

**STEBEN COUNTY FINANCE COMMITTEE**

*Tuesday, January 11, 2017*

*10:00 a.m.*

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

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

- COMMITTEE:** Scott J. Van Etten, Chair Kelly H. Fitzpatrick Gary B. Roush  
Brian C. Schu
- STAFF:** Jack K. Wheeler Mitchell Alger Steve Orcutt  
Vince Spagnoletti Jennifer Prossick Hank Chapman  
Jim Allard Chris Congdon Alan Reed  
Tammy Hurd-Harvey Pat Donnelly Judy Hunter
- LEGISLATORS:** Joseph J. Hauryski Carol A. Ferratella K. Michael Hanna  
Hilda T. Lando **John V. Malter**
- ABSENT:** Gary D. Swackhamer, Vice Chair
- OTHERS:** Mary Perham

**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 DECEMBER 13, 2016, AND DECEMBER 19, 2016, MEETINGS MADE BY MS. FITZPATRICK. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**III. DEPARTMENT REQUESTS**

A. Office of Community Services

1. **Budget Adjustment** - Dr. Chapman informed the committee that as of December 1, 2016, the NYS Office of Mental Hygiene officially started health home care management for children, and discontinued the children’s ICM and SCM programs. Clients will now be enrolled in the Children’s Health Home. He requested authorization to transfer all expenses and revenues from the children’s ICM and SCM line items to the new cost center entitled Children’s Health Home.

Mr. Roush asked what keeps the State from withdrawing the money? Dr. Chapman replied this is a result of Medicaid redesign through the Department of Health. They have shifted the system so that it falls under Children’s Health Home Care Management, rather than us providing ICM and SCM services. Now when we bill Medicaid, it will be billed through the Children’s Health Home. Mr. Roush stated so essentially you are changing the name? Dr. Chapman replied yes.

**MOTION: AUTHORIZING THE DIRECTOR OF THE OFFICE OF COMMUNITY SERVICES TO TRANSFER ALL EXPENSES AND REVENUES IN THE CHILDREN’S ICM AND SCM LINE ITEMS TO A NEW COUNTY COST CENTER ENTITLED CHILDREN’S HEALTH HOME MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

B. Public Health

1. **Budget Adjustment** – Ms. Congdon informed the committee that in 2016, they saw a 5 percent increase in the number of children receiving services this year, as well as more children being enrolled in center based programs, which are more expensive. She requested authorization to transfer a total of \$214,000 from various line items within the Special Children’s Services budget and appropriate \$93,000 to the Tuition & Services line item, and \$121,000 to the Transportation line item.

**MOTION: AUTHORIZING THE DIRECTOR OF PUBLIC HEALTH TO TRANSFER A TOTAL OF \$214,000 FROM VARIOUS LINE ITEMS WITHIN THE SPECIAL CHILDREN’S SERVICES BUDGET AND APPROPRIATING \$93,000 TO THE TUITION & SERVICES LINE ITEM, AND \$121,000 TO THE TRANSPORTATION LINE ITEM MADE BY MR. ROUSH. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

C. Public Works

1. **Leachate Treatment Facility’s SCADA System Replacement** – Mr. Spagnoletti informed the committee that the computer system at the Leachate Treatment Plant is no longer being supported. They put out a bid and the total came in at \$216,000. We will need an additional \$10,000 for engineering and \$9,000 for parts. He requested authorization to transfer \$64,804.92 from the Upgrade/Replace Scales Capital Project and \$30,658.08 from the Paving/Fence Wayland Transfer Station Capital Project to the Leachate Treatment System Software Replacement Project.

**MOTION: AUTHORIZING THE COMMISSIONER OF PUBLIC WORKS TO TRANSFER \$64,804.92 FROM THE UPGRADE/REPLACE SCALES CAPITAL PROJECT AND \$30,658.08 FROM THE PAVE/FENCE WAYLAND TRANSFER STATION CAPITAL PROJECT TO THE LEACHATE TREATMENT SYSTEM SOFTWARE REPLACEMENT CAPITAL PROJECT MADE BY MR. ROUSH. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

2. *Canisteo River Bridge, CR 66, Hornellsville* – Mr. Spagnoletti informed the committee that the new funding for federal aid highway bridges is 80 percent Federal and 20 percent State. There is no longer a local share for these bridges. The anticipated cost for the design and right-of-way incidentals is \$350,000. He requested authorization to transfer \$50,000 from the Future Bridge Projects Capital Project to the CR 66 Bridge Project. Mr. Spagnoletti explained we have to pay the bills up front, but then will be reimbursed 100 percent.

