

STEBEN COUNTY FINANCE COMMITTEE

Tuesday, January 9, 2018

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 Pat Donnelly
Alan Reed Tammy Hurd-Harvey Tim Marshall
Vince Spagnoletti Jim Allard
- LEGISLATORS:** Joseph J. Hauryski Carol A. Ferratella K. Michael Hanna
Hilda T. Lando Robin K. Lattimer John V. Malter
Thomas J. Ryan
- 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 12, 2017, MEETING MADE BY MR. SCHU. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

III. DEPARTMENT REQUESTS

A. Public Works

1. **Add Sign Truck to Major Equipment List** - Mr. Spagnoletti requested authorization to add a sign truck to the 2018 Major Equipment List for \$110,000. Additionally, there was a program by the Federal Highway System requiring municipalities to upgrade their signs by a certain date. In response to that, a budget line item was set up for \$75,000 for that purpose. Now the drop-dead date for that upgrade has been removed. He requested authorization to transfer \$75,000 from the 2017 sign upgrade line item to the 2018 Major Equipment line item.

MOTION: AUTHORIZING THE ADDITION OF A SIGN TRUCK TO THE PUBLIC WORKS 2018 MAJOR EQUIPMENT LIST AND AUTHORIZING A TRANSFER OF UP TO \$75,000 FROM THE 2017 FEDERAL HIGHWAY SIGN UPGRADE BUDGET LINE ITEM TO THE 2018 MAJOR EQUIPMENT LINE ITEM MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

B. Emergency Management Office

1. **Emergency Communications Budget Transfer to Capital Project** - Mr. Marshall stated they had planned to do HVAC replacements at five tower sites during 2017. We had obtained quotes and submitted those to Purchasing for their review, however, discovered that this project would have put the County over the aggregate amount of HVAC units that could be purchased without a bid. As a result of that, the project has been

delayed until this year. He requested authorization to transfer \$17,500 from the 2017 EMO operations budget into the Communications System Capital Project.

MOTION: AUTHORIZING THE DIRECTOR OF THE EMERGENCY MANAGEMENT OFFICE TO TRANSFER \$17,500 FROM THE 2017 OPERATING BUDGET INTO THE COMMUNICATIONS SYSTEMS CAPITAL PROJECT FOR THE PURPOSES OF COMPLETING HVAC REPLACEMENTS AT FIVE TOWER SITES MADE BY MR. ROUSH. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.

C. Buildings & Grounds

1. **Closing Capital Projects and Returning Balance to Repairs & Renovations Reserve** – Mr. Wheeler requested authorization to close a number of capital projects and return the balances to the Repair & Renovations Reserve. He commented these projects have been completed and these are the funds remaining.

MOTION: DIRECTING THE COMMISSIONER OF FINANCE TO CLOSE THE FOLLOWING CAPITAL PROJECTS AND RETURN THE REMAINING BALANCES TO THE REPAIRS & RENOVATIONS RESERVE: SMALL ELEVATORS R & M (\$6,100.74), COB LIFT (\$1,250.11), SPRINKLER SYSTEM REPAIRS (\$2,134.61), PLATFORM LIFT CORNING COURTHOUSE (\$1,119.77), ELEVATOR 117 EAST STEUBEN STREET (\$14,998.81) AND PAINTING – HORNELL COURTHOUSE (\$7,174.00) MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.

D. Commissioner of Finance

1. **Monthly Reports** – Ms. Fitzpatrick asked for an explanation about how unused purchase orders are posted. Mrs. Hurd-Harvey explained when a purchase order has not been utilized, it shows up as a negative on the report.

E. Sheriff's Office

1. **Roll-Over of 2017 Bethesda Grant** – Sheriff Allard stated they had received \$4,000 from the Bethesda Foundation in 2017 to purchase EMT Go Bags for Sheriff's Deputies. They did not purchase the bags in 2017 and he requested authorization to roll over that funding into the 2018 budget.

MOTION: AUTHORIZING THE SHERIFF TO ROLL OVER \$4,000 IN FUNDS RECEIVED FROM THE BETHESDA FOUNDATION IN 2017 TO 2018 TO PURCHASE EMT GO BAGS FOR SHERIFF'S DEPUTIES MADE BY MS. FITZPATRICK. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

2. **Roll-Over for 2018 Purchase of In-Car Cameras** – Sheriff Allard requested authorization to roll over \$10,000 in the 2017 Minor Equipment to 2018 Minor Equipment for the purchase of in-car cameras.

MOTION: AUTHORIZING THE SHERIFF TO ROLL OVER \$10,000 FROM THE 2017 MINOR EQUIPMENT TO THE 2018 MINOR EQUIPMENT FOR THE PURCHASE OF IN-CAR CAMERAS MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

3. **STOP DWI Grant** – Sheriff Allard requested authorization to accept additional STOP DWI Funding in the amount of \$22,500. He will use \$10,500 for overtime for enforcement. He requested authorization to purchase a driving simulator for \$12,000. Sheriff Allard commented that he plans to use the simulator at schools during prom season.

MOTION: AUTHORIZING THE SHERIFF TO ACCEPT ADDITIONAL STOP-DWI GRANT FUNDS IN THE AMOUNT OF \$22,500 AND AUTHORIZING THE PURCHASE OF A DRIVING SIMULATOR FOR \$12,000 AND THE REMAINING \$10,500 TO BE USE FOR OVERTIME ENFORCEMENT MADE BY MR. ROUSH. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

4. **Accept Donation from Corning Foundation** Sheriff Allard stated that he has received a donation of \$23,500 from the Corning Foundation through Corning, Inc. He had requested a TruNarc reader which will allow officers to safely field test narcotics within packaging. The cost for that is \$13,000. The second item he had requested was a license plate reader for their highway interdiction efforts. This is a \$10,500 item. He requested authorization to receive this donation and to add these items to his Major Equipment list.

MOTION: AUTHORIZING THE SHERIFF TO ACCEPT A DONATION FROM THE CORNING FOUNDATION OF A TRUNARC READER (\$13,000) AND A LICENSE PLATE READER (\$10,500) AND AUTHORIZING AN AMENDMENT TO THE SHERIFF'S 2018 MAJOR EQUIPMENT LIST TO INCLUDE THESE TWO ITEMS MADE BY MR. SCHU. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

5. **STOP Opioid/Drug Program** – Mr. Van Etten asked what is the state of the STOP Opioid/Drug Program? Sheriff Allard replied he has not heard anything. There is talk of providing funding to County Jails for treatment. It looks like this will be in the Governor's budget this year. Mr. Wheeler commented our STOP DWI program is funded through fines and fees. We would not have that with this new program.

F. County Manager

1. **Contingent Fund Transfer for Assigned Counsel** – Mr. Wheeler requested authorization to transfer \$50,000 from the Contingent Fund to cover the Assigned Counsel expenses through the end of 2017. Through the years we have modified that budget and are getting closer to actual costs. In previous years we have had to transfer \$150,000 to \$200,000 to cover year end expenses.

MOTION: AUTHORIZING A CONTINGENT FUND TRANSFER OF \$50,000 TO COVER 2017 YEAR-END EXPENSES FOR THE ASSIGNED COUNSEL PROGRAM MADE BY MS. FITZPATRICK. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.

2. **TBEX Conference** – Mr. Wheeler informed the committee that the Travel Bloggers Exchange (TBEX) holds a twice annual conference; once international and one in North America. Corning, Inc. and Corning Enterprises secured the Finger Lakes as the host destination for the Fall 2018 Conference. He met with Laury Poland and Tom Tranter a few months ago to discuss this. The conference will expose our area to a large number of influencers and will be a benefit to the area. The bloggers will be staying in Corning and all of their education sessions will occur at the Corning Museum of Glass. We are working with Finger Lakes Wine Country and the Conference and Visitors' Bureau to organize different events. They are requesting the County provide \$50,000 towards this. The bloggers will be spending money locally and we will be collecting room tax on their stays. Corning Enterprises is contributing at least \$50,000, possibly more. They will also be asking Schuyler and Chemung to contribute. He requested authorization to take this funding out of the Room Tax Reserve. The AIP Committee has approved this.

Mrs. Lando asked since we are a major sponsor, should someone from the County be on the Executive Committee? Mr. Wheeler replied he is sure they would not mind.

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO APPROPRIATE \$50,000 FROM THE ROOM TAX RESERVE TO FINGER LAKES WINE COUNTRY IN SUPPORT OF THE TBEX NORTH AMERICA CONFERENCE TO BE HELD IN CORNING FROM SEPTEMBER 11TH – 13TH MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.

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

MOTION: AUTHORIZING THE COUNTY ATTORNEY TO DISCLOSE TO THE NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION THAT STEUBEN COUNTY HELD TITLE ON PARCEL #144.02-01-020.200, SITUATE IN THE TOWN OF URBANA, FROM 2007 TO 2008 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 MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

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

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

****NEXT MEETING SCHEDULED FOR**
Tuesday, February 13, 2018
Legislative Committee Room
10:00 a.m.**

**Please send agenda items to the Clerk of the Legislature's Office
NO LATER THAN NOON
Wednesday, February 7, 2018**

STEUBEN COUNTY FINANCE COMMITTEE

Special Meeting

Monday, January 22, 2018

9:40 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 Wendy Jordan

LEGISLATORS: Carol A. Ferratella Hilda T. Lando John V. Malter
Aaron I. Mullen Robert V. Nichols Frederick G. Potter
Thomas J. Ryan Randolph J. Weaver

ABSENT: Gary D. Swackhamer

I. CALL TO ORDER

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

II. GENERAL BUSINESS

A. Real Property Tax Service Agency

1. **Tax Certiorari** – Ms. Jordan stated the Town of Erwin has asked the County to participate in a tax certiorari proceeding regarding Econo Lodge. The current invoice is \$322 and she requested approval to spend up to \$2,500 for any future expenses.

MOTION: AUTHORIZING THE COUNTY TO PARTICIPATE IN TAX CERTIORARI PROCEEDINGS RELATIVE TO SAI SAI, LLC (ECONO LODGE), SITUATE IN THE TOWN OF ERWIN; CONTRIBUTION NOT TO EXCEED \$2,500 MADE BY MR. SCHU. SECONDED BY MS. FITZPATRICK. MOTION CARRIES 3-0-1. (MR. ROUSH ABSTAINED AS HE IS A MEMBER OF THE ERWIN TOWN BOARD)

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

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

STEBEN COUNTY FINANCE COMMITTEE

Tuesday, February 13, 2018

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 Hank Chapman
Lise Reynolds Ken Peaslee Rob Wolverton
Kelly Penziul Vicki Olin Vince Spagnoletti
Patty Baroodly Christine Towner Jim Allard
Cathy Baker Tammy Hurd-Harvey Brenda Mori
Alan Reed Pat Donnelly
- LEGISLATORS:** Joseph J. Hauryski Carol A. Ferratella 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 JANUARY 9, 2018, AND JANUARY 22, 2018, MEETINGS MADE BY MR. SCHU. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

III. DEPARTMENT REQUESTS

A. Information Technology

1. Mr. Peaslee requested authorization to purchase SAN (Storage Area Network) Servers and Software for the upgrade of the County network storage infrastructure for the County Office Building and the Public Safety Building. This project is being supported by many departments. The Department of Social Services transferred \$300,000 into the Capital Project for this project. Mr. Peaslee stated they looked at four vendors, all of who were on State contract. Given our budget, he is recommending contracting with Network Technologies for \$532,539. This cost includes installing the servers and the storage enhancing network. He requested approval to spend up to \$545,000 out of the EDP Equipment Capital Project.

MOTION: AUTHORIZING THE DIRECTOR OF INFORMATION TECHNOLOGY TO SEND UP TO \$545,000 OUT OF THE EDP EQUIPMENT CAPITAL PROJECT TO PURCHASE STORAGE AREA NETWORK (SAN) SERVERS AND SOFTWARE FOR THE UPGRADE OF THE COUNTY NETWORK STORAGE INFRASTRUCTURE FOR THE COUNTY OFFICE BUILDING AND PUBLIC SAFETY BUILDING MADE BY MR. SCHU. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

2. **Purchase of Network Switches and Fiber Converters for New Construction Projects** – Mr. Peaslee requested authorization to purchase network switches and fiber converters for the New Office Building and Records Storage Facility. The total cost is \$21,000 and he requested authorization to take that out of the County Telephone System Capital Project.

MOTION: AUTHORIZING THE DIRECTOR OF INFORMATION TECHNOLOGY TO PURCHASE NETWORK SWITCHES AND FIBER CONVERTERS FOR THE NEW OFFICE BUILDING AND RECORDS STORAGE FACILITY FOR A TOTAL COST OF \$21,000 TO BE PAID FOR OUT OF THE COUNTY TELEPHONE SYSTEM CAPITAL PROJECT MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

B. Elections

1. **Central Count System** – Mrs. Olin requested authorization to transfer \$16,750 from the Shoebox Grant to the Major Equipment line to purchase a Central Count System. Mr. Wheeler commented you will also be authorizing them to add this to their major equipment list.

MOTION: AUTHORIZING THE COMMISSIONERS OF ELECTION TO PURCHASE A CENTRAL COUNT SYSTEM FOR \$16,750 USING SHOEBOX GRANT FUNDS AND AMENDING THE MAJOR EQUIPMENT LIST TO REFLECT THIS PURCHASE MADE BY MR. SCHU. SECONDED BY MS. FITZPATRICK FOR DISCUSSION.

Ms. Fitzpatrick asked for an explanation of the budget transfer? Mr. Wheeler explained it is not a transfer as they have the money for this purchase

Mr. Roush asked is there a deadline on the grant? Mrs. Olin replied the grant could end at a random time. There is not specific stop date. We have almost exhausted the grant funds.

VOTE ON PREVIOUS MOTION: MOTION CARRIES 3-1. (MR. VAN ETEN OPPOSED)

2. **Extending Contracts with Schools for Use of County Voting Machines** – Mrs. Olin requested authorization to extend the contracts with the Addison, Avoca, Bath, Canisteo-Greenwood, Hornell City and Corning City School District through December 31, 2018. The schools pay for the support, delivery, staff time, etc. Last year we received about \$2,000 in revenue for this.

MOTION: AUTHORIZING THE COMMISSIONERS OF ELECTIONS TO EXTEND FOR ONE YEAR, THE CONTRACT WITH THE FOLLOWING SCHOOL DISTRICTS TO USE COUNTY VOTING MACHINES FOR SCHOOL ELECTIONS: ADDISON CENTRAL SCHOOL, AVOCA CENTRAL SCHOOL, BATH CENTRAL SCHOOL, CANISTEO-GREENWOOD CENTRAL SCHOOL, CORNING CITY SCHOOL DISTRICT AND HORNELL CITY SCHOOL DISTRICT MADE BY MR. ROUSH. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

Mr. Roush asked what happened to the lever machines? Mrs. Olin replied when we could no longer use the lever machines we contacted the towns. Some of the towns did want them. The Corning City School District was given a list and they picked up those machines and used them. The counties that opted to scrap the machines get approximately \$50 per machine.

3. **Approval to Add Vehicle to Major Equipment List** – Mrs. Olin requested authorization to use \$5,000 of Shoebox Grant funds and add a vehicle to the Major Equipment List. They need to have something with a lift gate or wheelchair lift as this is what we would use to transport voting machines to the schools. We also transport machines to provide education to the students. Currently we are using an old Health Care Facility van. She stated they are looking for something similar on a smaller scale. The Youth Bureau also utilizes this vehicle to transport equipment and supplies to various events.

Mrs. Olin stated they would like to have this on the Major Equipment List so if there is an opportunity to purchase something at auction or through another avenue, they have the ability to do that.

Mr. Van Etten suggested an option to purchase an enclosed trailer and tow that with a pickup. The trailers have a drop gate on the back, are easy to haul and you can usually pick them up for about \$4,000. Mr. Wheeler stated that is definitely an option.

MOTION: AUTHORIZING THE COMMISSIONERS OF ELECTIONS TO ADD A VEHICLE/TRAILER TO THEIR MAJOR EQUIPMENT LIST FOR THE PURPOSE OF TRANSPORTING VOTING MACHINES, SAID PURCHASE TO BE FUNDED WITH \$5,000 FROM THE SHOEBOX GRANT MADE BY MR. SCHU. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

4. **Update on New Voting Machines** – Mrs. Olin informed the committee when they attended their annual conference, they had an opportunity to view the new voting machines. The machines are in the certification process. The new machines are a vast improvement over the current ones.

C. Public Works

1. **Road Project Line Items** – Mr. Spagnoletti requested authorization to amend the following road projects:

- Add a new project: CR 57, Fremont, 2.7 miles, \$172,000
- Add to CR 5 and CR 115, Lindley, .7 miles, \$103,880 to \$228,880
- Decrease CR 58, Hornellsville, 3 miles to 2.1 miles, \$445,200 to \$279,200
- Decrease CR 119, Rathbone, \$818,512 to \$687,512

MOTION: AUTHORIZING THE COMMISSIONER OF PUBLIC WORKS TO AMEND THE 2018 ROAD PROJECTS AS FOLLOWS: ADD NEW PROJECT, CR 57, FREMONT, 2.7 MILES, \$172,000; ADD TO CR 5 AND CR 115, LINDLEY, .7 MILES, \$103,880 TO \$228,880; DECREASE CR 58, HORNELLSVILLE, 3 MILES TO 2.1 MILES, \$445,200 TO \$279,200 AND DECREASE CR 119, RATHBONE, \$818,512 TO \$687,512 MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

D. Sheriff's Office

1. **STOP DWI Budget Transfer** - Sheriff Allard requested authorization to transfer \$25,350 from the STOP DWI Enforcement line and appropriate \$18,100 to the STOP DWI Overtime line and \$7,250 to the STOP DWI Supplies line to reflect the actual budget.

MOTION: AUTHORIZING THE SHERIFF TO TRANSFER \$25,350 FROM THE STOP DWI ENFORCEMENT LINE AND APPROPRIATE \$18,100 TO THE STOP DWI OVERTIME LINE AND \$7,250 TO THE STOP DWI SUPPLIES LINE MADE BY MR. ROUSH. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

E. Office of Community Services

1. **Budget Adjustment** - Dr. Chapman requested authorization to accept \$18,000 in funding from the Sheriff's Office and appropriating it to the Contract Jail Staff line item to provide a Mental Health Counselor for one additional day at the Jail.

MOTION: AUTHORIZING THE DIRECTOR OF COMMUNITY SERVICES TO ACCEPT FUNDING FROM THE SHERIFF'S OFFICE IN THE AMOUNT OF \$18,000 AND APPROPRIATE IT TO THE CONTRACT JAIL STAFF LINE ITEM TO PROVIDE MENTAL HEALTH COUNSELOR SERVICES FOR AN ADDITIONAL DAY AT THE JAIL MADE BY MR. ROUSH. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

F. Office for the Aging

1. **Accepting Donations for Ramps** – Mrs. Baroody requested authorization to accept ramp donation amounts of up to \$5,000 with the approval of the County Manager and Commissioner of Finance pursuant to Part IV, A (2)(b) vii of the *Administrative Code*. She commented they have two donations right now; one from an individual in the amount of \$1,000, and one from the Canisteo Legion in the amount of \$1,500.

MOTION: AUTHORIZING THE DIRECTOR OF THE OFFICE FOR THE AGING TO ACCEPT RAMP DONATION AMOUNTS OF UP TO \$5,000 WITH THE APPROVAL OF THE COUNTY MANAGER AND COMMISSIONER OF FINANCE PURSUANT TO PART IV, A (2)(b) vii OF THE ADMINISTRATIVE CODE MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

2. **Accept Funds for RSVP's Tai Chi for Arthritis** – Mrs. Baroody informed the committee that the RSVP Advisory Council has agreed to pay up to \$3,000 for the instructor training for Tai Chi for Arthritis which will be held April 22nd and April 23rd. She requested authorization to accept \$3,000 from the RSVP Advisory Council.

MOTION: AUTHORIZING THE DIRECTOR OF THE OFFICE FOR THE AGING TO ACCEPT \$3,000 FROM THE RSVP ADVISORY COUNCIL FOR THE INSTRUCTOR TRAINING FOR TAI CHI FOR ARTHRITIS IN APRIL 2018 MADE BY MR. SCHU. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

G. Commissioner of Finance

1. **Year-End Transfers** – Mrs. Hurd-Harvey reviewed 2017 end of year transfers, which included Landfill fringe benefits adjustment of \$118,031.47; landfill wage adjustment of \$26,105.27; funding the IT chargeback lines with departments; fringe and payroll budget adjustments and Maintenance in Lieu of Rent.

Mr. Malter asked when you did the 2018 budget was it taken into consideration last year's adjustments to salary and fringe lines so that we don't have so much shifting? Mrs. Hurd-Harvey replied the budget is calculated based on actual people in positions. The FICA and Worker's Compensation is calculated on vacancies. Given the amount of turnover and vacancies, we do not budget for those. We budget for actual people in positions and the vacancies that are approved in the departments. These adjustments are all done at the end of the year.

Mr. Van Etten commented that is the cause of many of his questions when we do the budget workshops. Mr. Malter asked can we do a study on the last two or three years and when we do the budget for 2019, have those actual numbers? Mr. Van Etten replied when we do the 2019 budget, we see 2017 and 2018, so we actually know the budget for those two years.

Mr. Wheeler explained these are done on a case-by-case basis. Historically we know those departments that run either short or high. We are always trying to tighten the budget up and we can take a look to do more. Mr. Van Etten stated in his opinion it is a shell game and as long as all of the shells have money, it is fine. When you have to start pulling it out of the fund balance, then it is an issue. Mrs. Hurd-Harvey replied the majority of these adjustments are under \$10,000; but there are a few that are significant.

MOTION: APPROVING NUMEROUS 2017 END-OF-YEAR BUDGET TRANSFERS AS PRESENTED BY THE COMMISSIONER OF FINANCE MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

2. **Authorize RFP for Auctioneer Services for Tax Auction** – Mr. Donnelly requested authorization to issue a Request for Proposals for auctioneer services for the annual tax auction.

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE, IN CONJUNCTION WITH THE PURCHASING DIRECTOR, TO ISSUE A REQUEST FOR PROPOSALS FOR AUCTIONEER SERVICES FOR THE ANNUAL TAX AUCTION MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

3. **2017 and 2018 Capital Projects Budget** – Mrs. Hurd-Harvey stated that the auditor recently had a question about our capital projects and we discovered two unrelated errors. The first is in the 2017 budget we intended to pull \$844,690 from the Repairs & Renovations Reserve. It was later discovered that instead of pulling money from the Repairs & Renovations, it was funded out of the General Fund. She recommended leaving it in the General Fund for spending in some future year.

