I. CALL TO ORDER

Ms. Fitzpatrick called the meeting to order at 9:50 a.m. and asked Mr. Malter to lead the Pledge of Allegiance.

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE DECEMBER 10, 2019, AND DECEMBER 16, 2019, MEETINGS MADE BY MR. NICHOLS. SECONDED BY MR. ROUSH. MOTION CARRIES 3-0-1. (MR. MALTER ABSTAINED AS HE WAS NOT A MEMBER OF THE COMMITTEE AT THAT TIME)

III. DEPARTMENT REQUESTS

A. Elections

1. **Budget Transfer** – Mrs. Olin requested authorization to transfer a total of $109,000 from various 2019 budget line items into the Voting Machines Capital Project for the future purchase of voting machines. She explained they did not have a full primary last year so there was some extra money.

**MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO TRANSFER A TOTAL OF $109,000 FROM VARIOUS 2019 BOARD OF ELECTIONS OPERATING ACCOUNTS INTO THE VOTING MACHINES CAPITAL PROJECT MADE BY MR. NICHOLS. SECONDED BY MR. ROUSH FOR DISCUSSION.**

Mr. Nichols asked when will the machines be purchased? Mrs. Olin replied they will begin purchasing in 2021, but not later than 2022. Mr. Nichols asked will they be the same style of machine? Mrs. Olin replied there is one machine that is from the same company they currently are using that has some revisions, but we are not thrilled with it. The company did not change the software and it is very cumbersome. There is another machine that is a touchscreen and it is very large and we think it will be better because voters will not have to fill in the ovals. This machine also comes with a curtain and has a paper printout and shows on the screen your votes before you cast your ballot. The problem is when the ballot is printed, it prints with a bar code and you cannot read the bar code.
Mrs. Olin stated when they went to their State conference they saw another new machine, but that has not yet been certified.

Mr. Nichols asked are there any concerns with the touchscreen that the votes will not get counted? Mrs. Olin replied if the machine has been certified it has gone through rigorous testing and we do our own testing on each machine prior to the election. Mr. Horton asked when you purchase the machines, will the entire County get new machines? Mrs. Olin replied last time we did a replacement, it was across the board. She stated she would rather do it all at once for training purposes.

**VOTE ON PREVIOUS MOTION. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.**

**B. District Attorney**

1. **Re-appropriate 2019 Equipment Funding to Purchase Surveillance Equipment** – Mr. Terwilliger requested authorization to re-appropriate $16,000 in unexpended funds from the 2019 Major Equipment line to the 2020 Major Equipment line and amend the Major Equipment List to include the purchase of covert surveillance equipment. He stated this was approved by the Public Safety & Corrections Committee. Since that meeting, things have come to light with regard to Discovery. Now the criminal histories are being provided to defense counsel and that will require more data entry. He stated that at this time, the District Attorney does not want to spend this money on equipment as he may need to go to committee to request additional staff.

Mr. Wheeler suggested the committee re-appropriate the funding to the 2020 Major Equipment line and if the District Attorney wants to do something different, he will need to come back to the committee for authorization.

**MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO RE-APPROPRIATE $16,000 OF UNEXPENDED MAJOR EQUIPMENT LINE FUNDS FROM THE DISTRICT ATTORNEY’S 2019 BUDGET INTO THE 2020 BUDGET, AND AMENDING THE MAJOR EQUIPMENT LIST TO INCLUDE COVERT SURVEILLANCE EQUIPMENT MADE BY MR. ROUSH. SECONDED BY MR. MALTER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**C. Sheriff’s Office**

1. **Accept 2020 Police Traffic Services Grant** – Sheriff Allard requested authorization to accept the 2020 Police Traffic Services Grant from the Governor’s Traffic Safety Committee in the amount of $8,010. This funding will pay for overtime costs for seatbelt details, specialized enforcement and car seat details.

**MOTION: AUTHORIZING THE SHERIFF TO ACCEPT THE 2020 POLICE TRAFFIC SERVICES GRANT FROM THE GOVERNOR’S TRAFFIC SAFETY COMMITTEE IN THE AMOUNT OF $8,010 MADE BY MR. MALTER. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

2. **Re-Appropriate Funds for UPS with Bypass Switch** - Sheriff Allard informed the committee they were unable to get the bids done in 2019 for the replacement of the UPS with Bypass Switch. He requested authorization to re-appropriate $7,700 from the 2019 Major Equipment line item into the 2020 Major Equipment line item to purchase and install the UPS with Bypass Switch.

**MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO RE-APPROPRIATE $7,700 FROM THE JAIL’S 2019 MAJOR EQUIPMENT LINE ITEM TO THE 2020 MAJOR EQUIPMENT LINE ITEM FOR THE PURCHASE AND INSTALLATION OF A UPS WITH BYPASS SWITCH FOR THE CONTROL ROOM IN THE STEUBEN COUNTY JAIL AND AMENDING THE JAIL’S 2020 MAJOR EQUIPMENT LIST TO REFLECT THE SAME MADE BY MR. ROUSH. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 4-0**

3. **Re-appropriate Funds for Water Line Capital Project** - Sheriff Allard explained they had previously budgeted $37,500 to purchase a dishwasher for the Jail. After some analysis, they determined it would be better to lease the dishwasher for $4,800 per year. That leaves us with $32,700. Sheriff Allard explained they
are currently on year three of the water line replacement project and the prices have increased from the original bid. He requested authorization to re-appropriate the $32,700 from the 2019 Major Equipment line into the capital project entitled “Replace Water Lines in the Jail”.

**MOTION:** AUTHORIZING THE COMMISSIONER OF FINANCE TO RE-APPROPRIATE $32,700 FROM THE JAIL’S 2019 MAJOR EQUIPMENT LINE TO THE CAPITAL PROJECT ENTITLED “REPLACE WATER LINES IN THE JAIL” MADE BY MR. MALTER. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.

D. Public Health
   1. Lead Grant – Mrs. Smith requested authorization to accept a Lead Grant from the United Way of the Southern Tier in the amount of $3,000. This is unrestricted funding and our intent is to use some of these funds to purchase supplies to assist families in the remediation of lead in their homes.

**MOTION:** AUTHORIZING THE PUBLIC HEALTH DIRECTOR TO ACCEPT A LEAD GRANT IN THE AMOUNT OF $3,000 FROM THE UNITED WAY OF THE SOUTHERN TIER MADE BY MR. MALTER. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.

E. Office for the Aging
   1. Approving New Contract with Comfort Keepers – Mrs. Baroody requested authorization to enter into a new contract with Comfort Keepers for Level I EISEP Home Care Services for $10,000 annually. This is new home care funding that was not budgeted for. Mr. Nichols asked is this to help keep seniors in their homes? Mrs. Baroody replied this service is for anyone over the age of 60 that meets the qualifications for home care.

**MOTION:** AUTHORIZING THE DIRECTOR OF THE OFFICE FOR THE AGING TO ENTER INTO A NEW CONTRACT WITH COMFORT KEEPS FOR LEVEL I EISEP HOME CARE SERVICES FOR $10,000 ANNUALLY MADE BY MR. ROUSH. SECONDED BY MR. NICHOLS FOR DISCUSSION.

Mr. Roush asked are there income requirements? Mrs. Baroody replied we have a sliding scale. The rate is $30.00 per hour and we are allowed to reduce that by $0.36 per hour because we do the assessment for the cases. Ms. Fitzpatrick asked how many hours of coverage will you get for this? Mrs. Baroody replied our advocacy efforts have paid off and the funding is coming from the EISEP Program. There is never enough and this funding will not go far. This is a new vendor and is just to get them started. Mr. Nichols asked is this for cleaning and laundry? Mrs. Baroody replied yes, the only thing that is excluded is hands-on care and that would be Level II.

**VOTE ON PREVIOUS MOTION. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

F. Commissioner of Finance
   1. Monthly Reports – Mr. Malter asked with regard to the budget transfers for the Jail, if we are reducing the population at the Jail, why are we making transfers into the food and kitchen accounts? Mr. Wheeler replied these transfers are to pay the bills prior to when we saw the population reduction.

Ms. Fitzpatrick asked on page four of the Budget Transfers, what are the transfers into and out of Social Services Admin accounts for overtime? Mrs. Hurd-Harvey replied there are multiple over time lines by program or by grant and they needed to move the overtime money around. Ms. Fitzpatrick stated that with budget transfers into and out of the same accounts, is there any way to combine those into one entry? Mrs. Hurd-Harvey replied it is difficult as much are initiated by the departments.

G. County Manager
   1. Mortgage Tax Extension - Mr. Wheeler informed the committee that we are required to request an extension of our Mortgage Tax. He is requesting approval to request the legislation.
MOTION: REQUESTING AN EXTENSION OF THE MORTGAGE TAX UNDER TAX LAW SECTION 253-S MADE BY MR. MALTER. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.

2. Broadband Expansion Study – Mr. Wheeler requested authorization to spend up to $75,000 on the Broadband Expansion Study out of the Southern Tier Fiber Capital Project. The estimated cost of the study is $55,000. Mr. Malter asked how many studies are ongoing at this point? Mr. Wheeler replied we have this one and the EMS study.

MOTION: AUTHORIZING THE COUNTY MANAGER TO SPEND UP TO $75,000 ON THE BROADBAND EXPANSION STUDY, THE COST TO BE PAID OUT OF THE SOUTHERN TIER FIBER CAPITAL PROJECT MADE BY MR. ROUSH. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.

Mr. Nichols asked how many other areas in the County are bad with respect to internet access? Mr. Wheeler replied we have areas in Bath, Bradford, Avoca, Howard, Town of Dansville, Urbana and Wayne. Mrs. Ferratella commented Hornby and Caton are also bad.

MOTION: TO ADJOURN REGULAR SESSION AND RECONVENE IN EXECUTIVE SESSION PURSUANT TO PUBLIC OFFICERS’ LAW, ARTICLE 7§ 105.1.F. THE MEDICAL, FINANCIAL, CREDIT OR EMPLOYMENT HISTORY OF A PARTICULAR CORPORATION AND SECTION 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. MALTER. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO PUT PARCEL #283.00-01-044.110, SITUATE IN THE TOWN OF CORNING, BACK INTO THE 2020 TAX FORECLOSURE SALE MADE BY MR. MALTER. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

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

MOTION: REQUESTING LEGISLATION FOR AN EXTENSION AUTHORIZING AN ADDITIONAL ONE PERCENT SALES TAX FOR STEUBEN COUNTY AND RECOMMENDING THAT $820,000 BE PAID TO THE CITY OF CORNING; $820,000 BE PAID TO THE CITY OF HORNELL; AND THE SUM OF $790,000 BE PAID TO THE TOWNS AND VILLAGES BASED UPON THEIR RESPECTIVE EQUALIZED FULL VALUE MADE BY MR. MALTER. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.

MOTION: TO ADJOURN MADE BY MR. NICHOLS. SECONDED BY MR. MALTER. 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 11, 2020
Legislative Committee Room
9:00 a.m.

Please send agenda items to the Clerk of the Legislature’s Office
NO LATER THAN NOON
Wednesday, February 5, 2020
STEUBEN COUNTY AD HOC OFFICE SPACE COMMITTEE
STEUBEN COUNTY FINANCE COMMITTEE

Special Joint Meeting
Monday, January 27, 2020
9:45 a.m.

Legislative Committee Room
Steuben County Office Building
Bath, New York

**MINUTES**

FINANCE COMMITTEE:  Kelly Fitzpatrick, Vice Chair  John Malter  Gary Roush  Robert Nichols

OFFICE SPACE COMMITTEE:  Brian C. Schu  John V. Malter  K. Michael Hanna

STAFF:  Jack K. Wheeler  Christopher Brewer  Jennifer Prossick
Brenda Mori  Tammy Hurd-Harvey  Cheryl Crocker

LEGISLATORS:  Scott J. Van Etten  Frederick G. Potter  Aaron I. Mullen
Hilda T. Lando  Paul Van Caeseele  Jeffrey Horton
Steve Maio

ABSENT:  Robin K. Lattimer, OSC Chair  Carol A. Ferratella, OSC Vice Chair  Gary D. Swackhamer

I. CALL TO ORDER

The Special Joint meeting of the Ad Hoc Office Space Committee and Finance Committee was called to order by Finance Vice Chair, Ms. Fitzpatrick.

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. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 7-0 (Van Etten serving as voting member of Ad Hoc Office Space Committee)

MOTION: AUTHORIZING THE PREVIOUSLY APPROVED AMOUNT OF $450,000 FOR THE PURCHASE OF REAL PROPERTY TO BE PAID FOR FROM THE UNRESTRICTED FUND BALANCE MADE BY MR. MALTER. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 6-1 (Fitzpatrick opposed; Van Etten serving as a voting member of the Ad Hoc Office Space Committee)

MOTION TO ADJOURN EXECUTIVE SESSION AND RECONVENE IN REGULAR SESSION MADE BY MR. SCHU. SECONDED BY MR. VAN ETSEN. ALL BEING IN FAVOR. MOTION CARRIES 7-0.

MOTION TO ADJOURN MADE BY MR. ROUSH. SECONDED BY MR. MALTER. ALL BEING IN FAVOR. MOTION CARRIES 7-0.

Respectfully submitted by,
Brenda K. Mori
Clerk of the Legislature
I. CALL TO ORDER

Ms. Fitzpatrick called the meeting to order at 10:15 a.m. and asked Mr. Roush to lead the Pledge of Allegiance.

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE JANUARY 14, 2020, AND JANUARY 27, 2020, MEETINGS MADE BY MR. MALTER. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

III. DEPARTMENT REQUESTS

A. Sheriff’s Office

1. State Criminal Alien Assistance Program Grant – Sheriff Allard requested authorization to accept a 2019 State Criminal Alien Assistance Program Grant in the amount of $2,987. This is a reimbursement for housing non-documented individuals at the Jail.

MOTION: AUTHORIZING THE SHERIFF TO ACCEPT THE 2019 STATE CRIMINAL ALIEN ASSISTANCE PROGRAM GRANT IN THE AMOUNT OF $2,987 MADE BY MR. ROUSH. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

2. Accept Trinity/Swanson Grant – Sheriff Allard informed the committee that he had applied for the Trinity/Swanson Grant to purchase safety and security equipment for the Jail, specifically Tasers for the Supervisors in the Jail. He was awarded $13,380 and he requested authorization to accept the non-matching grant.
MOTION: AUTHORIZING THE SHERIFF TO ACCEPT THE TRINITY/SWANSON GRANT IN THE AMOUNT OF $13,380 FOR THE PURCHASE OF TASERS FOR THE SUPERVISORS AT THE JAIL MADE BY MR. MALTER. SECONDED BY MR. NICHOLS FOR DISCUSSION.

Mr. Van Etten asked are we good as far as the concerns that Ms. Mori had about it? Ms. Prossick replied she believes the question on the table is that we have a contract with an entity and they are a vendor. There were concerns about the grant process. Mr. Van Etten asked does this vendor handle the commissary? Sheriff Allard replied yes. They provide services to the inmates and the inmates pay for those services. He stated Trinity/Swanson came up with a grant specifically for this purpose and we applied and were awarded.

VOTE ON PREVIOUS MOTION: ALL BEING IN FAVOR. MOTION CARRIES 4-0.

B. Office for the Aging
   1. Mrs. Baroody requested authorization to accept $102,000 in additional EISEP funds and appropriate it into various line items and contracts in the 2019 and 2020 budgets.

MOTION: AUTHORIZING THE DIRECTOR OF THE OFFICE FOR THE AGING TO ACCEPT AN ADDITIONAL $102,000 IN EISEP FUNDS INTO THE 2019 AND 2020 BUDGETS AND APPROPRIATE TO VARIOUS EQUIPMENT AND CONTRACT LINE ITEMS WITHIN THE 2019 AND 2020 BUDGETS MADE BY MR. ROUSH. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

C. Department of Social Services
   1. Budget Appropriation – Ms. Muller stated they had appropriated $438,000 in the 2019 Foster Care budget in anticipation of the Raise the Age expenditures. We have anticipated that the 2019 expenditures will be close to $800,000. The State has indicated that they will provide 100 percent reimbursement to counties under the tax cap, which we are, for the incremental costs associated with implementing Raise the Age. She requested authorization to accept $347,081 in State revenue and appropriate the same to the 2019 Foster Care budget.

MOTION: AUTHORIZING THE COMMISSIONER OF SOCIAL SERVICES TO ACCEPT AND APPROPRIATE STATE REVENUE IN THE AMOUNT OF $347,081 INTO THE 2019 BUDGET REVENUE LINE AND APPROPRIATING $347,081 INTO THE 2019 BUDGET FOSTER CARE EXPENSE LINE ITEM MADE BY MR. NICHOLS. SECONDED BY MR. MALTER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

D. Office of Community Services
   1. Budget Adjustment - Dr. Chapman requested authorization to transfer a total of $220,000 from 2019 contracted services lines into the 2019 line item for the Mental Hygiene Law to cover 2019 expenses. He explained when an individual is arrested on felony charges and is deemed incompetent to stand trial, they are sent to the Rochester Psychiatric Center (RPC) for treatment. The cost for that is $20,000 per month. At this point in time we have an individual who has been on that unit the entirety of 2019 and continues to be there. We also had an adolescent that needed to be evaluated at the Elmira Psychiatric Center (EPC). The total bill for 2019 was $270,000, and we typically only budget $20,000 in this line item.

MOTION: AUTHORIZING THE DIRECTOR OF THE OFFICE OF COMMUNITY SERVICES TO TRANSFER $160,000 FROM THE CONTRACTS FOR SERVICES LINE ITEM IN THE MENTAL HEALTH CLINIC COST CENTER AND $60,000 FROM THE CONTRACTS FOR SERVICES LINE ITEM IN THE EMERGENCY OUTREACH COST CENTER IN THE 2019 BUDGET AND APPROPRIATING $220,000 INTO THE MENTAL HYGIENE LAW LINE ITEM WITHIN THE MENTAL HEALTH ADMINISTRATION COST CENTER IN THE 2019 BUDGET TO COVER THE 2019 MENTAL HYGIENE BILL COSTS MADE BY MR. ROUSH. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 4-0.
E. Public Health

1. **Diabetes Coalition** – Mrs. Smith informed the committee that the Diabetes Coalition had been formed on October 15, 2010 and this coalition served Steuben, Chemung and Schuyler counties. This coalition was later disbanded on July 17, 2019. Over the years the coalition had raised $4,559.29 and the group decided to set these funds aside for children, in the three-county area, with a diabetes diagnosis to be able to attend the American Diabetes Association’s Camp Aspire. She requested authorization to transfer these funds from the Diabetes Coalition to the S2AY Rural Health Network, who has agreed to accept and distribute these scholarships for Camp Aspire.

**MOTION:** AUTHORIZING THE TRANSFER OF $4,559.29 FROM THE DIABETES COALITION TO THE S2AY RURAL HEALTH NETWORK FOR THE PURPOSE OF DISTRIBUTING SCHOLARSHIPS FOR CAMP ASPIRE MADE BY MR. MALTER. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

F. Public Works

1. **Budget Transfer** – Mr. Spagnoletti requested authorization to transfer $2,400 from the 2019 Major Equipment line to the 2019 contractual line to pay for year-end invoices.

**MOTION:** AUTHORIZING THE COMMISSIONER OF PUBLIC WORKS TO TRANSFER $2,400 FROM THE 2019 MAJOR EQUIPMENT LINE TO THE 2019 CONTRACTUAL LINE TO PAY FOR YEAR-END INVOICES MADE BY MR. ROUSH. SECONDED BY MR. MALTER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

G. Emergency Management Office

1. **Acceptance of FY19 SICG Grant** – Mr. Wheeler requested authorization to accept a FY19 Statewide Interoperable Communications Grant in the amount of $796,257. These funds will be used for radio maintenance and ongoing radio projects.

**MOTION:** AUTHORIZING THE DIRECTOR OF THE EMERGENCY MANAGEMENT OFFICE TO ACCEPT A FY19 STATEWIDE INTEROPERABLE COMMUNICATIONS GRANT IN THE AMOUNT OF $796,257 MADE BY MR. MALTER. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

H. District Attorney

1. **Budget Transfer** - Mr. Terwilliger requested authorization to transfer $6,000 from the 2019 Fringe line into the 2019 contractual lines to cover expenses, specifically for witness fees and travel reimbursements. He explained they had more grand juries and they also had an extradition to California.

**MOTION:** AUTHORIZING THE DISTRICT ATTORNEY TO TRANSFER $6,000 FROM THE 2019 FRINGE LINE ITEM INTO THE 2019 CONTRACTUAL LINE ITEMS TO COVER EXPENSES, SPECIFICALLY FOR WITNESS FEES AND TRAVEL REIMBURSEMENT MADE BY MR. ROUSH. SECONDED BY MR. MALTER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

I. Commissioner of Finance

1. **Monthly Reports** – Ms. Fitzpatrick asked there was a budget transfer in the Jail Budget between other expenses and minor sales – other. What is that? Mrs. Hurd-Harvey replied that is an annual transfer that we use to set up the Commissary budget.

2. **Year-End Budget Transfers and Adjustment** – Mrs. Hurd-Harvey presented the year-end budget transfer for approval. These include adjusting the actual sales tax payments to municipalities; fund the General Fund Salary and Fringe Items; fund the Landfill Salary and Fringe lines; fund the County Road Salary and Fringe lines; a 2019 end of year Records budget adjustment; fund the end of year IT chargebacks; 2019 Workers’ Comp Reserve end of year transfers; transfer out of Machine Fund to Diesel and Unleaded Fuel lines
and appropriating a total of $1.5 million of additional Landfill revenue and appropriating $300,000 into OPEB, $10,000 into Workers’ Compensation Reserve, $15,000 into IT Chargeback, $700,000 into post closure expenses, $186,000 into leave accruals and $100,000 into miscellaneous accounts.

MOTION: APPROVING THE 2019 YEAR-END BUDGET TRANSFERS AS PRESENTED BY THE COMMISSIONER OF FINANCE MADE BY MR. ROUSH. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

Mrs. Hurd-Harvey presented 2020 budget transfers for approval. The first is setting up the budget line for the forfeiture accounts for the State Police, District Attorney and Sheriff; $16,760 for the State Police, $24,329 for the District Attorney and $12,353 for the Sheriff. The second transfer is rolling forward the Suicide Prevention donation for the Office of Community Services in the amount of $4,486.

MOTION: APPROVING THE 2020 BUDGET TRANSFERS TO SET UP THE FORFEITURE ACCOUNTS AND ROLLING FORWARD THE SUICIDE PREVENTION DONATION AS PRESENTED BY THE COMMISSIONER OF FINANCE MADE BY MR. MALTER. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

3. Contingent Fund Transfer – Mrs. Hurd-Harvey requested authorization to transfer $35,000 from the 2019 Contingent Fund to the Nichol Inn Capital project to pay for engineering costs related to the environmental monitoring of the Nichol Inn property. Mr. Orcutt explained we are still doing the well monitoring and there are costs associated with the sampling of the wells.

MOTION: AUTHORIZING A TRANSFER OF $35,000 FROM THE 2019 CONTINGENT FUND INTO THE NICHOL INN CAPITAL PROJECT TO PAY FOR ENGINEERING COSTS RELATED TO THE ENVIRONMENTAL MONITORING OF SAID PROPERTY MADE BY MR. ROUSH. SECONDED BY MR. MALTER. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.

Mr. Malter asked what is the plan for this property? Mrs. Hurd-Harvey replied they have had several people who have expressed interest. Ms. Prossick stated they have actively been working to come up with a plan.

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. NICHOLS. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO CANCEL TAXES AND ISSUE A CERTIFICATE OF PROSPECTIVE CANCELLATION RELATIVE TO PARCEL #151.80-01-041.000 SITUATE IN THE CITY OF HORNELL MADE BY MR. MALTER. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO CANCEL TAXES AND CHARGE TAXES BACK TO THE SCHOOL DISTRICT AND TOWN RELATIVE TO PARCEL #563.00-06-004.000 MADE BY MR. MALTER. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

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

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR**
Tuesday, March 10, 2020
Legislative Committee Room
9:00 a.m.

Please send agenda items to the Clerk of the Legislature’s Office
NO LATER THAN NOON
Wednesday, March 4, 2020
I. CALL TO ORDER

Mr. Swackhamer called the meeting to order at 10:50 a.m.

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE FEBRUARY 11, 2020, MEETING MADE BY MR. MALTER, SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

III. DEPARTMENT REQUESTS

A. Office of Community Services
   1. Budget Adjustment - Dr. Chapman requested authorization to accept $682,485 in one-time start-up funding from the New York State Office of Alcohol and Substance Abuse Services (NYS OASAS) and to appropriate these pass-thru dollars to CASA-Trinity. He announced CASA-Trinity will be moving into their new space in the plaza next to the new hospital within the next two weeks.

MOTION: AUTHORIZING THE DIRECTOR OF THE OFFICE OF COMMUNITY SERVICES TO ACCEPT $682,485 IN ONE-TIME START-UP FUNDING FROM THE NEW YORK STATE OFFICE OF ALCOHOL AND SUBSTANCE ABUSE SERVICES (NYS OASAS) AND TO APPROPRIATE TO CASA-TRINITY MADE BY MS. FITZPATRICK, SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

B. Public Works
   1. Amend Major Equipment Lists – Mr. Rapalee informed the committee they would like to purchase a Tractor with Boom Mower for the Landfill and this was approved by the Public Works Committee. They will be purchasing this from the Town of Hornellsville. He requested authorization to remove the Tractor with Boom Mower from the Highway Major Equipment List ($160,000) and add a Tractor with Boom Mower to the Landfill Major Equipment List ($130,000). Mr. Swackhamer asked how many hours does the machine you are purchasing have? Mr. Rapalee replied it has 161 hours.