**MOTION: AUTHORIZING THE COMMISSIONER OF PUBLIC WORKS TO TRANSFER \$50,000 FROM THE FUTURE BRIDGE PROJECTS CAPITAL PROJECT TO THE CR 66 CANISTEO RIVER BRIDGE CAPITAL PROJECT MADE BY MR. SCHU. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

3. **Appropriating 2016 Grinder Revenue** – Mr. Spagnoletti informed the committee that they purchased the grinder in 2013 for \$800,000. Since 2013, by owning the grinder, we have saved \$379,000. The revenue received since 2013 from municipalities for renting the machine has totaled \$240,000; mostly from Chemung County. The cost for parts and repairs since 2013 have totaled \$92,000. We do have another bill for parts amounting to \$21,000 and we have revenue from 2016 in the amount of \$150,709.85. He requested authorization to appropriate the revenue into the Grinder Repair & Replacement Capital Project. Mr. Spagnoletti stated that the committee needs to understand that after we pay our \$21,000 bill for parts, there will be a remaining balance in the project of \$130,000. If it keeps building up, that money will be used to purchase a new grinder, if we need to, however, he anticipates the grinder lasting at least 20 years.

Mr. Schu asked is the money actually going into that account? Mr. Wheeler replied because it is a capital project, our rules require that we do a resolution. We may be able to include it as part of the budget process, that way when you approve the budget, it would be approved. If the money is not transferred into the capital project, then it will remain in the general fund.

**MOTION: AUTHORIZING THE COMMISSIONER OF PUBLIC WORKS TO APPROPRIATE \$150,709.85 IN 2016 GRINDER REVENUE INTO THE GRINDER REPAIR & REPLACEMENT CAPITAL PROJECT MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

*Resolution Required.*

D. Sheriff's Office

1. **Water Storage Tanks for Public Safety Building** – Sheriff Allard informed the committee that they put out a bid for hot water storage tanks and Public Safety & Corrections awarded to BJ Muirhead in the amount of \$27,107. Mr. Wheeler requested authorization to spend \$27,107 out of the Replace Water Lines Capital Project to purchase the tanks. He commented the vendor will store the tanks for us until we are ready to proceed with the labor piece of the project.

**MOTION: AUTHORIZING THE SHERIFF TO SPEND \$21,107 FROM THE REPLACE WATER LINES AT PSB CAPITAL PROJECT TO PURCHASE HOT WATER STORAGE TANKS FOR THE JAIL MADE BY MR. SCHU. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

E. Commissioner of Finance

1. **Monthly Reports** – Mr. Van Etten stated that he had emailed some questions relative to the the Public Works Department.

Mr. Spagnoletti stated in response to the question regarding the adjustment to the Contracted Labor line item, we had to utilize Manpower to cover some employee absences due to health, death and retirement. The amount of the adjustment was \$23,000. In the Consultants/Professionals line item two adjustments were made. We have a contract with Barton & Loguidice and an adjustment of \$10,257 was made as we had drained that line item and needed the extra funds. The second adjustment in that line item of \$24,405 was due to the fact that Barton & Loguidice has spent a lot of time at the pretreatment plant helping to run operations as we had one retirement and one death. Additionally, due to the Chesapeake Bay initiative, they are now requiring the Village of Bath to do more with their treatment of sewage. We send effluent to the village and Barton & Loguidice has been working with us to prepare for the new requirements. Mr. Spagnoletti stated the third question regarding credit card fees; we receive \$1,200,000 per year in revenue paid by credit cards and we went over budget. We had budgeted \$44,000 for credit card fees, and came in at \$55,000.

Ms. Fitzpatrick questioned the transfer of surplus to salt and sand? Mr. Spagnoletti replied we transferred surplus money in other accounts for salt and abrasives. At the end of the year, he wants all of our salt and sand bins full and if we have extra money, we use it to fill the bins. Ms. Fitzpatrick commented that she has questions when she sees money being moved to a category. Mr. Spagnoletti stated we budget on the calendar year, \$960,000 which should take care of it, but the transferring extra is an insurance policy. When he budgets for salt and sand, he uses an average of the previous three years. Mr. Van Etten asked is there a commitment that you purchase a certain amount of salt? Mr. Spagnoletti replied yes, we purchase from State bid and we have to tell them by May what we will need and are required to buy 70 percent of that.

