency Communications Reserve to pay for Emergency Management's Connectivity project. He also recommended removing \$40,000 in County cost from the Computer Project.

**MOTION: FUNDING THE EMO CONNECTIVITY PROJECT (\$10,000) FROM THE EMERGENCY COMMUNICATIONS RESERVE AND REDUCING THE FUNDING FOR THE COMPUTER CAPITAL PROJECT BY \$40,000 MADE BY MR. CROSSETT. SECONDED BY MR. VAN ETEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

*Committee Question: Which capital projects in the Solid Waste Division are absolutely necessary? (Sent via email)*

**MOTION: REMOVING \$25,000 FROM THE 2010 MAJOR EQUIPMENT BUDGET FOR ENGINEERING AS THE FUNDING IS ALREADY INCLUDED IN THE DM (MACHINERY HIGHWAY) BUDGET MADE BY MR. CROSSETT. SECONDED BY MR. VAN ETEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION: INCREASING THE PARKS REVENUE (#711000.4.2001000) BY \$2,000 MADE BY MR. CROSSETT. SECONDED BY MR. VAN ETEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

Room Tax

**MOTION: REDUCING THE APPROPRIATION FOR SCCVB TO THE 2009 LEVEL (REDUCTION OF \$61,218) MADE BY MR. VAN ETEN. SECONDED BY MR. NICHOLS FOR DISCUSSION.**

Mr. Crossett stated he'd rather remove the funding from the other agencies rather than the SCVB because they are our tourism agency. Mr. Creath stated the Finger Lakes Wine Trail funding is matched by Corning, Inc., and funding also comes from Yates, Schuyler and Chemung Counties. Mr. Alger noted that Yates and Schuyler contribute \$20,000 each and Chemung contributes \$60,000, while Steuben County contributes \$100,000. Discussion followed.

**AMENDING THE PREVIOUS MOTION TO SPREAD THAT REDUCTION BETWEEN THE SCCVB AND THE FINGER LAKES WINE TRAIL (\$30,000 EACH) MADE BY MR. CROSSETT. SECONDED BY MR. NICHOLS FOR DISCUSSION.**

**VOTE ON AMENDED MOTION – IN FAVOR: CROSSETT, NICHOLS, VAN ETEN, DONNELLY. OPPOSED: CREATH. MOTION CARRIES 4-1.**

Community Services – Dr. Anderson stated when we first developed the budget it reflected a \$2.1 million in County cost. After Mr. Alger made his reductions, the County cost was at \$1,471,104. We have since reduced that by another \$394,000 for a total County cost of \$1,076,926. Discussion followed.

Dr. Anderson stated even though the 2008 and 2009 budgets were set at \$676,000 in County cost, that amount was not realistic. Our cost is at about \$1.3 to \$1.4 million. In working with DSS, we've been able to combine and reduce our County costs in 2010 by nearly \$400,000 from the current level. Our costs increased by \$480,000 just in salary benefits and fringe. He stated Commissioner Muller came over and worked with us and we found ways to reduce the budget more. Discussion followed.

Mr. Nichols asked does this mean that the Social Services budget is increasing by \$394,000? Mr. Alger stated the Social Services budget has increased somewhat to accommodate this, but it is less than the \$394,000. He noted that the changes to the Community Services budget have not been included in this budget book, but the Social Services changes are. Dr. Anderson noted that the budget is based upon keeping positions filled to generate revenue. If they aren't filled, we won't receive the revenue.

**MOTION: REDUCING THE COMMUNITY SERVICES BUDGET BY \$394,000 AS RECOMMENDED MADE BY MR. VAN ETTEN. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

Mr. Van Etten asked will this provide us with a more accurate reflection of the true cost of this department? Mr. Alger stated this will be more accurate than past years. Dr. Anderson noted that this is also based upon OMH beginning the clinic restructuring in April 2010. Discussion followed.

Mr. Creath asked how would you get by with just one of the three new positions? Dr. Anderson stated if you remove the positions, you would have to remove the related revenue.

Mr. Van Etten asked why there is a nearly \$300,000 increase in the Alcohol Clinic for Bath. Ms. Muller noted that the revenue that was just added in is not reflected on the page. Discussion followed. *The Committee asked that they be provided with new budget pages for Community Services reflecting the changes.*

Office for Aging – Mr. Alger stated Commissioner Muller and Ms. Reynolds have also been working on some reductions with the Office for Aging. One item they need to physically move two positions that are currently under DSS to the Office for Aging. They are the Long Term Care Coordinator and the Social Welfare Examiner for the POE/NY Connects program. As it currently stands, these positions cannot generate any additional reimbursement in DSS, but they can in the Office for Aging. This change will result in an overall gain of \$15,000.

**MOTION: TRANSFERRING ONE LONG TERM CARE COORDINATOR POSITION, GRADE XVI, AND ONE SOCIAL WELFARE EXAMINER POSITION, GRADE VIII, FROM THE DEPARTMENT OF SOCIAL SERVICES TO THE OFFICE FOR AGING INCLUDING ASSOCIATED SALARY AND FRINGE BENEFIT COSTS MADE BY MR. CROSSETT. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

Ms. Reynolds stated we're also increasing our contracts to the Office for Aging by \$69,000. It appears that they have already included \$20,000 of that in additional revenues so you can add another \$49,000.

**MOTION: INCREASING REVENUES IN THE PROGRAM FOR AGING BUDGET BY \$49,000 MADE BY MR. CROSSETT. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

Social Services – Mr. Alger asked Commissioner Muller if they had any other reductions they could recommend for their budget. Commissioner Muller stated they did find another reduction they can make with a net effect of \$33,218.



**MOTION: REDUCING THE DEPARTMENT OF SOCIAL SERVICES EXPENDITURE LINE #607000.5.446500 BY \$88,756 AND REDUCING REVENUE LINE #607000.4.367000 BY \$55,538 FOR A TOTAL NET REDUCTION OF \$33,218 MADE BY MR. CROSSETT. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

Cooperative Extension – Mr. Creath stated Mr. Tomsa provided us with a presentation in AIP that justifies their requested increase of \$5,000. Mr. Alger noted the total increase for Cooperative Extension is \$20,862 which includes an increase in the Maintenance in Lieu of Rent.

