

**STEUBEN COUNTY FINANCE COMMITTEE**

**Budget Workshop**

*Tuesday, October 13, 2020*

*11:00 a.m.*

*Legislative Chambers, 3<sup>rd</sup> Floor, Annex Building  
Bath, New York*

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

**COMMITTEE:** Gary D. Swackhamer, Chair Kelly H. Fitzpatrick, Vice Chair John V. Malter  
Robert V. Nichols Gary B. Roush

**STAFF:** Jack K. Wheeler Christopher Brewer Tammy Hurd-Harvey  
Mitch Alger

**LEGISLATORS:** Scott J. Van Etten Robin K. Lattimer Carol A. Ferratella  
K. Michael Hanna Jeffrey P. Horton Hilda T. Lando  
Aaron I. Mullen Frederick G. Potter

**OTHERS:** Mary Perham

**I. CALL TO ORDER**

Mr. Swackhamer called the meeting to order at 11:00 a.m.

**II. BUDGET SUMMARY**

Mr. Wheeler stated first he would like to thank Mr. Swackhamer, Chairman Van Etten and the Finance Committee along with Mr. Brewer, Mrs. Hurd-Harvey and Mr. Alger as they have all done a lot of work. This is the most challenging budget year since I have been here, but all of the departments have stepped up.

**2021 Major Adjustments**

Funded, Vacant Positions

Mr. Wheeler stated in the past we carried 60 – 80 vacant positions funded at 75 percent. The positions for the Department of Social Services have revenue reimbursement associated with them. For 2021 we will start with many less funded positions. We have zero-based 19 positions and have included those in the salary lines. The savings, with the fringes attached is approximately \$700,000. All of the departments have been made aware of this.

Employee Health Insurance

Mr. Wheeler stated the employee health insurance equivalent premium has increased 3 percent for the 2021 budget.

Workers' Compensation

Mr. Wheeler stated the Workers' Compensation county share rates for county employees decreased from 5.1 percent of salary to 3.1 percent of salary.

Union Contracts

Mr. Wheeler stated the CSEA Main Unit and the Deputy Sheriff's Unit contracts expire at the end of this year and there are no salary increases budgeted. Additionally, Management also does not have any salary increases budgeted. The only increases will be for those union employees who are on their steps, per Taylor Law.

Mr. Van Etten asked will the pay be retroactive when we do negotiate again? Mr. Wheeler replied that has to be negotiated, but generally we do not make it retroactive.

### Sales Tax

Mr. Wheeler stated they have budgeted the Sales Tax flat for 2021.

### Interest Earnings

Mr. Wheeler stated we have reduced our interest earnings by approximately \$400,000.

### Community College

Mr. Wheeler stated the Community College cost center has been decreased by \$450,000 due to decreased enrollment. Corning Community College enrollment, as well as other college enrollment is down across the board and we were able to reduce that figure.

Mr. Swackhamer asked are we being charged the same amount for the chargeback? Mr. Wheeler replied no. The State University of New York (SUNY) sets those rates and those are passed down to us. Enrollment decreased so much so we can reduce the budget.

### Mental Health Administration – Mental Hygiene Law Expense

Mr. Wheeler explained the State made these expenses 100 percent county cost. We had many years with nobody institutionalized under this. For the past couple of years we have had an individual or a couple of individuals that have been institutionalized under this law and that is 100 percent our cost. Mental Health works very hard to find different dispositions to not keep incurring these costs. We have increased this line item \$100,000.

### Mental Health – MH Clinic and Children & Youth Clinic

Mr. Wheeler explained the budgets for the Mental Health Clinic and the Children & Youth Clinic have now been combined as they are one operation.

### Public Works – General Repairs

Mr. Wheeler stated we have increased the line item for Surface Treatments and zeroed out the line items for Crack Seal black Top and Slurry Seal. Our goal is to maintain the surface treatment for roads that need a little care and use CHIPs funding for reconstruction.

### Public Works – Permanent Improvements

Mr. Wheeler stated we have reduced this by approximately \$600,000 to reduce the local share portion of this budget.

### Maintenance of Bridges

Mr. Wheeler stated we have zeroed out the repair of bridges greater than 20 feet beams to reduce the local share. In speaking with Mr. Spagnoletti, they believe we can get away with not doing in 2021.

### Building Renovation Reserve

Mrs. Hurd-Harvey noted last year we did not budget for the transfer into the actual interfund account. We pulled that appropriation out of the fund balance into the general fund to true it up for this year. Mr. Wheeler stated we are cleaning it up from the 2020 appropriation into the building renovation reserve.

### Outside Agency Requests

Mr. Wheeler stated the room tax is the big bugaboo because we are seeing reductions and that is what Mr. Costello from the Conference & Visitors' Bureau had discussed when he did his presentation. All the rest of the outside agencies did not request an increase this year. It is a tough year.

Mr. Van Etten asked with New York State Retirement, is there any indication that this will be increasing going forward because of what has happened with the market? Mr. Wheeler stated we have rolled the five year average in. Mrs. Hurd-Harvey stated overall it has increased about 2 percent. Each of the 551e tiers (deputies) went up more than 2 percent.

