

STEBEN 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.