

STEBEN COUNTY FINANCE COMMITTEE

Tuesday, May 8, 2018

10:00 a.m.

Legislative Committee Room
Steuben County Office Building
Bath, New York

****MINUTES****

- COMMITTEE:** Scott J. Van Etten, Chair Gary D. Swackhamer, Vice Chair Kelly H. Fitzpatrick
Gary B. Roush Brian C. Schu
- STAFF:** Jack K. Wheeler Mitchell Alger Tammy Hurd-Harvey
Vince Spagnoletti Pat Donnelly Tina Goodwin
Judy Hunter Jennifer Prossick Wendy Jordan
- LEGISLATORS:** Carol A. Ferratella Hilda T. Lando Robin K. Lattimer
John V. Malter Frederick G. Potter
- OTHERS:** Mary Perham
James Post, *The Leader*

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 APRIL 10, 2018, MEETING MADE BY MR. SCHU. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

III. DEPARTMENT REQUESTS

A. 911

1. **PSAP Grant Award** – Ms. Goodwin requested authorization to accept the 2017/2018 Public Safety Answering Points Operations Grant Program award of \$195,430.00. This funding will be appropriated to the 911 Upgrade Capital Project. Mr. Van Etten asked how much is in the capital project? Mr. Wheeler replied about \$450,000.

MOTION: AUTHORIZING THE DIRECTOR OF 911 TO ACCEPT THE 2017/2018 PUBLIC SAFETY ANSWERING POINTS OPERATIONS GRANT PROGRAM AWARD OF \$195,430.00 AND APPROPRIATE TO THE 911 UPGRADE CAPITAL PROJECT MADE BY MR. ROUSH. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

B. Public Defender

1. **ILS Distribution #8 Grant** – Mr. Wheeler requested authorization to apply and contract with the NYS Office of Indigent Legal Services for Distribution #8 Grant funding. This is a three-year grant with an annual funding amount of \$140,598. This funding will be used to continue to support the Conflict Office.

MOTION: AUTHORIZING THE PUBLIC DEFENDER TO APPLY AND CONTRACT WITH THE NYS OFFICE OF INDIGENT LEGAL SERVICES FOR DISTRIBUTION #8 GRANT FUNDING IN THE AMOUNT OF \$140,598.00 ANNUALLY FOR THREE YEARS MADE BY MR. SCHU. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

C. Sheriff's Office

1. **Legislative Initiative Grant Funding** – Mr. Wheeler requested authorization to accept a \$7,500 Legislative Initiative Grant through Senator O'Mara's Office to purchase elevated risk rifle plates and carriers for Sheriff's Deputies.

MOTION: AUTHORIZING THE SHERIFF TO ACCEPT A \$7,500.00 LEGISLATIVE INITIATIVE GRANT THROUGH SENATOR O'MARA'S OFFICE TO PURCHASE ELEVATED RISK RIFLE PLATES AND CARRIERS FOR SHERIFF'S DEPUTIES AND AMENDING THE SMALL EQUIPMENT LIST TO REFLECT THIS PURCHASE MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

D. Public Works

1. **Extreme Winter Recovery Funding** – Mr. Spagnoletti requested authorization to accept \$642,568.88 in Extreme Winter Recovery Funding. He would like to appropriate it to the Permanent Improvements Capital Project; specifically \$400,000.00 for 3.6 miles on CR 10 in the Town of Cameron, and \$242,568.88 for 2.6 miles on CR 25 in the Towns of Cameron and Rathbone.

Mr. Swackhamer commented we are watching the price of oil and blacktop. Mr. Spagnoletti stated we have a contingency of about \$500,000 to account for escalation in the price of oil and blacktop. The cost of blacktop has already gone up \$175,000 in the last couple of months.

MOTION: AUTHORIZING THE COMMISSIONER OF PUBLIC WORKS TO ACCEPT \$642,568.88 IN EXTREME WINTER RECOVERY FUNDING AND APPROPRIATING \$400,000 TO THE CR 10 ROAD PROJECT AND \$242,568.88 TO THE CR 25 ROAD PROJECT MADE BY MR. ROUSH. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

E. County Clerk

1. **Semi-Annual Mortgage Tax Distribution** – Mrs. Hunter informed the committee that collections are up about \$100,000 over the same period last year.

MOTION: APPROVING AND ACCEPTING THE SEMI-ANNUAL MORTGAGE DISTRIBUTION AS PRESENTED MADE MR. SCHU. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

F. Commissioner of Finance

1. **Monthly Reports** – Ms. Fitzpatrick commented you seem to be out of balance on the bond payment for the Upper Five Mile Creek. Mrs. Hurd-Harvey stated that was an error on her part as she used the current balance instead of the original balance when doing her calculations.

Mr. Van Etten stated on the County Cost Analysis, the expenditures for the Landfill do not track with the calendar. Mrs. Hurd-Harvey stated the money that we set up for Cell 4 is included in the budget. Mr. Van Etten asked that the Finance Office track that out and let the committee know what the operating expenditures are.

