

**STEBEN COUNTY FINANCE COMMITTEE**

Tuesday, May 9, 2017

10:00 a.m.

Legislative Committee Room  
Steuben County Office Building  
Bath, New York

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

<b>COMMITTEE:</b>	Scott J. Van Etten, Chair Gary B. Roush	Gary D. Swackhamer, Vice Chair Brian C. Schu	Kelly H. Fitzpatrick
<b>STAFF:</b>	Jack K. Wheeler Alan Reed Kelly Penziul Tammy Hurd-Harvey	Mitchell Alger Vince Spagnoletti Eric Rose	Pat Donnelly Vicky Olin Jennifer Prossick
<b>LEGISLATORS:</b>	Carol A. Ferratella John V. Malter	Hilda T. Lando	Robin K. Lattimer
<b>OTHERS:</b>	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 APRIL 11, 2017, AND APRIL 24, 2017, MEETINGS MADE BY MR. SWACKHAMER. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**III. DEPARTMENT REQUESTS**

A. Public Works

1. **Appropriation of NYSDOT Extreme Winter Recovery Funding** – Mr. Spagnoletti informed the committee the State budget came out with additional funding for Extreme Winter Recovery and Steuben County received \$642,568.87. He requested authorization to accept and appropriate this funding into the Capital Projects for Road Construction. With this funding, we could grind and blacktop 4.5 miles of CR 60 in the Town of West Union.

**MOTION: AUTHORIZING THE COMMISSIONER OF PUBLIC WORKS TO ACCEPT \$642,568.87 IN NYSDOT EXTREME WINTER RECOVERY FUNDING AND APPROPRIATE TO THE CAPITAL PROJECTS D 5112-5-250-000 ROAD CONSTRUCTION FOR THE GRINDING AND BLACKTOP OF 4.5 MILES OF CR 60 IN THE TOWN OF WEST UNION MADE BY MR. ROUSH. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.**

B. County Clerk

1. **Semi-Annual Mortgage Tax Distribution** – Mr. Wheeler stated there have been no significant changes other than the Town of Erwin decreased \$77,000 from the same period last year. Ms. Fitzpatrick noted the numbers on the resolution do not match. The first paragraph under Mortgage Tax Apportionment has the sum of \$534,220.73 and the total on the second page is \$540,824.11.

**MOTION: APPROVING AND ACCEPTING THE SEMI-ANNUAL MORTGAGE TAX DISTRIBUTION AS PRESENTED MADE BY MR. SCHU. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.**

C. Elections

1. **Scan-Flow System** – Mrs. Olin informed the committee that NTS is adding a new Scan-Flow System to the existing database. This will allow us to scan documents as they come into the office and work directly off the computer system. Mrs. Olin commented this will also make sure that everything is entered into the file in the correct date order. A number of counties have this system. We really feel this will help with office efficiency and the accountability for both parties checking the documents. She stated that they did apply to the State under the HAVA Shoebox grant for \$24,750.00 and received that funding. The cost for the new software is \$4,950.00 annually for five years. If we pay the \$24,750.00 up front, NTS will waive the installation and training fee and the maintenance and support fee. Mrs. Olin requested authorization to accept and appropriate the grant funding, and to purchase the Scan-Flow System for \$24,750.00.

**MOTION: AUTHORIZING THE BOARD OF ELECTIONS TO PURCHASE A NEW SCAN-FLOW SYSTEM FOR A TOTAL FIVE-YEAR COST OF \$24,750.00 TO BE PAID UP FRONT AND AUTHORIZING THE ACCEPTANCE AND APPROPRIATION OF A HAVA SHOEBOX GRANT IN SAID AMOUNT TO BE UTILIZED FOR THIS PURCHASE MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

D. Commissioner of Finance

1. **Monthly Reports** – Mr. Van Etten stated he had emailed a question to Mr. Spagnoletti regarding the Landfill county cost and Mr. Spagnoletti provided a detailed explanation. Mr. Spagnoletti stated we have \$1.5 million that we have not even started to expend. Our revenue numbers do not include April, and reflects accurately that we are in pretty good shape. With our contracts with Casella, LaForge and Swarhout, we are getting plenty of garbage. We need to make sure we get the new cell built next year. Mr. Van Etten asked when we build Cell 4, what will be the expected life? Mr. Spagnoletti replied five to six years. Our tonnage has increased some, so that could drop down to four years.

Ms. Fitzpatrick stated the budget adjustment for the Institute for Human Services contracted service shows that you are just adding to the expense line, but that was not the way it was presented? Mrs. Hurd-Harvey replied we book from the budget adjustment when a transfer just requires committee approval. When a transfer requires full board approval, then we book from the resolution. Ms. Fitzpatrick stated it should not be an increase in revenue. Mrs. Hurd-Harvey replied we can fix it. Ms. Fitzpatrick stated she would like it to be correct. Mrs. Hurd-Harvey stated we will undo it and have the department resubmit the budget transfer form and have it go back through the signing process.

