

STEUBEN COUNTY FINANCE COMMITTEE

Tuesday, August 8, 2017

10:00 a.m.

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

****MINUTES****

COMMITTEE:	Scott J. Van Etten, Chair Gary B. Roush	Gary D. Swackhamer, Vice Chair Brian C. Schu	Kelly H. Fitzpatrick
STAFF:	Jack K. Wheeler Alan Reed Patty Baroody Jennifer Prossick	Mitchell Alger Nate Alderman Vince Spagnoletti Pat Donnelly	James Allard Hank Chapman Noel Terwilliger Tim Marshall
LEGISLATORS:	Carol A. Ferratella John V. Malter	Hilda T. Lando	Robin K. Lattimer

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 JULY 11, 2017, MEETING MADE BY MR. SCHU. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

III. DEPARTMENT REQUESTS

A. Office of Community Services

1. **Budget Transfer** - Dr. Chapman requested authorization to accept \$8,552 in NYS OMH funding as part of the minimum wage increase, and pass through to Catholic Charities.

MOTION: AUTHORIZING THE DIRECTOR OF THE OFFICE OF COMMUNITY SERVICES TO ACCEPT AND PASS THROUGH TO CATHOLIC CHARITIES, \$8,552.00 IN FUNDING FROM NYS OMH REPRESENTING THE MINIMUM WAGE INCREASE MADE BY MR. SWACKHAMER. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

B. Office for the Aging

1. **Aging Mastery Funding** - Mrs. Baroody requested authorization to accept \$5,100.00 in Aging Mastery Funding from the New York State Office for the Aging. This funding will be used to launch the Aging Mastery Program in Steuben County. This program is a workshop series for community education to empower older persons to age successfully. The budget breakdown is \$2,700 for memberships and dues (licensing fees), \$1,820 for volunteer training (participant fees and incentives) and \$580 for printing.

MOTION: AUTHORIZING THE DIRECTOR OF THE OFFICE FOR THE AGING TO ACCEPT \$5,100.00 IN AGING MASTERY FUNDING FROM THE NEW YORK STATE OFFICE FOR THE AGING AND AUTHORIZING A CONTRACT WITH THE NEW YORK STATE OFFICE FOR THE AGING TO PROVIDE THIS PROGRAM IN STEUBEN COUNTY MADE BY MR. ROUSH. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

C. Public Works

1. **Close Seneca Road Bridge Project and Transfer Funds to Future Bridge Capital Projects –**

Mr. Spagnoletti requested authorization to close the Seneca Road Bridge Capital Project and transfer the remaining funds of \$103,183.80 into the Future Bridge Projects Capital Project.

MOTION: AUTHORIZING THE COMMISSIONER OF PUBLIC WORKS TO CLOSE THE SENECA ROAD BRIDGE PROJECT CAPITAL PROJECT AND TRANSFER THE REMAINING FUNDS OF \$103,183.80 INTO THE FUTURE BRIDGE PROJECTS CAPITAL PROJECT MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

2. **Budget Transfer to New Caton Shop Capital Project –**

Mr. Spagnoletti stated they are in the process of doing the design for the new Caton Shop and he currently has \$350,000 available in the capital project. He requested authorization to transfer a total of \$158,839.11 from various accounts into the New Caton Shop Capital Project.

Mr. Van Etten asked what are the anticipated start and completion dates? Mr. Spagnoletti replied we are going to take a couple of more months to get the design. We anticipate getting the bid out for the design this winter and start construction early next summer, although it may be longer. Mr. Van Etten asked what is the anticipated footprint of the building? Mr. Spagnoletti replied we are going to design for a six bay building that will be 150' long by 60' wide. However, we will bid a four bay building with the option for two additional bays. If the prices come back too high, we can cut it back to a four bay building.

MOTION: AUTHORIZING THE COMMISSIONER OF PUBLIC WORKS TO TRANSFER A TOTAL OF \$158,839.11 FROM VARIOUS ACCOUNTS INTO THE NEW CATON SHOP CAPITAL PROJECT MADE BY MR. ROUSH. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

D. Sheriff's Office

1. **STOP-DWI Grant –**

Sheriff Allard informed the committee that the STOP-DWI Grant has been extended and an additional \$2,300.00 has been made available to the County. He requested authorization to accept the additional \$2,300.00. This money will be used toward personnel and overtime costs related to DWI enforcement activities.

MOTION: AUTHORIZING THE SHERIFF TO ACCEPT AN ADDITIONAL \$2,300.00 IN STOP-DWI CRACKDOWN FUNDS TO BE USED FOR DWI ENFORCEMENT ACTIVITIES MADE BY MR. SCHU. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

E. Emergency Management Office

1. **FY 2017 SHSP Grant -**

Mr. Marshall requested authorization to accept the 2017 Homeland Security Program Grant in the amount of \$129,963. Of this, 25 percent, or \$32,491 will be appropriated to the Sheriff's Office for their local counter terrorism program. The remaining \$97,472 will go toward Emergency Management Office programs. We will be using funds to pay for CAD software for mobile devices, Incident Management Software, I Am Responding Notification System, etc.