The second error is in the 2018 capital budget; the Parks did not get included in the total funded. So the 2018 capital project budget was \$11,000 short. In order to address that, the Sheriff had a carry-over capital project that included \$22,000 for the Impact Program. That equipment was actually received in 2017 and should not have been carried over into the 2018 budget. In order to fix that entry, she recommended reducing the 2018 capital equipment budget and associated revenue related to the Sheriff's Impact Program and increasing the Parks 2018 operating equipment budget \$11,000.

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO REDUCE THE 2018 EQUIPMENT BUDGET AND ASSOCIATED REVENUE RELATED TO THE SHERIFF'S IMPACT PROGRAM; AND INCREASING THE PARKS 2018 OPERATING EQUIPMENT BUDGET \$11,000 MADE BY MR. ROUSH. SECONDED BY MR. SCHU FOR DISCUSSION.

Mr. Van Etten asked how much is sitting in the Repairs & Renovations Reserve? Mr. Wheeler replied about \$3.2 million. Mrs. Hurd-Harvey stated we add about \$300,000 to it every year. Ms. Fitzpatrick asked does this mean that we will be funding a project out the General Fund rather than the Repairs & Renovations Fund? Mrs. Hurd-Harvey replied yes.

Mr. Malter asked what was that money spent on? Mr. Wheeler replied it was spent on HVAC, the Cardex System and a couple of other things. Mrs. Hurd-Harvey stated it includes the parking lots, elevator, Hornell Office Renovation. Some of those projects have not been done yet.

Mr. Van Etten stated he doesn't want us to forget that the money is there because of this error. Mr. Wheeler stated this works because you know with the court study that we will have some not insignificant expenses associated with that.

Ms. Fitzpatrick asked where in the process did the error happen? Mrs. Hurd-Harvey replied it happened in the spreadsheet. Mr. Wheeler explained the spreadsheet summed it up as capital funds and it was put in the budget. Mrs. Hurd-Harvey stated we could fix it and it would show the Repair & Renovations Reserve going down and the General Fund going up.

Mr. Malter asked can we get an update on all of the capital projects and what is in those reserves? Mrs. Hurd-Harvey replied yes, but she would send that out after we close 2017.

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

H. County Manager

1. **DSS Request** –Mrs. Reynolds requested authorization to establish a capital project to encumber \$707,388.86 in 2017 budgeted funds for the Mobility Management Software project.

MOTION: ESTABLISHING A CAPITAL PROJECT FOR THE MOBILITY MANAGEMENT SOFTWARE PROJECT IN THE AMOUNT OF \$707,388.86 MADE BY MR. SCHU. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.

2. **Fiber Installation** – Mr. Alger requested authorization to spend \$15,240 out of the Office Space Utilization Capital Project to install fiber at the New Office Building and Records Storage Facility. The cost for the New Office Building is \$5,740 and the Records Storage Facility is up to \$9,500.

MOTION: AUTHORIZING THE COUNTY MANAGER TO SPEND \$15,240 OUT OF THE OFFICE SPACE UTILIZATION CAPITAL PROJECT FOR THE INSTALLATION OF FIBER AT THE NEW OFFICE BUILDING AND RECORDS STORAGE FACILITY MADE BY MR. SCHU. SECONDED BY MR. ROUSH. FOR DISCUSSION.

Ms. Fitzpatrick asked we are not funding it out of the building project? Mr. Wheeler replied no, but we are still below the authorized maximum spending on the project. This was not included in the original bids. It is still part of the building project. We have the bond money and we have the Office Space Utilization Capital Project which we have used for the architectural components. Both are connected.

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

3. **Court Space Study** – Mr. Alger informed the committee they put out a Request for Proposals for conceptual drawings and diagrams of potential options. This is something that we do not have a choice in, as we are required by the State Office of Court Administration to provide adequate space for the courts. After going through the applications, we interviewed SWBR and Labella. We recommended to the Office Space Committee awarding to Labella for \$34,000. Mr. Alger requested authorization to pay for this study out of the Office Space Utilization Capital project. Mr. Wheeler commented the State Office of Court Administration had also recommended using Labella.

MOTION: AUTHORIZING THE COUNTY MANAGER TO SPEND \$34,000 OUT OF THE OFFICE SPACE UTILIZATION CAPITAL PROJECT FOR A COURT SPACE STUDY TO BE CONDUCTED BY LABELLA MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

IV. OTHER BUSINESS

A. *Proposed Change to Time of Monthly Meetings* – Mr. Van Etten stated there have been discussions about the start times of the 10 o'clock meetings. He stated he believes the Finance Committee should change the time of their meetings from 10:00 a.m. to 9:30 a.m. or immediately following the adjournment of the Administration Committee. This would eliminate any gaps when the Administration Committee has a light agenda. Most of the individuals who go to Administration are also coming to Finance.

MOTION: CHANGING THE TIME OF THE MONTHLY FINANCE MEETING TO 9:30 A.M. OR IMMEDIATELY FOLLOWING THE ADMINISTRATION COMMITTEE MEETING MADE BY MR. SCHU. SECONDED BY MS. FITZPATRICK FOR DISCUSSION.

Mr. Roush stated he is opposed to this. It makes more sense and is easier for department heads to budget their time and schedule other meetings. Staying with 10 a.m. makes more sense. Mr. Van Etten commented if a department head is attending Administration and makes their presentation at 9:20 a.m., do you really think they are going to schedule another meeting before they have to be back for Finance at 10:00 a.m.? They will just go back to their office. He doesn't know how keeping the time at 10:00 a.m. is going to make things more efficient. It will be more efficient if they know that Finance will be immediately following Administration.

VOTE ON PREVIOUS MOTION: MOTION CARRIES 3-1. (MR. ROUSH OPPOSED)

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 MS. FITZPATRICK. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

MOTION: DIRECTING THE CLERK OF THE LEGISLATURE TO OMIT LOCAL LAW NO. 13 OF 1994 FOR THE PURPOSES OF CODIFICATION OF LOCAL LAWS MADE BY MR. SCHU. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE, PURSUANT TO REAL PROPERTY TAX LAW 1138, TO WITHDRAW FROM TAX FORECLOSURE PARCEL #244.01-01-016.000/95 SITUATE IN THE TOWN OF CAMPBELL AND CANCEL THE TAXES AS UNCOLLECTABLE MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

MOTION: AUTHORIZING A HARDSHIP DEFERRMENT RELATIVE TO PARCEL #158.12-03-023.000 SITUATE IN THE VILLAGE OF BATH, EXPIRING MARCH 29, 2019 MADE BY MR. SCHU. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

MOTION: TO ADJOURN EXECUTIVE SESSION AND RECONVENE IN REGULAR SESSION MADE BY MR. SCHU. SECONDED BY MS. FITZPATRICK. 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, March 13, 2018

Legislative Committee Room

****PLEASE NOTE CHANGE**9:30 a.m. **PLEASE NOTE CHANGE****

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

NO LATER THAN NOON

Wednesday, February 28, 2018

STEBEN COUNTY FINANCE COMMITTEE

Tuesday, March 13, 2018

9:30 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

STAFF: Jack K. Wheeler Wendy Jordan Jennifer Prossick
James Allard Brenda Mori Pat Donnelly
Karen Monroe Tammy Hurd-Harvey Darlene Smith
Alan Reed Vince Spagnoletti Brooks Baker
Amy Dlugos

LEGISLATORS: Joseph J. Hauryski Carol A. Ferratella Hilda T. Lando
John V. Malter Frederick G. Potter

ABSENT: Brian C. Schu

OTHERS: Mary Perham
James Post, *The Leader*

I. CALL TO ORDER

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

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE FEBRUARY 13, 2018, MEETING MADE BY MS. FITZPATRICK. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

III. DEPARTMENT REQUESTS

A. Public Health

1. **Budget Transfer** – Mrs. Smith requested authorization to accept and allocate additional Article 6 State Aid funds. We were awarded \$48,000 for submitted requested documents to demonstrate the work we have done with chronic disease.

MOTION: AUTHORIZING THE DIRECTOR OF PUBLIC HEALTH TO ACCEPT AND APPROPRIATE AN ADDITIONAL \$48,000 IN REVENUE FROM ARTICLE 6 STATE AID MADE BY MR. SWACKHAMER. SECONDED BY MS. FITZPATRICK FOR DISCUSSION.

Mr. Van Etten asked what will you do with this funding? Mrs. Smith replied we can use it on anything that is State Aid reimbursable. What we do not spend will go back into the General Fund. Mr. Wheeler explained with the Governor’s proposal of combining public health funding streams and imposing cuts, this could help fill that gap for the remainder of our budget year.

Ms. Fitzpatrick asked what specific diseases did you focus on? Mrs. Smith replied we primarily worked with diabetes and hypertension. The grant was the result of submitting paperwork documenting our efforts. Ms.

Fitzpatrick asked would the opioid problem be considered a chronic disease? Mrs. Smith replied we are hoping it will be classified as a chronic disease and we keep advocating for that change. Our association, the NYS Association of County Health Officials has been advocating for all local health departments to make activities associated with opioid prevention reimbursable for us. There is very little we can do to get reimbursed at this point.

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

B. Sheriff's Office

1. **Bullet Proof Vest 2018 – 2019 Grant** – Sheriff Allard requested authorization to accept an award of \$6,843 for the 2018 – 2019 Bull Proof Vest grant. This funding will be used to pay half the cost for ten vests for Corrections Officers, eight vests for Road Patrol and two vests for Probation.

MOTION: AUTHORIZING THE SHERIFF TO ACCEPT \$6,843 IN FUNDING FROM THE BULLET PROOF VEST PROGRAM FOR 2018 – 2019 MADE BY MR. SWACKHAMER. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

2. **Acceptance of Additional STOP-DWI Grant Funds** – Sheriff Allard requested authorization to accept an additional \$1,300 in STOP-DWI Grant Funds. This will be used for enforcement.

MOTION: AUTHORIZING THE SHERIFF TO ACCEPT AN ADDITIONAL \$1,300 IN 2018 STOP-DWI CRACKDOWN GRANT FUNDING MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

C. Planning

1. **State Septic System Replacement Fund Program** – Mrs. Dlugos informed the committee that there is a new State Septic System Replacement Fund Program and we have been awarded funding to address failing septic systems within specified geographic areas. She requested authorization to establish the appropriate revenue and expenditure line items for this program.

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO SET UP REVENUE AND EXPENDITURE ACCOUNTS AND APPROPRIATING GRANT FUNDING FOR THE NEW STATE SEPTIC SYSTEM REPLACEMENT FUND PROGRAM MADE BY MR. SWACKHAMER. SECONDED BY MS. FITZPATRICK FOR DISCUSSION.

Mr. Swackhamer asked how will the septic systems be identified? Mrs. Dlugos replied the State tells us the geographic area to cover and we work with the local Code Enforcement Officer to identify systems that meet the criteria of the program. These are pass through funds. The homeowner pays 50 percent of the cost and the State will pay 50 percent, up to \$10,000.

Mr. Van Etten asked is there an income threshold? Mrs. Dlugos replied no, not with this one, but there is a cost share. The State has targeted specific watersheds that have water quality issues. The area targeted for this round is Smith Pond. Mrs. Ferratella asked will this affect the waiting list? Mrs. Dlugos replied no, this is a different program.

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

D. Commissioner of Finance

1. **Creation of Capital Project for Office of Community Services** – Mr. Roush asked for an explanation of the email that was sent by the Finance Office. Where did the additional money come from to replace the money not received in 2014-2015, or was work not done? Mrs. Hurd-Harvey replied this is not grant money for services. This was administrative money that was based on time studies.

Ms. Monroe explained back in 2015, the administrative funding was based on a list of jobs that the Federal Government was willing to share for the administration of Medicaid money. There were certain positions within our LGU (Local Government Unit) that we could share and the Federal Government would pay 50 percent of the cost. In 2014-2015, the Federal Government did not like how the State did it and shut down the payments for federal sharing. Now there is a new system in place and the Federal Government has agreed to release the funds they had been holding.

Mr. Roush asked did the County spend money that was not reimbursed? Ms. Monroe replied it was part of our budget and we just did not get that revenue. It was money not received, but budgeted for. She stated in 2015 – 2016, she did not include the line item for Federal sharing, but for 2017 – 2018 she added the line item back. She stated we made our budget.

Mr. Van Etten clarified so this is just administrative costs. Mr. Roush asked now we have a windfall? Ms. Monroe stated going back to 2006, we received a CSP grant where we would only earn so much money on the services we provided. If we went over, then the money got taken back. We had a \$443,000 liability in 2006 that was excess. There was also some funding that the State had held up and that can in this year, so in essence we received three big cash flows from the State and Federal Government.

Mrs. Hurd-Harvey commented this is a one-time thing. Mr. Wheeler explained you can use these funds for a specific purpose, the upgrade of the electronic health records software system, because there is a future need for technology. They received notice from the vendor that there will be software changes.

Mr. Van Etten asked so you are requesting to set aside \$200,000 into a capital project? Ms. Monroe replied we received a quote from Cerner for \$225,000 and a quote from HealthNet for \$225,000 - \$300,000. She requested setting aside \$350,000. Mr. Wheeler commented if you do not use all of it, it will stay in the capital project. Ms. Monroe commented the original projected cost of the department to the County was \$1.1 million and with these significant back payments of \$1.4 million, the County cost for the department was \$32,000. Mr. Van Etten commented it is smart to take advantage of that and set the money aside.

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO APPROPRIATE \$350,000 OF UNSPENT 2017 BUDGET DOLLARS WITHIN THE OFFICE OF COMMUNITY SERVICES CONTRACTS FOR SERVICES AND OPERATION OF VEHICLES LINE ITEMS INTO A NEW CAPITAL PROJECT ENTITLED “COMMUNITY SERVICES EHR SOFTWARE” MADE BY MR. SWACKHAMER. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.

2. **Capital Projects** – Mrs. Hurd-Harvey stated that with the Capital Project report, she included a list of capital projects that she would recommend closing as they are no longer using, and transferring balances to other capital projects.

MOTION: AUTHORIZING CLOSING THE WOOD ROAD BRIDGE – FEMA CAPITAL PROJECT AND TRANSFERRING UNEXPENDED BALANCE OF \$4,963.31 TO THE COMMUNICATIONS SYSTEM CAPITAL PROJECT; CLOSING THE RACES REPEATER MAINTENANCE CAPITAL PROJECT AND TRANSFERRING UNEXPENDED BALANCE OF \$875.61 TO THE COMMUNICATIONS SYSTEM CAPITAL PROJECT; CLOSING THE GIS SOFTWARE & SERVER CAPITAL PROJECT AND TRANSFERRING UNEXPENDED BALANCE OF \$134.93 TO THE OFFICE SPACE UTILIZATION CAPITAL PROJECT; CLOSING THE SENECA STREET BRIDGE CAPITAL PROJECT AND TRANSFERRING UNEXPENDED BALANCE OF \$1,351.89 TO THE FUTURE BRIDGE PROJECTS CAPITAL PROJECT; CLOSING THE PICTOMETRY/CHANGEFINDER CAPITAL PROJECT AND TRANSFERRING UNEXPENDED BALANCE OF \$297.42 TO THE RPT DIGITATION CAPITAL PROJECT; CLOSING THE AIRPORT ROAD PURCHASE/RENOVATION CAPITAL PROJECT AND TRANSFERRING UNEXPENDED BALANCE OF

\$236.68 TO THE OFFICE SPACE UTILIZATION CAPITAL PROJECT; AND CLOSING THE MISCELLANEOUS REPAIRS CAPITAL PROJECT AND TRANSFERRING UNEXPENDED BALANCE OF \$2,029.00 INTO THE OFFICE UTILIZATION CAPITAL PROJECT MADE BY MR. SWACKHAMER. SECONDED BY MS. FITZPATRICK FOR DISCUSSION.

Ms. Fitzpatrick asked why would you leave the Emergency Management Office capital project open with \$1,333.95 left in it? Mrs. Hurd-Harvey replied that was one that she did not research. If the capital projects were generic, she left them open as they could potentially be used in the future.

Mr. Van Etten asked what is the capital project for Legislative Proceedings? Ms. Mori replied that capital project was first created in 1988 when Mrs. Kane was appointed and there were many years of proceedings that were required to be printed. We are still working on printing the proceedings, but now we only produce a couple of hard cover books.

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

3. **Monthly Reports** – Mr. Swackhamer asked on the Budget Transfers report, why are we transferring \$5,000 to the District Attorney’s cell phone line item? Is that being done every month? Mr. Baker replied we had been paying for the cell phone line item out of the forfeiture money, however, that program has not been as lucrative as in the past. Mr. Swackhamer stated it shows that the \$5,000 is coming out of the Transcripts line item. Mr. Wheeler stated that is meant to cover a number of months. Mr. Baker stated they do not spend \$5,000 per month on cell phones.

4. **End of Year Budget Transfers** – Mrs. Hurd-Harvey requested authorization to increase revenue and expenditure lines to reflect an increase in cash payments for sales tax. Prior to the sale tax agreements with the cities, we set aside \$9 million and that has now increased to \$15 million which is a \$6.1 million increase.

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO INCREASE REVENUES AND EXPENSES TO REFLECT AN INCREASE IN CASH PAYMENTS FOR SALES TAX IN THE AMOUNT OF \$6.1 MILLION MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

Mr. Malter asked how is that allocated to the cities? Mr. Wheeler replied with the signing of the agreements, they are averaging a payment of 85 percent of the overall collections and share in the growth over that. We also share with the towns. As an FYI, the Association of Towns has passed a resolution requesting the State to require counties to share sales tax and negotiate it. He stated that his response is that we already share with the towns. Mr. Wheeler stated his concern is we currently share and do not foresee changing that at any point in time, but they would be forcing us to sit down and negotiate with each municipality.

Mr. Swackhamer stated historically they had come and asked before and we charged back the college chargeback and then they wanted to negotiate. Mr. Wheeler stated there are many counties that do not share at all, and we have a pretty fair process for our municipalities.

Mr. Potter commented equalization rates would play into that. Mr. Wheeler replied yes, it does. Mr. Potter stated it would be an incentive for the towns to keep their equalization rates up.

Mrs. Hurd-Harvey requested authorization to appropriate the 2018 Public Defender’s Indigent Legal Services grant from contracts for services line items to the salary and fringe benefits line items.

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO APPROPRIATE THE 2018 PUBLIC DEFENDER'S INDIGENT LEGAL SERVICES GRANT FROM CONTRACTS FOR SERVICES LINE ITEMS INTO SALARIES AND FRINGE BENEFITS LINE ITEMS MADE BY MS. FITZPATRICK. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

5. **Rolling Over Unspent Grant Balances** – Ms. Hurd-Harvey informed the committee there are a few departments such as the Sheriff, EMO, Public Defender and others that have numerous grants. Anything beyond December 31st rolls over so they can spend the funds and that shows up on the monthly Budget Transfers report that she submits to the committee. Historically, these roll overs are brought to committee every year. Since they are already doing the adjustments and they show up on the monthly Budget Transfers report, she requested not bringing them through committee.

Secretary's Note: The committee was in agreement with not bringing Grant Roll Overs to the Committee every year since the budget adjustments show up on the monthly Budget Transfers report.

6. **Local Law Establishing Tax Collection Procedures** – Mr. Reed stated we have Local Law No. Five of 1984 establishing tax collection procedures under Article 10. This local law has been amended twice. The first was relative to redemption of delinquent properties. In the past, the oldest would be redeemed first and now that the statute has changed, the newest is redeemed first. The second amendment required the properties to be sold under sealed bids, but we do not do that are our process is governed under private sales. Article 10 was repealed and replaced by Article 11. The Legislature can either repeal Local Law No. Five of 1984, or you can direct the Clerk of omit it from the codification.

MOTION: DIRECTING THE CLERK OF THE LEGISLATURE TO OMIT FROM CODIFICATION, LOCAL LAW NO. FIVE OF 1984 RELATIVE TO ESTABLISHING TAX COLLECTION PROCEDURES MADE BY MR. SWACKHAMER. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

E. County Manager

1. **IDA Project Management Proposal** – Mr. Wheeler informed the committee that they have worked with the IDA and Planning on this. There is a big gap in infrastructure projects with municipalities. Examples include water and sewer projects. The municipalities have a difficult time going through the process where they could leverage State funding. The IDA would like to hire J.C. Smith who is retired from the Environmental Facilities Corporation. He would be a part-time employee working with the municipalities to get these project completed. The IDA has gone through the process of talking with the State to ensure that they can legally do this. Mr. Wheeler stated his proposal would be to allocate \$36,000 from the Economic Development Fund to the IDA to employ Mr. Smith. He anticipates if they continue to contract that cost would be \$32,000 annually. This proposal was approved by the AIP Committee.

MOTION: AUTHORIZING THE ALLOCATION OF \$36,000 FROM THE ECONOMIC DEVELOPMENT FUND TO THE STEUBEN COUNTY INDUSTRIAL DEVELOPMENT AGENCY TO HIRE A PART-TIME EMPLOYEE TO SERVE AS A PROJECT MANAGER FOR MUNICIPALITIES UNDERGOING INFRASTRUCTURE PROJECTS MADE BY MR. ROUSH. SECONDED BY MR. SWACKHAMER FOR DISCUSSION.

Mr. Hauryski stated this is a win-win for the County. There are a number of municipalities that have had infrastructure projects, but never seem to be able to get them moved to completion. This individual is known for getting work done. This is a part of economic development that we really need.

Ms. Fitzpatrick asked are these projects that the municipalities are asking us for help on? Mr. Wheeler replied yes. They are going to Planning, the IDA and STC looking for assistance. The initial projects being proposed to be looked at are Hammondspport, Urbana, Prattsburgh and Campbell. These are sewer and water projects. There could be other projects that may come up in the future.

Mr. Swackhamer asked why isn't the IDA funding this position? Mr. Wheeler replied they do not have the financial capability to do this, however, they will be paying some of the cost.

Mr. Potter commented this will be a tremendous asset. With the Town of Troupsburg, if we would not have had assistance from RCAP (Rural Community Assistance Program), we would never have been able to do it.

Mr. Van Etten stated he thinks that is what the Economic Development Fund money is for.