   MOTION: REMOVING THE TRACTOR WITH BOOM MOWER FROM THE HIGHWAY MAJOR EQUIPMENT LIST ($160,000) AND ADDING IT TO THE LANDFILL MAJOR EQUIPMENT LIST ($130,000), SECONDED BY MR. ROUSH, ALL BEING IN FAVOR. MOTION CARRIES 5-0.
MOTION: AUTHORIZING THE COMMISSIONER OF PUBLIC WORKS TO REMOVE THE TRACTOR WITH BOOM MOWER FROM THE HIGHWAY MAJOR EQUIPMENT LIST FOR $160,000 AND ADDING A TRACTOR WITH BOOM MOWER TO THE LANDFILL MAJOR EQUIPMENT LIST FOR $130,000 MADE BY MR. ROUSH. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. Purchase of 28 +/- Acres of Buffer Land Adjacent to Bath Landfill – Mr. Rapalee requested authorization to purchase 28 acres of buffer land at the Landfill. Ms. Prossick stated the County will be purchasing this land for $2,000 per acre plus the subdivision and recording/filing fees.

MOTION: AUTHORIZING THE PURCHASE BY THE COUNTY MANAGER, OF 28 ACRES OF LAND ADJACENT TO THE BATH LANDFILL FOR A TOTAL COST OF $2,000 PER ACRE PLUS SUBDIVISION AND RECORDING/FILING FEES MADE BY MR. MALTER. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

C. 911
1. Public Safety Answering Point (PSAP) Grant Acceptance – Mr. Hopkins requested authorization to accept a total of $187,468 from the Public Safety Answering Points (PSAP) Operations Grant. This represents our portion of the cellular surcharges that the State collects annually. This funding is distributed across the State and is based on the number of calls received and CAD records. Mr. Wheeler stated they would like to encumber this funding into the capital project for future upgrades.

MOTION: AUTHORIZING THE 911 DIRECTOR TO ACCEPT A PUBLIC SAFETY ANSWERING POINTS (PSAP) OPERATIONS GRANT IN THE AMOUNT OF $187,468 AND APPROPRIATE TO THE 911 COMMUNICATIONS SYSTEM CAPITAL PROJECT TO BE USED FOR FUTURE UPGRADES MADE BY MS. FITZPATRICK. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

D. Commissioner of Finance
1. Monthly Reports – Mrs. Hurd-Harvey asked if there were any questions on the monthly reports. Ms. Fitzpatrick asked about the negative purchase orders. Mrs. Hurd-Harvey explained we typically have numerous purchase order balances. Specific to her department, they had to transfer $1,000 into the Legal Services line item to cover bankruptcy procedures.

2. Year-End Budget Transfers & Adjustments – Mrs. Hurd-Harvey presented year-end budget transfers and adjustments for approval. These include a total of $3,800 from various lines to fund Sheriff vehicle repairs completed at the DPW shop; $29,500 from Corning Community college to fund the Judgments & Claims for end-of-year tort costs; roll-over of Homeland Security Grant from 2019 into 2020 for Emergency Management Office; roll-over of Homeland Security Grant from 2019 into 2020 for Sheriff’s Office. She also did a roll-over of 2019 STOP-DWI, Bicycle Safety, and Traffic Safety Grants into 2020 and removed negative balances of $1,200 from the District Attorney’s budget and $778 from Personnel’s budget.

MOTION: APPROVING THE YEAR-END BUDGET TRANSFERS & ADJUSTMENTS AS PRESENTED BY THE COMMISSIONER OF FINANCE MADE BY MS. FITZPATRICK. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

3. 2020 Tax Sale – Mr. Donnelly requested authorization to set the date, time and location of the 2020 Tax Sale for Friday, July 10, 2020, at 10:00 a.m. at the Bath Haverling High School Auditorium. He noted that to-date they have 181 unredeemed parcels.

MOTION: SETTING THE DATE, TIME AND LOCATION OF THE 2020 TAX SALE FOR FRIDAY, JULY 10, 2020, AT 10:00 A.M. AT THE BATH HAVERLING HIGH SCHOOL AUDITORIUM MADE BY MS. FITZPATRICK. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.
E. County Manager

1. Requesting Adoption of Senate and Assembly Bills Relative Sales and Compensating Use Taxes – Mr. Wheeler requested a resolution urging the State Legislature adopt the Senate and Assembly bills authorizing Steuben County to impose an additional one percent sales and compensating use taxes until November 30, 2023.

MOTION: AUTHORIZING A RESOLUTION URGING THE STATE LEGISLATURE ADOPT THE SENATE AND ASSEMBLY BILLS AUTHORIZING STEUBEN COUNTY TO IMPOSE AN ADDITIONAL ONE PERCENT SALES AND COMPENSATING USE TAXES UNTIL NOVEMBER 30, 2023 MADE BY MR. MALTER. SECONDED BY MS. FITZPATRICK. 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, §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. MALTER. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING A HARDSHIP DEFERRAL RELATIVE TO PARCEL #159.13-03-046.000, SITUATE IN THE VILLAGE OF BATH, EXPIRING MARCH 31, 2021 MADE BY MR. ROUSH. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING A HARDSHIP DEFERRAL RELATIVE TO PARCEL #162.00-01-010.200, SITUATE IN THE TOWN OF BRADFORD, EXPIRING MARCH 31, 2021 MADE BY MR. ROUSH. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING A HARDSHIP DEFERRAL RELATIVE TO PARCEL #162.00-01-011.000, SITUATE IN THE TOWN OF BRADFORD, EXPIRING MARCH 31, 2021 MADE BY MR. ROUSH. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING A HARDSHIP DEFERRAL RELATIVE TO PARCEL #151.15-01-007.000, SITUATE IN THE CITY OF HORNELL, EXPIRING MARCH 31, 2021 MADE BY MR. ROUSH. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING A HARDSHIP DEFERRAL RELATIVE TO PARCEL #182.19-01-029.000, SITUATE IN THE VILLAGE OF CANISTEO, EXPIRING MARCH 31, 2021 MADE BY MR. ROUSH. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING A HARDSHIP DEFERRAL RELATIVE TO PARCEL #369.08-02-014.000, SITUATE IN THE TOWN OF LINDLEY, EXPIRING MARCH 31, 2021 MADE BY MR. ROUSH. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING A HARDSHIP DEFERRAL RELATIVE TO PARCEL #425.00-01-010.100, SITUATE IN THE TOWN OF LINDLEY, EXPIRING MARCH 31, 2021 MADE BY MR. ROUSH. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING A HARDSHIP DEFERRAL RELATIVE TO PARCEL #166.26-01-044.000, SITUATE IN THE CITY OF HORNELL, EXPIRING MARCH 31, 2021 MADE BY MR. ROUSH. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 5-0.
MOTION:  AUTHORIZING A HARDSHIP DEFERRAL RELATIVE TO PARCEL #317.07 -01-068.000, SITUATE IN THE CITY OF CORNING, EXPIRING MARCH 31, 2021 MADE BY MR. ROUSH.  SECONDED BY MR. NICHOLS.  ALL BEING IN FAVOR.  MOTION CARRIES 5-0.

MOTION:  AUTHORIZING A HARDSHIP DEFERRAL RELATIVE TO PARCEL #257.00-03.003.200, SITUATE IN THE TOWN OF THURSTON, EXPIRING MARCH 31, 2021 MADE BY MR. ROUSH.  SECONDED BY MR. NICHOLS.  ALL BEING IN FAVOR.  MOTION CARRIES 5-0.

MOTION:  AUTHORIZING A HARDSHIP DEFERRAL RELATIVE TO PARCEL #319.11-01-024.000, SITUATE IN THE TOWN OF CORNING, EXPIRING MARCH 31, 2021 MADE BY MR. ROUSH.  SECONDED BY MR. NICHOLS.  ALL BEING IN FAVOR.  MOTION CARRIES 5-0.

MOTION:  AUTHORIZING A HARDSHIP DEFERRAL RELATIVE TO PARCEL #015.05-02.015.000, SITUATE IN THE VILLAGE OF WAYLAND, EXPIRING MARCH 31, 2021, AND SUBJECT TO A 25 PERCENT PENALTY MADE BY MR. MALTER.  SECONDED BY MR. NICHOLS.  ALL BEING IN FAVOR.  MOTION CARRIES 5-0.

MOTION:  AUTHORIZING A HARDSHIP DEFERRAL RELATIVE TO PARCEL #159.13-04-002.000, SITUATE IN THE VILLAGE OF BATH, EXPIRING MARCH 31, 2021, AND SUBJECT TO A 25 PERCENT PENALTY MADE BY MR. MALTER.  SECONDED BY MR. NICHOLS.  ALL BEING IN FAVOR.  MOTION CARRIES 5-0.

MOTION:  AUTHORIZING A HARDSHIP DEFERRAL RELATIVE TO PARCEL #299.11-02-020.000, SITUATE IN THE CITY OF CORNING, EXPIRING MARCH 31, 2021, AND SUBJECT TO A 25 PERCENT PENALTY MADE BY MR. MALTER.  SECONDED BY MR. NICHOLS.  ALL BEING IN FAVOR.  MOTION CARRIES 5-0.

MOTION:  AUTHORIZING A HARDSHIP DEFERRAL RELATIVE TO PARCEL #208.00-03-030.000, SITUATE IN THE TOWN OF CAMPBELL, EXPIRING MARCH 31, 2021, AND SUBJECT TO A 25 PERCENT PENALTY MADE BY MR. MALTER.  SECONDED BY MR. NICHOLS.  ALL BEING IN FAVOR.  MOTION CARRIES 5-0.

MOTION:  AUTHORIZING A HARDSHIP DEFERRAL RELATIVE TO PARCEL #151.63-01-030.000, SITUATE IN THE CITY OF HORNELL, EXPIRING MARCH 31, 2021, AND SUBJECT TO A 25 PERCENT PENALTY MADE BY MR. MALTER.  SECONDED BY MR. NICHOLS.  ALL BEING IN FAVOR.  MOTION CARRIES 5-0.

MOTION:  AUTHORIZING THE COMMISSIONER OF FINANCE TO OFFER FOR PRIVATE SALE, PARCEL #166.09-01-063.000, SITUATE IN THE CITY OF HORNELL, TO RICHARD CRANDALL FOR CONSIDERATION OF $1.00 MADE BY MS. FITZPATRICK.  SECONDED BY MR. ROUSH.  ALL BEING IN FAVOR.  MOTION CARRIES 5-0.

MOTION:  AUTHORIZING THE COMMISSIONER OF FINANCE TO CANCEL THE 2018, 2019 AND 2020 TOWN AND COUNTY TAXES RELATIVE TO PARCEL #114.00-01-038.000, SITUATE IN THE TOWN OF AVOCA MADE BY MS. FITZPATRICK.  SECONDED BY MR. ROUSH.  ALL BEING IN FAVOR.  MOTION CARRIES 5-0.

MOTION:  AMENDING RESOLUTION NO. 135-19 TO REFLECT THE PERIOD OF CANCELLATION OF TOWN AND COUNTY TAXES TO BE FROM 2014 THROUGH 2018 RELATIVE TO PARCEL #151.80-01-041.000, SITUATE IN THE CITY OF HORNELL MADE BY MR. ROUSH.  SECONDED BY MR. NICHOLS.  ALL BEING IN FAVOR.  MOTION CARRIES 5-0.
MOTION: AMENDING RESOLUTION NO. 040-20 TO REFLECT THE CANCELLATION OF TOWN AND COUNTY TAXES FOR THE YEAR 2017 RELATIVE TO PARCEL #563.00-06-004.000, SITUATE IN THE TOWN OF CORNING MADE BY MR. MALTER. 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. MALTER. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: TO ADJOURN MADE BY MR. MALTER. 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, April 14, 2020
Legislative Committee Room
9:00 a.m.

Please send agenda items to the Clerk of the Legislature’s Office
NO LATER THAN NOON
Wednesday, April 1, 2020
STEUBEN COUNTY PUBLIC WORKS COMMITTEE
STEUBEN COUNTY FINANCE COMMITTEE
Special Joint Meeting
Monday, March 23, 2020
10:00 a.m.
Via Teleconference

**MINUTES**

COMMITTEE: Robert V. Nichols, Chair
Aaron I. Mullen
Kelly H. Fitzpatrick, Vice Chair
Gary B. Roush
Frederick G. Potter, Vice Chair
Thomas J. Ryan
John V. Malter
Jeffrey P. Horton
Robert V. Nichols

STAFF: Jack K. Wheeler
Jennifer Prossick
Nate Alderman
James Allard
David Hopkins
Christopher Brewer
Brenda Mori
Cheryl Crocker
Shawn Sauro
Tammy Hurd-Harvey
Vincent Spagnoletti
Wendy Jordan
Amy Dlugos
Eric Rose
Vicki Olin

LEGISLATORS: Scott J. Van Etten
Hilda T. Lando
Paul E. Van Caeseele
Robin K. Lattimer
Steven P. Maio
Carol A. Ferratella
Brian C. Schu

ABSENT: Gary D. Swackhamer

I. CALL TO ORDER

Mr. Nichols called the meeting to order at 10:00 a.m.

II. DEPARTMENT REQUESTS

A. Public Works

1. CR 119 Bridge Project - Mr. Spagnoletti stated all three agenda items are for the CR 119 Bridge to be built this summer in Cameron. The first item is for both the Finance Committee and the Public Works Committee. It is to fund our $300,000 increase in estimated project cost by appropriating $285,000 in funding from the Federal and State governments and by appropriating $15,000 in funding from our County’s future bridge projects account.

MOTION: AUTHORIZING THE COMMISSIONER OF PUBLIC WORKS TO APPROPRIATE A TOTAL OF $285,000 IN FEDERAL AND STATE FUNDING AND APPROPRIATE $15,000 FROM THE COUNTY'S FUTURE BRIDGE PROJECTS ACCOUNT INTO THE CR 119 BRIDGE PROJECT MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 4-0 PUBLIC WORKS (MULLEN UNABLE TO VOTE) AND 4-0 FINANCE.

Mr. Spagnoletti stated the second item for the Public Works Committee is for approval to enter into an agreement with the New York State Department of Transportation for them to fund 95 percent of the $4,940,000 estimated project cost.

MOTION: AUTHORIZING THE COMMISSIONER OF PUBLIC WORKS TO ENTER INTO AN AGREEMENT WITH THE NEW YORK STATE DEPARTMENT OF TRANSPORTATION FOR THE STATE TO FUND 95 PERCENT OF THE $4,940,000 ESTIMATED PROJECT COST FOR THE CR 119 BRIDGE PROJECT MADE BY MR. POTTER. SECONDED BY MR. RYAN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.
Mr. Spagnoletti stated the third item is to award the bid, by the Public Works committee, to Twin Tier Constructors, Inc. of Scottsville, NY for $3,994,662.00.

**MOTION:** AWARDING THE BID FOR CONSTRUCTION OF THE CR 119 BRIDGE IN CAMERON TO THE LOW BIDDER, TWIN TIER CONSTRUCTORS, INC. FOR A TOTAL PRICE OF $3,994,662.00 MADE BY MR. RYAN. SECONDED BY MR. HORTON. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

**MOTION:** TO ADJOURN MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0 PUBLIC WORKS AND 4-0 FINANCE.

Respectfully Submitted by

Amanda L. Chapman  
Deputy Clerk  
Steuben County Legislature
STEUBEN COUNTY FINANCE COMMITTEE
Tuesday, April 14, 2020
9:41 a.m.
Via Teleconference

** 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  Brenda Mori
Jennifer Prossick  Tammy Hurd-Harvey  James Allard
Judy Hunter  Pat Donnelly  Tim Marshall
Darlene Smith

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

OTHERS: James Johnson, Executive Director, Steuben County Industrial Development Agency
Mary Perham
Media

I. CALL TO ORDER

Mr. Swackhamer called the meeting to order at 9:41 a.m.

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE MARCH 10, 2020, AND MARCH 23, 2020, MEETINGS MADE BY MR. NICHOLS. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

III. DEPARTMENTAL REQUESTS

A. Emergency Management Office

1. Motorola Change Order – Mr. Marshall explained we had a UPS power supply at the Whitesville Tower site that we had brought down to the 911 Center during their power outage to serve as a secondary UPS. We need to replace that for the Whitesville Tower site. This change order for $15,770 will allow us to purchase a new UPS for the Whitesville Tower.

MOTION: APPROVING THE MOTOROLA CHANGE ORDER IN THE AMOUNT OF $15,770 TO PURCHASE A UPS FOR THE WHITESVILLE TOWER SITE MADE BY MR. ROUSH. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. FY17 SHSP Budget Adjustment – Mr. Marshall stated in order to close out the FY17 program, they need to move money from software to major equipment. We will be using these funds to replace the duplex printer for the ID system and the GIS plotter which is no longer covered under maintenance. Additionally we will also be purchasing equipment for the fire investigators. The total amount of the transfer is $14,574.95

MOTION: AUTHORIZING THE DIRECTOR OF THE EMERGENCY MANAGEMENT OFFICE TO TRANSFER $14,574.95 IN FY17 SHSP FUNDS FROM THE SOFTWARE TO THE MAJOR EQUIPMENT LINE ITEM TO PURCHASE A REPLACEMENT DUPLEX PRINTER FOR THE ID SYSTEM, A GIS PLOTTER AND EQUIPMENT FOR THE FIRE INVESTIGATORS AND AMENDING THE MAJOR

Finance Committee
Tuesday, April 14, 2020
EQUIPMENT LIST TO REFLECT THESE PURCHASES MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

3. Emergency Purchases – Mr. Marshall informed the committee a number of items have been purchased as part of our response and action relative to COVID-19 and he has provided a detailed list. He requested ratification of those emergency purchases which total $20,606.15.

MOTION: RATIFYING THE EMERGENCY PURCHASES MADE BY THE DIRECTOR OF THE EMERGENCY MANAGEMENT OFFICE IN RESPONSE TO COVID-19 TO-DATE, TOTALLING $20,606.15 MADE BY MR. MALTER. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Ms. Fitzpatrick asked can we expect that kind of expenditure for the next couple of months? Mr. Marshall replied it is hard to say. A lot of that was in response to the initial response. He doesn’t know if we will have a lot in the future. Mr. Wheeler stated we have been working with Purchasing, Public Health and Emergency Management to locally source PPE. He stated I think we are okay because we are getting another shipment of N-95’s from the State stockpile. We are looking to find additional testing kits moving forward. He commented with regard to the meals and other incidental expenses, he expects that to continue as we are providing meals for the staff that are working out of the EOC as well as the nurses and MRC. Ms. Fitzpatrick stated that’s understood and makes perfect sense. With the FEMA funding, do we see any issues and how are we funding in the meantime? Mr. Marshall replied the Commissioner of Finance has a plan on how to fund this going forward.

B Sheriff’s Office

1 State Farm Grant – Sheriff Allard requested authorization to accept $24,750 from State Farm to purchase an educational trailer relative to intoxicated driving.

MOTION: AUTHORIZING THE SHERIFF TO ACCEPT A $24,750 GRANT FROM STATE FARM TO PURCHASE AN EDUCATIONAL TRAILER RELATIVE TO INTOXICATED DRIVING MADE BY MR. ROUSH. SECONDED BY MR. NICHOLS FOR DISCUSSION.

Ms. Fitzpatrick asked are we doing the purchasing, or are they buying? Sheriff Allard replied we will be doing the purchasing through Mr. Morse. We expect the trailer will cost $8,000 and the remainder will be used for outfitting it. Ms. Fitzpatrick asked do you expect to spend all of this funding, and what happens if you do not? Sheriff Allard replied if we do not spend all of this funding, then he will come back to the committee with what we would like to spend. He is pretty sure that this will take all of the funding.

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

2 Livescan Grant – Sheriff Allard explained this is the computer, software and hardware to do our fingerprinting at the Jail and County Office Building. This is a one-time, matching grant from the State. They have offered $30,000. We can delay the matching until next year’s budget. He requested approval to receive the grant and to budget the matching funds in next year’s budget.

MOTION: AUTHORIZING THE SHERIFF TO ACCEPT THE LIVESCAN MATCHING GRANT IN THE AMOUNT OF $30,000 AND BUDGETING THE MATCHING FUNDS IN NEXT YEAR’S BUDGET MADE BY MR. ROUSH. SECONDED BY MR. NICHOLS FOR DISCUSSION.

Ms. Fitzpatrick asked what do you think your odds are of getting this funding given the State budget? Sheriff Allard replied this funding is initiated by the Federal Government and appropriated by the State. Ms. Fitzpatrick stated we have to plan on budgeting another $30,000 for you for next year? Sheriff Allard replied yes.

VOTE ON PREVIOUS MOTION: ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.
Sheriff Allard stated he would just like to say what a remarkable job Mrs. Smith and the crew at the EOC are doing; they are doing a phenomenal job.

C. Public Health

Mrs. Smith thanked the Sheriff for his comments. We really appreciate the partnership that he has extended to us with assisting the nurses; that has been a huge, huge help to us.

1. COVID-19 Response Grant – Mrs. Smith requested authorization to accept the COVID-19 Response Grant in the amount of $158,307. These funds will be used to cover various expenses under the COVID response, including overtime, medical supplies, mileage and administration.

**MOTION:** AUTHORIZING THE DIRECTOR OF PUBLIC HEALTH TO ACCEPT A COVID-19 RESPONSE GRANT IN THE AMOUNT OF $158,307 MADE BY MR. ROUSH. SECONDED BY MR. MALTER. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

2. Update – Ms. Fitzpatrick asked if Mrs. Smith could provide a brief update. Mrs. Smith stated as of this morning we have 156 positive cases, however, she knows of at least one more that is coming in today. We are up to 14 deaths, but I can tell you all but one or two are nursing home related. It’s very tragic and very unfortunate, but not really unexpected. We have about 300 people in isolation or quarantine. It is a monumental task to follow up on those individuals. As of yesterday we have 38 individuals who have fully recovered and that number is going to grow. By the time this is over, you will have many people that fall into the category of recovered and for that, we are very grateful.

Ms. Fitzpatrick asked how many patients in the nursing homes had DNR’s? Mrs. Smith replied I don’t have that data to know. Just from experience, I will speculate the majority had, but I cannot verify that as I don’t have the data. I would also speculate that they had chronic underlying health conditions. Ms. Fitzpatrick stated her concern is some of the processes the nursing homes have in place apparently are not working. Mrs. Smith stated that is one reason we asked the Department of Health to come down and partner with us to look at the infection control policies and do all the swabbing. We have three nursing homes in the County who do have clusters of the virus. A lot of things play into that and it is safe to assume because visitors have not been allowed in nursing homes in over a month, that any transmissions, it is safe to assume that staff are bringing it in.

Ms. Fitzpatrick asked has there been any talk of antibody testing? Mrs. Smith stated she is hearing more about that every day. She has not received notification that the testing is available in our area. There are communications in that area going around almost daily. Hopefully that will be getting off the ground in this area. Ms. Fitzpatrick stated thank you. I’m not picking on you; I’m just concerned about many things and worry about the parks being closed; mainly the state of everything being tipped the wrong way. I think the government needs to open things back up. A lot of businesses are not going to open and I have a lot of concerns economically and mentally.

Mrs. Smith stated I can’t disagree with you. Worry about the mental health aspect of this is part of the whole pandemic that no one has had time to think about. Public Health has sent messaging around that; how to identify some of the feelings that a lot of us are feeling such as grief, sense of loss and the disconnect, are certainly normal. Part of our messaging includes phone numbers and resources of who to call if you are feeling overwhelmed. The long-term as this goes on, it will not only take a physical toll, but certainly the mental toll needs to be paid attention to.

Mr. Van Etten stated that he talked with Mr. Wheeler and we will be reissuing the County Building closure to the public through April 29th as we are trying to follow the State’s calendar. Having the County parks open would be nice, but we have had reports and complaints of kids playing basketball and we can’t have those types of gatherings.
Mr. Wheeler stated every time we talk with the media, with regard to enforcement, we encourage people to get out with their wife, husband and kids; that is not what we are looking at. We are looking at large gatherings. No one is being ticketed or arrested, so far so good on that front.

Mr. Mullen stated one thing that he doesn’t understand with looking at Public Health Law is how we have the authority to turn this into a criminal act and he will be requesting an analysis on this. It is not unreasonable to want people to act this way, but he has concerns that this is overreaching. I don’t think people should be in groups and I don’t think it should be a crime. Ms. Prossick stated Mr. Mullen, I can get you some information. Mr. Baker and I looked through it. There are many pieces, but when you put them together, the criminal penalties and sanctions are attached. I can get you that information.

D. Public Works
1. Transferring $128,000 into CR 119 Bridge Project – Mr. Spagnoletti stated in order to move the railroad crossing where the CR 119 Bridge is, the total cost is $768,000. Mr. Catherman and the NYS DOT found $640,000 in funding to do this. That leaves a balance of $128,000. He requested authorization to transfer $80,000 out of the completed CR 22 Bridge Project and $48,000 from the Future Bridge Projects account to cover this funding.

