

**STEBEN COUNTY FINANCE COMMITTEE**

*Tuesday, January 11, 2017*

*10:00 a.m.*

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

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

<b>COMMITTEE:</b>	Scott J. Van Etten, Chair Brian C. Schu	Kelly H. Fitzpatrick	Gary B. Roush
<b>STAFF:</b>	Jack K. Wheeler Vince Spagnoletti Jim Allard Tammy Hurd-Harvey	Mitchell Alger Jennifer Prossick Chris Congdon Pat Donnelly	Steve Orcutt Hank Chapman Alan Reed Judy Hunter
<b>LEGISLATORS:</b>	Joseph J. Hauryski Hilda T. Lando	Carol A. Ferratella <b>John V. Malter</b>	K. Michael Hanna
<b>ABSENT:</b>	Gary D. Swackhamer, Vice Chair		
<b>OTHERS:</b>	Mary Perham		

**I. CALL TO ORDER**

Mr. Van Etten called the meeting to order at 10:00 a.m.

**II. APPROVAL OF MINUTES**

**MOTION: APPROVING THE MINUTES OF THE DECEMBER 13, 2016, AND DECEMBER 19, 2016, MEETINGS MADE BY MS. FITZPATRICK. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**III. DEPARTMENT REQUESTS**

A. Office of Community Services

1. **Budget Adjustment** - Dr. Chapman informed the committee that as of December 1, 2016, the NYS Office of Mental Hygiene officially started health home care management for children, and discontinued the children’s ICM and SCM programs. Clients will now be enrolled in the Children’s Health Home. He requested authorization to transfer all expenses and revenues from the children’s ICM and SCM line items to the new cost center entitled Children’s Health Home.

Mr. Roush asked what keeps the State from withdrawing the money? Dr. Chapman replied this is a result of Medicaid redesign through the Department of Health. They have shifted the system so that it falls under Children’s Health Home Care Management, rather than us providing ICM and SCM services. Now when we bill Medicaid, it will be billed through the Children’s Health Home. Mr. Roush stated so essentially you are changing the name? Dr. Chapman replied yes.

**MOTION: AUTHORIZING THE DIRECTOR OF THE OFFICE OF COMMUNITY SERVICES TO TRANSFER ALL EXPENSES AND REVENUES IN THE CHILDREN’S ICM AND SCM LINE ITEMS TO A NEW COUNTY COST CENTER ENTITLED CHILDREN’S HEALTH HOME MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

B. Public Health

1. **Budget Adjustment** – Ms. Congdon informed the committee that in 2016, they saw a 5 percent increase in the number of children receiving services this year, as well as more children being enrolled in center based programs, which are more expensive. She requested authorization to transfer a total of \$214,000 from various line items within the Special Children’s Services budget and appropriate \$93,000 to the Tuition & Services line item, and \$121,000 to the Transportation line item.

**MOTION: AUTHORIZING THE DIRECTOR OF PUBLIC HEALTH TO TRANSFER A TOTAL OF \$214,000 FROM VARIOUS LINE ITEMS WITHIN THE SPECIAL CHILDREN’S SERVICES BUDGET AND APPROPRIATING \$93,000 TO THE TUITION & SERVICES LINE ITEM, AND \$121,000 TO THE TRANSPORTATION LINE ITEM MADE BY MR. ROUSH. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

C. Public Works

1. **Leachate Treatment Facility’s SCADA System Replacement** – Mr. Spagnoletti informed the committee that the computer system at the Leachate Treatment Plant is no longer being supported. They put out a bid and the total came in at \$216,000. We will need an additional \$10,000 for engineering and \$9,000 for parts. He requested authorization to transfer \$64,804.92 from the Upgrade/Replace Scales Capital Project and \$30,658.08 from the Paving/Fence Wayland Transfer Station Capital Project to the Leachate Treatment System Software Replacement Project.

**MOTION: AUTHORIZING THE COMMISSIONER OF PUBLIC WORKS TO TRANSFER \$64,804.92 FROM THE UPGRADE/REPLACE SCALES CAPITAL PROJECT AND \$30,658.08 FROM THE PAVE/FENCE WAYLAND TRANSFER STATION CAPITAL PROJECT TO THE LEACHATE TREATMENT SYSTEM SOFTWARE REPLACEMENT CAPITAL PROJECT MADE BY MR. ROUSH. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

2. *Canisteo River Bridge, CR 66, Hornellsville* – Mr. Spagnoletti informed the committee that the new funding for federal aid highway bridges is 80 percent Federal and 20 percent State. There is no longer a local share for these bridges. The anticipated cost for the design and right-of-way incidentals is \$350,000. He requested authorization to transfer \$50,000 from the Future Bridge Projects Capital Project to the CR 66 Bridge Project. Mr. Spagnoletti explained we have to pay the bills up front, but then will be reimbursed 100 percent.

**MOTION: AUTHORIZING THE COMMISSIONER OF PUBLIC WORKS TO TRANSFER \$50,000 FROM THE FUTURE BRIDGE PROJECTS CAPITAL PROJECT TO THE CR 66 CANISTEO RIVER BRIDGE CAPITAL PROJECT MADE BY MR. SCHU. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

3. **Appropriating 2016 Grinder Revenue** – Mr. Spagnoletti informed the committee that they purchased the grinder in 2013 for \$800,000. Since 2013, by owning the grinder, we have saved \$379,000. The revenue received since 2013 from municipalities for renting the machine has totaled \$240,000; mostly from Chemung County. The cost for parts and repairs since 2013 have totaled \$92,000. We do have another bill for parts amounting to \$21,000 and we have revenue from 2016 in the amount of \$150,709.85. He requested authorization to appropriate the revenue into the Grinder Repair & Replacement Capital Project. Mr. Spagnoletti stated that the committee needs to understand that after we pay our \$21,000 bill for parts, there will be a remaining balance in the project of \$130,000. If it keeps building up, that money will be used to purchase a new grinder, if we need to, however, he anticipates the grinder lasting at least 20 years.

Mr. Schu asked is the money actually going into that account? Mr. Wheeler replied because it is a capital project, our rules require that we do a resolution. We may be able to include it as part of the budget process, that way when you approve the budget, it would be approved. If the money is not transferred into the capital project, then it will remain in the general fund.

**MOTION: AUTHORIZING THE COMMISSIONER OF PUBLIC WORKS TO APPROPRIATE \$150,709.85 IN 2016 GRINDER REVENUE INTO THE GRINDER REPAIR & REPLACEMENT CAPITAL PROJECT MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**  
*Resolution Required.*

D. Sheriff's Office

1. **Water Storage Tanks for Public Safety Building** – Sheriff Allard informed the committee that they put out a bid for hot water storage tanks and Public Safety & Corrections awarded to BJ Muirhead in the amount of \$27,107. Mr. Wheeler requested authorization to spend \$27,107 out of the Replace Water Lines Capital Project to purchase the tanks. He commented the vendor will store the tanks for us until we are ready to proceed with the labor piece of the project.

**MOTION: AUTHORIZING THE SHERIFF TO SPEND \$21,107 FROM THE REPLACE WATER LINES AT PSB CAPITAL PROJECT TO PURCHASE HOT WATER STORAGE TANKS FOR THE JAIL MADE BY MR. SCHU. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

E. Commissioner of Finance

1. **Monthly Reports** – Mr. Van Etten stated that he had emailed some questions relative to the the Public Works Department.

Mr. Spagnoletti stated in response to the question regarding the adjustment to the Contracted Labor line item, we had to utilize Manpower to cover some employee absences due to health, death and retirement. The amount of the adjustment was \$23,000. In the Consultants/Professionals line item two adjustments were made. We have a contract with Barton & Loguidice and an adjustment of \$10,257 was made as we had drained that line item and needed the extra funds. The second adjustment in that line item of \$24,405 was due to the fact that Barton & Loguidice has spent a lot of time at the pretreatment plant helping to run operations as we had one retirement and one death. Additionally, due to the Chesapeake Bay initiative, they are now requiring the Village of Bath to do more with their treatment of sewage. We send effluent to the village and Barton & Loguidice has been working with us to prepare for the new requirements. Mr. Spagnoletti stated the third question regarding credit card fees; we receive \$1,200,000 per year in revenue paid by credit cards and we went over budget. We had budgeted \$44,000 for credit card fees, and came in at \$55,000.

Ms. Fitzpatrick questioned the transfer of surplus to salt and sand? Mr. Spagnoletti replied we transferred surplus money in other accounts for salt and abrasives. At the end of the year, he wants all of our salt and sand bins full and if we have extra money, we use it to fill the bins. Ms. Fitzpatrick commented that she has questions when she sees money being moved to a category. Mr. Spagnoletti stated we budget on the calendar year, \$960,000 which should take care of it, but the transferring extra is an insurance policy. When he budgets for salt and sand, he uses an average of the previous three years. Mr. Van Etten asked is there a commitment that you purchase a certain amount of salt? Mr. Spagnoletti replied yes, we purchase from State bid and we have to tell them by May what we will need and are required to buy 70 percent of that.

Mr. Malter asked Mrs. Hurd-Harvey, after all of the year-end adjustments have been made could you generate a report showing the original budget, the budget after adjustments and the expenditures for 2016. Mrs. Hurd-Harvey replied yes. It may be April or May before we have that report ready.

2. **End of Year Budget Transfers** – Mrs. Hurd-Harvey stated they need to roll over the 2016 forfeiture accounts for both the District Attorney and the New York State Police. She requested authorization to transfer \$6,668.76 into the District Attorney's account and \$11,071.97 into the New York State Police account.

**MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO ROLL OVER THE BALANCE OF THE 2016 DISTRICT ATTORNEY AND NEW YORK STATE POLICE FORFEITURE ACCOUNTS INTO THE 2017 ACCOUNTS AS FOLLOWS: \$6,668.70 FOR THE DISTRICT ATTORNEY AND \$11,071.97 FOR THE NEW YORK STATE POLICE MADE BY MR. SCHU. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

F. County Manager

1. **Traffic Diversion Disbursements** – Mr. Wheeler stated the disbursement proposal was sent electronically. We did make some changes as suggested by the Public Safety & Corrections Committee. The \$27,000 under New York State Police will now be included with the Sheriff's disbursement and they will use that to purchase an unmarked vehicle to be shared with the New York State Police. The other change was the item at the bottom named Child Advocacy as a capital project. The total amount to be disbursed is \$140,000.

**MOTION: AUTHORIZING THE ALLOCATION OF TRAFFIC DIVERSION PROGRAM FUNDS IN THE AMOUNT OF \$140,000 AS FOLLOWS: SHERIFF'S OFFICE - \$42,500; CORNING PD - \$15,500; HORNELL PD - \$15,500; BATH VILLAGE PD - \$15,500; ADDISON PD - \$4,000; CANISTEO PD - \$4,000; PAINTED POST PD - \$4,000; WAYLAND PD - \$4,000; COHOCTON PD - \$3,000; HAMMONDSPORT PD - \$3,000; NORTH HORNELL PD - \$2,500; CATON CONSTABLE - \$1,500; COUNCIL ON ADDICTIONS - \$5,000; AND ALLOCATING \$20,000 TO THE CHILD ADVOCACY CAPITAL PROJECT MADE BY MS. FITZPATRICK. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

2. **Integrated County Clerk Records Management System** – Mr. Wheeler stated the County Clerk will be transitioning to a new IQS system. As part of that, we will need to purchase a server, and potentially a number of label printers. He requested authorization to spend a maximum of \$8,000 from the Book Restoration Capital for that purchase.

**MOTION: AUTHORIZING THE COUNTY CLERK TO SPEND UP TO \$8,000 FROM THE BOOK RESTORATION CAPITAL PROJECT TO PURCHASE A SERVER AND LABEL PRINTERS RELATIVE TO THE REPLACEMENT OF THE INTEGRATED COUNTY CLERK'S RECORDS MANAGEMENT SYSTEM MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

3. **Home Rule Request for Sales Tax Extension** – Mr. Wheeler stated that prior to discussing this item, he needs to meet with the cities to negotiate. He will bring this item back next month.

**MOTION: TO ADJOURN REGULAR SESSION AND RECONVENE IN EXECUTIVE SESSION PURSUANT TO PUBLIC OFFICERS' LAW, ARTICLE 7§ 105.1.H. THE PROPOSED ACQUISITION, SALE OR LEASE OF REAL PROPERTY OR THE PROPOSED ACQUISITION OF SECURITIES, OR SALE OR EXCHANGE OF SECURITIES HELD BY SUCH PUBLIC BODY, BUT ONLY WHEN PUBLICITY WOULD SUBSTANTIALLY AFFECT THE VALUE THEREOF MADE BY MR. ROUSH. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**MOTION: AUTHORIZING THE PRIVATE SALE, PURSUANT TO RPTL 1166, OF PARCEL #151.79-02-016.000, SITUATE IN THE CITY OF HORNELL, TO DAVID ROBERT SMITH AND PATRICIA ANN SMITH, JOINT TENANTS WITH RIGHT OF SURVIVORSHIP, FOR \$2,825.00 PLUS RECORDING FEES AND SUBJECT TO THE TERMS AND CONDITIONS OF THE NOTICE TO BIDDERS AND TERMS OF SALE 2016, AND AUTHORIZING THE ISSUANCE OF A QUIT CLAIM DEED TO SAID PURCHASERS MADE BY MR. ROUSH. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**MOTION: TO ADJOURN EXECUTIVE SESSION AND RECONVENE IN REGULAR SESSION MADE BY MR. SCHU. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

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

Respectfully Submitted by

Amanda L. Chapman  
Deputy Clerk  
Steuben County Legislature

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

**Tuesday, February 14, 2017  
Legislative Committee Room  
10:00 a.m.**

**Please send agenda items to the Clerk of the Legislature's Office  
NO LATER THAN NOON  
Wednesday, February 8, 2017.**

**STEBEN COUNTY FINANCE COMMITTEE**

*Tuesday, February 14, 2017*

*10:10 a.m.*

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

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

<b>COMMITTEE:</b>	Scott J. Van Etten, Chair Brian C. Schu	Gary D. Swackhamer, Vice Chair	Gary B. Roush
<b>STAFF:</b>	Jack K. Wheeler Pat Donnelly Jim Allard	Mitchell Alger Alan Reed Andy Morse	Tim Marshall Jennifer Prossick Tammy Hurd-Harvey
<b>LEGISLATORS:</b>	Joseph J. Hauryski Hilda T. Lando	Carol A. Ferratella John V. Malter	K. Michael Hanna
<b>ABSENT:</b>	Kelly H. Fitzpatrick		
<b>OTHERS:</b>	Jeff Smith, <i>The Leader</i>		

**I. CALL TO ORDER**

Mr. Van Etten called the meeting to order at 10:10 a.m.

**II. APPROVAL OF MINUTES**

**MOTION: APPROVING THE MINUTES OF THE JANUARY 10, 2017, MEETING MADE BY MR. SCHU. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**III. DEPARTMENT REQUESTS**

A. Emergency Management Office

1. **Major Equipment Adjustment** – Mr. Marshall informed the committee that through the State Interoperability Grant, they are looking to upgrade their net monitor. This monitors the network for the radio system. We need to upgrade the monitor to enhance the monitoring of the fiber network. He requested amending the major equipment list to reflect \$16,593.50 for this purpose.

**MOTION: AUTHORIZING AN AMENDMENT TO THE MAJOR EQUIPMENT LINE FOR THE EMERGENCY MANAGEMENT OFFICE, REFLECTING \$16,593.50 FOR THE UPGRADE OF THE NET MONITOR MADE BY MR. ROUSH. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

B. Public Works

1. **Add Security Cameras to 2017 Major Equipment List** – Mr. Orcutt informed the committee that they would like to purchase security cameras for the pits at the Landfill and the three transfer stations. The total cost is \$20,000. Each camera will have the ability to record activity at each pit. We have money in our account and he requested authorization to amend the major equipment list to reflect this purchase. Mr. Van Etten asked if the cameras will be at the pits and the monitors will be in the scale houses, how will they be connected? Mr. Orcutt replied they will be wireless.

**MOTION: AMENDING THE LANDFILL MAJOR EQUIPMENT LIST TO INCLUDE FOUR SECURITY CAMERAS FOR THE BATH LANDFILL, HORNELL TRANSFER STATION, ERWIN TRANSFER STATION AND WAYLAND TRANSFER STATION, TALLING \$20,000 MADE BY MR. ROUSH. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

C. Commissioner of Finance

1. **Monthly Financial Reports** – Mr. Malter commented that he noticed several overages in the Sheriff's Office and Jail with regard to overtime and temporary hires. Was the 2017 budget adjusted to deal with those? Mr. Wheeler replied we have tried. The Jail has a lot of turnover in staff and we have allowed flex within their salaries and wages line item to fund temporary hire and overtime. We did decrease the salaries and wages line item and increase the temporary hire and overtime line items, but he anticipates that will not be enough.

Sheriff Allard commented there are several fluctuating factors, one of which is hospital transports. When an inmate needs to be hospitalized, we need to provide 24-hour staffing. Another factor is the constant watches. The more inmates we have with mental health issues, the more constant watches we have.

Mr. Van Etten commented on the Jail report you average 210 inmates. In the course of one month, you took in 120 inmates and released 120 inmates. He did not realize that there was that much roll over. Mr. Swackhamer asked when you have to provide staffing for a hospital stay, how is that worked out? Sheriff Allard replied we do 12-hour shifts. One officer stays in the room at all times with the inmate. The type of security risk on an inmate determines the number of staff.

Mr. Van Etten stated on the wage analysis report it shows the temporary hire for the County Clerk at \$20,000 with no budget and \$40,000 for overtime with a budget of \$10,000. What was that \$60,000 used for? Mr. Wheeler replied there was turnover in the department. We did hire college students on their break to come in and do scanning. Mr. Reed commented most of the County Clerk's work is administrative. If documents are not recorded in a timely fashion, the County could have exposure. The filing process needs to be timely and done so there is no exposure to Mrs. Hunter as County Clerk, or to the County.

2. **End of Year Budget Transfers** – Mrs. Hurd-Harvey reviewed the various end of year budget transfers with the committee. Included in those was rolling over grant funds into 2017, rolling over grant funds for Mental Health with regard to Suicide Prevention Grant, fringe adjustments, rolling over funds for WC grant and Maintenance in Lieu of Rent adjustments. Of particular note are two transfers relative to the Seneca Street Bridge project in Hornell. The first is appropriating the revenue cost share from the City of Hornell and the second is closing out the capital project line and moving the remaining balance into the unassigned bridge projects capital project. Both of those transfers will require resolutions.

