

**STEBEN COUNTY ADMINISTRATION COMMITTEE**

*Tuesday, November 13, 2018*

*9:00 a.m.*

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

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

<b>COMMITTEE:</b>	Brian C. Schu, Chair	Robin K. Lattimer	Carol A. Ferratella
<b>STAFF:</b>	Jack K. Wheeler Andy Morse Jennifer DeMonstoy Jennifer Prossick	Mitch Alger Tim Marshall Nate Alderman Brenda Mori	Alan Reed Judy Hunter Wendy Jordan
<b>LEGISLATORS:</b>	Joseph J. Hauryski Frederick G. Potter	Kelly H. Fitzpatrick Gary B. Roush	John V. Malter Gary D. Swackhamer
<b>ABSENT:</b>	Scott J. Van Etten, Vice Chair	Hilda T. Lando	

**I. CALL TO ORDER**

Mr. Schu called the meeting to order at 9:00 a.m. and asked Ms. Lattimer to lead the Pledge of Allegiance.

**II. APPROVAL OF MINUTES**

**MOTION: APPROVING THE MINUTES OF THE OCTOBER 9, 2018, MEETING MADE BY MS. LATTIMER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 3-0.**

**III. DEPARTMENTAL REQUESTS**

A. County Clerk

1. **Semi-Annual Mortgage Tax Distribution** – Mrs. Hunter informed the committee that they have collected \$598,345.12 for the period April 1<sup>st</sup> – September 30<sup>th</sup>.

**MOTION: ACCEPTING AND FORWARDING TO THE FULL LEGISLATURE THE SEMI-ANNUAL MORTGAGE TAX DISTRIBUTION MADE BY MRS. FERRATELLA. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 3-0. Resolution Required.**

B. Purchasing

1. **Quarterly Copy Paper Bid Award** – Mr. Morse informed the committee they received two bids from Contract Paper for \$29.24 per case and W.B. Mason for \$28.33 per case. He recommended awarding to the low bidder, W.B. Mason. This represents an increase of \$1.14 per case from last quarter.

**MOTION: AWARDING THE QUARTERLY COPY PAPER TO THE LOW BIDDER, W.B. MASON AT A COST OF \$28.33 PER CASE MADE BY MRS. FERRATELLA. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 3-0.**

2. **Contract Renewal – Ricoh Copier Fleet** – Mr. Morse requested authorization to renew their contract with Dynamic Advantage for maintenance and service for the Ricoh Copier Fleet. This is the first renewal of four. Using this vendor, we have saved \$18,840 from last year. He commented over the course of the next four years we will be phasing out the Ricoh machines and going to Toshiba.

**MOTION: AUTHORIZING THE PURCHASING DIRECTOR TO RENEW THE CONTRACT WITH DYNAMIC ADVANTAGE FOR THE MAINTENANCE AND SERVICE OF THE RICOH COPIER FLEET UNDER THE SAME TERMS AND CONDITIONS MADE BY MS. LATTIMER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 3-0.**

3. **Security Services** – Mr. Morse informed the committee that in the past we had to put out an RFP for security services, however, this is now available on State contract. We currently use Securitas and they are now on the State contract. He requested authorization to award the contract to Securitas at prevailing wage with 23.6 percent to cover administration. That administrative fee will increase to 25.01 percent after January 1<sup>st</sup>.

**MOTION: AWARDING THE SECURITY SERVICES CONTRACT TO SECURITAS VIA STATE CONTRACT AT PREVAILING WAGE PLUS 23.6 PERCENT TO COVER ADMINISTRATION MADE BY MRS. FERRATELLA. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 3-0.**

C. Real Property Tax Service Agency

1. **Adopting the Table of Equalization Rates** – Mrs. Jordan presented the Table of Equalization Rates for review and approval. She noted the following municipalities have gone to 100 percent: Addison, Bath, Town of Corning, Dansville and Hornby. Bradford is at 77 percent and there were also changes for Cohocton, Jasper, Tuscarora and Woodhull. Mrs. Ferratella asked is Lindley going through a reval? Mrs. Jordan replied they are planning to go to 100 percent for the 2019 roll.