**MOTION: APPROVING CORNELL COOPERATIVE EXTENSION'S 2010 FUNDING REQUEST MADE BY MR. CREATH. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION: KEEPING THE SOUTHERN TIER LIBRARY SYSTEM'S BUDGET AT THE 2009 FUNDING LEVEL OF \$110,000 MADE BY MR. NICHOLS. SECONDED BY MR. VAN ETEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION: APPROVING SOIL AND WATER CONSERVATION DISTRICT'S 2010 FUNDING REQUEST MADE BY MR. VAN ETEN. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

Jail – The Committee recommended adjusting the temporary hire, transports and constant watch overtime back to the original 2009 levels.

**MOTION: REDUCING THE TEMPORARY HIRE LINE ITEM BY \$20,000; THE TRANSPORTS LINE ITEM BY \$20,000 AND THE CONSTANT WATCH OVERTIME LINE ITEM BY \$10,000 WITHIN THE JAIL'S PROPOSED 2010 BUDGET MADE BY MR. NICHOLS. SECONDED BY MR. VAN ETEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

The Committee recommended they increase the Jail Revenue by \$250,000 and request the Sheriff to increase the number of outside inmates they house within the jail by 10, Federal or other Counties.

**MOTION: INCREASING THE REVENUE FOR LODGING OF FEDERAL PRISONERS BY \$250,000 AND REQUESTING THE SHERIFF TO INCREASE THE NUMBER OF OUTSIDE INMATES HOUSED WITHIN THE JAIL BY 10 (FEDERAL OR OTHERWISE) MADE BY MR. NICHOLS. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

Finger Lakes SPCA – Mr. Alger stated they requested the same amount as last year, but also requested a one-time appropriation of \$20,000 to help cover a budget gap of \$24,000. He noted this is a result of the case involving the horse farm. The defendant in the case is required to pay the SPCA for their expenses, but they've only received \$600 of that money. Mr. Crossett suggested they forward the request for a one-time appropriation to the AIP Committee.

Small and Major Equipment Requests

**MOTION: REDUCING THE BOARD OF ELECTIONS 2010 MAJOR EQUIPMENT BUDGET FROM \$20,000 TO \$10,000 MADE BY MR. NICHOLS. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION: REMOVING THREE (3) BOOM MOWERS AND ONE (1) ALL-TERRAIN MAN LIFT FROM THE PUBLIC WORKS 2010 MAJOR EQUIPMENT LIST WITH NO CHANGE IN FUNDING MADE BY MR. VAN ETEN. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION: REDUCING THE LANDFILL DIVISION'S 2010 MAJOR EQUIPMENT BUDGET TO \$500,000 MADE BY MR. CROSSETT. SECONDED BY MR. VAN ETEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION: REDUCING THE BOARD OF ELECTIONS 2010 SMALL EQUIPMENT BUDGET FROM \$10,000 TO \$5,000; REDUCING THE PARKS 2010 SMALL EQUIPMENT BUDGET FROM \$13,545 TO \$9,545; AND REDUCING THE LANDFILL DIVISION'S 2010 SMALL EQUIPMENT BUDGET FROM \$8,500 TO \$4,500 MADE BY MR. VAN ETTEN. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION TO ADJOURN MADE BY MR. VAN ETTEN. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

Respectfully submitted by,

Brenda K. Mori  
Deputy Clerk  
Steuben County Legislature

**STEUBEN COUNTY FINANCE COMMITTEE**

**Budget Workshop**

**Tuesday, October 20, 2009**

**9:00 a.m.**

**Legislative Committee Conference Room**

**Steuben County Office Building**

**Bath, New York**

**MINUTES**

Committee: Patrick F. Donnelly, Chair      Robert V. Nichols, Vice Chair      Lawrence P. Crossett  
Scott J. Van Etten      Donald B. Creath

Legislators: Joseph J. Hauryski      Thomas J. Ryan      Francis L. Gehl

Staff: Mark R. Alger      Jack Wheeler      Gregory Heffner      Carol Whitehead  
Tammy Hurd-Harvey      Joel Ordway

Other: Carol Ferratella      Raegan Medgie, WETM-TV      Mary Perham, *Leader*

**I. CALL TO ORDER**

The meeting was called to order by Mr. Donnelly at 9:00 a.m.

**II. BUDGET WORKSHOP**

Mrs. Whitehead stated she has distributed the new summary sheet and everything from yesterday's meeting has been included in that summary. Mr. Donnelly stated we're currently at a 3.13% increase and if they want to get that increase down to 2.75%, they need to cut another \$330,000.

Mrs. Whitehead stated she received an updated estimate on the PILOT payments. Currently there is \$1.3 million budgeted for PILOT payments, but it appears we will receive \$1,428,250.

**MOTION: INCREASING THE AMOUNT BUDGETED FOR PAYMENTS IN LIEU OF TAXES (PILOT) REVENUE TO \$1,428,250 MADE BY MR. NICHOLS. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

Mr. Alger stated they double checked the revenue figures from DSS to the Office for Aging and there is another \$32,919 that can be offset.

**MOTION: INCREASING THE OFFICE FOR AGING'S REVENUE LINE ITEMS BY AN ADDITIONAL \$32,919 MADE BY MR. CROSSETT. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

Mrs. Whitehead stated the Board of Elections' grant revenue should equal their grant expenditures. Their federal training grant should be the same on both lines. Therefore, they need to \$3,484 in additional revenue for the grant.

**MOTION: INCREASING THE FEDERAL TRAINING GRANT REVENUE LINE FOR THE BOARD OF ELECTIONS BY \$3,484 MADE BY MR. VAN ETTEN. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

Mrs. Whitehead stated yesterday you removed \$40,000 from the computer capital project, and Mr. Peaslee has requested they return \$20,000 of that back to the project in return for a \$20,000 reduction from his operating budget. He believes it would be more beneficial and useful to the County to use that money for computers. He is a

\$10,000 reduction in temporary hire and a \$10,000 reduction in the consultants and professionals line item, with a \$20,000 increase in the computer capital project. Discussion followed.