MOTION: AUTHORIZING THE COMMISSIONER OF PUBLIC WORKS TO TRANSFER $80,000 FROM THE COMPLETED CR 22 BRIDGE PROJECT AND $48,000 FROM THE FUTURE BRIDGE PROJECTS ACCOUNTS INTO THE CR 119 BRIDGE PROJECT MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK FOR DISCUSSION.

Mr. Nichols asked will we get reimbursed for some or most of it? Mr. Spagnoletti replied this project is 95 percent Federal and State funding but the railroad crossing does not come in under that. However, the State was able to find $640,000 and we will have to come up with the additional $128,000.

E. Commissioner of Finance
1. Monthly Reports – Mrs. Hurd-Harvey asked if there were any questions on the monthly reports. Ms. Fitzpatrick asked when we transfer money from the Homeland Security grants, are we just putting that in on the expenditure side? Mrs. Hurd-Harvey replied we are putting in the revenues, but the E-Finance system automatically rolls that into the next year department number and line item. The system had already done a piece of it. We only have to physically move the balance of the expenses and revenue to cover those costs.

2. 2019 End of Year Transfers – Mrs. Hurd-Harvey presented what she hopes are the final 2019 budget transfers. She stated that Mr. Spagnoletti wanted to make a comment regarding the Landfill. Mr. Spagnoletti stated that normally at year-end we would have $2 million - $2.5 million and this year it normally would have been $2.2 million. However, there have been changes in the DEC regulations that require us to transfer another $1.9 million to fund something. In the past, DEC has required private business and government entities that own landfills to set aside money to care for that landfill for 30 years after it is closed, and we have done that. Recently DEC has recommended that it be moved out to 40 years. To do that for another 10 years requires an additional $1.9 million. They also want additional testing for PFOA’s. This is a one-time $1.9 million addition to our yearly adjustment.

Mr. Malter asked as of the end of the year, what has been the net overall surplus for the Landfill? Mr. Spagnoletti replied in the Landfill division we have $15 million. In 2019, we would have had an operating surplus of $2.2 million, but this additional $1.9 million will eat that up. The Landfill division is in good shape. Our net cash is $14 million and our net worth, book worth, is $16 million. On the market place it would be much more than that.

MOTION: APPROVING THE 2019 END OF YEAR TRANSFERS AS PRESENTED BY THE COMMISSIONER OF FINANCE MADE BY MS. FITZPATRICK. SECONDED BY MR. MALTER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.
3. **Value Payment Services – Waiving Convenience Fees** – Mrs. Hurd-Harvey stated the next two topics go hand in hand. With regard to the Value Payment Services we had talked about giving taxpayers some relief by waiving convenience fees on credit card fees. We started working on that and pulled data and determined that the fees people were paying were so miniscule that she does not believe it is worth our time to modify the contract and then go back. She stated 73 percent for the month of last April paid less than $10 in fees. Mr. Malter stated he thinks we should just leave it. Ms. Fitzpatrick and Mr. Nichols stated they agreed.

4. **Waiving Interest Fees** – Mrs. Hurd-Harvey stated we spent a lot of time looking at this and figuring out how much it would cost. If you waive the interest on Town and County taxes for a period of time, April, May and June; for anyone who paid in April, May or June, our cost would be $50,000. If you waived just three months of interest, even if they were paid in September, our cost would be $120,000 - $150,000. My worst case estimate was $255,000, but we would never get there.

Ms. Fitzpatrick stated my personal opinion is Town and County taxes are technically due January 31st, which is before most of the problem hit the fan. She stated she is not in favor. Mr. Roush stated he agrees. Mr. Malter stated he agrees also. You are giving some people a break, but when you raise taxes next year, that is being spread across everyone and that is not fair. Mr. Swackhamer stated I agree. Mr. Van Etten commented I agree. The point is you are giving breaks to people who have not paid on time and giving those that paid, not any benefit.

5. **Waiving Late Payment Fees on Contracts** - Ms. Fitzpatrick asked what is this? Mrs. Hurd-Harvey replied those are the installment contracts to pay delinquent taxes over a period of time. A lot of folks take out a contract every year. Again, the point is well taken that these are delinquent taxes. She stated she was just thinking of a way they could provide relief. Mr. Swackhamer stated it is good that you present these and we appreciate it. Mr. Swackhamer asked if there was any interest in waiving the late payment fees on contracts? The committee was in agreement that no action would be taken.

6. **Waiving Late Payment Fees on Room Tax Collections** – Mrs. Hurd-Harvey stated we have never been good about enforcing the late payment fees on room tax collections and I couldn’t tell you how much that would amount to as I don’t have a good estimate. We will probably not collect much for the June payment because everything is closed.

Ms. Fitzpatrick stated I would be in favor of removing the late payment fee simply because small businesses are being hard hit by the closures. Mr. Nichols stated he agrees.

Mr. Malter stated he is not in favor of reducing anything at this point. We have 15 percent of lost revenue from the State that potentially could happen and we are looking at $4.1 million and he is not in favor of any reductions. Ms. Fitzpatrick stated the room tax will probably be zero anyway. Mr. Malter asked then why waive it? Mrs. Hurd-Harvey stated it would have been March and theoretically some would be coming in March.

**MOTION:** WAIVING THE LATE PAYMENT FEES ON ROOM TAX COLLECTIONS MADE BY MS. FITZPATRICK. SECONDED BY MR. NICHOLS. MOTION CARRIES 3-2. (MR. MALTER AND MR. ROUSH OPPOSED.)

7. **Extending the Deadline on Contract Defaults** – Mrs. Hurd-Harvey suggested for anyone in a current contract, or entering into a contract, that the default date would be extended until May 29, 2020. Normally they default after they are late 15 days and then we give them 30 days to cure the default. She would recommend delaying the default for March, April and May until May 29, 2020 and then they would still have 30 days to cure before they would be considered in true default.

Mr. Malter asked what contract? Mrs. Hurd-Harvey replied these are the installment contracts for delinquent taxes. She is proposing to allow them to not make any payments until May 29, 2020 if they choose. Many are still making payments although some are not.
Ms. Fitzpatrick asked has there been any increase in defaults? Mrs. Hurd-Harvey replied we will know tomorrow and then I can compare the numbers to last year’s default list. Mr. Swackhamer asked would you just put them under a hardship? Mrs. Hurd-Harvey replied no, we would just not run the default process until May 29, 2020.

**MOTION: EXTENDING THE CONTRACT DEFAULT DATE TO MAY 29, 2020 MADE BY MS. FITZPATRICK. SECONDED BY MR. MALTER FOR DISCUSSION.**

Mr. Malter asked what segment of the population are we talking about; mostly the elderly? Mrs. Hurd-Harvey stated she has never done a demographic. There are several elderly that do a contract every year and renew every year. We also have people who are financially stressed, some own a house they cannot afford, etc. There are many people who make monthly payments on delinquent taxes.

Mr. Mullen asked do we plan to have people show that they had any hardships or are we just going to do a blanket extension? Mrs. Hurd-Harvey stated she would recommend a blanket extension as it would administratively be difficult to determine who is worthy.

Mrs. Ferratella stated I feel like you are deferring the problem and compounding it when you are moving things out. It may make more of a hardship later on. Mr. Roush stated I agree with that.

Mr. Maio stated they can still pay it if they want to. The only break agreed to so far is waiving the late payment fees for public accommodation as opposed to property taxes. This is a financial plan for a lot of people. We are not taking money away from them; this is an extraordinary situation and we need to be more accommodating. Ms. Fitzpatrick stated we only waived the late payment fee, not the room tax. Mr. Maio stated it is based on income, not non-liquid assets.

Mr. Nichols stated for agriculture, we have many farms in the County dumping milk. Prices of milk for May have dropped $5.00 per hundred weight and we are talking thousands of dollars that agriculture is taking a beating on. A lot of farms have already paid their taxes and we don’t know how many this is affecting. This is a real crisis for the farming community. He stated he has not dumped any milk, but some farms have. This is very discouraging and very disheartening. He stated he doesn’t know if we have any farms in this category, but he is not opposed to delaying the default date. We are not losing money, we are just extending the payments.

Mr. Malter stated at one time we had a discussion about the new milk insurance. Does that insurance cover any of this dumping, or is it only when the price goes down? Mr. Nichols replied no, it only covers when the price goes down. Mr. Malter stated there must be some reimbursement because when the price goes down $5.00 per hundred weight, there is going to be some reimbursement for the people that took out the insurance. Is that correct? Mr. Nichols replied that is correct, but the problem is that the prices were forecast as good and only about half of the farms in the County bought insurance this year. If the Federal government does not reopen the insurance, the farmers will get nothing from the program. Everyone had a choice at that time.

Mr. Van Etten stated that he agrees with Mr. Maio on this. These are just deadlines and this could help someone in a tight spot. In the long-term we will be talking about these next year when the economic impacts roll through.

**VOTE ON PREVIOUS MOTION: MOTION CARRIES 3-0. (MR. MALTER AND MR. ROUSH OPPOSED)**

8. **Extending the Deadline on Lien Searches** – Mrs. Hurd-Harvey proposed extending the deadline for lien searches for the 2019 taxes. We normally apply that at the beginning of April. Do you want to approve this for the delinquent 2019 taxes? Ms. Fitzpatrick stated that for the 2019 taxes she would not defer. Mr. Swackhamer and Mr. Nichols stated they agree.

9. **Extending the Deadline for Payment of Hardship and Non-Refundable Undertakings** – Mrs. Hurd-Harvey explained the hardships and non-refundable undertakings that were approved last year were due March 31, 2020. We have 17 that have not paid and one individual that was already on a non-refundable
undertaking that has not paid. Do you want to extend or not? She stated 2 of the 17 hardships are pursuing non-refundable undertakings that would come due next March. We are talking about 15 hoping for an extension through the end of April.

Ms. Fitzpatrick asked do you think the building closure has had anything to do with people missing the deadline? Mrs. Hurd-Harvey replied her gut would tell her no. Ms. Mehlenbacher did take two calls from individuals who were looking for an extension. I don’t know if those calls were related to the building closure, but I would suspect not. They still have the option of doing a non-refundable undertaking.

Ms. Prossick stated there are 2 that she is aware of that have been affected due to the court being closed.

Mr. Malter asked what date are you looking at? Mrs. Hurd-Harvey replied she would recommend extending to May 29, 2020.

**MOTION:** EXTENDING THE DEADLINE FOR PAYMENT OF HARDSHIPS AND NON-REFUNDABLE UNDERTAKINGS TO MAY 29, 2020 MADE BY MR. MALTER. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

10. **Extending the Deadline for Hardship Requests** – Mrs. Hurd-Harvey stated normally if we have not received a request by now, then we would not entertain approving a hardship request and the only recourse would be an order to show cause or bankruptcy. Again, we were thinking of just extending the deadline and it would be more informal; we would not send out letters. We would just extend it if people approach us.

**MOTION:** EXTENDING THE DEADLINE FOR 2020 HARDSHIP APPLICATION REQUESTS MADE BY MS. FITZPATRICK. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

11. **Tax Sale Auction** – Mr. Horton asked with the probability of the tax sale auction possibly not happening, has anyone looked at making it an online auction? Mrs. Hurd-Harvey replied the reason we are most likely delaying the tax sale auction is not so much because of mass gatherings as it is because the courts are closed and we cannot get judgments. This would not be a top priority item for them. This is certainly something we can think about.

12. **Contingent Fund Transfer** – Mrs. Hurd-Harvey stated earlier, Mr. Marshall requested ratification of emergency purchases relative to COVID-19. The list of items he presented is just shy of $21,000. She requested authorization to do a Contingent Fund transfer in the amount of $50,000 to the cost center for the COVID-19 Public Health Grant. She stated that Ms. Congdon will know where to claim the costs; the PH grant or FEMA. Hopefully the $50,000 will be enough.

**MOTION:** AUTHORIZING A CONTINGENT FUND TRANSFER TO THE PUBLIC HEALTH COVID-19 RESPONSE GRANT COST CENTER IN THE AMOUNT OF $50,000 MADE BY MR. MALTER. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required

F. County Manager

1. **Sales Tax Extender** – Mr. Wheeler informed the committee that in the NYS Budget the Assembly and Senate grouped all of the sales tax and mortgage tax extenders into one omnibus bill utilizing the old numbers. What you passed and what was in the initial bills were different and we tried to get them to change. Both the cities and the towns under this extension are not getting the $40,000 we discussed; not by our action, but by the State. He requested ratification of the extender bill, but we know unfortunately that there are issues. Unfortunately we really don’t have a choice.

**MOTION:** ADOPTING THE SALES TAX EXTENDER BILL AS APPROVED IN THE NYS BUDGET MADE BY MR. MALTER. SECONDED BY MR. NICHOLS FOR DISCUSSION,
Mr. Maio asked what is the extra $40,000? Mr. Wheeler replied that’s for the one percent we talked to the cities about and on behalf of the towns and villages because they used to pre-empt every time, every two years. Now for the past couple of years they like to get a little additional in that one percent. The Finance Committee and the Legislature had included increases for both the cities and collectively the towns and villages, but those did not make it into the final version that was passed as one omnibus bill.

Mr. Swackhamer asked what was the ratio? Mr. Wheeler replied $40,000 to each city and another $40,000 to the towns and villages. You could always take a local option to allocate more money. If you wanted to allocate, we would have to do that in some other way. You really don’t have a choice with this.

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

Mr. Swackhamer asked if everyone received Mrs. Hurd-Harvey’s email regarding sales tax? Mr. Wheeler stated the good news is we did pretty well in the first quarter.

2. **Steuben County Emergency Relief Loan Program** – Mr. Brewer stated this is a collaborative effort to pool resources to bring together the Steuben County Emergency Relief Loan Program for small businesses. We have had a long-standing relationship with REDEC and it has been a good partnership. This new program will help businesses to stay open and keep employing employees. He stated that Mr. Johnson is also on the call if he wants to add anything. Mr. Brewer requested authorization to amend the contract with the Steuben County IDA for this purpose. Because of loan regulations, we will need to amend our contract so that the IDA will invest the money on the County’s behalf, into the new loan program.

Mr. Johnson explained the structure of this program has changed. Originally we were looking at six months in and out. In talking with our partner REDEC, it made more sense to have a 30-month loan with the first six months no interest and then the remaining term of 24 months at 1 percent interest. We wanted to give businesses every opportunity to be successful and be able to pay this money back. You may ask why we need this with the Federal stimulus. I personally feel that the Federal stimulus money will run out very quickly. One local bank has already processed $20 million in applications over four days; then multiply that by the number of banks across the country. There is a nuance in the Federal stimulus program that sole proprietors do not qualify and those are the small businesses that we are targeting. Mr. Johnson stated the IDA Board has approved $250,000 to come out of our restricted account. Corning Enterprises is granting us additional resources. Between the three entities; Steuben County, Steuben County IDA and Corning Enterprises, we hope to have a $500,000 pool.

Mr. Malter asked what will be the upper and lower limits for each loan? Mr. Johnson replied the minimum will be $5,000 and the maximum will be $20,000. There will be no interest for the first six months and then it will be 1 percent per month for the remainder of the term.

Mr. Mullen stated in terms of feedback, he believes it would be better to have the lower limit set at $8,000. I just hope that as part of the approval process that we make sure the loans are going to the businesses that we believe have a chance of pulling out of this. Mr. Johnson replied with respect to the lower limit of $5,000, we talked to REDEC about this and they felt that was a good floor and would make sense administratively. The $5,000 selected is based on REDEC’s years of experience. He stated with the application process, there will be a loan committee made up of Steuben County representatives, including Mr. Brewer and myself. We are very concerned that we want to get this cash back and that it revolves for future uses.

**MOTION: APPROVING AN AMENDMENT TO THE CONTRACT WITH THE STEUBEN COUNTY INDUSTRIAL DEVELOPMENT AGENCY TO INCLUDE AN INVESTMENT OF AN ADDITIONAL $150,000 TO BE USED FOR THE DEVELOPMENT AND CREATION OF THE STEUBEN COUNTY EMERGENCY RELIEF LOAN PROGRAM AND AUTHORIZING THE TRANSFER OF $150,000 OUT OF THE ECONOMIC DEVELOPMENT FUND FOR THIS PURPOSE MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK FOR DISCUSSION.**
Ms. Fitzpatrick stated she agrees with Mr. Johnson that the Federal stimulus funds will be burned through very quickly. We have to hope to God that you are not right that we will be closed for another six months. She stated that she actually would like to propose a memorializing resolution to get the State reopened in May.

Mr. Malter stated I believe the stimulus bill will pass this week and it includes funding for PPP (Payroll Protection Program). He asked when will REDEC start taking applications? Mr. Johnson replied REDEC is ready to start accepting applications as soon as we announce the program. Ms. Fitzpatrick asked will businesses that are currently closed be able to apply for that? Mr. Brewer replied the original intent of this was to be a stop-gap. We see now that the Federal money will not be available in the five to ten days they were indicating. Our concern is more on the Federal side and not having the funds available. Within the last week it became very restrictive and we thought this was the best way to get cash to businesses now.

Mrs. Fitzpatrick asked if a business does not have a PPP or major disaster loan, can they still apply for this funding? Mr. Johnson replied the Federal stimulus bill was making it a requirement that they had to apply for those and still need additional resources. For example, sole proprietors are not eligible for the PPP funding. We wanted to make sure that our program was targeted to the individuals that needed it most. There is a limit and we did not mean for this to be an easy way out.

Mr. Malter asked how does this application compare to the Federal application? Mr. Johnson replied it is very similar. We have an intake form to screen the applicants and the full application is 7 pages, and 3 of those are the certifications. We are looking at the applicant’s personal financial status, interim income statement and most recent tax return. Mr. Brewer stated with the PPP grant, the applicants have to detail a lot of payroll information and we are not requiring those forms.

Mr. Van Etten stated I think it is a good program and allows us to help. This funding will come out of the Economic Development Fund which currently has a balance of $500,000. We don’t often use it and this is the perfect opportunity. There will be a $20,000 administrative cost for this entire $500,000 loan program and that will be allocated across the three entities that are lending; that will account for approximately $7,000 in cost. This is a very worthwhile program. Mr. Johnson stated the administrative cost will be spread out over the original 30-month note. Mr. Malter asked so are we allocating $157,000? Mr. Johnson replied no, $150,000.

Mrs. Lando asked how will you get the message out? Mr. Johnson replied I have a press release that is ready to be sent pending your approval. We will also use social media and our daily email blast.

Ms. Fitzpatrick stated I think this program is a great idea, but I don’t like that the businesses have to apply for an SBA first, but I understand why they are doing it. Mrs. Lando stated this is a great idea.

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

**IV. OTHER**

A. Memorializing Resolution – Ms. Fitzpatrick stated she would like to entertain a resolution to the Governor that we need to get businesses reopened. We really need to get things back moving in New York and the country.

**MOTION: URGING GOVERNOR CUOMO TO REOPEN BUSINESSES IN NEW YORK STATE BY MAY 2020 MADE BY MS. FITZPATRICK. SECONDED BY MR. MALTER FOR DISCUSSION.**

Mr. Maio asked how can you vote on something that you don’t even know what it is going to say. You don’t even know what you are voting on. Ms. Fitzpatrick stated we vote on a lot of motions that we don’t see until the main meeting. Mr. Roush suggested amending the motion to state the writing of a memorializing resolution for presentation at the April Legislative Meeting.
MOTION: AMENDING THE PREVIOUS MOTION TO AUTHORIZE THE WRITING OF A MEMORIALIZING RESOLUTION URGING GOVERNOR CUOMO TO REOPEN BUSINESSES IN NEW YORK STATE BY MAY 2020, TO BE PRESENTED TO THE STEUBEN COUNTY LEGISLATURE FOR CONSIDERATION AT THE APRIL 27, 2020 MEETING MADE BY MS. FITZPATRICK. SECONDED BY MR. ROUSH. 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 THE 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 MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING A HARDSHIP DEFERRAL RELATIVE TO PARCEL #175.00-01-011.200 SITUATE IN THE TOWN OF BATH, EXPIRING MARCH 31, 2021 MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING A HARDSHIP DEFERRAL RELATIVE TO PARCEL #175.00-01-013.200 SITUATE IN THE TOWN OF BATH, EXPIRING MARCH 31, 2021 MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING A HARDSHIP DEFERRAL RELATIVE TO PARCEL #158.12-02-059.000 SITUATE IN THE VILLAGE OF BATH, EXPIRING MARCH 31, 2021 MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING A HARDSHIP DEFERRAL RELATIVE TO PARCEL #197.16-01-019.000 SITUATE IN THE TOWN OF CANISTEEO, EXPIRING MARCH 31, 2021 MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING A HARDSHIP DEFERRAL RELATIVE TO PARCEL #151.80-01-082.000 SITUATE IN THE CITY OF HORNELL, EXPIRING MARCH 31, 2021 MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING A HARDSHIP DEFERRAL RELATIVE TO PARCEL #099.20-01-018.000 SITUATE IN THE VILLAGE OF AVOCA, EXPIRING MARCH 31, 2021 MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING A HARDSHIP DEFERRAL RELATIVE TO PARCEL #107.00-01-007.400 SITUATE IN THE TOWN OF HORNELLSVILLE, EXPIRING MARCH 31, 2021 MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING A HARDSHIP DEFERRAL RELATIVE TO PARCEL #107.00-01-036.000 SITUATE IN THE TOWN OF HORNELLSVILLE, EXPIRING MARCH 31, 2021 MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING A HARDSHIP DEFERRAL RELATIVE TO PARCEL #109.13-01-013.000 SITUATE IN THE TOWN OF FREMONT, EXPIRING MARCH 31, 2021 MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING A HARDSHIP DEFERRAL RELATIVE TO PARCEL #224.42-01-010.000 SITUATE IN THE TOWN OF CAMPBELL, EXPIRING MARCH 31, 2021 MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.
MOTION: AUTHORIZING A HARDSHIP DEFERRAL RELATIVE TO PARCEL #224.42-01-011.000 SITUATE IN THE TOWN OF CAMPBELL, EXPIRING MARCH 31, 2021 MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING A HARDSHIP DEFERRAL RELATIVE TO PARCEL #224.42-01-012.000 SITUATE IN THE TOWN OF CAMPBELL, EXPIRING MARCH 31, 2021 MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING A HARDSHIP DEFERRAL RELATIVE TO PARCEL #160.00-01-045.000 SITUATE IN THE TOWN OF BATH, EXPIRING MARCH 31, 2021, MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING A HARDSHIP DEFERRAL RELATIVE TO PARCEL #115.00-01-038.130 SITUATE IN THE TOWN OF WHEELER, EXPIRING MARCH 31, 2021, AND SUBJECT TO A 25 PERCENT PENALTY MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING A HARDSHIP DEFERRAL RELATIVE TO PARCEL #400.00-01-020.111 SITUATE IN THE TOWN OF WOODHULL, EXPIRING MARCH 31, 2021, AND SUBJECT TO A 25 PERCENT PENALTY MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING A HARDSHIP DEFERRAL RELATIVE TO PARCEL #299.19-03-072.000 SITUATE IN THE CITY OF CORNING, EXPIRING MARCH 31, 2021, AND SUBJECT TO A 25 PERCENT PENALTY MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING A HARDSHIP DEFERRAL RELATIVE TO PARCEL #306.00-01-027.400 SITUATE IN THE TOWN OF GREENWOOD, EXPIRING MARCH 31, 2021, AND SUBJECT TO A 25 PERCENT PENALTY MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING A HARDSHIP DEFERRAL RELATIVE TO PARCEL #292.00-01-008.124 SITUATE IN THE TOWN OF CAMERON, EXPIRING MARCH 31, 2021, AND SUBJECT TO A 25 PERCENT PENALTY MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO ACCEPT A NON-REFUNDABLE UNDERTAKING IN THE AMOUNT OF $2,500.00, SUBJECT TO A 25 PERCENT PENALTY, RELATIVE TO PARCEL #054.06-01-030.000, SITUATE IN THE TOWN OF WAYLAND, TO DEFER THE ENFORCEMENT OF SALE UNTIL MARCH 31, 2021, SAID UNDERTAKING TO BE PAID WITHIN THIRTY DAYS MADE BY MR. ROUSH. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO ACCEPT A NON-REFUNDABLE UNDERTAKING IN THE AMOUNT OF $6,500.00, SUBJECT TO A 25 PERCENT PENALTY, RELATIVE TO PARCEL #318.18-02-043.000, SITUATE IN THE VILLAGE OF SOUTH CORNING, TO DEFER THE ENFORCEMENT OF SALE UNTIL MARCH 31, 2021, SAID UNDERTAKING TO BE PAID WITHIN THIRTY DAYS MADE BY MR. ROUSH. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO ACCEPT A NON-REFUNDABLE UNDERTAKING IN THE AMOUNT OF $600.00, SUBJECT TO A 25 PERCENT PENALTY, RELATIVE TO PARCEL #318.18-02-036.000, SITUATE IN THE VILLAGE OF SOUTH CORNING, TO DEFER THE
ENFORCEMENT OF SALE UNTIL MARCH 31, 2021, SAID UNDERTAKING TO BE PAID WITHIN THIRTY DAYS MADE BY MR. ROUSH. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO ACCEPT A NON-REFUNDABLE UNDERTAKING IN THE AMOUNT OF $600.00, SUBJECT TO A 25 PERCENT PENALTY, RELATIVE TO PARCEL #318.18-02-044.100, SITUATE IN THE VILLAGE OF SOUTH CORNING, TO DEFER THE ENFORCEMENT OF SALE UNTIL MARCH 31, 2021, SAID UNDERTAKING TO BE PAID WITHIN THIRTY DAYS MADE BY MR. ROUSH. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO CANCEL THE 2019 AND 2020 TOWN AND COUNTY TAXES RELATIVE TO PARCEL #158.07-01-036.000, SITUATE IN THE VILLAGE OF BATH, ISSUING A CERTIFICATE OF PROSPECTIVE CANCELLATION AND REMOVING SAID PARCEL FROM THE TAX ROLL MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO CANCEL THE 2019 AND 2020 TOWN AND COUNTY TAXES RELATIVE TO PARCEL #158.07-01-038.000, SITUATE IN THE VILLAGE OF BATH, ISSUING A CERTIFICATE OF PROSPECTIVE CANCELLATION AND REMOVING SAID PARCEL FROM THE TAX ROLL MADE BY MR. ROUSH. 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. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: TO ADJOURN MADE BY MS. FITZPATRICK. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR**
Tuesday, May 12, 2020
Legislative Committee Room
9:00 a.m.

