I. CALL TO ORDER

Mr. Swackhamer called the meeting to order at 9:33 a.m.

II. APPROVAL OF MINUTES

MOTION: Approving the minutes of the February 9, 2021, meeting made by Mr. Malter. Seconded by Ms. Fitzpatrick. All being in favor. Motion carries 5-0.

III. DEPARTMENT REQUESTS

A. Public Works

1. Budget Adjustment – Mr. Spagnoletti explained with the timber sale revenue from Hornby Park, the logger was to pay us 50 percent up front before they got on the land. They sent us a check for $5,343. Out of that amount we will appropriate $1,500 into the Other Expenses line item to pay our forest manager. The remaining $3,843 will go into the Overtime line item. The reason for putting that into the overtime account is because we did so much weekend overtime sanitizing during COVID and he would like to have it there in case we are out sanitizing as much this year.

MOTION: Authorizing the Commissioner of Public Works to accept $5,343 into the Other Unclassified Revenue Account Line in the Parks budget and appropriate $1,500 to Other Expenses and $3,843 to Overtime within the Parks budget made by Mr. Malter. Seconded by Ms. Fitzpatrick. All being in favor. Motion carries 5-0.

B. District Attorney

1. Criminal Justice Discovery Reform Grant – Mr. Wheeler requested authorization for the District Attorney to accept a 2020 – 2021 Criminal Justice Discovery Reform Grant up to $370,102. The grant award is based on caseload and costs that have been incurred. The grant will be reimbursement based and the District Attorney will have to justify those costs. Mr. Malter asked some of this funding will go back to cover costs incurred in 2020? Mr. Wheeler replied that is correct.
MOTION: AUTHORIZING THE DISTRICT ATTORNEY TO ACCEPT THE NYS DEPARTMENT OF CRIMINAL JUSTICE SERVICES DISCOVERY REFORM GRANT IN THE AMOUNT OF UP TO $370,102 MADE BY MS. FITZPATRICK. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

C. Department of Social Services
   1. Hornell Preventive Services Contract – Ms. Muller requested authorization to accept funding from the Hornell City School District to create a preventive services contract within the school system. These funds will be used to fund a zero-based Caseworker position to provide those services.

MOTION: AUTHORIZING THE COMMISSIONER OF THE DEPARTMENT OF SOCIAL SERVICES TO ACCEPT FUNDING FROM THE HORNELL CITY SCHOOL DISTRICT TO FUND A VACANT, ZERO-BASED CASEWORKER POSITION TO PROVIDE PREVENTIVE SERVICES IN THE SCHOOL DISTRICT MADE BY MS. FITZPATRICK. SECONDED BY MR. MALTER FOR DISCUSSION.

Ms. Muller explained, the Hornell City School Superintendent approached me about working with the school district due to the high number of educational neglect cases due to remote learning. We had worked with the school district several years ago and it was very effective at that time. She stated she thinks this will be a very positive addition to services in the Hornell area. The caseworker will be designated to work with those families that need a higher level of care

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

2. Budget Appropriation – DSRIP – Ms. Muller requested authorization to accept DSRIP (Delivery System Reform Incentive Program) funds in the amount of $86,628. These funds are based on our previous year’s performance. She would like to look at using these funds to improve housing and basic needs for the homeless population.

MOTION: AUTHORIZING THE COMMISSIONER OF SOCIAL SERVICES TO ACCEPT DELIVERY SYSTEM REFORM INCENTIVE PROGRAM (DSRIP) FUNDS IN THE AMOUNT OF $86,628 AND APPROPRIATE SAID FUNDS INTO THE DELIVERY SYSTEM REFORM CAPITAL PROJECT MADE BY MR. MALTER. SECONDED BY MR. SCHU FOR DISCUSSION.

Ms. Fitzpatrick asked what will you spend this money on? Ms. Muller replied she has talked with Mr. Wheeler about a couple of ideas, but would like to see where the State budget falls. Some of the housing projects could be funded with Code Blue dollars. We will just have to wait and see what happens. Ms. Fitzpatrick asked do you have to use the money in a certain time frame? Ms. Muller replied no.

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

D. Buildings and Grounds
   1. Hallway Carpeting Project - Mr. Rose requested authorization to use funds from the County Office Building Capital Project to purchase carpet for the third floor hallways in the County Office Building. The total cost of the project will be $23,655. We had left this out of the initial building project bid due to budgetary concerns.

MOTION: AUTHORIZING THE PURCHASE OF CARPET FOR THE THIRD FLOOR HALLWAY IN THE COUNTY OFFICE BUILDING FOR A TOTAL COST OF $23,655 WITH $15,000 TO BE PAID FOR OUT OF THE COUNTY OFFICE BUILDING FLOORING PROJECT AND THE REMAINING FUNDS TO BE TAKEN OUT OF THE BUILDING RENOVATION CAPITAL PROJECT MADE BY MS. FITZPATRICK. SECONDED BY MR. MALTER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.
E. Sheriff’s Office


**MOTION:** AUTHORIZING THE SHERIFF TO ACCEPT THE CHILD PASSENGER SAFETY SEAT PROGRAM GRANT IN THE AMOUNT OF $9,025 MADE BY MS. FITZPATRICK. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. Bicycle Safety Grant – Sheriff Allard requested authorization to accept the 2020-2021 Bicycle Safety Grant in the amount of $8,000.