**MOTION: APPROVING NUMEROUS END-OF-YEAR BUDGET TRANSFERS AS PRESENTED BY THE COMMISSIONER OF FINANCE MADE BY MR. SWACKHAMER. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**MOTION: APPROVING AN END-OF-YEAR BUDGET TRANSFER APPROPRIATING THE REVENUE COST SHARE FROM THE CITY OF HORNELL RELATIVE TO THE REPLACEMENT OF THE SENECA STREET BRIDGE AND CLOSING OUT THE CAPITAL PROJECT LINE ITEM AND MOVING THE REMAINING BALANCE INTO THE UNASSIGNED BRIDGE PROJECTS CAPITAL PROJECT ACCOUNT MADE BY MR. SWACKHAMER. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution required.**

3. **Motor Pool Petty Cash** – Mrs. Hurd-Harvey requested authorization to reduce the petty cash fund for the Motor Pool from \$100 to \$25. These funds are used to purchase windshield wiper fluid and car washes.

**MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO REDUCE THE PETTY CASH FUND FOR THE MOTOR POOL FROM \$100.00 TO \$25.00 MADE BY MR. SCHU. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

4. **Delinquent Real Property Tax Auction** – Mr. Donnelly informed the committee that the final redemption date is Friday, March 3, 2017. He commented that usually we hold the tax auction in the auditorium at Bath Haverling, however, the school will be in the midst of construction. The tax auction this year will be held at Campbell-Savona.

5. **Mission Statement** – Mr. Donnelly informed the committee that they have revised the department Mission Statement.

6. **Prepaid Debit Card Program** – Mr. Donnelly informed the committee that in 2016 they began a program with M & T Bank to provide vendors with the option to receive payment from us in the form of a prepaid debit card as an alternative to checks or EFT (Electronic Funds Transfer). This helps make the process more efficient and we are also entitled to a rebate. During 2016 we earned \$38,000. Mr. Van Etten asked what is the benefit to the vendor? Mr. Donnelly replied they have immediate access to cash and those are processed every week.

7. **Room Tax Audit** – Mr. Donnelly stated we currently use Bonadio & Company to perform our annual audit. He requested authorization to engage them to perform reviews/audits of certain hotels, inns, lodging providers, etc., who are or may be subject to the Room Tax Law. The estimated cost is not to exceed \$10,000 annually to perform reviews/audits on three or four vendors per year. The cost for the contract would be paid for using room tax funds.

**MOTION: WAIVING THE BIDDING REQUIREMENTS AND AUTHORIZING THE COMMISSIONER OF FINANCE TO ENGAGE THE SERVICES OF BONADIO & COMPANY TO PERFORM COMPLIANCE AUDITS OF VENDORS WHO ARE OR MAY BE SUBJECT TO THE ROOM TAX LAW, IN AN AMOUNT NOT TO EXCEED \$10,000 ANNUALLY MADE BY MR. ROUSH. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

8. **Hardships** – Mr. Donnelly stated moving forward when the committee approves hardship deferrals, we will have the authority to waive the penalty and will recite that in the motions.

9. **Investment Policy** – Mr. Donnelly informed the committee that he is looking into purchasing Treasury Bills rather than Certificates of Deposit. By purchasing the Treasury Bills, we have the potential to step up our earnings point by .5 percent.

10. **Land Bank** – Mr. Swackhamer asked is there any update on the land bank? Mr. Alger replied we are still waiting, but things are looking good.

D. **County Manager**

1. **Home Rule Request for Sales Tax Extension** – Mr. Wheeler informed the committee that we need to renew the 1% additional sales tax. We have talked with the Cities of Corning and Hornell and we have agreed to a \$15,000 increase for the cities. Each city will receive \$780,000 and the towns and villages will continue to receive \$750,000. He requested the Legislature extend the 1% sales tax. He clarified this is separate from the sales tax agreements we have with the cities.

**MOTION: REQUESTING LEGISLATION FOR AN EXTENSION AUTHORIZING AN ADDITIONAL ONE PERCENT SALES TAX FOR STEUBEN COUNTY MADE BY MR. SCHU. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.**



2. **City of Corning Residential/Commercial Exemptions** – Mr. Wheeler informed the committee that the City of Corning is requesting our participation in two exemption programs. Both proposals have been adopted by the City. The first is relative to Section 485-n of the Real Property Tax Law which allows a municipality to establish commercial mixed-used districts. In the City of Corning’s case, this will involve nine properties. The City, by adopting this, will have the ability to tax the value of improvements over \$10,000. Whatever the value of the tax improvement is, that amount will be tax exempt for eight years, and then the following four years, the assessment would be increased by 20 percent. If you agree, then this will be done on a case by case basis across the County. The municipality will designate the property and the County will have the ability to approve, and if you do, then the County tax portion would also be exempt. All taxing jurisdictions have to separately approve this.

**MOTION: AUTHORIZING A REAL PROPERTY TAX EXEMPTION PURSUANT TO SECTION 485-n OF THE REAL PROPERTY TAX LAW ALLOWING MUNICIPALITIES TO ESTABLISH COMMERCIAL MIXED-USE DISTRICTS MADE BY MR. SCHU. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.**

Mr. Wheeler stated the second exemption is relative to Section 421 of Real Property Tax Law which is for residential improvements. He stated his concern is that if they keep the \$10,000 improvement threshold, or higher, then every kitchen remodel would fall within this and we would have to have an assessor going in and checking all projects. Normally the assessors do not go into structures and they would need to do a pre and post inspection. If you pass this, it would be effective countywide, and would be a huge burden. Mr. Wheeler stated if the committee was in agreement with not doing this, he will send a letter to the City of Corning.

*Secretary’s Note: The committee was in agreement to have Mr. Wheeler send a letter to the City of Corning indicating that the County would not be participating in the tax exemption relative to Section 421 of Real Property Tax Law.*

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

Respectfully Submitted by

Amanda L. Chapman  
Deputy Clerk  
Steuben County Legislature

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

**Tuesday, March 14, 2017  
Legislative Committee Room  
10:00 a.m.**

**Please send agenda items to the Clerk of the Legislature’s Office  
NO LATER THAN NOON  
Wednesday, March 1, 2017.**

**STEBEN COUNTY FINANCE COMMITTEE**

*Tuesday, March 21, 2017*

*10:00 a.m.*

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

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

**COMMITTEE:** Scott J. Van Etten, Chair Gary D. Swackhamer, Vice Chair Kelly H. Fitzpatrick  
Gary B. Roush Brian C. Schu

**STAFF:** Jack K. Wheeler Mitchell Alger Eric Rose  
Steve Orcutt Tim Marshall Steve Catherman  
Tammy Hurd-Harvey Andy Morse Jim Allard  
Tina Goodwin Jennifer Prossick Vicki Olin  
Kelly Penziul Alan Reed Pat Donnelly

**LEGISLATORS:** Joseph J. Hauryski Carol A. Ferratella Robin K. Lattimer  
John V. Malter

**OTHERS:** Mary Perham

**I. CALL TO ORDER**

Mr. Van Etten called the meeting to order at 10:00 a.m.

**II. APPROVAL OF MINUTES**

**MOTION: APPROVING THE MINUTES OF THE FEBRUARY 14, 2017, MEETING MADE BY MR. SCHU. SECONDED BY MR. SWACKHAMER. MOTIN CARRIES 4-0-1. (MS. FITZPATRICK ABSTAINED AS SHE WAS NOT IN ATTENDANCE)**

**III. DEPARTMENT REQUESTS**

A. Emergency Management Office

1. **Budget Adjustment – FY16 Homeland Security Grant** – Mr. Marshall requested authorization to transfer \$8,845 from the Major Equipment line to the Software line within the 2016 Homeland Security Grant. This funding will be used to purchase cloud-based software for our Functional Needs Application. The grant funds will cover the cost of the software.

**MOTION: AUTHORIZING THE DIRECTOR OF THE EMERGENCY MANAGEMENT OFFICE TO TRANSFER \$8,845.00 FROM THE MAJOR EQUIPMENT LINE ITEM TO THE SOFTWARE LINE ITEM WITHIN THE 2016 HOMELAND SECURITY GRANT FOR THE PURPOSE OF PURCHASING CLOUD-BASED SOFTWARE FOR THE FUNCTIONAL NEEDS APPLICATION MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

B. Buildings & Grounds

1. **Budget Transfer – County Office Building HVAC Upgrade** – Mr. Rose stated our current HVAC control system is no longer supported. We have \$312,000 in the HVAC Upgrade Project. The cost will be an additional \$400,000 to replace the controls in all three components for the entire County Office Building. We received a quote for \$686,000.

Mr. Wheeler stated that we have been working on this for well over a year and this is a good recommendation. The other benefit is that we have the same specifications for the new building and there will be one system for the entire complex. He is requesting they transfer \$400,000 out of the Unrestricted Fund Balance.

Ms. Fitzpatrick asked are there any other options for paying for this? Mr. Wheeler replied you could take money out of the Contingent Fund or the Building Repairs & Renovations Reserve. We feel that taking it out of the Unrestricted Fund Balance was the best way.

**MOTION: AUTHORIZING THE TRANSFER OF \$400,000 FROM THE UNRESTRICTED FUND BALANCE TO THE CAPITAL PROJECT ENTITLED "COUNTY OFFICE BUILDING HVAC UPGRADE" MADE BY MR. SWACKHAMER. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.**

C. Public Works

1. **Bridge NY Project – CR22 Over Canisteo River, Cameron** – Mr. Catherman requested authorization to appropriate \$427,500 of the Federal share revenue and \$22,500 of the County Share from the Future Bridge Projects Account to the CR 22 Bridge Over Canisteo River, Cameron Project.

**MOTION: AUTHORIZING THE COMMISSIONER OF PUBLIC WORKS TO APPROPRIATE \$427,500 OF FEDERAL SHARE REVENUE AND \$22,500 COUNTY SHARE FROM THE FUTURE BRIDGE PROJECTS ACCOUNT TO THE CR 22 BRIDGE OVER CANISTEO RIVER, CAMERON PROJECT MADE BY MR. SCHU. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.**

2. **Temporary Prefabricated Bridge for Bridge Division** – Mr. Catherman requested authorization to amend the Major Equipment list to include an "Acrow" Bridge from Yates County which we will be purchasing for \$17,500. This is a 60-foot, single lane bridge which we will use as a detour bridge. Ms. Fitzpatrick asked has this been budgeted? Mr. Wheeler replied they have \$1 million in their Major Equipment and they cannot go over that. This is adding an item to that list. Mr. Roush asked will this bridge be available to towns? Mr. Catherman replied yes; this year we are using it on a village bridge.

**MOTION: AMENDING THE PUBLIC WORKS MAJOR EQUIPMENT LIST TO INCLUDE AN "ACROW" BRIDGE FOR \$17,500 MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

D. Sheriff's Office

1. **Establishing Trust Account for K-9 Division** – Sheriff Allard informed the committee that they found a revenue account that the K-9 Division was using to pay for training and incidental equipment, outside of the County line items. He requested authorization to create a trust account and to appropriate the money in the current revenue account to the new account which will be used for training and equipment for the K-9 Division, as well as allow them to receive donations into it. Mrs. Hurd-Harvey commented that we have other trust account lines.

**MOTION: AUTHORIZING THE ESTABLISHMENT OF A TRUST ACCOUNT FOR THE K-9 DIVISION OF THE SHERIFF'S OFFICE MADE BY MR. SWACKHAMER. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

E. Commissioner of Finance

1. **Monthly Reports** – Mr. Van Etten commented with regard to the county cost analysis report, he questions the big savings. We have the modified budget and then it comes in less than what was originally budgeted? He received an email explanation that with regard to the Sheriff's office, as new grants come in, they are booked to expense and revenue. When they are not used, then that amount gets carried over.

Mrs. Hurd-Harvey commented that with the Homeland Security Grant budget for 2016, we only spent \$10,000 and all the remaining money from that grant is rolled over into 2017.

2. **End of Year Budget Transfers** – Mrs. Hurd-Harvey presented transfers including rolling over unspent Emergency Management Office grants into 2017 budget; appropriating \$4,950 received in donations for the Law Enforcement Memorial in 2016 and appropriating to a capital project; appropriating District Attorney forfeiture monies in the amount of \$1,202.72 from 2016 to 2017; rolling over \$134,385.34 in Emergency Management Homeland Security Grants; funding in various departments for the IT and Records chargebacks.

**MOTION: APPROVING END OF YEAR BUDGET TRANSFERS AS PRESENTED BY THE COMMISSIONER OF FINANCE MADE BY MR. SWACKHAMER. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

3. **Setting the Date, Time and Location of 2017 Real Property Tax Sale Auction** – Mr. Donnelly requested authorization to set the date, time and location of the 2017 Real Property Tax Sale Auction on Friday, July 14, 2017, at 10:00 a.m. at the Campbell-Savona School.

**MOTION: SETTING THE DATE, TIME AND LOCATION OF THE 2017 REAL PROPERTY TAX SALE AUCTION ON FRIDAY, JULY 14, 2017, AT 10:00 A.M. AT THE CAMPBELL-SAVONA SCHOOL MADE BY MR. ROUSH. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.**

F. County Manager

1. **911 Request** – Mrs. Goodwin requested authorization to accept the 2017 Public Safety Answer Points (PSAP) Grant in the amount of \$190,105 and appropriate into the dispatch capital project. This will allow us to upgrade the CAD system and this year we are also due for a hardware replacement.

**MOTION: AUTHORIZING THE DIRECTOR OF 911 TO ACCEPT A \$190,105 NYS 2016-2017 PUBLIC SAFETY ANSWERING POINTS GRANT AND APPROPRIATE INTO THE CAPITAL PROJECT ENTITLED “DISPATCH CONSOLES” MADE BY MR. SWACKHAMER. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.**

2. **Elections Request** – Mrs. Olin informed the committee that at the Administration Committee, they discussed two options for an extended warranty on the voting machines. The first option was three years for \$78,097.50 inclusive of a 10 percent discount if paid in full. The second option was five years for \$122,931.25 inclusive of a 15 percent discount if paid in full. Mr. Van Etten had indicated that he felt it might be better to go with the five year warranty. Mr. Wheeler stated Elections had budgeted enough to cover a three year extended warranty. With the five year extended warranty, we will need to use \$45,000 in Contingent Funds to cover the cost.

**MOTION: AUTHORIZING THE TRANSFER OF \$45,000 FROM THE CONTINGENT FUND TO THE BOARD OF ELECTIONS TO COVER THE COSTS OF A FIVE-YEAR EXTENDED WARRANTY FOR THE VOTING MACHINES MADE BY MR. ROUSH. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.**

3. **Sales Tax** – Mr. Wheeler informed the committee that the municipalities currently have the option of choosing cash or a tax credit for receiving sales tax. A number of municipalities are flipping between the two options. We have had two municipalities this year that took more cash, and that impacts the County’s tax cap calculations. The Town of Wayland took \$25,000 in cash and the Town of Corning took \$175,000 in cash. That reduced our allowable levy. Most other counties, if they share their sales tax revenue with their municipalities, they take all cash. Very few counties have a mix like we do and the State is not willing to address that.

Mr. Wheeler commented the Governor has made threats in the past to link the Medicaid hard cap and the municipalities' AIM funding to our ability to stay within the cap. Our ability to maintain the tax cap is very important. By allowing the municipalities to switch how they receive their sales tax, has a severe negative impact on the County.

Mr. Malter asked when the town takes cash, does it lock them into taking cash every year or do they request a change? Mr. Wheeler replied they can request changes.

Mr. Reed stated that Tax Law 1262 is the governing section for the distribution of sales tax by the County. In 2014, we entered into an agreement with the cities. When we did that, the statute gave the County discretion of distribution to areas outside of the cities. There is a provision for notice to the municipalities. If the County makes a change, then we need to provide legal notice six months prior. Tax and Finance from the State wanted the County to recite the provision in a resolution, and we declined to do that. Our resolution regarding the distribution to the towns and villages is silent. We could by resolution, exercise discretion. We are a unique county in this respect. What impacts the County is when the municipalities change, primarily to cash, as it lowers the County's ability to levy taxes.

Mr. Wheeler stated our proposal is if the municipalities choose to take more cash, we would reduce their payment by the amount that we are harmed. That comes off the tax cap. To protect ourselves, we would reduce their payment and our ability to levy would remain the same. Mr. Van Etten commented it keeps the County whole.

Mr. Malter asked what effect will this have on the towns? Mr. Wheeler replied it does not change their dynamic. In his view, this protects the taxpayers. Mr. Roush commented there is the possibility that the towns would panic and go after the cash. Mr. Wheeler stated this resolution would put the municipalities on notice, as it would be applied to the upcoming budget. We are not preventing them from taking the cash.

Mr. Malter commented you will need to notify the towns in a way that they will understand.