Mr. Van Etten asked what is the impact of the 42 positions retiring? Mr. Wheeler replied the closing date was the end of September. We have been working with the departments to model out the people eligible and who will be replaced, etc. We have the information now and are working through that. If you want to schedule another workshop at the end of this month or early November, then we can close that out. Mr. Malter asked do you have an estimate of the savings? Mr. Wheeler stated I do not have a good estimate at this point; it is easily a few hundreds of thousands of dollars.

Mr. Van Etten asked are there any additional costs for COVID that we are allowing for 2021? Mr. Wheeler replied we are not touching any Public Health positions. Based on the amount of work happening; we have been asking for volunteers from departments and they are drowning. He stated Public Health is getting enhanced funds to help cover expenses and we are also applying for FEMA reimbursement. Between Public Health and the Emergency Management Office, you will not see a drop in personal services. One area that will be high will be overtime as the nurses are working 13 – 14 hours per day, 7 days a week.

Mr. Van Etten asked with regard to the 3 percent premium increase for health insurance, do we get that number from Excellus or a third party? Mrs. Hurd-Harvey replied we got that number from Gallagher. They took what Excellus provided and then take 18 months of claims and inflate for health care inflation and compare that to our actual claims paid. It is formula driven based on our claims. Mr. Malter asked do we get a report of that? Mrs. Hurd-Harvey replied we get a worksheet. Mr. Malter asked if he could get a copy of that. Mrs. Hurd-Harvey replied yes.

Mr. Swackhamer asked will COVID affect that? Mrs. Hurd-Harvey replied our COVID claims are not high. Workers' Compensation is the real unknown out there related to COVID. Our workplace safety is very good. Should an employee contract COVID while working, there is talk in the industry about a ripple effect. Ms. Fitzpatrick asked would it be a Workers' Compensation claim? Mr. Wheeler replied yes, however, it depends on what you are doing. If you walk into the building and pick it up, probably not. Any of the Public Health nurses, essential employees, Jail staff, etc., those would. Mr. Van Etten commented that makes sense that it would be a Workers' Compensation claim if they are exposed to it as a function of their job.

Mr. Malter asked what is the comparative numbers last year to this year? We have a \$1.7 million increase without any reduction in salaries. Mr. Wheeler replied overall we are in a position where we can get there, once we factor in the early retirements. We are not so far off.

Ms. Fitzpatrick asked do you have a preliminary calculation for the property tax cap? Mr. Wheeler replied the draft budget is exceeding the cap. Once we factor in the early retirements and any other changes you make, we will get in under the cap. Mr. Van Etten commented we are allowed approximately \$1 million.

Mr. Mullen stated you have put a lot of work in, but I am concerned that we need to get below last year's budget. That was my impression. The only way to get there is to say to the department heads that they have to cut "x" amount of dollars. Mr. Wheeler stated we have done that. The issue is with the small departments; other than staff, there is no where they can get the needed savings. We are trying to get what flex we can. Definitely with the larger departments we have talked about anything they can put on the table.

Mr. Malter asked does this budget reflect a reduction in revenues? Mr. Wheeler replied yes, to the best of our knowledge. With DSS and Mental Health they have reflected reduced revenues, but have been conservative and not over inflating. With everything that we are hearing from Albany, that is reflected in the budget. Mr. Swackhamer commented we will need to look at each department separately.

Mr. Mullen stated I am not suggesting a straight across the board percentage, but just going back and asking what else they have. Mr. Wheeler stated most of the departments' budgets do reflect cutting as much as we are comfortable while maintaining services.

Mr. Van Etten stated all of the departments came in knowing that we are under the gun. The real trigger for us is the sales tax number. If it stays steady this year with 2020, we still have some room, but given what happened this year, it is still better than what we thought it would be. Mr. Wheeler stated it is a balance. We conservatively budget the Medicaid number and you will see that is higher in the budget in expenses than we pay. They didn't cut that all the way back to the exact payment they would make. You will be able to make that up if need be. We do have some flex.

Mr. Malter stated we have to keep under the 2 percent cap simply because of Medicaid. Mr. Wheeler stated that and Raise the Age. There is a process with Raise the Age; under the law the County will not be reimbursed unless we stay under the cap, however, there is a hardship waiver.

Mr. Malter asked do we know where the assessed valuation in the County is? Mr. Wheeler replied we will not know that until we get the report in the middle of October.

Mr. Malter asked with the Public Works Department, how come we are not charging Mr. Spagnoletti's salary back to the Landfill? Mr. Malter stated we should charge back at least one-third of Mr. Spagnoletti's salary and fringe back to the Landfill. Mr. Wheeler stated along with his deputies and other. Mr. Malter stated that is a considerable savings alone. Can we look at that and see what we can do? Mrs. Hurd-Harvey replied yes.

Mrs. Hurd-Harvey stated with the DWI Plan, in the plan it shows that we are picking up 90 percent of the salaries of two deputies. We can decrease the enforcement line and pull in the salary and fringe from the Sheriff's budget and that would be about \$100,000 decrease in County costs.