Mrs. Hurd-Harvey stated on the Payroll Analysis the overtime for 911 is at 71 percent and she presumes that is due to vacancies. Mrs. Goodwin explained we have had an employee who has been off on a long-term illness since the beginning of the year. We also lost two additional employees at the same time. With help from Personnel, we had hired two provisional full-time employees and now that the test has been given, they are both reachable and we will be able to hire them as permanent full-time. We are hoping to have those employees in the mix before the end of summer. The individual who has been out on leave is expected to be back at the end of May.

2. **Petty Cash** – Mrs. Hurd-Harvey informed the committee that they have been working for several years to get individual cash drawers for their office. In order to do so, they need to establish a separate cash account for each drawer. Currently they have one cash drawer with \$150.00. She requested authorization to have three cash drawers totaling \$450.00. There will now be four cash drawers, with only three having cash.

MOTION: AUTHORIZING AN INCREASE IN THE PETTY CASH FOR THE COMMISSIONER OF FINANCE FROM \$150.00 FOR ONE CASH DRAWER, TO THREE CASH DRAWERS FOR A TOTAL OF \$450.00 MADE BY MR. SWACKHAMER. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

3. **Notice to Bidders and Terms of Sale – 2018 Tax Sale Auction** – Mr. Donnelly presented the Notice to Bidders and Terms of Sale. They have made a couple of adjustments.

MOTION: APPROVING THE NOTICE TO BIDDERS AND TERMS OF SALE FOR THE 2018 TAX FORECLOSURE AUCTION AS PRESENTED MADE BY MR. SWACKHAMER. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

4. **RFP – Auction Services** – Mr. Donnelly informed the committee that they received four proposals ranging from a vendor retaining the entire 10 percent Buyer Fee to a vendor retaining only 2.75 percent of the 10 percent Buyer Fee. The two lowest were Auctions International at 2.75 percent of the Buyer Fee retained and 7.75 percent to Steuben County; and Pirrung Auctioneers at 3 percent retained and 7 percent to Steuben County. He recommended awarding to Pirrung. Pirrung has a superior proven capacity to perform at Steuben County's sale over the past six years. Pirrung is familiar with the County's procedures with the tax sale from his many years of experience, and has established a working relationship with various personnel in the Finance Office, and has demonstrated an ability and willingness to work with Finance Department personnel on last-minute changes. Pirrung has established a working relationship with various personnel in the respective school districts used as the sale venue, and is able to arrange entry for set-up and take-down with minimal involvement from Finance Department staff. Based upon the relatively close commission perspective, together with the proven superior capacity of Pirrung, and further based upon experience together with the established proven management practices and technical ability in performing the sale, he would submit that the award to Pirrung Auctioneers, Inc. is proper.

MOTION: AWARDING THE REQUEST FOR PROPOSALS FOR AUCTION SERVICES RELATIVE TO THE TAX SALE AUCTION TO PIRRUNG AUCTIONEERS, INC. FOR A 3 PERCENT COMMISSION TO BE PAID OUT OF THE 10 PERCENT BUYER'S PREMIUM, THE REMAINING 7 PERCENT TO BE RETAINED BY THE COUNTY, MADE BY MR. SCHU. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

5. **Upper Five Mile Creek Watershed – Authorization to Issue Bond Anticipation Note** – Mrs. Hurd-Harvey requested authorization to accept the RFP for the Upper Five Mile Creek Watershed Bond Anticipate Note and awarding to the low bidder.

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO ISSUE A BOND ANTICIPATION NOTE IN THE AMOUNT OF \$90,000 FOR THE UPPER FIVE MILE CREEK WATERSHED TO THE LOWEST BIDDER IN RESPONSE TO THE REQUEST FOR PROPOSALS MADE BY MR. SWACKHAMER. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

G. County Manager

1. **Copier Purchase** – Mr. Wheeler requested authorization for the Purchasing Director to spend up to \$2,500 from the Copier Capital Project to purchase a multifunction copier for the Conflict Defender's Office.

MOTION: AUTHORIZING THE DIRECTOR OF PURCHASING TO SPEND UP TO \$2,500.00 FROM THE COPIER CAPITAL PROJECT TO PURCHASE A MULTIFUNCTION COPIER FOR THE CONFLICT DEFENDER'S OFFICE MADE BY MR. SCHU. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

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 MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: TO ADJOURN EXECUTIVE SESSION AND RECONVENE IN REGULAR SESSION MADE BY MR. ROUSH. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: TO ADJOURN MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

****NEXT MEETING SCHEDULED FOR****

**Tuesday, June 12, 2018
Legislative Committee Room
9:30 a.m.**

**Please send agenda items to the Clerk of the Legislature's Office
NO LATER THAN NOON
Wednesday, June 6, 2018**