I. **CALL TO ORDER**

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

II. **APPROVAL OF MINUTES**

**MOTION:** APPROVING THE MINUTES OF THE JULY 13, 2021, AND JULY 26, 2021, MEETINGS MADE BY MR. MALTER. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

III. **DEPARTMENT REQUESTS**

A. **Office for the Aging**

1. **Institute for Human Services Employment Contract Increase** - Mrs. Baroody explained the cost of this contract increased with the additional work of COVID along with expansion of clerical and fiscal supports for the department. She requested authorization to amend the contract to reflect an increase of $11,066. She noted she will be using Unmet Needs Funds that have been extended for this purpose.

**MOTION:** AUTHORIZING THE DIRECTOR OF THE OFFICE FOR THE AGING TO AMEND THE EMPLOYMENT CONTRACT WITH THE INSTITUTE FOR HUMAN SERVICES TO REFLECT AN INCREASE OF $11,066 MADE BY MR. MALTER. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

B. **Department of Social Services**

1. **Adult Protective Grant** – Ms. Muller requested authorization to accept a Federal Adult Protective Services Grant in the amount of $49,069. This funding is for improving and supporting remote work, paying for extended hours and assisting Adult Protective Services clients with housing. She noted with regard to supporting and improving remote work, they will be doing a pilot project for docking stations for iPads and updating the equipment that goes along with that. With the housing component, this funding will help us work with clients to keep them from becoming homeless.
MOTION: ACCEPTING THE FEDERAL ADULT PROTECTIVE SERVICES GRANT IN THE AMOUNT OF $49,069 MADE BY MR. MALTER. SECONDED BY MS. FITZPATRICK FOR DISCUSSION.

Mr. Horton asked is there a monthly fee for the cell phones and iPads and has that been added to the budget? Ms. Muller replied yes. We will also get 65 percent reimbursement from the State going forward. Ms. Fitzpatrick asked for an explanation of how the iPads are used. Ms. Muller explained the iPads go out into the field and caseworkers are able to take pictures and connect remotely and do their notes. They will also have docking stations at the office to allow them to connect when in the office. We are also using the funds to replace outdated items.

Mr. Malter stated we are getting $49,069 in grant funds, there are additional costs in the budget and you are getting reimbursed 65 percent from the State. How much cost is being added to your budget? Ms. Muller replied between $3,500 and $4,000. Mr. Wheeler stated we are already paying the monthly fees, so the added cost is less than $4,000. Ms. Muller stated this equipment provides efficiencies to the workers as well as safety features as they are dealing with clients that have mental health and behavioral issues.

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

C. Public Health
   1. ELC School Grant – Mrs. Smith requested authorization to accept the NYS Department of Health ELC Schools Grant in the amount of $2,796,830.00. She stated every county in the State is receiving funds to support COVID screening tests. The amount is established by the Department of Health and is based on population and history of COVID.

MOTION: ACCEPTING THE NEW YORK STATE DEPARTMENT OF HEALTH ELC SCHOOLS GRANT IN THE AMOUNT OF $2,796,830.00 AND APPROPRIATING $1,678,098.00 INTO 2022 PUBLIC HEALTH & NURSING SERVICES COVID-19 PROJECT BUDGET AND $1,118,732.00 INTO THE 2021 PUBLIC HEALTH & NURSING SERVICES COVID-19 PROJECT BUDGET MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK FOR DISCUSSION.

Ms. Fitzpatrick stated you are spending these funds over two years; accepting $2 million and allocating $1 million. Where are the rest of the funds going? Mrs. Smith replied this is a one-year grant with the possibility to extend it for another year. She stated 85 percent of this funding goes to the schools and 15 percent comes to the local health department. The majority of the work falls on the schools for identifying who needs testing, reporting, etc.

Mr. Malter stated in 2022 you are appropriating $1.6 million. Mr. Van Etten stated that is only 60 percent of the total. Mr. Wheeler explained this runs on the State budget year and that’s why it looks odd. The $1.6 million will go for the next school year.

Mrs. Lando asked will we be ready to go in September? Mrs. Smith replied we will be. The schools are in the process of identifying how many test kits they may need. We are trying to figure out the best way to go; whether we contract with the labs or if we do more at-home tests. The schools don’t expect any problems being ready. Every district does not have to opt into this, but we are hoping they will.

Mr. Wheeler stated we have had discussions with the School Superintendents and none of this is mandatory for the schools or students. There are many different ways to do this. There may be more symptomatic testing and we have had four schools do that already with rapid tests. The other concept is a rapid antigen test. Those are good at picking up asymptomatic illness and we can provide those tests for those that want it. What we are doing is developing a plan and we have asked all the schools to send us their specific wants/needs and we will incorporate that into the plan.