**MOTION: PROVIDING NOTICE TO MUNICIPALITIES FOR THE ADJUSTMENT OF SALES TAX DISTRIBUTION RELATIVE TO THEIR ELECTION FOR RECEIPT OF FUNDS BY CREDIT OR CASH, TO THE EXTENT THAT SUCH ELECTION IMPAIRS THE COUNTY'S TAX CAP CALCULATIONS MADE BY MR. SCHU. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.**

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

**MOTION: AUTHORIZING A HARDSHIP DEFERRAL RELATIVE TO PARCEL #276.00-03-008.340, SITUATE IN THE TOWN OF THURSTON, EXPIRING MARCH 30, 2018 AND SUBJECT TO A 25 PERCENT PENALTY MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION: AUTHORIZING A HARDSHIP DEFERRAL RELATIVE TO PARCEL #138.00-01-014.100 AND PARCEL #138.00-01-014.200, SITUATE IN THE TOWN OF FREMONT, EXPIRING MARCH 30, 2018 MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

MOTION: AUTHORIZING A HARDSHIP DEFERRAL RELATIVE TO PARCEL #171.00-01-018.120, SITUATE IN THE TOWN OF BATH, EXPIRING MARCH 30, 2018 AND SUBJECT TO A 25 PERCENT PENALTY MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING A HARDSHIP DEFERRAL RELATIVE TO PARCEL #313.00-01-009.300, SITUATE IN THE TOWN OF ADDISON, EXPIRING MARCH 30, 2018 MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING A HARDSHIP DEFERRAL RELATIVE TO PARCEL #317.07-02-014.000, SITUATE IN THE CITY OF CORNING, EXPIRING MARCH 30, 2018 MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING A HARDSHIP DEFERRAL RELATIVE TO PARCEL #159.18-02-035.000, SITUATE IN THE TOWN OF BATH, EXPIRING MARCH 30, 2018 MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO ACCEPT A NON-REFUNDABLE UNDERTAKING OF \$9,500 RELATIVE TO PARCEL #299.75-01-079.000, SITUATE IN THE CITY OF CORNING, TO DEFER THE ENFORCEMENT OF SALE UNTIL MARCH 30, 2018, SAID UNDERTAKING TO BE PAID WITHIN 30 DAYS MADE BY MR. SCHU. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO ACCEPT A NON-REFUNDABLE UNDERTAKING OF \$5,000 RELATIVE TO PARCEL #159-05-01-072.100, SITUATE IN THE VILLAGE OF BATH, TO DEFER THE ENFORCEMENT OF SALE UNTIL MARCH 30, 2018, SAID UNDERTAKING TO BE PAID WITHIN 30 DAYS MADE BY MR. SCHU. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO ACCEPT A NON-REFUNDABLE UNDERTAKING OF \$15,000 RELATIVE TO PARCEL #159.05-01-050.000, SITUATE IN THE VILLAGE OF BATH, TO DEFER THE ENFORCEMENT OF SALE UNTIL MARCH 30, 2018, SAID UNDERTAKING TO BE PAID WITHIN 30 DAYS MADE BY MR. SCHU. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO ACCEPT A NON-REFUNDABLE UNDERTAKING OF \$4,000 RELATIVE TO PARCEL #318.14-01-058.000, SITUATE IN THE CITY OF CORNING, TO DEFER THE ENFORCEMENT OF SALE UNTIL MARCH 30, 2018, SAID UNDERTAKING TO BE PAID WITHIN 30 DAYS MADE BY MR. SCHU. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO ACCEPT A NON-REFUNDABLE UNDERTAKING OF \$3,000 RELATIVE TO PARCEL #340.18-01-036.000, SITUATE IN THE TOWN OF WEST UNION, TO DEFER THE ENFORCEMENT OF SALE UNTIL MARCH 30, 2018, SAID UNDERTAKING TO BE PAID WITHIN 30 DAYS MADE BY MR. SCHU. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

**MOTION: AUTHORIZING THE CONVEYANCE OF PARCEL #206.00-03-054.000, SITUATE IN THE TOWN OF CAMPBELL IN SETTLEMENT OF A VERIFIED ANSWER TO THE TAX-FORECLOSURE PROCEEDING FILED BY THE SAID TOWN, FOR \$5,623.17 SUCH CONVEYANCE TO BE BY DIRECTED DEED TO THE TOWN OF CAMPBELL, ALL IN FORM AND SUBSTANCE APPROVED BY THE COUNTY ATTORNEY, MADE BY MR. SWACKHAMER. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO WITHDRAW FROM FORECLOSURE PURSUANT TO SECTION 1138 OF RPTL AND CANCEL CERTAIN DELINQUENT TAX LIENS RELATIVE TO PARCEL #298.08-02-020.000, SITUATE IN THE VILLAGE OF PAINTED POST, AND TO ISSUE A CERTIFICATE OF PROSPECTIVE CANCELLATION MADE BY MR. SCHU. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION: TO ADJOURN EXECUTIVE SESSION AND RECONVENE IN REGULAR SESSION MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION: TO ADJOURN MADE BY MR. ROUSH. SECONDED BY MS. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

Respectfully Submitted by

Amanda L. Chapman  
Deputy Clerk  
Steuben County Legislature

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

**Tuesday, April 11, 2017  
Legislative Committee Room  
10:00 a.m.**

**Please send agenda items to the Clerk of the Legislature's Office  
NO LATER THAN NOON  
Wednesday, April 5, 2017.**

**STEBEN COUNTY FINANCE COMMITTEE**

*Tuesday, April 11, 2017*

*10:00 a.m.*

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

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

**COMMITTEE:** Scott J. Van Etten, Chair Gary D. Swackhamer, Vice Chair Kelly H. Fitzpatrick  
Gary B. Roush Brian C. Schu

**STAFF:** Jack Wheeler Mitchell Alger Jennifer Prossick  
Alan Reed Patty Baroody Jim Allard  
Tim Marshall Pat Donnelly Tammy Hurd-Harvey

**LEGISLATORS:** Carol A. Ferratella Robin K. Lattimer John V. Malter

**OTHERS:** Mary Perham

**I. CALL TO ORDER**

Mr. Van Etten called the meeting to order at 10:00 a.m.

**II. APPROVAL OF MINUTES**

**MOTION: APPROVING THE MINUTES OF THE MARCH 21, 2017, MEETING MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 4-0. (MR. SCHU ABSENT VOTE)**

**III. DEPARTMENT REQUESTS**

A. Emergency Management Office

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

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

B. Sheriff's Office

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

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



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

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

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

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

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

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

C. Department of Social Services

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

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

D. Office for the Aging

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

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

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

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

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

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

E. Commissioner of Finance

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

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

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

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

*Resolution Required*

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

F. County Manager

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**MOTION: AUTHORIZING A HARDSHIP DEFERRAL RELATIVE TO PARCEL #256.13-01-046.100 AND PARCEL #256.13-01-021.000 SITUATE IN THE TOWN OF CAMERON, EXPIRING MARCH 30, 2018 AND SUBJECT TO A 25 PERCENT PENALTY MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO ACCEPT A NON-REFUNDABLE UNDERTAKING OF \$5,000, PLUS A 25 PERCENT PENALTY, RELATIVE TO PARCEL #166.25-01-031.000 SITUATE IN THE CITY OF HORNELL, SAID UNDERTAKING TO BE PAID BY MAY 11, 2017 MADE BY MR. SWACKHAMER. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO ACCEPT A NON-REFUNDABLE UNDERTAKING OF \$9,000 PLUS A 25 PERCENT PENALTY, RELATIVE TO PARCEL #281.00-01-037.120 SITUATE IN THE TOWN OF HORNBY, SAID UNDERTAKING TO BE PAID BY MAY 11, 2017 MADE BY MR. SWACKHAMER. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO ACCEPT A NON-REFUNDABLE UNDERTAKING OF \$4,000, PLUS A 25 PERCENT PENALTY, RELATIVE TO PARCEL #056.05-02-013.000 SITUATE IN THE VILLAGE OF COHOCTON, SAID UNDERTAKING TO BE PAID BY MAY 11, 2017 MADE BY MR. SWACKHAMER. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

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

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

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

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

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

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

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

**Tuesday, May 9, 2017**

**Legislative Committee Room**

**10:00 a.m.**

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

**NO LATER THAN NOON**

**Wednesday, May 3, 2017.**

STEBEN COUNTY ADMINISTRATION COMMITTEE  
STEBEN COUNTY FINANCE COMMITTEE

*Joint Special Meeting*

*Monday, April 24, 2017*

*9:45 a.m.*

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

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

<b>COMMITTEE:</b>	Brian C. Schu, Chair Robin K. Lattimer	Hilda T. Lando	Carol A. Ferratella
	Scott J. Van Etten, Chair Gary B. Roush	Gary D. Swackhamer, Vice Chair	Kelly H. Fitzpatrick
<b>STAFF:</b>	Jack K. Wheeler Pat Donnelly Andy Morse	Mitchell Alger Tammy Hurd-Harvey	Jennifer Prossick Eric Rose
<b>LEGISLATORS:</b>	Joseph J. Hauryski K. Michael Hanna John V. Malter	Eric T. Booth Steven Maio Randolph J. Weaver	Dan C. Farrand Aaron I. Mullen

**I. CALL TO ORDER**

Mr. Schu called the meeting to order

**II. GENERAL BUSINESS**

A. Commissioner of Finance

1. **Award Bid for Auction Services** – Mr. Donnelly informed the committee they solicited bids for auction services and received five responses. He recommended rejecting all bids and rebidding. He would like to tighten up the specifications. With the committee's approval, they will rebid for next year and in the meantime, develop a plan for this year.

**MOTION: REJECTING ALL BIDS FOR AUCTION SERVICES AND AUTHORIZING THE COMMISSIONER OF FINANCE, IN CONJUNCTION WITH THE PURCHASING DIRECTOR, TO ISSUE A NEW BID FOR NEXT YEAR MADE BY MR. VAN ETTEN. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0 ADMINISTRATION; 4-0 FINANCE. (MR. SWACKHAMER ABSENT FOR VOTE)**

**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 MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0 ADMINISTRATION; 4-0 FINANCE. (MR. SWACKHAMER ABSENT FOR VOTE)**

**MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO ACCEPT A NON-REFUNDABLE UNDERTAKING OF \$15,000, INCLUSIVE OF PENALTIES, RELATIVE TO PARCEL #197.11-01-019.122, SITUATE IN THE VILLAGE OF CANISTEO, TO DEFER THE ENFORCEMENT OF SALE UNTIL MARCH 30, 2018, SAID UNDERTAKING TO BE PAID WITHIN THIRTY DAYS MADE BY MR. ROUSH. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0 ADMINISTRATION; 5-0 FINANCE.**

**MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO ACCEPT A NON-REFUNDABLE UNDERTAKING OF \$10,000, INCLUSIVE OF PENALTIES, RELATIVE TO PARCEL #299.20-02-066.000, SITUATE IN THE CITY OF CORNING, TO DEFER THE ENFORCEMENT OF SALE UNTIL MARCH 30, 2018, SAID UNDERTAKING TO BE PAID WITHIN THIRTY DAYS MADE BY MR. ROUSH. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0 ADMINISTRATION; 5-0 FINANCE.**

**MOTION: AUTHORIZING A HARDSHIP DEFERRAL RELATIVE TO PARCEL #003.17-02-033.000, SITUATE IN THE VILLAGE OF WAYLAND, EXPIRING MARCH 30, 2018 MADE BY MR. ROUSH. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0 ADMINISTRATION; 5-0 FINANCE.**

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

**MOTION: TO ADJOURN MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0 ADMINISTRATION; 5-0 FINANCE.**

Respectfully Submitted by

Amanda L. Chapman  
Deputy Clerk  
Steuben County Legislature

**STEBEN COUNTY FINANCE COMMITTEE**

Tuesday, May 9, 2017

10:00 a.m.

Legislative Committee Room  
Steuben County Office Building  
Bath, New York

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

<b>COMMITTEE:</b>	Scott J. Van Etten, Chair Gary B. Roush	Gary D. Swackhamer, Vice Chair Brian C. Schu	Kelly H. Fitzpatrick
<b>STAFF:</b>	Jack K. Wheeler Alan Reed Kelly Penziul Tammy Hurd-Harvey	Mitchell Alger Vince Spagnoletti Eric Rose	Pat Donnelly Vicky Olin Jennifer Prossick
<b>LEGISLATORS:</b>	Carol A. Ferratella John V. Malter	Hilda T. Lando	Robin K. Lattimer
<b>OTHERS:</b>	Mary Perham		

**I. CALL TO ORDER**

Mr. Van Etten called the meeting to order at 10:00 a.m.

**II. APPROVAL OF MINUTES**

**MOTION: APPROVING THE MINUTES OF THE APRIL 11, 2017, AND APRIL 24, 2017, MEETINGS MADE BY MR. SWACKHAMER. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**III. DEPARTMENT REQUESTS**

A. Public Works

1. **Appropriation of NYSDOT Extreme Winter Recovery Funding** – Mr. Spagnoletti informed the committee the State budget came out with additional funding for Extreme Winter Recovery and Steuben County received \$642,568.87. He requested authorization to accept and appropriate this funding into the Capital Projects for Road Construction. With this funding, we could grind and blacktop 4.5 miles of CR 60 in the Town of West Union.

**MOTION: AUTHORIZING THE COMMISSIONER OF PUBLIC WORKS TO ACCEPT \$642,568.87 IN NYSDOT EXTREME WINTER RECOVERY FUNDING AND APPROPRIATE TO THE CAPITAL PROJECTS D 5112-5-250-000 ROAD CONSTRUCTION FOR THE GRINDING AND BLACKTOP OF 4.5 MILES OF CR 60 IN THE TOWN OF WEST UNION MADE BY MR. ROUSH. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.**

B. County Clerk

1. **Semi-Annual Mortgage Tax Distribution** – Mr. Wheeler stated there have been no significant changes other than the Town of Erwin decreased \$77,000 from the same period last year. Ms. Fitzpatrick noted the numbers on the resolution do not match. The first paragraph under Mortgage Tax Apportionment has the sum of \$534,220.73 and the total on the second page is \$540,824.11.



**MOTION: APPROVING AND ACCEPTING THE SEMI-ANNUAL MORTGAGE TAX DISTRIBUTION AS PRESENTED MADE BY MR. SCHU. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.**

C. Elections

1. **Scan-Flow System** – Mrs. Olin informed the committee that NTS is adding a new Scan-Flow System to the existing database. This will allow us to scan documents as they come into the office and work directly off the computer system. Mrs. Olin commented this will also make sure that everything is entered into the file in the correct date order. A number of counties have this system. We really feel this will help with office efficiency and the accountability for both parties checking the documents. She stated that they did apply to the State under the HAVA Shoebox grant for \$24,750.00 and received that funding. The cost for the new software is \$4,950.00 annually for five years. If we pay the \$24,750.00 up front, NTS will waive the installation and training fee and the maintenance and support fee. Mrs. Olin requested authorization to accept and appropriate the grant funding, and to purchase the Scan-Flow System for \$24,750.00.

**MOTION: AUTHORIZING THE BOARD OF ELECTIONS TO PURCHASE A NEW SCAN-FLOW SYSTEM FOR A TOTAL FIVE-YEAR COST OF \$24,750.00 TO BE PAID UP FRONT AND AUTHORIZING THE ACCEPTANCE AND APPROPRIATION OF A HAVA SHOEBOX GRANT IN SAID AMOUNT TO BE UTILIZED FOR THIS PURCHASE MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

D. Commissioner of Finance

1. **Monthly Reports** – Mr. Van Etten stated he had emailed a question to Mr. Spagnoletti regarding the Landfill county cost and Mr. Spagnoletti provided a detailed explanation. Mr. Spagnoletti stated we have \$1.5 million that we have not even started to expend. Our revenue numbers do not include April, and reflects accurately that we are in pretty good shape. With our contracts with Casella, LaForge and Swarhout, we are getting plenty of garbage. We need to make sure we get the new cell built next year. Mr. Van Etten asked when we build Cell 4, what will be the expected life? Mr. Spagnoletti replied five to six years. Our tonnage has increased some, so that could drop down to four years.

Ms. Fitzpatrick stated the budget adjustment for the Institute for Human Services contracted service shows that you are just adding to the expense line, but that was not the way it was presented? Mrs. Hurd-Harvey replied we book from the budget adjustment when a transfer just requires committee approval. When a transfer requires full board approval, then we book from the resolution. Ms. Fitzpatrick stated it should not be an increase in revenue. Mrs. Hurd-Harvey replied we can fix it. Ms. Fitzpatrick stated she would like it to be correct. Mrs. Hurd-Harvey stated we will undo it and have the department resubmit the budget transfer form and have it go back through the signing process.

2. **Bond Anticipation Note for Upper Five Mile Creek Watershed** – Mr. Donnelly informed the committee that from time to time the Upper Five Mile Creek Watershed Protection District borrows money to make improvements. Last year they borrowed \$150,000 and we issued a bond anticipation note. He requested authorization to issue a bond anticipation note for one year, amortized to five years in the amount of \$120,000. We will award the one-year bond anticipation note to the highest bidder. This is a debt of the County as we issue the bond and it is paid from a tax on district lands.

**MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO ISSUE A BOND ANTICIPATION NOTE IN THE AMOUNT OF \$120,000.00 FOR THE UPPER FIVE MILE CREEK WATERSHED PROTECTION DISTRICT MADE BY MR. SCHU. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.**

3. **Notice to Bidders and Terms of Sale for 2017 Tax Foreclosure Auction** – Mr. Donnelly presented the Notice to Bidders and Terms of Sale. They have made a couple of adjustments. Mr. Reed stated of

note, item #25 changes the length of disqualification for those individuals who have allowed the foreclosure of real property due to nonpayment of taxes from five years to ten years. Item #15 has been adjusted to reflect that purchasers shall provide in a form acceptable to the County the name that shall appear on the deed, and shall disclose whether they are acting as an agent and, if so, who they are acting as an agent for.

Mr. Van Etten asked for an explanation of the addition to Item #23 "...or to dispose of the property by any means as may be authorized by the Steuben County Legislature". Mr. Donnelly replied that will allow the County to retain or sell privately and that would require approval of the Full Legislature. Mr. Reed stated it provides for options other than public sale in the auction.

**MOTION: APPROVING THE NOTICE TO BIDDERS AND TERMS OF SALE FOR THE 2017 TAX FORECLOSURE AUCTION AS PRESENTED MADE BY MR. SCHU. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.**

4. **Tax Auction** – Mr. Donnelly requested authorization to waive the bidding process and extend the contract with Pirrung Auctioneers through December 31, 2017. He also requested authorization to solicit requests for proposals for auction services commencing January 1, 2018.

**MOTION: WAIVING THE RFP PROCESS AND AUTHORIZING THE COMMISSIONER OF FINANCE TO EXTEND THE CONTRACT WITH PIRRUNG AUCTIONEERS AT THE SAME TERMS AND CONDITIONS THROUGH DECEMBER 31, 2017 TO CONDUCT THE ANNUAL TAX FORECLOSURE SALE AND AUTHORIZING THE COMMISSIONER OF FINANCE, IN CONJUNCTION WITH THE PURCHASING DIRECTOR TO SOLICIT RFP'S FOR AUCTION SERVICES COMMENCING JANUARY 1, 2018 MADE BY MR. SWACKHAMER. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

5. **Bonadio Contract** – Mrs. Hurd-Harvey stated nine years ago we put out an RFP for audit services and at the time it was awarded to Bonadio. It has come to our attention that we never did a formal contract; we just had an engagement letter. It was suggested by the Law Department to have this committee ratify this contract back to 2008. We did the original RFP in 2008 and extended it for five years. Over time, we have asked them to do special projects as we have gone along. Examples include audits for highway bridge projects and room tax audit. Mr. Donnelly commented the room tax audit, tobacco securitization and land bank are separate.

**MOTION: RETROACTIVELY RATIFYING A CONTRACT WITH BONADIO TO PERFORM AUDIT SERVICES FROM 2008 THROUGH 2017 MADE BY MR. SWACKHAMER. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

6. **Petty Cash Adjustments** – Mrs. Hurd-Harvey informed the committee that the County Auditor has spent time auditing the petty cash accounts. She distributed a handout depicting the adjustments and commented this will require approval of the Full Legislature. She requested authorization to approve the recommended values for various departments as presented.