**MOTION: REDUCING THE INFORMATION TECHNOLOGY DEPARTMENT'S TEMPORARY HIRE LINE BY \$10,000 AND THE CONSULTANTS AND PROFESSIONALS LINE ITEM BY \$10,000 AND INCREASING THE COMPUTER CAPITAL PROJECT BY \$20,000 MADE BY MR. CROSSETT. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

Mrs. Whitehead stated Dr. Anderson called her regarding the Alcohol Clinic in Bath. The reason there was an increase in the Bath clinic and a decrease in the other clinics is because Ms. Monroe had reallocated expenses within the department to make it more accurate.

Mr. Alger stated there are some vacant positions that are funded in the budget that have not been filled for several years. He stated they could remove the funding from the vacant Deputy DSS Commissioner position and the Mobile Work Crew Leader position. It would result in approximately \$50,000 in savings for both positions as a portion of the positions are funded with State Aid. Discussion followed.

**MOTION: REMOVING THE FUNDING FOR ONE VACANT DEPUTY DSS COMMISSIONER POSITION AND ONE VACANT MOBILE WORK CREW LEADER POSITION WITHIN THE DEPARTMENT OF SOCIAL SERVICES MADE BY MR. NICHOLS. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

Mr. Alger stated Commissioner Spagnoletti has agreed to remove the funding from the following capital projects in the Solid Waste Division: \$120,000 for the BLF-Litter Fence; \$50,000 for the Pave Haul Road; and \$40,000 for the Wayland Recycling, including a \$20,000 reduction in State Aid.

**MOTION: REMOVING THE FOLLOWING CAPITAL PROJECTS FROM THE SOLID WASTE DIVISION BUDGET: \$120,000 FOR THE BLF-LITTER FENCE; \$50,000 FOR THE PAVE HAUL ROAD; AND \$40,000 FOR THE WAYLAND RECYCLING; AND REDUCING THE STATE AID ASSOCIATED WITH THE WAYLAND RECYCLING PROJECT BY \$20,000 MADE BY MR. VAN ETTEN. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION: REMOVING THE BOOM LIFT FROM THE SOLID WASTE DIVISION'S MAJOR EQUIPMENT LIST WITH NO REDUCTION IN FUNDING MADE BY MR. CROSSETT. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

Mr. Van Etten stated he just went through the salaries for department heads and it appears that there is a 3.2 percent increase in those salaries. Should we really be increasing department head salaries at this time?

Mr. Crossett stated the department heads are the ones who operate this place and they are the ones we rely on to do the job. They are the ones who deserve the raise.

Mr. Creath stated we aren't over the median increase in salaries for industry.

Mr. Van Etten stated but unemployment rates are high and you'd think job security would be more important to them than getting a raise. Considerable discussion followed.

**MOTION: REDUCING THE AMOUNT BUDGETED FOR MANAGEMENT SALARIES TO REFLECT A 1.5 PERCENT INCREASE MADE BY MR. VAN ETTEN. MOTION FAILS DUE TO THE LACK OF A SECOND.**

Mr. Nichols stated he would agree to a 2 percent increase.

**MOTION: REDUCING THE AMOUNT BUDGETED FOR MANAGEMENT SALARIES TO REFLECT A 2.0 PERCENT INCREASE MADE BY MR. VAN ETTEN. SECONDED BY MR. NICHOLS.** Discussion followed.

Mr. Alger stated there is no question that it is difficult for you to think about giving management a raise next year. The problem is that I don't think you're going to be able to do anything for them in 2011. You can provide a raise in 2010 at a reasonable level. If you don't give them a raise in 2010, they would be looking at going two years without a raise. That would be difficult on management. Considerable discussion followed.

**IN FAVOR: NICHOLS AND VAN ETTEN. OPPOSED: DONNELLY, CREATH AND CROSSETT. MOTION FAILS 2-3.**

The Committee was notified that the Mobile Work Program did not need to build a shed next year so the funding for that item could be removed from the Small Equipment List.

**MOTION: REMOVING \$2,500 FOR SHED MATERIALS FROM THE DEPARTMENT OF SOCIAL SERVICES SMALL EQUIPMENT LIST MADE BY MR. NICHOLS. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

Sheriff Ordway stated the reductions Mr. Alger made in the Jail budget came to \$9,500. I would be willing to sacrifice the transport van for \$22,000 to get back \$8,500 of those reductions. He noted they would need to purchase the transport van next year. The Committee stated they will not be able to afford to purchase the transport van next year. Discussion followed. *No action taken.*

Mr. Creath stated he has heard from several individuals about removing the bridge funding from the cities. In rethinking all of this, the most convincing argument is that they weren't represented in the discussion. Therefore, I would like to reinstate the funding at this time and bring the issue before the full Legislature. I believe that the cities need the chance to explain their needs to the Legislature.

Mr. Donnelly stated the impression is that the County doesn't give anything to the cities but this bridge money. However, in the Hornell zip code there are 2,715 individuals on social services and in the Corning zip code there are 3,106 individuals on social services.

Mr. Gehl stated this isn't the first time we've removed this funding for the bridges. Three or four years ago, we removed it with the stipulation that when the County was financially healthy it would be returned to the budget. You have one city that hasn't asked for it in two years. Mr. Alger stated they haven't requested the funding but they had planned on using it for a particular project. Mr. Nichols stated if they have a project designated for 2009 and they haven't used the \$40,000 this year, then they should be able to receive that funding. However, we're talking about next year's budget. Mr. Alger stated they are counting on the funding for both of those years for this project. Discussion followed.

Mr. Gehl stated if this is for the Centerway Bridge project, they can't use this funding for that anyway as that was one of the stipulations for providing the funding. Mr. Creath stated they need to relocate the water main from the Centerway Bridge to the Brisco Bridge. Discussion followed.

Mr. Donnelly stated these changes are tentative and anybody has the opportunity to address this issue before the full Legislature.

Mr. Van Etten stated they could reduce the contingency fund appropriation by \$100,000.

**MOTION: REDUCING THE CONTINGENCY FUND BUDGET BY \$100,000 MADE BY MR. VAN ETTEN. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

Mr. Donnelly stated there is enough funding available in payroll lag to cover the remaining \$17,000 they would need to get the budget at a 2.75% increase. That warrants an additional appropriation of \$25,000 from the 2009 budget surplus.