Mrs. Hurd-Harvey stated in the 588 line – Fringe Benefits, right now with the Workforce Plan program, it calculates the individual fringe costs for the funded positions. For all of the departments that have significant overtime or temporary hire, we have to manually calculate the fringe and that is what is budgeted in the 588000 line. Our allocation of the Workers' Compensation budget is much less than in prior years and is captured through the Workforce Plan calculations on regular salary. We don't need to budget any extra workers compensation fringe on the overtime or temporary hire. We should be able to reduce the calculated workers comp budget by about \$100,000. Mr. Malter commented the Workers' Compensation shows that it is 3.5 percent of salary however, in the attachment to the budget it shows that was cut to 3.1 percent. Mrs. Hurd-Harvey stated I will double check, but I think it is 3.5 percent.

***Secretary's Note:*** *The percentage will need to be adjusted once we know the final total salary budget.*

Ms. Fitzpatrick asked do you have any projections for property assessments? I am concerned about the long-term property values. What is the county's constitutional spending limit? Mrs. Hurd-Harvey replied it is 50 percent. Ms. Fitzpatrick commented with Federal and State aid, at what point does that run out.

Ms. Fitzpatrick asked what about the DMV; how did we account for the closure and access? Mr. Wheeler replied I have talked with Mrs. Hunter and in an ideal world she would like to drop that revenue forecast. We didn't decrease it. The potential risk is that we will fall short on revenue. Year-to-date for most branches is not terrible. I do have some concern about the State forcing more things to be done online.

Ms. Fitzpatrick asked has any consideration been given to certain things that we are not spending money on this year, for example training and conferences? Are we spending more to make up for not have those or are we finding online alternatives that may be cheaper? Mr. Wheeler replied yes, we are finding other options. We have whittled down the Trainings and Conference line items. There might even be a little more room. We are looking at online training for staff; Personnel has a big line item for annual training and we are looking at doing that in a virtual environment which will save money.

Mr. Malter commented if we cut the budget too much and then get back to normal, we need to be careful about what we are doing here. Mr. Wheeler stated that is the balance and we have done that with some of our vacant

positions. If we couldn't find other ways to close the gap, there are other positions that we could defund. You are setting yourself up now for the next couple of years.

Mr. Horton asked with regard to the question about assessed value, does the County have anyone go out for a check and balances? I know of two houses personally where it took a year to go from a \$15,000 assessment to the \$150,000 assessment where they are at now. Mr. Van Etten commented the State does the equalization and they select a sampling. That is the only oversight they have. Mr. Wheeler stated we would have to ask Ms. Prossick if we have the authority to do that if a municipality asks.

*Secretary's Note: Per Law Department and Real Property, there is no legal authority for the County to provide oversight of these functions, but Real Property does work with Assessors on questions and concerns.*

### **Outside Agency Requests**

#### **Tourism and Publicity**

Mr. Wheeler stated the agencies under Tourism and Publicity are funded out of room tax. The Steuben County Conference & Visitors' Bureau is the single largest expense and Mr. Costello has reduced his request from last year. Mr. Wheeler stated with the Finger Lakes Wine Trail, Corning Enterprises does match the county contributions. We have heard Schuyler and Chemung counties are looking to reduce funding for 2021 and have also withheld most, if not all of the payments for this calendar year, which we have not done. They did come in with a \$10,000 proposed reduction.

Ms. Fitzpatrick asked when the agencies made their requests, was it based on what we expect room tax to be for 2021, or collections into 2020? Mr. Wheeler replied probably collections into 2020. Mr. Costello's proposal ties directly to this year's collections and the projections for next year. The other requests do not directly contemplate that.

Mr. Swackhamer commented we have less than \$200,000 in the reserves for 2021. Mrs. Hurd-Harvey commented I thought we would end up using for 2020, about \$400,000 of the reserve and it is \$600,000 right now.

Mr. Nichols asked room tax dollars go to the Finger Lakes Association and the ARTS Council? Mr. Wheeler replied yes and that also includes the Hornell Arts Council. Mr. Nichols commented with some of the projections we are getting this year, we need to whittle a little more. The ARTS and Finger Lakes Association should take some sort of a cut. Mr. Van Etten stated I would agree. Mr. Costello was responsible for recognizing that revenues were down and I think the others should take a cut.

Mr. Van Etten stated I am not sure what the Finger Lakes Association does with the \$19,500 and if they can take a cut. Mr. Wheeler replied a lot of the money we give to them goes right into marketing. Mr. Van Etten stated I asked this question of myself; if they are not getting people in and we are giving them money to spend on attracting visitors, there should be money left over. They need to take a cut.

Mr. Malter suggested a 20 percent cut is not unrealistic.

**MOTION: REDUCING THE FOLLOWING OUTSIDE AGENCY REQUESTS BY 20 PERCENT EACH: FINGER LAKES ASSOCIATION, FINGER LAKES ART COUNCIL AND FINGER LAKES WINE TRAILS MADE BY MR. MALTER. SECONDED BY MS. FITZPATRICK FOR DISCUSSION.**

Mrs. Lando commented a lot of the focus of these outside agencies has changed to attract people who are closer, not further away and a lot of that promotion is done digitally. I don't think it is an issue to reduce their requests. Ms. Fitzpatrick commented it does seem like there is a lot of duplication.

**VOTE ON PREVIOUS MOTION: ALL BEING IN FAVOR. MOTION CARRIES 4-0. (MR. ROUSH ABSENT FOR VOTE)**

Mr. Van Etten commented the 20 percent reduction will give Finger Lakes Tourism Alliance \$15,600; ARTS of the Southern Finger Lakes \$35,360 and Finger Lakes Wine Trail \$84,000.

#### Economic Development

Mr. Nichols stated under Economic Development, what about Southern Tier Central? Mrs. Hurd-Harvey replied they are included under the Economic Development Fund. Mr. Wheeler stated they did not request an increase; they are staying flat at \$85,000.

#### Prevention Coalition/CASA Trinity

Mr. Wheeler stated the Prevention Coalition has requested \$37,724 and CASA Trinity is requesting \$40,000 to support operation of the former Loyola program at St. James. Mr. Van Etten commented anything related to drug and alcohol prevention should stay whole. They are not large numbers in the overall scheme. With Trinity, we would be paying more if we did not allocate this funding. Mr. Nichols commented with the lockdown, there has been an increase in drug and alcohol problems.

Mrs. Lando commented we have had seven fatalities this year from overdoses. Connie Terry at the Prevention Coalition has done a fantastic job and I would like to keep the funding for them.

Mr. Malter asked is CASA Trinity up and running in Hornell? Mr. Wheeler replied yes and we can have Ms. Domingos come and give a report.

#### CSS Workforce NY

Mr. Wheeler stated these were funds that you had originally appropriated to help support Fred Arcuri's position. Mr. Arcuri has taken a job with Corning Enterprises. These funds that you gave Three Rivers are sitting there for use in the future and they have requested the same amount. I asked for a presentation to give to you prior to today's meeting outlining the use of the \$50,000, but I have not received that. I have had some concerns about what the planning to use these funds for.

### **MOTION: REMOVING THE \$50,000 APPROPRIATION FOR CSS WORKFORCE NY FROM THE 2021 BUDGET MADE BY MR. SWACKHAMER. SECONDED BY MR. NICHOLS FOR DISCUSSION.**

Ms. Fitzpatrick asked are they recruiting for that position? Mr. Wheeler replied as of now, no. The needs have really changed since the pandemic. Employers are not saying that there is a lack of talent, but there is a lack of engagement, a lack of child care, etc. There are a lot of workforce type issues that need to be addressed.

Mr. Malter stated I really don't think we should take it out of the budget until we see their presentation. We can always take it out later. Mr. Swackhamer stated but they just have the money sitting there. Mr. Wheeler stated there would be a portion of those funds when Mr. Arcuri transitioned that would not have been spent. Mr. Malter asked how much? Mr. Wheeler replied between \$30,000 - \$35,000.

### **MOTION ON PREVIOUS MOTION: MOTION CARRIES 4-1. (MR. MALTER OPPOSED)**

#### Southern Tier Library System

Mr. Swackhamer stated the City of Hornell stopped funding the Hornell Library, so they put an additional tax on the school tax bill. The residents of the City are paying twice as much. This would be another, third way, that the City of Hornell residents would be paying a tax for the library system.

Mr. Malter stated that is happening in most municipalities. In my district the three libraries are funded by school taxes. Mr. Van Etten commented not one municipality where that is happening has reduced their budget. The Corning Library is the largest recipient of funding out of this \$99,500 appropriation and to me that is a double benefit.

Ms. Fitzpatrick asked are there certain libraries that do not benefit from the library tax? Can we reallocate? Perhaps they should see a cut as well? Mr. Swackhamer stated they have a formula. Mr. Wheeler replied the money goes directly to the Southern Tier Library System and they allocate it to the libraries.

Mr. Mullen stated we should look at individual libraries that are not on the school tax bill. In Avoca and Wheeler it was put on the ballot and the voters knocked it down. For any library that is on the school tax bill, their budget is funded through there. We should look at allocating and how that would be done. Mr. Wheeler stated I think that since it is an allocation that you are giving the Southern Tier Library System, you could put strings on it. We will need to check with the Law Department.

*Secretary's Note: Per Law Department, it does not appear that we have the ability to dictate how STLS distributes funding to individual libraries.*

Mr. Wheeler stated the Southern Tier Library System has said in the past three years that the funds go toward technology, broadband fees, etc. The Southern Tier Library System has done a lot of expansion to connect the rural libraries with fiber.

Mr. Roush stated libraries have the unique capability to have fundraisers and collect private donations. We should encourage the libraries to increase their fundraising activities.

Mrs. Lando commented with the pandemic that technology is even more important as people have had to do many things online.

Mr. Mullen stated I am not suggesting taking and just allocating, but to make cuts in consideration of how many libraries have switched to being on the school tax bills.

Mr. Nichols stated if you cut the allocation, the school tax bills are already out. They would have to request more for that to make up for the cut here. They are a year behind.

Mr. Malter commented I have libraries in my district that are using the money to increase their fund balance.

Ms. Fitzpatrick stated if we are asking other groups to take a cut, the library systems should do the same. Mr. Van Etten stated if we cut them 20 percent and tied it to the tax district, that would be good.

Mr. Nichols stated the libraries are a source for people to look for work online. I think they are a good organization for the times we are in.

Mr. Malter asked how many libraries are in the County? Ms. Lattimer stated there are 37 libraries.

Mr. Van Etten stated if you did a 20 percent cut, that would give them \$76,000 for 2021.

**MOTION: REDUCING THE ALLOCATION TO THE SOUTHERN TIER LIBRARY SYSTEM BY 20 PERCENT, BRINGING THE ALLOCATION FOR 2021 TO \$76,000 MADE BY MR. VAN ETTEN. SECONDED BY MR. MALTER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

#### Soil & Water

Mr. Van Etten stated I think that Soil & Water should stay whole. Mr. Malter stated along with the Streambank Stabilization. Mr. Van Etten stated they use the money to get grants and their organization is vital. Mr. Nichols commented they do a remarkable job for the amount of money they have.

### Agriculture & Livestock

Mrs. Lando stated Cooperative Extension is doing a great job for farmers and children. Mr. Swackhamer stated I would recommend \$375,000 which would represent a reduction of 8 percent. Mr. Potter stated the amount they have requested for the last three years has been flat.

Mr. Nichols stated with regard to the regional experts programs, I made the point that you are in it for the long haul. The farmers need all the educational help they can get in this time we are in now. Cooperative Extension also helps with Estate Planning, 4-H, and home economics. They give kids an extra way to learn. I am not in favor of cutting because we agreed to be in it for the long haul. Mr. Potter stated their nutrition programs are also vital. Ms. Fitzpatrick stated I agree. The regional experts are in place for the long term.

### United Way

Mr. Wheeler stated before I make a recommendation on this, I have a couple of questions that need to be answered first. Of concern is there is a small amount of funding that we get for Office for the Aging that is being reduced and I have some questions regarding that.

## **III. BUDGET REVIEW**

The committee reviewed the tentative 2021 budget and asked questions regarding various departments. The items listed below are those questions that were unable to be answered during the meeting:

### Legislature

Mr. Wheeler commented we have a little extra money in the Training and Conferences line items as a placeholder for tablets for the Legislature. Mr. Horton asked what is the cost to replace? Mr. Wheeler replied \$400 each or \$500 each if we go to I-pad.

**MOTION: REDUCING THE LEGISLATURE'S TRAINING AND CONFERENCES LINE ITEM (101000 5 407 200) TO \$5,000 MADE BY MS. FITZPATRICK. SECONDED BY MR. MALTER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

### Driver Diversion Program

TDP Driver Education line modified 2020 budget is \$132,000, year-to-date spent is \$17,899 and requested budget for 2021 is \$132,000. Is some of that expense incurred by the Sheriff's Department? Mr. Wheeler replied it depends on how you want to account for it, but we can check.

*Secretary's Note: Yes, (absent COVID) the Sheriff's Office does all of the in-person training for the required defensive driving course associated with the reduction offer, usually at the overtime rate for the Deputy who is instructing and costs for instructor materials per student.*

### FICA

Why is FICA not 7.65 percent of the wage line item in many of the cost centers?

*Secretary's Note: This is being caused because of the maximum FICA limit. For 2021 this amount is \$10,924.20. Mrs. Hurd-Harvey stated she had failed to update this limit so it was being hit by more employees than will really reach the maximum. We do however, have a few employees earning more than the \$142,800, so the FICA calculation will still be "off" in those few cost centers.*

### Conflict Defender

Why is there such a large lag time in getting the grants?

*Secretary's Note: The first, second and third quarter claims were submitted to the Commissioner of Finance by the Conflict defender's office on 10/13/2020. There are several errors that need to be addressed. The Commissioner has requested a meeting to review and resolve these errors.*

County Clerk

Why hasn't anything been spent out of the Micrographic Expense line item (141000 5 403 810)? Expenses in 2019 were \$7,660.12, modified 2020 budget was \$9,000 and requested 2021 budget is \$9,000.

**Secretary's Note:** *Past practice has been to have the work done at this time of year, closer to end of year.*

Law Department

There was \$1,918.50 spent out of the Public Sector Attorney Consultant Fee line item in 2019, with \$9,000 budgeted for 2020, \$7,500 budgeted for 2021 and nothing spent to date.

**Secretary's Note:** *Per Jennifer Prossick, this line is used in the event that outside counsel is retained for particular cases. It is necessary to retain some level of budget in the event that it is needed during any given fiscal year.*

Elections

Why are we budgeting more in 2021 for Inspectors & Custodians in 2021 when it is not a presidential election year? We spent \$65,400 in 2019, the modified 2020 budget is \$259,237.98 and to-date we have spent \$52,071.50. The proposed budget for this line item in 2021 is \$165,000. Total contractals increased 88 percent from 2019 to 2020. When you back out the line item for Inspectors & Custodians, that is still a 66 percent increase and that should be explained. Next year is a non-presidential year. Mr. Wheeler stated we can look into that.

**Secretary's Note:** *We have to budget for two (2) county-wide elections as 2021 is a local year with over 200 offices up and we never know what will happen. We can get lucky and not have a primary, or only have a primary in a couple areas; or we can have a county-wide 4-party primary (which requires more inspectors). Mrs. Olin/Mrs. Penziul would be happy to explain this if it is needed. Here are our figures:*

*Inspectors: 4 per district x 85 districts = 340 inspectors per election  
340 x 2 elections = 680  
680 x \$200.00 = \$136,000*

*Early Voting: 4 inspectors a day x 9 days = 36 inspectors  
82 hours of early voting x 4 inspectors = 328 hours per \$12.50 per hour = \$4,100  
Early Voting for 2 elections x \$4,100 = \$8,200  
\$136,000 + \$8,200 = \$144,200 total for inspectors*

*If we have a one-party primary where we can consolidate districts in a poll site to lessen the number of inspectors needed, we do that. We were able to consolidate the presidential primary from 85 districts down to 53 districts.*

*We were able to eliminate 1 whole election as we did not any primaries for our State and Local offices.*

*More information related to the consolidation of districts: We are looking to consolidate district, but we are limited as to how many voters we can have in a district by law – 1,150. With voter registration up for this election, it doesn't help. We also have to keep any villages contained in a whole district (you can't have part of a village and part of a town in the same district).*

*The other thing we have to keep in mind is that they are working on automatic voter registration, which is that happens, that will increase our numbers whether people actually vote or not.*

*The NYSECA (New York State Elections Commissioner Association) has requested that they pass a law increasing the size of election districts up to 2,000 voters as the old number was based on the lever machine which could only handle 999 voters. So far there has been no movement on that in the last six years.*

If we have a party primary in a multi-district site (which we have 20 multi-district sites), we can consolidate them as it only involves those registered in the party having a primary, as long as the ballot is the same for all districts (we can't always do that in the cities as each ward's ballot is different every two years).

*Example:*

*Bath Districts (same poll site)*

2 – 1182            *already over the limit*

3 – 718            *if you add 3 and 8 together they also will be over the limit*

8 – 802

*All registered, active voters (all parties)*

*If we have a Republic only primary in the same site:*

2 – 655

3 – 341

8 445 = 1,441 (over the limit right now, due to the increase in registration)

*If we have a three-party primary, you now have to have 3 tables with inspectors for all 3 tables even if we do consolidate them.*

*Also of note, training inspectors get \$40.00 for attending the mandatory training class. 340(+) inspectors x \$40 = \$14,400*

Mr. Wheeler noted the line item for Rent Building & Property with \$4,500 can be removed.

**Secretary's Note:** *Mr. Alger removed this item from the budget.*

#### Central Motor Pool

Why are we budgeting \$94,000 for 2021 when only \$32,266.14 has been spent to-date and \$43,977.44 was spent in \$2019? Mr. Brewer stated we are going from 17 lease vehicles to 21. Mr. Wheeler commented that number will increase. The committee asked for the actual charges overall.

**Secretary's Note:** *This line item will be reduced to represent only the motor pool leased vehicles that are assigned to the Risk Management Department, which is approximately \$45,000 for 2021.*

#### Information Technology

Why is the line item for Equipment Maintenance/Repair going from \$42,000 in 2020 to \$90,000 in 2021? Year-to-date \$31,967.05 has been spent.

**Secretary's Note:** *Budget funds were transferred to software maintenance to cover the ZOOM licenses in 2020. Per Rob Wolverton, the 2021 budget needs to be as requested to cover the equipment maintenance costs.*

#### Sheriff's Office

Mr. Malter asked for a breakdown of the reimbursements.

**Secretary's Note:** *Spreadsheet with breakdown of reimbursements has been sent via email.*

Mr. Wheeler commented we may need to decrease the Services, Other Governments line item by \$200K to reflect the loss of two SRO's (School Resource Officers) at BOCES. Mr. Malter asked does that cut the salary? Mr. Wheeler replied the deputies are still there. At BOCES we had active Sheriff's deputies so those are two positions that will be back on the road. Mr. Malter asked if these two positions were for BOCES and BOCES no longer using, where was the authorization to put them on the road? Mr. Wheeler replied I don't think these positions were created specifically for BOCES. We would have to check. I talked to the Sheriff about

eliminating some of the vacancies based on that. Mr. Malter asked shouldn't we have been notified that was happening?

Mr. Swackhamer asked are these vacancies? Mr. Wheeler replied yes. Mr. Swackhamer commented we should eliminate that. Mr. Wheeler stated that was based on BOCES pulling their funding. We did zero-base positions in the Sheriff's to account for this loss.

**Secretary's Note:**

Ms. Fitzpatrick stated I would like to have more explanation for what the Sheriff's Office is doing relative to additional duties including checks for quarantine, etc.

**Secretary's Note:** *Per Sheriff Allard, since about mid-March, we have handled approximately 800 COVID related calls for service ranging from PAUSE Investigations, Public Health Assists (Quarantine Orders/Checks), Test Relays and Security related details. Please bear in mind that more recently, due to the volume of these calls, Deputies have begun to list multiple PAUSE checks or Quarantine checks in a single "Blotter/Call for Service" in order to save time. That having been said, we would be well into 1,000's for COVID related "Calls for Service". As far as Deputies, nearly every Deputy, on a daily basis, on both the day and evening shifts, have been involved in Quarantine Order Service, Quarantine Checks, Security Details or Test Relays. There has also been a significant amount of OT related to these duties, in order to be able to perform traditional functions. We are approaching nearly 400 hours of COVID related OT. More recently, we have incorporated Corrections staff to assist with COVID related overflow.*

Mr. Van Etten stated I would like to see a five-year history on the department by account and head count status.

**Secretary's Note:** *Documents were sent via email on 10/20/2020.*

**STOP DWI**

Mrs. Hurd-Harvey stated we can reduce the Enforcement line item by \$150,000.

**Jail**

What was the \$10,000 increase in the Maintenance Contracts line item from \$120,000 in 2020 to \$130,000 in 2021? Mr. Wheeler replied that may have been bringing Danforth on, but we will check on that.

**Secretary's Note:** *LiveScan (required digital fingerprinting service through NYS) increased \$10,000 in 2021. We have three sites covered by maintenance contract; Jail Booking, Deputy Booking and COB. Not related to Danforth.*

**Public Health**

There is \$7,500 budgeted for Software Maintenance in 2021 and \$3,000 was budgeted for 2020 and nothing has been spent year-to-date. Why is that?

**Secretary's Note:** *The Public Health Home Care system is no longer being supported and that is why nothing has been expended in 2020. The department is looking into a new system for statistics for grant and state aid purposes, and anticipates acquiring one which costs \$7,500 a year.*

**Mental Health Admin**

The 2020 modified budget and the proposed 2021 have \$20,000 budgeted for Members/Dues/Licenses but only \$3,337 was spent in 2019?

**Secretary's Note:** *Per Karen Monroe, this budget line is for Integrated Partners that bills at the end of the year, so this is a timing issue and we can keep the budget the same.*

Mental Health Contract

Why did the budget for the contract with Allegany Rehab Associates decrease \$50,000 from \$250,500 in 2020 to \$200,399 for 2021?

**Secretary’s Note:** Per Karen Monroe, this is due to the anticipated 20% decrease in OMH funding from NYS. This is a net-zero impact to the County Budget – revenue and all associated expenses were decreased by 20%.

Prevention Coalition

Why has the Prevention Coalition not been paid yet?

**Secretary’s Note:** Per Karen Monroe, this is for opioid prevention and we can keep the funding the same for this program. Karen is going to check on why they haven’t been billed yet, so this is also a timing issue with the delay in being billed.

Social Services Admin

The fringe does not correlate with the salaries. Fringe was 11 percent higher and the retirement seems high.

**Secretary’s Note:** Not sure of the concern. Please see analysis below.

Account Title	2021	% of wages	2020 Budget	% of wages	YTD 2020	% of wages
NYS EMPLOYEES RETIREMENT	1465935	0.1419771	1311643	0.12429832	857244	0.1340845
SOCIAL SECURITY	763255	0.0739219	806637	0.07644125	460414	0.072015
WORKERS' COMPENSATION	349486	0.033848	515974	0.04889646	386982	0.0605292
GROUP MEDICAL INSURANCE	2915877	0.2824052	3087078	0.29254806	1857211	0.2904929
Total Wage lines	10325153		10552379		6393310	

DSS Client Related

Foster Care Mileage is down as we have only spent \$14,528.97 to-date and budgeted \$108,211 for 2020. Is there room to move money or change the proposed 2021 budget?

**Secretary’s Note:** The 2020 expenditures are largely based on COVID and the shutdown as we have primarily used virtual visits, etc. In 2019 we expended \$66,114.80 in Foster Care Mileage and we were reimbursing only 28 cents per mile. We are now paying 50 cents per mile to our Foster Parents. Extrapolating, based on the new rate we would be at \$118,062. The amount would vary depending on number in care, locations, etc. and how much face-to-face visitation we are doing. We have been consistently increasing the face to face until recently as cases continue to increase.

Services for Recipients

What is the CHOICE Program?

**Secretary’s Note:** This program provides treatment for victims of sexual abuse/assault and is provided by Family Services.

Day Care

Why has the Assistance Payment line been decreased to \$2,623,300 in 2021 when the 2020 modified budget was \$2,984,289? Mr. Wheeler replied I think they were expecting big usage and are not seeing it. We will check.

**Secretary’s Note:** Daycare is an allocation and the allocation was flat for 18-20; 19-20. The 2020 was based on the allocation of \$2.2 million plus available rollover \$600,000 plus our MOE \$149,000. We have reduced our rollover to approximately \$300,000 plus MOE of \$149,000 which will allow approximately \$2.6 million if the allocation remains flat.

State Training Program

Why is the Assistance Payments line always budgeted at \$400,000?

**Secretary's Note:** *This line is budgeted for OCFS secure placements for offending youth who are unable to succeed in a lower level placement. We average 2 placement per year, therefore budget accordingly. The cost per year for one placement is approximately \$892,221 or \$2,444.44 per bed night, of which we have a 50 percent local share. Due to Legislation, the OCFS chargeback has been capped at \$5 million and we share proportionately depending on number of beds used and percentage of total beds relative to the rest of the State. Given the Cap, we have paid substantially less and the final rates for 2018 were \$638.10 local share per bed night. We did consider increasing this line, but given budget, we held flat.*

Mr. Malter asked if at some point the Department of Social Services could provide detail on what each of the different programs are.

Highway Administration

Social Security is only coming out to 7 percent?

**Secretary's Note:** *This is being caused because of the maximum FICA limit. For 2021 this amount is \$10,924.20. Mrs. Hurd-Harvey stated she had failed to update this limit so it was being hit by more employees than will really reach the maximum. We do, however, have a few employees earning more than the \$142,800, so the FICA calculation will still be "off" in those few cost centers.*

General Repairs

The Consultants-Professionals line item is \$10,000 for 2021, however, we haven't spent anything to-date? How are we budgeting for Engineering Services?

**Secretary's Note:** *Per Vince Spagnoletti, \$75,000 was added to 502000-5421000 for contracted engineering services and \$86,000 to temporary hire to cover the retirement of snow plow drivers.*

Unallocated Revenue – D

Why did the Consolidated Highway Aid decrease 43% over the 2020 modified budget? The 2020 modified budget was \$6,083,536.95 and the proposed 2021 budget is \$3,543,854.

**Secretary's Note:** *The \$3.5M represents 80% of the 2020 Consolidate Highway Improvement Program (CHIPs) allotment. The 2020 modified budget includes \$642k of extreme weather funding and \$1,011k of PAVE NY funding which are not anticipated to be received in 2021.*

Transfer Stations

Why are we not breaking out the revenue for each of the transfer stations? Mr. Wheeler stated we will get that information.

**Secretary's Note:** *2019 Transfer Station Revenue:*

*Erwin - 9,902 tons / \$748,942*

*Hornell - 4,773 tons / \$343,356*

*Wayland - 3,574 tons / \$324,482*

Unallocated Revenues

Suggested to increase the Outside Tipping Fees \$200,000 to be more reflective of what the actual revenues have been.

**Secretary's Note:** *Per Vince Spagnoletti, 2021 revenue was reduced because Swarthout has sold a portion of their business to Casella. Swarthout brought the garbage to the County Landfill, Casella will now take it to their own landfill.*

### III. CAPITAL REQUESTS

#### Minor Equipment

Mr. Van Etten asked under Parks, 1 load of Manufactured Wood Fiber; bark mulch, wouldn't necessarily be considered capital? Mr. Wheeler replied probably not. It should just go into Other Expenses or Operating Expenses.

#### Major Equipment

Mr. Van Etten Stated under the Sheriff there are two unmarked cars for \$80,000. Why aren't these leased? Mr. Wheeler stated they could be. Mr. Van Etten stated we also show four leased vehicles under that, so would it not be cheaper to lease them rather than purchase them? Mr. Wheeler replied probably and he asked Mr. Brewer to follow up on that. He stated the unmarks are the ones we first moved to leasing before the Road Patrol, so there is no reason you couldn't do these two.

*Secretary's Note: Per the Sheriff, these vehicles are less expensive to buy than lease over lifetime of vehicle as they will continue to be used long past the 4 year mark, without the cost to uplift a new vehicle. Most unmarked's last us at least 6 – 8 years. The Sheriff's Office has one spare that is a 2008 and still in use.*

### IV. NEXT MEETING

Mr. Wheeler stated your last Budget Workshop session you normally do at the beginning of November and that is when we appropriate the sales tax. Would it make more sense to do a longer one after the October Legislative meeting as that would give us an extra week to pull all the information together? We can detail all the changes we make and print you a new salary schedule that will be in its final form. Mr. Malter suggested just doing a summary and the bottom line. Next meeting: October 26<sup>th</sup> after the Legislative meeting.

Mr. Van Etten asked of all of the lines that we know about, because of COVID, is there an amount that has not been spent that just flows into the reserve and is there any way to guess what the additional of that is over normal? Mr. Wheeler replied we would have to do some work on that. Anecdotally, we carry 80 funded, vacant positions and that is on a long average. We are pretty consistently carrying 110 vacant positions. We made up a lot of room there and that doesn't count the Trainings and Conferences and other lines that we are not spending. Mr. Van Etten stated we will know at the end of the year, but it will be interesting to know. Mr. Malter stated we should also factor in the loss of revenue based on the 2020 budget. Mr. Wheeler stated we are within budget. Mr. Malter commented if you look at the prior year, you will not see that increase because we collected more sales tax. Mr. Wheeler commented the other unknown is State aid.

**MOTION: TO ADJOURN MADE BY MR. MALTER. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 4-0. (MR. ROUSH ABSENT FOR VOTE)**

Respectfully Submitted by

Amanda L. Chapman  
Deputy Clerk  
Steuben County Legislature

**\*\*NEXT MEETING\*\***

*Monday, October 26, 2020 at 10:30 a.m. or immediately following Legislative Meeting*