Please send agenda items to the Clerk of the Legislature’s Office
NO LATER THAN NOON
Wednesday, May 6, 2020
I. CALL TO ORDER

Mr. Swackhamer called the meeting to order at 9:58 a.m.

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE APRIL 14, 2020, MEETING MADE BY MR. MALTER. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

III. DEPARTMENT REQUESTS

A. Sheriff’s Office

1. Accept Additional STOP-DWI Grant – The Sheriff was not available for the meeting. Ms. Mori confirmed this is additional funding for $3,600 for the STOP-DWI Crackdown Grant.

MOTION: AUTHORIZING THE SHERIFF TO ACCEPT $3,600 IN ADDITIONAL STOP DWI CRACKDOWN FUNDS MADE BY MR. MALTER. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

B. Community Services

1. Authorizing Acceptance of NYS Office of Addiction Services and Supports COLA – Dr. Chapman informed the committee they have received $14,643 in COLA (Cost of Living Allocation) funding from the NYS Office of Addiction Services and Supports. He requested authorization to accept this funding. This funding is to be used to support salary and fringe benefits increases.

MOTION: AUTHORIZING THE DIRECTOR OF THE DEPARTMENT OF COMMUNITY SERVICES TO ACCEPT $14,643 IN COST OF LIVING ALLOCATION FUNDING FROM THE NEW YORK STATE OFFICE OF ADDICTION SERVICES AND SUPPORTS MADE BY MR. ROUSH. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.
C. Office for the Aging
   1. Accept and Appropriate Families First Covid Response Act Funds – Mrs. Baroody stated she was notified that they are getting Covid relief funds. This is Federal funding that is passed through the State. We are scheduled to receive $70,275. These are funds that can be used in any way to bring relief for efforts that have taken place since Covid started. She stated she has contacted the agencies to determine what extra work they have been doing as a result of Covid. Mrs. Baroody stated that she would like to reserve $8,000 of this funding for her office to cover anything that we have not already anticipated. With the remaining funds, she would like to increase the contracts with Institute for Human Services for transportation, with Faith in Action, ProAction, Steuben Senior Services Fund and Corning Meals on Wheels. The reason for increasing the transportation contract with the Institute for Human Services is that transportation is the number one need and the volunteers that the transportation program utilizes are seniors and they have not been able to go out because of the stay at home order. We have authorized taxi tokens to get people to urgent medical appointments. For ProAction she would like to allocate $40,000 to go toward their effort of putting more meals into their pantries. They are doing this because if anyone at the ProAction kitchen gets Covid, that operation will likely shut down and they are working to shore up food for their clients. These funds can be used through September 2021.

MOTION: AUTHORIZING THE DIRECTOR OF THE OFFICE FOR THE AGING TO ACCEPT AND APPROPRIATE A TOTAL OF $70,275 IN FAMILIES FIRST COVID RESPONSE ACT FUNDS AS FOLLOWS: OFFICE FOR THE AGING - $8,000; INSTITUTE FOR HUMAN SERVICES – TRANSPORTATION - $11,000; FAITH IN ACTION - $5,000; PROACTION - $40,000; CORNING MEALS ON WHEELS - $5,000 AND STEUBEN SENIOR SERVICES FUND - $1,275 MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

D. Information Technology
   1. Video Conference Software – Mr. Wolverton requested authorization to purchase Zoom video conference software for an annual cost of $23,667 for 150 licenses. We do have money budgeted for this in the EDP Equipment Capital Project. Mr. Wheeler commented you will also be authorizing adding this to the Major Equipment list.

MOTION: AUTHORIZING THE DIRECTOR OF THE INFORMATION TECHNOLOGY DEPARTMENT TO PURCHASE 150 ZOOM VIDEO CONFERENCE LICENSES FOR AN ANNUAL COST OF $23,667, SAID AMOUNT TO BE PAID FOR OUT OF THE EDP EQUIPMENT CAPITAL PROJECT, AND AUTHORIZING THE ADDITION OF THE ZOOM VIDEO CONFERENCING SOFTWARE TO THE MAJOR EQUIPMENT LIST MADE BY MS. FITZPATRICK. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

E. County Clerk

MOTION: APPROVING AND ACCEPTING THE SEMI-ANNUAL MORTGAGE TAX DISTRIBUTION AS PRESENTED MADE MR. NICHOLS. SECONDED BY MS. FITZPATRICK FOR DISCUSSION.

Mr. Swackhamer asked any idea what will happen in the future? Is any property being sold? Mrs. Cranmer replied yes, we have consistently been recording and property is being sold during this time.

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

F. Elections
   1. CARES Covid-19 Grant – Mrs. Olin requested authorization to accept the CARES Covid-19 Grant in the amount of $116,778. The State is going to cover the 20 percent match on this. This grant will be used to cover any expenses required because of the pandemic and only for the federal Presidential election. This
funding is available for seven months and it is use it or lose it. They are telling us to make sure we send in our request for payment as soon as we incur the eligible costs to make sure we get our money.

MOTION: AUTHORIZING THE COMMISSIONERS OF THE BOARD OF ELECTIONS TO ACCEPT THE CARES COVID-19 GRANT IN THE AMOUNT OF $116,778 MADE BY MR. MALTER. SECONDED BY MR. ROUSH FOR DISCUSSION.

Ms. Fitzpatrick asked you will be mailing out absentee ballots, but the voters have a choice to fill out and return rather than go in line at the voting location, is that correct? Mrs. Olin replied yes. We are mailing out the application that voters would have to fill out to receive an absentee ballot. If we receive an application back then we will mail out the ballot. We are required to have nine days of early voting and be open for a full day on Election Day.

Ms. Fitzpatrick asked are you concerned about any fraud? Mrs. Olin replied we are always concerned about fraud. A lot of time is spent matching up signatures to applications that we have on file. That will be a process.

Mr. Van Etten asked the ballots that are being mailed, are these the same piece of paper that you slide into the machine if you go in person? Mrs. Olin replied no. Our hope is that we have the ballot on demand printer. We have the ballots that were already purchased for the April election, but we can do printing in house to some extent. If we get a mass volume of requests, then we will have to reach out to the printer to get additional ballots. Mr. Van Etten asked if you get 15,000 ballots back, I assume your staff would not be able to handle that. Would you have to bring in additional staff? Mrs. Olin replied we will have to look at that. Right now our inspectors are here doing testing and maintenance on the machines.

Mr. Nichols asked does this funding include both State and Federal? Mrs. Olin replied yes it does.

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

Mrs. Olin commented an email was sent out regarding village and school elections. We have been communicating with the villages and school and there is a lot of confusion. We will keep you apprised.

G. Public Works

1. Appropriate Insurance Proceeds for New Stone Chipper Purchase – Mr. Spagnoletti informed the committee that Mr. Sprague, Mr. Rapalee and Mr. Miller were able to secure $59,250 in insurance proceeds as a result of the car collision with our 1994 chip spreader. A new machine will cost us $317,000. He requested authorization to appropriate the $59,250 in insurance proceeds to the major equipment line to help pay for the purchase of the new chip spreader.

MOTION: AUTHORIZING THE COMMISSIONER OF PUBLIC WORKS TO APPROPRIATE $59,250 IN INSURANCE PROCEEDS TO THE MAJOR EQUIPMENT LINE TO HELP PAY FOR THE PURCHASE OF A NEW STONE CHIPPER MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. Appropriate State Funding for Permanent Improvement D 511200, Capital Projects 5 250 000 – Mr. Spagnoletti stated we have received verbal indication that we will be getting Extreme Winter Recovery Funding and Pave NY funding totaling $1,653,718.95. He was told by an individual at the State this morning that the money is there and safe, but we will not get the letter until the State offices open. First, I want to receive written notice of this funding and after I receive that I will get it approved by Mr. Wheeler to proceed with spending. The Governor reserves the right to cut the budget or change the budget as we move forward. He requested authorization to appropriate this funding into the permanent improvements capital project.

MOTION: AUTHORIZING THE COMMISSIONER OF PUBLIC WORKS TO APPROPRIATE $642,568.88 IN EXTREME WINTER RECOVERY FUNDING AND $1,011,150.07 IN PAVE NY FUNDING INTO THE
PERMANENT IMPROVEMENTS D 511200, CAPITAL PROJECTS 5 250 000 CONTINGENT UPON RECEIPT OF WRITTEN NOTIFICATION FROM THE STATE MADE BY MR. ROUSH. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

3. Add Road Projects – Mr. Spagnoletti requested authorization to add five road projects to the Permanent Improvements D 511200 line. The projects are CR 5 in Tuscarora, 1.4 miles; CR 15 in Bath, 3.3 miles; CR 21 in Canisteo, 1.5 miles; CR 70 in Howard, 2.9 miles and CR 100 in Woodhull, 3.1 miles.

MOTION: AUTHORIZING THE COMMISSIONER OF PUBLIC WORKS TO ADD CR 5, CR 15, CR 21, CR 70 AND CR 100 TO THE PERMANENT IMPROVEMENTS D 511200 LINE MADE BY MR. NICHOLS SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

4. Transfer from Permanent Improvements to Individual Road Projects – Mr. Spagnoletti requested authorization to transfer funds from the Permanent Improvements line into each of the road projects, including the five new projects the committee just approved.

MOTION: AUTHORIZING THE COMMISSIONER OF PUBLIC WORKS TO TRANSFER FUNDING FROM THE PERMANENT IMPROVEMENTS LINE INTO INDIVIDUAL ROAD PROJECTS AS FOLLOWS: CR 4 - $10,000; CR 27 - $75,000; CR 32 - $56,000; CR 74 - $8,000; CR 66 - $83,000; CR 109 - $41,000; CR 10 - $56,000; CR 64 - $40,000; CR 28 - $110,000; CR 7 - $132,000; CR 15 - $143,000; CR 5 - $105,000; CR 21 - $226,000; CR 100 - $339,000 AND CR 70 - $422,000 MADE BY MR. MALTER. SECONDED BY MR. ROUSH FOR DISCUSSION.

Ms. Fitzpatrick asked are the total projects more than the State funding we are accepting? Mr. Spagnoletti replied that State funding is in addition to what was already in the budget. The $1.8 million includes the $1.6 million of new funding, but there are also transfers within the permanent improvements accounts. That allows us to make adjustments as the bids come in and we see more specifically what the costs will be.

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

Mr. Malter stated when I am looking at the printout for the Landfill we are receiving $1 million less than one year ago? Mr. Spagnoletti replied when I look at the financial summary that Mrs. Hurd-Harvey will go over, the revenues have not all been booked. Right now we have $2,572,000 in revenue and last year at this time we had $2,615,000. It is approximately the same, just a very small difference and the reason is that all of the revenues haven’t been booked. Mr. Malter stated you are still down $400,000 from a year ago. This is based on the financial summary for select departments as of April 2020. In 2019 you had revenues of $2.9 million. In 2020 you have revenues of $1.7 million and you are telling me that $700,000 hasn’t been booked yet? Mr. Spagnoletti stated we are actually at $2,572,000 and there is $800,000 that has not been booked yet. Mr. Malter stated you are still down from a year ago. Mr. Spagnoletti stated we are a little bit and I can only assume that is because of less business activity.

H. Real Property Tax Service Agency

1. Tax Certiorari – Mrs. Jordan stated they received a request to participate in a review of the appraisal documents the City of Corning received from the petitioner. This is just a review of the appraisal submitted. The total cost of the appraisal was $800 and the County share would be $340.64.

MOTION: AUTHORIZING THE COUNTY TO PARTICIPATE IN TAX CERTIORARI PROCEEDINGS IN THE CITY OF CORNING MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

I. Planning

1. Transportation Funding for Mobility Management Services Provided by IHS – Mrs. Dlugos stated the Institute for Human Services provides important transportation coordination services for medical and
other essential needs. The Mobility Management Program is funded through 5311 Federal funding and State funding. We applied for additional funding at the end of February and have not received the award yet. We anticipate an early summer announcement and then the contract. She stated DOT often lags in getting awards and contracts. We anticipate getting the award and funds and we are not in any danger. These funds will be returned to the Contingent Fund when they are received from DOT. Mr. Swackhamer asked what is the amount? Mrs. Dlugos replied it is $170,788.

MOTION: APPROPRIATING $170,788.13 FROM THE CONTINGENT FUND TO THE MOBILITY MANAGEMENT CAPITAL PROJECT AND DISBURSING THE SAME TO THE INSTITUTE FOR HUMAN SERVICES FOR THE MOBILITY MANAGEMENT PROGRAM MADE BY MS. FITZPATRICK. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

J. Commissioner of Finance
   1. Monthly Reports – Mrs. Hurd-Harvey asked if there were any questions on the monthly reports. Ms. Fitzpatrick stated on the Purchase Orders, under Permanent Improvements it shows we are purchasing something from Wilkins Dairy. What is that? Mr. Spagnoletti explained Wilkins Dairy bought the gravel pit in Bath, so we are now buying gravel from Wilkins Dairy for road projects and the Landfill.

Ms. Fitzpatrick asked for an explanation for the Foster Care expenses? Mrs. Hurd-Harvey replied the Department of Social Services received funds from an anonymous donor to be used for parents and foster children to stay connected during the stay at home order.

Ms. Fitzpatrick asked about $15,000 that was moved for the purchase of shoes. Mrs. Hurd-Harvey stated she is not familiar with that. Those funds were put into uniforms, but I do not know the specifics. Mr. Wheeler stated from our last labor relations contract, we provide funds for work boots for staff in Buildings and Grounds, Public Works and Probation. As far as uniforms and clothing, there was no budget line item and now we are creating one. He stated boot purchases for Buildings and Grounds and Probation were included in the last bargaining agreement.

Mr. Malter stated we transfer a lot of money into new line items and it looks like they are eliminated from the budget process. This is just a point of observation. Mrs. Hurd-Harvey stated point taken. Are there any questions on the other reports? She stated she provided a new format for the department one. We usually only are looking at a couple of departments and it makes sense to look at all of them. Ms. Fitzpatrick asked if the committee could get a prior year summary of the same thing? Mrs. Hurd-Harvey stated she can do that. For the August report she will add some of the other departments. It will be interesting to look at the revenue numbers often.

Mr. Van Etten stated I like this new format. The revenue is a timing issue and we have an $11 million gap. We expended $7 million and that is below what we thought we would be. Mrs. Hurd-Harvey stated there is always a delay with the Department of Social Services numbers as everything is done by contract and it takes months to get those in place. We do budget for the what if’s within the Department of Social Services, so we are often below what is anticipated. She stated she did reach out to the Department of Social Services about their revenues and they confirmed they have billed basically nothing at this point.

Ms. Fitzpatrick asked are the revenues and expenses booked through April 30th? Mrs. Hurd-Harvey replied yes.

2. Budget Transfer – Mrs. Hurd-Harvey stated the District Attorney would like to make a transfer out of an R account. She explained with the R account, the system creates an account for an open PO (Purchase Order) at the end of the year. We typically do not allow departments to move money out of those. The District Attorney wrote a PO for some computer equipment for $143,498 to Dell and the vendor was not able to provide the equipment needed. The District Attorney had to go to a new vendor, CDW and he would like to transfer those funds out of the R account into his regular equipment line.
MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO TRANSFER $143,498 FROM THE R ACCOUNT TO THE DISTRICT ATTORNEY’S EQUIPMENT LINE ITEM MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK FOR DISCUSSION.

Mr. Malter asked this was the amount at the end of the year? Mrs. Hurd-Harvey replied yes. Mr. Malter asked so he is changing the vendor? Mrs. Hurd-Harvey replied yes. The cost will be slightly more than the original PO, but you cannot write a PO against an R account.

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

3. Bond Anticipation Note Five Mile Creek Watershed – Mrs. Hurd-Harvey stated we received two bids for 2 percent and Steuben Trust submitted a bid for 1.5 percent for one year for the $30,000 bond note. Steuben Trust has had the bond for the entire time. She requested approval to use Steuben Trust for the final year of the Five Mile Creek Watershed Bond Anticipation Note.

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO USE STEUBEN TRUST FOR THE FINAL YEAR OF THE BOND ANTICIPATION NOTE FOR THE FIVE MILE CREEK WATERSHED FOR AN ANNUAL AMOUNT OF $30,000 AT 1.5 PERCENT MADE BY MR. MALTER. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

4. Contract Approval – Mr. Donnelly stated we use an environmental attorney, Gary Bowitch from Albany for our contaminated properties. We had four contaminated properties that we sold in the auction last year. Mr. Bowitch's hourly rate in 2017 was $190.00 per hour. He is requesting a rate increase to $210.00 per hour. We have paid out $13,000 over the past three years.

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO ENTER INTO A CONTRACT WITH GARY BOWITCH, ESQ., ENVIRONMENTAL ATTORNEY FOR A RATE OF $210.00 PER HOUR MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK FOR DISCUSSION.

Ms. Prossick stated for anything DEC related, Mr. Bowitch takes our calls and many times has not charged us. He is fantastic.

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

J. County Manager

1. Modifying Existing REDEC Contract – Mr. Brewer requested authorization to increase the contract with REDEC to assist them with operating expenses. We would be providing funding to help them cover costs for their day-to-day operations. This additional funding of $150,000 would come from the Economic Development Fund.

MOTION: AUTHORIZING THE COUNTY MANAGER TO AMEND THE EXISTING CONTRACT WITH REDEC TO INCLUDE AN ADDITIONAL $150,000 TO BE PAID FROM THE ECONOMIC DEVELOPMENT FUND, TO HELP WITH DAY-TO-DAY OPERATIONAL COSTS MADE BY MR. MALTER. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

IV. OTHER BUSINESS

A. PILOT Consent for Canisteo Wind Energy – Mr. Johnson stated first he would like to make a quick comment on the discussion at Administration. Mr. Wheeler and his team have been doing a phenomenal job. It is not necessarily getting out to the public, but I want to let you know that Mr. Wheeler is doing a great job and working very closely with us. The business community receives daily updates and the County efforts on social media have been the best avenue of communication. Just know that the message is getting out to the business community.
Mr. Johnson stated with regard to the PILOT consent. We are proposing a consent resolution identical to the one for Baron Wind. We are requesting the County adopt, along with the other municipalities in the project area, to lock in the distribution rate. This is developing a fixed rate PILOT and will lock in the rate for 20 years. This is primarily to protect the municipalities so they can adjust their tax rate according to the revenues they will be getting in. The County makes up 20 percent of the tax rate and the adjusted percent of the tax rate is of the total. He is asking for authorization to lock in the rate based on today’s rate.

Mr. Swackhamer asked how long is the PILOT? Mr. Johnson replied it is the standard 20 year PILOT. Based on our projects, the entities will receive $8.3 million over the 20 year period. That will be $340,000 for year one and will increase by 2 percent per year until year 20 when you would be getting $500,000.

**MOTION:** APPROVING THE PILOT CONSENT FOR CANISTEO WIND ENERGY MADE BY MR. ROUSH. SECONDED BY MR. MALTER FOR DISCUSSION.

Mr. Swackhamer commented this is the best way to go for the towns, villages and schools as it evens everything out.

**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 78 105.1.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 MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

**MOTION:** APPROVING A HARDSHIP DEFERRAL RELATIVE TO PARCEL # 143.00-01-001.000 SITUATE IN THE TOWN OF BATH, EXPIRING MARCH 31, 2021 AND SUBJECT TO A 25 PERCENT PENALTY MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

**MOTION:** APPROVING A HARDSHIP DEFERRAL RELATIVE TO PARCEL # 046.00-01-041.310 SITUATE IN THE TOWN OF PRATTSBURGH, EXPIRING MARCH 31, 2021 AND SUBJECT TO A 25 PERCENT PENALTY MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

**MOTION:** APPROVING A HARDSHIP DEFERRAL RELATIVE TO PARCEL # 078.16-02-028.000 SITUATE IN THE TOWN OF WAYNE, EXPIRING MARCH 31, 2021 AND SUBJECT TO A 25 PERCENT PENALTY MADE BY MR. ROUSH. SEONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

**MOTION:** AUTHORIZING A THREE MONTH EXTENSION OF A NON-REFUNDABLE UNDERTAKING RELATIVE TO PARCEL # 318.45-02-060.000, SITUATE IN THE CITY OF CORNING, EXPIRING AUGUST 31, 2020 MADE BY MR. NICHOLS. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

**MOTION:** AUTHORIZING THE COMMISSIONER OF FINANCE TO CANCEL TAXES AND ISSUE A CERTIFICATE OF PROSPECTIVE CANCELLATION RELATIVE TO PARCEL # 136.00-02-062.000, SITUATE IN THE TOWN OF HORNELLSVILLE MADE BY MR. ROUSH. 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. MALTER. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.
MOTION: TO ADJOURN MADE BY MR. MALTER. SECONDED BY MS. FITZPATRICK. 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 9, 2020
Legislative Committee Room
9:30 a.m.

Please send agenda items to the Clerk of the Legislature’s Office
NO LATER THAN NOON
Wednesday, June 3, 2020
I. CALL TO ORDER

Mr. Swackhamer called the meeting to order at 9:45 a.m.

II. GENERAL BUSINESS

A. County Manager

1. Extending the Additional One Percent (1%) Sales Tax for Steuben County – Mr. Wheeler stated in January you authorized requesting legislation to the Assembly and the Senate increasing the 1 percent sales tax sharing $40,000 for each of the two cities and $40,000 to be shared with the towns and villages. When the New York State Legislature met at the end of March they adopted an omnibus bill which kept all the old figures and the increase was not in the bill. He recently spoke to Assemblyman Palmesano and Senator O’Mara who indicated they are willing to introduce new legislation including the increase. Much is still up in the air. If you want to go to what you had originally requested, this would be the mechanism to do that, however, there is no guarantee that it will go through.

Mr. Malter asked if this goes through, are we then obligated to pay the extra money or will that be based on the sales tax we are collecting? Mr. Wheeler replied we are obligated to pay the one percent. The three percent is where that can be reduced based on the actual collections. Yes, we are required to make the one percent payments. Mr. Malter stated if the sales tax revenues are a lot less then we are hurting, money wise, the County. Mr. Wheeler stated it would come out of the County’s share and that could reduce the three percent allocation.

MOTION: REQUESTING THE ADOPTION OF SENATE BILL NO. S.8345 AND ASSEMBLY BILL NO. A.10416 EXTENDING THE ADDITIONAL ONE PERCENT (1%) SALES TAX FOR STEUBEN COUNTY MADE BY MS. FITZPATRICK, SECONDED BY MR. ROUSH, ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.
MOTION: TO ADJOURN MADE BY MS. FITZPATRICK. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Respectfully Submitted by Amanda L. Chapman, Deputy Clerk, Steuben County Legislature
**MINUTES**

COMMITTEE: Gary D. Swackhamer Chair  Kelly H. Fitzpatrick, Vice Chair  John V. Malter
Robert V. Nichols  Gary B. Roush
Robin K. Lattimer, Chair  Carol A. Ferratella, Vice Chair  K. Michael Hanna
John V. Malter  Gary D. Swackhamer  Brian C. Schu

STAFF: Jack K. Wheeler  Christopher Brewer  Brenda Mori
Jennifer Prossick  Andy Morse  Bill Caudill
Cody Ryan  Kathy Muller  Wendy Jordan
Tina Goodwin  Tammy Hurd-Harvey  Vicky Olin
Leslie Drum  David Hopkins  Amy Dlugos

LEGISLATORS: Scott J. Van Etten  Jeffrey P. Horton  Hilda T. Lando
Steven P. Maio  Frederick G. Potter  Paul Van Caeseele

OTHER: Mary Perham

I. CALL TO ORDER

Ms. Lattimer called the meeting to order at 9:51 a.m.

II. GENERAL BUSINESS

A. Phase I Furniture – Mr. Wheeler stated we are getting very close to finishing Phase I. The Department of Public Works’ Space is nearly done and is looking great. We have trimmed the costs in the areas where we could; we did not do as many built-in’s which would have been custom mill work. These are different times, obviously, but we do have sufficient funds in the previous building capital project in the amount of $650,000; this is the 2017-2018 building project. Mr. Wheeler stated he would recommend this. We are trying to reuse as much as possible and a lot of the departments are operating with really old furniture.