2. **Bond Anticipation Note for Upper Five Mile Creek Watershed** – Mr. Donnelly informed the committee that from time to time the Upper Five Mile Creek Watershed Protection District borrows money to make improvements. Last year they borrowed \$150,000 and we issued a bond anticipation note. He requested authorization to issue a bond anticipation note for one year, amortized to five years in the amount of \$120,000. We will award the one-year bond anticipation note to the highest bidder. This is a debt of the County as we issue the bond and it is paid from a tax on district lands.

**MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO ISSUE A BOND ANTICIPATION NOTE IN THE AMOUNT OF \$120,000.00 FOR THE UPPER FIVE MILE CREEK WATERSHED PROTECTION DISTRICT MADE BY MR. SCHU. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.**

3. **Notice to Bidders and Terms of Sale for 2017 Tax Foreclosure Auction** – Mr. Donnelly presented the Notice to Bidders and Terms of Sale. They have made a couple of adjustments. Mr. Reed stated of

note, item #25 changes the length of disqualification for those individuals who have allowed the foreclosure of real property due to nonpayment of taxes from five years to ten years. Item #15 has been adjusted to reflect that purchasers shall provide in a form acceptable to the County the name that shall appear on the deed, and shall disclose whether they are acting as an agent and, if so, who they are acting as an agent for.

Mr. Van Etten asked for an explanation of the addition to Item #23 "...or to dispose of the property by any means as may be authorized by the Steuben County Legislature". Mr. Donnelly replied that will allow the County to retain or sell privately and that would require approval of the Full Legislature. Mr. Reed stated it provides for options other than public sale in the auction.

**MOTION: APPROVING THE NOTICE TO BIDDERS AND TERMS OF SALE FOR THE 2017 TAX FORECLOSURE AUCTION AS PRESENTED MADE BY MR. SCHU. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.**

4. **Tax Auction** – Mr. Donnelly requested authorization to waive the bidding process and extend the contract with Pirrung Auctioneers through December 31, 2017. He also requested authorization to solicit requests for proposals for auction services commencing January 1, 2018.

**MOTION: WAIVING THE RFP PROCESS AND AUTHORIZING THE COMMISSIONER OF FINANCE TO EXTEND THE CONTRACT WITH PIRRUNG AUCTIONEERS AT THE SAME TERMS AND CONDITIONS THROUGH DECEMBER 31, 2017 TO CONDUCT THE ANNUAL TAX FORECLOSURE SALE AND AUTHORIZING THE COMMISSIONER OF FINANCE, IN CONJUNCTION WITH THE PURCHASING DIRECTOR TO SOLICIT RFP'S FOR AUCTION SERVICES COMMENCING JANUARY 1, 2018 MADE BY MR. SWACKHAMER. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

5. **Bonadio Contract** – Mrs. Hurd-Harvey stated nine years ago we put out an RFP for audit services and at the time it was awarded to Bonadio. It has come to our attention that we never did a formal contract; we just had an engagement letter. It was suggested by the Law Department to have this committee ratify this contract back to 2008. We did the original RFP in 2008 and extended it for five years. Over time, we have asked them to do special projects as we have gone along. Examples include audits for highway bridge projects and room tax audit. Mr. Donnelly commented the room tax audit, tobacco securitization and land bank are separate.

**MOTION: RETROACTIVELY RATIFYING A CONTRACT WITH BONADIO TO PERFORM AUDIT SERVICES FROM 2008 THROUGH 2017 MADE BY MR. SWACKHAMER. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

6. **Petty Cash Adjustments** – Mrs. Hurd-Harvey informed the committee that the County Auditor has spent time auditing the petty cash accounts. She distributed a handout depicting the adjustments and commented this will require approval of the Full Legislature. She requested authorization to approve the recommended values for various departments as presented.

**MOTION: RATIFYING PETTY CASH ACCOUNTS FOR THE FOLLOWING: FINANCE - \$150.00; COUNTY CLERK - \$400.00; MOTOR VEHICLES – BATH - \$600.00; MOTOR VEHICLES – CORNING – \$600.00; MOTOR VEHICLES – HORNELL - \$550.00; ELECTIONS - \$100.00; CENTRAL MOTOR POOL - \$25.00; SHERIFF – CIVIL OFFICE - \$100.00; SHERIFF'S DEPARTMENT - \$1,500.00; PUBLIC WORKS ADMIN - \$150.00; OFFICE FOR THE AGING - \$100.00 AND STC REGIONAL PLANNING & DEVELOPMENT BOARD - \$50.00; APPROVING CORRECTIONS TO PETTY CASH ACCOUNTS FOR THE FOLLOWING: PUBLIC HEALTH NURSES - \$150.00; LANDFILL - \$100.00; DISTRICT ATTORNEY - \$1,700.00; ALCOHOL ABUSE CLINIC - \$50.00; MENTAL HEALTH CLINIC - \$300.00; DELETING THE ACCOUNTS FOR CHILD & YOUTH FAMILY SUPP AND FAMILY INTENSIVE CASE MGT; TRANSFERRING \$100.00 FROM THE CONTINUING DAY TREATMENT – CORNING PROGRAM TO THE CONTINUING DAY TREATMENT –**