**MOTION: RATIFYING PETTY CASH ACCOUNTS FOR THE FOLLOWING: FINANCE - \$150.00; COUNTY CLERK - \$400.00; MOTOR VEHICLES – BATH - \$600.00; MOTOR VEHICLES – CORNING – \$600.00; MOTOR VEHICLES – HORNELL - \$550.00; ELECTIONS - \$100.00; CENTRAL MOTOR POOL - \$25.00; SHERIFF – CIVIL OFFICE - \$100.00; SHERIFF'S DEPARTMENT - \$1,500.00; PUBLIC WORKS ADMIN - \$150.00; OFFICE FOR THE AGING - \$100.00 AND STC REGIONAL PLANNING & DEVELOPMENT BOARD - \$50.00; APPROVING CORRECTIONS TO PETTY CASH ACCOUNTS FOR THE FOLLOWING: PUBLIC HEALTH NURSES - \$150.00; LANDFILL - \$100.00; DISTRICT ATTORNEY - \$1,700.00; ALCOHOL ABUSE CLINIC - \$50.00; MENTAL HEALTH CLINIC - \$300.00; DELETING THE ACCOUNTS FOR CHILD & YOUTH FAMILY SUPP AND FAMILY INTENSIVE CASE MGT; TRANSFERRING \$100.00 FROM THE CONTINUING DAY TREATMENT – CORNING PROGRAM TO THE CONTINUING DAY TREATMENT –**

**BATH, BRINGING THE TOTAL FOR BATH TO \$200.00; COMBINING MENTAL HEALTH – ICM WRAP OF \$2,250.00 WITH THE \$2,000 FOR SUPPORTIVE CASE MGMT AND INCREASING TOTAL AMOUNT BY \$500.00 FOR A GRAND TOTAL OF \$4,750.00 AND RENAMING IT HEALTH HOME MADE BY MR. ROUSH. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.**

E. County Manager

1. **Accepting and Appropriating Grant for Excavator** - Mr. Wheeler informed the committee that Assemblyman Palmesano facilitated securing a grant through the New York State Dormitory Authority for a rubber-track excavator. This will be used jointly between Steuben County and the Steuben County Soil & Water Conservation District. The estimated cost of the machine is \$115,000 and the grant is \$100,000. He requested authorization to accept the grant and appropriate the funding to the Public Works Major Equipment line, and amend the Major Equipment list.

**MOTION: AUTHORIZING THE COUNTY MANAGER TO ACCEPT A NEW YORK STATE DORMITORY AUTHORITY GRANT IN THE AMOUNT OF \$100,000 FOR THE PURCHASE OF A RUBBER-TRACK EXCAVATOR; APPROPRIATING SAID FUNDING INTO THE PUBLIC WORKS MAJOR EQUIPMENT LINE AND AMENDING THE PUBLIC WORKS MAJOR EQUIPMENT LIST TO REFLECT THIS PURCHASE MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.**

2. **Casino Revenue** – Mr. Swackhamer asked are we receiving revenue from the new casinos? Mr. Wheeler replied we receive a portion of a settlement from the Seneca Nation, however, they are saying they are not going to pay. Mr. Donnelly stated we received \$124,000 for our final payment for 2016.

3. **Old Health Care Facility** – Mr. Wheeler informed the committee that Centers for Specialty Care has asked if we will cover the property tax and insurance on the Old Health Care Facility. We also pay for the maintenance and utilities at that facility. He requested authorization to pay \$9,053.59 representing the property taxes and insurance to the Centers for Specialty Care.

**MOTION: AUTHORIZING THE COUNTY MANAGER TO PAY \$9,053.59 TO THE CENTERS FOR SPECIALTY CARE REPRESENTING THE PAYMENT OF PROPERTY TAXES AND INSURANCE ON THE OLD HEALTH CARE FACILITY MADE BY MR. SCHU. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

4. **Card Access System** – Mr. Wheeler informed the committee that the card access system needs to be updated and the operating system is no longer supported. We budgeted \$225,000 to replace the card access system at the County Office Building complex, 911 and the Civil Defense Center. Mr. Rose has done a great job looking at different options and AIP awarded the bid to Day Automation, who is also on State contract. The Jail also needs to be upgraded and we had budgeted \$25,000 in a capital project. We were hoping to wait until next year to do the Jail, however, they are struggling to keep their system operational. He stated that they received \$78,000 in reimbursement funding from the Department of Social Services for the County Office Building portion. He requested authorization to transfer \$125,000 from the Unrestricted Fund Balance into the capital project for the replacement of the Card Access System.

**MOTION: AUTHORIZING THE COUNTY MANAGER TO TRANSFER \$125,000 FROM THE UNRESTRICTED FUND BALANCE AND APPROPRIATING TO THE CAPITAL PROJECT FOR THE REPLACEMENT OF THE CARD ACCESS SYSTEM MADE BY MR. SWACKHAMER. SECONDED BY MR. SCHU FOR DISCUSSION.**

Mr. Van Etten asked what will be the timing of this project? Mr. Wheeler replied with your approval we will get the contract process started. Mr. Rose stated it will take three to four weeks for the installation and then they will

work for months after that to make sure everything is working the way we need it to. Mr. Wheeler stated there is an option for maintenance at a rate of \$18,000 per year, however, our goal is to get Mr. Rose and his staff trained on the system. Mr. Van Etten asked will this new system be installed in the two new buildings? Mr. Wheeler replied yes.

**VOTE ON PREVIOUS MOTION: 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. SWACKHAMER. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

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

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

Respectfully Submitted by

Amanda L. Chapman  
Deputy Clerk  
Steuben County Legislature

**\*\*NEXT MEETING SCHEDULED FOR\*\*  
Tuesday, June 13, 2017  
Legislative Committee Room  
9:00 a.m.**

**Please send agenda items to the Clerk of the Legislature's Office  
NO LATER THAN NOON  
Wednesday, June 7, 2017.**

STEUBEN COUNTY ADMINISTRATION COMMITTEE  
STEUBEN COUNTY FINANCE COMMITTEE

*Joint Special Meeting*

*Monday, May 22, 2017*

*9:45 a.m.*

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

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

**COMMITTEE:** Brian C. Schu, Chair Scott J. Van Etten, Vice Chair Carol A. Ferratella  
Hilda T. Lando Robin K. Lattimer

Scott J. Van Etten, Chair Kelly H. Fitzpatrick Gary B. Roush  
Brian C. Schu

**STAFF:** Jack K. Wheeler Mitchell Alger Pat Donnelly  
Jennifer Prossick

**LEGISLATORS:** Joseph J. Hauryski Eric T. Booth Dan C. Farrand  
K. Michael Hanna Steven Maio John V. Malter  
Robert V. Nichols

**ABSENT:** Gary D. Swackhamer, Vice Chair

**I. CALL TO ORDER**

Mr. Schu called the meeting to order at 9:45 a.m.

**II. GENERAL BUSINESS**

A. County Manager

1. **Mortgage Tax Extension** – Mr. Wheeler explained every three years we are required to request an extension of our mortgage tax. We are a month behind, so today he is asking for approval to both request and endorse the legislation.

**MOTION: REQUESTING AN EXTENSION OF THE MORTGAGE TAX UNDER TAX LAW SECTION 253-S AND REQUESTING THE ADOPTION OF SENATE BILL NO. S6284 AND ASSEMBLY BILL NO. A7721 EXTENDING THE EXPIRATION DATE OF THE MORTGAGE RECORDING TAX FOR STEUBEN COUNTY MADE BY MR. ROUSH. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0 ADMINISTRATION AND 4-0 FINANCE.**

**MOTION: AUTHORIZING A HARDSHIP DEFERRAL RELATIVE TO PARCEL #166.25-03-059.000, SITUATE IN THE CITY OF HORNELL, EXPIRING MARCH 30, 2018 MADE BY MR. VAN ETTEN. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0 FINANCE.**

**MOTION: TO ADJOURN MADE BY MRS. FERRATELLA. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0 ADMINISTRATION AND 4-0 FINANCE.**

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

**STEBEN COUNTY FINANCE COMMITTEE**

Tuesday, June 13, 2017

10:00 a.m.

Legislative Committee Room  
Steuben County Office Building  
Bath, New York

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

<b>COMMITTEE:</b>	Scott J. Van Etten, Chair Gary B. Roush	Gary D. Swackhamer, Vice Chair Brian C. Schu	Kelly H. Fitzpatrick
<b>STAFF:</b>	Jack K. Wheeler Tammy Hurd-Harvey Tim Marshall	Mitchell Alger Amy Dlugos Steve Orcutt	Pat Donnelly Jennifer Prossick
<b>LEGISLATORS:</b>	Joseph J. Hauryski Hilda T. Lando	Carol A. Ferratella Robin K. Lattimer	K. Michael Hanna John V. Malter
<b>OTHERS:</b>	Randy Shepard, Bonadio Heather Briggs, Bonadio Mary Perham		

**I. CALL TO ORDER**

Mr. Van Etten called the meeting to order at 10:00 a.m.

**II. APPROVAL OF MINUTES**

**MOTION: APPROVING THE MINUTES OF THE MAY 9, 2017, AND MAY 22, 2017, MEETINGS MADE BY MR. SWACKHAMER. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**III. DEPARTMENT REQUESTS**

A. District Attorney

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

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

B. Planning

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

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

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

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

C. Public Works

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

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

D. Emergency Management Office

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

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

E. Commissioner of Finance

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

F. County Manager

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

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

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

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

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

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

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

**MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE, PURSUANT TO THE OWNER'S REQUEST, TO ADD THE FOLLOWING PARCELS, SITUATE IN THE TOWN OF BATH, TO THE TAX SALE: PARCEL #174.00-01-039.100 AND #174.00-01-039.200 MADE BY MR. SWACKHAMER. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

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

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

Respectfully Submitted by

Amanda L. Chapman  
Deputy Clerk  
Steuben County Legislature

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

**Tuesday, July 11, 2017  
Legislative Committee Room  
10:00 a.m.**

**Please send agenda items to the Clerk of the Legislature's Office  
NO LATER THAN NOON  
Wednesday, July 5, 2017.**

**STEBEN COUNTY FINANCE COMMITTEE**

*Tuesday, July 11, 2017*

*10:00 a.m.*

*Legislative Committee Conference Room*

*Steuben County Office Building*

*Bath, New York*

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

**COMMITTEE:** Scott J. Van Etten, Chair Gary D. Swackhamer, Vice Chair Kelly H. Fitzpatrick  
Gary B. Roush Brian C. Schu

**STAFF:** Jack K. Wheeler Mitchell Alger Vince Spagnoletti  
Jennifer Prossick Phil Roche Shawn Sauro  
Jim Allard Wendy Jordan Pat Donnelly  
Tammy Hurd-Harvey Brenda Mori

**LEGISLATORS:** Carol A. Ferratella Hilda T. Lando Robin K. Lattimer  
John V. Malter

**OTHERS:** Mary Perham

**I. CALL TO ORDER**

Mr. Van Etten called the meeting to order at 10:00 a.m.

**II. APPROVAL OF MINUTES**

**MOTION: APPROVING THE MINUTES OF THE JUNE 13, 2017, MEETING MADE BY MR. SCHU. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**III. DEPARTMENT REQUESTS**

A. Public Defender

1. **Major Equipment Amendment** – Mr. Roche requested authorization to purchase a new Toshiba copier/scanner/fax machine for \$3,522.00 and to amend his Major Equipment to reflect this change. The copier will be paid for using grant funds.

**MOTION: AUTHORIZING THE PUBLIC DEFENDER TO PURCHASE A NEW TOSHIBA COPIER/FAX/SCANNER FOR \$3,522.00 AND AMENDING THE MAJOR EQUIPMENT LIST TO REFLECT THIS PURCHASE MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

2. **Family Court Conflict Office** – Mr. Roche introduced Mr. Sauro, First Assistant Public Defender, who has been taking the lead on the effort to support the creation of a Family Court Conflict Office. We will ask the County Bar Association for their approval and if approved, will come back to make a presentation to the Legislature.

B. Public Works

1. **Capital Project for Cell 4** – Mr. Spagnoletti informed the committee that Cell 3 in the Landfill will be full by the end of 2019 and we will begin building Cell 4 in 2018. The new cell will cost between \$6 million and \$6.5 million. We have \$1,472,000 remaining in the capital project for Cell 3 and he requested authorization to transfer that amount into a new capital project for Cell 4.

**MOTION: AUTHORIZING THE CREATION OF A NEW CAPITAL PROJECT FOR THE LANDFILL CELL 4 CONSTRUCTION AND TRANSFERRING SURPLUS FUNDS FROM THE CELL 3 CAPITAL PROJECT IN THE AMOUNT OF \$1,472,000.00 TO THE CELL 4 CAPITAL PROJECT MADE BY MR. ROUSH. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

2. **Road Projects** - Mr. Spagnoletti requested authorization to transfer a total of \$703,000 from various road projects into the Permanent Improvements Capital Project to add the following projects – CR 36 – Cohocton, CR 16/20 - Bradford, CR 17 – Campbell, CR 4 – Campbell and CR 42 – Hornby.

**MOTION: AUTHORIZING THE COMMISSIONER OF PUBLIC WORKS TO TRANSFER \$703,000 FROM VARIOUS ROAD PROJECTS INTO THE PERMANENT IMPROVEMENTS CAPITAL PROJECT AND ADD THE FOLLOWING PROJECTS: CR 36 – COHOCTON, CR 16/20 – BRADFORD, CR 17 – CAMPBELL, CR 4 – CAMPBELL AND CR 42 – HORNBY MADE BY MS. FITZPATRICK. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.**

C. Sheriff's Office

1. **2018 Bicycle Safety Grant** – Sheriff Allard requested authorization to accept a 2018 Bicycle Safety Grant in the amount of \$2,000.

**MOTION: AUTHORIZING THE SHERIFF TO ACCEPT A 2018 BICYCLE SAFETY GRANT IN THE AMOUNT OF \$2,000.00 MADE BY MR. SCHU. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

2. **Bethesda Foundation Grant** – Sheriff Allard requested authorization to accept a Bethesda Foundation Grant in the amount of \$4,000. This funding will be used to purchase portable emergency first aid combat/assault kits. He commented his goal is to get all of the Deputies certified as EMT's.

**MOTION: AUTHORIZING THE SHERIFF TO ACCEPT A BETHESDA FOUNDATION GRANT IN THE AMOUNT OF \$4,000.00 MADE BY MR. SWACKHAMER. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

3. **Corning Inc. Donation** – Sheriff Allard stated for the committee's information, Corning, Inc. has donated \$3,000 to be used for computer equipment.

D. Law Department

1. **Tax Certiorari** – Ms. Prossick stated the Town of Erwin has asked the County to participate in a tax certiorari proceeding regarding Aldi's. The amount of our contribution will not exceed \$3,000 and is estimated at \$1,264.03 for the pretrial appraisal.

**MOTION: AUTHORIZING THE COUNTY TO PARTICIPATE IN TAX CERTIORARI PROCEEDINGS RELATIVE TO ALDI'S SITUATE IN THE TOWN OF ERWIN, IN AN AMOUNT NOT TO EXCEED \$3,000 MADE BY MR. SCHU. SECONDED BY MS. FITZPATRICK. MOTION CARRIES 4-0-1. (MR. ROUSH ABSTAINED AS HE IS A MEMBER OF THE ERWIN TOWN BOARD)**

E. Commissioner of Finance

1. **Monthly Reports** – Mr. Donnelly asked if there were any questions on the monthly reports. There were none. He commented that we have 125 properties for the auction with 13 show cause orders. He anticipates that we will probably have 100 properties available for the sale.

F. County Manager

1. **Wireless Surcharge Local Law** – Mr. Wheeler informed the committee that with the State budget, the Legislature and the Governor granted authority to extend the wireless surcharge to prepaid devices. Currently the surcharge is \$.30 per contracted device and there is no surcharge on prepaid devices. Our local law for contracted devices is superseded by State law. We need to repeal our existing local law and adopt a new law

instituting the surcharge of \$.30 per wireless device, prepaid device or prepaid phone sale. He suggested that we do it this month as it is a two-month process and the new law goes into effect December 1, 2017.

**MOTION: REPEALING THE WIRELESS COMMUNICATIONS SURCHARGE AUTHORIZED BY ARTICLE SIX OF THE COUNTY LAW OF THE STATE OF NEW YORK; AND IMPOSING THE WIRELESS COMMUNICATIONS SURCHARGE PURSUANT TO TAX LAW §186-G ON BOTH PREPAID AND POSTPAID WIRELESS COMMUNICATIONS, EFFECTIVE DECEMBER 1, 2017 MADE BY MR. SCHU. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.**

2. **Sales Tax Extender** – Mr. Wheeler informed the committee that the State finally passed the Sales Tax Extension legislation. He requested ratification of the adoption of the sales tax bill.

**MOTION: RATIFYING THE ADOPTION OF THE SALES TAX EXTENDER BILLS PASSED BY THE NEW YORK STATE LEGISLATURE MADE BY MR. SWACKHAMER. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.**

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

**MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO WITHDRAW FROM THE 2017 TAX SALE AUCTION, THE FOLLOWING PROPERTIES AND SELL TO THE STEUBEN COUNTY LAND BANK CORPORATION: TAX SALE PARCEL #49 (MAP#299.19-02-088.000), SITUATE IN THE CITY OF CORNING FOR \$10,318.00 INCLUSIVE OF RECORDING FEES; TAX SALE PARCEL #50 (MAP #299.19-030-060.000), SITUATE IN THE CITY OF CORNING FOR \$29,985.00 INCLUSIVE OF RECORDING FEES; TAX SALE PARCEL #20 (MAP #159.09-01-048.000), SITUATE IN THE VILLAGE OF BATH FOR \$14,942.00 INCLUSIVE OF RECORDING FEES; AND TAX SALE PARCEL #89 (MAP #166.26-01-037.000), SITUATE IN THE CITY OF HORNEILL FOR \$5,228.00 INCLUSIVE OF RECORDING FEES MADE BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO WITHDRAW FROM THE 2017 TAX SALE AUCTION, TAX SALE PARCEL #71 (MAP #080.00-01-030.100), SITUATE IN THE TOWN OF DANSVILLE AND REFERRED TO THE LAW DEPARTMENT FOR REVIEW MADE BY MR. SWACKHAMER. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO WITHDRAW FROM THE 2017 TAX SALE AUCTION, TAX SALE PARCEL #18 (MAP #158.16-01-046.000), SITUATE IN THE VILLAGE OF BATH AND GRANTING A HARDSHIP DEFERRMENT EXPIRING MARCH 30, 2018 MADE BY MR. SWACKHAMER. SECONDED BY MR. ROUSH. MOTION: CARRIES 4-0-1. (MS. FITZPATRICK ABSTAINED DUE TO A CLIENT RELATIONSHIP)**

**MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO WITHDRAW FROM THE 2017 TAX SALE AUCTION, TAX SALE PARCEL #54 (MAP #299.67-01-030.000), SITUATE IN THE CITY OF CORNING AND GRANTING A HARDSHIP DEFERRMENT EXPIRING MARCH 30, 2018 MADE BY MR. SCHU. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO WITHDRAW FROM THE 2017 TAX SALE AUCTION, TAX SALE PARCEL #19 (MAP #159.06-01-054.000), SITUATE IN THE VILLAGE OF BATH AND AUTHORIZING A PRIVATE SALE TO DANIEL S. & TRACY A. DAVIS FOR \$919.00 INCLUSIVE OF RECORDING FEES MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO SOLICIT SEALED BIDS FOR THE SALE OF PARCEL #378.16-01-003.000, SITUATE IN THE TOWN OF TROUPSBURG MADE BY MR. SCHU. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

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

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

Respectfully Submitted by

Amanda L. Chapman  
Deputy Clerk  
Steuben County Legislature

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

**Tuesday, August 8, 2017  
Legislative Committee Room  
9:00 a.m.**

**Please send agenda items to the Clerk of the Legislature's Office  
NO LATER THAN NOON  
Wednesday, August 2, 2017.**

**STEUBEN COUNTY FINANCE COMMITTEE**

*Tuesday, August 8, 2017*

*10:00 a.m.*

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

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

<b>COMMITTEE:</b>	Scott J. Van Etten, Chair Gary B. Roush	Gary D. Swackhamer, Vice Chair Brian C. Schu	Kelly H. Fitzpatrick
<b>STAFF:</b>	Jack K. Wheeler Alan Reed Patty Baroody Jennifer Prossick	Mitchell Alger Nate Alderman Vince Spagnoletti Pat Donnelly	James Allard Hank Chapman Noel Terwilliger Tim Marshall
<b>LEGISLATORS:</b>	Carol A. Ferratella John V. Malter	Hilda T. Lando	Robin K. Lattimer

**I. CALL TO ORDER**

Mr. Van Etten called the meeting to order at 10:00 a.m.