**MOTION: APPROPRIATING \$25,000 IN 2009 BUDGET SURPLUS TO THE 2010 BUDGET MADE BY MR. CREATH. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

*Tomorrow's Budget Workshop has been cancelled. The Committee agreed to meet again on Thursday, November 5<sup>th</sup> at 1:30 p.m.*

**MOTION TO ADJOURN MADE BY MR. NICHOLS. SECONDED BY MR. VAN ETEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

Respectfully submitted by,

Brenda K. Mori  
Deputy Clerk  
Steuben County Legislature

**STEBEN COUNTY FINANCE COMMITTEE  
SPECIAL MEETING**

Monday, October 26, 2009

9:30 a.m.

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

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

<b>COMMITTEE:</b>	Patrick F. Donnelly, Chair Lawrence P. Crossett	Robert V. Nichols, Vice Chair	Donald B. Creath
<b>STAFF:</b>	Mark R. Alger Ray Dell	Jack Wheeler David English	Mike Sprague
<b>LEGISLATORS:</b>	Dan C. Farrand Thomas J. Ryan	Joseph J. Hauryski John S. Walsh	Patrick F. McAllister Randolph J. Weaver

**I. CALL TO ORDER**

Mr. Donnelly called the meeting to order at 9:30 a.m.

**II. DEPARTMENTAL REPORTS/REQUESTS**

A. Sheriff's Department

1. **Homeland Security Grant** – Mr. Dell informed the committee that Mr. Sprague has included them in their application for Homeland Security grant funding. Mr. Sprague stated we have been allocated \$60,000 for the Sheriff's Department, \$130,000 for the Emergency Management Office and \$49,000 for Public Health & Nursing Services. Even though this money has been allocated to us, we still have to apply for the funding. We are currently in the process of submitting the grant however we will not have a signed contract until June. Mr. Sprague commented Public Health & Nursing Services are actually appropriating the funds for this year and we are not.

Mr. Alger commented we were under the impression that they have been awarding the funding. If we don't want to accept it, we don't have to. Mr. Sprague commented the amount is awarded to us and then we determine where to appropriate it. Mr. Alger stated the letter we received said we have been awarded the money. We can either accept the funding now, or wait until the Emergency Management Office files their plan specifically designating where the money is going. The letter stated the awarded amount for each department.

**MOTION: ACCEPTING GRANT FUNDING FROM THE OFFICE OF HOMELAND SECURITY IN THE AMOUNT OF \$60,000.00 FOR THE SHERIFF'S DEPARTMENT, \$130,000.00 FOR THE EMERGENCY MANAGEMENT OFFICE AND \$49,000.00 FOR PUBLIC HEALTH & NURSING SERVICES MADE BY MR. NICHOLS. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.**

**MOTION: TO ADJOURN MADE BY MR. CREATH. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

Respectfully Submitted by:

Amanda L. Chapman  
Senior Stenographer  
Steuben County Legislature

**STEUBEN COUNTY FINANCE COMMITTEE**

*Budget Workshop*

**Thursday, November 5, 2009**

**1:30 p.m.**

**Legislative Committee Conference Room**

**Steuben County Office Building**

**Bath, New York**

**MINUTES**

Committee: Patrick F. Donnelly, Chair      Robert V. Nichols, Vice Chair      Scott J. Van Etten  
Donald B. Creath

Legislators: Philip J. Roche      Francis L. Gehl      Thomas J. Ryan

Staff: Mark R. Alger      Gregory P. Heffner      Jack Wheeler      Carol Whitehead  
Tammy Hurd-Harvey      Joel Ordway      Judy Hunter

Other: Mary Perham, Leader

Absent: Lawrence P. Crossett

**I. CALL TO ORDER**

The meeting was called to order by Mr. Donnelly at 1:30 p.m.

**II. BUDGET WORKSHOP**

Mr. Alger stated since our last meeting, he received a communication from the Office of Court Administration stating that there was an additional \$40,000 in revenue available for Maintenance in Lieu of Rent. This has been included in today's budget figures.

Mr. Alger stated sales tax is still an unknown. They received \$11.9 million last quarter and they received \$12.7 million for the same quarter last year. The County's share of the sales tax was \$7.4 million last year and this year they are at \$6.9 million. So, he believes they will make their projected estimate this year unless things get a lot worse. He suggested they leave the same amount in for 2010 to see how it goes. Discussion followed.

Mr. Alger stated this year they've included the road construction projects in the list of capital projects. He distributed copies of the list to the Committee. We also added an energy conservation project for the County Office Building, Jail and Civil Defense Center to the Buildings and Grounds projects. He noted they have applied for funding towards this project but at this point are not aware if they will receive the funding. He noted that the project will have a 10 year payback in savings. Discussion followed.

Mr. Alger stated at the end of 2008, there was a \$432,000 surplus in room tax revenue. With the projections for this year, they are going to be close on the revenues compared to what was budgeted. Discussion followed.

**MOTION: RESTORING \$30,000 IN ROOM TAX REVENUE FUNDING TO THE STEUBEN COUNTY CONFERENCE AND VISITOR'S BUREAU AND RESTORING \$30,000 IN ROOM TAX REVENUE FUNDING TO THE FINGER LAKES WINE COUNTRY MADE BY MR. CREATH. SECONDED BY MR. ROCHE. IN FAVOR: CREATH, ROCHE AND DONNELLY. OPPOSED: VAN ETEN AND NICHOLS. MOTION CARRIES 3-2.**



Mr. Creath stated he'd like to adjust the Arts of the Southern Finger Lakes budget to include \$10,000 for the Hornell Area Arts Council. Mr. Alger noted that their appropriation already includes \$10,000 for the Hornell Area Arts Council. Mr. Creath stated they have been using that funding for the past two years to promote arts in the Hornell area as their arts council was defunct. Since there will be a transition period with the restart of the Hornell Area Arts Council, he would like to provide an additional \$5,000 to the Arts of the Southern Finger Lakes to help them along.

**MOTION: BUDGETING AN ADDITIONAL ONE TIME APPROPRIATION OF \$5,000 TO THE ARTS OF THE SOUTHERN FINGER LAKES WITH THE STIPULATION THAT \$10,000 OF THEIR TOTAL \$40,200 APPROPRIATION BE GIVEN DIRECTLY TO THE HORNELL AREA ARTS COUNCIL MADE BY MR. CREATH. SECONDED BY MR. NICHOLS FOR DISCUSSION.**

**VOTE - IN FAVOR: CREATH, DONNELLY AND ROCHE. OPPOSED: NICHOLS AND VAN ETTEN. MOTION CARRIES 3-2.**

Mr. Creath stated he would like to restore the bridge money to Hornell and Corning to be paid for from the fund balance. Discussion followed.

