

**STEBEN COUNTY FINANCE COMMITTEE**

*Tuesday, January 11, 2017*

*10:00 a.m.*

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

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

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

**I. CALL TO ORDER**

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

**II. APPROVAL OF MINUTES**

**MOTION: APPROVING THE MINUTES OF THE DECEMBER 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\*\***

<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 Steve Orcutt Tammy Hurd-Harvey Tina Goodwin Kelly Penziul	Mitchell Alger Tim Marshall Andy Morse Jennifer Prossick Alan Reed	Eric Rose Steve Catherman Jim Allard Vicki Olin Pat Donnelly
<b>LEGISLATORS:</b>	Joseph J. Hauryski John V. Malter	Carol A. Ferratella	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 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.

**MOTON: 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 unchartered 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 Swarthout, 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.**