Mr. Van Etten asked if the money is not spent, does it go back? Mr. Wheeler replied yes.
Mrs. Smith explained testing is not a requirement; the question remains how many parents will consent to non-symptomatic children being tested on a regular basis. We are trying to figure out alternative ways of accomplishing the same goal. Mr. Wheeler stated based on the feedback, there is a lot of apprehension about student testing. There has been no negative feedback on the antigen or symptomatic testing.

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

D. **Community Services**

1. **Capital Equipment Change** – Dr. Chapman stated he needs to purchase four laptops which will be $11,750. He would like to remove three items from his equipment list; carpet at Corning Office, desk and task chair to cover the cost. He noted that these funds will need to be transferred to Information Technology in order to purchase the laptops from their computer capital project.

**MOTION: AUTHORIZING THE DIRECTOR OF THE OFFICE OF COMMUNITY SERVICES TO AMEND THE CAPITAL EQUIPMENT TO REMOVE THE CORNING OFFICE CARPET, A DESK AND TASK CHAIRS TOTALLING $11,750 AND TRANSFERRING THOSE FUNDS TO THE INFORMATION TECHNOLOGY DEPARTMENT COMPUTER CAPITAL PROJECT MADE BY MR. MALTER. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.**

2. **Prattsburgh School Contract** – Dr. Chapman requested authorization to renew and amend the contract with Prattsburgh School. The school is requesting a staff person to provide counseling four days per week. With the additional day, the increase will be $13,333 bringing the contract total to $53,333.

**MOTION: AUTHORIZING THE DIRECTOR OF COMMUNITY SERVICES TO RENEW AND AMEND THE CONTRACT WITH PRATTBURGH SCHOOL FOR FOUR DAYS OF COUNSELING FOR A TOTAL CONTRACT AMOUNT OF $53,333 MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

E. **Public Works**

1. **Budget Transfer** - Mr. Spagnoletti stated the bid we received for bridge washing was lower than what we budgeted. He requested authorization to transfer $49,261 from General Repairs – Bridge Washing to Maintenance of Bridges – Repair of Bridges Greater than 20 Feet.

**MOTION: AUTHORIZING THE TRANSFER OF $49,261 FROM GENERAL REPAIRS – BRIDGE WASHING TO MAINTENANCE OF BRIDGES – REPAIR OF BRIDGES GREATER THAN 20 FEET MADE BY MR. MALTER. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

2. **Major Equipment** – Mr. Spagnoletti requested authorization to add a lifting attachment for the Terex to the Highway Major Equipment list for $50,000.

**MOTION: AUTHORIZING THE COMMISSIONER OF PUBLIC WORKS TO ADD $50,000 TO THE HIGHWAY MAJOR EQUIPMENT LIST FOR A LIFTING ATTACHMENT FOR THE TEREX AT THE BRIDGE SHOP MADE BY MR. MALTER. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

F. **Board of Elections**

1. **Approval of Technology Innovation & Elections Resources “TIER” Grant**- Ms. Olin requested authorization to accept the TIER Grant in the amount of $93,639.66. This is a non-matching grant from the State. We can go back to April 2021 and we have to spend the grant before the end of January 2023. These funds can be used to purchase voting machines, ballot tracking software, etc.
MOTION: AUTHORIZING THE ACCEPTANCE OF THE TECHNOLOGY INNOVATION & ELECTIONS RESOURCES “TIER” GRANT IN THE AMOUNT OF $93,639.66 MADE BY MR. MALTER. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

2. Approval of Early Voting Expansion Grant – Ms. Olin requested authorization to accept the Early Voting Expansion Grant in the amount of $20,009.72. We have a short window as the funds have to be spent by January 2022.

MOTION: AUTHORIZING THE ACCEPTANCE OF THE EARLY VOTING EXPANSION GRANT IN THE AMOUNT OF $20,009.72 MADE BY MS. FITZPATRICK. SECONDED BY MR. MALTER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Resolution Required.

G. Sheriff’s Office
   1. Grant Approvals
      a. Bicycle Safety Grant – Sheriff Allard requested authorization to accept a Bicycle Safety Grant in the amount of $9,600. These funds will be used for the bicycle rodeo, to purchase helmets and for training.

MOTION: AUTHORIZING THE SHERIFF TO ACCEPT A BICYCLE SAFETY GRANT IN THE AMOUNT OF $9,600 MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

   b. Car Seat Grant – Sheriff Allard requested authorization to accept a Child Passenger Safety Grant in the amount of $8,700. These funds will be used to purchase car seats.

MOTION: AUTHORIZING THE SHERIFF TO ACCEPT A CHILD PASSENGER SAFETY GRANT IN THE AMOUNT OF $8,700 MADE BY MR. MALTER. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

   c. Police Traffic Services Grant – Sheriff Allard requested authorization to accept a Police Traffic Services Grant in the amount of $6,030. These funds will be used specifically for Buckle Up New York and speed enforcement.