Mr. Wheeler stated for the Legislature’s furniture we have ordered 60 gallery chairs that will be similar to the chairs in the 2nd floor conference rooms and they cost $35.00 per chair. We did order nice chairs for the Legislators. Your desks are the largest item. They are tables that have laminate tops, sides and a privacy panel. These can then gang together to make a large conference table for committee meetings. He stated Mr. Morse and Mr. Brewer did a nice job putting everything together. The furniture, with the exception of the gallery chairs, will be ordered from Seating, Inc. out of Nunda. He requested authorization to not exceed $60,000 but he feels they will be right on the nose at $55,341.

MOTION: AUTHORIZING THE COUNTY MANAGER TO SPEND UP TO $60,000 OUT OF THE 2017-2018 BUILDING CAPITAL PROJECT TO PURCHASE FURNITURE FOR PHASE I OF THE COUNTY OFFICE BUILDING AND COURT RENOVATIONS PROJECT MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK FOR DISCUSSION.

Mr. Van Etten asked did we talk about using this $650,000 balance from the other building project for things like this when we talked at the beginning of this project? Mr. Wheeler replied at the beginning of this project we didn’t know what the different phases would look like and we didn’t specifically budget for furniture. He would propose using this old
project to purchase furniture for Phase II. The District Attorney will be the biggest expense, but again, we will reuse everything we can. After that, we can roll the remaining funds into a different capital project.

Mr. Van Etten asked have the engineers and architects continued to work and are we ready to bid Phase II? Mr. Wheeler replied yes, the bid will be delayed one week, but we expect to put the bids out the second week of July. Mr. Rose and Mr. Brewer are running point on a lot of that. They have done web reviews on the documents. Nothing has changed and still includes the bid alternative for an additional courtroom in the South Conference Room. We continue to make progress and the bids will be going out the second week of July.

Mr. Swackhamer asked are the prices we are paying for the desks reasonable? Mr. Wheeler replied yes. We are not getting anything extravagant and the average price is $1,400.

Mrs. Lando asked what are we doing with the furniture that we are getting rid of? Mr. Wheeler replied we will reuse what we can. Mr. Rose has storage in the County Barn and sometimes departments will take things before they even get sent to storage. The furniture will stay in storage for a period of time and then it goes to auction. We try to reuse as much as possible.

Mr. Van Etten asked will you let other agencies know that furniture is available? Mr. Wheeler replied yes, but we will need to work with Mr. Morse and Ms. Prossick on that as they are County assets and we have to follow a certain process.

VOTE ON PREVIOUS MOTION: ALL BEING IN FAVOR. MOTION CARRIES 6-0 OFFICE SPACE COMMITTEE AND 5-0 FINANCE COMMITTEE.

Mrs. Ferratella asked will the audio visual equipment for the Chambers include televisions or a projector? Mr. Wheeler replied yes and I can show you a design for that. On the dais, which will be by the windows facing west, there will be a television in each corner. The podium will be off to the side so that the speaker will not have their back facing the gallery as it is now. There will be a wireless microphone system that, with Mr. Roush’s input, will be compliant for individuals with hearing impairments. Mrs. Ferratella stated my only comment is that the televisions in the second floor conference room are small, making it difficult if you are trying to read something; she would like to see bigger televisions in the Chambers. Mr. Wheeler stated he believes they will be 72”.

MOTION: TO ADJOURN MADE BY MR. ROUSH. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 6-0 OFFICE SPACE COMMITTEE AND 5-0 FINANCE COMMITTEE.

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature
**MINUTES**

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

STAFF: Jack K. Wheeler  
Christopher Brewer  
Brenda Mori  
Jack M. Hurd-Harvey  
Jennifer Prossick  
Brooks Baker  
David Hopkins  
Andy Morse  
Pat Donnelly  
Vince Spagnoletti  
Amy Dlugos  
Veronica Olin

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

OTHERS: Mary Perham

I. CALL TO ORDER

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

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE MAY 12, 2020, AND MAY 22, 2020, MEETINGS MADE BY MS. FITZPATRICK. SECONDED BY MR. MALTER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

III. DEPARTMENT REQUESTS

A. Public Works

1. Transfer from Salt Account to Sand Account – Mr. Spagnoletti informed the committee that their sand supply has been running out before winter ends. To remedy that we would like to put up the sand this summer that will last the entire winter. Normally we would purchase the sand for the 2020-2021 season out of the 2021 budget, but he is requesting authorization to transfer $139,000 from the salt account to the sand account to purchase and pay for the sand in September 2020.

MOTION: AUTHORIZING THE TRANSFER OF $139,000 FROM THE DEPARTMENT OF PUBLIC WORKS SALT ACCOUNT TO THE SAND ACCOUNT TO PURCHASE AND PAY FOR THE 2020-2021 WINTER SAND SUPPLY IN SEPTEMBER 2020 MADE BY MR. ROUSH. SECONDED BY MR. NICHOLS FOR DISCUSSION.

Mr. Swackhamer asked will there be enough money to purchase your salt early? Mr. Spagnoletti replied when it comes time for that we may need to take funds from elsewhere in our budget to pay for it. Mr. Van Etten stated I don’t understand that. Your budget for sand and salt is set in the annual budget and there is not a timing issue. Mr. Spagnoletti explained what happened here is when we put out the bid to put up our entire winter supply of sand we included the first quarter of 2021. We are paying for that first quarter of 2021 out of the 2020 budget. Mr. Van Etten stated that makes sense. You are preparing for the next year supply. Mr. Spagnoletti stated Mr. Swackhamer is right on his question of being set because we are drawing from the salt account to pay for sand and we may need to find that money in another part of our budget.
B. Planning

1. **Accepting CARES Act 2020 Funding** – Mrs. Dlugos requested authorization to accept CARES Act 2020 funding for public transportation. There are two separate funding contracts. The first is for public transportation mobility management services in the amount of $249,017.00. The second funding contract is public operating assistance in the amount of $563,575.00.

   **MOTION:** AUTHORIZING THE DIRECTOR OF THE PLANNING DEPARTMENT TO ACCEPT CARES ACT 2020 FUNDING IN THE AMOUNT OF $249,017.00 FOR PUBLIC TRANSPORTATION MOBILITY MANAGEMENT SERVICES MADE BY MR. MALTER. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

   **MOTION:** AUTHORIZING THE DIRECTOR OF THE PLANNING DEPARTMENT TO ACCEPT CARES ACT FUNDING IN THE AMOUNT OF $563,575.00 FOR PUBLIC TRANSPORTATION OPERATION ASSISTANCE MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

2. **Accepting Section 5311 Federal Transit Operating Assistance Funds** – Mrs. Dlugos requested authorization to accept 5311 funds in the amount of $405,020.00. This covers the contract for 2018 funds and the 2019 funds that have not been paid yet. We get reimbursed for those expenses.

   **MOTION:** AUTHORIZING THE DIRECTOR OF THE PLANNING DEPARTMENT TO ACCEPT SECTION 5311 FEDERAL TRANSIT OPERATING FUNDS IN THE AMOUNT OF $405,020.00 MADE BY MR. NICHOLS. SECONDED BY MR. ROUSH FOR DISCUSSION.

   Mr. Malter asked why such a large timing delay in receiving these funds? Mrs. Dlugos replied we submit an annual report in March for the previous year and then they send us the funding. For the 2018 funds we submitted an annual report and then there were some changes they needed us to make. We made those changes and then they had to put that money in another contract. We provided what we needed to them and then we had to wait for another contract. This is a reimbursement program and we received about $200,000 each year.

   Ms. Fitzpatrick asked is it true that buses are not charging fares? Mrs. Dlugos replied yes. First Transit suspended fares to avoid having people touch the fare box and standing near the driver. I am not sure at what point they will reinstate them. Ms. Fitzpatrick asked does each company operator keep their fares? Mrs. Dlugos replied yes, that is counted as part of the matching funds and goes to their revenue and is reported to NYS Department of Transportation. That is included as part of the funding formula. Ms. Fitzpatrick asked will this pose a problem in the future? Mrs. Dlugos replied that is being addressed through the CARES Act. I will double check, but I’m pretty sure the fare issue is being addressed through the CARES Act.

   Mr. Malter asked how much is the fare? Mrs. Dlugos replied the fare is $1.00 and in any given year First Transit collects about $56,000. Mr. Van Etten stated there was a question about this last week and who made the decision to not charge fares. That was not our decision. We receive this money and pass it through the operators and they made the decision to not charge fares based on the CARES Act. Mrs. Dlugos stated that is correct.

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

C. **Commissioner of Finance**

1. **Monthly Reports** – Mrs. Hurd-Harvey asked if there were any questions on the monthly reports. Mr. Malter asked under on the budget transfers, there was a transfer of $11,568 in timber revenue. I’m assuming those are contracted expenses for the actual logging? Mrs. Hurd-Harvey replied no, those are the costs for the individual who is assessing and reporting. Mr. Swackhamer stated I think they were going in and marking the trees to get them ready for harvest. Mr. Spagnoletti stated this is for the continuation of marking trees and working on an overall plan on which parcel gets harvested in which year. We will pay for that out of the logging revenue.

43

---

*Finance Committee*

*Tuesday, June 9, 2020*
2. **Bullet Proof Vest Budget Transfer** – Mrs. Hurd-Harvey requested authorization to transfer 2018-2019 and 2019-2020 unspent revenue and expenditures to establish the Bullet Proof Vest Grants in the 2020 budget. This will also help to roll over the funding year to year. She explained when the committee gets the June budget transfer reports this will show up being $24,000 - $25,000 out of balance. For this transfer we are picking up the County cost associated with this grant.

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO TRANSFER UNSPENT REVENUE AND EXPENDITURE FUNDS RELATIVE TO THE BULLET PROOF VEST GRANT TO ESTABLISH THE BULLET PROOF VEST GRANT IN THE 2020 BUDGET MADE BY MS. FITZPATRICK. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

3. **Tax Foreclosure Auction** – Mrs. Hurd-Harvey stated Mr. Donnelly has been talking with Bath Haverling School about the possibility of holding the auction there in the fall. Mr. Donnelly stated the Legislature had, back in March, authorized holding the tax sale auction on July 10, 2020. The schools are still closed to the public and the students. He requested the Legislature cancel the tax sale auction scheduled for July 10, 2020. He did talk with the Superintendent of the Bath School and they are not sure if in the fall there will be any outside groups using the facility. If they do allow outside groups to use their facility, they have two Saturdays in September open and I have also asked them to check the availability for October. Another possibility would be to use a banquet facility. We have not checked that yet, but the Radisson in Corning would be an option and there would likely be a pretty stiff sanitization fee. Another possibility is doing an on-line auction and Pirrung is able to allow on-line bids. That would be somewhat different than what we currently do. There are other tax auctions that are held on that site. He stated that Pirrung has the RFP to do the tax sale auction this year.

Mr. Swackhamer asked what about holding at the Fairgrounds with a big tent? Mr. Donnelly replied he hasn’t asked, but we could do that. I don’t know if they will be holding the fair this year or not. He will inquire about that. I suppose the grandstand at the fair might be available and that would be covered. Mr. Swackhamer stated it is just a suggestion. Mr. Roush suggested you could hold it at night and then there would be no projection issues. Mr. Van Etten stated you could just print off 200 books and people could just follow along. Is there any place on the County farm where we could set up? Most people who go to auctions are used to being outside. Mr. Donnelly stated wherever we go we have to have enough room to maintain the six foot circle around people. We usually get about 300 people at the auction.

Mr. Van Etten asked will the six foot distancing be a permanent requirement? Mr. Donnelly replied I don’t know, but we’ll probably have to stick with it for a while. Ms. Fitzpatrick asked can’t people opt to wear a mask if they are unable to maintain the six foot distance? Mr. Wheeler replied yes. The issue is we don’t know what it will look like in September. We should plan on the biggest practicable space possible. Mr. Donnelly stated he would not want to do it any later than October 15th.

Ms. Fitzpatrick asked what about the issue with the courts? Mr. Donnelly replied the courts are not receiving applications for defaults and that is how we get title. He is not sure how they will go through that. It could be a couple of weeks or maybe a month. Then there is 30 days to challenge. We really need about 60 days between the time we submit the application. Ms. Prossick stated we have no decision from the courts on when default judgements will open. She is thinking October because the rental deferment will end in August.

MOTION: CANCELLING THE JULY 10, 2020 TAX FORECLOSURE AUCTION MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK FOR DISCUSSION.

Mr. Malter asked will you put together a listing of those potential properties that are up for sale at this point? Mr. Donnelly replied yes. We have one where notice has been given and the hardships approved. We have a full list, but that doesn’t mean the properties will be in the auction. Mr. Malter asked is that list available at this point? Mr. Donnelly replied yes, it is a deed list.
Mr. Horton commented if you use the County farm or the fairgrounds, you would not have to do the auction on a Saturday. Mrs. Ferratella asked what about the vacant K-Mart building? Mr. Donnelly replied he did broach that in a conversation with Mrs. Hurd-Harvey. We would have a staging issue and the landlord would want something for rent and then there is the sanitization issue. Mrs. Ferratella stated if you hold it at the Radisson, parking would be an issue. That was just my thought.

Mrs. Hurd-Harvey stated to the point of the reference to the 60 days; once we are able to submit application, we would have that amount of time to set the date of the auction and determine a location. Hopefully the 60 days will be enough time to pull all of this off.

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. ROUSH. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: APPROVING A HARDSHIP DEFERRAL RELATIVE TO PARCEL #280.19-01-080.000 SITUATE IN THE TOWN OF ERWIN, EXPIRING MARCH 31, 2021, AND WAIVING THE 25 PERCENT PENALTY MADE BY MS. FITZPATRICK. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 4-0. (MR. MALTER NOT PRESENT FOR THE VOTE)

MOTION: APPROVING A HARDSHIP DEFERRAL RELATIVE TO PARCEL #299.10-01-011.000 SITUATE IN THE TOWN OF CORNING, EXPIRING MARCH 31, 2021, AND WAIVING THE 25 PERCENT PENALTY MADE BY MS. FITZPATRICK. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: APPROVING A HARDSHIP DEFERRAL RELATIVE TO PARCEL #159.05-01-040.000 SITUATE IN THE TOWN OF BATH, EXPIRING MARCH 31, 2021, AND SUBJECT TO A 25 PERCENT PENALTY MADE BY MR. NICHOLS. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: APPROVING A HARDSHIP DEFERRAL RELATIVE TO PARCEL #036.00-01-031.200 SITUATE IN THE TOWN OF PULTENEY, EXPIRING MARCH 31, 2021, AND SUBJECT TO A 25 PERCENT PENALTY MADE BY MR. NICHOLS. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: APPROVING A HARDSHIP DEFERRAL RELATIVE TO PARCEL #328.00-01-005.100 SITUATE IN THE TOWN OF WOODHULL, EXPIRING MARCH 31, 2021, AND SUBJECT TO A 25 PERCENT PENALTY MADE BY MR. NICHOLS. 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. NICHOLS. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.
MOTION: TO ADJOURN MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Respectfully Submitted by
Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR**
Tuesday, July 14, 2020
9:30 a.m.

Please send agenda items to the Clerk of the Legislature’s Office
NO LATER THAN NOON
Wednesday, July 8, 2020
**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  Brenda Scotchmer
Vince Spagnoletti  Patty Baroody  Tammy Hurd-Harvey
Pat Donnelly  Jennifer Prossick

LEGISLATORS: Robin K. Lattimer  Carol A. Ferratella  Jeffrey P. Horton
Hilda T. Lando  Frederick G. Potter  Scott J. Van Etten

OTHERS: Mary Perham

I. **CALL TO ORDER**

Mr. Swackhamer called the meeting to order at 10:00 a.m.

II. **APPROVAL OF MINUTES**

MOTION: APPROVING THE MINUTES OF THE JUNE 9, 2020, MEETING MADE BY MS. FITZPATRICK, SECONDED BY MR. MALTER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

III. **DEPARTMENT REQUESTS**

A. Office for the Aging

1. **Accept and Appropriate New CARES Act Funding** - Mrs. Baroody informed the committee that they are receiving new CARES Act funding in four separate “buckets”. This will help get us through these difficult fiscal times. This funding is retroactive to January 1, 2020 and we have until September 2021 to spend these funds. She stated her preference is to use some of the funds in 2020 to help some of our contractors, with the remaining to be spent during 2021.

Mrs. Baroody requested authorization to accept a total of $10,000 in CARES Act funding under FCC3 (Title IIIE) and appropriate $6,000 to the contract with Faith-In-Action and appropriate $4,000 to the contract with ProAction for program services and to amend both contracts to reflect this increase in funding. She requested authorization to accept a total of $46,000 in CARES Act funding under HDC3 (C1 and C2) and appropriate $6,000 to the contract with Corning Meals on Wheels and $40,000 to the contract with ProAction for C1 and C2 and to amend both contracts to reflect this increase in funding. Additionally, she requested authorization to accept $8,314 in CARES Act funding under SSC3 (Title IIIB) and appropriate to the contract with Steuben Senior Services Fund and amend the contract to reflect the increase. Mrs. Baroody commented telemedicine has become even more important with COVID and this increase in the Steuben Senior Services Fund contract is an effort to bolster their services for technology needs.

Mrs. Baroody requested authorization to accept and carry over into 2021, CARES Act funding under ADRC (Aging and Disability Resource Center) in the amount of $21,612. She explained this is the NYCONNECTS program.
MOTION: AUTHORIZING THE DIRECTOR OF THE OFFICE FOR THE AGING TO ACCEPT AND APPROPRIATE ADDITIONAL CARES ACT FUNDING AS FOLLOWS: $10,000 UNDER FCCE (TITLE IIIE) - $6,000 TO FAITH-IN-ACTION AND $4,000 TO PROACTION FOR PROGRAM SERVICES; $46,000 UNDER HDC3 (C1 AND C2) - $6,000 TO CORNING MEALS ON WHEELS AND $40,000 TO PROACTION FOR C1 AND C2; $8,314 UNDER SSC3 (TITLE IIIB) TO STEUBEN SENIOR SERVICES FUND AND AMENDING THE CONTRACTS TO REFLECT THE INCREASE IN FUNDING; AND $21,612 UNDER ADRC (AGING AND DISABILITY RESOURCE CENTER) TO BE CARRIED OVER INTO 2021 MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK FOR DISCUSSION.

Mr. Malter asked do the contractors have the understanding that when this funding goes away, that their budgets may be cut? Mrs. Baroody replied yes.

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

B. Sheriff’s Office
   1. Accept Donation of K-9 and Supplies from the Sheriff’s Foundation – Mr. Wheeler stated this item has been pulled for further discussion at a future meeting. He noted the Sheriff does have another item for the committee’s consideration.

   2. Contract Amendment – Sheriff Allard informed the committee that they had 2 nurses employed as County employees and one of those has left service. In order to shift that position to PrimeCare, it will require an amendment to the contract which would result in an increase of $8,492.95 per month. He requested approval to amend the contract to add one nurse position.

MOTION: AUTHORIZING THE SHERIFF TO AMEND THE CONTRACT WITH PRIMECARE FOR THE INCLUSION OF ONE NURSE AT A RATE OF $8,492.95 PER MONTH MADE BY MR. NICHOLS. SECONDED BY MR. MALTER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

C. Public Works
   1. Budget Transfer - Mr. Spagnoletti stated last month the committee approved transferring $139,000 from the salt account to pay for the new sand contract. Today I am requesting authorization to transfer $50,000 from the Crack Seal line item and $53,000 from the Slurry Seal line item into the Salt/Calcium line item. This will allow us to purchase more salt and this will fill our barns for the upcoming winter. We have been doing less crack seal as the bikers do not like it as it is slippery. Also, slurry seal has gotten very expensive.

MOTION: AUTHORIZING THE COMMISSIONER OF THE DEPARTMENT OF PUBLIC WORKS TO TRANSFER $50,000 FROM THE CRACK SEAL LINE ITEM AND $53,000 FROM THE SLURRY SEAL LINE ITEM AND APPROPRIATING THE TOTAL OF $103,000 INTO THE SALT/CALCIUM LINE ITEM MADE BY MR. MALTER. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

   2. Budget Transfer to Create New Road Project – Mr. Spagnoletti requested authorization to transfer $85,000 from the patching line item to a new road project for CR 30 in Canisteo. He stated CR 30 is breaking up and we will be stabilizing 1.4 miles of road base with liquid asphalt. He stated he is pretty certain that he would like to do this with a salt injection instead of the liquid asphalt. If he does that, then the project will be reduced by $50,000, but he would like to transfer the $85,000.

MOTION: AUTHORIZING THE COMMISSIONER OF THE DEPARTMENT OF PUBLIC WORKS TO TRANSFER $85,000 FROM THE PATCHING LINE ITEM, CREATE A NEW ROAD PROJECT ENTITLED CR 30, CANISTEO AND APPROPRIATE THE $85,000 INTO THE NEW PROJECT MADE BY MR. ROUSH. SECONDED BY MR. MALTER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.
D. **Commissioner of Finance**

1. **Monthly Financial Reports** – Mrs. Hurd-Harvey asked if there were any questions on the monthly financial reports. There were none.

2. **RFP for Controlled Demolition** – Mr. Donnelly requested authorization to issue an RFP for controlled demolition of certain tax acquired properties, specifically in Dansville and Greenwood.

**MOTION:** **AUTHORIZING THE COMMISSIONER OF FINANCE, IN CONJUNCTION WITH THE PURCHASING DIRECTOR, TO ISSUE AN RFP FOR CONTROLLED DEMOLITION OF CERTAIN TAX ACQUIRED PROPERTIES MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

3. **Tax Sale Auction** – Mr. Donnelly discussed the calendar for the tax sale auction. He explained we have to file judgements for the conveyance of title to the County and we need to have that happen at least 45 days before the tax sale. Assuming we filed the judgements today, we could meet the August deadline, however, the courts are not receiving those types of documents now. We also are under the assumption that the schools will not let us in. The Fairgrounds would suit our needs except that it is not enclosed. We are looking at the second week of October and the Fairgrounds are available for our use at no charge. He stated we would need to publish sale catalogs and arrange for security with the Sheriff. This is all assuming that we get the default judgements by the end of August. Ms. Prossick explained we have to allow for orders to show cause, which is 30 days. She stated she did email the chief clerk of the Supreme Court and asked if there was any word on this. She has not heard anything back. Mr. Donnelly stated September 1st would be the last date and then the sale would occur on or about Friday, October 16th. We currently have 150 parcels. Of those, 48 are single family residences and 64 are parcels of vacant land. Mr. Malter asked if this does not happen, would we have something the first of the year? Mrs. Hurd-Harvey replied we would just wait and do it next year. Mrs. Lando asked have you ruled out an online auction? Chemung County is doing an online auction next week. Mr. Donnelly commented they must have received title before the courts closed.

4. **Sales Tax** – Mr. Swackhamer asked do you have an update on the sales tax? Mr. Wheeler replied it is down $1.5 million. June was a surprisingly good month for all counties. We are seeing a lot of online sales and that has been well over $1 million. Ms. Fitzpatrick asked how much of that is related to the price of gas going down? Mr. Wheeler stated some is due to lower gas prices and a lot of our numbers are truck drivers with the Pilot in Kanona. I can’t even do a rough guess for you. Mrs. Hurd-Harvey stated I can get that information.

Mr. Malter asked what about car sales? Mr. Wheeler replied it is less than fuel. We saw a decent amount of activity and DMV is doing a lot of dealer transactions. Mr. Van Etten commented that he has heard that more people are buying cars now because of the extra stimulus funds.

Mr. Swackhamer asked what is going on with the property across from Pilot? Mr. Wheeler stated they are building it up. Ms. Lattimer commented it will be a Love’s Travel Center. Mr. Malter commented we will gain revenue with that.

**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 MS. FITZPATRICK. SECONDED BY MR. MALTER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION:** **APPROVING A HARDSHIP DEFERRAL RELATIVE TO PARCEL #015.05-01-040.000, SITUATE IN THE VILLAGE OF WAYLAND, EXPIRING MARCH 31, 2021, AND SUBJECT TO A 25 PERCENT PENALTY MADE BY MR. ROUSH. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**
MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO ACCEPT A NON-REFUNDABLE UNDERTAKING OF $5,000 RELATIVE TO PARCEL #017.08-01-065.000, SITUATE IN THE TOWN OF COHOCTON, TO DEFER THE ENFORCEMENT OF SALE UNTIL MARCH 31, 2021, SAID UNDERTAKING TO BE PAID WITHIN 30 DAYS MADE BY MR. ROUSH. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO ACCEPT A NON-REFUNDABLE UNDERTAKING OF $3,000 RELATIVE TO PARCEL #159.53-01-055.000, SITUATE IN THE VILLAGE OF BATH, TO DEFER THE ENFORCEMENT OF SALE UNTIL MARCH 31, 2021, SAID UNDERTAKING TO BE PAID WITHIN 30 DAYS MADE BY MR. ROUSH. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO EXTEND THE DEADLINE FOR RECEIPT OF A NON-REFUNDABLE UNDERTAKING OF $6,500 RELATIVE TO PARCEL #318.18-02-043.000, SITUATE IN THE VILLAGE OF SOUTH CORNING, TO AUGUST 31, 2020 MADE BY MR. ROUSH. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: TO ADJOURN EXECUTIVE SESSION AND RECONVENE IN REGULAR SESSION MADE BY MS. FITZPATRICK. SECONDED BY MR. MALTER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: TO ADJOURN MADE BY MR. MALTER. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR**
Tuesday, August 11, 2020
9:30 a.m.