**MOTION: RESTORING THE \$100,000 IN BRIDGE FUNDING TO THE CITIES OF HORNELL AND CORNING UTILIZING THE FUND BALANCE MADE BY MR. CREATH. SECONDED BY MR. ROCHE. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

*The Committee asked Mr. Alger to put the cities on notice that the funding will more than likely not be available in the 2011 budget.*

Mrs. Hunter stated in 2008, a vacancy was created in our office due to the untimely death of our Recording Clerk. At that time, nobody met the requirements to fill the position, so it remained vacant. In order to cover the recording requirement, we've had people working overtime. She reduced the overtime line item by \$10,000 and included the funding for the position in the proposed 2010 budget. However, the funding for the position has been removed. She stated if the Committee doesn't want her to fill the position, she requests that they put \$10,000 back into the overtime line item. Discussion followed.

**MOTION: RESTORING \$15,000 TO THE COUNTY CLERK'S 2010 OVERTIME LINE ITEM MADE BY MR. VAN ETTEN. MOTION FAILS DUE TO THE LACK OF A SECOND.**

**MOTION: RESTORING \$36,000 TO THE COUNTY CLERK'S 2010 SALARIES AND WAGES LINE ITEM AND INCREASING THE REVENUE LINE ITEM BY \$40,000 MADE BY MR. NICHOLS. SECONDED BY MR. ROCHE. IN FAVOR: NICHOLS, ROCHE, DONNELLY, CREATH. OPPOSED: VAN ETTEN. MOTION CARRIES 4-1.**

Mr. Alger stated based on today's changes, the budget reflects a 2.7 percent increase, but the tax rate will decrease by \$0.01.

**MOTION: APPROVING AND FORWARDING TO THE LEGISLATURE THE PROPOSED 2010 BUDGET MADE BY MR. CREATH. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION TO ADJOURN MADE BY MR. CREATH. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

Respectfully submitted by,

Brenda K. Mori  
Deputy Clerk  
Steuben County Legislature

STEUBEN COUNTY FINANCE COMMITTEE

Tuesday, November 10, 2009

11:00 a.m.

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

MINUTES

Committee: Patrick F. Donnelly, Chair      Donald B. Creath, Vice Chair      Robert V. Nichols  
Scott J. Van Etten

Legislators: Philip J. Roche      John Walsh      Francis L. Gehl      Thomas J. Ryan

Staff: Mark R. Alger      Jack Wheeler      Gregory Heffner      Vincent Spagnoletti  
Joel Ordway      Tim Marshall      William Partridge      Frederick Ahrens  
David English      David McCarroll      Stacy Lee      Steve Orcutt  
Tammy Hurd-Harvey

Other: Mary Perham, *Leader*      Carol Ferratella, Legislator-Elect

Absent: Lawrence P. Crossett

**I. CALL TO ORDER**

The meeting was called to order by Mr. Donnelly at 11:13 a.m.

**II. APPROVAL OF MINUTES**

**MOTION APPROVING THE MINUTES OF THE OCTOBER 13, 2009, MEETING MADE BY MR. NICHOLS. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**III. DEPARTMENTAL REPORTS/REQUESTS**

A. Buildings and Grounds

1. **Closing Completed Capital Projects** – Mr. Partridge distributed a list of capital projects that he would like to close and return the remaining balances to the Repairs & Renovations Reserve.

**MOTION: CLOSING THE FOLLOWING COMPLETED CAPITAL PROJECTS AND RETURNING THE BALANCE TO THE REPAIR AND RENOVATIONS RESERVE: HB0109 COB – ROOF REPLACEMENT (\$27,000.00 PLUS INTEREST), HB0202 EXTERIOR PAINTING – BATH COURTHOUSE (\$180.57 PLUS INTEREST), HB5001 AIRPORT ROAD – HORNELL (\$205.00 PLUS INTEREST), HB6403 EXTERIOR PAINTING – CORNING COURTHOUSE (\$5,106.00 PLUS INTEREST) AND HB9901 SEAL & STRIPE PARKING LOTS (\$6,115.81 PLUS INTEREST) MADE BY MR. CREATH. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.**

B. Health Care Facility

1. **Room Rate Increase** – Mr. McCarroll requested authorization to increase the private and semi-private room rates by \$10.00, effective January 1<sup>st</sup>, 2010. Discussion followed.

**MOTION: INCREASING THE RATES FOR PRIVATE AND SEMI-PRIVATE ROOMS BY \$10.00 EFFECTIVE JANUARY 1, 2010, MADE BY MR. VAN ETTEN. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.**

2. **Budget Transfer** – Mr. McCarroll informed the committee that as they have been admitting more rehab patients, they need to make an adjustment to their lab budget in the amount of \$29,000.00

**MOTION: AUTHORIZING THE HEALTH CARE FACILITY TO TRANSFER \$29,000.00 FROM REVENUE LINE ITEM 453011.4.1650330 LAB MEDICARE REVENUE INTO LINE ITEM 453011.5.420350 LAB EXPENSES FOR SEPTEMBER, OCTOBER, NOVEMBER AND DECEMBER MADE BY MR. VAN ETTEN. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

C. Emergency Management Office

1. **Budget Adjustment** – Mr. Marshall requested authorization to adjust the hazard mitigation planning grant budget. We requested an extension of the grant timeline but because the process took so long, the extension wasn't granted and we weren't notified by the NYS Emergency Management Office of the denial. Therefore when we applied for the remainder of the funds, we were notified that the funds expended after the grant period couldn't be reimbursed. He requested authorization to reduce revenue and corresponding expenses by \$16,676. He noted this is a 75/25 match. Discussion followed.

**MOTION: REDUCING THE REVENUE AND CORRESPONDING EXPENSES IN THE HAZARD MITIGATION PLANNING GRANT BUDGET BY \$16,676 MADE BY MR. VAN ETTEN. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

D. Sheriff's Department

1. **Budget Appropriation** – Sheriff Ordway stated last year the Legislature approved accepting the Byrne grant, but the money wasn't appropriated in the budget. He requested authorization to appropriate \$12,500 in Byrne grant revenue with corresponding expenses.

**MOTION: APPROPRIATING \$12,500 IN BYRNE GRANT REVENUE WITH CORRESPONDING EXPENSES INTO THE SHERIFF'S 2009 BUDGET MADE BY MR. VAN ETTEN. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

E. County Treasurer

1. **Monthly Reports** – Mr. Donnelly stated according to the Treasurer's County cost analysis, revenues are down significantly in the landfill. There is an accrued liability of \$9 million for post closure and we aren't earning the revenue to cover that expense. He asked Mr. Spagnoletti if a plan is in place if the revenues continue to decline. Mr. Spagnoletti stated we have a 50 year plan for the landfill and they would need \$4,177,000 in 2021 to begin taking care of the 30 year post closure cost. The total post closure cost over 30 years is \$32 million and we are expecting the gas project and leachate plant to cover that expense. As time goes on, if it is necessary to adjust tipping fees we will do that as well. We have a plan to have \$4,177,000 in the account at the time we begin closure. Discussion followed.

Mr. Van Etten asked how have the electronic time cards been accepted by departments and when will we fully implement them? Mrs. Hurd-Harvey stated we won't ever fully implement them because the Health Care Facility and the Department of Public Works already have other systems in place. In addition, some departments are small enough that they do fine with the current system.

Sheriff Ordway stated he would like to comment on the overtime figures for the jail. He stated the overtime at the jail is at \$106,000 which is a \$66,000 increase over this same time period last year. One reason is that he transferred the transport overtime line item from the road patrol budget to the jail budget. He noted \$20,000 of that is reimbursable by the State. Roughly \$40,000 of that increase is for an administrative leave issue with one employee. Mr. Alger stated basically the Sheriff has somebody who is unable to work, but he has to backfill the position. Sheriff Ordway stated we try to use part-timers first when individuals take a leave day. We have also had other issues such as hospital duty for inmates. He just wanted to make the Committee aware of what is going on. Discussion followed.

2. **HCF Construction Capital Project** – Mrs. Hurd-Harvey stated last month the Committee approved closing the HCF Construction Capital Project. Mr. Alger stated upon discussion with bond counsel, we need to formally close the project and allocate the balance into the debt service fund. The total amount is approximately \$2,063,000.

**MOTION: CLOSING THE HCF CONSTRUCTION CAPITAL PROJECT AND TRANSFERRING THE BALANCE OF APPROXIMATELY \$2,063,000 INTO THE DEBT SERVICE FUND FOR THE HEALTH CARE FACILITY MADE BY MR. VAN ETTEN. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.**

Mr. Alger noted that Mr. McCarroll and Ms. Lee should be congratulated with the handling of this project. It was a big project and they left the County with \$2 million that can be used toward the debt service for the project.

3. **Fund Transfer** – Mrs. Hurd-Harvey stated they received the bill for the community colleges and it was significantly higher than budgeted. She requested authorization to transfer \$450,000 from the Contingent Fund to the Corning Community College budget and \$75,000 to the other community colleges.

**MOTION: AUTHORIZING THE TRANSFER OF \$525,000 FROM THE CONTINGENT FUND AND APPROPRIATING \$450,000 TO THE CORNING COMMUNITY COLLEGE LINE ITEM AND \$75,000 TO THE OTHER COMMUNITY COLLEGES LINE ITEM MADE BY MR. CREATH. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.**

F. County Administrator

1. **Workers' Compensation** – Mr. Alger stated next month we're likely to have to do an adjustment to the Workers' Compensation budget just to get through the year. We're also discussing whether or not we want to authorize a special assessment of the membership. You'd levy it now, but not collect it until 2011.

Mr. Van Etten asked have any of the towns opted out of the program because of the increase? Mr. Alger stated a couple of municipalities have talked about it, but he hasn't heard back from them definitively yet. He did receive a call from one of the local agents who told him that despite the rate increase, our rate was still 15% to 20 % lower than what they can get in private sector.

**IV. OTHER BUSINESS**

A. Finger Lakes SPCA – Mr. Donnelly stated we received a request from the Finger Lakes SPCA for a one-time appropriation of \$24,000. This request was denied by the AIP Committee. Mr. Ryan stated AIP addressed this issue at your request; do you not respect their decision? Mr. Donnelly stated it still must go before the Finance Committee as they addressed the request to us. Discussion followed.

Mr. Gehl stated if we didn't have an SPCA in the County, it would have cost us over \$200,000 to take care of the horses. All they are asking for is \$24,000. I don't see why we can't pick up that share for them.

Mr. Ryan stated is it a coincidence that this is very close to the figure that they owed for back taxes on the new facility they purchased? Mr. Alger stated they bought the property after the taxable status date so the parcel wasn't exempt. At the closing, the attorneys made the deal that the purchase price would be reduced by the same amount as the taxes. He noted that amount was significantly lower than this request. Discussion followed.

Mr. Creath stated it goes back to the representation responsibility that we have and, almost as important, to the management of the affairs of the County for the common good. Our constituents will have to pay our legal obligations as county officials, and it would have been over \$200,000. It is better to spread a \$24,000 expense across each of our districts than to spread a \$200,000 expense. If the SPCA goes down the tubes, we have to pick up their responsibility. It is a matter of economics. Mr. Donnelly noted that this agency relies strictly on donations and volunteer help. Discussion followed.

Mr. Ryan asked that they request an independent audit of their books. Mr. Donnelly stated their audit was prepared by Wheat & Fitzpatrick and their filings with the IRS are available online. Discussion followed.

Mr. Van Etten asked is this the last and only request we are going to get from them on this issue, or are they going to come back for more? Mr. Alger stated the \$24,000 would take them through the end of the year. Discussion followed.

Mr. Creath suggested they authorize \$15,000 and ask the SPCA to come up with the remaining \$9,000.

**MOTION: AUTHORIZING THE TRANSFER OF \$15,000 FROM THE CONTINGENT FUND TO BE ALLOCATED TO THE FINGER LAKES SPCA MADE BY MR. CREATH. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.**

Mr. Nichols asked Mr. Alger to make it clear that they need to get rid of this responsibility. Mr. Van Etten noted that this organization is run by animal lovers and they need to think about the business side of things.

