

STEBEN COUNTY FINANCE COMMITTEE

Tuesday, September 11, 2018

9:30 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 Pat Donnelly
Alan Reed Tim Marshall Jim Allard
Tina Goodwin Tammy Hurd-Harvey Wendy Jordan
Vince Spagnoletti
- LEGISLATORS:** Joseph J. Hauryski Carol A. Ferratella K. Michael Hanna
Hilda T. Lando **John V. Malter**
- OTHERS:** Mary Perham
James Post, *The Leader*

I. CALL TO ORDER

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

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE AUGUST 14, 2018, MEETING MADE BY MR. SCHU. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

III. DEPARTMENT REQUESTS

A. Public Works

1. **CR 119 Federal Aid Bridge Project Over Canisteo River** – Mr. Spagnoletti informed the committee the State approved the funding for this \$4.6 million project. The first step is for us to enter into an agreement with the New York State Department of Transportation (NYSDOT) to fund the design of the project. The Federal government pays 80 percent, the State pays 15 percent, and the County is responsible for the remaining 5 percent. That puts our portion of the design costs at \$24,000. We expect to begin construction of the bridge in 2021.

Mr. Spagnoletti requested authorization to transfer \$4,000 from the Future Bridge Projects Account, and to appropriate \$76,000 of Federal Bridge Aid to the CR 119 Bridge Project Over the Canisteo River Account.

MOTION: AUTHORIZING THE COMMISSIONER OF PUBLIC WORKS TO TRANSFER \$4,000 FROM THE FUTURE BRIDGE ACCOUNTS AND APPROPRIATING \$76,000 OF FEDERAL BRIDGE AID TO THE CR 119 BRIDGE PROJECT OVER THE CANISTEO RIVER ACCOUNT MADE BY MR. ROUSH. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

2. **Rename/Repurpose a Capital Project** – Mr. Spagnoletti informed the committee that they have \$80,000 in a capital project entitled “New Roof – Cohocton Shop”. He requested authorization to rename that capital project to “Rebuild Cohocton Shop”.

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO RENAME THE COHOCTON SHOP CAPITAL PROJECT TO “REBUILD COHOCTON SHOP” CAPITAL PROJECT MADE BY MR. SWACKHAMER. SECONDED BY MR. ROUSH FOR DISCUSSION.

Ms. Fitzpatrick asked do you have any idea of the cost for the new shop? Mr. Wheeler replied we are still working through that. Mr. Spagnoletti commented that we built a three-bay building for about \$70,000 using our own materials. With the engineering, the projects can get pretty big and we are taking this one step at a time.

VOTE ON PREVIOUS MOTION: ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

3. **Fairgrounds** – Mr. Van Etten stated he and Mr. Ryan received a letter from the Sportsmen Federation of Steuben County who have a cabin at the Fairgrounds. They are asking for an increase in funding from \$3,000 to \$4,000. Mr. Ryan had indicated that the Fairgrounds had done some work around their cabin and crushed the lines that operate the toilets and the Fairgrounds indicated they would not be fixing it. The County did \$50,000 worth of paving at the Fairgrounds. He asked Mr. Spagnoletti if there is anything we could do to help fix the line? Mr. Spagnoletti stated he will contact someone to discuss this. Mr. Ryan explained the damage was done while they were working on the horticulture building. The Sportsmen’s cabin and the Fairgrounds are being used by the Annual Outdoor Show and they have been getting a lot of use. Mr. Schu asked did the Federation file an insurance claim? Mr. Ryan replied that he does not know. Mr. Wheeler asked does that line run under the new horticulture building to where the restrooms are? If so, that would be a major project.

B. Emergency Management Office

1. **Acceptance of FY 18 SHSP Grant** – Mr. Marshall requested authorization to accept the 2018 State Homeland Security Grant in the amount up to \$97,500. This is an ongoing grant and in the past the funds have been used to purchase equipment, software and maintenance of software. This year the funding will cover the cost of maintenance of existing software programs.

MOTION: AUTHORIZING THE DIRECTOR OF THE EMERGENCY MANAGEMENT OFFICE TO ACCEPT A 2018 STATE HOMELAND SECURITY GRANT UP TO THE AMOUNT OF \$97,500 MADE BY MR. SWACKHAMER. SECONDED BY MS. FITZPATRICK FOR DISCUSSION.

Mr. Van Etten asked what software programs will these funds be used for? Mr. Marshall replied we will use the funding for the maintenance of the IAmResponding, Crisis Track, our mobile app and the disaster management software programs.

VOTE ON PREVIOUS MOTION: ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. **Village of Cohocton Inter-Municipal Agreement** – Mr. Marshall stated with the new communications project, they are partnering with the Village of Cohocton to put radio equipment on a piece of property owned by the Village, but located in the Town. The Village is still paying County tax on that parcel. The Village has asked us to exempt them from the County tax. Mr. Wheeler stated this was discussed at Public Safety & Corrections and the committee authorized, as part of the inter-municipal agreement, reimbursement to the Village equal to the amount of County taxes. Mr. Reed stated this is a simple payment for use of the facility.

MOTION: AUTHORIZING AN AMENDMENT TO THE INTER-MUNICIPAL AGREEMENT BETWEEN THE OFFICE OF EMERGENCY MANAGEMENT AND THE VILLAGE OF COHOCTON TO INCLUDE A PAYMENT FOR THE USE OF THE TOWER SITE IN AN AMOUNT EQUAL TO THE TAXES PAYABLE TO THE COUNTY OF STEUBEN MADE BY MR. SCHU. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

C. Sheriff’s Office

1. **2019 STOP-DWI Plan** – Sheriff Allard presented the 2019 STOP-DWI Plan for approval.

MOTION: ACCEPTING THE 2019 STOP-DWI PLAN AS PRESENTED BY THE SHERIFF MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

D. Commissioner of Finance

1. **Budget Transfer** – Mr. Donnelly requested authorization to transfer \$35,690 from the District Attorney's Fraud and Legal line item to the Sheriff's Office Temporary Hire line item. Mr. Wheeler explained this is a result of a civil service requirement. The District Attorney had two temporary DSS Fraud Investigator positions. We did a review of those positions and they can be temporary positions in the Sheriff's Office, but not the District Attorney's Office. This is based on the way those positions are classified in Civil Service. With the transfer to the Sheriff's Office, these temporary positions can be kept for 18 months.

MOTION: AUTHORIZING THE TRANSFER OF \$35,690 FROM THE DISTRICT ATTORNEY'S FRAUD AND LEGAL LINE ITEM TO THE SHERIFF'S OFFICE TEMPORARY HIRE LINE ITEM FOR TWO TEMPORARY DSS FRAUD INVESTIGATOR POSITIONS MADE BY MR. ROUSH. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. **Budget Transfer – 2018 Insurance Allocation** – Mr. Donnelly requested authorization to transfer money for the liability insurance allocation for the year.

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO TRANSFER THE 2018 LIABILITY INSURANCE ALLOCATIONS FOR THE YEAR AMONG VARIOUS BUDGET LINE ITEMS MADE BY MR. SCHU. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

3. **Babcock Ladder** – Mr. Donnelly requested authorization to spend up to \$1,500 from the tax-acquired property line item to pay for an updated survey map relative to the environmental easement for the Babcock Ladder Company property.

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO SPEND UP TO \$1,500 FROM THE TAX-ACQUIRED PROPERTY EXPENSE LINE ITEM TO PAY FOR AN UPDATED SURVEY MAP RELATIVE TO THE ENVIRONMENTAL EASEMENT FOR THE BABCOCK LADDER COMPANY PROPERTY MADE BY MR. SWACKHAMER. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

4. **Monthly Reports** – Mr. Van Etten commented the overtime reports were very informative and helpful. He asked about the 911 department and the fact that we have that many vacancies with an average of 21 in the last two years and this year we have three. Mr. Wheeler replied that is the result of turnover and staff leaving. Ten years ago we did not have any issues with recruitment, training and retention. They are trying to find people and now the eligible lists are not long. Mr. Schu asked is it a pay issue? Mr. Wheeler replied that may be part of it. You need to have passion for this type of work. Some also use this as a stepping stone. Sheriff Allard commented we are facing the same issue with Corrections Officers. Mr. Wheeler commented with the overall personal services lines, the departments are within their budgets. There are savings from the salary and wages lines. All of the departments are doing a good job of trying to manage.