Please send agenda items to the Clerk of the Legislature’s Office
NO LATER THAN NOON
Wednesday, August 5, 2020
I. CALL TO ORDER

Mr. Swackhamer called the meeting to order at 10:35 a.m.

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE JULY 14, 2020, MEETING MADE BY MS. FITZPATRICK, SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

III. PRESENTATION

A. Bonadio

1. Audited Financial Statements – Mr. Shephard presented the committee with the 2019 Audited Financial Statements and reviewed the highlight packet. The audit was consistent with prior years. During 2019 the County implemented GASB84 which is Fiduciary Activities. This establishes the criteria for identifying fiduciary activities. The County has a private-purpose trust fund and a custodial fund. As a result of the implementation of GASB84, the County reclassified certain activities in the appropriate fund types in accordance with the new criteria. He commented there was no difference in performing the audit other than COVID and we did the audit remotely. Everyone at the County was very cooperative and very patient with the process.

Mr. Shephard stated we were able to provide an unmodified, clear audit opinion. The largest changes impacting the government-wide financial statements overall related to the Total Other Postemployment Benefits (OPEB) Liability and Net Pension Liability. The net negative impact on the County’s position was approximately $800,000. In the General Fund, the total fund balance increased approximately $3.2 million, or 3.5 percent in 2019. The county did see a reduction in revenues related to federal prisoner lodging. However, revenues were greater than 2018 by approximately $4.6 million, or 3.1 percent. This was due to an increase in other non-property tax items of approximately $2.3 million, mostly related to sales tax. Expenditures increased approximately $6.5 million or 4.7 percent. Mr. Shephard stated actual revenues were greater than the final-modified budget by approximately $282,000 or 0.2 percent and actual expenditures were under the final-appropriation budget by approximately $12.5 million or 8 percent. Mr. Shephard noted that under Future
Accounting Standards, GASB87 relates to the accounting for leases. They have delayed implementation of that until 2022. This will require some legwork and we will need to look through all of the contracts to see if they meet the criteria for leases.

Mr. Shephard reviewed the balance sheets for the General Fund. He stated on the Revenues and Expenditures by Source Compared to All Counties – Government Funds, there is a time between when the State has their data available. Under revenues, in 2019, 72.7 percent of revenues come from local sources and in 2018 it was 74 percent. The County’s debt service is 1.4 percent and that has been fairly consistent over the years.

Mr. Malter asked can you explain the increase in accounts payable from 2018 to 2019? Mrs. Hurd-Harvey asked is the $1 million drawback liability for Medicaid for FMAP? Ms. Muller explained that is the percent we get back from the Federal government that comes through the State and I think that is in reserve. Ms. Fitzpatrick stated so it is being booked as a liability. Mr. Malter asked does the State have the money and they are just not allocating it? Mr. Wheeler replied we have the money and they do the true up. Mrs. Hurd-Harvey explained they do through a weekly share and we never really see it.

Mr. Van Etten thanked Mrs. Hurd-Harvey for the detailed answers on his questions and for the comparisons for the school districts. It looks like we are in pretty good shape. Mr. Shephard stated that pretty much covers the audit. Mrs. Hurd-Harvey and her staff did a great job throughout the year and this is a testament to their office.

**MOTION: ACCEPTING THE REPORT ON THE AUDITED FINANCIAL STATEMENTS AS PRESENTED MADE BY MR. NICHOLS. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR.** MOTION CARRIES 5-0.

Mr. Malter stated he has one observation regarding the solid waste division. We had a loss of $935,000 but we got information about setting up for the closure expenses and he wanted to point that out. Mr. Wheeler stated historically we heavily fund for and anticipate those closure fees. Mrs. Hurd-Harvey commented we updated those costs this year. Mr. Spagnoletti explained this is a big thing as we are operating under guidelines where we set aside 30 years post-closure care, but the DEC wants more than 30 years. This was a one-time adjustment.

Ms. Fitzpatrick stated on the Statement of Net Position, that provides a snapshot of the balance sheet and we book the potential liability. The restricted fund balance is actually negative. Does that weight on anyone’s mind? I look at it and get concerned. Mr. Van Etten commented I don’t know of any organization that would have a positive. Ms. Fitzpatrick stated the liability is huge and we need to be mindful of that and going forward that is an important number to take a look at.

**IV. DEPARTMENT REQUESTS**

A. **Elections**

1. **Cyber Security Grant** - Mrs. Olin informed the committee that they have received a cyber security grant in the amount of $85,689.43 from the New York State Board of Elections. This is a non-matching grant and involves both our department and Information Technology. This will allow us to upgrade all of our cyber security. The State has been very vigilant in trying to make sure cyber security is up to snuff. Mr. Ryan has been working on the policies and procedures and the different things that need to be updated and fixed. The majority of this funding will go through Information Technology to update things and that will involve all of the county, not just our department.

**MOTION: AUTHORIZING THE ACCEPTANCE OF A STATE BOARD OF ELECTIONS GRANT IN THE AMOUNT OF $85,689.43 MADE BY MR. MALTER. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR.** MOTION CARRIES 5-0. Resolution Required.
B. Sheriff’s Office

1. **PrimeCare Budget Adjustment – RN Position** - Sheriff Allard requested authorization to transfer $42,464.75 from the salaries and wages line item to the medical services line item within the Jail budget to pay for the remainder of the year for an RN position through the PrimeCare contract.

   **MOTION:** AUTHORIZING THE SHERIFF TO TRANSFER $42,464.75 FROM THE SALARIES AND WAGES LINE ITEM TO THE MEDICAL SERVICES LINE ITEM WITHIN THE JAIL BUDGET TO PAY FOR THE REMAINDER OF 2020 FOR THE RN POSITION CONTRACTED THROUGH PRIMECARE MADE BY MR. ROUSH, SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. **Accept 2020 – 2021 Police Traffic Services Grant Renewal** - Sheriff Allard requested authorization to accept the 2020 – 2021 Police Traffic Services Grant in the amount of $7,200. He explained $1,800 will be used for seatbelt enforcement and $5,400 will be used for overtime for traffic enforcement. These funds are from the Governors’ Traffic Safety Committee.

   **MOTION:** AUTHORIZING THE SHERIFF TO ACCEPT THE 2020 – 2021 POLICE TRAFFIC SERVICES GRANT FROM THE GOVERNORS’ TRAFFIC SAFETY COMMITTEE IN THE AMOUNT OF $7,200 MADE BY MR. MALTER, SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

C. Planning

1. **Accepting Federal 5311 Capital Projects Funding for Mobility Management Services** - Mrs. Dlugos requested authorization to accept the 2019/2020 5311 Federal funds for Mobility Management Services in the total amount of $837,345.00 and to adjust the capital project account to reflect the funds.

   **MOTION:** AUTHORIZING THE DIRECTOR OF THE PLANNING DEPARTMENT TO ACCEPT A TOTAL OF $837,345.00 IN FEDERAL 5311 FUNDING FOR MOBILITY MANAGEMENT SERVICES AND ADJUSTING THE CAPITAL PROJECT ACCOUNT MADE BY MS. FITZPATRICK, SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

2. **Reimbursement of General Fund** - Mrs. Dlugos stated in May the Legislature passed a resolution allocating funds to the Institute for Human Services for mobility management services. We had stated we would reimburse the County’s General Fund once we received the 5311 funds, however, the Institute for Human Services has requested to reimburse the County using CARES Act funding and we will see that money long before we see the 5311 funds. She requested authorization to reimburse the General Fund from CARES Act funding rather than waiting for the 5311 funds. The amount of reimbursement will be $170,788.13. Ms. Prossick and Mrs. Hurd-Harvey stated a new resolution will need to be adopted, referencing the change from the previous resolution.

   **MOTION:** AUTHORIZING REIMBURSEMENT TO THE GENERAL FUND FROM CARES ACT 2020 FUNDING MADE BY MR. MALTER, SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

3. **Accepting NY Census Outreach Grant** – Mrs. Dlugos stated back in March the Legislature had approved this grant and then everything shut down due to COVID. Last week we were notified that funding would be available at 50 percent of the original grant allocation. The new grant amount is $90,455.00 and we are contracting with four not-for-profit agencies to help with census education. Ms. Prossick commented we had adopted a resolution in March, so we will be rescinding that resolution and replacing with a new resolution.

   **MOTION:** RESCINDING RESOLUTION NO. 063-20 ACCEPTING CENSUS OUTREACH GRANT FUNDS IN THE AMOUNT OF $180,910.00 AND AUTHORIZING ACCEPTANCE OF CENSUS OUTREACH GRANT FUNDS IN THE AMOUNT OF $90,455.00 MADE BY MR. NICHOLS. SECONDED BY MR. MALTER. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.
D. Department of Social Services

1. Accepting DSRIP Funds - Ms. Muller informed the committee they are receiving $289,545 for meeting our performance measures on the DSRIP project. There are no strings attached. She requested authorization to accept and appropriate this funding.

MOTION: AUTHORIZING THE COMMISSIONER OF SOCIAL SERVICES TO ACCEPT AND APPROPRIATE $289,545.00 IN DSRIP PROJECT FUNDS INTO A NEW CAPITAL PROJECT MADE BY MR. MALTER. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

E. Public Health

1. Accept Funding from Health Research Inc. for COVID-19 Enhanced Detection - Mrs. Smith informed the committee that all counties in New York State will be receiving funding, based on population and other metrics, from Health Research, Inc. The amount we are receiving is $310,840.00 and it will be used for two distinct purposes. The first for enhanced COVID-19 detection and contact tracing. The second is to strengthen flu vaccine rates ahead of flu season. These funds will pay for us to increase staff. Mr. Roush asked are any County funds required as a match? Mrs. Smith replied no.

MOTION: AUTHORIZING THE DIRECTOR OF PUBLIC HEALTH TO ACCEPT $310,840.00 IN FUNDING FROM HEALTH RESEARCH, INC. FOR COVID-19 ENHANCED DETECTION MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

F. Emergency Management Office

1. COVID-19 Supply Purchases - Mr. Marshall informed the committee that over the past several weeks they have done a complete review of their supply inventory. We sat down with the management team and looked at where we are at and where we need to be. The group has suggested increasing the amount of isolation gowns to 2,000 at an estimated cost of $8,000. We are looking to purchase 3M N-95 masks; 1,860 small and 1,860 medium for a total cost of $2,400 ($1,200 for each size). Additionally, we are looking to purchase 20,000 medium nitrile gloves and 20,000 large nitrile gloves. The cost depends on the market and we estimate that it will be between $4,000 - $7,200. Mr. Marshall stated he is working with Purchasing to identify a vendor. He requested authorization to do this as an emergency purchase.

Mr. Nichols asked will these purchases exceed the revenues? Mr. Wheeler replied no. We started with $50,000 to that account and will be spending less than $20,000. Mr. Marshall commented these expenses will be FEMA reimbursable.

MOTION: AUTHORIZING THE EMERGENCY PURCHASE OF COVID-19 SUPPLIES AS DETAILED BY THE DIRECTOR OF THE EMERGENCY MANAGEMENT OFFICE MADE BY MR. MALTER. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

G. Public Works

1. Major Equipment List Changes - Mr. Spagnoletti stated in our Major Equipment list for 2020 we had included a Tire Changer for $4,000 and a Tire Balancer for $4,000. We did not receive the outside funding we had expected and he would like to amend those items in the budget to reflect a cost of $8,000 for the Tire Changer and $8,000 for the Tire Balancer.

MOTION: AMENDING THE HIGHWAY MAJOR EQUIPMENT LIST TO REFLECT A CHANGE IN COST FOR A TIRE CHANGER FROM $4,000 TO $8,000 AND A TIRE BALANCER FROM $4,000 TO $8,000 MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. Salaries and Wages Transfers – Line Items 5 110 000 - Mr. Spagnoletti explained the entire payroll for the highway department is included in the General Repairs cost center. He requested authorization to transfer $300,000 into the salaries and wages under the Permanent Improvements cost center, $250,000 into the
salaries and wages under the Maintenance of Bridges cost center and $250,000 into the salaries and wages under the Snow Removal cost center.

MOTION: AUTHORIZING THE TRANSFER OF $800,000 FROM THE GENERAL REPAIRS SALARIES AND WAGES LINE ITEM AS FOLLOWS: $300,000 TO THE SALARIES AND WAGES LINE ITEM UNDER PERMANENT IMPROVEMENTS; $250,000 TO THE SALARIES AND WAGES LINE ITEM UNDER MAINTENANCE OF BRIDGES AND $250,000 TO THE SALARIES AND WAGES LINE ITEM UNDER SNOW REMOVAL MADE BY MR. MALTER. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

H. Commissioner of Finance

1. Monthly Financial Reports – Mr. Malter stated he noticed there were transfers to Overtime in the Sheriff’s Department. What was the reason for the additional overtime? Additionally, he looked at the Sheriff’s expenditures through June and the amount of money he has spent on food at the Jail. He has spent 72 percent of his total yearly budget. What is the reason for that? The budgeted amount is $336,000 and he has already spent $298,000 to date. Mr. Wheeler replied with regard to the overtime, there have been transfers as he has been running more overtime. The overtime is due to two major things. First with COVID, we have been having the Sheriff’s Deputies doing the daily check on positive cases after the initial check from Public Health. Second, with all the protests that happened for about two weeks, the State Police pulled most of their resources from our area to Buffalo and Rochester and we were filling that gap.

Mr. Malter asked with regard to Other Expenses for the Landfill. Why did we take $10,000 from Environmental Monitoring and put that into Water Testing? Mr. Spagnolletti replied a representative from State DEC comes down once every two weeks to conduct testing on our water wells and we pay for those visits. Mrs. Hurd-Harvey commented these are two separate functions for tracking. She will check on the food costs at the Jail.

2. Bid Award for Demolition of Two County-Owned Residences – Mrs. Hurd-Harvey stated a bid was put out for the demolition of two County-owned residences located in Dansville and Greenwood. We received five bids and she recommended awarding to the low bidder, MJR Partners for $12,620. The high bid was Swarthout at $28,050. Mr. Wheeler stated in full disclosure, Eric Rose is a cousin to the low bidder, however, he has had nothing to do with this. MJR Partners has done a lot of work for the Land Bank.

MOTION: AWARDING THE BID FOR THE DEMOLITION OF TWO COUNTY-OWNED RESIDENCES LOCATED IN DANSVILLE AND GREENWOOD TO THE LOW BIDDER, MJR PARTNERS FOR $12,620 MADE BY MR. NICHOLS. SECONDED BY MR. MALTER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

3. Discuss Format and Set Date for “Mini” Tax Auction – Mrs. Hurd-Harvey stated they are looking at doing a “mini” tax auction. There are 15 – 20 parcels and the deadline for the payment of the non-refundable undertakings is August 31st. We have talked with Pirrung Auctioneers about doing a simultaneous online and in-person auction. This will be held in the Annex Building Conference Rooms and all bidders must pre-register by the Wednesday prior to the auction. We will divide the auction into two sessions; one at 10:00 a.m. and the other at 1:00 p.m. She requested authorization to set the date and time for the “mini” auction for Friday, October 2, 2020.

MOTION: SETTING THE DATE AND TIME FOR THE “MINI” TAX AUCTION FOR FRIDAY, OCTOBER 2, 2020 MADE BY MS. FITZPATRICK. SECONDED BY MR. NICHOLS FOR DISCUSSION.

Mr. Horton asked will the fees be the same in person as online? Mrs. Hurd-Harvey replied no, there is an additional fee charged to online bidders by Proxibid which is the company that they will register and bid through online. Mr. Malter asked will you hold another tax sale auction for the remaining properties? Mrs. Hurd-Harvey replied we are still waiting for action by the courts.
VOTE ON PREVIOUS MOTION: ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

4. Notice to Bidders and Terms of Sale – Mrs. Hurd-Harvey stated they are finishing up the Notice to Bidders and Terms of Sale. She requested authorization to put that on the August Legislative agenda for approval.

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO PUT THE NOTICE TO BIDDERS AND TERMS OF SALE ON THE AUGUST LEGISLATIVE AGENDA FOR APPROVAL MADE BY MR. MALTER. SECONDED BY MS. FITZPATRICK. 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 EXCHANGE OR SALE OF SECURITIES HELD BY SUCH PUBLIC BODY, BUT ONLY WHEN PUBLICITY WOULD SUBSTANTIALLY AFFECT THE VALUE THEREOF MADE BY MS. FITZPATRICK. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING A HARDSHIP DEFERRAL RELATIVE TO PARCEL #115.00-01-020.211 SITUATE IN THE TOWN OF WHEELER, EXPIRING MARCH 31, 2021, INCLUSIVE OF THE 25 PERCENT PENALTY MADE BY MR. NICHOLS. SECONDED BY MR. MALTER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: DENYING THE APPLICATION FOR A NON-REFUNDABLE UNDERTAKING RELATIVE TO PARCEL #151.09-01-039.000 AND PARCEL #151.09-01-040.000 SITUATE IN THE CITY OF HORNELL MADE BY MR. MALTER. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: TO ADJOURN EXECUTIVE SESSION AND RECONVENE IN REGULAR SESSION MADE BY MS. FITZPATRICK. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: TO ADJOURN MADE BY MR. ROUSH. SECONDED BY MR. NICHOLS. 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 8, 2020
9:30 a.m.

Please send agenda items to the Clerk of the Legislature’s Office
NO LATER THAN NOON
September 2, 2020
CALL TO ORDER

Mr. Swackhamer called the meeting to order at 10:25 a.m.

APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE AUGUST 11, 2020, MEETING MADE BY MS. FITZPATRICK. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

DEPARTMENT REQUESTS

A. Department of Social Services
   1. Accepting and Appropriating Emergency Shelter Grant Allocation – Ms. Muller requested authorization to accept and appropriate Emergency Shelter Grant funding in the amount of $406,097. With this funding we will continue our contracts with Arbor Development, Catholic Charities and LawNY. These funds will be used to pay for rent subsidies, utilities, arrears, security deposits, moving expenses and case management services. A portion of these funds will also remain with the department. Mr. Roush asked is there a local match? Ms. Muller replied no.

MOTION: AUTHORIZING THE COMMISSIONER OF THE DEPARTMENT OF SOCIAL SERVICES TO ACCEPT AND APPROPRIATE EMERGENCY SHELTER GRANT FUNDS IN THE AMOUNT OF $406,097 MADE BY MR. NICHOLS. SECONDED BY MR. MALTER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Mr. Nichols asked are the homeless numbers up or down? Ms. Muller replied the numbers are starting to level off and we are getting people out of the hotels and housed. So many people presented as homeless because they lost their jobs. We also had Code Blue and it was cold during May and that created a whole new world for the homeless and how we serve them.
B. Sheriff’s Office

MOTION: AUTHORIZING THE SHERIFF TO ACCEPT THE LAW ENFORCEMENT PORTION OF THE FY20 HOMELAND SECURITY TERRORISM GRANT IN THE AMOUNT OF $44,026 MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

C. Emergency Management Office
1. FY20 State Homeland Security Grant – Mr. Forenz requested authorization to accept the FY20 State Homeland Security Grant in the amount of $80,076. These funds will be used for our functional needs database, emergency preparedness and our responder notification system. Also, we are looking to replace our MCI trailer that is quite aged.

MOTION: AUTHORIZING THE DIRECTOR OF EMERGENCY MANAGEMENT TO ACCEPT FY20 STATE HOMELAND SECURITY GRANT FUNDS IN THE AMOUNT OF $80,076 MADE BY MR. MALTER. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. FY20 LEMPG Supplement Grant – Mr. Forenz requested authorization to accept the FY20 LEMPG Supplement Grant in the amount of $21,641. These funds will be used to offset the cost of salaries and also to purchase refrigeration for Public Health needs as far as refrigerating vaccines.

MOTION: AUTHORIZING THE DIRECTOR OF EMERGENCY MANAGEMENT TO ACCEPT FY20 LEMPG SUPPLEMENT GRANT FUNDS IN THE AMOUNT OF $21,641 MADE BY MR. ROUSH. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

D. Information Technology
1. IT Vehicle Lease – Mr. Wolverton requested authorization to use $2,000 out of the maintenance of vehicles line item in the 2020 budget to lease a vehicle for the IT Department for 2021, but he would like to start the lease now. These funds will cover the cost of the lease through the end of this year.

MOTION: AUTHORIZING THE DIRECTOR OF INFORMATION TECHNOLOGY TO USE $2,000 OUT OF THE MAINTENANCE OF VEHICLES LINE ITEM IN THE 2020 BUDGET TO FUND THE LEASE THROUGH DECEMBER 31, 2020 MADE BY MS. FITZPATRICK. SECONDED BY MR. MALTER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

E. Commissioner of Finance
1. Monthly Financial Reports – Mrs. Hurd-Harvey asked if there were any questions on the monthly reports. There were none.

2. Deferring Employee Share of Social Security Taxes – Mrs. Hurd-Harvey stated there is a presidential memorandum which would allow for deferring the employee share of social security taxes. She requested approval to respectfully decline implementation of this. Mr. Swackhamer commented his impression is that if we do not collect these, then next year people who did not receive it can apply for it? Mrs. Hurd-Harvey stated I have not read anything of that nature. If Congress seeks to forgive this, then I would expect that we would implement something in the spring. Mr. Swackhamer commented President Trump is saying that if he is re-elected then he will forgive these taxes. Mrs. Hurd-Harvey stated my understanding is he has no authority to modify the tax law.

Secretary’s Note: The Committee agreed that Mrs. Hurd-Harvey should decline implementation of the Deferring of Employee Share of Social Security Taxes.
3. **Tax Deferred Retirement Savings Accounts** – Mrs. Hurd-Harvey stated the CARES Act has a provision that would allow individuals participating in a tax deferred retirement savings account to take out penalty free withdrawals. They would have to qualify for COVID-related reasons. Individuals who meet the qualifications would be able to withdraw up to $100,000 of their account balance penalty free and they would have three years to pay the tax or put the money withdrawn back into the account. This provision applies to deferred compensation plans, 401-K’s and IRA accounts.

Mr. Malter asked why would we have to give approval? Mrs. Hurd-Harvey replied we would have to allow it as our deferred compensation plan does not allow that. Mr. Nichols commented if we allowed this, 90 percent of people would not pay it back. Mr. Wheeler commented you can make it available and then it would be the employees’ personal choice. Mrs. Hurd-Harvey stated our deferred compensation plan allows for emergency withdrawals, but the requirements are very strict.

MOTION: ALLOWING, UNDER THE DEFERRED COMPENSATION PLAN, THE CARES ACT PROVISION WHICH PERMITS PENALTY FREE WITHDRAWALS FROM A TAX DEFERRED RETIREMENT SAVINGS ACCOUNT, WITH APPLICATION FOR A WITHDRAWAL TO BE SUBMITTED PRIOR TO DECEMBER 31, 2020 MADE BY MR. MALTER. SECONDED BY MS. FITZPATRICK FOR DISCUSSION.

Ms. Lattimer asked does the CARES Act provision provide a beginning and end date? Mrs. Hurd-Harvey replied individuals would have to make application for a withdrawal prior to December 31, 2020.

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

3. **Budget Transfer** – Mrs. Hurd-Harvey requested authorization to transfer $35,915.44 representing the 2020 insurance allocation among the departments.

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO TRANSFER A TOTAL OF $35,915.44 REPRESENTING THE 2020 INSURANCE ALLOCATION, AMONG THE DEPARTMENT COST CENTERS MADE BY MS. FITZPATRICK. SECONDED BY MR. MALTER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

4. **Sales Tax** – Mr. Swackhamer asked how is our sales tax? Mrs. Hurd-Harvey replied it is $620,000 which is down 16 percent.

5. **Early Retirement Incentive** – Mr. Van Etten asked how are the numbers looking for the early retirement incentive? Mr. Alderman replied they are looking pretty good so far. We have received a lot of calls and there are a lot of people saying that they are going to take it.

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 PROEPRTY OR THE PROPOSED ACQUISITION OF SECURITIES, OR SALE OR EXCHANGE OF SECURITIES HELD BY SUCH PUBLIC BODY, BUT ONLY WHEN PUBLICITY WOULD SUBSTANTIALLY AFFEC THE VALUE THEREOF MADE BY MR. ROUSH. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO WITHDRAWING PARCEL #166.00-01-069.000 SITUATE IN THE TOWN OF HORNELLSVILLE AND PARCEL #166.00-03-006.000 SITUATE IN THE CITY OF HORNELL, FROM THE 2020 TAX SALE AUCTION MADE BY MR. NICHOLS. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.
MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO WITHDRAW PARCEL #151.09-01-039.000 AND #151.09-01-040.000 BOTH SITUATE IN THE CITY OF HORNELL, FROM THE 2020 TAX SALE AUCTION AND SELLING TO THE CITY OF HORNELL FOR A TOTAL PRICE OF $7,500 PLUS DEED FEES MADE BY MS. FITZPATRICK. SECONDED BY MR. MALTER. MOTION CARRIES 4-0-1. (MR. SWACKHAMER ABSTAINED)

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO CANCEL THE 2019 CITY SCHOOL, 2019 CITY AND 2020 COUNTY TAXES AND ISSUE A CERTIFICATE OF PROSPECTIVE CANCELLATION RELATIVE TO PARCEL #151.80-01-041.000 SITUATE IN THE CITY OF HORNELL MADE BY MR. MALTER. 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. MALTER. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: TO ADJOURN MADE BY MR. MALTER. SECONDED BY MR. NICHOLS. 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 13, 2020
9:30 a.m.