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

2. **Hornell Humane Society** – Mr. Wheeler stated he received a request from the Hornell Humane Society for \$7,500. We had talked back in October about working with them to talk about how their operations are tied in with the County. One program that the Hornell Humane Society provides, at their cost, is the SPIRIT Program at the Jail. This pairs inmates with dogs that they then train and get ready for adoption. Currently this program is utilized by the female inmates. The Hornell Humane Society also provides dog control for a number of towns within the County. In addition they provide a low cost and no cost trap, spay, neuter program to help control the feral cat population in Hornell. Mr. Wheeler stated the AIP Committee voted to appropriate \$7,500 out of the Animal Cruelty line item on the condition that the Hornell Human Society expand their feral cat program to areas outside of Hornell.

MOTION: AUTHORIZING THE APPROPRIATION OF \$7,500 FROM THE ANIMAL CRUELTY LINE ITEM TO THE HORNELL HUMAN SOCIETY ON THE CONDITION THAT THEY EXPAND THE FERAL CAT PROGRAM TO AREAS OUTSIDE OF HORNELL MADE BY MR. SWACKHAMER. SECONDED BY MS. FITZPATRICK FOR DISCUSSION.

Mr. Van Etten asked will this be a line item in the budget next year? Mr. Wheeler, replied yes, that is how we would show the allocation. Mr. Swackhamer asked are there any requirements on the Hornell Humane Society for receiving this money? Mr. Wheeler replied they will be required to submit an annual report and an annual request.

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

3. **Steuben County Land Bank Corporation** – Mr. Van Etten asked if Mr. Wheeler could provide an activities update. Mr. Wheeler stated the Land Bank acquired four properties that the County sold for the taxes owed. There are two properties in Corning, one in Bath and one in Hornell. The Bath property was demolished with help from the Public Works Department and the Village may have an interest in acquiring it. The Hornell property is being prepped for demolition and there has already been inquiries about the property. Both of the Corning properties are rehabs and the neighbors are loving what is happening. There have been a couple of change orders, but we still expect to see a profit from the sale of those properties. All of that money will go back into the Land Bank funds to continue operation. With the demo properties you are improving the neighborhoods. Everything is flowing well.

Mr. Van Etten stated the renovations should be completed soon. Mr. Wheeler stated we are thinking they should be done by the end of April. Mr. Van Etten explained we are using Arbor to list and sell the properties. Because of the community interest, we do not think we will have issues selling either property.

Mr. Swackhamer asked how are we doing the demos? Mr. Wheeler replied we have a contract with MJR Contracting. Ms. Fitzpatrick asked Arbor is not charging us to list? Mr. Wheeler replied it is considered part of the operations contract we have with them. They are also doing a yard sign to advertise the projects are rehabs of the Steuben County Land Bank. He stated we are going to schedule a tour of the rehab properties; probably following the April 4th Land Bank meeting around noon.

4. **Setting Date, Time and Location of the Tax Sale Auction** – Mr. Donnelly requested authorization to set the date, time and location of the annual tax sale auction for Friday, July 13, 2018, at 10:00 a.m. at the Campbell-Savona High School.

MOTION: SETTING THE DATE, TIME AND LOCATION OF THE 2018 TAX SALE AUCTION FOR FRIDAY, JULY 13, 2018, AT 10:00 A.M. AT THE CAMPBELL-SAVONA CENTRAL SCHOOL MADE BY MR. SWACKHAMER. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.

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

MOTION: DENYING THE REQUEST FROM THE TOWN SUPERVISOR OF THE TOWN OF PULTENEY FOR THE COUNTY TO DONATE THE FORMER NICHOLS INN PROPERTY TO THE TOWN MADE BY MR. SWACKHAMER. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

MOTION: AUTHORIZING A HARDSHIP DEFERRAL RELATIVE TO PARCEL #317.12-01-076.000 SITUATE IN THE CITY OF CORNING, EXPIRING MARCH 29, 2019 MADE BY MR. ROUSH. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

MOTION: AUTHORIZING A HARDSHIP DEFERRAL RELATIVE TO PARCEL #373.00-01-032.300 SITUATE IN THE TOWN OF CATON, EXPIRING MARCH 29, 2019 MADE BY MR. ROUSH. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

MOTION: AUTHORIZING A HARDSHIP DEFERRAL RELATIVE TO PARCEL #048.00-01-075.000 SITUATE IN THE TOWN OF PRATTSBURGH, EXPIRING MARCH 29, 2019 MADE BY MR. ROUSH. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

MOTION: AUTHORIZING A HARDSHIP DEFERRAL RELATIVE TO PARCEL #299.59-01-020.000 SITUATE IN THE CITY OF CORNING, EXPIRING MARCH 29, 2019 MADE BY MR. ROUSH. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

MOTION: AUTHORIZING A HARDSHIP DEFERRAL RELATIVE TO PARCEL #159.14-01-021.000 SITUATE IN THE VILLAGE OF BATH, EXPIRING MARCH 29, 2019 MADE BY MR. ROUSH. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

MOTION: AUTHORIZING A HARDSHIP DEFERRAL RELATIVE TO PARCEL #159.14-01-022.000 SITUATE IN THE VILLAGE OF BATH, EXPIRING MARCH 29, 2019 AND SUBJECT TO A 25 PERCENT PENALTY MADE BY MR. SWACKHAMER. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

MOTION: AUTHORIZING A HARDSHIP DEFERRAL RELATIVE TO PARCEL #390.00-02-039.000 SITUATE IN THE TOWN OF CATON, EXPIRING MARCH 29, 2019 AND SUBJECT TO A 25 PERCENT PENALTY MADE BY MS. FITZPATRICK. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

MOTION: DENYING THE HARDSHIP REQUEST RELATIVE TO PARCEL #173.00-01-043.110 SITUATE IN THE TOWN OF BATH MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

MOTION: AUTHORIZING A HARDSHIP DEFERRAL RELATIVE TO PARCEL #318.15-01-050.200 SITUATE IN THE TOWN OF CORNING, EXPIRING MARCH 29, 2019 AND SUBJECT TO A 25 PERCENT PENALTY MADE BY MR. SWACKHAMER. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

MOTION: AUTHORIZING A HARDSHIP DEFERRAL RELATIVE TO PARCEL #107.19-01-048.200 SITUATE IN THE VILLAGE OF ARKPORT, EXPIRING MARCH 29, 2019 AND SUBJECT TO A 25 PERCENT PENALTY MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

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

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

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

****NEXT MEETING SCHEDULED FOR**
Tuesday, April 10, 2018
Legislative Committee Room
9:30 a.m.**

**Please send agenda items to the Clerk of the Legislature's Office
NO LATER THAN NOON
Wednesday, April 4, 2018**

STEUBEN COUNTY FINANCE COMMITTEE

Tuesday, April 10, 2018

9:35 a.m.

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

****MINUTES****

COMMITTEE:	Scott J. Van Etten, Chair Gary B. Roush	Gary D. Swackhamer, Vice Chair Brian C. Schu	Kelly H. Fitzpatrick
STAFF:	Jack K. Wheeler Wendy Jordan Tammy Hurd-Harvey	Mitchell Alger Vince Spagnoletti Jennifer Prossick	Pat Donnelly Judy Hunter
LEGISLATORS:	Joseph J. Hauryski Robin K. Lattimer	Carol A. Ferratella John V. Malter	Hilda T. Lando Frederick G. Potter
OTHERS:	James Post, <i>The Leader</i>		

I. CALL TO ORDER

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

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE MARCH 13, 2018, MEETING MADE BY MR. SCHU. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

III. DEPARTMENT REPORTS

A. Real Property Tax Service Agency

1. **Tax Certiorari – Town of Erwin** - Ms. Jordan informed the committee that they received a request from the Town of Erwin for our participation on a tax certiorari on the Three Rivers Nursing Facility. She requested authorization to spend up to \$3,500. Our portion of the appraisal is estimated at \$2,037.55.

MOTION: AUTHORIZING THE COUNTY TO SPEND UP TO \$3,500 TO PARTICIPATE IN TAX CERTIORARI PROCEEDINGS RELATED TO THE THREE RIVERS NURSING FACILITY SITUATE IN THE TOWN OF ERWIN 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)

B. Commissioner of Finance

1. **Monthly Financial Reports** – Mrs. Hurd-Harvey asked if there were any questions on the monthly reports. There were none.

2. **End of Year Budget Transfers**

1. *2017 Budget Adjustment for the Landfill* – Mrs. Hurd-Harvey requested authorization to appropriate \$1,800,000 in Landfill revenue to fund the Landfill’s 2017 depreciation expense. She explained they do not budget for it, but they do book it.

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO APPROPRIATE \$1,800,000 IN LANDFILL REVENUE TO FUND THE LANDFILL'S 2017 DEPRECIATION EXPENSE MADE BY MR. ROUSH. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. *Budget Adjustment – Upper Five Mile Creek Bond Anticipation Note* – Mrs. Hurd-Harvey requested authorization to add \$6,000 from the Upper Five Mile Creek Fund Balance to correct the 2018 bond anticipation note repayment amount.

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO ADD \$6,000 FROM THE UPPER FIVE MILE CREEK FUND BALANCE TO CORRECT THE 2018 BOND ANTICIPATION NOTE REPAYMENT AMOUNT MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

3. **Tax Auction** – Mr. Donnelly informed the committee he anticipates having 60 – 65 properties for the tax auction. We have also reissued the RFP for auctioneer services for the tax auction. They have it narrowed down to two and will bring that next month for the committee's consideration.

Mr. Van Etten asked are any of the 65 properties Land Bank opportunities? Mr. Alger replied he is in the process of looking at them.

D. County Manager

1 **EMO Budget Adjustment FY15 SHSP Grant** - Mr. Wheeler stated Mr. Marshall is requesting authorization to transfer a total of \$14,918.95 from various line items within the FY15 SHSP Grant into Major Equipment to purchase an access door control panel (card reader) at the Civil Defense Center, door breach simulator and mobile radios.

MOTION: AUTHORIZING THE DIRECTOR OF THE EMERGENCY MANAGEMENT OFFICE TO TRANSFER A TOTAL OF \$14,918.95 FROM VARIOUS LINE ITEMS WITHIN THE FY15 SHSP GRANT INTO MAJOR EQUIPMENT AND AMENDING THE MAJOR EQUIPMENT LIST TO REFLECT THE PURCHASE OF AN ACCESS DOOR CONTROL (CARD READER) AT THE CIVIL DEFENSE CENTER, A DOOR BREACH SIMULATOR AND MOBILE RADIOS MADE BY MR. SCHU. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

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

MOTION: AUTHORIZING A HARDSHIP DEFERRAL RELATIVE TO PARCEL #047.00-01-013.000, SITUATE IN THE TOWN OF PRATTSBURGH, EXPIRING MARCH 29, 2019 MADE BY MR. SWACKHAMER. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING A HARDSHIP DEFERRAL RELATIVE TO PARCEL #369.00-01-036.000, SITUATE IN THE TOWN OF LINDLEY, EXPIRING MARCH 29, 2019 MADE BY MR. SWACKHAMER. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING A HARDSHIP DEFERRAL RELATIVE TO PARCEL #066.02-01-007.000, SITUATE IN THE TOWN OF DANSVILLE, EXPIRING MARCH 29, 2019 MADE BY MR. SWACKHAMER. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING A HARDSHIP DEFERRAL RELATIVE TO PARCEL #318.45-02-060.000, SITUATE IN THE CITY OF CORNING, EXPIRING MARCH 29, 2019 MADE BY MR. SWACKHAMER. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING A HARDSHIP DEFERRAL RELATIVE TO PARCEL #317.11-01-025.000, SITUATE IN THE CITY OF CORNING, EXPIRING MARCH 29, 2019 MADE BY MR. SWACKHAMER. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: WAIVING THE PENALTY RELATIVE TO THE UNPAID 2016 TOWN/COUNTY TAX ON A VACANT LOT PARCEL SUBSEQUENTLY CONSOLIDATED INTO ADJACENT PARCEL #158.12-03-024.000, SITUATE IN THE VILLAGE OF BATH, WHICH WAS PREVIOUSLY APPROVED FOR A HARDSHIP ON FEBRUARY 13, 2018 MADE BY MR. SWACKHAMER. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING A HARDSHIP DEFERRAL RELATIVE TO PARCEL #319.00-01-003.100, SITUATE IN THE TOWN OF CORNING, EXPIRING MARCH 29, 2019 AND SUBJECT TO A 25 PERCENT PENALTY MADE BY MR. SWACKHAMER. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING A HARDSHIP DEFERRAL RELATIVE TO PARCEL #191.18-01-023.100, SITUATE IN THE VILLAGE OF SAVONA, EXPIRING MARCH 29, 2019 AND SUBJECT TO A 25 PERCENT PENALTY MADE BY MR. SWACKHAMER. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING A HARDSHIP DEFERRAL RELATIVE TO PARCEL #159.13-02-072.000, SITUATE IN THE VILLAGE OF BATH, EXPIRING MARCH 29, 2019 AND SUBJECT TO A 25 PERCENT PENALTY MADE BY MR. SWACKHAMER. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING A HARDSHIP DEFERRAL RELATIVE TO PARCEL #304.11-01-048.000, SITUATE IN THE TOWN OF GREENWOOD, EXPIRING MARCH 29, 2019 AND SUBJECT TO A 25 PERCENT PENALTY MADE BY MR. SWACKHAMER. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING A HARDSHIP DEFERRAL RELATIVE TO PARCEL #299.14-04-005.000, SITUATE IN THE TOWN OF CORNING, EXPIRING MARCH 29, 2019 AND SUBJECT TO A 25 PERCENT PENALTY MADE BY MR. SWACKHAMER. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING A HARDSHIP DEFERRAL RELATIVE TO PARCEL #166.06-05-024.000, SITUATE IN THE CITY OF HORNEILL, EXPIRING MARCH 29, 2019 AND SUBJECT TO A 25 PERCENT PENALTY MADE BY MR. SWACKHAMER. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING A HARDSHIP DEFERRAL RELATIVE TO PARCEL #115.00-01-046.000, SITUATE IN THE TOWN OF WHEELER, EXPIRING MARCH 29, 2019 AND SUBJECT TO A 25 PERCENT PENALTY MADE BY MR. SWACKHAMER. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO ACCEPT A NONREFUNDABLE UNDERTAKING OF \$3,000, INCLUSIVE OF 25 PERCENT PENALTY, RELATIVE TO PARCEL #148.08-01-012.000, SITUATE IN THE TOWN OF BRADFORD, TO DEFER THE ENFORCEMENT OF SALE UNTIL MARCH 29, 2019, SAID UNDERTAKING TO BE PAID BY MAY 10, 2018 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: AUTHORIZING THE COMMISSIONER OF PUBLIC WORKS TO PURCHASE 121 ACRES OF LAND ADJACENT TO THE LANDFILL FOR A PRICE OF \$5,000 PER ACRE MADE BY MR. ROUSH. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 5-0. *Resolution Required.*

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, May 8, 2018
Legislative Committee Room
9:30 a.m.**

**Please send agenda items to the Clerk of the Legislature's Office
NO LATER THAN NOON
Wednesday, May 2, 2018**

STEBEN COUNTY FINANCE COMMITTEE

Tuesday, May 8, 2018

10:00 a.m.

Legislative Committee Room
Steuben County Office Building
Bath, New York

****MINUTES****

COMMITTEE:	Scott J. Van Etten, Chair Gary B. Roush	Gary D. Swackhamer, Vice Chair Brian C. Schu	Kelly H. Fitzpatrick
STAFF:	Jack K. Wheeler Vince Spagnoletti Judy Hunter	Mitchell Alger Pat Donnelly Jennifer Prossick	Tammy Hurd-Harvey Tina Goodwin Wendy Jordan
LEGISLATORS:	Carol A. Ferratella John V. Malter	Hilda T. Lando Frederick G. Potter	Robin K. Lattimer
OTHERS:	Mary Perham James Post, <i>The Leader</i>		

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 10, 2018, MEETING MADE BY MR. SCHU. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

III. DEPARTMENT REQUESTS

A. 911

1. **PSAP Grant Award** – Ms. Goodwin requested authorization to accept the 2017/2018 Public Safety Answering Points Operations Grant Program award of \$195,430.00. This funding will be appropriated to the 911 Upgrade Capital Project. Mr. Van Etten asked how much is in the capital project? Mr. Wheeler replied about \$450,000.

MOTION: AUTHORIZING THE DIRECTOR OF 911 TO ACCEPT THE 2017/2018 PUBLIC SAFETY ANSWERING POINTS OPERATIONS GRANT PROGRAM AWARD OF \$195,430.00 AND APPROPRIATE TO THE 911 UPGRADE CAPITAL PROJECT MADE BY MR. ROUSH. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

B. Public Defender

1. **ILS Distribution #8 Grant** – Mr. Wheeler requested authorization to apply and contract with the NYS Office of Indigent Legal Services for Distribution #8 Grant funding. This is a three-year grant with an annual funding amount of \$140,598. This funding will be used to continue to support the Conflict Office.

MOTION: AUTHORIZING THE PUBLIC DEFENDER TO APPLY AND CONTRACT WITH THE NYS OFFICE OF INDIGENT LEGAL SERVICES FOR DISTRIBUTION #8 GRANT FUNDING IN THE AMOUNT OF \$140,598.00 ANNUALLY FOR THREE YEARS MADE BY MR. SCHU. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

C. Sheriff's Office

1. **Legislative Initiative Grant Funding** – Mr. Wheeler requested authorization to accept a \$7,500 Legislative Initiative Grant through Senator O'Mara's Office to purchase elevated risk rifle plates and carriers for Sheriff's Deputies.

MOTION: AUTHORIZING THE SHERIFF TO ACCEPT A \$7,500.00 LEGISLATIVE INITIATIVE GRANT THROUGH SENATOR O'MARA'S OFFICE TO PURCHASE ELEVATED RISK RIFLE PLATES AND CARRIERS FOR SHERIFF'S DEPUTIES AND AMENDING THE SMALL EQUIPMENT LIST TO REFLECT THIS PURCHASE MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

D. Public Works

1. **Extreme Winter Recovery Funding** – Mr. Spagnoletti requested authorization to accept \$642,568.88 in Extreme Winter Recovery Funding. He would like to appropriate it to the Permanent Improvements Capital Project; specifically \$400,000.00 for 3.6 miles on CR 10 in the Town of Cameron, and \$242,568.88 for 2.6 miles on CR 25 in the Towns of Cameron and Rathbone.

Mr. Swackhamer commented we are watching the price of oil and blacktop. Mr. Spagnoletti stated we have a contingency of about \$500,000 to account for escalation in the price of oil and blacktop. The cost of blacktop has already gone up \$175,000 in the last couple of months.

MOTION: AUTHORIZING THE COMMISSIONER OF PUBLIC WORKS TO ACCEPT \$642,568.88 IN EXTREME WINTER RECOVERY FUNDING AND APPROPRIATING \$400,000 TO THE CR 10 ROAD PROJECT AND \$242,568.88 TO THE CR 25 ROAD PROJECT MADE BY MR. ROUSH. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

E. County Clerk

1. **Semi-Annual Mortgage Tax Distribution** – Mrs. Hunter informed the committee that collections are up about \$100,000 over the same period last year.

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

F. Commissioner of Finance

1. **Monthly Reports** – Ms. Fitzpatrick commented you seem to be out of balance on the bond payment for the Upper Five Mile Creek. Mrs. Hurd-Harvey stated that was an error on her part as she used the current balance instead of the original balance when doing her calculations.

Mr. Van Etten stated on the County Cost Analysis, the expenditures for the Landfill do not track with the calendar. Mrs. Hurd-Harvey stated the money that we set up for Cell 4 is included in the budget. Mr. Van Etten asked that the Finance Office track that out and let the committee know what the operating expenditures are.

Mrs. Hurd-Harvey stated on the Payroll Analysis the overtime for 911 is at 71 percent and she presumes that is due to vacancies. Mrs. Goodwin explained we have had an employee who has been off on a long-term illness since the beginning of the year. We also lost two additional employees at the same time. With help from Personnel, we had hired two provisional full-time employees and now that the test has been given, they are both reachable and we will be able to hire them as permanent full-time. We are hoping to have those employees in the mix before the end of summer. The individual who has been out on leave is expected to be back at the end of May.

2. **Petty Cash** – Mrs. Hurd-Harvey informed the committee that they have been working for several years to get individual cash drawers for their office. In order to do so, they need to establish a separate cash account for each drawer. Currently they have one cash drawer with \$150.00. She requested authorization to have three cash drawers totaling \$450.00. There will now be four cash drawers, with only three having cash.

MOTION: AUTHORIZING AN INCREASE IN THE PETTY CASH FOR THE COMMISSIONER OF FINANCE FROM \$150.00 FOR ONE CASH DRAWER, TO THREE CASH DRAWERS FOR A TOTAL OF \$450.00 MADE BY MR. SWACKHAMER. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

3. **Notice to Bidders and Terms of Sale – 2018 Tax Sale Auction** – Mr. Donnelly presented the Notice to Bidders and Terms of Sale. They have made a couple of adjustments.

MOTION: APPROVING THE NOTICE TO BIDDERS AND TERMS OF SALE FOR THE 2018 TAX FORECLOSURE AUCTION AS PRESENTED MADE BY MR. SWACKHAMER. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

4. **RFP – Auction Services** – Mr. Donnelly informed the committee that they received four proposals ranging from a vendor retaining the entire 10 percent Buyer Fee to a vendor retaining only 2.75 percent of the 10 percent Buyer Fee. The two lowest were Auctions International at 2.75 percent of the Buyer Fee retained and 7.75 percent to Steuben County; and Pirrung Auctioneers at 3 percent retained and 7 percent to Steuben County. He recommended awarding to Pirrung. Pirrung has a superior proven capacity to perform at Steuben County’s sale over the past six years. Pirrung is familiar with the County’s procedures with the tax sale from his many years of experience, and has established a working relationship with various personnel in the Finance Office, and has demonstrated an ability and willingness to work with Finance Department personnel on last-minute changes. Pirrung has established a working relationship with various personnel in the respective school districts used as the sale venue, and is able to arrange entry for set-up and take-down with minimal involvement from Finance Department staff. Based upon the relatively close commission perspective, together with the proven superior capacity of Pirrung, and further based upon experience together with the established proven management practices and technical ability in performing the sale, he would submit that the award to Pirrung Auctioneers, Inc. is proper.

MOTION: AWARDING THE REQUEST FOR PROPOSALS FOR AUCTION SERVICES RELATIVE TO THE TAX SALE AUCTION TO PIRRUNG AUCTIONEERS, INC. FOR A 3 PERCENT COMMISSION TO BE PAID OUT OF THE 10 PERCENT BUYER’S PREMIUM, THE REMAINING 7 PERCENT TO BE RETAINED BY THE COUNTY, MADE BY MR. SCHU. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

5. **Upper Five Mile Creek Watershed – Authorization to Issue Bond Anticipation Note** – Mrs. Hurd-Harvey requested authorization to accept the RFP for the Upper Five Mile Creek Watershed Bond Anticipate Note and awarding to the low bidder.

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO ISSUE A BOND ANTICIPATION NOTE IN THE AMOUNT OF \$90,000 FOR THE UPPER FIVE MILE CREEK WATERSHED TO THE LOWEST BIDDER IN RESPONSE TO THE REQUEST FOR PROPOSALS MADE BY MR. SWACKHAMER. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

G. County Manager

1. **Copier Purchase** – Mr. Wheeler requested authorization for the Purchasing Director to spend up to \$2,500 from the Copier Capital Project to purchase a multifunction copier for the Conflict Defender’s Office.

MOTION: AUTHORIZING THE DIRECTOR OF PURCHASING TO SPEND UP TO \$2,500.00 FROM THE COPIER CAPITAL PROJECT TO PURCHASE A MULTIFUNCTION COPIER FOR THE CONFLICT DEFENDER'S OFFICE MADE BY MR. SCHU. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

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

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

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

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

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

**Tuesday, June 12, 2018
Legislative Committee Room
9:30 a.m.**

**Please send agenda items to the Clerk of the Legislature's Office
NO LATER THAN NOON
Wednesday, June 6, 2018**

STEBEN COUNTY FINANCE COMMITTEE

Special Meeting

Monday, May 21, 2018

9:45 a.m.

Legislative Committee Room
Steuben County Office Building
Bath, New York

****MINUTES****

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

STAFF: Jack K. Wheeler Mitchell Alger Tammy Hurd-Harvey
Jennifer Prossick

LEGISLATORS: Joseph J. Hauryski Carol A. Ferratella K. Michael Hanna
Hilda T. Lando Robin K. Lattimer John V. Malter
Aaron I. Mullen Robert V. Nichols Frederick G. Potter
Thomas J. Ryan Randolph J. Weaver

OTHERS: James Post, *The Leader*

I. CALL TO ORDER

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

II. GENERAL BUSINESS

A. Commissioner of Finance

1. **Agreement Between Tax Districts** – Ms. Prossick informed the committee that Resolution #1, Schedule C includes a property in the Wayland-Cohocton Central School District. The estate left the interest of the property to the school district; however, the property taxes were not paid. The County **does not have** title and we are requesting to transfer title to the school district. They will then sell the property, or if unable, the property will go into the July tax sale auction. Either way, the County will be made whole. She requested authorization to enter into an agreement with the school district for this purpose.

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO ENTER INTO AN AGREEMENT WITH THE WAYLAND-COHOCTON CENTRAL SCHOOL DISTRICT FOR THE TRANSFER OF TITLE RELATIVE TO PARCEL #054.00-01-003.000, SITUATE IN THE TOWN OF WAYLAND, FROM STEUBEN COUNTY TO THE WAYLAND-COHOCTON CENTRAL SCHOOL DISTRICT MADE BY MR. ROUSH. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

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

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

STEUBEN COUNTY FINANCE COMMITTEE

Tuesday, June 12, 2018

9:50 a.m.

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

****MINUTES****

COMMITTEE:	Scott J. Van Etten, Chair Gary B. Roush	Gary D. Swackhamer, Vice Chair Brian C Schu	Kelly H. Fitzpatrick
STAFF:	Jack K. Wheeler Tammy Hurd-Harvey Alan Reed	Mitchell Alger Pat Donnelly Jennifer Prossick	Amy Dlugos Jim Allard
LEGISLATORS:	Carol A. Ferratella Robin K. Lattimer	K. Michael Hanna John V. Malter	Hilda T. Lando Frederick G. Potter
OTHERS:	Mary Perham		

I. CALL TO ORDER

Mr. Van Etten called the meeting to order at 9:50 a.m.

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE MAY 8, 2018, AND MAY 21, 2018, MEETINGS MADE BY MR. SCHU. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

III. DEPARTMENT REQUESTS

A. Sheriff's Office

1. **Legislative Initiative Grant Update** – Sheriff Allard stated last month he came to committee to accept \$7,500 from a Legislative Initiative Grant. That amount represents what we received for 2017 and he had incorrectly stated it would be used for License Plate Readers when in fact it will be used to purchase reflective rifle plates for vests. For 2018, we will be receiving \$8,000 and we will use that to purchase License Plate Readers. He will bring that request to committee next month.

2. **STOP-DWI Crackdown Funds** – Sheriff Allard requested authorization to accept an additional \$5,500 in STOP-DWI Crackdown funds. Of this, \$3,500 will be used for enforcement and the remaining \$2,000 will be used for contracted expenses which includes equipment and personnel services.

MOTION: AUTHORIZING THE SHERIFF TO ACCEPT AN ADDITIONAL \$5,500.00 IN STOP-DWI CRACKDOWN FUNDS MADE BY MR. ROUSH. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

B. Planning

1. **2017 Accelerated Transit Capital Grant** – Mrs. Dlugos requested authorization to accept and appropriate \$5,000.00 from the 2017 Accelerated Transit Capital Grant for Mass Transportation Capital Projects. This will be used to purchase security cameras for the buses. Mr. Van Etten asked how many buses? Mrs. Dlugos replied four.

MOTION: AUTHORIZING THE PLANNING DIRECTOR TO ACCEPT AND APPROPRIATE THE 2017 ACCELERATED TRANSIT CAPITAL GRANT IN THE AMOUNT OF \$5,000.00 FOR A MASS TRANSPORTATION CAPITAL PROJECT TO ENABLE FIRST TRANSIT TO PURCHASE AND INSTALL SECURITY CAMERAS ON FOUR OF THEIR BUSES MADE BY MR. ROUSH. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

C. Commissioner of Finance

1. **Monthly Reports** – Mr. Donnelly asked if there were any questions. Mr. Roush stated he noticed a purchase order for a car for the Department of Social Services and is curious why that is not part of the lease agreement. Mr. Wheeler replied we had talked about that. We looked at such things as miles driven, how often used, etc. and had the department do a cost benefit analysis. Mr. Alger stated we did do one of their vehicles through the lease, but not this one.

Ms. Fitzpatrick asked for an explanation of the CBA Boot Benefit. Mr. Wheeler explained as part of the Collective Bargaining Agreement, we agreed to provide boots for some of the departments. That line item funds that.

Ms. Fitzpatrick asked what are the Permanent Improvements? Mr. Wheeler replied those are the road projects.

D. County Manager

1. **Old Health Care Facility Payment** – Mr. Wheeler informed the committee since 2014, when we sold the Health Care Facility, we have been utilizing space in the Old Health Care Facility for records and the voting machines. We pay for the utilities and any repairs and in addition, we also pay the property tax and insurance. This year the total amount of property taxes and insurance is \$9,157.26. This went to the AIP Committee and was approved. He recommended approval. Mr. Wheeler explained it may be September before we are fully out of the building.

Mr. VanEtten asked what sort of notice will we need to give? Mr. Wheeler replied we have not discussed, but they will be looking into that.

MOTION: AUTHORIZING THE COUNTY MANAGER TO PAY \$9,157.26 TO CENTERS FOR SPECIALTY CARE FOR THE USE OF THE OLD HEATH CARE FACILITY BUILDING TO COVER PROPERTY TAXES AND INSURANCE THROUGH THE END OF 2018 MADE BY MR. SWACKHAMER. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. **Workforce Study** – Mr. Wheeler stated Mr. Johnson has presented the results of the workforce study a few times. The next step is to have some help creating an administrative entity, a business plan and a budget. He is proposing extending the contract with Three Rivers Development to engage the services of Susan Payne at a cost of \$8,500 for six months. You have \$20,000 remaining in the CSS Workforce budget line item. He commented that Chemung County will be asked to contribute \$8,500 and Schuyler County will be asked to contribute approximately \$4,000. Mr. Wheeler stated at the end of the six months, we will have an administrative entity established.

Mr. Wheeler explained Ms. Payne will be coordinating with the corporations, big and small, as well as education providers. As part of this, she will also develop a budget which will line up with our budget cycle. The goal is to have the Counties put up some seed money, but not have to pay over the long-term. The consultants gave us a good report that will allow us to replicate the data collection. Once the administrative entity is set up, that organization will collect data on an ongoing basis.

Mr. Van Etten asked with this entity, how does it relate to CSS Workforce and are we duplicating effort? Mr. Wheeler replied his view is that this entity will be similar to CSS Workforce without all of the regulations. Really, CSS Workforce is just a pass through and they are writing the job training that the State wants. A spin-off of CSS Workforce is Workforce Solutions. The goal is to have an organization do this without stringent

regulations. The good news is that we may be able to do a little more as we already have a plan to submit to get grant funds. He stated another purpose of the new entity is to engage the disengaged individuals in the workforce system

Mr. Roush commented there is a piece that is different this time around and that is education. The frustration, 20 years ago, was that the education piece was missing. Finally the educational facilities are getting involved and if that sticks, then this may be solved. We have the same issues today that we had 20 years ago.

Mr. Van Etten commented even with the education component, this is not a quick fix. Mr. Roush stated it is a cultural thing.

Mr. Wheeler stated CSS Workforce is engaged in that effort and the engagement of the schools has been great. We have both the School Superintendents and BOCES at the table. Mrs. Ferratella commented this will bring everything under one umbrella.

Mr. Swackhamer asked what will the budget for the future look like? Mr. Wheeler replied you have \$40,000 budgeted. We will look to businesses and economic development agencies to help with this. He stated he would anticipate adding \$20,000 - \$40,000 for the next couple of years. He would hope that we could keep it under the \$40,000 that we have already built into the budget. Mr. Wheeler stated we need someone to do the management and data collection/upkeep. He will keep the committee posted as the budget is yet to be determined.

MOTION: AUTHORIZING THE COUNTY MANAGER TO EXPAND THE CONTRACT WITH THREE RIVERS DEVELOPMENT TO ENGAGE THE SERVICES OF SUSAN PAYNE FOR THE IMPLEMENTATION AND CREATION OF AN ADMINISTRATIVE ENTITY RELATIVE TO THE WORKFORCE STUDY FOR AN ADDITIONAL \$8,500 CONTRIBUTION BY STEUBEN COUNTY, TO BE TAKEN OUT OF THE CSS WORKFORCE BUDGET LINE ITEM MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

3. **New Office Building Furniture** – Mr. Wheeler informed the committee that they will be doing the punch list next week. The goal is to move furniture over from this building. For example, Elections, by and large will just be moved. The big cost is the conference space. Purchasing has done a good job of finding tables and chairs on State bid. The tables are HON, which is a product of Gunlocke. Mr. Wheeler proposed to purchase new conference room furniture at a cost not to exceed \$25,000 out of the Office Space Capital Project. We set aside \$100,000 for furniture in the capital project, but they are projecting that the cost will be less.

MOTION: AUTHORIZING THE COUNTY MANAGER TO EXPEND UP TO \$25,000.00 FROM THE OFFICE SPACE CAPITAL PROJECT TO PURCHASE TABLES AND CHAIRS FOR THE CONFERENCE ROOMS IN THE NEW COUNTY OFFICE BUILDING MADE BY MR. SWACKHAMER. SECONDED BY MR. SCHU FOR DISCUSSION

Mr. Roush asked will you have a loop throughout the conference rooms for the hearing impaired? Mr. Wheeler replied yes, and the contractors have run the HDMI and CAT cabling. The audio visual vendors will be coming in to submit their proposals.

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

Mr. Swackhamer asked did we move Records ourselves or did we hire someone? Mr. Wheeler replied we have been using the mobile work crews.

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. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO WITHDRAW FROM THE 2018 TAX SALE AUCTION, PARCEL #129.13-01-028.000 AND PARCEL #129.13-01-029.000, SITUATE IN THE TOWN OF BATH MADE BY MR. SCHU. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO COMBINE PARCEL #188.-00-01-035.110 AND PARCEL #188.00-01-035.120, SITUATE IN THE TOWN OF BATH, AND SELL AS ONE PARCEL AT THE 2018 TAX SALE AUCTION MADE BY MR. SCHU. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO WITHDRAW FROM THE 2018 TAX SALE AUCTION, PARCEL #244.13-01-012.000/1, SITUATE IN THE TOWN OF CAMPBELL MADE BY MR. SCHU. SECONDED BY MR SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO COMBINE PARCEL #318.00-02-013.100 AND PARCEL #318.00-02-013.200 SITUATE IN THE TOWN OF CORNING, AND PARCEL #318-18.02-084.000 SITUATE IN THE VILLAGE OF SOUTH CORNING, AND SELL AS ONE PARCEL AT THE 2018 TAX SALE AUCTION MADE BY MR. SCHU. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO WITHDRAW FROM THE 2018 TAX SALE AUCTION, PARCEL #151.71-04-013.000, SITUATE IN THE CITY OF HORNEILL MADE BY MR. SCHU. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO COMBINE PARCEL #380.00-03-006.000 AND PARCEL #380.00-03-007.113, SITUATE IN THE TOWN OF TROUPSBURG, AND SELL AS ONE PARCEL AT THE 2018 TAX SALE AUCTION MADE BY MR. SCHU. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO WITHDRAW FROM THE 2018 TAX SALE AUCTION, PARCEL #159.05-01-072.100, SITUATE IN THE VILLAGE OF BATH, AND SELL TO THE STEUBEN COUNTY LAND BANK CORPORATION FOR \$28,798.00 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 2018 TAX SALE AUCTION, PARCEL #166.25-03-059.000, SITUATE IN THE CITY OF HORNEILL, AND SELL TO THE STEUBEN COUNTY LAND BANK CORPORATION FOR \$8,574.00 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 MS. FITZPATRICK. SECONDED BY MR. SWACHAMER. 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 10, 2018
Legislative Committee Room
9:00 a.m.

Please send agenda items to the Clerk of the Legislature's Office
NO LATER THAN NOON
Tuesday, July 3, 2018.

STEBEN COUNTY FINANCE COMMITTEE

Tuesday, July 10, 2018

9:30 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

STAFF: Jack Wheeler Mitchell Alger Tammy Hurd-Harvey
Jennifer Prossick Noel Terwilliger Andy Morse
Pat Donnelly Patty Baroody Cathy Baker
Hank Chapman Vince Spagnoletti Alan Reed
Vicki Olin

LEGISLATORS: Joseph J. Hauryski Carol A. Ferratella K. Michael Hanna
Hilda T. Lando Robin K. Lattimer John V. Malter
Frederick G. Potter

ABSENT: Brian C. Schu

OTHERS: Randy Shepard, Bonadio
Mary Perham
Dustin Rogers
James Post, *The Leader*

I. CALL TO ORDER

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

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE JUNE 12, 2018, MEETING MADE BY MR. SWACKHAMER. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

III. PRESENTATIONS

A. Bonadio

1. **Review of Financial Statements** – Mr. Shephard presented the 2017 financial statements for the committee’s review. He stated this year there were new accounting standards relative to postemployment benefits other than pensions. The total fund balance increased approximately 2.5 percent or \$2.1 million in 2017. Mr. Shepard noted that revenues were greater than 2016 by approximately \$1.4 million. This was mostly related to sales tax. Expenditures decreased \$1.4 million and the majority of that was due to a \$1.3 million decrease in economic assistance and opportunity expenditures related to decreases in Medicaid, services for recipients and temporary aid to needy families (TANF).

Mr. Shepard stated the fund balance in the capital projects fund increased \$5.3 million or 140 percent from the prior year. Due to the significant activity in this fund, it resulted in its classification as a major fund for 2017. The increase in the fund balance can be attributed to funding for the new office building and records storage facility. The County issued \$4 million of public improvement serial bonds during 2017 to fund this project. Additionally, nearly \$9 million was transferred from the general fund for the same purpose. Discussion followed.

Mr. Van Etten commented it was helpful to have this material ahead of time to review.

MOTION: ACCEPTING THE REPORT ON THE AUDIT OF STEUBEN COUNTY'S FINANCIAL STATEMENTS FOR THE YEAR ENDING DECEMBER 31, 2017, AS PRESENTED BY BONADIO MADE BY MR. SWACKHAMER. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

IV. DEPARTMENT REQUESTS

A. District Attorney

1. **Video Recording of Statements Grant Acceptance and Appropriation** – Mr. Terwilliger informed the committee the District Attorney applied for a Byrne Grant, which is a federal grant with no match. With these funds, they would like to purchase video and audio equipment for various police agencies to record interviews. The total grant is \$50,059.00 and the following agencies will be receiving funds: Sheriff's Office, Village of Bath Police Department, Addison Police Department, Wayland Police Department, Child Advocacy Mobile Center, District Attorney's Office, Hornell City Police Department and Corning City Police Department. Mr. Terwilliger requested authorization to accept and appropriate these funds.

MOTION: AUTHORIZING THE DISTRICT ATTORNEY TO ACCEPT A BYRNE GRANT IN THE AMOUNT OF \$50,059.00 FOR THE PURCHASE OF VIDEO AND AUDIO EQUIPMENT FOR THE FOLLOWING AGENCIES TO USE TO RECORD INTERVIEWS: SHERIFF'S OFFICE, VILLAGE OF BATH POLICE DEPARTMENT, ADDISON POLICE DEPARTMENT, WAYLAND POLICE DEPARTMENT, CHILD ADVOCACY MOBILE CENTER, DISTRICT ATTORNEY'S OFFICE, HORNELL CITY POLICE DEPARTMENT AND CORNING CITY POLICE DEPARTMENT MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

2. **State Legislative Aid Grant** – Mr. Terwilliger informed the committee that they have been notified they will be receiving \$6,000 through a State Legislative Aid Grant. This is the second year of the grant. He requested authorization to accept and appropriate to their training line item.

MOTION: AUTHORIZING THE DISTRICT ATTORNEY TO ACCEPT LEGISLATIVE INITIATIVE GRANT FUNDS IN THE AMOUNT OF \$6,000.00 AND APPROPRIATING TO THE DISTRICT ATTORNEY'S TRAINING & CONFERENCES LINE ITEM MADE BY MR. SWACKHAMER. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

B. Office for the Aging

1. **ProAction Contract** – Mrs. Baroody informed the committee that ProAction did not spend the full amount of their 2017 Title III C-1 and C-2 contract which covers the Senior Nutrition Program. These are Federal funds that were carried over to 2018. She requested authorization to increase their contract by the amount of those funds which is \$15,634.00. Mr. Wheeler clarified that this is not an increase in the contract, but rather carrying forward the 2017 funds that were not spent.

MOTION: AUTHORIZING THE DIRECTOR OF THE OFFICE FOR THE AGING TO AMEND THE CONTRACT WITH PATHWAYS FOR TITLE III C-1 AND C-2 TO INCREASE THE CONSIDERATION BY \$15,634.00 WHICH REPRESENTS UNSPENT FEDERAL MONEY THAT WAS CARRIED OVER FROM 2017 MADE BY MR. SWACKHAMER. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

C. Office of Community Services

1. **Budget Adjustments** – Dr. Chapman requested authorization to accept State Aid COLA in the amount of \$7,231.00 from the New York State Office of Alcohol and Substance Abuse, and appropriate those pass-thru dollars to Hornell Concern, Family Services Society and Catholic Charities.

MOTION: AUTHORIZING THE DIRECTOR OF THE OFFICE OF COMMUNITY SERVICES TO ACCEPT STATE AID COLA IN THE AMOUNT OF \$7,230.00 FROM THE NEW YORK STATE OFFICE OF ALCOHOL AND SUBSTANCE ABUSE AND APPROPRIATE TO THE FOLLOWING CONTRACT PROVIDERS: HORNELL CONCERN - \$152.00; FAMILY SERVICES SOCIETY - \$349.00; AND CATHOLIC CHARITIES - \$6,730.00 MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

Dr. Chapman requested authorization to accept State Aid COLA in the amount of \$10,920.00 from the New York State Office of Mental Health and appropriate those pass-thru dollars to Arbor – SCAP, Catholic Charities and Finger Lakes Parent Network. Additionally, due to Medicaid Redesign, they are decreasing State Aid for their contract with Steuben ARC for Psychiatric Rehabilitation. The State has changed the way these services are provided, and now are looking for agencies to collaborate. Since Steuben ARC already collaborates with Chemung ARC, the funding is being reduced.

MOTION: AUTHORIZING THE DIRECTOR OF THE OFFICE OF COMMUNITY SERVICES TO ACCEPT STATE AID COLA IN THE AMOUNT OF \$10,920.00 FROM THE NEW YORK STATE OFFICE OF MENTAL HEALTH AND APPROPRIATE TO THE FOLLOWING CONTRACT PROVIDERS: ARBOR – SCAP - \$12,061.00; CATHOLIC CHARITIES HOME - \$619.00 AND FINGER LAKES PARENT NETWORK - \$9,844.00; AND DECREASING THE CONTRACT LINE ITEM FOR STEUBEN ARC PSYCHIATRIC REHABILITATION \$11,604.00 MADE BY MR. SWACKHAMER. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

D. Public Works

1. **Road Project Funding Transfer** - Mr. Spagnoletti stated when they bid the work for 1.2 miles on CR 122, the bids came in higher than expected due in part to the escalation in price for liquid asphalt. As a result, they need an additional \$105,000 for this project. On CR 25 in Cameron, they were going to blacktop 5.6 miles of that road. However, due to the fact that there are only 75 cars per day traveling that road, they will chip seal instead. He requested authorization to transfer \$105,000 from the CR 25 project to the CR 122 project.

MOTION: AUTHORIZING THE COMMISSIONER OF PUBLIC WORKS TO TRANSFER \$105,000 FROM THE CR 25 PROJECT TO THE CR 122 PROJECT MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

Mrs. Ferratella commented that she was approached about the wonderful job you did on CR 119 and she wanted to pass that along.

E. Commissioner of Finance

1. **Monthly Reports** – Ms. Fitzpatrick asked why are we \$30,000 out of balance? Ms. Hurd-Harvey replied that represents the debt service on File Mile Creek.

2. **Tax Sale** – Mr. Donnelly stated the tax sale auction will be held on Friday, July 13, 2018, at the Campbell-Savona High School. They have about 60 parcels.

F. County Manager

1. **Sheriff's Office Major Equipment Amendment** – Mr. Wheeler stated the Sheriff is requesting authorization to amend his Major Equipment list. He would like to remove the TruNarc and License Plate Reader. We originally had a budget of \$13,000 for this, but when we put it out to bid, the bids far exceeded what we had budgeted. He is requesting authorization to add a Drug Identifier for \$20,500. This machine will have more features than the TruNarc. Mr. Wheeler noted this will also need approval by the Public Safety & Corrections Committee, and a meeting will be scheduled prior to the Board meeting.

MOTION: AUTHORIZING THE SHERIFF TO AMEND THE MAJOR EQUIPMENT LIST TO REMOVE THE TRU NARC AND LICENSE PLATE READER AND ADD A DRUG IDENTIFIER FOR \$20,500.00, CONTINGENT UPON APPROVAL OF THE PUBLIC SAFETY & CORRECTIONS COMMITTEE MADE BY MR. SWACKHAMER. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

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

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO CANCEL THE TAXES ON PARCEL #151.80-01-041.000, SITUATE IN THE CITY OF HORSELL MADE BY MR. ROUSH. 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. SWACKHAMER. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

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

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

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

**Tuesday, August 14, 2018
Legislative Committee Room
9:00 a.m.**

**Please send agenda items to the Clerk of the Legislature's Office
NO LATER THAN NOON
Tuesday, August 7, 2018.**

**STEBEN COUNTY PUBLIC WORKS COMMITTEE
STEBEN COUNTY FINANCE COMMITTEE**

Joint Special Meeting

Monday, July 23, 2018

9:30 a.m.

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

****MINUTES****

COMMITTEES:	Gary B. Roush, Vice Chair Robert V. Nichols	John V. Malter	Aaron I. Mullen
	Scott J. Van Etten, Chair	Gary B. Roush	Brian C. Schu
STAFF:	Jack K. Wheeler Amy Dlugos Scott Sprague	Mitchell Alger Pat Donnelly	Vince Spagnoletti Tammy Hurd-Harvey
LEGISLATORS:	Joseph J. Hauryski Robin K. Lattimer Thomas J. Ryan	Carol A. Ferratella Steven P. Maio Randolph J. Weaver	Hilda T. Lando Frederick G. Potter
ABSENT:	Kelly H. Fitzpatrick	Gary D. Swackhamer	
OTHERS:	James Post, <i>The Leader</i> Dustin Rogers		

I. CALL TO ORDER

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

II. DEPARTMENTAL REQUESTS

A. Planning

1. **Share the Road Signs Grant** – Ms. Dlugos informed the committee that the Department of Health has a Healthy Schools Initiative that is being administered through Genesee Valley BOCES. Two school districts in Steuben County, Campbell-Savona and Prattsburgh, have been chosen to participate. As part of that, there is \$3,600 in funding available for road signage. She requested authorization to accept these funds and appropriate them to the Public Works budget. Public Works will coordinate with the Campbell-Savona and Prattsburgh schools to install pedestrian safety signs for children to safely get to school and the athletic fields. Mr. Spagnoletti commented they did widen roads for both school districts. The installation of these signs will fit right into this project.

MOTION: AUTHORIZING THE PLANNING DIRECTOR TO ACCEPT \$3,600.00 IN FUNDING THROUGH THE HEALTHY SCHOOLS INITIATIVE AND APPROPRIATE IT TO THE PUBLIC WORKS BUDGET MADE BY MR. ROUSH. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 4-0 PUBLIC WORKS, AND 3-0 FINANCE.

**MOTION: TO ADJOURN MADE BY MR. ROUSH. SECONDED BY MR. MULLEN. ALL BEING IN FAVOR.
MOTION CARRIES 4-0 PUBLIC WORKS AND 3-0 FINANCE.**

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

**STEUBEN COUNTY ADMINISTRATION COMMITTEE
STEUBEN COUNTY FINANCE COMMITTEE**

Special Meeting

Monday, July 23, 2018

9:40 a.m.

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

****MINUTES****

COMMITTEES:	Brian C. Schu, Chair Hilda T. Lando	Scott J. Van Etten, Vice Chair Robin K. Lattimer	Carol A. Ferratella
	Scott J. Van Etten, Chair	Gary B. Roush	Brian C. Schu
STAFF:	Jack K. Wheeler Pat Donnelly	Mitchell Alger Tammy Hurd-Harvey	Scott Sprague
LEGISLATORS:	Joseph J. Hauryski Robert V. Nichols Randolph J. Weaver	Steven P. Maio Frederick G. Potter	John V. Malter Thomas J. Ryan
ABSENT:	Gary D. Swackhamer, Vice Chair		Kelly H. Fitzpatrick
OTHERS:	James Post, <i>The Leader</i> Dustin Rogers		

I. CALL TO ORDER

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

II. DEPARTMENTAL REQUESTS

A. Risk Manager

1. **2019 Workers' Compensation Apportionment Schedule** – Mr. Sprague distributed the proposed 2019 Workers' Compensation Apportionment Schedule. He reminded the committee that the new formula is based on losses and payroll. We are also on a 7 ½ year transition plan and are currently in year 2. The County's cost went down about 3 percent. In part this is a result of some claims from the Health Care Facility that are starting to drop off. Across the board, some of the participants stayed the same while others went down. There are some municipalities where the cost went up.

Mr. Wheeler explained the maximum amount of increase that any municipality might see is 14 percent. We feel, based on actuarial and consultant calculations, the municipalities would be paying significantly more than they would on this plan.

Mr. Van Etten asked if Mr. Sprague had the Town Totals from 2018 to compare? Mr. Sprague replied he does not have those figures with him, but will provide that to the Legislature following this meeting. Mrs. Ferratella asked if next year Mr. Sprague could provide current and previous year comparisons. Mr. Sprague stated he would.

Mrs. Ferratella asked are we going back to those municipalities that had opted out of the plan? Mr. Sprague stated we had talked about that at the last Administration meeting and we feel this would be a good time to do that.

Mr. Wheeler commented the Volunteer Firefighter Cancer policy is totally separate from Workers' Compensation and does not factor into the apportionment schedule.

MOTION: ADOPTING THE 2019 WORKERS' COMPENSATION TABLE OF APPORTIONMENT AS PRESENTED MADE BY MRS. LANDO. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 5-0 ADMINISTRATION AND 3-0 FINANCE. Resolution Required.

MOTION: TO ADJOURN MADE BY MR. ROUSH. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0 ADMINISTRATION AND 3-0 FINANCE.

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

STEBEN COUNTY FINANCE COMMITTEE

Tuesday, August 14, 2018

10:00 a.m.

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

****MINUTES****

- | | | | |
|---------------------|--|--|--|
| COMMITTEE: | Scott J. Van Etten, Chair
Gary B. Roush | Gary D. Swackhamer, Vice Chair
Brian C. Schu | Kelly H. Fitzpatrick |
| STAFF: | Jack K. Wheeler
Kathy Muller
Nate Alderman
Alan Reed
Jennifer Prossick | Mitchell Alger
Shawn Sauro
Jennifer DeMonstoy
Pat Donnelly
Vince Spagnoletti | James Allard
Brooks Baker
Amy Dlugos
Tammy Hurd-Harvey
Rob Wolverton |
| LEGISLATORS: | Carol A. Ferratella
Robin K. Lattimer | K. Michael Hanna
John V. Malter | Hilda T. Lando
Frederick G. Potter |
| OTHERS: | Mary Perham
James Post, <i>The Leader</i> | | |

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 10, 2018, AND JULY 23, 2018, MEETINGS MADE BY MR. SCHU. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

III. DEPARTMENT REQUESTS

A. District Attorney

1. **Contingent Fund Transfer** – Mr. Baker requested authorization for a contingent fund transfer in the amount of \$88,000 to cover expenses through the end of 2018. We have seen a 50 percent increase in transcription costs since we have moved from two grand jury presentations per month to three. Additionally, we have trials coming up, in particular the Neurater trial which will involve expenses for expert witness testimony.

Mr. Swackhamer asked what about the cell phones? Mr. Baker stated right now we are paying for 14 lines, which also includes two lines for the Sheriff and lines for the drug initiative. We had money in the budget and transferred it out the cell phone line item to cover transcription costs.

MOTION: AUTHORIZING A CONTINGENT FUND TRANSFER OF \$88,000 TO THE DISTRICT ATTORNEY’S 2018 BUDGET TO COVER EXPENSES THROUGH THE END OF THE YEAR MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

B. Department of Social Services

1. **Budget Adjustment** – Ms. Muller requested authorization to accept Enhanced Child Protective Services funds from the State in the amount of \$57,000. She would like to appropriate \$18,500 into her overtime line item and the remaining into the personal services line item. These funds are 100 percent reimbursable.

Ms. Fitzpatrick stated the draft resolution states this funding is intended to be used to move toward a recommended caseload. How will this happen? Ms. Muller replied she has received authorization from Mr. Wheeler to fill a vacant position.

MOTION: AUTHORIZING THE COMMISSIONER OF SOCIAL SERVICES TO ACCEPT ENHANCED CHILD PROTECTIVE SERVICES FUNDING IN THE AMOUNT OF \$57,000 AND APPROPRIATE \$18,500 TO THE OVERTIME LINE ITEM AND \$38,500 TO THE PERSONAL SERVICES LINE ITEM MADE BY MR. SCHU. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

C. Planning

1. **Accepting the 2018 – 2019 Accelerated Transit Capital Grant** – Mrs. Dlugos requested authorization to accept a \$4,500 2018 – 2019 Accelerated Transit Capital Grant. This can be applied as the local match toward the Federal 5311 Capital Projects.

MOTION: AUTHORIZING THE PLANNING DIRECTOR TO ACCEPT \$4,500 IN 2018 – 2019 ACCELERATED TRANSIT CAPITAL GRANT FUNDS MADE BY MR. SCHU. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

2. **Accepting Federal 5311 Capital Projects Funding** – Mrs. Dlugos stated every two years we apply for Federal 5311 Capital Projects Funding. A portion of the local match will come from the 2018 – 2019 Accelerated Transit Capital Grant as well as from the Institute for Human Services through the Mobility Management and 2-1-1 programs.

MOTION: AUTHORIZING THE PLANNING DIRECTOR TO ACCEPT 2017 – 2018 FEDERAL 5311 CAPITAL PROJECTS FUNDING AND APPROPRIATE TO VARIOUS TRANSIT CAPITAL PROJECTS MADE BY MR. SWACKHAMER. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

D. Sheriff's Office

1. **Contingent Fund Transfer** – Sheriff Allard requested authorization for a contingent fund transfer in the amount of \$25,000 to cover the inmate housing line item through the end of the year. With the Neurater trial, the judge ordered us to house out the father at the Livingston County Jail. The cost to do that is \$87.00 per day. We only typically budget \$5,000 - \$6,000 in that line item and we project the cost to do this through the end of the year will be \$25,000.

MOTION: AUTHORIZING A TRANSFER OF \$25,000 FROM THE CONTINGENT FUND TO THE 2018 JAIL LINE ITEM FOR THE LODGING OF PRISONERS MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

2. **Budget Transfer – SRO Uniforms/Equipment** – Sheriff Allard requested authorization to transfer \$54,000 from school reimbursement to uniforms (\$30,600) and minor equipment (\$23,400) to purchase uniforms and miscellaneous equipment for school resource officers.

MOTION: AUTHORIZING THE SHERIFF TO TRANSFER \$54,000 FROM SCHOOL REIMBURSEMENT AND APPROPRIATE \$30,600 TO THE UNIFORMS LINE ITEM AND \$23,400 TO THE MINOR EQUIPMENT LINE ITEM TO PURCHASE UNIFORMS AND MISCELLANEOUS EQUIPMENT FOR SCHOOL RESOURCE OFFICERS MADE BY MR. ROUSH. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Mr. Swackhamer asked what happens to the equipment that the SROs have if the program ends? Sheriff Allard replied the equipment comes back to us as we own it. Mr. Swackhamer asked do the SROs have automobiles? Sheriff Allard replied no. If they have to go anywhere during the day, they use a school district vehicle.

E. Public Defender

1. **ILS Distribution 5 Grant** – Mr. Sauro requested authorization to transfer the remaining Indigent Legal Services (ILS) Distribution 5 Grant funds in the amount of \$33,305.14 into the Personnel and Operating Expenses line items for the Conflict Defender’s Office.

MOTION: AUTHORIZING THE PUBLIC DEFENDER TO TRANSFER THE REMAINING INDIGENT LEGAL SERVICES DISTRIBUTION 5 GRANT FUNDS IN THE AMOUNT OF \$33,305.14 INTO THE PERSONNEL AND OPERATING EXPENSES LINE ITEMS FOR THE CONFLICT DEFENDER’S OFFICE MADE BY MR. SWACKHAMER. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

F. Public Works

1. **Amending Major Equipment List** – Mr. Spagnoletti informed the committee that Allegany County is selling their 2000 Terex Back Dump for \$15,000. This machine brand new costs \$400,000. He requested authorization to amend the Major Equipment list for the Landfill to include this back dump for \$15,000.

MOTION: AUTHORIZING THE COMMISSIONER OF PUBLIC WORKS TO AMEND THE LANDFILL MAJOR EQUIPMENT LIST TO ADD A 2000 TEREX BACK DUMP FOR \$15,000 MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

G. Commissioner of Finance

1. **Inter-Municipal Agreements with Towns/Villages/Cities to Collect Taxes** – Mrs. Hurd-Harvey requested authorization to enter into inter-municipal agreements with those municipalities who are using the Real Property Tax collection system. This would allow taxpayers within those participating tax districts to pay their town and county taxes during the collection period via credit card, debit card or e-check.

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO ENTER INTO INTER-MUNICIPAL AGREEMENTS WITH THOSE MUNICIPALITIES THAT CURRENTLY UTILIZE THE COUNTY’S TAX SOFTWARE, TO ENABLE THEIR RESIDENTS TO PAY TOWN AND COUNTY TAXES DURING THE COLLECTION PERIOD VIA CREDIT CARD, DEBIT CARD OR E-CHECK MADE BY MR. SWACKHAMER. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. **Authorizing the Sale of Properties** – Mr. Donnelly informed the committee that they have three hold-over properties remaining from the Tax Sale. He requested authorization to discuss the potential for private sale to the adjacent landowners.

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO ENTER INTO DISCUSSIONS, PURSUANT TO §1166 OF REAL PROPERTY TAX LAW, WITH ADJACENT LANDOWNERS FOR PRIVATE SALE REGARDING THE FOLLOWING PARCELS: #190.20-01-037.000, SITUATE IN THE VILLAGE OF SAVONA; PARCEL #151.72-02-040.200, SITUATE IN THE CITY OF HORNEILL; AND PARCEL #166.06-02-010.300, SITUATE IN THE CITY OF HORNEILL MADE BY MR. SWACKHAMER. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

IV. **OTHER BUSINESS**

A. *Budget Process* – Mr. Van Etten asked has the budget process started yet? Mr. Wheeler replied yes. Mr. Van Etten stated one of the questions he has is related to Finger Lakes Wine Country. They submitted a request for additional funds. When he was reviewing their comparisons of the 2017 and 2018 budget, he noticed there was an item for “County Equity Buy In” in the amount of \$40,000 that was shown in 2017, but not in 2018. What was that for? Mr. Wheeler replied he will have to ask. He would guess that it may have been our contribution of \$50,000 for TBEX.

Mr. Van Etten asked why do we pay twice as much as every other County? Mr. Wheeler explained that goes back to history and the amount is based on room tax and the number of hotels. Mr. Van Etten stated our share is an increase of 9.5 percent. Was that the same across the other counties? Mr. Wheeler replied he will check.

B. *Open Gov Software* – Mr. Van Etten stated with Open Gov we pay \$40,000 annually. When did the renewal of that contract take place? Mr. Wheeler replied that was in March. Mr. Van Etten asked did we vote on that? Mr. Wheeler replied no. It will come back to the committee in two years. You can always bring it back up at any time. Mr. Van Etten stated that he would like to discuss this in Executive Session as he has some concerns relative to the vendor’s performance.

MOTION: TO ADJOURN REGULAR SESSION AND RECONVENE IN EXECUTIVE SESSION PURSUANT TO PUBLIC OFFICERS’ LAW, ARTICLE § 105.1.F. THE MEDICAL, FINANCIAL, CREDIT OR EMPLOYMENT HISTORY OF A PARTICULAR PERSON OR CORPORATION, OR MATTERS LEADING TO THE APPOINTMENT, EMPLOYMENT, PROMOTION, DEMOTION, DISCIPLINE, SUSPENSION, DISMISSAL OR REMOVAL OF A PARTICULAR PERSON OR CORPORATION MADE BY MS. FITZPATRICK. 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. SWACKHAMER. SECONDED BY MR. ROUSH. 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, September 11, 2018
Legislative Committee Room
9:00 a.m.**

**Please send agenda items to the Clerk of the Legislature’s Office
NO LATER THAN NOON
Wednesday, September 5, 2018**

STEBEN COUNTY FINANCE COMMITTEE

Tuesday, September 11, 2018

9:30 a.m.

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

****MINUTES****

- COMMITTEE:** Scott J. Van Etten, Chair Gary D. Swackhamer, Vice Chair Kelly H. Fitzpatrick
Gary B. Roush Brian C. Schu
- STAFF:** Jack K. Wheeler Mitchell Alger Pat Donnelly
Alan Reed Tim Marshall Jim Allard
Tina Goodwin Tammy Hurd-Harvey Wendy Jordan
Vince Spagnoletti
- LEGISLATORS:** Joseph J. Hauryski Carol A. Ferratella K. Michael Hanna
Hilda T. Lando **John V. Malter**
- OTHERS:** Mary Perham
James Post, *The Leader*

I. CALL TO ORDER

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

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE AUGUST 14, 2018, MEETING MADE BY MR. SCHU. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

III. DEPARTMENT REQUESTS

A. Public Works

1. **CR 119 Federal Aid Bridge Project Over Canisteo River** – Mr. Spagnoletti informed the committee the State approved the funding for this \$4.6 million project. The first step is for us to enter into an agreement with the New York State Department of Transportation (NYSDOT) to fund the design of the project. The Federal government pays 80 percent, the State pays 15 percent, and the County is responsible for the remaining 5 percent. That puts our portion of the design costs at \$24,000. We expect to begin construction of the bridge in 2021.

Mr. Spagnoletti requested authorization to transfer \$4,000 from the Future Bridge Projects Account, and to appropriate \$76,000 of Federal Bridge Aid to the CR 119 Bridge Project Over the Canisteo River Account.

MOTION: AUTHORIZING THE COMMISSIONER OF PUBLIC WORKS TO TRANSFER \$4,000 FROM THE FUTURE BRIDGE ACCOUNTS AND APPROPRIATING \$76,000 OF FEDERAL BRIDGE AID TO THE CR 119 BRIDGE PROJECT OVER THE CANISTEO RIVER ACCOUNT MADE BY MR. ROUSH. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

2. **Rename/Repurpose a Capital Project** – Mr. Spagnoletti informed the committee that they have \$80,000 in a capital project entitled “New Roof – Cohocton Shop”. He requested authorization to rename that capital project to “Rebuild Cohocton Shop”.

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO RENAME THE COHOCTON SHOP CAPITAL PROJECT TO “REBUILD COHOCTON SHOP” CAPITAL PROJECT MADE BY MR. SWACKHAMER. SECONDED BY MR. ROUSH FOR DISCUSSION.

Ms. Fitzpatrick asked do you have any idea of the cost for the new shop? Mr. Wheeler replied we are still working through that. Mr. Spagnoletti commented that we built a three-bay building for about \$70,000 using our own materials. With the engineering, the projects can get pretty big and we are taking this one step at a time.

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

3. **Fairgrounds** – Mr. Van Etten stated he and Mr. Ryan received a letter from the Sportsmen Federation of Steuben County who have a cabin at the Fairgrounds. They are asking for an increase in funding from \$3,000 to \$4,000. Mr. Ryan had indicated that the Fairgrounds had done some work around their cabin and crushed the lines that operate the toilets and the Fairgrounds indicated they would not be fixing it. The County did \$50,000 worth of paving at the Fairgrounds. He asked Mr. Spagnoletti if there is anything we could do to help fix the line? Mr. Spagnoletti stated he will contact someone to discuss this. Mr. Ryan explained the damage was done while they were working on the horticulture building. The Sportsmen’s cabin and the Fairgrounds are being used by the Annual Outdoor Show and they have been getting a lot of use. Mr. Schu asked did the Federation file an insurance claim? Mr. Ryan replied that he does not know. Mr. Wheeler asked does that line run under the new horticulture building to where the restrooms are? If so, that would be a major project.

B. Emergency Management Office

1. **Acceptance of FY 18 SHSP Grant** – Mr. Marshall requested authorization to accept the 2018 State Homeland Security Grant in the amount up to \$97,500. This is an ongoing grant and in the past the funds have been used to purchase equipment, software and maintenance of software. This year the funding will cover the cost of maintenance of existing software programs.

MOTION: AUTHORIZING THE DIRECTOR OF THE EMERGENCY MANAGEMENT OFFICE TO ACCEPT A 2018 STATE HOMELAND SECURITY GRANT UP TO THE AMOUNT OF \$97,500 MADE BY MR. SWACKHAMER. SECONDED BY MS. FITZPATRICK FOR DISCUSSION.

Mr. Van Etten asked what software programs will these funds be used for? Mr. Marshall replied we will use the funding for the maintenance of the IAmResponding, Crisis Track, our mobile app and the disaster management software programs.

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

2. **Village of Cohocton Inter-Municipal Agreement** – Mr. Marshall stated with the new communications project, they are partnering with the Village of Cohocton to put radio equipment on a piece of property owned by the Village, but located in the Town. The Village is still paying County tax on that parcel. The Village has asked us to exempt them from the County tax. Mr. Wheeler stated this was discussed at Public Safety & Corrections and the committee authorized, as part of the inter-municipal agreement, reimbursement to the Village equal to the amount of County taxes. Mr. Reed stated this is a simple payment for use of the facility.

MOTION: AUTHORIZING AN AMENDMENT TO THE INTER-MUNICIPAL AGREEMENT BETWEEN THE OFFICE OF EMERGENCY MANAGEMENT AND THE VILLAGE OF COHOCTON TO INCLUDE A PAYMENT FOR THE USE OF THE TOWER SITE IN AN AMOUNT EQUAL TO THE TAXES PAYABLE TO THE COUNTY OF STEUBEN MADE BY MR. SCHU. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

C. Sheriff’s Office

1. **2019 STOP-DWI Plan** – Sheriff Allard presented the 2019 STOP-DWI Plan for approval.

MOTION: ACCEPTING THE 2019 STOP-DWI PLAN AS PRESENTED BY THE SHERIFF MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

D. Commissioner of Finance

1. **Budget Transfer** – Mr. Donnelly requested authorization to transfer \$35,690 from the District Attorney's Fraud and Legal line item to the Sheriff's Office Temporary Hire line item. Mr. Wheeler explained this is a result of a civil service requirement. The District Attorney had two temporary DSS Fraud Investigator positions. We did a review of those positions and they can be temporary positions in the Sheriff's Office, but not the District Attorney's Office. This is based on the way those positions are classified in Civil Service. With the transfer to the Sheriff's Office, these temporary positions can be kept for 18 months.

MOTION: AUTHORIZING THE TRANSFER OF \$35,690 FROM THE DISTRICT ATTORNEY'S FRAUD AND LEGAL LINE ITEM TO THE SHERIFF'S OFFICE TEMPORARY HIRE LINE ITEM FOR TWO TEMPORARY DSS FRAUD INVESTIGATOR POSITIONS MADE BY MR. ROUSH. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. **Budget Transfer – 2018 Insurance Allocation** – Mr. Donnelly requested authorization to transfer money for the liability insurance allocation for the year.

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO TRANSFER THE 2018 LIABILITY INSURANCE ALLOCATIONS FOR THE YEAR AMONG VARIOUS BUDGET LINE ITEMS MADE BY MR. SCHU. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

3. **Babcock Ladder** – Mr. Donnelly requested authorization to spend up to \$1,500 from the tax-acquired property line item to pay for an updated survey map relative to the environmental easement for the Babcock Ladder Company property.

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO SPEND UP TO \$1,500 FROM THE TAX-ACQUIRED PROPERTY EXPENSE LINE ITEM TO PAY FOR AN UPDATED SURVEY MAP RELATIVE TO THE ENVIRONMENTAL EASEMENT FOR THE BABCOCK LADDER COMPANY PROPERTY MADE BY MR. SWACKHAMER. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

4. **Monthly Reports** – Mr. Van Etten commented the overtime reports were very informative and helpful. He asked about the 911 department and the fact that we have that many vacancies with an average of 21 in the last two years and this year we have three. Mr. Wheeler replied that is the result of turnover and staff leaving. Ten years ago we did not have any issues with recruitment, training and retention. They are trying to find people and now the eligible lists are not long. Mr. Schu asked is it a pay issue? Mr. Wheeler replied that may be part of it. You need to have passion for this type of work. Some also use this as a stepping stone. Sheriff Allard commented we are facing the same issue with Corrections Officers. Mr. Wheeler commented with the overall personal services lines, the departments are within their budgets. There are savings from the salary and wages lines. All of the departments are doing a good job of trying to manage.

Mrs. Goodwin stated we just worked with Personnel to restate the job classification and requirements as we were still using the qualifications and wording from the 1990's. Now the job classification and requirements include customer service and telemarketing experience. Additionally, there is now a college credit and not a degree requirement. This will make it more attractive to people that may have those skill sets. The next test will be given in January and we are still pushing social media to spread the word.

Mrs. Ferratella stated she has gotten complaints from constituents about the length of time for dispatchers to answer. Is that due to the staffing issues? Mrs. Goodwin replied we just did a call answering study and found that we were answering 95 percent of calls within the 20 second range. Sometimes there are natural delays, but we keep track of all call times.

Mr. Van Etten stated his next question pertains to Public Works overtime. The explanation of the Woodhull Bridge Shop made sense, but what about the snow budget? Mr. Spagnoletti replied from January to early April we will spend 67 percent of our snow budget on overtime, and the remaining in November and December. Our crews were out more January – March than we had expected.

Ms. Fitzpatrick asked we just approved receipt of funds to offset DSS overtime, but that doesn't show up? Mr. Wheeler replied that is correct.

Mr. Van Etten stated with the County Cost Analysis report, expenditures under the Sheriff year-to-date are 67 percent and revenues are 50 percent. Is that a timing issue? Sheriff Allard replied reimbursement from the Office of Court Administration is always late. The Federal revenue for housing inmates slows down this time of year. We are housing 30 – 40 federal inmates per day and we are reimbursed for housing, transportation and medical costs. When that lags, then we also show that lag.

Mr. Van Etten stated the opposite is happening at the Landfill; revenues are 78 percent and expenditures are 35 percent. Mr. Spagnoletti explained the \$10.5 million in expenditures includes the \$6 million for the Cell 4 capital project and that money is yet to come out to pay the contractor. On the revenue side, this is the second year in a row where we are having another big year with a lot of revenue coming in.

IV. OTHER BUSINESS

A. *Setting Date(s)/Time(s) for Finance Committee Budget Workshops* – Mr. Van Etten stated the proposed schedule is October 9th at 10am or immediately following Finance, October 10th at 9am if necessary and then November 7th at 11am. Mr. Roush stated that he will not be here for the October budget workshops as he will be out of town.

MOTION: SETTING THE DATES AND TIMES FOR THE FINANCE BUDGET WORKSHOPS FOR TUESDAY, OCTOBER 9TH AT 10AM OR IMMEDIATELY FOLLOWING FINANCE; WEDNESDAY, OCTOBER 10TH AT 9AM AND WEDNESDAY, NOVEMBER 7TH AT 11AM MADE BY MR. SCHU. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Mr. Van Etten commented that he is still expecting the book to review. Mr. Wheeler stated you will have the option to view the budget electronically and you will also receive a book.

MOTION: TO ADJOURN REGULAR SESSION AND RECONVENE IN EXECUTIVE SESSION PURSUANT TO PUBLIC OFFICERS' LAW, ARTICLE 7§ 105.1.D. DISCUSSIONS REGARDING PROPOSED, PENDING OR CURRENT LITIGATION AND 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 DECLINE THE REQUEST TO FORGIVE DELINQUENT TAXES ON PARCEL #339.00-01-033.000; #339.00-01-026.100; AND #339.00-01-005.000 SITUATE IN THE TOWN OF WEST UNION 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. SWACKHAMER. 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, October 9, 2018
Legislative Committee Room
9:30 a.m.

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

****BUDGET WORKSHOP****
Tuesday, October 9, 2018
Legislative Committee Room
10:00 a.m. or immediately following Finance

STEBEN COUNTY FINANCE COMMITTEE

Tuesday, October 9, 2018

10:25 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
- STAFF:** Jack K. Wheeler Mitchell Alger Pat Donnelly
Tammy Hurd-Harvey Kathy Muller Lise Reynolds
Jennifer Prossick Jim Allard Brooks Baker
Judy Hunter Hank Chapman
- LEGISLATORS:** Joseph J. Hauryski Carol A. Ferratella K. Michael Hanna
Hilda T. Lando John V. Malter Frederick G. Potter
Thomas J. Ryan
- ABSENT:** Gary B. Roush Brian C. Schu
- OTHERS:** Mary Perham
James Bassage, Steuben Prevention Coalition
Colleen Banik, Steuben Prevention Coalition
James Post, *The Leader*

I. CALL TO ORDER

Mr. Van Etten called the meeting to order at 10:25 a.m.

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE SEPTEMBER 11, 2018, MEETING MADE BY MS. FITZPATRICK. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

III. DEPARTMENT REQUESTS

A. Sheriff's Office

1. **Grants** – Sheriff Allard requested approval of the following grants: STEP for \$9,630, Child Passenger Safety for \$10,000, Bicycle Safety for \$12,500, Homeland Security for \$32,491, Legislative Initiative funding from Senator O’Mara in the amount of \$8,000 to be used for the purchase of steel plate carriers and Legislative Initiative funding from Senator O’Mara in the amount of \$15,000 for the purchase of a License Plate Reader.

MOTION: APPROVING THE FOLLOWING GRANTS FOR THE SHERIFF’S OFFICE: STEP - \$9,630; CHILD PASSENGER SAFETY - \$10,000; BICYCLE SAFETY - \$12,500; HOMELAND SECURITY - \$32,491; LEGISLATIVE GRANT FOR STEEL PLATE CARRIERS – \$8,000; AND LEGISLATIVE GRANT FOR LICENSE PLATE READER - \$15,000 MADE BY MR. SWACKHAMER. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

2. **Create Capital Project for Fencing** - Sheriff Allard stated he has funding in his Major Equipment line for fencing around the Jail. The initial estimate one year ago was \$26,300. We just rebid and it came in at \$39,975 due in large part to increases in the cost of materials. We still have money available in that

line item. He requested authorization to create a capital project and budget for this project next year and have it done in early spring.

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO CREATE A CAPITAL PROJECT FOR THE FENCING OF THE JAIL AND TRANSFERRING \$26,300 FROM THE 2018 JAIL MAJOR EQUIPMENT LINE INTO SAID CAPITAL PROJECT MADE BY MS. FITZPATRICK. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 3-0. Resolution Required.

3. **Approve Second Phase of Water Line Project** - Sheriff Allard informed the committee that they have been working on replacing the water lines in the Jail as there has been significant erosion and failures. We are doing the project over the course of three years. He requested authorization to start the second phase of the project next year. The second phase will cost \$91,972.88 and they have money available in the capital project.

MOTION: AUTHORIZING THE SHERIFF TO PROCEED WITH THE SECOND PHASE OF THE WATER LINE PROJECT IN 2019 MADE BY MR. SWACKHAMER. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

B. Department of Social Services

1. **Child Advocacy Center** – Ms. Muller informed the committee that they have received a grant from the State to create a Child Advocacy Center (CAC). We are one of only six counties in the State that do not have a CAC and they are asking us to develop one. One component of the grant is to use funding to purchase a Winnebago for a mobile unit. Having a mobile unit reduces the number of times a child is interviewed and helps to reduce the trauma. The funding from the State will allow for both a mobile unit and a stationary site. We have been talking with Ira Davenport Hospital about establishing a site on their property. Having a stationary site at Ira Davenport Hospital will also provide easy access to doctors and nurses to do medical evaluations.

Mr. Baker stated the mobile piece is huge. This would be a custom made Winnebago. A single CAC does not work in a County of our size. We can send the mobile unit almost as an emergency response vehicle. Ms. Muller explained the total amount of funding over three years is \$750,000. The first year would be \$250,000 for the purchase of the Winnebago, \$150,000 for start-up and general operating expenses and \$50,000 for vehicle maintenance. The second and third years would be \$100,000 for operational expenses and \$50,000 for vehicle maintenance. In addition to this funding, the Office of Children & Families has put out an RFP and if we apply, we may be eligible for an additional \$50,000 to incorporate child fatality reviews. This would also enhance how to prevent child fatalities in the future. If approved, that would be a \$50,000 per year grant for five years and would supplement what we are doing with the CAC. Additionally the Office of Victim Services is putting out an RFP that will also award a five-year allocation to continue funding for both of these programs.

Mr. Wheeler stated that is one of the conversations we have had; the long-term plan. Should the funding run out, then that would be a stopping point and a re-evaluation of what you do.

Mr. Van Etten commented you will never spend \$50,000 per year on maintenance of the Winnebago. Will there be an on-board generator? Otherwise, you will need to keep the Winnebago running in order to have electricity, water, etc. Mr. Baker replied the Winnebago has not been built, and that is something that we can tweak to have included. Mr. Van Etten asked what will this look like putting it into the community and parking? Mr. Baker replied the State will require us to have a logo on it; however, the idea is to make it look like a Winnebago.

Mr. Ryan asked with the situation with court space, has any thought been given to using the third floor for the CAC? Mr. Wheeler replied currently we are undergoing a space review with the State courts and he does not believe that the third floor of the new building will be vacant for long.

Mr. Baker stated one of the critical pieces is getting medical evidence and if the stationary site is closer to a medical facility, then hopefully there will be a better chance of cooperation.

Mr. Swackhamer asked what kind of personnel will be needed to staff this? Ms. Muller replied there will be a part-time coordinator and then we would have individuals on staff that we currently employ. That would include a representative from Child Protective, District Attorney, Law Enforcement, Behavioral Health, medical staff and a victim advocate. Mr. Baker stated these individuals are already participating on the CART team.

Ms. Fitzpatrick asked of the other counties that have a CAC, how many have a mobile unit? Ms. Muller replied we would be the first. Mr. Baker stated the mobile units are relatively rare and are mostly utilized in the western states. Ms. Fitzpatrick asked what is the average number of these cases that we have had over the last five years? Ms. Muller replied we did a three-year look back and probably have 12 new cases per month that would go through the CAC.

Mrs. Ferratella asked what is the age range? Mr. Baker replied the CAC is primarily for minors 17 and under. We could use the mobile unit for a bad domestic violence case, or any other. Ms. Muller stated we have had abuse cases for children as young as 2 years.

Ms. Fitzpatrick asked how do we currently handle these cases? Mr. Baker replied they are interviewed at a school, police department, State Police and sometimes in the home. However, there are no videotaping capabilities. Ms. Fitzpatrick asked could we contract with other counties? Mr. Baker replied we do not contract with other counties, although once in a while we have used an agency in Rochester, but you need to schedule appointments.

Mrs. Lando asked what happens at the end of three years? Ms. Muller replied if we decide that the mobile unit is not an effective tool, we would give it back to the State. Sheriff Allard stated we need a safe place for child witnesses. You want to have a safe place to interview a child and provide counseling to them after the fact. Almost every domestic violence incident we investigate, there is almost always a child involved in that. Having to take them to Rochester or Chemung increases the trauma on a child who is an unintentional victim and witness to a crime.

Mr. Swackhamer asked who would be in charge of this? Mr. Wheeler replied it would be a contract with Social Services. Mr. Van Etten commented you may find after three years that the permanent site serves you better than the mobile and you could create another permanent site in a different area of the County.

Ms. Fitzpatrick stated this is arguably a lot of money and she is not against helping children, but she is having a hard time with the money; no matter where it is coming from. She also has concerns about the Winnebago driving from the ends of the County in the winter. The other big piece is the medical.

Mr. Swackhamer asked who will be driving the mobile unit and how are we paying for that? Mr. Baker replied there is money in the grant that will be used to pay the driver and the driver may be someone in law enforcement that is trained. Mr. Swackhamer stated the person would need to be on call 24/7. Ms. Fitzpatrick stated that is not built into the price. Mr. Wheeler stated there is \$50,000 for vehicle maintenance and there is \$200,000 over two years that you could use to fund that part. Mr. Baker commented we may be able to find an individual who is retired from law enforcement to do this.

Mr. Van Etten stated he agrees that this is taxpayer money whether from the County or State, but if the State is giving away three mobile units and we are getting one at no cost to us for three years, then it is worth doing. At the end of three years, we will have learned a lot. If we do not take it, the State will give that money away to another county. Ms. Fitzpatrick stated it is not just about the money. It is about something we need to do for things that are happening in this County; we can't just do it for a year and then walk away. She believes more in the stationary CAC's as it seems as though those might be less expensive. Her concerns are with who is driving the mobile unit, driving the Winnebago during the winter and the salt destroying the Winnebago. Mr. Swackhamer stated and what about pipes freezing in the winter if it is not winterized. Mr. Van Etten stated there are people that stay in campers during the winter and they do not have issues with freezing. Mr. Baker commented he has to presume that the State has thought about those issues.

MOTION: AUTHORIZING THE COMMISSIONER OF SOCIAL SERVICES TO ACCEPT GRANT FUNDING FROM THE STATE IN THE AMOUNT OF \$750,000 OVER THREE YEARS TO IMPLEMENT A MOBILE CHILD ADVOCACY CENTER WITH THE UNDERSTANDING THAT AT THE END OF THREE YEARS THIS WILL BE DISCONTINUED UNLESS DISCUSSED AGAIN MADE BY MR. SWACKHAMER. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

C. Office of Community Services

1. **Budget Adjustment** - Dr. Chapman requested authorization to transfer \$130,000 from the Mental Health Clinic contracts for services line item and reallocating to the contracts for services line items in the following cost centers: Alcohol Clinic – Bath - \$10,000; Alcohol Clinic – Corning - \$30,000; Health Homes – Children - \$15,000; and PROS Services - \$75,000.

MOTION: AUTHORIZING THE OFFICE OF COMMUNITY SERVICES TO TRANSFER \$130,000 FROM THE MENTAL HEALTH CLINIC CONTRACTS FOR SERVICES LINE ITEM AND REALLOCATING TO THE CONTRACTS FOR SERVICES LINE ITEMS IN THE FOLLOWING COST CENTERS: ALCOHOL CLINIC – BATH - \$10,000; ALCOHOL CLINIC – CORNING - \$30,000; HEALTH HOMES – CHILDREN - \$15,000; AND PROS SERVICES - \$75,000 MADE BY MR. SWACKHAMER. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

Mr. Swackhamer asked would your department work with the Child Advocacy Center? Dr. Chapman replied yes. That is a specialty of Family Services and we do work with them. In many instances there are other mental health issues that are relevant.

2. **Prevention Coalition Funding Request** – Dr. Chapman introduced Colleen Banik and Jim Bassage from the Steuben Prevention Coalition. They unfortunately did not get the DFC grant funding that they have received for the past five years. They are requesting approval of gap funding in the amount of \$5,681 to get them through the end of 2018. Catholic Charities has already committed to giving them \$10,000. Mrs. Lando explained this is bare bones gap funding.

MOTION: AUTHORIZING A TRANSFER OF \$5,681 FROM THE CONTINGENT FUND AND APPROPRIATING TO THE STEUBEN PREVENTION COALITION FOR GAP FUNDING THROUGH THE END OF 2018 MADE BY MS. FITZPATRICK. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 3-0. Resolution Required.

Mr. Van Etten asked if they could also explain to them their gap funding request for 2019. Ms. Banik replied for 2019 we are looking at gap funding of \$37,724 and that's with Catholic Charities committing to provide \$25,000. This funding will allow for the continuation of multiple trainings, annual TIPS training, the Prevention Needs Assessment Survey, among many other things. This will also help with website and resource maintenance.

Mr. Swackhamer asked did you apply for other funding? Mr. Bassage replied yes and no. Catholic Charities is contributing \$25,000 for 2019. Our coalition members are approaching different entities to ask for funding for certain specific activities with the hopes that those entities would continue to provide sustainability funding.

Mr. Wheeler asked if Catholic Charities would be open to covering the administrative costs as well. He is looking at the sustainability at very bare bones. Mr. Bassage replied he thinks Catholic Charities already is contributing in-kind to those kinds of things. We are covering those costs with this budget. Mrs. Lando stated next year they will resubmit for DFC grant funds. Mr. Van Etten asked would the Corning Foundation entertain providing some funding? Mrs. Lando stated she thinks they are being asked.

D. Commissioner of Finance

1. **Monthly Reports** – Mr. Donnelly asked if there were any questions on the monthly reports.

2. **Tax Foreclosures** – Mr. Donnelly explained we had a tax foreclosure on two properties in 1984, Tax Map #'s 166.05-01-021.000 and 166.05-01-022.000 both situate in the City of Hornell. The foreclosure was conducted pursuant to Article 10 of RPTL, and that law was repealed in 1992 or 1993. The former owners, both of whom are now deceased, did not record the re-conveyance instrument we sent them in December 1984. An attorney for the estate has requested replacement deeds. Mr. Donnelly stated he will confer with the Law Department regarding the type of document. Mr. Reed stated the issue is what is the best way to do this. We could do an affidavit with attachment, or a replacement deed.

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO TAKE APPROPRIATE ACTIONS PURSUANT TO THE LAW DEPARTMENT'S RECOMMENDATIONS RELATIVE TO REPLACEMENT DEEDS FOR PARCEL # 166.05-01-021.000 AND #166.05-01-022.000 MADE BY MR. SWACKHAMER. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

3. **Request to Cancel Taxes** – Mr. Donnelly requested authorization to cancel taxes on a number of parcels, including four that are owned by the Land Bank.

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO WITHDRAW THE FOLLOWING PARCELS FROM THE TAX FORECLOSURE AND CANCEL THE TAXES AS UNCOLLECTABLE: #166.25-03-059.000 SITUATE IN THE CITY OF HORNELL, #166.26-01-037.000 SITUATE IN THE CITY OF HORNELL, #299.19-02-088.000 SITUATE IN THE CITY OF CORNING, #299.19-03-060.000 SITUATE IN THE CITY OF CORNING, #166.00-01-016.200/48 SITUATE IN THE TOWN OF HORNELLSVILLE, #136.05-01-023.220/14 SITUATE IN THE TOWN OF HORNELLSVILLE, #136.05-01-023.220/104 SITUATE IN THE TOWN OF HORNELLSVILLE AND #424.00-01-057.111/1 SITUATE IN THE TOWN OF LINDLEY MADE BY MR. SWACKHAMER. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

Ms. Fitzpatrick stated she received a call from the Bath Village Mayor regarding the park at Mossy Bank not being exempt like the rest of the property. The park also encompasses the pond. Somehow the exemption is on the mapping software, but not on the assessments. She stated there is a similar issue in the Village of Savona relative to a park that is near the school and some playground equipment and is near the salt storage and big hill. This is not currently exempt by the County. Mr. Donnelly stated with regard to Mossy Bank there was a similar issue with the park in Hammondsport and it was exempted as it was not contiguous with the village. We will need to look at it. Mr. Wheeler commented the area the Mayor is referring to is the fishing pond and pavilion before the entrance to the park. We will research the options and bring it back to committee next month. Mr. Donnelly commented we will look at the options in Savona and see if there is any land that is contiguous and bridges the gap.

MOTION: TO ADJOURN MADE BY MS. FITZPATRICK. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

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

**Tuesday, November 13, 2018
Legislative Committee Room
9:30 a.m.**

**Please send agenda items to the Clerk of the Legislature's Office
NO LATER THAN NOON
Wednesday, November 7, 2018**

****BUDGET WORKSHOP****

**Wednesday, November 7, 2018
Legislative Committee Room
11:00 a.m.**

STEUBEN COUNTY FINANCE COMMITTEE

Budget Workshop

Tuesday, October 9, 2018

11:35 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
STAFF:	Jack K. Wheeler Tammy Hurd-Harvey	Mitchell Alger	Pat Donnelly
LEGISLATORS:	Joseph J. Hauryski Hilda T. Lando Frederick G. Potter	Carol A. Ferratella Robin K. Lattimer Thomas J. Ryan	K. Michael Hanna John V. Malter
ABSENT:	Gary B. Roush	Brian C. Schu	
OTHERS:	Mary Perham		

I. CALL TO ORDER

Mr. Van Etten called the meeting to order at 11:35 a.m.

II. BUDGET OVERVIEW

Mr. Wheeler distributed a handout depicting a summary of the significant items in the 2019 proposed budget. He stated our health insurance costs will be increasing by 1 percent and we are also seeing a slight increase overall in retirement of about \$130,000. The management increases approved by the Administration Committee have been built into this budget. One of the most significant impacts on the budget are newly funded positions for various departments, however a large number of those are covered by offsetting revenue.