Mr. Malter asked Mrs. Hurd-Harvey, after all of the year-end adjustments have been made could you generate a report showing the original budget, the budget after adjustments and the expenditures for 2016. Mrs. Hurd-Harvey replied yes. It may be April or May before we have that report ready.

2. **End of Year Budget Transfers** – Mrs. Hurd-Harvey stated they need to roll over the 2016 forfeiture accounts for both the District Attorney and the New York State Police. She requested authorization to transfer \$6,668.76 into the District Attorney's account and \$11,071.97 into the New York State Police account.

**MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO ROLL OVER THE BALANCE OF THE 2016 DISTRICT ATTORNEY AND NEW YORK STATE POLICE FORFEITURE ACCOUNTS INTO THE 2017 ACCOUNTS AS FOLLOWS: \$6,668.70 FOR THE DISTRICT ATTORNEY AND \$11,071.97 FOR THE NEW YORK STATE POLICE MADE BY MR. SCHU. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

F. County Manager

1. **Traffic Diversion Disbursements** – Mr. Wheeler stated the disbursement proposal was sent electronically. We did make some changes as suggested by the Public Safety & Corrections Committee. The \$27,000 under New York State Police will now be included with the Sheriff's disbursement and they will use that to purchase an unmarked vehicle to be shared with the New York State Police. The other change was the item at the bottom named Child Advocacy as a capital project. The total amount to be disbursed is \$140,000.

**MOTION: AUTHORIZING THE ALLOCATION OF TRAFFIC DIVERSION PROGRAM FUNDS IN THE AMOUNT OF \$140,000 AS FOLLOWS: SHERIFF'S OFFICE - \$42,500; CORNING PD - \$15,500; HORNELL PD - \$15,500; BATH VILLAGE PD - \$15,500; ADDISON PD - \$4,000; CANISTEO PD - \$4,000; PAINTED POST PD - \$4,000; WAYLAND PD - \$4,000; COHOCTON PD - \$3,000; HAMMONDSPORT PD - \$3,000; NORTH HORNELL PD - \$2,500; CATON CONSTABLE - \$1,500; COUNCIL ON ADDICTIONS - \$5,000; AND ALLOCATING \$20,000 TO THE CHILD ADVOCACY CAPITAL PROJECT MADE BY MS. FITZPATRICK. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

2. **Integrated County Clerk Records Management System** – Mr. Wheeler stated the County Clerk will be transitioning to a new IQS system. As part of that, we will need to purchase a server, and potentially a number of label printers. He requested authorization to spend a maximum of \$8,000 from the Book Restoration Capital for that purchase.

**MOTION: AUTHORIZING THE COUNTY CLERK TO SPEND UP TO \$8,000 FROM THE BOOK RESTORATION CAPITAL PROJECT TO PURCHASE A SERVER AND LABEL PRINTERS RELATIVE TO THE REPLACEMENT OF THE INTEGRATED COUNTY CLERK'S RECORDS MANAGEMENT SYSTEM MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

3. **Home Rule Request for Sales Tax Extension** – Mr. Wheeler stated that prior to discussing this item, he needs to meet with the cities to negotiate. He will bring this item back next month.

**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 MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**MOTION: AUTHORIZING THE PRIVATE SALE, PURSUANT TO RPTL 1166, OF PARCEL #151.79-02-016.000, SITUATE IN THE CITY OF HORNELL, TO DAVID ROBERT SMITH AND PATRICIA ANN SMITH, JOINT TENANTS WITH RIGHT OF SURVIVORSHIP, FOR \$2,825.00 PLUS RECORDING FEES AND SUBJECT TO THE TERMS AND CONDITIONS OF THE NOTICE TO BIDDERS AND TERMS OF SALE 2016, AND AUTHORIZING THE ISSUANCE OF A QUIT CLAIM DEED TO SAID PURCHASERS MADE BY MR. ROUSH. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**MOTION: TO ADJOURN EXECUTIVE SESSION AND RECONVENE IN REGULAR SESSION MADE BY MR. SCHU. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

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

Respectfully Submitted by

Amanda L. Chapman  
Deputy Clerk  
Steuben County Legislature

**\*\*NEXT MEETING SCHEDULED FOR\*\***

**Tuesday, February 14, 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, February 8, 2017.**