Please send agenda items to the Clerk of the Legislature’s Office
NO LATER THAN NOON
September October 7, 2020

**FINANCE BUDGET WORKSHOP**
Tuesday, October 13, 2020
10:30 a.m. or immediately following AdHoc Office Space Committee
I. CALL TO ORDER

Ms. Lattimer called the meeting to order at 9:33 a.m.

II. GENERAL BUSINESS
A. County Manager
1. Financing Options for Phase II of Court and County Office Complex Renovations – Mrs. Hurd-Harvey reviewed the financing options that she had sent out to the Legislators a week ago. At this point in time it is unknown if the Office of Court Administration (OCA) would consider reimbursing a portion of the interest costs were we to bond some or all of the estimated costs because we have already been reimbursed for actual construction. If we were to pay all cash, the net cost would be $5,760,000. The next two options are bonding for $6 million for either ten years at 1.25 percent or five years at 1 percent. The total bonding cost estimate for bonding $6 million for ten years would be $6,245,314 and assuming OCA reimburses us at 66 percent of interest, that estimate is $6,217,907. The five year option would be $6,006,200 total or $6,136,608 if OCA reimburses us at 66 percent of interest. The final two options are bonding for $3 million for ten years or five years. The $3 million bond option for ten years total estimate is $5,998,050 and with the OCA reimbursement of 66 percent of interest would be $5,137,137. The $3 million bond option for five years total estimate is $5,920,500 and with the OCA reimbursement of 66 percent of interest would be $6,110,070.

Mr. Malter asked what are we making on our investments at this point? Mrs. Hurd-Harvey replied the banks are eager to keep our money. We have one T-bill remaining that fluctuates between .3 percent and .28 percent. Mr. Malter asked if we pay the project costs ourselves, what will be the OCA reimbursement? Mr. Wheeler replied OCA estimates between $125,000 - $150,000 per year for construction. This past year we requested $140,000 and OCA seemed very comfortable with that. Mr. Malter commented the best way to go is to pay the cost ourselves. Mr. Van Etten, Mr. Wheeler and Mrs. Hurd-Harvey stated they all agreed.
Mr. Van Etten commented we would be better off paying the costs ourselves. The risk is would they do a modified plan. Mr. Wheeler stated he spoke with the attorney at OCA and the indication was that yes, we could do this, but we do not have that in writing.

Mr. Swackhamer asked when will the Jail bond be paid off? Mrs. Hurd-Harvey replied that will be paid in 2021.

Ms. Fitzpatrick commented the reason for considering is not necessarily because it is cheaper to pay out of pocket, but because of concerns as we move forward into the budget process. How much will we deplete our fund balance? Mr. Wheeler replied with the size of the fund balance and the fact that we are managing the loss of revenue by not filling vacancies and not doing some capital improvements, I think we will end up in a fair spot. I don’t particularly have a cash concern. Mrs. Hurd-Harvey commented I don’t either. We have never had to overtly worry about cash. Mr. Malter commented the fund balance has grown over the past five to six years that I have been here.

Mr. Maio asked what fund are we pulling the cash from? Mrs. Hurd-Harvey replied there is a capital project. Mr. Maio asked what is our fund balance? Mrs. Hurd-Harvey replied it is close to $67 million.

_Secretary’s Note: Following the meeting, Mrs. Hurd-Harvey sent an email stating that the General Fund unassigned fund balance as of December 31, 2019 was $71,863,734._

Mr. Van Etten commented when I first started the fund balance was in the $40 million range. That is why you have it; for these types of situations. Given what the balance is and the fact that it would cost us $160,000 to bond, it is more prudent to pay cash for the project.

Mr. Swackhamer asked is it still open to bond at any time? Mr. Wheeler replied it is, but the reimbursement from OCA would be at risk if we did decide to bond at a later date.

**MOTION: TO ADJOURN MADE BY MS. FITZPATRICK. SECONDED BY MR. MALTER. ALL BEING IN FAVOR. MOTION CARRIES 6-0.**

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature
I. CALL TO ORDER

Mr. Swackhamer called the meeting to order at 10:05 a.m.

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE SEPTEMBER 8, 2020, AND SEPTEMBER 28, 2020, MEETINGS MADE BY MS. FITZPATRICK. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

III. DEPARTMENT REQUESTS

A. District Attorney’s Office
   1. Accept VOCA Grant Funds – Mr. Terwilliger requested authorization to accept VOCA grant funds in the amount of $45,415.24. These funds will be used to help fund the two part-time victim advocate positions. Mr. Wheeler commented these funds are budgeted. Mr. Van Etten asked what is VOCA? Mr. Terwilliger replied it is the Victims Against Crimes Act.

MOTION: ACCEPTING AND APPROPRIATING VICTIMS AGAINST CRIMES ACT (VOCA) FUNDING IN THE AMOUNT OF $45,415.24 MADE BY MR. NICHOLS. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

B. Department of Community Services
   1. Accepting NYS Office of Mental Health COLA Funding – Dr. Chapman requested authorization to accept $6,703 in COLA funds from the NYS Office of Mental Health. This funding is to be used for salary and fringe benefit expenses.
MOTION: AUTHORIZING THE DIRECTOR OF THE DEPARTMENT OF COMMUNITY SERVICES TO ACCEPT A NEW YORK STATE OFFICE OF MENTAL HEALTH COLA ADJUSTMENT IN THE AMOUNT OF $6,703, SAID AMOUNT TO BE USED TO COVER SALARY AND FRINGE BENEFIT INCREASES MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

C. Public Works

1. Transfer from New Bath Landfill Post Closure Capital Expense - Mr. Spagnoletti requested authorization to transfer $108,351 from the New Bath Landfill Post Closure Capital Expenses to the Landfill Administration - Indirect County Costs. These are the indirect county cost numbers that the Commissioner of Finance puts into the budget. We had budgeted $100,000 and we need an additional $108,000.

MOTION: AUTHORIZING A TRANSFER OF $108,351.00 FROM THE NEW BATH LANDFILL POST CLOSURE CAPITAL EXPENSE ACCOUNT TO LANDFILL ADMINISTRATION – INDIRECT COUNTY COSTS MADE BY MS. FITZPATRICK. SECONDED BY MR. MALTER. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

2. Appropriate Revenue within the Grinder Repair and Replacement Capital Project - Mr. Spagnoletti requested authorization to transfer a total of $141,916.34 in revenue within the Grinder Repair and Replacement Capital Project and appropriate $2,806.84 to Interest Revenue, $137,715.00 to Rental – Other Governments and $1,394.50 to Sales of Scrap.

MOTION: AUTHORIZING THE APPROPRIATION OF $141,916.34 IN REVENUE WITHIN THE GRINDER REPAIR AND REPLACEMENT CAPITAL PROJECT TO THE FOLLOWING LINE ITEMS WITHIN THE CAPITAL PROJECT: $2,806.84 TO INTEREST REVENUE, $137,715.00 TO RENTAL – OTHER GOVERNMENTS AND $1,394.50 TO SALES OF SCRAP MADE BY MR. MALTER. SECONDED BY MS. FITZPATRICK FOR DISCUSSION.

Ms. Fitzpatrick asked will you spend this before the end of the year? Mr. Spagnoletti replied no. We spend about $25,000 to $30,000 per year on grinder teeth and parts/repairs.

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

3. Transfer Major and Minor Equipment to Parts & Repairs (Landfill) - Mr. Spagnoletti explained the average tonnage at the Landfill is 100,000 tons per year. Now we are up to 150,000 tons per year. This extra tonnage has put more wear and tear on our equipment. He had budgeted $180,000 for equipment this year. He is requesting authorization to transfer an additional $104,240.13 from Major and Minor equipment lines to the Parts & Repairs line item. Mr. Spagnoletti noted that since the Public Works meeting, they did make a couple of adjustments to the accounts, however, the overall amount being transferred remains the same at $104,240.13.

MOTION: AUTHORIZING THE COMMISSIONER OF PUBLIC WORKS TO TRANSFER A TOTAL OF $104,240.13 FROM VARIOUS MAJOR AND MINOR EQUIPMENT LINES WITHIN THE LANDFILL COST CENTER AND APPROPRIATING TO THE PARTS & REPAIRS LINE ITEM MADE BY MR. NICHOLS. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

4. Transfer Computer Equipment to Utilities - Mr. Spagnoletti requested authorization to transfer a total of $7,000 out of various Computer Equipment line items within the Landfill cost center to the Utilities line item within the Landfill cost center.
MOTION: AUTHORIZING THE COMMISSIONER OF PUBLIC WORKS TO TRANSFER A TOTAL OF $7,000 OUT OF VARIOUS COMPUTER EQUIPMENT LINE ITEMS WITHIN THE LANDFILL COST CENTER AND TRANSFER TO THE UTILITIES LINE ITEM MADE BY MR. MALTER. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Mr. Malter asked with regard to the grinder repairs, how much would it cost to replace? Mr. Spagnoletti replied when we bought the grinder in 2013 we paid $710,000 and I would expect that it will last another 10 – 15 years. Mr. Malter asked do we have money in the capital project? Mr. Spagnoletti replied we have $141,916 built up in revenue and that is what we asked to transfer to the grinder parts and repairs capital project. Mr. Malter commented we will need to replace the equipment at some point, but you are not funding the depreciation. Is the money generated from the rental of the grinder used for repairs and not to build up the fund? Mr. Spagnoletti replied when it is time to replace the grinder, anything left in the account we will use to buy a new machine. Over the past 10 – 15 years we have been shifting to almost all injecting. Our road bases are almost all good now.

Ms. Fitzpatrick asked you are not spending all the money in that account on repairs? Mr. Spagnoletti replied we spent about $25,000 for repairs and we expect the revenues to keep building it up. Mr. Nichols commented the biggest thing with the grinder is that it has brought the County up to where we have good road bases.

D. Emergency Management Office

1. Motorola Command Simulcast Proposal – Mr. Marshall requested authorization to spend $418,299.25 on the Motorola Command Simulcast. This is on State bid and the project is covered by Homeland Security grant funds.

MOTION: AUTHORIZING THE DIRECTOR OF THE EMERGENCY MANAGEMENT OFFICE TO SPEND $418,299.25 ON THE MOTOROLA COMMAND SIMULCAST PROJECT, SAID COST TO BE PAID FOR WITH HOMELAND SECURITY GRANT FUNDS MADE BY MR. ROUSH. SECONDED BY MR. NICHOLS FOR DISCUSSION.

Mr. Swackhamer asked if the grant goes away, what will be the maintenance cost? Mr. Marshall replied it will be no different than the standard annual maintenance contract that we already have. Mr. Swackhamer asked will there be any future cost to the County with the upgrade? Mr. Marshall replied no. All we are doing is taking the older equipment out and installing newer equipment which will be more cost effective. Mr. Wheeler stated we would still pay for the annual maintenance.

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

E. Commissioner of Finance

1. Monthly Financial Reports – Mrs. Hurd-Harvey asked if there were any questions on the monthly financial reports. Mr. Malter asked on page two of the Purchase Order report under Highways, what is the $36,653 being spent on? Mr. Spagnoletti replied that for the highway shops hydraulic oil and engine oil. We have been having a 55 gallon drum delivered to the highway shop and then the employees pump it into a pail and put it into the equipment. With this, there will be a tank at each shop and then we will get a bulk delivery of hydraulic oil and engine oil that can then directly be pumped into equipment.

Mr. Malter asked is the lag in revenue from the State a result of the State holding funds? Mr. Wheeler replied yes and whatever we get we are getting 20 percent withheld.

2. Court and County Office Complex Renovations Phase II Funding – Mrs. Hurd-Harvey requested authorization to close two projects; the Office Utilization Project and the 2017/2018 Building Renovation Project and transfer a total of $345,424.71 into the current Court and County Office Complex Renovations capital project.

65

Finance Committee
Tuesday, October 13, 2020

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. MALTER. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO CANCEL THE 2019 AND 2020 TOWN AND COUNTY TAXES RELATIVE TO PARCEL # 066.02-01-036.000, SITUATE IN THE TOWN OF DANSVILLE, AND ISSUE A CERTIFICATE OF PROSPECTIVE CANCELLATION MADE BY MR. MALTER. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: TO ADJOURN EXECUTIVE SESSION MADE BY MR. MALTER. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: TO ADJOURN MADE BY MR. MALTER. SECONDED BY MS. FITZPATRICK. 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 13, 2020
9:30 a.m.

Please send agenda items to the Clerk of the Legislature’s Office
NO LATER THAN NOON
September October 7, 2020

**FINANCE BUDGET WORKSHOP**
Monday, October 26, 2020
10:30 a.m. or immediately following Legislative Meeting
STEUBEN COUNTY FINANCE COMMITTEE
Budget Workshop
Tuesday, October 13, 2020
11:00 a.m.
Legislative Chambers, 3rd Floor, Annex Building
Bath, New York

**MINUTES**

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

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

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

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 ETKEN. 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 contractuals 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.

<table>
<thead>
<tr>
<th>Account Title</th>
<th>2021</th>
<th>% of wages</th>
<th>2020 Budget</th>
<th>% of wages</th>
<th>YTD 2020</th>
<th>% of wages</th>
</tr>
</thead>
<tbody>
<tr>
<td>NYS EMPLOYEES RETIREMENT</td>
<td>1465935</td>
<td>0.1419771</td>
<td>1311643</td>
<td>0.12429832</td>
<td>857244</td>
<td>0.1340845</td>
</tr>
<tr>
<td>SOCIAL SECURITY</td>
<td>763255</td>
<td>0.0739219</td>
<td>806637</td>
<td>0.07644125</td>
<td>460414</td>
<td>0.072015</td>
</tr>
<tr>
<td>WORKERS’ COMPENSATION</td>
<td>349486</td>
<td>0.033848</td>
<td>515974</td>
<td>0.04889646</td>
<td>386982</td>
<td>0.0605292</td>
</tr>
<tr>
<td>GROUP MEDICAL INSURANCE</td>
<td>2915877</td>
<td>0.2824052</td>
<td>3087078</td>
<td>0.29254806</td>
<td>1857211</td>
<td>0.2904929</td>
</tr>
<tr>
<td>Total Wage lines</td>
<td>10325153</td>
<td>1.0419771</td>
<td>10552379</td>
<td>1.05254806</td>
<td>6393310</td>
<td>1.0340845</td>
</tr>
</tbody>
</table>

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 26th 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
**MINUTES**

**STEUBEN COUNTY FINANCE COMMITTEE**

**Budget Workshop**

*Monday, October 26, 2020*

11:20 a.m.

*Legislative Chambers, 3rd Floor, Annex Building*

*Bath, New York*

I. **CALL TO ORDER**

Mr. Swackhamer called the meeting to order at 11:20 a.m.

II. **GENERAL BUSINESS**

A. **Budget Review** – Mr. Wheeler reviewed the 2021 Budget Changes which was compiled following the last meeting. This attachment has captured all of the items that you discussed and made motions on, along with those items that we noted during the meeting.

Mr. Wheeler stated one area I neglected to bring up under Tourism and Publicity, was the Chambers of Commerce. Historically we have funded $45,000. We had talked about reductions in the other funding streams but I neglected to bring this up as well.

**MOTION:** TO REDUCE THE 2021 ALLOCATION FOR THE CHAMBERS OF COMMERCE BY 20 PERCENT MADE BY MR. MALTER. SECONDED BY MS. FITZPATRICK FOR DISCUSSION.

Mrs. Lando stated I thought we had cut them. We had also said previously that we would ask for a yearly report from the Chambers. Have we gotten that? Mr. Wheeler replied we typically get those at the very end of the year or beginning of the next year. I will make sure that we have those. Mrs. Lando stated I would like to see the latest report.

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

Mr. Wheeler stated at the last meeting he had a verbal placeholder on the United Way funding. The United Way had indicated that they were going to reduce their funding to the RSVP program by 10 percent. The United Way has been working closely with Christine Towner to change the application to meet the amended requirements, so it looks like we will be successful in reversing that 10 percent proposed reduction.

Mr. Wheeler reviewed the attachment outlining the early retirement breakdown. The lines that are highlighted green represent positions that are mission critical and that need to be replaced. In some cases this results in very little to no savings. The lines that are highlighted red are fully zero based for 2021. The net savings for Department of Social
Services positions is less and that is because of the State reimbursement we draw down on those positions. The blue highlighted lines are positions that are funded at 50 percent for 2021. We could move some of the positions in Public Works to zero-based, but that would exacerbate things in following years if he needed to replace, so we thought we could just do them at 50 percent. We are also doing that for a few of the Department of Social Services positions. The position highlighted in pink is an Account Clerk-Typist at the Sheriff’s Office and that position has been reduced to part-time and some of the duties have been reallocated to other clerical staff. The light gray highlighted lines are IT positions and the intent is to replace with Help Desk Technicians who can do a wide range of duties and do not need to have a highly advanced degree. The dark gray highlighted position is the Planner and we will obviously need to have a Planner, but we are funding the Senior Planner position at 50 percent for 2021. The total cost for this retirement incentive is $572,961.41 for a first year’s savings of $482,019.69, which was desperately needed. Mr. Malter asked are these numbers reflected in the original budget? Mr. Wheeler replied they are included in the new attachments you have. After this meeting when we reprint the budget, these numbers will be included in that.

Ms. Fitzpatrick asked will this get us down to the property tax cap? Mr. Wheeler replied we are below it at 1 percent. Ms. Fitzpatrick asked if we are below the cap, will we carry forward the balance? Mr. Wheeler replied yes. We had some carry over this year and we could push 2 percent.

Mr. Swackhamer stated he would like to go over the Sheriff’s budget and the five-year history that was provided. Two things stuck out about the SRO’s that BOCES had and they were included in next year’s budget. Why? Sheriff Allard stated I am not sure what the question is. Mr. Wheeler explained unlike the other SRO’s that the Sheriff utilizes that are retirees, the SRO’s at BOCES were our uniformed deputies that BOCES paid for. The funding goes away, but we still have the uniformed deputies. We zero-based one of the funded vacant Deputy Sheriff positions to account for that and also zero-based a part-time Investigator position.

Ms. Fitzpatrick asked why are there two RN positions in the budget? Sheriff Allard replied I have no idea. Mr. Wheeler stated there should only be one RN position as the individual is still there. The second RN position should be zero-based in your new salary schedule. Ms. Fitzpatrick stated the new salary schedule shows two part-time LPN positions that are budgeted/funded. Mr. Wheeler stated that is not accurate and we will zero base those. We are getting nursing services through the PrimeCare contract now. There should only be one budgeted RN for 2021. Mrs. Hurd-Harvey commented we will also take out the PT LPN position on the top of page 16 of the salary schedule. Mr. Wheeler stated the Sheriff can talk about how he is utilizing these positions, but it is less and less and we have been utilizing PrimeCare instead. There have been instances when we have used the part-time LPN’s, but that is all based on usage. We could remove those as well.

Mr. Swackhamer stated going back to the SRO’s, can you explain why the wages and salaries line item is up to $200,000 next year? Sheriff Allard explained we have two different kinds of SRO’s. We have the two Deputy Sheriff’s that we used for BOCES. The remaining SRO’s are special patrol officers and those positions are 100 percent reimbursed by the schools. Mr. Wheeler explained we are just losing the BOCES reimbursement of $200,000. Sheriff Allard stated that was always in the salaries/wage line item, but now there is no revenue offsetting that.

Mrs. Lando asked why did BOCES cancel the contract? Sheriff Allard replied according to their business manager, they could no longer afford them as they are experiencing a significant loss of revenue due to COVID. Mr. Swackhamer commented I don’t think we can afford it either. Sheriff Allard stated both of the Deputies have been on staff for several years. We were just getting the reimbursement from BOCES. We had two vacant positions that we did not fill to get us through the end of this budget year. There have been no changes due to that in our salaries/wages line item and we still have not filled the two vacant positions that we need to. Mr. Wheeler stated we did zero-base one vacant Deputy Sheriff position and one vacant Investigator position to account for that.

Mr. Malter asked with these two Deputy Sheriff’s for BOCES, did we take those and use them to fill the two vacant positions? Mr. Wheeler replied no. Sheriff Allard stated the positions were already there and already filled. BOCES cancelled the revenue and we had two vacancies that we had not yet filled and we decided not to fill them this year to make up for the difference in the 2020 budget.
Mr. Van Etten stated we had two Deputies on the payroll but they were onsite at BOCES and we were reimbursed for them. BOCES cancelled the reimbursement and the Deputies came back to our facility and we continued using them. They eliminated 1.5 vacancies to make up for that. The revenue stream went down and the resulting cost is .5 FTE. What were those two vacancies and would you have filled them eventually? Sheriff Allard replied yes, we would have filled them eventually and they were Deputy Sheriff positions. Ms. Fitzpatrick asked would they have a specific duty? Sheriff Allard replied general patrol.

Ms. Fitzpatrick stated the Sheriff and I have had a number of emails back and forth regarding Deputies for COPE versus hiring Deputies for CAP. Are they the same or are you hiring separately for each of these programs? Sheriff Allard replied we are hiring Deputies for each of the programs. Mr. Wheeler explained even though with CAP you are getting reimbursement from the cities, outside of civil fees, there is really no additional revenue attached. For the positions for COPE and CAP, we tried to leverage Raise the Age funds, but the State said no. The revenue stream is limited, so what we have done is look at vacant positions.

Mr. Malter stated it shows that in 2016/2017 you added 9.5 Deputies. Sheriff Allard stated no. Mr. Malter stated it shows since 2016 that you have added 15.5 Deputies. Sheriff Allard stated the numbers you get from Finance on staffing are not reflective of . Mr. Van Etten asked why are the numbers not current? Sheriff Allard replied you approved 9 new Deputy Sheriff positions for COPE and CAP and we have only filled 9 so-far. We have 8 new positions that were approved/filled and that is where we are at. Those numbers on the spreadsheet are not close to correct.

Mr. Malter stated in the 2021 projected budget it shows you asking for an additional Deputy Corporal Sheriff and a part-time Criminal Investigator. Sheriff Allard stated no, I am only asking for one part-time Investigator. Mr. Wheeler stated that is correct. Mrs. Hurd-Harvey explained the budgeted/funded positions are pulled in from each budget year salary schedule. Someone made Corporal between the 2020 budget and the projected 2021 budget. There should be 1.5 vacancies for Road Patrol. Something happened during the year. These are static numbers as of when the budget was prepared. Mr. Wheeler stated the Corporal position already happened during the 2020 budget. Sheriff Allard stated that happened after the vacancy occurred with the Senior Investigator position.

Ms. Fitzpatrick asked with the positions budgeted/funded, you take those out of the salary schedule, so the numbers are accurate? Mr. Wheeler replied there have been nuances during the Sheriff’s reorganization. There have been reclassifications in between budget, not necessarily new positions, which is why the reports may not match headcount accurately. We have added additional staff between CAP and COPE.

Mr. Malter asked are there any budgeted positions unfilled at this point not included in 2021? Mr. Wheeler replied any vacancies budgeted right now have been in the last few months. Sheriff Allard replied I have one part-time Welfare Fraud Investigator that is funded by DSS and this position is currently vacant. In Court Security we have three vacancies in there and depending on the number of trials, there may be some filling there. The Jail numbers are going up and we are at 143 inmates today. Our numbers are climbing steadily up since court has opened. Our population had been in the 90’s and now we are in the 140’s. We have some positions in the Jail that we may need to look at as the budget goes on. This is a result of directly responding to the safety needs of the public and it is very difficult to project.

Mr. Swackhamer stated with the Sheriff’s Overtime line, you have used 126 percent in 2020 and it has gone up $200,000. Is that because of COVID? Sheriff Allard replied yes and also due to civil unrest. We had a two-week space where the New York State Police were sent to Rochester and so we had to cover the County. Those two weeks cost $25,000 alone. We have also just found out that there is a COVID outbreak in a NYSP station which will drastically affect coverage. By and large, overtime in Road Patrol increased 25 percent due to COVID. We have bought used vehicles and are managing scheduling to keep our costs as low as possible. We have a myriad of projects to serve the citizens and you are getting a heck of a value.

Mr. Swackhamer stated you have a done a great job and we have to account to our voters/taxpayers as much as you do. Do you see any place where we might be able to see a change? Sheriff Allard replied last year you asked us to cut to the bone and we did. We trimmed line items in the Jail and at some point in time that will catch up to us. Mr. Wheeler explained the money is in staffing. We have zero-based 1.5 FTE’s which is well over $100,000 County cost to balance.
With the contractual line items, we have spent a lot of time looking at any flex. I would agree with the Sheriff that it is difficult to find anything significant.

Ms. Fitzpatrick commented some of the revenues budgeted in the Jail will not be coming to fruition and how we deal with that will be important. The Housing of Federal Inmates is at $750,000 and that is a little optimistic and maybe there is a little flex there. How far do you want to reduce that? Another thing is the Nurse Practitioner position, which is $100,000, and you could adjust that revenue number down further. Mr. Van Etten stated I think we need to because to budget at $750,000 is not smart. I would take the amount down $100,000 because of those three positions.