MOTION: AUTHORIZING THE EMERGENCY MANAGEMENT OFFICE TO ACCEPT A 2017 STATE HOMELAND SECURITY PROGRAM GRANT IN THE AMOUNT OF \$129,963, WITH \$32,500 TO BE ALLOCATED TO THE SHERIFF'S OFFICE FOR THE LOCAL COUNTER TERRORISM PROGRAM AND THE REMAINING \$97,472 TO BE APPROPRIATED TO VARIOUS LINE ITEMS WITHIN THE EMERGENCY MANAGEMENT OFFICE BUDGET MADE BY MR. SWACKHAMER. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

F. District Attorney

1. **Grant Award** - Mr. Terwilliger requested authorization to appropriate \$5,000 in Legislative Initiative Grant funds into their Minor Equipment line item to update local law enforcement cameras and video cameras. Mr. Van Etten asked what is the timeframe on this? Mr. Terwilliger replied we have 90 days to spend the funds.

MOTION: AUTHORIZING THE DISTRICT ATTORNEY TO ACCEPT LEGISLATIVE INITIATIVE GRANT FUNDING IN THE AMOUNT OF \$5,000.00 AND APPROPRIATING TO THE SMALL EQUIPMENT LINE ITEM TO UPDATE LOCAL LAW ENFORCEMENT CAMERAS AND VIDEO CAMERAS MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

G. County Manager

1. **Fund Balance Policy** – Mr. Wheeler stated having a fund balance policy is a good idea, however, it cannot be formally binding. It is more of a guide or statement of this Legislature’s intent. He suggested setting the benchmark at 20 percent of your operating expenses, which would be \$36 million to maintain.

Mr. Roush commented this has been a hot topic for the Governor. What does he have in mind? Mr. Wheeler commented the Comptroller will tell you that you either have too much or too little. In talking with other counties, if the fund balance is based off your operating expenses, the State gets nervous when it is 50 percent of your operating expenses. Currently we are at 35 – 40 percent of our operating expenses.

Mr. Swackhamer stated we have had times in the past when we had unexpected costs and the fund balance was able to help us. We need to be very careful. Mr. Wheeler stated 20 percent is a good floor to set the policy statements. Mr. Malter asked will this be part of the *Administrative Code*? Mr. Wheeler replied yes, it will be an amendment. Ms. Fitzpatrick commented it might be more helpful to see the bigger picture. Mr. Van Etten stated the building project is a good example of that. The fund balance will cover some of it. The 20 percent is a fair guideline to have. Mr. Swackhamer stated when you look at bonding, our fund balance is what kept our interest rates so low.

MOTION: AMENDING THE ADMINISTRATIVE CODE TO ESTABLISH A FUND BALANCE POLICY BENCHMARK OF 20 PERCENT OF OPERATING EXPENSES MADE BY MR. SCHU. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

2. **Records Grant** - Mr. Alger requested authorization to accept and appropriate a \$74,400 Local Government Records Management Improvement Grant from the NYS Department of Education (Archives). They will be appropriating to the Capital Project entitled “Records Digitization”. He explained the purpose of these grant funds is to digitize Probation records which will improve department access to the records, as well as decrease space needed to store them. As part of this, we will be contracting with Paper Alternative Solutions, who has partnered with the NYS Industries for the Disabled to serve as a preferred source vendor for this project.

MOTION: AUTHORIZING THE COUNTY MANAGER TO ACCEPT A \$74,400 LOCAL GOVERNMENT RECORDS MANAGEMENT IMPROVEMENT GRANT FROM THE NEW YORK STATE DEPARTMENT OF EDUCATION (ARCHIVES) AND APPROPRIATE IT TO THE CAPITAL PROJECT ENTITLED “RECORDS DIGITIZATION” MADE BY MR. SCHU. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

3. **Broadband Demand Aggregation Assessment RFP** – Mr. Alger stated the Administration Committee awarded the RFP to conduct a broadband demand aggregation assessment study to ECC for \$10,000. He requested authorization to pay for this from the Fiber Capital Project. He explained ECC will map the actual broadband coverage in the County which will then enable us to apply for grant funding. Mr. Wheeler stated the current mapping is very inaccurate. This will allow us to get better data locally.

MOTION: AUTHORIZING THE COUNTY MANAGER TO SPEND \$10,000 OUT OF THE SOUTHERN TIER FIBER PROJECT TO BE USED TO CONTRACT WITH ECC TO CONDUCT A BROADBAND DEMAND AGGREGATION ASSESSMENT MADE BY MS. FITZPATRICK. SECONDED BY MR. ROUSH. 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. SWACKHAMER. 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. SCHU. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

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

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

****NEXT MEETING SCHEDULED FOR**
Tuesday, September 12, 2017
Legislative Committee Room
10:00 a.m.**

**Please send agenda items to the Clerk of the Legislature's Office
NO LATER THAN NOON
Wednesday, September 6, 2017.**