**MOTION: APPROVING THE TABLE OF EQUALIZATION RATES AND FORWARDING TO THE FULL LEGISLATURE MADE BY MRS. FERRATELLA. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 3-0. Resolution Required.**

2. **Filing the Report of County Equalization for Spread and Levy of the County Tax** – Mrs. Jordan distributed the LA22 report for review. She noted that there were issues with the Town of Bath as there was a large error on the former Health Care Facility assessed value. The assessed value was put in as \$34 million too high. That error was found and corrected, but the school had already issued the school tax bill. This report reflects the corrected amounts. The assessor had entered the incorrect sales price in 2014 and apparently that incorrect number was used to set the assessed value.

Mr. Swachamer asked how does this compare to last year? Mr. Wheeler replied there were a few hundred million increase. The 2019 average county tax rate is going down about 2 percent.

**MOTION: APPROVING THE REPORT OF COUNTY EQUALIZATION FOR THE SPREAD AND LEVY OF THE COUNTY TAX AND FORWARDING TO THE FULL LEGISLATURE MADE BY MS. LATTIMER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 3-0. Resolution Required.**

3. **Review Report % of Change Due to Equalization and Valuation Change** – The most notable increases in distribution were Bath, Bradford and Addison. The Town of Corning had a large decrease. In the Town of Caton, the Corning Natural Gas Company Station has three engines that are no longer in use and the assessed value decreased. There was also a decrease in Campbell due to the sale of the former Kraft plant and the issuance of a new PILOT. Mr. Reed commented with regard to the compressors for Corning Natural Gas, there is an exception for inclusion and it was his understanding that Caton had previously removed those compressors. That is something that we want to look into. Mrs. Jordan stated there were also changes in Hornby, Hartsville and Tuscarora.

Mrs. Ferratella asked who should be reviewing the issue with Caton? Mrs. Jordan replied there were discussions beforehand with the assessor and the State Office of Real Property Utility Advisement Unit. The State advised them to not value those engines. Mrs. Ferratella asked where they not valued previously? Mrs. Jordan replied she can look into that and see what was being assessed. Mrs. Ferratella commented that is a big issue for them. Mr.

Reed stated there was a case that came up in the 4<sup>th</sup> Appellate Judicial Department that said compressors are not assessable and that is why the State suggested not including it. It is very significant that the decision is split in the State.

**MOTION: APPROVING THE REPORT OF PERCENT CHANGES DUE TO EQUALIZATION AND VALUATION CHANGE AND FORWARDING TO THE FULL LEGISLATURE MADE BY MRS. FERRATELLA. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 3-0. Resolution Required.**

4. **Filing the Exemption Impact Report** – Mrs. Jordan reviewed the Exemption Impact Report. This shows the equalized value of all exemptions and is required to be attached to the budget.

**MOTION: APPROVING THE EXEMPTION IMPACT REPORT AND FORWARDING TO THE FULL LEGISLATURE MADE BY MS. LATTIMER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 3-0. Resolution Required.**

Mr. Malter asked do you have a listing, by district, of the total exemptions? Mrs. Jordan replied yes, we have a detailed report by municipality. Mr. Malter requested Mrs. Jordan to send him a copy of that.

**MOTION: TO ADJOURN REGULAR SESSION AND RECONVENE IN EXECUTIVE SESSION PURSUANT TO PUBLIC OFFICERS' LAW, ARTICLE 7§ 105.1.F. THE MEDICAL, FINANCIAL, CREDIT OR EMPLOYMENT HISTORY OF A PARTICULAR PERSON OR CORPORATION, OR MATTERS LEADING TO THE APPOINTMENT, EMPLOYMENT, PROMOTION, DEMOTION, DISCIPLINE, SUSPENSION, DISMISSAL OR REMOVAL OF A PARTICULAR PERSON OR CORPORATION MADE BY MRS. FERRATELLA. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 3-0.**

**MOTION: TO ADJOURN EXECUTIVE SESSION AND RECONVENE IN REGULAR SESSION MADE BY MS. LATTIMER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 3-0.**

**MOTION: TO ADJOURN MADE BY MS. LATTIMER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 3-0.**

Respectfully Submitted by

Amanda L. Chapman  
Deputy Clerk  
Steuben County Legislature

**\*\*NEXT MEETING SCHEDULED FOR\*\*  
Tuesday, December 11, 2018  
Legislative Committee Room  
9:00 a.m.**

**Please send agenda items to the Clerk of the Legislature's Office  
NO LATER THAN NOON  
Wednesday, December 5, 2018**