He stated the positions requested for the District Attorney are not covered by offsetting revenue. The addition of one full-time District Attorney and one paralegal assistant are necessary due to changes in state law regarding domestic crimes and the ability to take away an individual's right to possess firearms. The cost for these two positions is one hundred percent County cost. With the Public Defender's Office and Conflicts Office, the State is telling us what we need to have to meet caseload requirements and counsel at arraignment. The full-time Assistant Public Defender and Senior Account Clerk-Typist positions in the Public Defender's Office and the Typist position in the Conflict Defender's Office are to comply with the Hurrell-Harring settlement and will be one hundred percent reimbursed by the State. Another increase is relative to the Medical Examiner/Coroners. We have estimated the increased wages for the Coroner's at \$15,000 which is based upon the \$225.00 per case that was approved by the Public Safety & Corrections and Administration Committees in September.

Mr. Wheeler stated we will be funding a Senior Assistant County Attorney and a Senior Typist in the Law Department to comply with Raise the Age and anticipate full reimbursement by the State. He noted that we are about to submit our plan, but the State has yet to accept any plans. In Probation we are looking to fund a Senior Probation Officer and a Probation Officer Trainee. Again we expect full reimbursement from the State. These two positions have been funded 75 percent in the budget as we expect them to be midyear adds. Again, to comply with Raise the Age, we are funding one Grade B Supervisor, one Senior Caseworker and two Caseworkers in the Department of Social Services. We anticipate full reimbursement by the State.

Mr. Van Etten asked what about Detention? Mr. Wheeler replied that is supposed to be one hundred percent funded. We currently have a detention center and are putting in increased costs for that. We suspect the judges will be more likely to sentence to this lower level of detention as it is less restrictive and we are seeking reimbursement for that. Some numbers for this may change, but it will not impact the tax levy.

Mr. Swackhamer asked why are there four positions for Social Services? Mr. Wheeler replied that is largely due to the fact that the State is pushing them toward community-based supports. With the caseworkers and Probation, we envision kids going that direction instead of to detention. Mr. Swackhamer asked why do we need a Grade B supervisor that is only 50 percent reimbursed? Why not just use a Senior Caseworker? Mr. Wheeler stated we did talk with Social Services about that and it is still to be determined.

Mr. Wheeler stated that other items relative to Raise the Age include stipends of \$9,100 for the Senior Assistant District Attorney and \$36,000 for Assistant Public Defenders (\$2,000 per Public Defender) to be on call. The revenue is budgeted to completely offset these expenses. He stated that expenses for Social Services will increase due to Raise the Age. This includes \$166,480 for TANF Services to expand services for PINS; \$215,937 for Detention Administration to increase capacity and level of staffing; \$438,000 in Foster Care for Raise the Age placement and \$121,000 to expand contracts for services. He explained we will need to have folks trained for Raise the Age and will increase our contracts for that purpose. Additional training for detention center staff will be through a contract with Glovehouse. We will also need to add staff in order to go to a certified twelve-bed facility.

Mr. Van Etten asked is the Glovehouse option already in place? Mr. Wheeler stated they are still looking at Camp Monterey as an option for a Specialized Secure Detention. Glovehouse would be kids with misdemeanor offenses. We are hearing that the judges may send them to a place like that where there are not enough beds. The State is telling us not to focus on detention, to just focus on community-based supports. Mr. Van Etten stated in the 2019 budget we do not have anything for secured detention. When will we have that? Mr. Wheeler replied we will discuss that next Thursday, as the State is coming down to tour and look at that. We should have an answer by the end of the year, but it would be a budget neutral item.

Mr. Wheeler stated with the Hurrell-Harring implementation, in addition to the ILS cost center, the Public Defender, Conflict Defender and Assigned Counsel will receive a new funding stream from NYS to begin the implementation of caseload reduction, quality improvement, and counsel at first appearance. These are requirements of the Hurrell-Harring suit. This funding will increase in each of the next four years, with approximately \$308,000 for the first year.

Mr. Wheeler stated with regard to Mental Health, Dr. Chapman and Ms. Monroe have tried to limit the swings between cost centers. There is an increase in the Bath Alcohol Clinic cost center due to lesser caseloads in Hornell and clients being transferred to Bath. In addition, the increase reflects the cost of a new Substance Abuse Counselor at the Jail. Additionally, they transferred a BILT position from the Mental Health Clinic to Social Services which resulted in decreased salary and interdepartmental revenue. They are contracting for more services under Health Homes and are receiving more Medicaid revenue than expected. However, the census for PROS continues to shrink, which is leading to decreased revenue.

Under the Department of Social Services, we have reduced Medicaid by \$375,000 below the statutory cap. With the Affordable Care Act (ACA), we do not spend to the statutory cap, but we are still conservative as we will need to increase this back in the coming years. In the 2019 budget, we felt comfortable enough to reduce this down to about \$400,000; you could probably do another \$100,000. As the enhanced reimbursement from ACA is phased out over the next year, you will need to find a home for that \$370,000 in order to meet the cap. Mr. Swackhamer asked do we really want to show it for one year? Mr. Wheeler replied if you take it now, then increase it \$100,000 next year and \$200,000 the following year, you will be able to more smoothly incorporate it back in. He commented another area is that the Foster Care caseload is expected to increase due to Raise the Age.

Mr. Swackhamer asked what is the percent that we can increase the budget? Mr. Wheeler replied it is about 2.2 percent.

2019 Adjustments to Budget

Mr. Wheeler informed the committee that this spreadsheet reflects the big changes covered in the summary as well as other, minor changes.

County Manager

The Contracts - Professionals line item has been increased \$2,000 to \$22,000 which represents an increase in our contract with Mary Perham.

Medical Examiner/Coroner

We know that we will spend less on autopsies; however, we included a new line item for toxicology as it is contracted separately from the Medical Examiner's contract.

Buildings & Grounds

This includes additional heating, electricity, water, sewer and cleaning supplies costs for the new buildings.

Mr. Malter asked now that we no longer own the Old Health Care Facility and are in the process of selling the Hornell Courthouse, are those savings/expenditures reflected on this? Mr. Wheeler replied you could take out \$10,000 pretty easily.

Information Technology

There is an increase in the Training and Conferences line item to get staff Cisco trained and certified. Once that happens, then we could reduce our phone maintenance costs.

Corning Community College

The estimates we received will result in a budgeted increase of \$25,000. Mr. Wheeler explained this is what we pay Corning Community College for the students that go there.

Sheriff

The Operation of Vehicles line item has increased \$15,000 to get the vehicles on a new maintenance and tire schedule. This does include the wage rate charge from Public Works to perform the maintenance.

Jail

The Temporary Hire line decreased \$110,000 as they added eight permanent, part-time employees which caused the salary line item to increase. However, we are seeing a savings in Temporary Hire. The Sheriff trended the rate of pharmaceutical spending and we were able to reduce the Medical Services Pharm line item by \$20,000. The Telephone Commission line item was budgeted low to begin with, but we expect it to increase with the addition of inmate I-Pads.

Mr. Swackhamer asked for an explanation of the \$11,000 increase for Operation of Vehicles and the note that it is for new tires. Mr. Wheeler explained that goes to the overall amount that they are using our maintenance mechanic. Until recently, they were not doing regular tire replacements; they only did as needed. Now they will be on a more regular replacement schedule. With the wage factored in, they are now paying for all of the mechanic's time and being more proactive in scheduling maintenance. We have one person doing all of the work on all County vehicles and the Sheriff's vehicles.

Mr. Malter asked how many new vehicles are proposed for the Sheriff? Mr. Wheeler replied we recommended four plus one paid out of DWI funds.

Emergency Communications

Mr. Marshall is utilizing the Interoperable Communications Grant from the State to pay for the tower leases and radio maintenance. We expect this to continue as we have not received any indication that this funding will stop.

Public Works

Mr. Wheeler commented the overall budget is almost flat with last year.

Office for the Aging/RSVP

Mr. Wheeler explained a lot of these changes have to do with the reallocation of grant funding. The net cost change is minor.

Outside Agency Funding

Mr. Wheeler commented if you do not see an outside agency listed on this handout, they did not ask for an increase. He stated he put in was the Watershed Study for \$5,000 which was approved by the AIP Committee. Mr. Swackhamer commented that he is not in favor of this. Mr. Malter commented if we do this lake, we will need to do all of the other lakes in the County. Mrs. Lando stated this is an economic development issue. Mr. Hanna stated if this problem is left untreated, this will adversely affect property values on the lake.

Under Economic Development for the Industrial Development Agency, there is \$30,000 for the continued support of JC Smith, the Project Manager position, which was included in the draft budget.

Mr. Swackhamer asked the Hornell Humane Society has requested an additional \$1,000? Mr. Wheeler replied yes.

Mr. Malter stated with regard to the Southern Tier Library System, all of the libraries are funded by school taxes. I have three libraries in my district and they are using this additional funding to create a fund balance. Mr. Van Etten commented the Corning Library went from a \$540,000 to a just under \$1 million taxing district. Mr. Swackhamer stated in Hornell, 89 people voted to increase the library to \$10,000. They did not advertise this.

MOTION: REDUCING THE SOUTHERN TIER LIBRARY SYSTEM 2019 REQUEST FROM 123,829.00 TO THE 2018 AMOUNT OF \$99,500.00 MADE BY MR. SWACKHAMER. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

MOTION: ADOPTING THE 2019 BUDGET ADJUSTMENTS AS PRESENTED BY THE BUDGET OFFICER MADE BY MS. FITZPATRICK. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

Mr. Wheeler reviewed the remaining requests for the outside agencies.

Steuben County Conference & Visitors' Bureau

He stated that the Steuben County Conference & Visitors' Bureau has requested a one-time funding request of \$30,000 for visitor profile research. Ms. Fitzpatrick asked is there any indication that there will be ongoing maintenance with this? Mr. Wheeler replied no, however, in three to five years they would want to refresh the data. If they do not complete the project, we will come back to you and then you can decide at that point whether to fund it. Mr. Swackhamer asked how will this project work? Mr. Wheeler replied they will need to hire a consultant and then would have to conduct surveys via print, web and face-to-face. Mrs. Lando explained they are talking about software that will track visitors.

Finger Lakes Wine Country

Mr. Wheeler informed the committee that Finger Lakes Wine Country has requested an increase of \$10,000. There has been no increase since 2014 and Corning, Inc. matches our contribution. He noted the agency did not request an increase from the other counties. Mr. Swackhamer commented we are always paying more. Mrs. Lando stated we get the most benefit.

MOTION: REDUCING THE FINGER LAKES WINE COUNTRY 2019 REQUEST FROM \$115,000.00 TO THE 2018 AMOUNT OF \$105,000.00 MADE BY MR. SWACKHAMER. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

Fish and Game

Mr. Wheeler stated the Federation of Conservation Clubs has requested an increase of \$1,000 due to increased number of events and visitors. Ms. Fitzpatrick stated she received a phone call from Nick Pelham regarding the Federation's letter to the Fairgrounds regarding the septic line being crushed and the Fairgrounds Board of Director being unwilling to fix it. The Board of Directors have said that the septic line has not worked for the past 20 years and that it is not due to the recent pavement project. Additionally, there is also a well that has been not been working.

Mr. Ryan stated the septic system needs to be fixed. The Federation's building is being used more than ever. We are doing the Outdoor Show and the Fair and our building is always occupied. That sewer system has not worked for many years. Ms. Fitzpatrick stated she was under the impression that the septic had not been working due to the paving project. Mr. Ryan stated it was not that, but the Horticulture Building. After they worked on the Horticulture Building, the sewer system has not worked.

Ms. Fitzpatrick commented whether it is \$1,000 or \$4,000, that amount will not help you to fix that. Mr. Ryan stated a lot of our members are doing the work. Mr. Wheeler commented the letter we received asking for the additional \$1,000 indicated the septic system was not the sole reason for the increase. They were requesting additional funds due to the increase of visitors and the increased number of events.

Mr. Ryan explained the Federation holds two turkey calling contests each year, and sends kids to camp. We have not asked for anything in a number of years. We do a 50/50 raffle during the Fair. There is no other revenue that comes in. Ms. Fitzpatrick asked will this \$1,000 be used for these programs? Mr. Ryan replied some may be dedicated for that. Mr. Wheeler commented that Mr. Pelham had emailed him last week and it may be good for the Federation to talk with him.

United Way

Mr. Wheeler stated the United Way is requesting \$12,500 to assist in funding the COMET data sharing portal that is used by agencies in Steuben and Chemung counties. Mr. Swackhamer commented he is not in favor of this. Ms. Lattimer explained they are doing an integrated program that helps families through all of their challenges.

Secretary's Note: The committee asked Mr. Wheeler to gather additional information regarding the United Way's request.

Housing Study

Mr. Wheeler stated this funding is for a housing study for the Central Steuben area. There is a \$12,500 local match. The cities of Hornell and Corning have already done housing studies and this would do the remainder of the County. The cost to apply for the grant is \$25,000, but if you receive the grant, then our share would be the \$12,500.

Steuben Prevention Coalition

Mr. Wheeler stated the Coalition is requesting gap funding for 2019 in the amount of \$37,724. He stated Jim Bassage and Colleen Banik do a great job. His only comment about this is that he would like to see Catholic Charities take on the administrative fees as well. Mr. Swackhamer and Mr. Van Etten commented they would be in favor of doing this for one year.

MOTION: APPROVING THE 2019 BUDGET REQUESTS FOR THE FOLLOWING OUTSIDE AGENCIES AS PRESENTED: HORNELL HUMANE SOCIETY - \$8,000; STEUBEN COUNTY CONFERENCE & VISITORS' BUREAU - \$30,000 FOR VISITOR PROFILE RESEARCH; SOIL & WATER CONSERVATION DISTRICT \$161,676; FISH AND GAME (CONTRACTED EXPENSES) - \$4,000; CORNELL COOPERATIVE EXTENSION

- \$390,000; CSS WORKFORCE NY \$50,000; STEUBEN COUNTY INDUSTRIAL DEVELOPMENT AGENCY - \$75,000; WATERSHED STUDY - \$5,000; HOUSING STUDY - \$12,500 LOCAL MATCH MADE BY MS. FITZPATRICK. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

Secretary's Note: Mr. Wheeler made a typographical error on his spreadsheet with the amount for the Soil & Water Conservation District. The correct amount of \$161,676 is reflected in the above motion.

III. BUDGET REVIEW

The committee reviewed the tentative 2019 budget and asked questions regarding various departments. The items listed below are those questions that were unable to be answered during the meeting:

Elections

The line item for Inspectors & Custodians shows a 2018 budget of \$130,000, actual year-to-date of \$33,800 and requested 2019 of \$130,000. What drives the request for \$130,000? Mr. Wheeler replied for this year we have congressional races and mid-terms. For next year, that amount is probably high. He will ask for an explanation of that.

Secretary's Note: This is a figure that is somewhat difficult to ballpark, but it can conservatively be reduced by \$30,000.

Central Motor Pool

The line item for Vehicle Rent/Lease shows a 2018 budget of \$54,300, actual year-to-date of \$32,918.68 and requested 2019 for \$71,000. Is that a reflection of switching to leases and selling vehicles? Mr. Wheeler stated they will check into that. Ms. Hurd-Harvey commented that the line item for Vehicle Fuel Chargebacks should be a negative number.

Secretary's Note: The figures in the Vehicle Rent/Lease reflect additional vehicles to be leased instead of purchased in 2019.

STOP DWI

Under the revenue line item for Other Fees, what is included in that? Actual year-to-date revenue is \$25,970 and 2019 budget is \$7,000.

Secretary's Note: The budget was adjusted to reflect an additional allocation of the DWI fund of \$22,500. This amount was received in February.

EMO – Grants

The revenue line item for Hazard Mitigation shows a -\$10,454.35 and the requested 2019 is \$0. Mr. Wheeler stated we will double check that.

Secretary's Note: The original budget is zero for both 2018 and 2019 because we do not budget for these grants until they have been awarded. The negative YTD revenue is because we accrued revenue at the end of 2017 to bring the year end county cost to zero. We then reversed that accrual in 2018 and the actual claims have not yet moved that account into a positive position.

Injury Prevention Grant

Why has nothing been budgeted for this?

Secretary's Note: This line item has been previously used for car seats and/or bike helmets for youth. The Sheriff currently has a NYS Traffic Safety grant that covers car seats, and bike helmets are no longer state aided, so this line was reduced to zero.

Social Services Admin

The line item for Micrographic Expenses shows a 2018 budget of \$86,400 and a requested 2019 budget of \$86,400, but the actual year-to-date is \$0. Mr. Wheeler stated he will check with Mrs. Reynolds to see if they are planning to send out scanning.

Secretary's Note: This is the projected cost for the Mobile Technology Maintenance based on the RFP responses we received last year. We had this on hold but are issuing a new RFP shortly. This will be an expense next year.

Detention Center

Why is there a decrease in the County cost? It goes from \$349,251 for 2018 down to \$262,699 for 2019. Mr. Wheeler stated he will ask, but he believes it is the anticipation of more out of County children.

Secretary's Note: Budgeted for an additional bed to be contracted to Chemung County. There is also an additional \$200,000 budgeted (6050) in expense and revenue for RTA. This will be for staffing to 12 beds vs. 8.

TANF Administration

There is a line item for CASP; what is it? Nothing was budgeted for 2018, nothing has been spent year-to-date, but there is \$166,480 budgeted for 2019.

Secretary's Note: CASP had been the previous TANF (STATE) Job program, but not funded in a few years. The funds in for 2019 are for Raise the Age and this line item will be updated to reflect that.

Services for Recipients

The County Cost for 2017 was -\$300,198.17. Was that a refund of prior year's expenditure?

Secretary's Note: The State issued additional monies to us for years 2012-2014 for the previous PINS Prevention programs.

The line item for Preventive Services shows a 2018 budget of \$1,355,797 and a 2019 budget of \$1,546,701 with actual year-to-date of \$596,433.76. Why has the budget been increased.

Secretary's Note: That is the Child Advocacy Center dollars- \$150,000 for Startup for site and \$50,000 for maintenance on Winnebago.

Soil & Water Conservation

Is the budget of \$233,676 enough considering all the damage on county roads this month? Mr. Wheeler replied if you wanted to do something, you could do it on a project basis. We could ask Mr. Parker what projects fell off this year and what is next on his list. Mr. Van Etten commented this is good money spent and helps to prevent major money from being spent. He asked that Mr. Wheeler ask for a priority list from Mr. Parker which shows the cost over and beyond what is already budgeted.

Transfer to Other Funds

What is this for? Mrs. Hurd-Harvey replied she will check.

Secretary's Note: The General Fund transfer to Highway and Road Machinery is to fund the "boot benefit" approved in the collective bargaining agreement.

Landfill Administration

The line item for OPEB Expense (ARC) GASB45 shows a 2018 budget of \$75,000 with nothing spent year-to-date and nothing budgeted for 2019. Should something be budgeted for 2019; is this a provision for bad debt? Mrs. Hurd-Harvey replied she will check into this.

Secretary's Note: OPEB budget for landfill has been adjusted to \$70,000 and post closure expense has been reduced by \$70,000 to keep a \$0 County cost.

New Bath Landfill

Why has nothing been budgeted for 2019 for the Household Hazardous Materials line item? Mr. Wheeler replied he will ask.

Secretary's Note: This was an oversight and has been corrected back to \$50,000 expense with \$12,500 in offsetting revenue. DPW plans on holding two events during 2019.

IV. PERSONNEL

Mr. Van Etten stated he received a report from Finance that shows all of the vacant positions and we have 85 which are all funded. Mrs. Hurd-Harvey commented that report only shows the funded positions; there are many more positions that are unfunded. Mr. Van Etten stated \$3.1 million of the budget is for vacant salaries. Mr. Wheeler stated it depends on what point in time they are pulled and where they are. There are at least 20 positions that are in the process of being filled. They are authorized, based on things we have done. The real number, at any given point in time, not filled before the end of year is probably 55. Another 10 are positions that might be filled. The majority of the 55 positions are in Social Services and they have offsetting revenue against them. The number is closer to \$1.8 million with fringe. Mr. Van Etten stated he would like to know what that number is every year.

Mr. Swackhamer stated we added \$500,000 - \$600,000 in position upgrades this year. Mr. Wheeler stated you have allowed us to fill 8 additional positions, but they were for good causes which you have discussed and approved. Your personnel costs are going up, but you still have some flex. The number of positions funded with that may not be filled is about 55.

V. CAPITAL REQUESTS

Minor Equipment./Major Equipment/Capital Projects

Mr. Van Etten commented the total recommended budget for Major Equipment is \$2.1 million. Mr. Wheeler stated he would like to note that we are down one mobile work crew and we have one stationed here at the County Office Building. We included a 1-ton pickup with plow and sander under Social Services for the mobile work crew and Buildings & Grounds which we will be able to leverage 60 percent state funds for.

Mr. Wheeler commented with regard to capital projects, they have included the Jail Camera Replacement for \$39,000. This will be done over a number of years. The cameras are aging out rapidly. The cost is over \$100,000 to replace them all at once, so we will do this over a couple of years. Mr. Swackhamer asked will the new cameras be compatible with the software we have now? Mr. Wheeler replied yes.

Ms. Fitzpatrick asked with the Major Equipment for Public Works, do they just pick and choose what they want? Mr. Wheeler replied yes, instead of us cutting individual items, they can choose what they want/need if it is on the approved list, but cannot go over the total budget of \$1.2 million.

Mr. Wheeler stated you will notice that the EDP Equipment under Information Technology includes computers. We did not budget for the timecard system, but you could appropriate funds for that out of this capital project. He stated they are also recommending pulling \$250,000 out of the Building Repairs & Renovations Reserve and putting it into the Office Space Utilization capital project. We will need those funds for the court space study and can also appropriate some for the purchase of voting machines.

Mr. Van Etten commented with regard to the voting machines, we approved a maintenance agreement for five years. If we set aside \$100,000 in each of the remaining four years we would have a pretty good reserve. Mr. Wheeler replied we already have set aside –approximately \$80,000. Over five years we would have between \$600,000 - \$700,000 to purchase machines. Mr. Swackhamer asked how much do the machines cost? Mr. Wheeler replied it depends on the machine. The full accessible machines are \$15,000 and the smaller machines are \$7,000. Mr. Van Etten commented another issue is if we can consolidate polling sites. Mr. Wheeler stated he

thinks that if you could push the polling sites to the schools, then you could cut down the number of machines needed.

Mr. Wheeler stated that Public Works had requested \$550,000 for the Caton Shop Replacement and he reduced that to \$200,000. Mr. Swackhamer asked why can't we build that ourselves? Mr. Wheeler replied that was his point; to have them pare the scope of the project down to bare bones. Mr. Van Etten commented they have been without a shop for five years.

MOTION: ACCEPTING THE BUDGET OFFICER'S RECOMMENDATIONS FOR MINOR EQUIPMENT, MAJOR EQUIPMENT AND CAPITAL PROJECTS MADE BY MR. SWACKHAMER. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

VI. OTHER BUSINESS

Mr. Wheeler stated we will work on the changes and update the numbers. We will run the sales tax reports and interest earnings. Mrs. Hurd-Harvey stated there is \$7.7 million between the reserve and appropriated fund balance. Mr. Wheeler stated we are in a good position because of where our fund balance is. Ms. Fitzpatrick asked if we don't raise the tax levy, then the calculation on the 2 percent will roll over for one year? Mrs. Hurd-Harvey replied there is a limit. For this year there is no increase, but that amount is capped. Mr. Swackhamer asked have we been two years without any increase? Mr. Wheeler replied yes and the third year was an increase of \$40,000; so essentially three years without an increase.

Meeting was adjourned at 4:15 p.m.

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

STEBEN COUNTY FINANCE COMMITTEE

Budget Workshop

Wednesday, November 7, 2018

11:35 a.m.

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

****MINUTES****

COMMITTEE:	Scott J. Van Etten, Chair Gary B. Roush	Gary D. Swackhamer, Vice Chair	Kelly H. Fitzpatrick
STAFF:	Jack K. Wheeler Tammy Hurd-Harvey	Mitchell Alger	Pat Donnelly
LEGISLATORS:	Carol A. Ferratella John V. Malter	Hilda T. Lando Robert V. Nichols	Robin K. Lattimer
ABSENT:	Brian C. Schu		
OTHERS:	Mary Perham		

I. CALL TO ORDER

Mr. Van Etten called the meeting to order at 11:35 a.m.

II. BUDGET REVIEW

Mr. Wheeler stated we made the changes we discussed at the last budget workshop. Many of those were minor things that were cleaned up. We had received a request from the United Way for \$12,500 to help fund the purchase of COMET which is a proprietary software package that would allow multiple users/organizations to track outcomes for school-aged children to see where they are on the track for school readiness, which is part of their “Kids on Track” program. Mr. Wheeler stated his recommendation is that this is an outstanding program, but that we should revisit the request at another time.

Mr. Malter asked would the County get any data that we could use from that program? Mr. Wheeler replied no, not really. Chemung County has a full sanitarian function with their health department and they can enter information into the program. We could be a partner, but it is nothing that we would use. Ms. Fitzpatrick asked you are recommending waiting until the program is up and running and invested in so we can see how it is working? Mr. Wheeler replied correct.

MOTION: REMOVING THE REQUEST OF \$12,500 FOR THE UNITED WAY COMET PROGRAM FROM THE 2019 BUDGET MADE BY MR. SWACKHAMER. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

Mr. Wheeler stated earlier this morning you heard a presentation from Cornell Cooperative Extension regarding a request for an additional \$19,000 to start Regional Agricultural Teams. Mr. Nichols stated you will get more bang for your buck with the regional agricultural teams. Since Carl Albers and Jim Grace retired from Cooperative Extension, they do not give the quality of information and services that they did before. He stated he is in favor of their request, but the presentation request was based on staff retiring. You need to have in the back of your mind that even though those individuals may be eligible for retirement, there is no guarantee that they will retire.

Mr. Van Etten stated even though you are committing the \$19,000 for 2019, this is a long-term committee for the future. Mr. Nichols commented if you go forward with this, you are looking at a program with a life of 10, 20 or 30 or more years. Mr. Wheeler stated if you decided in the future to cut funding, they would be cutting local staff.

Mr. Nichols stated we never got into anything like this before because we had Mr. Albers and Mr. Grace and we had everything we needed. Since they retired, Cooperative Extension has been struggling to get the same quality of information out to the farmers; and they have tried. Mr. Swackhamer stated historically they have had to hire their own specialists.

Mrs. Lando stated she is on the Cooperative Extension Board of Directors and we had a hiring team to try to replace Stephanie Mehlenbacher. We cannot afford to pay for that level of expertise. She stated we know how successful this regional program is as we have had the grape program for 50 years. It works. Mr. Malter commented it comes down to being a shared service.

Ms. Fitzpatrick asked if we make this appropriation and no other county wants to form a regional agriculture team, then what happens? Will this funding cover jumping on board with another team? Mr. Wheeler replied when the proposal was presented to him and Chairman Hauryski two weeks ago, the cost to join another pre-existing team is about the same as it is to start a new team. Ms. Fitzpatrick commented agriculture is the biggest industry in the County and it is important to invest in and support that. She stated Ms. Podsiedlik's presentation was very well done and she thought through the scenarios for the next few years. She cannot see how we could not support this.

MOTION: INCREASING THE 2019 APPROPRIATION FOR CORNELL COOPERATIVE EXTENSION BY \$19,000, FOR A TOTAL BUDGET OF \$409,000 MADE BY MS. FITZPATRICK. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

Mr. Malter asked if they are able to start these new regional agricultural teams, is there room in the new building if they get a potato specialist? Ms. Lattimer commented they will make it work.

Mr. Wheeler stated with this additional appropriation, the change to the bottom line is the County cost is \$1,416,203. As we have sufficient room in our sales tax and interest earnings, he would propose an increase of \$715,000 in anticipated sales tax revenue and an increase of \$710,000 in anticipated interest earnings. That would bring us to \$1.425 million additional revenue and would drop the tax levy \$8,797.

Mr. Wheeler commented there was a significant error of \$33 million in the assessed values in the Town of Bath as it relates to the school tax. When the former assessor entered the sales price from the sale of the Health Care Facility, it was entered as \$37 million instead of \$3.7 million. When the reval was done in the Town of Bath, that \$37 million sales price was carried over and the school tax went up with that. The new owners did not pay that amount and on the last day of the warrant, they submitted the correction. Mr. Wheeler stated we will be waiting for the LA-22 form to be corrected. We should have that corrected form in the next couple of days.

Mr. Swackhamer asked how does our sales tax look for the end of the year? Mr. Wheeler replied it is up 7 percent right now. Mr. Donnelly commented it increased \$3 million and 49 percent of that is ours. Mr. Van Etten asked are we safe taking the interest? Mr. Donnelly replied yes.

MOTION: APPROPRIATING \$715,000 IN SALES TAX REVENUE AND \$710,000 IN INTEREST EARNINGS TO THE 2019 BUDGET AND FORWARDING THE PROPOSED 2019 BUDGET AS PRESENTED TO THE FULL LEGISLATURE FOR REVIEW AND APPROVAL MADE BY MR. SWACKHAMER. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

Mr. Swackhamer asked for the future, with the additional costs for the District Attorney, Sheriff and Probation, will we be able to maintain our budget? Mr. Wheeler replied right now, yes. If the State cuts reimbursement you

will have a multi-million dollar hole. Mr. Van Etten commented it is nice to be flat, but should we post for the future expense and do a 1 percent increase? Based on the surplus we are carrying, do we have so much room that it would not be prudent? Mr. Wheeler replied this gets you back to close and not just building fund balance. If the State cuts the funding stream, you will be paying for it. Ms. Fitzpatrick asked do we have room in the budget if that happens? Mr. Wheeler replied yes. We have the Contingent Fund, vacant positions, etc. We are still budgeting conservatively.

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

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

STEBEN COUNTY FINANCE COMMITTEE

Tuesday, November 13, 2018

9:30 a.m.

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

****MINUTES****

- COMMITTEE:** Gary D. Swackhamer, Vice Chair Kelly H. Fitzpatrick Gary B. Roush
Brian C. Schu
- STAFF:** Jack K. Wheeler Mitchell Alger Karen Monroe
Vince Spagnoletti Tim Marshall Tammy Hurd-Harvey
Pat Donnelly Alan Reed Judy Hunter
Jennifer Prossick James Allard
- LEGISLATORS:** Carol A. Ferratella Robin K. Lattimer John V. Malter
Frederick G. Potter
- ABSENT:** Scott J. Van Etten, Chair

I. CALL TO ORDER

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

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE OCTOBER 9, 2018 MEETINGS MADE BY MS. FITZPATRICK. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

III. DEPARTMENT REQUESTS

A. Emergency Management Office

1. **Budget Adjustment** – Mr. Marshall stated they are working on the VHF radio for Fire service. He requested authorization to adjust the following line items within the Round 4 Interoperable Grant: decrease Capital Projects line by \$199,259; decrease the Software line by \$23,640; increase the Communications Consultant line by \$111,372 and increase the Major Equipment line by \$111,537, to cover the purchase of a new base station and consultant fees to help with this transition to VHF.

MOTION: AUTHORIZING THE DIRECTOR OF THE EMERGENCY MANAGEMENT OFFICE TO ADJUST THE FOLLOWING LINES WITHIN THE ROUND 4 INTEROPERABLE GRANT; DECREASE THE CAPITAL PROJECTS LINE BY \$199,259; DECREASE THE SOFTWARE LINE BY \$23,640; INCREASE THE COMMUNICATIONS CONSULTANT LINE BY \$111,372 AND INCREASE THE MAJOR EQUIPMENT LINE BY \$111,537 MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

B. Office of Community Services

1. **Budget Adjustments** – Ms. Monroe stated that they received pass-thru funding from the State for the 2018 COLA adjustment for providers and she requested authorization to accept and appropriate to their contracts with Hornell Concern, Family Services, and Catholic Charities. Additionally, they received \$14,404 in additional State Aid for Catholic Charities and she requested authorization to accept and appropriate that funding to Catholic Charities.

MOTION: AUTHORIZING THE DIRECTOR OF THE OFFICE OF COMMUNITY SERVICES TO INCREASE THE FOLLOWING CONTRACTS TO REFLECT THE 2018 COLA ADJUSTMENT: HORNELL CONCERN - \$1,615.00; FAMILY SERVICES - \$814.00; AND CATHOLIC CHARITIES - \$7,986.00; AND AUTHORIZING THE ACCEPTANCE OF \$14,404.00 IN STATE AID FROM THE NYS OFFICE OF ALCOHOL AND SUBSTANCE ABUSE SERVICES AND APPROPRIATING TO THE CONTRACT WITH CATHOLIC CHARITIES MADE BY MR. SCHU. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

2. **Budget Adjustment – Mental Hygiene Bill** – Ms. Monroe requested authorization to transfer \$95,000 from the Contract Labor line item into the Mental Hygiene line item to pay for an individual who is currently at Rochester Psychiatric Center until they are deemed competent to stand trial. Under State law, this is the County’s responsibility and the State does pay half. Our cost is \$17,794 per month. We anticipate this transfer will cover us through the remainder of this year.

MOTION: AUTHORIZING THE DIRECTOR OF THE OFFICE OF COMMUNITY SERVICES TO TRANSFER \$95,000 FROM THE CONTRACT LABOR LINE ITEM TO THE MENTAL HYGIENE LINE ITEM TO COVER COSTS RELATED TO THE MENTAL HYGIENE BILL MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

C. Sheriff’s Office

1. **Budget Adjustment – Corning, Inc. Donation** – Sheriff Allard stated Corning, Inc. had provided us with a donation of \$22,000 to be used to purchase a drug tester. We have not been able to find a reliable testing unit. He requested authorization to transfer \$19,000 from Major Equipment to Minor Equipment, remove the drug testing unit from the Major Equipment list and \$1,500 from Major Equipment into Trainings and Conferences.

MOTION: AUTHORIZING THE SHERIFF TO AMEND THE MAJOR EQUIPMENT LIST TO REMOVE THE NARCOTICS TESTER AND TRANSFERRING \$19,000 FROM MAJOR EQUIPMENT INTO MINOR EQUIPMENT AND TRANSFERRING \$1,500 FROM MAJOR EQUIPMENT INTO TRAININGS AND CONFERENCES MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

2. **Accept 2019 Crackdown Grant** – Sheriff Allard requested authorization to accept the 2019 Crackdown Grant in the amount of \$12,300. He explained this is additional money for STOP DWI which allows us to do targeted enforcement around the holidays with the requirement that the enforcement must be done with another agency.

MOTION: AUTHORIZING THE SHERIFF TO ACCEPT THE 2019 CRACKDOWN GRANT IN THE AMOUNT OF \$12,300 MADE BY MR. SCHU. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

3. **Contingent Fund Transfer** – Sheriff Allard requested authorization to transfer \$90,000 from the Contingent Fund to cover expenses through the end of the year for Jail medical expenses and vehicle maintenance. We looked at both categories historically and with monthly averages. They anticipate needing \$58,000 for Jail Medical Expenses to get through the end of the year and \$32,000 for vehicle maintenance.

MOTION: AUTHORIZING A CONTINGENT FUND TRANSFER OF \$90,000 TO THE SHERIFF’S OFFICE 2018 BUDGET TO COVER YEAR-END EXPENSES RELATED TO THE OPERATION AND MAINTENANCE OF VEHICLES AND JAIL MEDICAL SERVICES MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.

D. County Clerk

1. **Semi-Annual Mortgage Tax Distribution** - Mrs. Hunter informed the committee that they have collected \$598,345.12 for the period April 1st – September 30th.

MOTION: ACCEPTING AND FORWARDING TO THE FULL LEGISLATURE THE SEMI-ANNUAL MORTGAGE TAX DISTRIBUTION MADE BY MS. FITZPATRICK. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.

E. Commissioner of Finance

1. **Monthly Reports** – Ms. Fitzpatrick asked about the transfers on page 4, moving money from the Public Defender to the Conflict Defender. Mrs. Hurd-Harvey replied that was the result of a recent grant that came through that was set up in the wrong cost center.

2. **Hornell Courthouse** – Mr. Donnelly announced the Hornell Courthouse is officially up for sale. Information and pictures are available on the County website.

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 4-0.

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

MOTION: AUTHORIZING AN AMENDMENT TO THE LAND PURCHASE RELATIVE TO THE COUNTY LANDFILL FROM 123 ACRES TO 136.37 ACRES FOR A TOTAL PRICE NOT TO EXCEED \$681,870.00 MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.

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

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

****NEXT MEETING SCHEDULED FOR**
Tuesday, December 11, 2018
Legislative Committee Room
9:30 a.m.**

**Please send agenda items to the Clerk of the Legislature's Office
NO LATER THAN NOON
Wednesday, December 5, 2018**

STEBEN COUNTY FINANCE COMMITTEE

Tuesday, December 11, 2018

10:15 a.m.

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

****MINUTES****

COMMITTEE:	Scott J. Van Etten, Chair Gary B. Roush	Gary D. Swackhamer, Vice Chair	Kelly H. Fitzpatrick
STAFF:	Jack K. Wheeler Patty Barody Vince Spagnoletti	Mitchell Alger Cathy Baker Pat Donnelly	Tammy Hurd-Harvey Tina Goodwin Alan Reed
LEGISLATORS:	Carol A. Ferratella Robin K. Lattimer	K. Michael Hanna John V. Malter	Hilda T. Lando Frederick G. Potter
ABSENT:	Brian C. Schu		
OTHERS:	Mary Perham		

I. CALL TO ORDER

Mr. Van Etten called the meeting to order at 10:15 a.m.

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE NOVEMBER 13, 2018, MEETING MADE BY MR. SWACKHAMER. SECONDED BY MR. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

III. DEAPRTMENT REQUESTS

A. Office for the Aging

1. **Benefits Enrollment Center Grant** – Mrs. Barody requested authorization to accept a Benefits Enrollment Center Grant in the amount of \$115,000 which requires a 15 percent match. She stated that they do have the match in the 2019 budget. The purpose of this grant is to help coordinate all enrollment activities for the people who are on Medicare.

MOTION: AUTHORIZING THE DIRECTOR OF THE OFFICE FOR THE AGING TO ACCEPT A BENEFITS ENROLLMENT CENTER GRANT IN THE AMOUNT OF \$115,000 WITH A REQUIRED 15 PERCENT MATCH MADE BY MR. ROUSH. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

B. Public Works

1. **Budget Transfers** – Mr. Spagnoletti requested authorization to transfer \$50,000 from the CR 25 permanent improvements into diesel fuel. He also requested authorization to transfer a total of \$102,000 from various accounts into the Salt line item.

MOTION: AUTHORIZING THE COMMISSIONER OF PUBLIC WORKS TO TRANSFER \$50,000 FROM CR 25 PERMANENT IMPROVEMENTS INTO DIESEL FUEL; TRANSFERRING \$10,000 FROM CR 25 PERMANENT IMPROVEMENTS, \$40,000 FROM CR 10 PERMANENT IMPROVEMENTS, \$14,000 FROM MINOR EQUIPMENT AND \$38,000 FROM MACHINERY UNALLOCATED REVENUES INTO THE SALT LINE ITEM MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

C. Commissioner of Finance

1. **Monthly Reports** – Ms. Fitzpatrick asked for an explanation on the purchase order reports regarding Public Works machinery highway and an overseas shipment. Mr. Spagnoletti replied we have purchased a 2005 Freightliner flatbed truck off federal surplus that has 35,000 miles. The total cost including shipping is \$13,400 and the truck will be used for the paint crew.

Ms. Fitzpatrick asked for an explanation on the \$5,000 to DiPonzio for legal services for a building demolition. Mr. Reed explained this is relative to an in rem process and being able to get the property to sale. The DiPonzio legal firm handled the bankruptcy issue for us.

Mr. Van Etten thanked Mrs. Hurd-Harvey for doing the overtime analysis. It is a little concerning the trends over the last three years and where they are headed. The Sheriff did explain his overtime; however, it does not explain the trend over the last three years. He is concerned going into 2019 after we have just set the budget. Mr. Wheeler commented we will have to continue to monitor the Jail, and the Sheriff is doing so. Hopefully we can get staff into 911 and that will help their numbers. Mrs. Hurd-Harvey commented the Sheriff just added Corrections Officer positions in September and hopefully that will help. Mr. Swackhamer stated if the Sheriff is going to be doing more transports, that will pose more of an issue. Mr. Van Etten stated if we hire four or five additional deputies, that should not increase the overtime.

Ms. Fitzpatrick asked if the Finance Office has done a similar analysis for the other departments? Mrs. Hurd-Harvey replied no. We have only done these three departments as they have the largest overtime numbers. Mr. Wheeler commented other than Public Works, most of the other departments would not have much overtime. Ms. Fitzpatrick asked how much accrued time is available to them and how is that accounted for? Mr. Wheeler stated with sick leave, most people do not reach the maximum. With annual leave, if they reach the cap of 337 hours, they have to use it or lose it. There is comp time for these folks and they have to use it in the quarter they earn it, or they get paid for it. That is at the supervisor's discretion whether they grant compensatory time or not.

Mr. Malter asked how is that accounted for? Mr. Wheeler replied it comes out of overtime. Mr. Malter stated that may be part of the problem. Mrs. Hurd-Harvey stated she will double check, but she is not certain it is paid for out of overtime.

2. **Appropriate Insurance Proceeds Related to Cohocton Shop Fire** - Mrs. Hurd-Harvey informed the committee that they received \$424,254 from the insurance for the Cohocton Shop fire. We have spent \$82,338 for the repair and replacement of primarily equipment. All of that has been spent out of the Judgements and Claims line item. She requested authorization to appropriate \$82,338 of the insurance proceeds to the Judgements and Claims line item and to appropriate the remaining proceeds of \$341,916 into the Rebuild Cohocton Shop Capital Project.

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO APPROPRIATE INSURANCE REVENUES IN THE AMOUNT OF \$82,238 INTO THE JUDGEMENT AND CLAIMS LINE ITEMS AND APPROPRIATING THE REMAINING INSURANCE REVENUES OF \$341,916 INTO THE CAPITAL PROJECT ENTITLED "REBUILD COHOCTON SHOP" MADE BY MS. FITZPATRICK. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.

3. **Restricted Fund Balance – Handicap Parking Awareness** – Mrs. Hurd-Harvey informed the committee that they are carrying \$637.50 in restricted fund balance for Handicap parking. The Sheriff has created

a brochure about handicap parking. Mr. Wheeler commented this fund was created due to a State program to raise awareness of handicap parking. Mrs. Hurd-Harvey requested authorization to appropriate the \$637.50 to pay for the printing of the brochure.

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO APPROPRIATE \$637.50 FROM THE RESTRICTED FUND BALANCE FOR HANDICAP PARKING AWARENESS TO PAY FOR HANDICAP PARKING BROCHURES MADE BY MR. SWACKHAMER. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.

4. **Contract Renewal** – Mr. Donnelly requested authorization to renew the contract with Pirrung Auctioneers for auctioneer services relative to the real property tax auction. The RFP we did last year provided for a one-year term with the option for four, one-year renewals.

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO RENEW THE CONTRACT WITH PIRRUNG AUCTIONEERS FOR SERVICES RELATIVE TO THE TAX FORECLOSURE AUCTION FOR ONE YEAR MADE BY MR. SWACKHAMER. SECONDED BY MR. ROUSH. MOTION CARRIES 3-0-1. (MS. FITZPATRICK ABSTAINED DUE TO A CLIENT RELATIONSHIP)

5. **Hornell Courthouse** – Mr. Donnelly informed the committee that the Hornell Courthouse was sold at auction on Friday, December 7th. He requested authorization to approve the sale of the courthouse for \$2,505.00 inclusive of buyer's fee and recording fee.

MOTION: APPROVING THE SALE OF PARCEL #151.71-04-013.000 SITUATE IN THE CITY OF HORNELL FOR \$2,505.00 INCLUSIVE OF BUYER'S FEE AND RECORDING FEE MADE BY MR. SWACKHAMER. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.

D. County Manager

1. **Timekeeping RFP** – Mr. Wheeler stated the Administration Committee approved the award of the Timekeeping RFP to Andrews Technology/NOVAtime. He requested authorization to spend up to \$400,000 over a five-year period from the Information Technology EDP Capital Project for the purchase of the timekeeping hardware and software.

MOTION: AUTHORIZING THE EXPENDITURE OF UP TO \$400,000 OVER A FIVE-YEAR PERIOD FROM THE INFORMATION TECHNOLOGY EDP CAPITAL PROJECT FOR THE PURCHASE OF TIMEKEEPING HARDWARE AND SOFTWARE MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

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

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

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

**Tuesday, January 8, 2019
Legislative Committee Room
9:30 a.m.**

**Please send agenda items to the Clerk of the Legislature's Office
NO LATER THAN NOON
Wednesday, January 2, 2019**