MOTION: AUTHORIZING THE SHERIFF TO ACCEPT A POLICE TRAFFIC SERVICES GRANT IN THE AMOUNT OF $6,030 MADE BY MR. MALTER. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

   2. Request to Transfer Funds from Body Camera Capital Project to Major Equipment – Sheriff Allard stated last year we had budgeted and put out bids for one boiler, grease trap replacement and CO2 detector installation at the Jail. Since the time that we put out the bids there has been a significant increase in pricing for the boiler and grease trap replacement. We received a grant from Corning, Inc. to purchase body cameras, so we have $53,000 in the Body Camera Capital Project that is unspent. He requested authorization to transfer $53,000 out of the Body Camera Capital Project into the Jail Major Equipment for the replacement of the boiler and grease trap at the Jail.

MOTION: AUTHORIZING THE TRANSFER OF $53,000 FROM THE BODY CAMERA CAPITAL PROJECT – 3110H4 TO THE JAIL MAJOR EQUIPMENT FOR THE REPLACEMENT OF ONE BOILER AND THE GREASE TRAP AT THE JAIL MADE BY MR. SCHU. SECONDED BY MR. MALTER. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

3. School Resource Officer Contract – Sheriff Allard informed the committee that he is working on trying to fund a contract with the Arkport and Hornell City Schools and that contract is almost done. This
position will be one full-time Deputy that will be split between the two districts and working the 10-month school year.

Mr. Swackhamer asked how will this work? Sheriff Allard replied the Deputy will work a half-day at each location. We would like it to be very flexible. The contract will start in September. Ms. Fitzpatrick asked will this Deputy only work part-time? Sheriff Allard replied no, this Deputy will be available to us after the 10-month school year.

H. Emergency Services Office/E-911

1. FY2018 SHSP Grant Budget Adjustment – Mr. Marshall explained we need to close out the FY2018 SHSP Grant by the end of August. We have about $16,500 left in the grant under software, which we were going to use to activate the GIS function in the DLan Software, however, the grant will only pay for software upgrades or maintenance during the grant period, which ends August 31, 2021. So we will need to purchase other items. He requested authorization to transfer $12,861 into Major Equipment to purchase a new interactive flat panel monitor for the EOC. The remaining $3,639 will go into the cellular chargebacks and internet costs.

MOTION: AUTHORIZING THE DIRECTOR OF PUBLIC SAFETY TO TRANSFER A TOTAL OF $16,500 FROM THE FY2018 SHSP GRANT AND APPROPRIATING $12,861 INTO MAJOR EQUIPMENT, APPROPRIATING $3,639 TO CELLULAR CHARGEBACKS AND INTERNET COSTS AND AMENDING THE MAJOR EQUIPMENT LIST TO INCLUDE ONE INTERACTIVE FLAT PANEL MONITOR MADE BY MR. ROUSH. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

I. Commissioner of Finance

1. Monthly Reports – Mrs. Hurd-Harvey asked if there were any questions on the monthly reports. Ms. Fitzpatrick asked about the transfer relative to the Mobile Work program; a decrease of $80,000 in Salaries and Wages and an increase of $80,000 in Mobile Work Program – Highway? Mrs. Hurd-Harvey replied that is just a transfer between two salary lines.

Mr. Van Etten asked for an explanation of the “Entered Incorrectly” entry relative to CHIPS; it shows a negative 221,344.91 under revenue? Mrs. Hurd-Harvey replied in our system we have to undo an entry in order to fix a description and that is why it looks that way.

2. Approval of Contract for GASB75 Actuarial Services - Mrs. Hurd-Harvey requested authorization to enter into an agreement with Armory Associates for GASB74 actuarial services. The total cost for four years is $16,800.

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO ENTER INTO A CONTRACT WITH ARMORY ASSOCIATES FOR GASB75 ACTUARIAL SERVICES FOR A TOTAL COST OF $16,800 FOR FOUR YEARS MADE BY MR. MALTER. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

3. Property Tax Foreclosure Auction – Ms. Prossick stated the eviction moratorium is in effect until August 31st. For the tax foreclosure auction we would need to do it at the end of October as the schools are not ready and we don’t know yet if there will be any restrictions. Mrs. Hurd-Harvey stated we spoke with the auctioneer about offering a 100 percent online auction and he is able to do that. That is the direction we are leaning in as long as the committee is agreeable and assuming we get the judgment back prior to the Judge leaving for vacation. We would propose opening the online bidding for a two-week auction and also look at a live auction option. The two week window would open on October 13, 2021 and close October 27, 2021. If we don’t get the judgment back when we expect, then the timing would be pushed back by one week and bidding would open October 20, 2021 and close November 3, 2021. She requested approval of both options, assuming the moratorium is not extended.
MOTION: AUTHORIZING AN ONLINE PROPERTY TAX FORECLOSURE AUCTION TO BE HELD FOR TWO WEEKS FROM OCTOBER 13, 2021 THROUGH OCTOBER 27, 2021 WITH A BACKUP DATE OF OCTOBER 20, 2021 THROUGH NOVEMBER 3, 2021 AND ALSO AUTHORIZING THE OPTION TO HOLD A LIVE AUCTION MADE BY MR. MALTER. SECONDED BY MR. SCHU FOR DISCUSSION.