**II. APPROVAL OF MINUTES**

**MOTION: APPROVING THE MINUTES OF THE JULY 11, 2017, MEETING MADE BY MR. SCHU. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**III. DEPARTMENT REQUESTS**

A. Office of Community Services

1. **Budget Transfer** - Dr. Chapman requested authorization to accept \$8,552 in NYS OMH funding as part of the minimum wage increase, and pass through to Catholic Charities.

**MOTION: AUTHORIZING THE DIRECTOR OF THE OFFICE OF COMMUNITY SERVICES TO ACCEPT AND PASS THROUGH TO CATHOLIC CHARITIES, \$8,552.00 IN FUNDING FROM NYS OMH REPRESENTING THE MINIMUM WAGE INCREASE MADE BY MR. SWACKHAMER. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

B. Office for the Aging

1. **Aging Mastery Funding** - Mrs. Baroody requested authorization to accept \$5,100.00 in Aging Mastery Funding from the New York State Office for the Aging. This funding will be used to launch the Aging Mastery Program in Steuben County. This program is a workshop series for community education to empower older persons to age successfully. The budget breakdown is \$2,700 for memberships and dues (licensing fees), \$1,820 for volunteer training (participant fees and incentives) and \$580 for printing.

**MOTION: AUTHORIZING THE DIRECTOR OF THE OFFICE FOR THE AGING TO ACCEPT \$5,100.00 IN AGING MASTERY FUNDING FROM THE NEW YORK STATE OFFICE FOR THE AGING AND AUTHORIZING A CONTRACT WITH THE NEW YORK STATE OFFICE FOR THE AGING TO PROVIDE THIS PROGRAM IN STEUBEN COUNTY MADE BY MR. ROUSH. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

C. Public Works

1. **Close Seneca Road Bridge Project and Transfer Funds to Future Bridge Capital Projects –**

Mr. Spagnoletti requested authorization to close the Seneca Road Bridge Capital Project and transfer the remaining funds of \$103,183.80 into the Future Bridge Projects Capital Project.

**MOTION: AUTHORIZING THE COMMISSIONER OF PUBLIC WORKS TO CLOSE THE SENECA ROAD BRIDGE PROJECT CAPITAL PROJECT AND TRANSFER THE REMAINING FUNDS OF \$103,183.80 INTO THE FUTURE BRIDGE PROJECTS CAPITAL PROJECT MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.**

2. **Budget Transfer to New Caton Shop Capital Project –**

Mr. Spagnoletti stated they are in the process of doing the design for the new Caton Shop and he currently has \$350,000 available in the capital project. He requested authorization to transfer a total of \$158,839.11 from various accounts into the New Caton Shop Capital Project.

Mr. Van Etten asked what are the anticipated start and completion dates? Mr. Spagnoletti replied we are going to take a couple of more months to get the design. We anticipate getting the bid out for the design this winter and start construction early next summer, although it may be longer. Mr. Van Etten asked what is the anticipated footprint of the building? Mr. Spagnoletti replied we are going to design for a six bay building that will be 150' long by 60' wide. However, we will bid a four bay building with the option for two additional bays. If the prices come back too high, we can cut it back to a four bay building.

**MOTION: AUTHORIZING THE COMMISSIONER OF PUBLIC WORKS TO TRANSFER A TOTAL OF \$158,839.11 FROM VARIOUS ACCOUNTS INTO THE NEW CATON SHOP CAPITAL PROJECT MADE BY MR. ROUSH. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.**

D. Sheriff's Office

1. **STOP-DWI Grant –**

Sheriff Allard informed the committee that the STOP-DWI Grant has been extended and an additional \$2,300.00 has been made available to the County. He requested authorization to accept the additional \$2,300.00. This money will be used toward personnel and overtime costs related to DWI enforcement activities.

**MOTION: AUTHORIZING THE SHERIFF TO ACCEPT AN ADDITIONAL \$2,300.00 IN STOP-DWI CRACKDOWN FUNDS TO BE USED FOR DWI ENFORCEMENT ACTIVITIES MADE BY MR. SCHU. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

E. Emergency Management Office

1. **FY 2017 SHSP Grant -**

Mr. Marshall requested authorization to accept the 2017 Homeland Security Program Grant in the amount of \$129,963. Of this, 25 percent, or \$32,491 will be appropriated to the Sheriff's Office for their local counter terrorism program. The remaining \$97,472 will go toward Emergency Management Office programs. We will be using funds to pay for CAD software for mobile devices, Incident Management Software, I Am Responding Notification System, etc.

**MOTION: AUTHORIZING THE EMERGENCY MANAGEMENT OFFICE TO ACCEPT A 2017 STATE HOMELAND SECURITY PROGRAM GRANT IN THE AMOUNT OF \$129,963, WITH \$32,500 TO BE ALLOCATED TO THE SHERIFF'S OFFICE FOR THE LOCAL COUNTER TERRORISM PROGRAM AND THE REMAINING \$97,472 TO BE APPROPRIATED TO VARIOUS LINE ITEMS WITHIN THE EMERGENCY MANAGEMENT OFFICE BUDGET MADE BY MR. SWACKHAMER. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.**



F. District Attorney

1. **Grant Award** - Mr. Terwilliger requested authorization to appropriate \$5,000 in Legislative Initiative Grant funds into their Minor Equipment line item to update local law enforcement cameras and video cameras. Mr. Van Etten asked what is the timeframe on this? Mr. Terwilliger replied we have 90 days to spend the funds.

**MOTION: AUTHORIZING THE DISTRICT ATTORNEY TO ACCEPT LEGISLATIVE INITIATIVE GRANT FUNDING IN THE AMOUNT OF \$5,000.00 AND APPROPRIATING TO THE SMALL EQUIPMENT LINE ITEM TO UPDATE LOCAL LAW ENFORCEMENT CAMERAS AND VIDEO CAMERAS MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.**

G. County Manager

1. **Fund Balance Policy** – Mr. Wheeler stated having a fund balance policy is a good idea, however, it cannot be formally binding. It is more of a guide or statement of this Legislature’s intent. He suggested setting the benchmark at 20 percent of your operating expenses, which would be \$36 million to maintain.

Mr. Roush commented this has been a hot topic for the Governor. What does he have in mind? Mr. Wheeler commented the Comptroller will tell you that you either have too much or too little. In talking with other counties, if the fund balance is based off your operating expenses, the State gets nervous when it is 50 percent of your operating expenses. Currently we are at 35 – 40 percent of our operating expenses.

Mr. Swackhamer stated we have had times in the past when we had unexpected costs and the fund balance was able to help us. We need to be very careful. Mr. Wheeler stated 20 percent is a good floor to set the policy statements. Mr. Malter asked will this be part of the *Administrative Code*? Mr. Wheeler replied yes, it will be an amendment. Ms. Fitzpatrick commented it might be more helpful to see the bigger picture. Mr. Van Etten stated the building project is a good example of that. The fund balance will cover some of it. The 20 percent is a fair guideline to have. Mr. Swackhamer stated when you look at bonding, our fund balance is what kept our interest rates so low.

**MOTION: AMENDING THE ADMINISTRATIVE CODE TO ESTABLISH A FUND BALANCE POLICY BENCHMARK OF 20 PERCENT OF OPERATING EXPENSES MADE BY MR. SCHU. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.**

2. **Records Grant** - Mr. Alger requested authorization to accept and appropriate a \$74,400 Local Government Records Management Improvement Grant from the NYS Department of Education (Archives). They will be appropriating to the Capital Project entitled “Records Digitization”. He explained the purpose of these grant funds is to digitize Probation records which will improve department access to the records, as well as decrease space needed to store them. As part of this, we will be contracting with Paper Alternative Solutions, who has partnered with the NYS Industries for the Disabled to serve as a preferred source vendor for this project.

**MOTION: AUTHORIZING THE COUNTY MANAGER TO ACCEPT A \$74,400 LOCAL GOVERNMENT RECORDS MANAGEMENT IMPROVEMENT GRANT FROM THE NEW YORK STATE DEPARTMENT OF EDUCATION (ARCHIVES) AND APPROPRIATE IT TO THE CAPITAL PROJECT ENTITLED “RECORDS DIGITIZATION” MADE BY MR. SCHU. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

3. **Broadband Demand Aggregation Assessment RFP** – Mr. Alger stated the Administration Committee awarded the RFP to conduct a broadband demand aggregation assessment study to ECC for \$10,000. He requested authorization to pay for this from the Fiber Capital Project. He explained ECC will map the actual broadband coverage in the County which will then enable us to apply for grant funding. Mr. Wheeler stated the current mapping is very inaccurate. This will allow us to get better data locally.

**MOTION: AUTHORIZING THE COUNTY MANAGER TO SPEND \$10,000 OUT OF THE SOUTHERN TIER FIBER PROJECT TO BE USED TO CONTRACT WITH ECC TO CONDUCT A BROADBAND DEMAND AGGREGATION ASSESSMENT MADE BY MS. FITZPATRICK. SECONDED BY MR. ROUSH. 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. SWACKHAMER. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

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

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

Respectfully Submitted by

Amanda L. Chapman  
Deputy Clerk  
Steuben County Legislature

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

**Tuesday, September 12, 2017  
Legislative Committee Room  
10:00 a.m.**

**Please send agenda items to the Clerk of the Legislature's Office  
NO LATER THAN NOON  
Wednesday, September 6, 2017.**

**STEBEN COUNTY FINANCE COMMITTEE**

*Tuesday, September 12, 2017*

*10:00 a.m.*

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

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

<b>COMMITTEE:</b>	Scott J. Van Etten, Chair Gary B. Roush	Gary D. Swackhamer, Vice Chair Brian C. Schu	Kelly H. Fitzpatrick
<b>STAFF:</b>	Jack K. Wheeler Vince Spagnoletti Jennifer Prossick Matt Sousa	Mitchell Alger Alan Reed Tammy Hurd-Harvey Steve Orcutt	Karen Monroe Pat Donnelly Judy Hunter
<b>LEGISLATORS:</b>	K. Michael Hanna John V. Malter	Hilda T. Lando	Robin K. Lattimer
<b>OTHERS:</b>	Mary Perham		

**I. CALL TO ORDER**

Mr. Van Etten called the meeting to order at 10:00 a.m.

**II. APPROVAL OF MINUTES**

**MOTION: APPROVING THE MINUTES OF THE AUGUST 8, 2017, MEETING MADE BY MR. SCHU. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**III. DEPARTMENT REQUESTS**

A. Sheriff's Office

1. **Child Car Seat Grant** – Sheriff Allard requested authorization to accept a Child Car Seat Grant in the amount of \$12,000.

**MOTION: AUTHORIZING THE SHERIFF TO ACCEPT A CHILD CAR SEAT GRANT IN THE AMOUNT OF \$12,000 MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

2. **Police Traffic Services Grant** – Sheriff Allard requested authorization to accept a Police Traffic Services Grant in the amount of \$7,830.

**MOTION: AUTHORIZING THE SHERIFF TO ACCEPT A POLICE TRAFFIC SERVICES GRANT IN THE AMOUNT OF \$7,830 MADE BY MR. SWACKHAMER. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

3. **Homeland Security Grant** – Sheriff Allard requested authorization to accept his portion of the Homeland Security Grant in the amount of \$32,491. He stated \$23,000 will be used toward the purchase of a records management program and the balance will be to purchase equipment for the tactical team.

**MOTION: AUTHORIZING THE SHERIFF TO ACCEPT A HOMELAND SECURITY GRANT IN THE AMOUNT OF \$32,491 MADE BY MR. SWACKHAMER. SECONDED BY MS. FITZPATRICK FOR DISCUSSION.**

Mr. Van Etten asked what is the records program? Sheriff Allard replied it is called the Impact Program and is being used in twenty counties across the State. This program will allow us to update our evidence program, our schedule and our records management program. This program will also be able to pass information back and forth with our fingerprint program and traffic ticket program. Sheriff Allard stated this will also allow our deputies to do their reports in their cars as it is a web-based program, and this will improve efficiencies and accountability.

**VOTE ON PREVIOUS MOTION: ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

B. Office of Community Services

1. **Budget Adjustment** – Ms. Monroe informed the committee it looks like State Office of Mental Health and Office of Alcohol and Substance Abuse will approve our application to provide services at Canisteo Valley Family Practice. This will be a satellite office for us and we will need some equipment. She requested authorization to purchase a copier/scanner/fax machine and a Breathalyzer for \$800 and to transfer \$800 from the Contracts for Services line item and appropriate \$350.00 to the Computer Equipment less than \$5,000 line item and \$450 to the Miscellaneous Equipment line item.

**MOTION: AUTHORIZING THE DIRECTOR OF THE OFFICE OF COMMUNITY SERVICES TO PURCHASE A COPIER/SCANNER/FAX MACHINE AND BREATHALYZER FOR THE CANISTEO VALLEY FAMILY PRACTICE LOCATION; TRANSFERRING \$800 FROM THE CONTRACTS FOR SERVICES LINE ITEM, APPROPRIATING \$350 TO THE COMPUTER EQUIPMENT LESS THAN \$5,000 LINE ITEM AND \$450 TO MISCELLANEOUS EQUIPMENT LINE AND AMENDING THE SMALL EQUIPMENT LIST TO REFLECT THIS CHANGE MADE BY MR. SWACKHAMER. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

2. **Petty Cash** – Ms. Monroe requested authorization to establish a petty cash fund in the amount of \$100 for the Canisteo Valley Family Practice location.

**MOTION: ESTABLISHING A PETTY CASH ACCOUNT IN THE AMOUNT OF \$100.00 FOR THE OFFICE OF COMMUNITY SERVICES SATELLITE LOCATION AT CANISTEO VALLEY FAMILY PRACTICE IN HORNELL, NY MADE BY MR. ROUSH. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.**

C. Planning

1. **Accepting and Appropriating 2015 and 2016 Accelerated Transit Capital Grants** – Mr. Sousa requested authorization to accept and appropriate the 2015 and 2016 Accelerated Transit Capital Grants. He stated that this funding will be used to purchase bicycle racks, bush shelters and variable message boards for the shelters.

**MOTION: AUTHORIZING THE PLANNING DIRECTOR TO ACCEPT AND APPROPRIATE THE 2015 AND 2016 ACCELERATED CAPITAL GRANTS MADE BY MR. SCHU. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.**

D. Commissioner of Finance

1. **Monthly Reports** – Mr. Van Etten asked on the Payroll Analysis report, court security is at 123 percent of the budget. Is that related to the trials? Sheriff Allard replied some of that was significant, and everything is reimbursed by the State. Mr. Wheeler commented they also had some turnover and had to fill those vacancies with temporary hires.

Mr. Swackhamer asked for an explanation on the turnover. Sheriff Allard explained when someone retires, there is a payout associated with that. We are hoping to address this in the upcoming 16B process. We have 40 temporary hires in the agency. He would like to reclassify those into part-time competitive and part-time non-competitive positions.

Mr. Van Etten stated you have gone through 123 percent of your budget as of August. Will you need to adjust that by the end of the year? Sheriff Allard replied yes. Historically we have been between \$125,000 - \$150,000 in our temporary hire line item. Mr. Swackhamer asked where is the money coming from to pay for the accrued time? Mrs. Hurd-Harvey replied that comes out of the wage line.

Mr. Van Etten asked with regard to the overtime report, the Sheriff's line is up to \$60,000 through August. Will this be straightlined for the balance of the year? Sheriff Allard replied we will continue accruing overtime as it comes. With the three trials this year it decimated our overtime budget. We also still have the Wineglass Marathon coming up. We can budget for it, but we cannot predict it. He stated they are also down staff in Road Patrol.

Mr. Van Etten asked with regard to the Jail line, through eight months you have spent \$167,000 out of \$186,000. Sheriff Allard stated every time an inmate is at the hospital, we have to have a Corrections Officer with them and we pay overtime for that. We have to maintain our minimum staffing requirements in the Jail. He commented that they are in a little better position this year compared to the last three years. In an effort to decrease overtime, the contract now provides for a sick leave incentive and we have also issued disciplines on the abuse of sick time. Overtime in the Jail has been much better this year. Mr. Wheeler commented we have been bumping up the temporary hire and reducing salary and wages lines.

Mr. Van Etten stated with regard to the County Cost Analysis report, all looks good at this point. The Landfill revenue has increased and we are nearing our annual permit limit. What is the permit limit and what happens if we exceed it? Mr. Spagnoletti replied we are permitted 155,000 tons per year. With the contracts we have with Allegany County, Casella and Lippincott, we are pushing our annual limit. We did cut back our BUDS, which we use as daily cover, to stay under the limit. If we go over the limit, there could be a violation, which is a paper notice that we exceeded the limit. We do not want to do that. This is the complete opposite direction of where we were last year. Financially, we are in very good shape. With regard to the tonnage, we may request an increase on our permit.

Mr. Van Etten asked will this be the new norm since Allegany County shut down their facility and we have the contract with Casella? Mr. Spagnoletti replied we expect to have the contract with Casella for five years. Allegany County has stopped sending their garbage to us and is sending it to Casella. We expect to continue to be at this high level. The key is the BUDS. The increase in garbage also corresponds to the improvement in the economy. He stated they have been working on a noise variance which would allow them to apply for increased tonnage on their permit.

