

STEBEN COUNTY FINANCE COMMITTEE

Wednesday, February 13, 2019

9:45 a.m.

Legislative Committee Conference Room

Steuben County Office Building

Bath, New York

****MINUTES****

COMMITTEE: Scott J. Van Etten, Chair Kelly H. Fitzpatrick Robert V. Nichols
Gary B. Roush

STAFF: Jack K. Wheeler Amy Dlugos Craig Patrick
James Allard Eric Rose Tina Goodwin
Andy Morse Jennifer Prossick Patty Baroody
Christine Towner Tammy Hurd-Harvey Pat Donnelly
Vince Spagnoletti Wendy Jordan Brenda Mori

LEGISLATORS: Joseph J. Hauryski Carol A. Ferratella K. Michael Hanna
Frederick G. Potter

ABSENT: Gary D. Swackhamer, Vice Chair

OTHERS: Mary Perham

I. CALL TO ORDER

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

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE JANUARY 8, 2018, AND BOTH OF THE JANUARY 28, 2019, SPECIAL MEETINGS MADE BY MS. FITZPATRICK. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

III. DEPARTMENT REQUESTS

A. Sheriff's Office

1. **Budget Adjustment for SRO Uniforms/Equipment** – Sheriff Allard requested authorization to encumber \$3,709 in 2018 funds to purchase uniforms and equipment for the School Resource Officers. The costs for uniforms and equipment are reimbursed by the schools.

MOTION: ENCUMBERING \$3,709 FROM THE 2018 SHERIFF'S BUDGET TO THE 2019 SHERIFF'S BUDGET FOR THE PURCHASE OF UNIFORMS AND EQUIPMENT FOR SCHOOL RESOURCE OFFICERS MADE BY MS. FITZPATRICK. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

2. **2018-2020 Bullet-Proof Vest Grant** – Sheriff Allard requested authorization to accept the 2018-2020 Bullet-Proof Vest Grant for \$11,250. This actual cost for the vests is \$22,500 and this pays for half of that cost. Vests will be purchased for Road Patrol, Corrections and Probation.

MOTION: AUTHORIZING THE SHERIFF TO ACCEPT THE 2018-2020 BULLET-PROOF VEST GRANT IN THE AMOUNT OF \$11,250 MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

B. Buildings & Grounds

1. **Authorize Capital Funding for Chiller Replacement Project** – Mr. Rose requested authorization to replace two chillers and a Liebert air conditioning unit for the IT Computer Room for a total not to exceed \$610,000 out of the Chiller Replacement Capital Project. He stated when he presented this request to AIP, there was some information missing and since that meeting he had sent out an email with additional information.

Mr. Wheeler explained this is a new process and that is to our advantage. We needed to explain the process better. Going forward, when we have these types of projects, we will have Mr. Morse and the department do a similar type of memo that Mr. Rose sent, that will provide more detailed information.

Mr. Van Etten commented when he attended the AIP Committee, he remembered the new process we had accepted for Best Value, but what threw him off was the job order contracting. The detailed emails that Mr. Rose and Mr. Morse sent would have been helpful for the AIP Committee as well.

MOTION: AUTHORIZING THE REPLACEMENT OF TWO ROOF TOP CHILLERS AND ONE LIEBERT AIR CONDITIONING UNIT FOR THE INFORMATION TECHNOLOGY COMPUTER ROOM FOR A TOTAL COST NOT TO EXCEED \$610,000 FROM THE CHILLER REPLACEMENT CAPITAL PROJECT MADE BY MS. FITZPATRICK. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

C. Office for the Aging

1. **Augmented Funding for Background Checks** – Ms. Towner informed the committee that CNCS (Corporation for National and Community Service) has amended their procedures for the criminal history background check requirements for all personnel in covered positions. For RSVP, this now includes the coordinator and two contracted workers. CNCS has provided augmented funds in the amount of \$675.00 to offset the expenses accrued for these required checks. She requested authorization to accept these additional federal funds and appropriate to their line item for background check fees.

MOTION: AUTHORIZING THE DIRECTOR OF THE OFFICE FOR THE AGING TO ACCEPT \$675.00 IN ADDITIONAL FEDERAL FUNDING TO AUGMENT THE COST OF ADDITIONAL BACKGROUND CHECK REQUIREMENTS AND APPROPRIATE TO THE LINE ITEM FOR BACKGROUND CHECK FEES MADE BY MR. ROUSH. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

D. Law Department

1. **Transfer of Funds** – Ms. Prossick requested authorization to transfer \$42,095.06 from the 2018 Contingent Fund to cover shortages in the 2018 Assigned Counsel Budget.