Mrs. Goodwin stated we just worked with Personnel to restate the job classification and requirements as we were still using the qualifications and wording from the 1990's. Now the job classification and requirements include customer service and telemarketing experience. Additionally, there is now a college credit and not a degree requirement. This will make it more attractive to people that may have those skill sets. The next test will be given in January and we are still pushing social media to spread the word.

Mrs. Ferratella stated she has gotten complaints from constituents about the length of time for dispatchers to answer. Is that due to the staffing issues? Mrs. Goodwin replied we just did a call answering study and found that we were answering 95 percent of calls within the 20 second range. Sometimes there are natural delays, but we keep track of all call times.

Mr. Van Etten stated his next question pertains to Public Works overtime. The explanation of the Woodhull Bridge Shop made sense, but what about the snow budget? Mr. Spagnoletti replied from January to early April we will spend 67 percent of our snow budget on overtime, and the remaining in November and December. Our crews were out more January – March than we had expected.

Ms. Fitzpatrick asked we just approved receipt of funds to offset DSS overtime, but that doesn't show up? Mr. Wheeler replied that is correct.

Mr. Van Etten stated with the County Cost Analysis report, expenditures under the Sheriff year-to-date are 67 percent and revenues are 50 percent. Is that a timing issue? Sheriff Allard replied reimbursement from the Office of Court Administration is always late. The Federal revenue for housing inmates slows down this time of year. We are housing 30 – 40 federal inmates per day and we are reimbursed for housing, transportation and medical costs. When that lags, then we also show that lag.

Mr. Van Etten stated the opposite is happening at the Landfill; revenues are 78 percent and expenditures are 35 percent. Mr. Spagnoletti explained the \$10.5 million in expenditures includes the \$6 million for the Cell 4 capital project and that money is yet to come out to pay the contractor. On the revenue side, this is the second year in a row where we are having another big year with a lot of revenue coming in.

IV. OTHER BUSINESS

A. *Setting Date(s)/Time(s) for Finance Committee Budget Workshops* – Mr. Van Etten stated the proposed schedule is October 9th at 10am or immediately following Finance, October 10th at 9am if necessary and then November 7th at 11am. Mr. Roush stated that he will not be here for the October budget workshops as he will be out of town.

MOTION: SETTING THE DATES AND TIMES FOR THE FINANCE BUDGET WORKSHOPS FOR TUESDAY, OCTOBER 9TH AT 10AM OR IMMEDIATELY FOLLOWING FINANCE; WEDNESDAY, OCTOBER 10TH AT 9AM AND WEDNESDAY, NOVEMBER 7TH AT 11AM MADE BY MR. SCHU. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Mr. Van Etten commented that he is still expecting the book to review. Mr. Wheeler stated you will have the option to view the budget electronically and you will also receive a book.

MOTION: TO ADJOURN REGULAR SESSION AND RECONVENE IN EXECUTIVE SESSION PURSUANT TO PUBLIC OFFICERS' LAW, ARTICLE 7§ 105.1.D. DISCUSSIONS REGARDING PROPOSED, PENDING OR CURRENT LITIGATION AND 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. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO DECLINE THE REQUEST TO FORGIVE DELINQUENT TAXES ON PARCEL #339.00-01-033.000; #339.00-01-026.100; AND #339.00-01-005.000 SITUATE IN THE TOWN OF WEST UNION MADE BY MR. SWACKHAMER. SECONDED BY MR. SCHU. 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. SCHU. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR.
MOTION CARRIES 5-0.**

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

****NEXT MEETING SCHEDULED FOR**
Tuesday, October 9, 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, October 3, 2018**

****BUDGET WORKSHOP**
Tuesday, October 9, 2018
Legislative Committee Room
10:00 a.m. or immediately following Finance**