2. **Approval to Provide Management of and Accounting for Finances Relative to Crusher** – Mrs. Hurd-Harvey stated we used to be part of a shared services agreement with certain towns for the use of a Crusher. The county is no longer part of that agreement, however, the towns have asked if we would continue with the accounting and bill paying on their behalf. She requested authorization to contract with those towns for these services.

**MOTON: AUTHORIZING THE COMMISSIONER OF FINANCE TO CONTRACT WITH CERTAIN TOWNS TO PROVIDE MANAGEMENT OF AND ACCOUNTING FOR THE FINANCES RELATED TO A SHARED ROCK CRUSHER MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**IV. OTHER BUSINESS**

A. **Setting the Date for Finance Budget Workshop(s)** – Mr. Wheeler recommended setting the Finance Budget Workshop for 11am on Tuesday, October 10<sup>th</sup>, following the Finance Committee meeting and, if necessary, holding an additional meeting on Wednesday, October 11<sup>th</sup> at 9:00 a.m. The committee was in agreement.

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

**MOTION: AUTHORIZING THE EXTENSION OF DATE TO PAY BALANCE DUE RELATIVE TO PARCEL #151.13-01-024.000 (TAX SALE #79), SITUATE IN THE CITY OF HORNELL, UNTIL SEPTEMBER 22, 2017, PLUS AN ADDITIONAL FEE OF \$250.00 MADE BY MR. SCHU. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION: AUTHORIZING THE EXTENSION OF DATE TO PAY BALANCE DUE RELATIVE TO PARCEL #151.80-01-075.000 (TAX SALE #82), SITUATE IN THE CITY OF HORNELL, UNTIL SEPTEMBER 22, 2017, PLUS AN ADDITIONAL FEE OF \$250.00 MADE BY MR. SCHU. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION: AUTHORIZING THE EXTENSION OF DATE TO PAY BALANCE DUE RELATIVE TO PARCEL #151.09-02-020.000 (TAX SALE #78), SITUATE IN THE CITY OF HORNELL, UNTIL SEPTEMBER 22, 2017, PLUS AN ADDITIONAL FEE OF \$250.00 MADE BY MR. SCHU. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION: AUTHORIZING THE EXTENSION OF DATE TO PAY BALANCE DUE RELATIVE TO PARCEL #166.05-01-007.000 (TAX SALE #83), SITUATE IN THE CITY OF HORNELL, UNTIL SEPTEMBER 22, 2017, PLUS AN ADDITIONAL FEE OF \$250.00 MADE BY MR. SCHU. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION: AUTHORIZING AND DIRECTING THE COUNTY ATTORNEY TO SUBMIT A VACATUR ORDER TO THE COURT IN THE TAX FORECLOSURE MATTER OF PARCEL #299.14-04-005.000, SITUATE IN THE TOWN OF CORNING, AND FURTHER AUTHORIZING AND DIRECTING THE COMMISSIONER OF FINANCE TO REFUND THE DEPOSIT OF \$2,943.00 PLUS SERVICE CHARGE IF APPLICABLE, PAID BY THE BUYER, SHARON CASLER MADE BY MR. SWACKHAMER. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

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

**MOTION: TO ADJOURN MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

Respectfully Submitted by

Amanda L. Chapman  
Deputy Clerk  
Steuben County Legislature

**\*\*NEXT MEETING SCHEDULED FOR\*\***  
**Tuesday, October 10, 2017**  
**Legislative Committee Room**  
**10:00 a.m.**

**Please send agenda items to the Clerk of the Legislature's Office**  
**NO LATER THAN NOON**  
**Wednesday, October 4, 2017.**

**\*\*BUDGET WORKSHOP\*\***  
**Tuesday, October 10, 2017**  
**Legislative Committee Room**  
**11:00 a.m. or immediately following Finance**

**STEBEN COUNTY FINANCE COMMITTEE**

*Tuesday, October 11, 2017*

*10:00 a.m.*

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

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

<b>COMMITTEE:</b>	Scott J. Van Etten, Chair Gary B. Roush	Gary D. Swackhamer, Vice Chair Brian C. Schu	Kelly H. Fitzpatrick
<b>STAFF:</b>	Jack K. Wheeler James Allard Brooks Baker	Mitchell Alger Alan Reed Noel Terwilliger	Tammy Hurd-Harvey Jennifer Prossick Judy Hunter
<b>LEGISLATORS:</b>	Joseph J. Hauryski Robin K. Lattimer	Carol A. Ferratella John V. Malter	K. Michael Hanna
<b>OTHERS:</b>	Brooke Clark Mary Perham		

**I. CALL TO ORDER**

Mr. Van Etten called the meeting to order at 10:00 a.m.

**II. APPROVAL OF MINUTES**

**MOTION: APPROVING THE MINUTES OF THE SEPTEMBER 12, 2017, MEETING MADE BY MR. SCHU. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 4-0. (MR. ROUSH ABSENT FOR VOTE)**

**III. DEPARTMENT REQUESTS**

A. District Attorney

1. **CARP Grant Renewal** – Mr. Baker requested authorization to renew the Crimes Against Revenue Program grant at an amount not to exceed \$45,000. Typically, the grant is between \$39,000 to \$42,000. This grant pays for two part-time Welfare Fraud Investigators. These positions have been in my department, however, they were created as temporary, part-time positions. These positions will now be under the Sheriff's Office.

**MOTION: AUTHORIZING THE DISTRICT ATTORNEY TO RENEW THE CRIMES AGAINST REVENUE PROGRAM GRANT (CARP) IN AN AMOUNT NOT TO EXCEED \$45,000 MADE BY MR. SCHU. SECONDED BY MS. FITZPATRICK FOR DISCUSSION.**

Mr. Van Etten asked what kind of County dollars do we spend on investigating welfare fraud? Mr. Baker replied we use County dollars on equipment and vehicles for the investigators. The grant covers the salaries.

**VOTE ON PREVIOUS MOTION: ALL BEING IN FAVOR. MOTION CARRIES 4-0. (MR. ROUSH ABSENT FOR VOTE)**



B. Commissioner of Finance

1. **Monthly Reports** – Mr. Van Etten asked if there were any questions regarding the monthly reports. There were none.

IV. NEW BUSINESS

A. **Setting the Date for the November Meeting –**

**MOTION: SETTING THE DATE OF THE NOVEMBER FINANCE COMMITTEE MEETING FOR WEDNESDAY, NOVEMBER 8, 2017, AT 10:00 A.M. MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. 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. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

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

**MOTION: TO ADJOURN MADE BY MR. SCHU. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

Respectfully Submitted by

Amanda L. Chapman  
Deputy Clerk  
Steuben County Legislature

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

**\*\*PLEASE NOTE CHANGE\*\*Wednesday, November 8, 2017\*\*PLEASE NOTE CHANGE\*\*  
Legislative Committee Room  
10:00 a.m.**

**Please send agenda items to the Clerk of the Legislature's Office  
NO LATER THAN NOON  
Wednesday, November 1, 2017.**

**STEBEN COUNTY FINANCE COMMITTEE**

***Budget Workshop***

*Tuesday, October 10, 2017*

*10:10 a.m.*

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

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

- COMMITTEE:** Scott J. Van Etten, Chair                      Gary D. Swackhamer, Vice Chair                      Kelly H. Fitzpatrick  
                         Gary B. Roush    Brian C. Schu
- STAFF:** Jack K. Wheeler                                      Mitchell Alger    Tammy Hurd-Harvey  
                         Judy Hunter
- LEGISLATORS:** Joseph J. Hauryski                                      Carol A. Ferratella                                      K. Michael Hanna  
                         Robin K. Lattimer    **John V. Malter**
- OTHERS:** Mary Perham

**I. CALL TO ORDER**

Mr. Van Etten called the meeting to order at 10:10 a.m.

**II. BUDGET OVERVIEW**

Mr. Wheeler distributed a handout depicting a summary of the significant items in the 2018 proposed budget. Overall, we are projecting an increase of 6.5 percent in health insurance. We have seen a dozen or so high-cost claimants so far this year, which is atypical for us. You will see many department budgets increase due to this alone. Additionally, if there are budgeted vacancies, we budget for a family plan for health insurance, so in smaller departments, this could reflect a large percentage increase in cost. He briefly reviewed the changes as outlined on the handout.

With the overall budget, with regard to human services programs, both Social Services and Mental Health are comfortable with the budget decrease. Not knowing what would happen with the Affordable Care Act, we put Medicaid back up to the statutory cap. Overall Mental Health county costs have decreased \$200,000.

Mr. Wheeler stated with regard to Public Works, due to increases in CHIPs funding, we are ahead of our five-year road schedule and have decreased the construction project budget down approximately \$500,000. We did add \$200,000 to Major Equipment to address the aging vehicle fleet. Mr. Malter asked with regard to CHIPs funding, will we be receiving that for four more years? Mr. Wheeler replied we should receive that funding for at least two more years. Mr. Malter stated if we cut the project budget, should we do that at this point and take advantage of the CHIPs funding? Mr. Wheeler replied you will still be using the CHIPs funding, we will just decrease your local cost. Mr. Malter asked that Mr. Spagnoletti present a road project update at an upcoming Public Works meeting.

Mr. Wheeler reviewed the spreadsheet depicting 2018 budget request changes. The most notable changes are 911 for the CAD system and temporary and overtime line items for the Sheriff’s Office, Jail and Court Security. Mr. Malter asked with regard to the Jail revenue and inmate housing, is that rate indexed for inflation? Mr. Wheeler replied we have contracts for the US Marshall Service and with other counties to house inmates. Mr. Malter asked what is the rate? Mr. Wheeler replied he will look that up.

*Secretary's Note: Contract with counties to house inmates is \$85.00/day/inmate. Contract with U.S. Marshall Service effective 2011 until terminated is \$88.00/day/inmate with a guard rate of \$19.26/hour.*

*Diane Volz, Jail Secretary, indicated that we are billing the Marshall Service \$95.00/day.*

**MOTION: ADOPTING THE 2018 BUDGET ADJUSTMENTS AS PRESENTED BY THE BUDGET OFFICER MADE BY MR. SWACKHAMER. SECONDED BY MR. SCHU FOR DISCUSSION.**

Mr. Swackhamer asked where is the leasing/renting of vehicles reflected in the budget? Mr. Wheeler replied that is under Central Motor Pool and is listed as a chargeback to the departments.

Mr. Hauryski asked for an explanation under General Repairs for Mowing. The original 2017 budget was \$104,000 and the recommended 2018 budget is \$85,000. Mr. Wheeler replied that is the mowing contract. Mr. Swackhamer stated the Public Works Committee has not authorized it yet. Mr. Wheeler explained we decreased what we contract mow for. We will be picking up mowing on our end using part-time summer help.

**VOTE ON PREVIOUS MOTION: ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**III. 2018 BUDGET REVIEW**

The committee reviewed the tentative 2018 budget and asked questions regarding various departments. The items listed below are those questions that were unable to be answered during the meeting:

Summary of Budget

Mr. Malter stated the appropriated surplus for 2018 is \$7,132,878 versus 2017, which was \$6,790,818 which leaves a difference of \$342,000. When we set up the funding for the new office building, the interest and principal came out of the Fund Balance. How did you come up with that figure? Mr. Wheeler replied we did move enough to cover the bond. Mr. Malter stated the bond was \$400,000. Mrs. Hurd-Harvey explained this is the net of the Jail bond and the New Office Building bond. The Jail bond changed and we increased the New Office Building bond. This will not equate to the surplus.

*Secretary's Note: The increase in the appropriation of general fund surplus compared to 2017 is \$441,750. The building bond principal is \$325,000 and interest is \$116,750; for a total of \$441,750.*

Real Property

The line item for Supply Sales, Other Govt's 2016 budget was \$6,175.28, the 2017 budget was \$6,000 and requesting \$6,000 for 2018. Why is there a negative \$35,423.02 for actual YTD expense/revenue? Mrs. Hurd-Harvey replied she will look into that.

*Secretary's Note: This was a posting error that has been corrected.*

Elections

Why under revenue is the line item for HAVA Grant (93.617) show \$1,800.00 for 2016, but everything since has been \$0.00? Mrs. Hurd-Harvey will check the single audit code for the HAVA Grant revenue.

*Secretary's Note: Mrs. Hurd-Harvey researched correct CFDA numbers and renamed both accounts to more accurately reflect the funding stream.*

Self-Insurance Administration

Mr. Malter asked for a list of the municipalities that participate in the drug testing program.

*Secretary's Note: The only municipalities that do not participate are the Towns of Erwin, Howard, and Urbana, and the Village of Savona.*

#### Probation

Why is the Probation Services revenue line item year-to-date amount \$396,471.25 more than the requested 2018 amount of \$317,177.00? Mrs. Hurd-Harvey stated it may be timing related, but she will check.

*Secretary's Note: The first quarter of 2018 revenue was posted to 2017. This has been corrected.*

#### Jail

Why is the 2018 budget request for the Maintenance Contract line item \$20,000 higher than the 2017 budget of \$80,000? Mr. Wheeler replied he believes that it is for the Power DMS, but he will ask about that. They are adding a new contract for \$20,000.

*Secretary's Note: Power DMS is an agency-wide platform that maintains all accreditation records, policy, training documentation, training videos in compliance with accreditation standards and best practices.*

#### Immunization Clinics

The Immunization Patient Fees revenue line in 2016 was \$13,060.98; in 2017 was \$12,000. Year-to-date is \$4,806.11 and requested 2018 is \$6,000. What has changed? Mr. Wheeler replied this may be a collection issue, but he will ask.

*Secretary's Note: PHN provides flu shots to county employees, mostly during biometric screenings. Last year, PHN billed Excellus for this, but since we are self-insured, we are essentially just billing ourselves. The \$6,000 is the estimated cost of the vaccine.*

#### Community Health Workers

There is a budget, but no actual year-to-date expenses/revenues. Why is that? Mr. Wheeler replied this might be for DSRIP. He will ask.

*Secretary's Note: Public Health was going to start a Community Health Worker program through DSRIP this year. It was very difficult for FLPPS to commit to funding and in the end Finger Lakes Community Health said they could do it, so PHN did not pursue this program. No money was spent in 2017.*

#### Alcohol Clinic – Bath

County cost has decreased, however, why did the Interdepartmental Revenue from DSS line item go from \$494,586.56 in 2016, down to \$62,000 in 2017 and a 2018 request of \$72,450. Revenue year-to-date is \$258,732.01. Mr. Wheeler stated he will ask.

*Secretary's Note: This is being caused by a discrepancy in the way Mental Health budgets the revenue across cost centers versus how the revenue is actually booked across cost centers. In the budget, they allocated the revenue to coordinate with where the employee cost was being reported, to offset those costs. But it appears that all the revenue for the Alcohol/BILT DSS revenue is being booked into 425000, instead of the way it was budgeted. Mental Health will do a journal entry to correct the 2017 revenue allocation to date to agree with the budgeted revenue, and provide a journal entry to DSS in the future so that the revenue gets booked in the cost center it was budgeted in.*

#### Alcohol Clinic – Hornell

Why did the Contracts for Services line item increase from \$300 in 2017 to \$76,000 for 2018, with no year-to-date expenditures? Mr. Wheeler stated he will ask what the contract is for.

*Secretary's Note: A contract for services was added to help with the increased workload in Hornell, as well as DSRIP projects.*

What is the cause of the swing in the Medicaid Managed Care revenue line item from \$41,631 in 2016, to \$244,800 in 2017, to \$217,000 for 2018 with year-to-date being \$70,680.37?

*Secretary's Note: Managed Care Medicaid began during 2016 for OASAS providers. 2017 was a guess as to how much of the Medicaid revenue would actually become Medicaid Managed Care Revenue. We anticipated that 90% of the revenue would be converted, so we moved that projected revenue into the Managed Care line. It is turning out to be more like 70% of the revenue was converted to Managed Care.*

*Three things are driving the changes in the budget for 2018: The Medicaid Managed Care/Medicaid distribution, lower overall revenue than currently budgeted, and anticipation of additional revenue due to a new staff DSRIP position.*

#### Emergency Outreach

Operation of Vehicles line item, in 2016 the budget was \$18,773.77 and in 2018 the request is \$40,000, with only \$6,483.39 spent year-to-date. What is the \$40,000 for? Mr. Wheeler stated he will check.

In the Family Assistance line item, what explains the swing from \$25,000 in 2017 to \$5,000 for 2018, with nothing being spent year-to-date?

*Secretary's Note: Both of these items relate to the St. James Hospital closure funding. The total funding in 2018 is \$490,980. \$419,000 goes to Community Services, and the remaining \$71,980 is passed thru to Finger Lakes Parent Network and Arbor Development, as part of the Crisis/Bridger program.*

*Whatever funding we do not spend has to be returned to OMH at closeout. We need to reflect what funding is available in the expense lines, so at the end of the year we can use the unused budget lines to accrue the liability to OMH for the unspent funding. The Operation of Vehicles line provides cushion to be able to accrue this liability.*

*The Family Assistance line has been reduced because we have passed that funding thru to Finger Lakes Parent Network to fund additional services they have agreed to provide, as Community Services was not utilizing all the funding as originally anticipated in our original OMH proposal*

#### Social Services Administration

In Micrographics Expense, why is there a \$56,000 increase over the 2017 budget, with nothing being spent year-to-date? Mr. Wheeler replied it may be a timing issue, but he will check.

*Secretary's Note: This reflects annual projected fees for Mobility/Scanning software and support for \$86,400 . We generally expend the current year's scanning at year end, so the year-to-date is a timing issue.*

The Repairs and Maintenance line item went from \$108,500 in 2017 to \$21,500 for 2018, with only \$328.67 being spent year-to-date. Why is that? Mr. Wheeler commented that this year he knows they had some maintenance done at Glove House, but he will check.

*Secretary's Note: The large increase in 2017 was to assist in the funding of the HVAC control replacement in the County Office Building, so that State funding can be leveraged.*

#### Services for Recipients

There is a decrease in the Preventive Services line item from \$1,625,261 in 2017 to \$1,355,797 for 2018. What is the reason for that?

*Secretary's Note: The reduction is due to the State no longer permitting DSS to fund the SRO positions. BOCES now funds those positions, and the revenue is accounted for in the Sheriff's budget.*

### Aging – Other Services

The ProAction Contracts line item increased from \$9,787.69 in 2016 to \$135,856 for 2018, with only \$67,068.94 spent year-to-date. Why have we only spent \$67,068.94? Mr. Wheeler replied this may be a billing issue, but he will check.

*Secretary's Note: in 2017, OFA added contracts for NY CONNECTS intake in Hornell and Consumer Resources in Corning. There are also Receptionist services in this line item. There were plans to add a third contract service under this, but it was decided against, so the \$135,856 should be valid.*

### General Repairs – PW

The modified 2017 budget for Slurry Seal was \$40,414.00. Why has nothing been spent year-to-date?

*Secretary's Note: Payment is being processed at this time, so this line will be spent.*

Why is there a \$38,718.61 credit in the Guide Rail line item for year-to-date?

*Secretary's Note: Public Works has been posting invoices to towns and for motor vehicle accidents to the 501000 cost center. This will be corrected to reduce the actual cost of guiderails in cost center 511200 or booked to revenue following discussion with Public Works management.*

### Inactive Landfills

Why is there a \$1,200 credit in the year-to-date for the Closure Maintenance line item?

*Secretary's Note: This is a refund of an overpayment from 2016. It has been reclassified to revenue (refund of prior year's expense).*

Mr. Schu was excused from the meeting.

## **IV. OUTSIDE AGENCIES**

Mr. Wheeler informed the committee that Cornell Cooperative Extension is requesting an increase of \$7,000. That additional funding will be used to fund an Ag Education position, to support Farm City Day and their Centennial. The Finger Lakes Arts Council has requested an additional \$1,000; the Southern Tier Library System is requesting an additional \$24,329 and the Soil & Water Conservation District is requesting an additional \$3,000.

Mr. Wheeler stated he also received a funding request from the Hornell Human Society for \$7,500 to support many activities, including a pet therapy program at the Jail. The Sheriff has been working toward this type of program. Mr. Hauryski commented it would be a wise move to have something like that. Mr. Wheeler commented his only concern is if other organizations with a similar mission asked for funding, would we do the same for them? Ms. Fitzpatrick asked are you suggesting giving them the \$7,500? Mr. Wheeler replied it is not included in the budget. He is not saying that it is a bad idea. If you felt with pet therapy that you would build a relationship with the Hornell Humane Society, then we could talk about a specific program and allocate funding for that specific program.

Mr. Swackhamer stated with regard to Cornell Cooperative Extension, he gets upset when they try to sell the solar energy systems because they want to be green. Let's look at the real cost as it is not efficient. Ms. Lattimer commented it is the State government that is pushing it. Ms. Fitzpatrick commented they play upon people's fears. Unless you have an actual tax liability, those credits are not refundable. Mr. Swackhamer stated Cornell Cooperative Extension backs it and he does not appreciate it. Most things they back are good, but not this. Mr. Roush commented that he has a 29-panel solar system with a 12-year payback. He stated you have to pay State income tax in order to get the credit for it. It is absolutely not feasible if you don't get a subsidy.

Mr. Swackhamer stated he is not in favor of giving Cornell Cooperative Extension additional funding. Ms. Lattimer stated the focus for that additional funding will not be on solar, it will be for agricultural programs and an Ag Educator.

Ms. Fitzpatrick asked what about the Steuben County Conference & Visitors' Bureau? Mr. Wheeler replied their budget is included under Tourism & Publicity in the budget. Last year they had requested an additional \$35,000 which they did not spend. This year they are requesting to use that \$35,000 plus an additional \$20,000. Ms. Lattimer commented the new Executive Director has revamped how their revenues and expenditures are allocated. Mr. Wheeler explained they previously were paying the allocation to Finger Lakes Wine Country and tracking it. There are two projects they would like to use the \$55,000 additional funding for. The first is for website development to make it easier to navigate. The second is for the development of a Water Trail. Mr. Costello would like to look at the County's water resources and how to increase visitors and business. This will initially be a study, but would lead to the establishment of a Water Trail which would promote kayaking and fishing. He stated that Mr. Costello met with the Friends of the Chemung River and is hoping to contract with them to expand their water projects trail.

Ms. Fitzpatrick stated originally the \$35,000 was to be used for training for other things, and now they want to use it for something different. Mr. Van Etten commented we need to make it zero or make it \$20,000. Ms. Fitzpatrick stated she is not a big fan of how they did that. Mr. Swackhamer stated he is not in favor.

Mr. Wheeler explained in their justification, they included the development of a water trail which he thinks is worth a shot. We could give them the \$35,000 they didn't use and reduce their request to \$20,000. Mr. Swackhamer commented they should be coming to the Full Legislature asking for this.

Mrs. Ferratella commented the Friends of the Chemung River have struggled for years; what makes this different? Mr. Wheeler stated they have already reached out to Campbell and others. Mr. Hauryski stated he attended a meeting at Campbell and the river thing will not fly. With all the landowners, the liability, etc., there is a huge volume of things that you would have to get cleared. Why can't they do a public boat launch at the south end of Keuka Lake? That's the biggest argument out there. Mr. Wheeler stated they are having difficulty, but if you look at the river access points that Chemung County has, they are beautiful. In Steuben County, there are not as many good areas.

Mr. Swackhamer stated he is not in favor. Mr. Van Etten asked if we are not funding the additional \$20,000, what do we do with the \$35,000 they did not use? Mr. Wheeler replied he would suggest asking Mr. Costello to attend a Legislative Meeting before you take the money back. Mr. Swackhamer stated he wouldn't take it back, but he also wouldn't give them additional. He suggested having them spend the \$35,000 and show us what they did with that funding and not giving them any additional.

**MOTION: REMOVING THE \$55,000 FROM THE TOURISM & PUBLICITY BUDGET, LINE ITEM FOR CONFERENCE & VISITORS' BUREAU – RESEARCH MADE BY MS. FITZPATRICK. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

#### Workforce Development Study

Mr. Wheeler stated that he is proposing keeping \$40,000 in the budget for Workforce Development and allocating an additional \$20,000 to pay for the \$60,000 Workforce Development Study. Mr. Swackhamer stated he has talked with various businesses, including Alstom, and they believe this will not do any good. Mr. Wheeler stated we had Corning Inc., Gunlocke, World Kitchen and Dresser-Rand at the table with us when this was discussed. Alstom may know what they need, but many other businesses are in support of this.

Ms. Lattimer explained this study will provide us with statistical data. Now, we rely on information from Department of Labor figures that are not accurate for making decisions today. Ms. Fitzpatrick stated one of the issues is that we need to

change the perception and there is a mentality that needs to change. Ms. Lattimer stated in addition to businesses, guidance counselors and school superintendents also are having input.

#### Finger Lakes SPCA

Ms. Fitzpatrick stated we retain a budget of \$39,000 for the SPCA even though we only give them \$10,000. Would you consider assigning a reserve fund toward that purpose? If we are committing \$10,000 annually, we could roll forward the \$20,000 each year into a reserve fund to be used in the future. Mr. Wheeler replied we could roll that into a project. Mr. Swackhamer commented that he would do a reserve fund as it is hard to spend out of.

**MOTION: REDUCING THE 2018 REQUEST FROM CORNELL COOPERATIVE EXTENSION FROM \$382,000 TO THE 2017 AMOUNT OF \$375,000 MADE BY MS. FITZPATRICK. SECONDED BY MR. SWACKHAMER. MOTION CARRIES 3-1-1. (MR. VAN ETTEN OPPOSED; MR. SCHU ABSENT FOR VOTE)**

**MOTION: APPROVING 2018 FUNDING FOR THE FOLLOWING AGENCIES: FINGER LAKES ART COUNCIL - \$36,700; SOUTHERN TIER LIBRARY SYSTEM - \$99,500 AND STEUBEN COUNTY SOIL & WATER CONSERVATION DISTRICT - \$158,676 MADE BY MR. SWACKHAMER. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

## **V. CAPITAL REQUESTS**

### Major Equipment

Mr. Van Etten asked how does this compare to last year? Mr. Wheeler replied we are about \$250,000 more overall. The Sheriff was up a little due to IMPACT Program which is a case management, case tracking system. This is something that a lot of the counties are going to. Also, the District Attorney requested two mid-size SUV replacements. Mr. Wheeler noted that the highlighted items listed under the Jail were removed as they can wait to purchase until the following year.

Mr. Wheeler stated under Capital Projects, the District Attorney, in conjunction with DSS, have requested the purchase of a Mobile Child Advocacy Response Vehicle. This will be used to increase outreach and access to potential child abuse victims. Essentially, this is a van/Winnebago that will be converted into a mobile crisis center. Apparently this is something that other counties are doing. It will have a working office that they can transport to scenes and will serve as a roaming office.

Mr. Swackhamer stated he is not against the idea, but they could get something smaller and cheaper than \$90,000. Ms. Fitzpatrick commented the cost does seem excessive. Mr. Van Etten asked what about using the CIRT vehicle? Mr. Wheeler replied they wanted a working office with an interview room. Mr. Van Etten commented it seems ridiculous to spend \$115,000 to drive on site and take an interview. He would rather see them rent a hotel room and bring them there. Mr. Wheeler commented if you are not opposed to the concept, we could cut the funding back. Mr. Swackhamer stated he is not in favor. Mr. Van Etten stated he is also not in favor.

**MOTION: REMOVING THE DISTRICT ATTORNEY'S CAPITAL PROJECT REQUEST FOR A MOBILE CHILD ADVOCACY RESPONSE VEHICLE FOR \$90,000 MADE BY MR. SWACKHAMER. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

Mr. Van Etten asked for an explanation of the \$953,000 for the computer project. Mr. Wheeler replied \$350,000 of that is for the Microsoft upgrade. Another \$150,000 is for network storage at the County Office Building and Public Safety Building. The committee asked Mr. Wheeler to verify whether a server had already been purchased for the Public Safety Building to meet the storage requirements for body cameras.

*Secretary's Note: No funds have been spent on servers similar to those requested in the capital project.*



**MOTION: ACCEPTING THE BUDGET OFFICER'S RECOMMENDATIONS FOR MINOR EQUIPMENT, MAJOR EQUIPMENT AND CAPITAL PROJECTS MADE BY MR. ROUSH. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

Mr. Swackhamer asked what percent increase in the budget will we have? Mr. Wheeler replied we are at about 1 percent. Mr. Van Etten commented we have sales tax that we can offset the increase with. We have been very conservative, for the right reasons, for estimating sales tax revenue. He thought it would be nice to get another year with no increase. Mr. Wheeler suggested holding a Budget Workshop following the Finance meeting on November 8<sup>th</sup>, to finalize the budget.

Meeting was adjourned at 2:00 p.m.

Respectfully Submitted by

Amanda L. Chapman  
Deputy Clerk  
Steuben County Legislature

**STEBEN COUNTY FINANCE COMMITTEE**

*Wednesday, November 8, 2017*

*10:10 a.m.*

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

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

- COMMITTEE:** Scott J. Van Etten, Chair Gary D. Swackhamer, Vice Chair Kelly H. Fitzpatrick  
Gary B. Roush Brian C. Schu
- STAFF:** Jack K. Wheeler Mitchell Alger Alan Reed  
Vince Spagnoletti Pat Donnelly Tammy Hurd-Harvey  
Judy Hunter Jennifer Prossick Andy Morse  
Ken Peaslee Rob Wolverton
- LEGISLATORS:** Joseph J. Hauryski Carol A. Ferratella K. Michael Hanna  
Hilda T. Lando Robin K. Lattimer John V. Malter
- OTHERS:** Larkin Podsiedlik, Executive Director, Cornell Cooperative Extension  
Brooke Clark  
Mary Perham

**I. CALL TO ORDER**

Mr. Van Etten called the meeting to order at 10:10 a.m.

**II. APPROVAL OF MINUTES**

**MOTION: APPROVING THE MINUTES OF THE OCTOBER 10, 2017 REGULAR MEETING, AND OCTOBER 10, 2017 BUDGET WORKSHOP, MADE BY MR. SCHU. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 4-0. (MR. ROUSH ABSENT FOR VOTE)**

**III. DEPARTMENT REQUESTS**

A. Law Department

1. **Retainer Agreement** – Mr. Reed informed the committee that they have had a retainer agreement with bankruptcy attorney Jason DiPonzio. In order to conform with the County contract template, he requested authorization to contract with Mr. DiPonzio for one year, with the option for three, one-year renewals. The hourly rate is \$175.00. We generally spend about \$5,000 annually.

**MOTION: AUTHORIZING THE COUNTY ATTORNEY TO ENTER INTO A ONE YEAR CONTRACT WITH THE OPTION FOR THREE, ONE-YEAR RENEWALS, WITH JASON DIPONZIO, ESQ., BANKRUPTCY ATTORNEY, AT A RATE OF \$175.00 PER HOUR MADE BY MR. SWACKHAMER. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

B. Public Works

1. **Purchase of Two Sanders** – Mr. Spagnoletti stated that he would like to purchase two sanders for pickup trucks at the Howard and Prattsburgh shops. He requested authorization to transfer \$9,200 from Plow Parts to Major Equipment, and authorization to add two sanders to the Major Equipment List.

**MOTION: AUTHORIZING THE COMMISSIONER OF PUBLIC WORKS TO TRANSFER \$9,200 FROM FLOW PARTS TO MAJOR EQUIPMENT TO PURCHASE TWO SANDERS AND ADDING THE SANDERS TO THE MAJOR EQUIPMENT LIST MADE BY MR. ROUSH. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

2. **CR 122 Storm Water Pipe Project** – Mr. Spagnoletti informed the committee that they had CR 122 on the road project list for paving and milling; however, they have found that some of the storm pipes have rotted out. They did not do the paving project and he requested authorization to transfer \$205,000 from that project into a new capital project entitled “CR 122 Storm Water Pipe”.

**MOTION: AUTHORIZING THE CREATION OF A NEW CAPITAL PROJECT ENTITLED “CR 122 STORM WATER PIPE” AND AUTHORIZING THE TRANSFER OF \$205,000 FROM THE CR 122 PROJECT D5112 5 251 039 INTO THE CR 122 STORM WATER PIPE CAPITAL PROJECT MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

3. **SCADA System** – Mr. Spagnoletti informed the committee that there was a change order for additional work that was completed on the SCADA system at the Leachate Plant. In order to cover that additional cost, he requested authorization to transfer \$15,000 from the Leachate Capital Project to the SCADA Capital Project.

**MOTION: AUTHORIZING THE COMMISSIONER OF PUBLIC WORKS TO TRANSFER \$15,000 FROM THE LEACHATE CAPITAL PROJECT TO THE SCADA CAPITAL PROJECT MADE BY MR. SCHU. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

4. **Landfill Tickets** – Mr. Van Etten stated he received a copy of a letter that was sent to all towns regarding landfill tickets and returning the tickets they have and paying up front for future tickets. Will the towns do that? He stated in his opinion the towns may stop selling the tickets. Mr. Spagnoletti replied some of the towns have changed over to the new system and some of the towns have opted to quit selling the tickets. Mr. Donnelly explained the change was in response to an audit that was conducted.

C. County Clerk

1. **Semi-Annual Mortgage Tax** – Mrs. Hunter informed the committee that they have collected \$541,014.39 for the period April 1<sup>st</sup> – September 30<sup>th</sup>.

**MOTION: ACCEPTING AND FORWARDING TO THE FULL LEGISLATURE THE SEMI-ANNUAL MORTGAGE TAX DISTRIBUTION MADE BY MR. SCHU. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.**

D. Finance

1. **Monthly Reports** – Mr. Donnelly asked if there were any questions on the monthly reports. There were none.

**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. SWACKHAMER. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION: AUTHORIZING, PURSUANT TO 1166 OF THE REAL PROPERTY TAX LAW, THE PRIVATE SALE OF PARCEL #151.19-04-029.000, SITUATE IN THE CITY OF HORNEILL, TO PATRICK WHITE FOR \$5,185.00 INCLUSIVE OF RECORDING FEES MADE BY MR. SWACKHAMER. SECONDED BY MS. FITZPATRICK. MOTION CARRIES 4-0-1. (MR. SCHU ABSTAINED DUE TO A CLIENT RELATIONSHIP)**

**MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO ACCEPT THE HIGH BID FOR THE SALE OF PARCEL #378.16-01-003.000, SITUATE IN THE TOWN OF TROUPSBURG AND PURSUANT TO ARTICLE 1166 OF REAL PROPERTY TAX LAW, AUTHORIZING THE PRIVATE SALE OF SAID PROPERTY TO JASON L. AND MARIA A. SOUTHARD FOR \$655.00 INCLUSIVE OF RECORDING FEES MADE BY MR. SWACKHAMER. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION: TO ADJOURN EXECUTIVE SESSION AND RECONVENE IN REGULAR SESSION MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION: TO ADJOURN MADE BY MR. SCHU. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

Respectfully Submitted by

Amanda L. Chapman  
Deputy Clerk  
Steuben County Legislature

**\*\*NEXT MEETING SCHEDULED FOR\*\*  
Tuesday, December 12, 2017  
Legislative Committee Room  
10:00 a.m.**

**Please send agenda items to the Clerk of the Legislature's Office  
NO LATER THAN NOON  
Wednesday, December 6, 2017.**

**STEUBEN COUNTY FINANCE COMMITTEE**

***Budget Workshop***

*Wednesday, November 8, 2017*

*10:40 a.m.*

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

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

<b>COMMITTEE:</b>	Scott J. Van Etten, Chair Gary B. Roush	Gary D. Swackhamer, Vice Chair Brian C. Schu	Kelly H. Fitzpatrick
<b>STAFF:</b>	Jack K. Wheeler Tammy Hurd-Harvey	Mitchell Alger Ken Peaslee	Pat Donnelly
<b>LEGISLATORS:</b>	Joseph J. Hauryski Hilda T. Lando	Carol A. Ferratella Robin K. Lattimer	K. Michael Hanna John V. Malter
<b>OTHERS:</b>	Larkin Podsiedkli, Executive Director, Cornell Cooperative Extension Brooke Clark Mary Perham		

**I. CALL TO ORDER**

Mr. Van Etten called the meeting to order at 10:40 a.m.

**II. BUDGET REVIEW**

Mr. Wheeler stated we made the changes you approved at last month’s meeting. We found a double accounting of the Landfill Capital project and corrected that. There was no effect on the bottom line. He stated in his budget, he added \$3,000 for software maintenance. We have more of a social media presence. The Attorney General or the Department of State came out with a new ruling regarding FOIL applicability for posts and comments. Facebook does not archive that for you and we have no way to archive that. Archive Social is a company that will do this for you at a cost of \$2,800 per year.

Mr. Wheeler stated at the last meeting, there were questions regarding servers. There is no duplication in what we already purchased. We went through the minutes and looked at what was purchased to make sure there was not a duplicate purchase and there was not. Mr. Swackhamer asked is the cost of the servers being charged back to the Sheriff? Mr. Wheeler replied probably not. We do not receive reimbursement from them. The only time we do a chargeback is for the Department of Social Services or Mental Health because we receive reimbursement back through them.

Mr. Van Etten asked do the departments get an IT allocation? Mr. Wheeler replied no, not for equipment. The allocation is based on staff time used.