MOTION: AUTHORIZING A TRANSFER OF \$42,095.06 FROM THE 2018 CONTINGENT FUND TO COVER SHORTAGES IN THE 2018 ASSIGNED COUNSEL BUDGET MADE BY MR. ROUSH. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.

E. Public Works

1. **Major Equipment** – Mr. Spagnoletti requested authorization to delete one standard cab, two-wheel drive pickup (\$25,000) and add one extended, four-wheel drive pickup (\$30,000) to the Major Equipment list. This requires no additional money. Additionally, they have a 2002 backhoe that needs a new bucket. He requested authorization to add an Excavator bucket to the Major Equipment list for \$9,200. Again, no additional funds are needed.

MOTION: AUTHORIZING THE COMMISSIONER OF PUBLIC WORKS TO DELETE ONE STANDARD CAB, TWO-WHEEL DRIVE PICKUP TRUCK FOR \$25,000, ADD ONE EXTENDED CAB, FOUR-WHEEL DRIVE PICKUP TRUCK FOR \$30,000 AND ONE EXCAVATOR BUCKET FOR \$9,200 TO THE MAJOR EQUIPMENT LIST MADE BY MR. ROUSH. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

F. 911

1. **Acceptance of 2018-2019 PSAP Operations Grant** – Mrs. Goodwin requested authorization to accept \$187,541 under the New York State 2018-2019 Public Safety Answering Point (PSAP) Grant Program. She requested authorization to accept this funding and appropriate it to the capital project entitled “911 System Upgrades”.

Mr. Van Etten asked how much do we have in the capital project? Mr. Wheeler replied you have about \$400,000 and now this additional \$187,000.

MOTION: AUTHORIZING THE DIRECTOR OF 911 TO ACCEPT \$187,541 UNDER THE NEW YORK STATE 2018-2019 PUBLIC SAFETY ANSWERING POINT (PSAP) GRANT PROGRAM AND APPROPRIATE TO THE CAPITAL PROJECT ENTITLED “911 SYSTEM UPGRADES” MADE BY MR. NICHOLS. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

2. **Automated Secure Alarm Protocol** – Mrs. Goodwin requested authorization to add Automated Secure Alarm protocol to the CAD solution. This would be a bi-directional interface between the alarm companies to our 911 center. This is done through a switch that is used for the State integrated portal. The alarm will come to the CAD system already done, which will eliminate the need for a phone call and any human errors. When we acknowledge and dispatch, it will automatically send a message to the alarm company. Mrs. Goodwin explained now, when we take an alarm call, there are three phone calls; the initial call, an update and then a follow-up call. This will cancel out all phone calls. The annual subscription cost is \$15,664.00 and we do have money available in the capital project.

MOTION: AUTHORIZING THE 911 DIRECTOR TO SPEND \$15,664.00 ON AN ANNUAL SUBSCRIPTION TO ADD AUTOMATED SECURE ALARM PROTOCOL TO THE CAD SOLUTION, SAID FUNDS TO BE APPROPRIATED FROM THE 911 SYSTEM UPGRADE CAPITAL PROJECT MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

G. Real Property Tax Service Agency

1. **City of Hornell PILOT Agreements** – Mrs. Jordan informed the committee that on December 2, 2018, the Hornell City Industrial Development Agency (Hornell IDA) filed two new PILOT agreements; one for the TTA expansion and one for the Railhead Brewing Expansion. Due to the fact that it was December, we had already issued the 2019 tax bills for those parcels. The agreement that was set up with TTA is that they pay their taxes in July 2019 and the Railhead would pay their taxes in December 2019. Because of the timing, the school and city tax bills are based on the 2018 assessment roll and those taxes were already paid to those entities. When the Hornell IDA received the tax bills for the 2019 County tax, they contacted her and stated they felt it was going to be a duplicate payment. They have asked that the taxes on those two parcels be cancelled. We have estimated that based on the PILOT schedule we would be getting \$16,800 from TTA and \$1,140 from Railhead Brewing. They are requesting that we cancel the County tax amount of \$18,999.84 for TTA and \$1,264.40 for Railhead Brewing. She stated in her opinion, she believes we will be out the 2019 taxes due. The Hornell IDA feels they will be paying a duplicate payment.

Mr. Donnelly explained our tax bill for 2019 is affected by the prior year taxable status date. We don't have any tax records for TTA, but we have always had the PILOT. It is a matter of do you want to go along with the Hornell IDA. He commented that he does not like the way the letter was worded. Mr. Wheeler stated that he was also copied in on the letter from the Hornell IDA. He stated that Mr. Griffin had called him and he told Mr.

Griffin that the main issue is the County being made whole. You could kick it back to the Hornell IDA and ask them to show us that we are not out those funds.

Mr. Roush asked is there any rush to act on this today? Mr. Wheeler replied in their view, waiting is better than you saying no. We requested that information from them two weeks ago. Mr. Donnelly stated the City of Hornell is the only municipality in the County with a January 1st taxable status. All of the other municipalities are March 1st.

Mrs. Jordan stated on the 2018 assessment roll, the properties were taxable and paid. The only question was whether the Railhead had paid the City school tax. The school and city taxes were paid and the Hornell IDA is asking us to cancel the County taxes.

Mr. Roush commented that he would like to support the Hornell IDA, but he works for the County and he would recommend delaying a decision until they provide us with more information. Mr. Wheeler commented technically they did not meet our deadline. The Legislature has been very flexible as long as money wise you remain pretty much whole. He stated he will contact Mr. Griffin. His opinion is that it is fair to request the information as they are asking us to eat \$20,000. We will bring this back to committee next month.

H. Commissioner of Finance

1. **Setting the Date, Time and Location of the Annual Tax Sale Auction** – Mr. Donnelly requested authorization to set the date, time and location of the annual tax sale auction for Friday, July 12, 2019 at 10:00 a.m. at the Campbell-Savona High School building.

MOTION: SETTING THE DATE, TIME AND LOCATION OF THE 2019 ANNUAL TAX SALE AUCTION FOR FRIDAY, JULY 12, 2019, AT 10:00 A.M. AT THE CAMPBELL-SAVONA HIGH SCHOOL BUILDING MADE BY MR. ROUSH. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.

2. **Mossy Bank Park Tax Exemption** – Ms. Fitzpatrick informed the committee that part of Mossy Bank Park is on the taxable property list. The portion that is listed on the taxable property list has public park access with a pavilion and a pond. This is outside of the Village of Bath and the Village has asked her to ask to have it exempted. Mr. Donnelly explained the pond is not contiguous to the park itself and you could exempt it as a park.

Mr. Van Etten asked what is the amount of the exemption? Mr. Donnelly stated the property will become taxable March 1st if no exemption is done. Mrs. Jordan stated this property was discovered during a review by the State Comptroller's Office.

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO CLASSIFY THE PARCEL CONTIGUOUS TO THE MOSSY BANK PARK AS EXEMPT FOR THE PURPOSE OF TAXABLE STATUS MADE BY MR. ROUSH. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

3. **Monthly Reports** – Mr. Van Etten stated with the County Cost Analysis, Mental Health is very good. With the Jail, revenues are at 80 percent; is that a timing issue or did we not have as many federal inmates? Mrs. Hurd-Harvey replied there may be some additional revenue coming in, but most of it has been captured in this report. Mr. Wheeler stated our federal revenue was a little lower compared to last year. Mr. Van Etten asked why was there an increase in the Modified Revenue? Mrs. Hurd-Harvey replied that was due to grants.

Mr. Van Etten commented expenditures under the Sheriff came in at \$800,000 and yet they have come in over the original budget. Mrs. Hurd-Harvey replied that is a reflection of the continuation of grants. Additionally, all of these transfers are included in that number. We would have funded any payroll and insurance overages, but not necessarily from the Sheriff's budget. Mr. Wheeler stated you would be anticipating filling a position and you also added two positions during 2018 although there will be a lag in actually filling them.

Mr. Van Etten asked is the modified column reflective of the year-end numbers? Mrs. Hurd-Harvey replied yes for payroll and fringe. This number is salary and fringe and we can look to see where we pulled it from. We did not pull from within the Sheriff's budget.

Mr. Van Etten stated with regard to the Landfill, the modified expenditures were \$11,259,955 but the actual came in below the original budget. What caused that? Mrs. Hurd-Harvey replied she is thinking it was the land purchase. It is likely the actual expense will be even less when she does the budget transfer. Mr. Spagnoletti explained those are cash figures. The total will become \$5.8 million after the transfer and depreciation. This reconciles with last year when we had a \$1.2 million surplus, but in 2018 we had \$1 million more in revenue. The Landfill had another good year. Ms. Fitzpatrick stated \$10.5 million is what we budgeted. The actual budget is still coming in less. Mr. Van Etten asked why do we modify the budget if they don't follow through? Mrs. Hurd-Harvey replied the only budget change of any magnitude was the purchase of land, but we spent it.

Mrs. Hurd-Harvey stated with the Sheriff's transfer we did fund the \$300,000 of salary and fringe from somewhere else. Mr. Van Etten asked why was there a \$500,000 miss in the Sheriff's revenues? Mrs. Hurd-Harvey replied the SRO revenue is missing from the actual budget. The revenue for the housing of federal inmates was \$416,000 short and that revenue has been booked. Court security revenue has not yet been booked and is only through November. Their actual revenues are \$200,000 short due to big revenue shortfalls.

4. **Year-End Budget Transfers** – Mrs. Hurd-Harvey presented the year-end budget transfers for approval. These include a transfer to establish the 2019 forfeiture budget balances from the 12/31/18 reserve balance; setting up unspent Suicide Prevention Grant as 2019 revenue and expense; rollover unspent Tai Chi funds from 2018 budget lines to 2019 budget lines; appropriate Court Facility Aid and interest revenue to HVAC/Chiller Capital project; rollover unspent 2018 Homeland Security Grants to 2019 Budget lines; 2018 Wage Lines end of year budget adjustment; 2018 FICA end of year budget adjustment; 2018 ERS end of year budget adjustment; 2018 health insurance end of year budget adjustment; 2018 Worker's Comp end of year budget adjustment; 2018 D fund end of year budget adjustment; and fund salary lines in Recycling Facilities Landfill project.

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

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO COMBINE PARCEL #129.13-01-028.00 AND #129.13-01-029.000 SITUATE IN THE TOWN OF BATH INTO ONE PARCEL IDENTIFIED AS PARCEL #129.13-01-028.000 AND AUTHORIZING THAT SAID PARCEL BE INCLUDED IN THE JULY 2019 COUNTY TAX SALE AUCTION MADE BY MR. NICHOLS. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO NEGOTIATE AN AGREEMENT WITH THE NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION WITH RESPECT TO FIVE CERTAIN PROPERTIES WITH CURRENT OR PAST ENVIRONMENTAL ISSUES MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO WITHDRAW PARCEL #255.00-01-027.112 SITUATE IN THE TOWN OF CAMERON FROM THE TAX FORECLOSURE PROCEDURE MADE BY MR. ROUSH. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

MOTION: RATIFYING AND CONFIRMING THE COUNTY MANAGER'S AUTHORITY TO SIGN A LETTER AGREEMENT WITH THE STEUBEN COUNTY INDUSTRIAL DEVELOPMENT AGENCY RELATIVE TO A PILOT AGREEMENT RECEIVED IN JANUARY 2019 RELATIVE TO PARCEL #186-00-01-020.000 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 #159.14-02-012.000 SITUATE IN THE VILLAGE OF BATH, EXPIRING MARCH 31, 2020 MADE BY MR. ROUSH. SECONDED BY MR. NICHOLS. 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.

IV. OTHER BUSINESS

A. *Financial Software* – Mr. Van Etten asked after the year-end is closed, will we be working on looking at the E-Finance system or other software? Mrs. Hurd-Harvey replied we can if you would like us to. She believes we are good through 2021 with E-Finance. Mr. Wheeler stated he was thinking of working with Mr. Morse and starting with the State approved vendors. He recommended first looking at the software systems you can get on State contract. Mrs. Hurd-Harvey stated she did ask Mr. Morse to look and he said there was nothing available on State contract. Mr. Wheeler stated we will look again under Best Value.

B. *Residency Certificates* – Mr. Donnelly informed the committee that he had a discussion with Dean Fisher at Corning Community College about our residency procedure. We are unique because Corning and Jamestown are the only regional colleges in the State. He would like to see if we can negotiate an agreement to streamline residency and issue a global residency certificate based on certain criteria. This would save the students the trouble of having to come in and get that certificate, as well as the college and the Finance Office. There would be a lot of efficiencies to be had if we could streamline the process.

MOTION: TO ADJOURN MADE BY MR. ROUSH. SECONDED BY MR. NICHOLS. 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 12, 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, March 6, 2019**