**BATH, BRINGING THE TOTAL FOR BATH TO \$200.00; COMBINING MENTAL HEALTH – ICM WRAP OF \$2,250.00 WITH THE \$2,000 FOR SUPPORTIVE CASE MGMT AND INCREASING TOTAL AMOUNT BY \$500.00 FOR A GRAND TOTAL OF \$4,750.00 AND RENAMING IT HEALTH HOME MADE BY MR. ROUSH. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.**

E. County Manager

1. **Accepting and Appropriating Grant for Excavator** - Mr. Wheeler informed the committee that Assemblyman Palmesano facilitated securing a grant through the New York State Dormitory Authority for a rubber-track excavator. This will be used jointly between Steuben County and the Steuben County Soil & Water Conservation District. The estimated cost of the machine is \$115,000 and the grant is \$100,000. He requested authorization to accept the grant and appropriate the funding to the Public Works Major Equipment line, and amend the Major Equipment list.

**MOTION: AUTHORIZING THE COUNTY MANAGER TO ACCEPT A NEW YORK STATE DORMITORY AUTHORITY GRANT IN THE AMOUNT OF \$100,000 FOR THE PURCHASE OF A RUBBER-TRACK EXCAVATOR; APPROPRIATING SAID FUNDING INTO THE PUBLIC WORKS MAJOR EQUIPMENT LINE AND AMENDING THE PUBLIC WORKS MAJOR EQUIPMENT LIST TO REFLECT THIS PURCHASE MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.**

2. **Casino Revenue** – Mr. Swackhamer asked are we receiving revenue from the new casinos? Mr. Wheeler replied we receive a portion of a settlement from the Seneca Nation, however, they are saying they are not going to pay. Mr. Donnelly stated we received \$124,000 for our final payment for 2016.

3. **Old Health Care Facility** – Mr. Wheeler informed the committee that Centers for Specialty Care has asked if we will cover the property tax and insurance on the Old Health Care Facility. We also pay for the maintenance and utilities at that facility. He requested authorization to pay \$9,053.59 representing the property taxes and insurance to the Centers for Specialty Care.

**MOTION: AUTHORIZING THE COUNTY MANAGER TO PAY \$9,053.59 TO THE CENTERS FOR SPECIALTY CARE REPRESENTING THE PAYMENT OF PROPERTY TAXES AND INSURANCE ON THE OLD HEALTH CARE FACILITY MADE BY MR. SCHU. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

4. **Card Access System** – Mr. Wheeler informed the committee that the card access system needs to be updated and the operating system is no longer supported. We budgeted \$225,000 to replace the card access system at the County Office Building complex, 911 and the Civil Defense Center. Mr. Rose has done a great job looking at different options and AIP awarded the bid to Day Automation, who is also on State contract. The Jail also needs to be upgraded and we had budgeted \$25,000 in a capital project. We were hoping to wait until next year to do the Jail, however, they are struggling to keep their system operational. He stated that they received \$78,000 in reimbursement funding from the Department of Social Services for the County Office Building portion. He requested authorization to transfer \$125,000 from the Unrestricted Fund Balance into the capital project for the replacement of the Card Access System.

**MOTION: AUTHORIZING THE COUNTY MANAGER TO TRANSFER \$125,000 FROM THE UNRESTRICTED FUND BALANCE AND APPROPRIATING TO THE CAPITAL PROJECT FOR THE REPLACEMENT OF THE CARD ACCESS SYSTEM MADE BY MR. SWACKHAMER. SECONDED BY MR. SCHU FOR DISCUSSION.**

Mr. Van Etten asked what will be the timing of this project? Mr. Wheeler replied with your approval we will get the contract process started. Mr. Rose stated it will take three to four weeks for the installation and then they will

work for months after that to make sure everything is working the way we need it to. Mr. Wheeler stated there is an option for maintenance at a rate of \$18,000 per year, however, our goal is to get Mr. Rose and his staff trained on the system. Mr. Van Etten asked will this new system be installed in the two new buildings? Mr. Wheeler replied yes.

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

**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 MR. ROUSH. 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. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

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

Respectfully Submitted by

Amanda L. Chapman  
Deputy Clerk  
Steuben County Legislature

**\*\*NEXT MEETING SCHEDULED FOR\*\*  
Tuesday, June 13, 2017  
Legislative Committee Room  
9:00 a.m.**

**Please send agenda items to the Clerk of the Legislature's Office  
NO LATER THAN NOON  
Wednesday, June 7, 2017.**