**MOTION TO ADJOURN MADE BY MR. VAN ETTEN. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

Respectfully submitted by,

Brenda K. Mori  
Deputy Clerk  
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR  
Tuesday, December 8, 2009  
11:00 a.m.**

**Please send agenda items to the  
Clerk of the Legislature's Office  
NO LATER THAN NOON  
Wednesday, December 2, 2009**

**STEUBEN COUNTY FINANCE COMMITTEE**

**Tuesday, December 8, 2009**

**11:00 a.m.**

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

**MINUTES**

Committee: Patrick F. Donnelly, Chair      Robert V. Nichols, Vice Chair      Lawrence P. Crossett  
Scott J. Van Etten

Legislators: Philip J. Roche      John Walsh

Staff: Mark R. Alger      Jack Wheeler      Carol Whitehead      Donna Hatch  
Patty Barody      Dave McCarroll      Stacey Lee      Tammy Hurd-Harvey  
Chris Congdon      Vince Spagnoletti      Karen Monroe      Frederick Ahrens  
Steve Orcutt

Other: Carol Ferratella, Legislator-Elect      Gary Roush, Legislator-Elect  
Mike Hanna, Legislator-Elect      Gary Swackhamer, Legislator-Elect

Absent: Donald B. Creath

**I. CALL TO ORDER**

The meeting was called to order by Mr. Donnelly at 11:00 a.m.

**II. APPROVAL OF MINUTES**

**MOTION APPROVING THE MINUTES OF THE NOVEMBER 10, 2009, MEETING MADE BY MR. VAN ETTEN. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**III. DEPARTMENTAL REPORTS/REQUESTS**

A. Office for the Aging

1. **Budget Transfer** – Ms. Barody requested authorization to accept and appropriate additional revenues from the USDA in the amount of \$21,250.

**MOTION: AUTHORIZING THE OFFICE FOR AGING TO ACCEPT \$21,250 IN USDA FUNDING INTO #677400.44772770 AND APPROPRIATE IT TO #677400.5440522 MADE BY MR. CROSSETT. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

B. Office of Community Services

1. **Budget Transfer** – Ms. Monroe requested authorization to accept \$8,100 in additional OASAS funding and appropriate it to Catholic Charities and Kinship.

**MOTION: AUTHORIZING THE OFFICE OF COMMUNITY SERVICES TO ACCEPT \$8,100 IN OASAS FUNDING AND APPROPRIATE IT TO CATHOLIC CHARITIES AND KINSHIP MADE BY MR. VAN ETTEN. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

C. Public Health Nursing Services

1. **Immunization Grant** – Mrs. Congdon requested authorization to accept \$20,000 in ARRA grant funding to increase the number of children and adults vaccinated. She noted this is a new contract which will run from October 1, 2009 through March 31, 2011.

**MOTION: AUTHORIZING PUBLIC HEALTH NURSING SERVICES TO ACCEPT \$20,000 IN ARRA GRANT FUNDING UNDER A NEW IMMUNIZATION CONTRACT TO INCREASE THE NUMBER OF CHILDREN AND ADULTS VACCINATED MADE BY MR. VAN ETTEN. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.**

D. Health Care Facility

1. **Budget Adjustment** – Mr. McCarroll requested authorization to transfer funds from various accounts to cover the cash receipts assessment for the State. Discussion followed.

**MOTION: AUTHORIZING THE HEALTH CARE FACILITY TO TRANSFER A TOTAL OF \$83,685.00 FROM THE FOLLOWING ACCOUNTS: \$40,000.00 FROM ACCT #453062.5.411100; \$20,000.00 FROM ACCT. #453061.5.417300; \$13,000.00 FROM ACCT. #453071.5.421130; AND \$10,685.00 FROM ACCT. #453021.5.420300 AND APPROPRIATING \$15,685.00 TO COVER THE OCTOBER ASSESSMENT PAYMENT, \$34,000.00 FOR THE NOVEMBER ASSESSMENT PAYMENT AND \$34,000.00 FOR THE DECEMBER ASSESSMENT PAYMENT MADE BY MR. CROSSETT. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

E. Real Property Tax Service Agency

1. **Budget Appropriation** – Mrs. Hatch stated we had applied for a grant from the New York State Office of Real Property Services (NYS ORPS) for \$25,000 initially, and then an additional \$25,000 to conduct an assessment improvement study which was presented to the Legislature. The initial grant was expended in 2008. The second \$25,000 is still in the account. When Information Technology (IT) developed the online database for the public to access the County's assessment data, they incurred some expenses for the project and would like to be reimbursed. After paying those expenses, there would be a \$5,800 balance. She requested authorization to encumber that money into the 2010 budget. She has submitted a project request to IT to investigate a cost/savings analysis of installing a Citrix server to give local assessors and the County real time online access to the local assessors' assessment data files. This would allow the towns to be online with the county system to do maintenance of their data. This follows the commitment we made to the State in the grant application as it would improve our tax collection system. It would also allow us to stop sending people out into the towns to update their systems. She noted that there is a major conversion coming up and it will require substantial time out in the field for the conversion. This would keep us from having to go into the field for those updates. Discussion followed.

Mr. Roche asked is there any concern about security? Mrs. Hatch stated that is something we would have to cover in the study. Discussion followed.

**MOTION: APPROPRIATING \$25,000 IN ORPS GRANT FUNDS TO A NEW CAPITAL PROJECT (ACCOUNT #1355.3089600) IN THE 2010 BUDGET FOR THE IMPROVEMENT OF THE LOCAL ASSESSMENT SYSTEM MADE BY MR. VAN ETTEN. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.**

F. County Treasurer

1. **Monthly Reports** – Mrs. Whitehead asked if there were any questions regarding her monthly reports. Mr. Donnelly asked about the increase in overtime for Social Services. Mrs. Whitehead stated she's not sure of the cause, but she will check into it and report back. Mr. Crossett stated he is more concerned about the jail overtime. Mr. Alger will speak with the Sheriff about it. Discussion followed.