Mr. Swackhamer asked did we purchase cameras for DSS? Mr. Wheeler replied no. However, their storage needs will increase, but that is a separate issue from storage of files from cameras.

Mr. Wheeler distributed copies of a new summary of the 2018 budget. Next week we will have revised budget books available prior to the Special Legislative Meeting. He stated in talking with Mr. Van Etten, this summary shows the tax levy has dropped to slightly below \$50 million and the net change in the levy was -\$11,000. If you

appropriate \$500,000 in sales tax revenue, then we will have decreased the tax levy two years in a row. With this, it is based on what Mrs. Jordan showed you with regard to the assessed value. The rate will drop \$0.02. We did not have growth in aggregate value.

Mrs. Lando asked if the committee could revisit the \$7,000 increase for Cornell Cooperative Extension. There seems to have been some confusion about what the money would go for. Mr. Swackhamer stated the problem he has is not them so much as the advertisement they do for solar, which is a rip off. Ms. Podsiedlik stated she can explain about their solar work. That is not part of our request at all. Mr. Swackhamer stated you inform the public about good things. Ms. Podsiedlik stated our role is to provide unbiased information on public issues such as fracking and solar energy. We educate people about all of the options.

Ms. Podsiedlik explained, the solar promotion was a joint NYSERDA and CCE Tompkins County. CCE Tompkins tends to write grants for entire regions, as was the case with the grant funds to provide education on solar energy. We advertised public education and did not care if nobody signed up for it. Our role is to educate people. Our first solar campaign was about solar gaps. She is not sure very many people signed up. The second round will focus on community solar, which relates to subscription services. With all of our workshops, we are not trying to sell anyone on solar. We are trying to make people aware that solar is happening and they need all of the information in order to make informed decisions. The way we market the workshops is using the title “Is solar the right choice for you?”

Mr. Swackhamer stated he has had people say if CCE is backing it, then it is a good thing. That is what he objects to. Ms. Podsiedlik stated we aren’t backing, we are educating.

Mrs. Lando asked for a breakdown of the \$7,000 request. Ms. Podsiedlik stated \$1,000 would be allocated to the administration of Farm City Day, \$1,000 would be allocated to their Centennial which will be celebrated in 2018, and \$5,000 would be allocated to the Agriculture Educator. That \$5,000 has already been included in their budget and they have hired an individual. Mrs. Lando commented this is all in line with what is in the Farmland Protection Plan.

Ms. Fitzpatrick asked if we do not allocate this additional funding, how will that affect you? Ms. Podsiedlik replied in our 2018 budget, we will be running a deficit for the first time in many years. We have enough reserve to cover next year. During next year, we will also have to look at what things would need to be cut. One of the issues impacting us is we lost our 21<sup>st</sup> Century Grant. That was a \$24,000 grant and we will be facing a budget shortfall of \$14,000. The allocation for Farm-City Day is a separate line item. The \$7,000 from Steuben County would bring us down to a smaller deficit that hopefully we could recoup with grants.

Mr. Swackhamer asked who much are you spending on the new Agriculture Educator? Ms. Podsiedlik replied that position is \$41,000 since she has her Master’s Degree. This individual will be working field crops, publishing the agriculture newsletter, beef quality assurance, dairy and agri-tourism. She has a background in natural resources and forestry which will also be a benefit.

Mr. Hauryski stated when he first came on the Board, he was not a big advocate of CCE because he did not think we were getting our bang for the buck. There has been a major turnaround since Ms. Podsiedlik has come on staff. The Southern Tier Outdoor Show brings in 7,000 people and Farm City Day brings in about 3,000 people. They are making their mark. For the amount of additional funding they are requesting, he doesn’t see it as a problem. Ms. Lattimer commented agriculture is our number one business.

Mr. Swackhamer asked what is the budget? Ms. Fitzpatrick replied it is \$375,000 without the requested increase.

**MOTION: ADDING AN ADDITIONAL \$7,000 TO THE CORNELL COOPERATIVE EXTENSION 2018 BUDGET MADE BY MR. ROUSH. SECONDED BY MR. VAN ETEN FOR DISCUSSION.**

Ms. Fitzpatrick stated she is willing to fund Farm-City Day. That is where her support would stop.

Mr. Wheeler commented the Agriculture Educator seems like a great resource. This position will be a big benefit to CCE and the community. Mrs. Lando stated this is all part of the Farmland Protection Plan and is in line with what we as a Legislature paid for.

Ms. Podsiedlik explained the benefit of county funding is that it is our only source of discretionary funding. It allows us to be flexible to meet the needs of the community. An example was when we had the drought. With grants, that is very specific, directed funding. The county appropriation is the only source of discretionary funding we have. Any time we add a position, the benefits are covered by New York State.

Mr. Van Etten commented the request represents 1.8 percent against the total budget and is not an unreasonable amount. He does not like the idea of justifying and trying to piece meal it. Let the organization do as they see fit. Overall, they do a very good job for our County.

Mr. Swackhamer asked are you mandated to promote solar? Ms. Podsiedlik replied no. Mr. Swackhamer asked then why do you? Ms. Podsiedlik explained we were approached by CCE Tompkins to do this as there was funding and interest. Mr. Van Etten stated CCE Tompkins applied for a grant.

Mr. Wheeler stated the community solar is something that if the State subsidizes it, someone could build a solar farm and people could purchase cheap electricity from that. Mr. Malter stated they are only educating the public.

**VOTE ON PREVIOUS MOTION: ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

Mrs. Ferratella stated the Human Services, Health & Education Committee received a request from Faith-In-Action for additional funding. The committee's proposal is to give them an additional \$1,000. Their focus is on transportation for the elderly and they are also adding a respite program for caregiver support.

Mr. Wheeler stated we gave them \$26,000 in 2017. Faith-In-Action requested \$35,000. We put \$30,000 in the budget and the committee is asking to increase that to \$31,000. Mrs. Ferratella stated Mrs. Baroody agreed they do wonderful work. We are trying to show good faith and recognition that they do good work.

Ms. Fitzpatrick stated that she did look at the 990 form and they have \$101,000 in their fund balance. We did give them an increase for 2018 while at the same time denied requests for the libraries. Mr. Van Etten commented the libraries were denied because they levy taxes.

*Secretary's Note: No action was taken.*

Mr. Swackhamer stated he was looking at the computer requests and costs and asked Mr. Peaslee to attend to provide an explanation on why it will cost \$30,000 for the Sheriff to get four new computers. Mr. Peaslee explained the Sheriff is purchasing four Panasonic Toughbooks. These were ordered in 2017 and cost about \$3,500 each. These are for the police cars and we are replacing the Toughbooks that were purchased in 2012. We also needed to put trays in the vehicles to hold the computers and installed printers in the vehicles. The total cost for four computers, printers and trays was \$20,659.

Mr. Wheeler stated we have done demos for other options for 911 and the Sheriff. The problem is with the cheaper computers you are replacing them more frequently. These are more expensive, but are a better value. Mr. Peaslee stated they also include bar code readers. Mr. Wheeler stated right now, for a lot of their reports, they have to drive to an office site in Bath, Hornell or Corning in order to do their paperwork. The goal with the IMPACT system is to have the ability to write and download/upload reports in their vehicles. Mr. Swackhamer asked what do they need to print in the cars? Mr. Peaslee replied they are printing ticket information. They will

also be able to take their sim card and come back to the office, plug into the network and download/upload information to the State.

Mr. Swackhamer asked Mr. Peaslee about the servers to store data from the body cameras. Mr. Peaslee replied he will be coming to committee in December or January to talk about storage needs. Hopefully we will not have to spend more than \$500,000. The County is growing and scanning records, car cameras and body cameras all take storage. Court cases have to store information for a certain period of time.

Mr. Van Etten asked is that governed by State records retention? Mr. Wheeler replied yes. We err on the more conservative side and keep things longer. Mr. Peaslee stated he has talked with the District Attorney about how long the Sheriff is keeping information. Mr. Wheeler stated if we can keep that information for two years that would be good. Mr. Peaslee stated they are using a lot of external USB drives. We are looking at putting in a sand unit which is network attached. There would be two units, one at the County Office Building and the second at the Public Safety Building and they would be replicated. That will provide us with more reliable storage in the future.

Mr. Van Etten asked is there a cloud option? Mr. Peaslee replied he has looked at that. We would need to purchase a unit and put in the cloud and that was a cost of \$75,000 - \$80,000 to do that. The problem with cloud storage is if we have an event in the County and we cannot be in this building, and you don't have internet service, then you cannot get to the information.

Mr. Malter asked is the information backed up externally? Mr. Peaslee replied it will be. Mr. Malter asked where do we do that? Mr. Peaslee replied that is part of what we are finalizing. It will be backed up here and at the Jail.

Mr. Swackhamer commented he thought we had a conversation a few years ago that all computer purchases would go through IT. Mr. Wheeler replied we have conversations frequently and our response is to have the departments run their requests through IT. There are some things, such as with the Department of Social Services, where they have a State system and they have their own IT person. Information Technology is involved in more conversations and we want them to be involved.

Mr. Van Etten asked have there been other instances when they have not been involved? Mr. Peaslee replied he has had times when departments receive grants and they purchase equipment. Mr. Wheeler stated when we do find out about those, we ask if they have talked with IT. Mr. Swackhamer commented that is something we need to stress.

**MOTION: APPROPRIATING \$507,000 IN SALES TAX REVENUE TO THE 2018 BUDGET AND FORWARDING THE PROPOSED 2018 BUDGET AS PRESENTED TO THE FULL LEGISLATURE FOR REVIEW AND APPROVAL MADE BY MR. SWACKHAMER. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**MOTION: TO ADJOURN MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

Respectfully Submitted by

Amanda L. Chapman  
Deputy Clerk  
Steuben County Legislature



**STEBEN COUNTY FINANCE COMMITTEE**

Tuesday, December 12, 2017

10:00 a.m.

Legislative Committee Room  
Steuben County Office Building  
Bath, New York

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

<b>COMMITTEE:</b>	Scott J. Van Etten, Chair Gary B. Roush	Gary D. Swackhamer, Vice Chair Brian C. Schu	Kelly H. Fitzpatrick
<b>STAFF:</b>	Jack K. Wheeler Tammy Hurd-Harvey Kelly Penziul Phil Roche	Mitchell Alger Lise Reynolds Jennifer Prossick	Pat Donnelly Vince Spagnoletti Jim Allard
<b>LEGISLATORS:</b>	Joseph J. Hauryski	Robin K. Lattimer	John V. Malter
<b>OTHERS:</b>	Mary Perham		

**I. CALL TO ORDER**

Mr. Van Etten called the meeting to order at 10:00 a.m.

**II. APPROVAL OF MINUTES**

**MOTION: APPROVING THE MINUTES OF THE NOVEMBER 8, 2017, MEETING AND THE NOVEMBER 8, 2017 BUDGET MEETING, MADE BY MR. SWACKHAMER. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 4-0. (MR. SCHU ABSENT FOR VOTE)**

**III. DEPARTMENT REQUESTS**

A. Sheriff's Office

1. **Accepting 2018 Crackdown Grant** – Sheriff Allard requested authorization to accept an additional \$10,000. The amount is broken down into other agencies (\$6,207) and our enforcement (\$3,795). He stated the Public Safety & Corrections Committee approved this in November.

**MOTION: AUTHORIZING THE SHERIFF TO ACCEPT AN ADDITIONAL \$10,000 IN 2018 STOP DWI CRACKDOWN GRANT FUNDING MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

2. **Contingent Fund Transfer for Medical Supplies** - Sheriff Allard stated the 2017 budget for Jail Medical Supplies was \$211,000 and we are currently at 100 percent of our budget. We still have outstanding pharmaceutical bills for September and October totaling \$61,313.30, with estimates for November and December at \$18,000 each. Additionally, we are estimating that outside treatment expenses for November and December will require \$12,000. Total estimate and actual expenses total approximately \$109,313.31. He is requesting a Contingent Fund transfer of \$110,000 to cover these expenses.

**MOTION: AUTHORIZING A CONTINGENT FUND TRANSFER OF \$110,000 TO COVER THE MEDICAL SUPPLIES BUDGET LINE FOR THE JAIL MADE BY MR. ROUSH. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.**

3. **Year-End Budget Transfer** – Sheriff Allard requested authorization to transfer a total of \$55,150.67 from Major Equipment, Maintenance Contracts and Vehicle Fuel and appropriate to the line items for Holiday Pay, Temporary Hire, Overtime, Vehicle Maintenance, Uniforms and Minor Equipment to purchase a storage system for the body cameras and amending the Major Equipment list to reflect this change.

**MOTION: AUTHORIZING THE SHERIFF TO TRANSFER A TOTAL OF \$55,150.67 FROM MAJOR EQUIPMENT, MAINTENANCE CONTRACTS AND VEHICLE FUEL; APPROPRIATING TO HOLIDAY PAY, TEMPORARY HIRE, OVERTIME, VEHICLE MAINTENANCE, UNIFORMS AND MINOR EQUIPMENT, AND AUTHORIZING AN AMENDMENT TO THE MINOR EQUIPMENT LIST FOR THE PURCHASE OF A STORAGE SYSTEM FOR BODY CAMERAS FOR \$3,000 MADE BY MR. SCHU. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

B. Public Defender

1. **Grant Approvals** - Mr. Roche stated as a bit of history, it used to be that the State would allocate \$280,000 each year. They converted that funding to a grant system. The \$280,000 annual funding is still available, but now we have to apply to receive that funding through a grant. Each grant runs for three years and we have to apply quarterly to get reimbursed. He requested authorization to accept and distribute the ILS Distribution #6 grant in the amount of \$210,897; ILS Distribution #7 grant in the amount of \$210,897 and ILS Caseload Reduction Grant in the amount of \$282,793.

**MOTION: AUTHORIZING THE PUBLIC DEFENDER TO ACCEPT AND DISTRIBUTE THE FOLLOWING INDIGENT LEGAL SERVICES GRANTS: DISTRIBUTION #6 - \$210,897; DISTRIBUTION #7 - \$210,897 AND CASELOAD REDUCTION - \$282,793 MADE BY MR. SWACKHAMER. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.**

C. Elections

1. **Budget Transfers** - Ms. Penziul requested two budget transfers. Earlier this year we were informed by IT that our server needed to be replaced. IT purchased the server for us with the understanding that we would reimburse them at the end of the year. She requested authorization to transfer a total of \$10,993.89 from their software maintenance and election equipment transport line items to the IT Computer Capital Project.

Ms. Penziul stated the second request is to transfer money into our capital project to start saving money for the purchase of new voting machines. We do have a little extra money in our printing, postage, inspectors & custodians, election equipment maintenance and voting equipment transport line items. She requested authorization to transfer a total of \$107,000 from those line items into the voting machine capital project.

**MOTION: AUTHORIZING THE TRANSFER OF \$107,000 FROM VARIOUS LINE ITEMS WITHIN THE ELECTIONS BUDGET TO THE VOTING MACHINE CAPITAL PROJECT (H0900 1450H2) AND AUTHORIZING THE TRANSFER OF \$10,993.89 FROM VARIOUS LINES WITHIN THE ELECTIONS BUDGET TO THE EDP EQUIPMENT CAPITAL PROJECT (H1300 1680H1) MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.**

D. Public Works

1. **Addition of Two Mowers to Landfill Major Equipment List** –Mr. Spagnoletti informed the committee that the Town of Hornellsville has two mowers that they would like to sell. One mower is \$27,000 and the other is \$32,000. He requested authorization to purchase the two mowers for \$59,000 and to amend the Landfill Major Equipment list.

**MOTION: AUTHORIZING THE COMMISSIONER OF PUBLIC WORKS TO PURCHASE TWO MOWERS FROM THE TOWN OF HORNELLSVILLE FOR \$59,000 AND AMENDING THE LANDFILL MAJOR EQUIPMENT LIST TO REFLECT THIS PURCHASE MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

E. Department of Social Services

1. **Budget Transfer** - Mrs. Reynolds explained there is a SAN server that IT will be purchasing as we need a bigger system to support DSS and they are also adding the Sheriff to that. We thought we could help support that purchase and leverage State funds. We are not sure of the final amount, but are transferring anticipated revenue of \$300,000 for the purchase of two servers.

**MOTION: AUTHORIZING THE COMMISSIONER OF SOCIAL SERVICES TO TRANSFER ANTICIPATED REVENUE FROM THE STATE IN THE AMOUNT OF \$300,000 TO THE COMPUTER CAPITAL PROJECT MADE BY MR. SCHU. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.**

F. Commissioner of Finance

1. **Monthly Reports** – Mr. Donnelly asked if there were any questions on the monthly reports. Mr. Van Etten stated that with the budget transfers, on page 1 of 10, there is a transfer for Public Safety for \$9,999.99. What is unique about that? Is there a limit of \$10,000? Mr. Wheeler replied yes.

G. County Manager

1. **Land Bank** – Mr. Alger informed the committee that we are looking to demolish the East Washington Street property. We met with the Code Enforcement Officer and have determined that the best way to do that is if the County owns the property. He requested authorization for the County to enter into an agreement with the Land Bank to facilitate that. Additionally, we have several other contracts that we would like to consolidate into this one master agreement, which would then enable amendments to be made when projects come to fruition. Mr. Donnelly commented the Finance Committee would be approving any amendments to the contract.

**MOTION: AUTHORIZING THE COUNTY MANAGER TO ENTER INTO AN AGREEMENT WITH THE STEUBEN COUNTY LAND BANK CORPORATION FOR THE DEMOLITION OF THE EAST WASHINGTON PROPERTY AND CONSOLIDATING ALL PREVIOUS AGREEMENTS WITH STEUBEN COUNTY INTO ONE MASTER AGREEMENT MADE BY MR. SWACKHAMER. SECONDED BY MR. ROUSH. 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. ROUSH. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO WITHDRAW FROM THE TAX SALE FOR FUTURE COUNTY USE THE FOLLOWING PARCELS, AND CANCELLING THE TAXES DUE THEREON: PARCEL #190.00-01-032.200 SITUATE IN THE TOWN OF BATH; PARCEL #353.00-03-009.112, SITUATE IN THE TOWN OF CORNING; AND PARCEL #020.00-01-031.200, SITUATE IN THE TOWN OF PRATTSBURGH MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION: TO ADJOUR EXECUTIVE SESSION AND RECONVENE IN REGULAR SESSION MADE BY MR. SCHU. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION: TO AJDOURN MADE BY MR. SWACKHAMER. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

Respectfully Submitted by

Amanda L. Chapman  
Deputy Clerk  
Steuben County Legislature

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

**Tuesday, January 9, 2018  
Legislative Committee Room  
10:00 a.m.**

**Please send agenda items to the Clerk of the Legislature's Office  
NO LATER THAN NOON  
Wednesday, January 3, 2018**