Mr. Malter asked are we keeping track of time spent on COVID? Mr. Wheeler replied yes. Mr. Malter asked would that revenue come back to the Sheriff if the COVID work is reimbursed? Mr. Wheeler replied I don’t know how we would do it as it would be one-time funding from FEMA. We could have a separate area to track that. Mr. Malter asked how much have we spent on COVID? Mr. Wheeler replied we can get that for you. Mr. Van Etten commented it is fair to recognize the FEMA expenses. Sheriff Allard stated currently right now we are at over 400 hours of overtime just for COVID, not counting straight time that will not be reimbursed for anyway. Mr. Swackhamer commented the more we take away, we don’t know what next year will bring. Mr. Malter stated if the Jail population increases, we will be in trouble.

Mr. Mullen asked with regard to Bail Reform, you have talked about savings that should be seen in this budget. Is that in here? In a big picture thing, the Sheriff’s budget is up too much. A lot of other departments are keeping their budgets down and I am concerned as this is an annual thing. Where is the savings from Bail Reform? Mr. Wheeler replied the Bail Reform savings is not reflected in the budget and that is based on the Jail population. We are not seeing what we thought we would. Sheriff Allard stated we saw an initial drop. Broome County is already up to two-thirds of where they were prior to COVID. We are seeing increases now because Grand Jury is up and running. Warrants from Grand Jury will have to be served and moving forward, it is difficult to forecast with COVID. With the Federal inmates, we are the furthest haul from any county that takes in inmates from Rochester or Buffalo. Jail numbers are down in Livingston and they are taking more Federal inmates. We are getting the ones that nobody else wants to house and our numbers are low because of it.

Mr. Mullen asked what were the numbers in the Jail prior to Bail Reform? Sheriff Allard replied we were between 195 – 205. Mr. Mullen asked and now we are up to 143 from the 90’s? Sheriff Allard replied at our low point we had 95 inmates. Mr. Mullen asked what is the breaking point, or average number of inmates, for not needing as much staff? Sheriff Allard replied the numbers are only one part of the equation. Staffing levels are set by the State Commission of Corrections and we have to abide by their staff analysis. What we have done is to maintain and lessen overtime. When we can, we combine and close units. We have had one unit closed for most of the year. Another factor is that food costs have increased as the cost of meat has gone through the roof. What really kills the Jail budget is the mental health population that requires constant watch and those inmates with medical issues that go to the hospital. Our Jail staff has been very diligent to identify the high cost medical items for inmates and it is critical to try to get them out of our custody. We have saved money by doing that.

Mr. Mullen asked will there be a new staffing analysis since our numbers are down? Sheriff Allard replied we have not had a staffing analysis done since COVID. The Commissioner did our yearly cycle review via Zoom. They have not been on-site at all. Mr. Mullen asked if we wanted to reduce staffing, the Commission would have to come? Sheriff Allard replied yes. Mr. Mullen stated I think we should consider that.

Mr. Malter asked my understanding was that one Jail pod was closed down by the CO’s and that was used for COVID? Sheriff Allard stated we have two officers that have been on light duty that are doing phone calls for COVID and helping Public Health. We have two Deputies doing that full-time and the rest are doing it part-time. That is the commitment we have made to help. That does not count the security staff at testing sites or investigations for PAUSE complaints. That is just for notices of quarantine. There are days when the Deputies may have 30 – 40 notices to serve and sometimes they have 100.

Mr. Malter commented with the flexibility in the Jail, I don’t know how you do it. Sheriff Allard stated until things normalize, we don’t know what real life looks like anymore. When the Commission does come down to do a study, it will be for maximum population.
Mr. Horton commented now you have a Deputy at both the Corning and Hornell DMV’s that were not there before. Sheriff Allard stated those are Corrections Officers. Mr. Wheeler stated we have done over 800 PAUSE investigations so far. Sheriff Allard stated actually we are closing in on 1,000.

**MOTION:** ELIMINATING ONE FULL-TIME RN POSITION AND TWO PART-TIME LPN POSITIONS IN THE SHERIFF’S BUDGET AND REDUCING REVENUES BY $100,000 MADE BY MR. MALTER. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Mr. Van Etten stated Mrs. Hurd-Harvey had sent out an attachment showing the head counts and hours for all of the Sheriff’s cost centers. Just looking at the hours under the Sheriff’s cost center, the concerning thing is overtime is higher in 2019 at 5,952.50 hours and it has grown consistently over the last five years from 2,509.50 in 2015. Overtime hours have more than doubled. Is that because of additional responsibilities/duties or the fact of not having enough staff? Sheriff Allard replied I think it is a combination. The world is not safer than it was five years ago. We are averaging two homicides per year right now. During the first 20 years of my career, we didn’t see that. Within the last couple of years, police offers have been shot and killed. People are acting out in a more violent way. The inmates are becoming more and more violent everyday as COVID goes on. Last year we investigated five homicides and one attempted murder. We are doing a lot more duties. Sheriff Allard stated we are taking our responsibility for, and doing, more investigations than ever before because we have the training to do them. All of these things raise overtime. When we have to cover the entire County and work a three week long homicide, or an arson investigation that goes three days; those things cost and there is a significant impact. There is a significant impact when the State Police have to go to Rochester to assist with civil unrest and we are covering for them. Sheriff Allard stated since I first came here, we are now doing arson investigations, cell phone extraction of evidence, social media extraction of evidence and we now have 30 EMT’s. These are programs we started because in my opinion, they were to meet our responsibility as local law enforcement for 75,000 people. DWI is the leading cause of death in the County. We have taken our resources and strategically applied them to where they would do the most benefit. There are a lot of significant issues that were not being managed well previously that we have taken on. Sheriff Allard stated the costs are up dramatically and I see and know, but what is the value for what you’re getting? We have to look at the value. We have saved $1 million in attorney costs by doing CAP the way we have, and that is pretty valuable. Previously, the staffing at Bath PD and Corning PD, almost all of their staff started as a Deputy Sheriff and moved to those departments for more money. Now we are seeing the opposite and that is value. Lives saved with our EMT’s are value. I wish I could come up with a creative way to address the costs. I will continue to look for outside resources to defray our costs.

Mr. Malter asked if by chance BOCES sets up another contract, I’m assuming we would reassign two Sheriff Deputies that are currently on staff? Sheriff Allard replied that is correct. What we are looking at is to share Deputies rather than contract with the SRO’s that we are currently doing. If that came about, then there would be some revenues. Mr. Malter asked when you had to cover for the State Police for two weeks, I assume there was no State reimbursement? Sheriff Allard replied correctly.

Mr. Van Etten stated in looking at the Jail, overtime hours in 2015 went from 5,485 to 17,462.25 in 2019. Staffing was relatively flat over those years. That doesn’t have anything to do with COVID or additional programs that you are doing outside to serve the residents. Why did overtime triple? Is it purely a staffing issue? Sheriff Allard replied it is. This goes back to issues like constant watch, medical and transports. As court appearances are going up, we are pushing for virtual appearances. It was not unusual for us in that time for us to have to travel to Rochester, Buffalo and also County court in addition to one or two local courts in a given day. We don’t budget in our staff for that. Out of county travel requires two people for safety. When we do transports, we do get reimbursed for federal inmates, but not for local. For medical transports, there is typically one officer, however, if they are transferred to another hospital, then there are two officers 24/7 on that inmate. Out of state transports have at least two officers. When we had a sick population, at one point we had three different transport details all at the same time and that is all overtime. With PrimeCare we are sending out a lot fewer individuals. The inmates get dental done in the Jail. There are a lot of variables to this and it is all dependent on the population.
Mr. Swackhamer asked how we look with the overall budget? Mr. Wheeler stated with your change to the Sheriff’s revenue down $100,000, that will actually be a little over $100,000 when you add in the fringe. Right now we are looking at a 1.02 percent tax increase. The County’s assessed value did go up so the tax rate should go down or stay the same.

Mr. Van Etten stated I have one small item; we reduced our own Trainings and Conferences budget by half, but Mrs. Scotchmer brought up a concern that she has been pulling money out of that to cover advertising costs in her budget. The legal ads are done online and the cost is about five times more than it had been. Mr. Swackhamer asked Mrs. Scotchmer how much she needs? Mrs. Scotchmer replied they raised the cost of an affidavit from $5 to $25 and also raised the price of publishing. I feel like I would need an additional $2,500 in the Clerk of the Legislature budget. When you do the changes to the Charter that will be even more as publishing that will be very expensive. Mr. Wheeler stated we can change the Advertising line from $1,950 and put it up to $5,000.

**MOTION: INCREASING THE ADVERTISING LINE ITEM IN THE CLERK OF THE LEGISLATURE’S 2021 BUDGET FROM $1,950 TO $5,000 MADE BY MS. FITZPATRICK. SECONDED BY MR. MALTER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

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

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature
**MINUTES**

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

**STAFF:**
- Jack K. Wheeler
- Christopher Brewer
- Mitch Alger
- Patty Baroody
- Vince Spagnoletti
- Jennifer Prossick
- Rob Wolverton
- Tim Marshall
- Tammy Hurd-Harvey
- Judy Hunter
- Brenda Scotchmer
- Lise Reynolds
- Tina Goodwin
- Vicky Olin
- Mitch Alger
- Patty Baroody
- Vince Spagnoletti
- Jennifer Prossick
- Rob Wolverton
- Tim Marshall
- Tammy Hurd-Harvey
- Judy Hunter
- Brenda Scotchmer
- Lise Reynolds
- Tina Goodwin
- Vicky Olin
- James Allard

**LEGISLATORS:**
- Scott J. Van Etten
- Carol A. Ferratella
- Jeffrey P. Horton
- Hilda T. Lando
- K. Michael Hanna
- Frederick G. Potter

**OTHERS:**
- Mary Perham

I. **CALL TO ORDER**

Mr. Swackhamer called the meeting to order at 10:30 a.m.

II. **APPROVAL OF MINUTES**

MOTION: APPROVING THE MINUTES OF THE OCTOBER 13, 2020; OCTOBER 13, 2020 BUDGET WORKSHOP; OCTOBER 26, 2020 SPECIAL MEETING AND OCTOBER 26, 2020 BUDGET WORKSHOP MEETINGS MADE BY MS. FITZPATRICK. SECONDED BY MR. MALTER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

III. **DEPARTMENT REQUESTS**

A. **Emergency Management Office**

1. **Graybar Change Order** - Mr. Marshall explained this change order is for the final piece of the 911 generator and UPS project. We hired LaBella to look at the electrical system and they recommended a new automatic transfer switch at the 911 Center. Additionally, they also recommend the installation of a quick connect and manual transfer switch to be placed in the building which, in an emergency, would allow for a temporary generator to be brought in and connect to the building systems to keep the building operational. The price to do this would be $86,527.78 which includes the equipment and the electrical work. This will be covered under Homeland Security grant funds.

MOTION: APPROVING THE CHANGE ORDER FOR GRAYBAR TO INSTALL A NEW AUTOMATIC TRANSFER SWITCH AT THE 911 BUILDING AND INSTALL A QUICK CONNECT AND MANUAL TRANSFER SWITCH TO BE PLACED IN THE 911 BUILDING FOR A TOTAL COST OF $86,527.78 TO BE PAID WITH HOMELAND SECURITY GRANT FUNDING MADE BY MR. ROUSH. SECONDED BY MR. NICHOLS FOR DISCUSSION.

Mr. Swackhamer asked do you have any idea why for all these years it had a manual switch? Mr. Marshall replied the automatic transfer switch is there, but it is 20 years old and we had issues with it. Mr. Swackhamer asked why didn’t we have a quick connect and manual switch in the building years ago? Mr. Marshall replied it was never part of the design when the building was originally built. This was the recommendation from LaBella.
VOTE ON PREVIOUS MOTION: ALL BEING IN FAVOR. MOTION CARRIES 5-0.

B. Sheriff’s Office
   1. 2021 STOP DWI Crackdown Grant – Sheriff Allard requested authorization to accept the 2021 STOP DWI Crackdown Grant in the amount of $17,000. He explained $5,668 will go to the Sheriff’s Office for Crackdown Enforcement and the remaining $11,332 will be allocated to our partner agencies.

MOTION: AUTHORIZING THE SHERIFF TO ACCEPT THE 2021 STOP DWI CRACKDOWN GRANT IN THE AMOUNT OF $17,000 MADE BY MR. MALTER. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

C. Public Works
   1. Budget Transfer from Major Equipment to Parts and Repairs - Mr. Spagnoletti stated last month we had requested a transfer of $32,854 from the Erwin Transfer Station Major Equipment and $42,200 from the Hornell Transfer Major Equipment to be appropriated to the Landfill Parts and Repairs line item. The Law Department looked into this and the maximum amount we can transfer out of a Major Equipment line is $25,000. He requested authorization to transfer $25,000 from each of those lines and to appropriate to the Landfill Parts and Repairs line item.

MOTION: AUTHORIZING THE COMMISSIONER OF PUBLIC WORKS TO TRANSFER $25,000 OUT OF EACH OF THE FOLLOWING TWO LINE ITEMS: ERWIN TRANSFER STATION MAJOR EQUIPMENT AND HORNELL TRANSFER STATION MAJOR EQUIPMENT, AND APPROPRIATE THE TOTAL OF $50,000 INTO THE LANDFILL PARTS AND REPAIRS LINE ITEMS MADE BY MR. NICHOLS. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

   2. Upgrade Refueling Station Capital Project - Mr. Spagnoletti explained we have fuel tanks at all of our highway shops and we let other departments use fuel out of those tanks and we have a computer system that tracks who is using fuel. For departments outside of the County, we instituted a $0.12 per gallon surcharge above the fuel costs and to other County departments, that surcharge is $0.01. He requested authorization to appropriate $4,213.17 in Interest Earnings and $123,932.11 in Other Unclassified Revenue into the Upgrade Refueling Station Capital Project to go toward the replacement of the refueling station computer system. We anticipate the cost for a new computer system will be $250,000.

MOTION: AUTHORIZING THE APPROPRIATION OF $4,213.17 IN INTEREST EARNINGS AND $123,932.11 IN OTHER UNCLASSIFIED REVENUE INTO THE UPGRADE REFUELING STATION CAPITAL PROJECT MADE BY MR. MALTER. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

Mr. Horton asked with the $0.12 charge to municipalities, can any municipality use these tanks? Mr. Spagnoletti replied yes; just give the office a call and we will set you up in the system.

D. Office for the Aging
   1. Accept National Council on Aging (NCOA) Grant for Benefits Enrollment Center (BEC) – Mrs. Baroody requested authorization to accept the National Council on Aging Grant in the amount of $60,000 for the Benefits Enrollment Center. She requested authorization to appropriate into the 2021 budget and there is a 15 percent match which has already been accounted for. These funds will be used to assist Medicare beneficiaries with applications for additional benefits and to make sure those benefits do not lapse when it is time to reapply.

MOTION: AUTHORIZING THE DIRECTOR OF THE OFFICE FOR THE AGING TO ACCEPT AND APPROPRIATE INTO THE 2021 BUDGET, THE NATIONAL COUNCIL ON AGING GRANT IN THE AMOUNT OF $60,000 FOR THE BENEFITS ENROLLMENT CENTER MADE BY MR. NICHOLS. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

88

Finance Committee
Tuesday, November 10, 2020
E. Department of Social Services
1. Appropriate Additional DSRIP Funds into Delivery System Reform Capital Project – Mrs. Reynolds informed the committee they received additional DSRIP funds in the amount of $242,862. She requested authorization to accept and appropriate these funds into the Delivery System Reform capital project.

MOTION: AUTHORIZING THE COMMISSIONER OF THE DEPARTMENT OF SOCIAL SERVICES TO ACCEPT ADDITIONAL DSRIP FUNDS IN THE AMOUNT OF $242,862 AND APPROPRIATE SAID FUNDS INTO THE DELIVERY SYSTEM REFORM CAPITAL PROJECT MADE BY MR. MALTER. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

2. Mobile CAC Unit – Mr. Swackhamer asked for an update on the RV. Mrs. Reynolds stated the unit has been here for the past few months but is now back out at the hospital so that we can utilize it across the County. It has been winterized. Mr. Van Etten asked what was it used for while it was here? Mrs. Reynolds replied we used it for people to drop off items when the County Office Building was closed. Mr. Van Etten commented this does not cost us anything for a three year period.

F. County Clerk

MOTION: ACCEPTING AND FORWARDING TO THE FULL LEGISLATURE THE SEMI-ANNUAL MORTGAGE TAX DISTRIBUTION MADE BY MS. FITZPATRICK. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

G. Commissioner of Finance
1. Monthly Reports – Ms. Fitzpatrick stated there is a Purchase Order showing the District Attorney purchased a Jeep Grand Cherokee. Have we considering moving to leasing? Mr. Wheeler replied we did consider it and based on mileage it did not seem like it would be a good fit.

Ms. Fitzpatrick asked what is the overseas shipment under Public Works? Mr. Spagnoletti replied Mr. Miller found two maintenance trucks from Turkey that were on Federal Surplus.

Mr. Malter asked why did the Sheriff’s donation from Walmart in the amount of $2,000 get posted to Legislative Board Salaries? Mrs. Hurd-Harvey replied that was a data entry error.

Mr. Malter asked what are we paying overtime for at each of the transfer stations? Mr. Spagnoletti replied we do not have enough people. Our staff are working longer hours. With COVID we have had one extra person at the Erwin and Wayland Transfer Stations working on Saturdays to keep people separated.

Mr. Malter asked do we have a breakdown of revenue for each of the cost centers? Mrs. Hurd-Harvey replied that was provided in the follow-up to the Budget Workshop.

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 MS. FITZPATRICK. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: CANCELLING THE 2012 – 2018 AND 2020 TOWN, COUNTY AND SCHOOL TAXES RELATIVE TO PARCEL #014.00-02-003.000 SITUATE IN THE TOWN OF WAYLAND MADE BY MR. MALTER. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.
MOTION: AUTHORIZING AN EASEMENT WITH INVENERGY FOR THE INSTALLATION OF A TRANSMISSION POLE RELATIVE TO PARCEL #166.00-01-070.20 SITUATE IN THE TOWN OF HORNELLVILLE MADE BY MR. MALTER. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

MOTION: TO ADJOURN EXECUTIVE SESSION AND RECONVENE IN REGULAR SESSION MADE BY MR. MALTER. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: TO ADJOURN MADE BY MR. MALTER. 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, December 8, 2020
9:30 a.m.

Please send agenda items to the Clerk of the Legislature’s Office NO LATER THAN NOON
Wednesday, December 2, 2020
I. CALL TO ORDER

Mr. Swackhamer called the meeting to order at 10:15 a.m.

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE NOVEMBER 10, 2020, MEETING MADE BY MR. NICHOLS. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

III. DEPARTMENT REQUESTS

A. Department of Social Services
   1. Budget Adjustment for Safety Net – Mrs. Reynolds requested authorization to transfer $355,000 from the Medicaid Assistance Payments account to the Safety Net Assistance Payments account and to anticipate an additional $145,000 in State aid.

MOTION: AUTHORIZING THE TRANSFER OF $355,000 FROM THE DEPARTMENT OF SOCIAL SERVICES MEDICAID ASSISTANCE PAYMENTS ACCOUNT TO THE SAFETY NET ASSISTANCE PAYMENTS ACCOUNTS AND ANTICIPATING ADDITIONAL SAFETY NET STATE AID IN THE AMOUNT OF $145,000 MADE BY MR. MALTER. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

B. Public Works
   1. Budget Transfer – Mr. Spagnoletti informed the committee that he is purchasing a compactor for the Hornell Transfer Station and the cost is $146,000. We have $139,000 in the account. He requested authorization to transfer $15,000 from the Erwin Transfer Station to the Transfer Station Renovations – Hornell Transfer Station to cover the cost of the compactor.

MOTION: AUTHORIZING THE TRANSFER OF $15,000 FROM THE ERWIN TRANSFER STATION ACCOUNT TO THE TRANSFER STATION RENOVATIONS – HORNELL TRANSFER STATION ACCOUNT TO COVER THE COST OF PURCHASING A COMPACTOR FOR THE HORNELL TRANSFER STATION MADE BY MR. MALTER. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.
2. **Greenwood Shop** – Mr. Spagnoletti informed the committee we have water that tends to flow into the shop floor and we want to regrade the front approach to the shop and blacktop it to prevent the water from coming in. We have $40,000 that we can take out of the surface treatment account and we could take care of the drainage problem. He requested authorization to transfer $40,000 from Surface Treatments and appropriate to Capital Project HS 9900, Highway Shop Renovations. Mr. Nichols commented the work will be done in-house.

**MOTION:** AUTHORIZING THE TRANSFER OF $40,000 FROM SURFACE TREATMENTS AND APPROPRIATING TO CAPITAL PROJECT HS 9900, HIGHWAY SHOP RENOVATIONS TO REPAIR THE DRAINAGE PROBLEM AT THE GREENWOOD SHOP MADE BY MS. FITZPATRICK. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

C. **District Attorney**
   1. **Major Equipment** – Mr. Wheeler requested this item be removed for this month as they are not ready to present.

D. **Information Technology**
   1. **Firewall** – Mr. Wolverton requested authorization to spend $59,359.27 out of the EDP Equipment Capital Project to purchase a new firewall, if it is approved by the Board of Elections Cyber Security Grant.

**MOTION:** AUTHORIZING THE DIRECTOR OF INFORMATION TECHNOLOGY TO SPEND $59,359.27 OUT OF THE EDP EQUIPMENT CAPITAL PROJECT TO PURCHASE A NEW FIREWALL CONTINGENT UPON APPROVAL BY THE BOARD OF ELECTIONS CYBER SECURITY GRANT MADE BY MR. NICHOLS. SECONDED BY MS. FITZPATRICK FOR DISCUSSION.

Mr. Nichols asked what happened to the firewall that was purchased last year? Mr. Wolverton replied we have been having multiple issues since we installed it including issues with the VPN. Mr. Nichols asked is there any warranty and will we be able to get a refund? Mr. Wolverton replied there is no warranty and I need to talk with the Law Department about the possibility of getting a refund. We are unable to add people to the remote users and we cannot do backups of the configuration of the existing firewall.

Mr. Malter stated I will support this because we need to install it. What bothers me is we just put this firewall in a year ago. I hope you did enough research so that you aren’t coming back next year.

Ms. Fitzpatrick asked is there an annual maintenance cost? Mr. Wolverton stated on the current firewall we paid upfront maintenance for the next two years and we will eat that cost. Ms. Fitzpatrick asked are you up fronting the maintenance on the new firewall? Mr. Wolverton replied yes.

Mr. Malter asked if you prepaid two years, what was the cost on the current firewall? Mr. Wolverton replied the total cost was $52,000. Ms. Prossick stated we can explore getting a refund. With the new firewall we can look at that contract and try to negotiate the maintenance.

Mr. Van Etten stated if the firewall included hardware do we get to keep that and is it reusable? Mr. Wolverton replied the hardware is not reusable as it is a dedicated appliance.

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

E. **Commissioner of Finance**
   1. **Monthly Reports** – Mr. Van Etten asked why do some of the purchase orders show zero? Mrs. Hurd-Harvey replied this is a system glitch that even though we have filled the purchase order, the expense did not go away and we have to physically make it go away.
Mr. Malter asked what is Mobility Management? Mrs. Hurd-Harvey replied that is funding from NYS Department of Transportation for public transportation and this is the contract with the Institute for Human Services for managing people on the transportation system.

Ms. Fitzpatrick asked for an explanation of the budget transfer moving money out of various line items in the Jail and transferring it to medical services. Mr. Wheeler explained one of the nurses retired and we filled that position with the contract services.

MOTION: TO ADJOURN MADE BY MR. MALTER. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR**
Tuesday, January 12, 2021
9:30 a.m.

Please send agenda items to the Clerk of the Legislature’s Office
NO LATER THAN NOON
Wednesday, January 6, 2021
I. GENERAL BUSINESS

1. **Sales Tax Home Rule** – Mrs. Scotchmer stated earlier this year we requested the State Legislature to pass home rule legislation relative to extending our additional 1% sales tax authority. They did a general budget bill with the wrong amounts for the municipalities, but we approved the resolution with those amounts in order to have the sales tax extension in place. Then the State Legislature introduced new legislation with the correct amounts. The Legislature passed the legislation at the end of July but the Assembly didn’t deliver it to the Governor for signature until the end of November. The Governor just signed it on December 2nd, after what the State Office of Tax and Finance would take as a deadline, which is the last day of November. However, NYS Tax and Finance indicated that we only need to change the amounts in our original approval to the new amounts in the most recent legislation.

Mr. Malter asked what are the amounts? Mrs. Scotchmer replied it is $820,000 for the two cities and $790,000 for the towns and villages.

**MOTION:** AMENDING RESOLUTION NO. 087-20, ADOPTED APRIL 27, 2020, AMENDING THE TAX DISTRIBUTION FOR THE TWO CITIES TO THE AMOUNT OF $820,000 AND $790,000 FOR THE TOWNS AND VILLAGES MADE BY MS. FITZPATRICK. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

**MOTION:** TO ADJOURN MADE BY MR. NICHOLS. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature