

**STEBEN COUNTY FINANCE COMMITTEE**

*Tuesday, November 13, 2018*

*9:30 a.m.*

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

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

- COMMITTEE:** Gary D. Swackhamer, Vice Chair Kelly H. Fitzpatrick Gary B. Roush  
Brian C. Schu
- STAFF:** Jack K. Wheeler Mitchell Alger Karen Monroe  
Vince Spagnoletti Tim Marshall Tammy Hurd-Harvey  
Pat Donnelly Alan Reed Judy Hunter  
Jennifer Prossick James Allard
- LEGISLATORS:** Carol A. Ferratella Robin K. Lattimer John V. Malter  
Frederick G. Potter
- ABSENT:** Scott J. Van Etten, Chair

**I. CALL TO ORDER**

Mr. Swackhamer called the meeting to order at 9:30 a.m.

**II. APPROVAL OF MINUTES**

**MOTION: APPROVING THE MINUTES OF THE OCTOBER 9, 2018 MEETINGS MADE BY MS. FITZPATRICK. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**III. DEPARTMENT REQUESTS**

A. Emergency Management Office

1. **Budget Adjustment** – Mr. Marshall stated they are working on the VHF radio for Fire service. He requested authorization to adjust the following line items within the Round 4 Interoperable Grant: decrease Capital Projects line by \$199,259; decrease the Software line by \$23,640; increase the Communications Consultant line by \$111,372 and increase the Major Equipment line by \$111,537, to cover the purchase of a new base station and consultant fees to help with this transition to VHF.

**MOTION: AUTHORIZING THE DIRECTOR OF THE EMERGENCY MANAGEMENT OFFICE TO ADJUST THE FOLLOWING LINES WITHIN THE ROUND 4 INTEROPERABLE GRANT; DECREASE THE CAPITAL PROJECTS LINE BY \$199,259; DECREASE THE SOFTWARE LINE BY \$23,640; INCREASE THE COMMUNICATIONS CONSULTANT LINE BY \$111,372 AND INCREASE THE MAJOR EQUIPMENT LINE BY \$111,537 MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

B. Office of Community Services

1. **Budget Adjustments** – Ms. Monroe stated that they received pass-thru funding from the State for the 2018 COLA adjustment for providers and she requested authorization to accept and appropriate to their contracts with Hornell Concern, Family Services, and Catholic Charities. Additionally, they received \$14,404 in additional State Aid for Catholic Charities and she requested authorization to accept and appropriate that funding to Catholic Charities.

**MOTION: AUTHORIZING THE DIRECTOR OF THE OFFICE OF COMMUNITY SERVICES TO INCREASE THE FOLLOWING CONTRACTS TO REFLECT THE 2018 COLA ADJUSTMENT: HORNELL CONCERN - \$1,615.00; FAMILY SERVICES - \$814.00; AND CATHOLIC CHARITIES - \$7,986.00; AND AUTHORIZING THE ACCEPTANCE OF \$14,404.00 IN STATE AID FROM THE NYS OFFICE OF ALCOHOL AND SUBSTANCE ABUSE SERVICES AND APPROPRIATING TO THE CONTRACT WITH CATHOLIC CHARITIES MADE BY MR. SCHU. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

2. **Budget Adjustment – Mental Hygiene Bill** – Ms. Monroe requested authorization to transfer \$95,000 from the Contract Labor line item into the Mental Hygiene line item to pay for an individual who is currently at Rochester Psychiatric Center until they are deemed competent to stand trial. Under State law, this is the County’s responsibility and the State does pay half. Our cost is \$17,794 per month. We anticipate this transfer will cover us through the remainder of this year.

**MOTION: AUTHORIZING THE DIRECTOR OF THE OFFICE OF COMMUNITY SERVICES TO TRANSFER \$95,000 FROM THE CONTRACT LABOR LINE ITEM TO THE MENTAL HYGIENE LINE ITEM TO COVER COSTS RELATED TO THE MENTAL HYGIENE BILL MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

C. Sheriff’s Office

1. **Budget Adjustment – Corning, Inc. Donation** – Sheriff Allard stated Corning, Inc. had provided us with a donation of \$22,000 to be used to purchase a drug tester. We have not been able to find a reliable testing unit. He requested authorization to transfer \$19,000 from Major Equipment to Minor Equipment, remove the drug testing unit from the Major Equipment list and \$1,500 from Major Equipment into Trainings and Conferences.

**MOTION: AUTHORIZING THE SHERIFF TO AMEND THE MAJOR EQUIPMENT LIST TO REMOVE THE NARCOTICS TESTER AND TRANSFERRING \$19,000 FROM MAJOR EQUIPMENT INTO MINOR EQUIPMENT AND TRANSFERRING \$1,500 FROM MAJOR EQUIPMENT INTO TRAININGS AND CONFERENCES MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

2. **Accept 2019 Crackdown Grant** – Sheriff Allard requested authorization to accept the 2019 Crackdown Grant in the amount of \$12,300. He explained this is additional money for STOP DWI which allows us to do targeted enforcement around the holidays with the requirement that the enforcement must be done with another agency.

**MOTION: AUTHORIZING THE SHERIFF TO ACCEPT THE 2019 CRACKDOWN GRANT IN THE AMOUNT OF \$12,300 MADE BY MR. SCHU. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

3. **Contingent Fund Transfer** – Sheriff Allard requested authorization to transfer \$90,000 from the Contingent Fund to cover expenses through the end of the year for Jail medical expenses and vehicle maintenance. We looked at both categories historically and with monthly averages. They anticipate needing \$58,000 for Jail Medical Expenses to get through the end of the year and \$32,000 for vehicle maintenance.

**MOTION: AUTHORIZING A CONTINGENT FUND TRANSFER OF \$90,000 TO THE SHERIFF’S OFFICE 2018 BUDGET TO COVER YEAR-END EXPENSES RELATED TO THE OPERATION AND MAINTENANCE OF VEHICLES AND JAIL MEDICAL SERVICES MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.**

D. 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 MS. FITZPATRICK. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.**

E. Commissioner of Finance

1. **Monthly Reports** – Ms. Fitzpatrick asked about the transfers on page 4, moving money from the Public Defender to the Conflict Defender. Mrs. Hurd-Harvey replied that was the result of a recent grant that came through that was set up in the wrong cost center.

2. **Hornell Courthouse** – Mr. Donnelly announced the Hornell Courthouse is officially up for sale. Information and pictures are available on the County website.

**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 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: AUTHORIZING AN AMENDMENT TO THE LAND PURCHASE RELATIVE TO THE COUNTY LANDFILL FROM 123 ACRES TO 136.37 ACRES FOR A TOTAL PRICE NOT TO EXCEED \$681,870.00 MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.**

**MOTION: TO ADJOURN MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

Respectfully Submitted by

Amanda L. Chapman  
Deputy Clerk  
Steuben County Legislature

**\*\*NEXT MEETING SCHEDULED FOR\*\*  
Tuesday, December 11, 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, December 5, 2018**