

**STEBEN COUNTY FINANCE COMMITTEE**

*Tuesday, December 11, 2018*

*10:15 a.m.*

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

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

<b>COMMITTEE:</b>	Scott J. Van Etten, Chair Gary B. Roush	Gary D. Swackhamer, Vice Chair	Kelly H. Fitzpatrick
<b>STAFF:</b>	Jack K. Wheeler Patty Barody Vince Spagnoletti	Mitchell Alger Cathy Baker Pat Donnelly	Tammy Hurd-Harvey Tina Goodwin Alan Reed
<b>LEGISLATORS:</b>	Carol A. Ferratella Robin K. Lattimer	K. Michael Hanna John V. Malter	Hilda T. Lando Frederick G. Potter
<b>ABSENT:</b>	Brian C. Schu		
<b>OTHERS:</b>	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 7<sup>th</sup>. 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**