Mr. Donnelly stated the Office of Community Services doesn't look as bad as we initially thought it would be. Discussion followed. Mr. Alger noted that the Governor's Budget Reduction Plan targeted health areas and he's not sure how that will affect their budget. The reductions were primarily in non-mandated areas. The only ones he knows for sure about are the Youth Bureau programs. He hasn't been able to relate the other programs to the County at this point but they need to determine what they are. Since the cuts affect the non-mandated programs, we'll need to look at them to see how to cut those services.

Mr. Alger stated there is a new requirement in the area of Workers' Compensation whereby they could only bill Workers' Compensation if individuals saw a Psychologist or Psychiatrist. In addition, they would only bill at the

Medicaid rate so Mental Health is not going to handle the Workers' Compensation cases anymore because it is going to cost us more to handle them. We're trying to be proactive, but it is difficult. For the cases regarding people who are in the Continuing Day Treatment Program that are also Workers' Compensation cases, we will need to see which is being billed first before we determine whether or not we'll continue those cases. We'll need to make changes as we go forward in these areas.

Mr. Donnelly noted that the State is going to give us a higher reimbursement rate which will be phased in over 4 years. Mr. Alger stated our cost per unit of service is fairly low while other counties and clinics costs are much higher. So, they are going to a uniform reimbursement rate. Many of the counties will lose money with the new reimbursement rate. We are the third lowest rate in the State so our base reimbursement will increase.

Mr. Van Etten noted a significant change in Workers' Compensation. Mrs. Whitehead stated the revenues don't book until the end of the year but the expenditures are current. Mr. Alger stated this program is a real concern and he's not optimistic that it will break even this year.

Mr. Donnelly asked if there were any municipalities considering dropping from the County's program. Mr. Alger stated most of them are shopping a policy. You may see some of them drop next year and at this point he doesn't know if that is a good or bad thing. Discussion followed.

Mr. Alger stated next year we use a 5 year average instead of a 3 year average. It'll smooth the peaks, but they'll have the longer claim history.

G. County Administrator

1. **NYSERDA Grant** – Mr. Wheeler stated we have been awarded a \$28,575 grant from NYSERDA. We submitted the grant in August and partnered with a company out of Ithaca. The grant will be used to look at the energy use at the former Health Care Facility building. There is a potential feasibility study for the use of alternative energy in the future. It doesn't commit us but gives us a list of options for the building. Discussion followed.

**MOTION: AUTHORIZING THE COUNTY ADMINISTRATOR TO ACCEPT \$28,575 IN GRANT FUNDING FROM NYSERDA TO CONDUCT A STUDY ON ENERGY USE AT THE FORMER HEALTH CARE FACILITY MADE BY MR. NICHOLS. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

2. **Assigned Counsel Program** – Mr. Alger stated we have received notice from the Administrator of the Assigned Counsel Program that we are short funding in the budget. He stated the Administrator handles all of the conflicts we have that the Public Defender's Office can't handle. There is \$450,000 in the budget. We never fully funded the program when we separated it in the budget. There is \$21,223 in additional State Indigent Aide that needs to be appropriated to the Assigned Counsel budget. The unfunded portion will need to come from the Contingency Fund. However, we only want to book what we have to in the current fiscal year because there is an annual maintenance of effort. The State Aid is currently \$280,000. We would like to limit the increase over last year's cost because we would have to spend that same amount next year to keep the State Aid. He requested authorization to transfer up to \$180,000 from the Contingency fund to the Assigned Counsel budget. Discussion followed.

**MOTION: AUTHORIZING THE TRANSFER OF UP TO \$180,000 FROM THE CONTINGENCY FUND TO THE ASSIGNED COUNSEL BUDGET MADE BY MR. NICHOLS. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 4-0. 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. CROSSETT. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**



**MOTION: AUTHORIZING THE COUNTY TREASURER TO WAIVE \$1,400.53 IN INTEREST AND PENALTIES ASSOCIATED WITH PARCEL #118.00-01-089.200 AND TO WAIVE \$355.26 IN INTEREST AND PENALTIES ASSOCIATED WITH PARCEL #118.00-01-089.100 MADE BY MR. VAN ETTEN. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**MOTION TO ADJOURN EXECUTIVE SESSION AND RECONVENE IN REGULAR SESSION MADE BY MR. NICHOLS. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**MOTION TO ADJOURN MADE BY MR. CROSSETT. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

Respectfully submitted by,

Brenda K. Mori  
Deputy Clerk  
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR  
Tuesday, January 12, 2010  
11:00 a.m.**

**Please send agenda items to the  
Clerk of the Legislature's Office  
NO LATER THAN NOON  
Wednesday, January 6, 2010**

**STEBEN COUNTY FINANCE COMMITTEE**

**Special Meeting**

*Monday, December 21, 2009*

*9:40 a.m.*

*Legislative Committee Conference Room*

*Steuben County Office Building*

*Bath, New York*

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

<b>COMMITTEE:</b>	Patrick F. Donnelly, Chair Lawrence P. Crossett	Robert V. Nichols, Vice Chair Scott J. Van Etten	Donald B. Creath
<b>STAFF:</b>	Mark R. Alger Frederick H. Ahrens, Jr.	Jack Wheeler David English	Carol Whitehead
<b>LEGISLATORS:</b>	Philip J. Roche Joseph J. Hauryski David R. Stachnik	Dan C. Farrand Thomas J. Ryan John S. Walsh	Francis L. Gehl Thomas C. Schwartz Randolph J. Weaver

**I. CALL TO ORDER**

Mr. Donnelly called the meeting to order at 9:40 a.m.

**II. GENERAL BUSINESS**

A. Sheriff's Department

1. **Traffic Safety Grants** – Mr. Alger informed the committee that the Sheriff has two grants that need approval. The first is \$9,800.00 for Child Passenger Safety and the second is \$2,448.00 for Bicycle Safety.

**MOTION: APPROVING THE FOLLOWING TRAFFIC SAFETY GRANTS FOR THE SHERIFF'S DEPARTMENT: \$9,800.00 FOR THE CHILD PASSENGER SAFETY PROGRAM AND \$2,448.00 FOR THE BICYCLE SAFETY RODEO PROGRAM MADE BY MR. CROSSETT. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION: TO ADJOURN MADE BY MR. VAN ETTEN. SECONDED BY MR. CREATH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

Respectfully Submitted by:

Amanda L. Chapman  
Senior Stenographer  
Steuben County Legislature