Mr. Van Etten asked if we switch over to an online auction, will that change the costs? Mrs. Hurd-Harvey replied no. The auctioneer has agreed to extend his rates which are a 10 percent buyer’s premium and he keeps 3 percent. Mr. Van Etten asked how many properties would there be? Mrs. Hurd-Harvey replied no more than 140. It may get down to 110 – 120 properties. Mr. Horton asked how does the price compare to Auctions International? Mrs. Hurd-Harvey replied the last time we did an RFP they keep the 10 percent buyer’s premium. Mr. Swackhamer commented Pirrung has treated us very well over the past years.

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 presented the Notice to Bidders and Terms of Sale for the property tax foreclosure auction. This has been modified to reflect a 100 percent online auction. We will eventually have a URL address to fill in, but we need to finish working out the details. We will list the properties on our website as well as on the auctioneer’s website. Mr. Horton stated there was a discussion six months or a year ago regarding the definition of relative as it relates to someone living in the same household. How far back are we talking? Ms. Prossick replied that is set by State Law under the Ethics Law and it currently applies to people that are currently living in the household.

MOTION: APPROVING THE NOTICE TO BIDDERS AND TERMS OF SALE AS PRESENTED BY THE COMMISSIONER OF FINANCE MADE BY MR. SCHU. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

5. Contract Extension – Pirrung Auctioneers – Mrs. Hurd-Harvey requested authorization to approve a one-year extension with Pirrung Auctioneers under the same terms and conditions.

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO EXTEND THE CONTRACT WITH PIRRUNG AUCTIONEERS UNDER THE SAME TERMS AND CONDITIONS FOR ONE YEAR MADE BY MR. MALTER. SECONDED BY MR. SCHU. MOTION CARRIES 4-0-1. (MS. FITZPATRICK ABSTAINED DUE TO A CLIENT RELATIONSHIP)

IV. OTHER BUSINESS
A. Setting Date of September Meeting

MOTION: SETTING THE DATE FOR THE SEPTEMBER MEETING OF THE FINANCE COMMITTEE ON WEDNESDAY, SEPTEMBER 8, 2021, AT 9:30 A.M. MADE BY MR. MALTER. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: TO ADJOURN REGULAR SESSION AND RECONVENE IN EXECUTIVE SESSION PURSUANT TO PUBLIC OFFICERS’ LAW, ARTICLE 7§ 105.1H. 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. SCHU. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO WITHDRAW PARCEL #280.00-01-050.000/620 SITUATE IN THE TOWN OF ERWIN FROM TAX FORECLOSURE AND CANCELLING THE 2020 TOWN AND COUNTY TAXES AS Uncollectable MADE BY MR. SCHU. SECONDED BY MR. MALTER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.
MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO WITHDRAW PARCEL #280.00-01-050.000/402 SITUATE IN THE TOWN OF ERWIN FROM TAX FORECLOSURE AND CANCELLING THE 2018 TOWN AND COUNTY AND 2017 CITY SCHOOL TAXES AS UNCOLLECTABLE MADE BY MR. SCHU. SECONDED BY MR. MALTER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO WITHDRAW PARCEL #280.00-01-050.000/805 SITUATE IN THE TOWN OF ERWIN FROM TAX FORECLOSURE AND CANCELLING THE 2015 CITY SCHOOL TAXES AS UNCOLLECTABLE MADE BY MR. SCHU. SECONDED BY MR. MALTER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO WITHDRAW PARCEL #244.01-01-016.000/12 SITUATE IN THE TOWN OF CAMPBELL FROM TAX FORECLOSURE AND CANCELLING THE 2018-2020 SCHOOL TAXES AND THE 2019 AND 2021 TOWN AND COUNTY TAXES AS UNCOLLECTABLE MADE BY MR. SCHU. SECONDED BY MR. MALTER. 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. SCHU. 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**

**PLEASE NOTE CHANGE** Wednesday, September 8, 2021 **PLEASE NOTE CHANGE**

9:30 a.m.

Please send agenda items to the Clerk of the Legislature’s Office

NO LATER THAN NOON

Wednesday, September 1, 2021