

**STEBEN COUNTY FINANCE COMMITTEE**

*Tuesday, August 14, 2018*

*10:00 a.m.*

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

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

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|---------------------|--|--|--|
| <b>COMMITTEE:</b>   | Scott J. Van Etten, Chair<br>Gary B. Roush   | Gary D. Swackhamer, Vice Chair<br>Brian C. Schu  | Kelly H. Fitzpatrick   |
| <b>STAFF:</b>       | Jack K. Wheeler<br>Kathy Muller<br>Nate Alderman<br>Alan Reed<br>Jennifer Prossick | Mitchell Alger<br>Shawn Sauro<br>Jennifer DeMonstoy<br>Pat Donnelly<br>Vince Spagnoletti | James Allard<br>Brooks Baker<br>Amy Dlugos<br>Tammy Hurd-Harvey<br>Rob Wolverton |
| <b>LEGISLATORS:</b> | Carol A. Ferratella<br>Robin K. Lattimer   | K. Michael Hanna<br>John V. Malter   | Hilda T. Lando<br>Frederick G. Potter  |
| <b>OTHERS:</b>      | Mary Perham<br>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 HORNELL; AND PARCEL #166.06-02-010.300, SITUATE IN THE CITY OF HORNELL 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**