

**STEUBEN 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 22<sup>nd</sup> and April 23<sup>rd</sup>. 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**