**MOTION:** AUTHORIZING THE SHERIFF TO ACCEPT THE 2020-2021 BICYCLE SAFETY GRANT IN THE AMOUNT OF $8,000 MADE BY MR. MALTER. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

E. Commissioner of Finance

1. Monthly Reports – Mrs. Hurd-Harvey asked if there were any questions. Mr. Malter asked with regard to the purchase order for the Sheriff’s Office for replacement of radios; how often does that happen? Sheriff Allard explained we are always replacing on a wear and tear basis and when upgrades are needed. Mrs. Hurd-Harvey stated these are radios for the road patrol. Sheriff Allard stated the last time we upgraded the radios was seven or eight years ago. I can research that and get a definitive answer for you. Mr. Swackhamer stated another question he would like answered along with that is when we get new cars, do you get new radios?

Ms. Fitzpatrick asked for an explanation of the M&T corporate card charge under highway machinery. Mrs. Hurd-Harvey explained we have the p-card program and if someone purchases something and uses the credit card and a purchase order is required, we issue the purchase order and pay the vendor as a bank transfer. There is no way to leverage the purchase order against the payment.

Ms. Fitzpatrick asked with regard to adjusting the sales tax to actual, what is the debit and credit? Is the credit revenue and debit expenses and that is paid out to the towns and villages? Mrs. Hurd-Harvey replied yes. As part of the State recording requirement, we show the revenue as both our share and the town share and show the expenditure of what we pay to the towns and we guess on that every year.

2. Year-End Budget Adjustments and Transfers – Mrs. Hurd-Harvey stated they have the Sheriff’s Bullet Proof Vest Grant to roll over from 2020 to 2021. The grant was approved in 2020, but we need to set it up in 2021. We also have the adjustment for the sales tax. Additionally, there is the end of year maintenance in lieu of rent adjustment; this year there were some fairly significant changes with the office moves. We took it out of Information Technology, the County Clerk and the Department of Social Services. The 2021 maintenance in lieu of rent will be based on the old allocations, but it should be closer to actual for 2022. Mrs. Hurd-Harvey stated they also have the budget transfer for Office for the Aging in the total amount of $106,560, which was approved by HSH&E Committee. They are moving money within cost centers and are requesting additional laptops and docking stations. They are trying to spend some of the EISEP funding that will be expiring March 31, 2021.

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

3. Review and Approval of Enterprise Resource Planning (ERP) Software – Mrs. Hurd-Harvey stated she is seeking approval to award the RFP for Enterprise Resource Planning (ERP) Software to Tyler Technologies Products for the Munis software. This will be SaaS (Software as a Service) cloud service instead of installed software. We started the research for a new product in 2019 and that was put on hold due to COVID. We will need to live with payroll at some point in 2022. The installation will be over the course of two years.
She commented that she had sent out the financial comparison for the committee to review. Mrs. Hurd-Harvey stated I am asking for approval to appropriate funds from the Fund Balance to the IT Capital Project. The total gross five-year cost with the options we have elected is $1.9 million. She is requesting authorization for $2 million which will give us a little buffer. The net cost will be slightly less than that. We have to continue to pay for E-Finance support until we are off that system. We will use OpenGov for at least a one year overlap, possibly two years depending on installation.

MOTION: AWARDING THE RFP FOR ENTERPRISE RESOURCE PLANNING (ERP) SOFTWARE TO TYLER TECHNOLOGIES PRODUCTS FOR THEIR MUNIS SOFTWARE FOR A TOTAL COST OF $1.9 MILLION TO BE PAID OVER THE COURSE OF FIVE YEARS MADE BY MR. SCHU. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

MOTION: APPROPRIATING $2 MILLION FROM THE GENERAL FUND INTO THE INFORMATION TECHNOLOGY CAPITAL PROJECT FOR THE PURCHASE OF THE TYLER TECHNOLOGIES PRODUCTS MUNIS SAAS SOFTWARE MADE BY MR. SCHU. SECONDED BY MR. MALTER. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

IV. OTHER BUSINESS
A. Goals – Ms. Fitzpatrick stated I would like it included in the minutes that I would like included in our committee goals, a review of all of the capital projects, as well as establishing a capital project for the Public Works shops. Mr. Malter commented that in terms of reviewing those capital projects we have, Mr. Wheeler will be providing us with information about those. Ms. Fitzpatrick stated I think it is important to bring it up here as that should be a committee goal.

Mr. Malter stated if we are looking at goals, I would like to look at the buildings that we finance. We are not making money on our investments and maybe we need to look at paying those off. I don’t know what the interest payments would be over the next three years. Mrs. Hurd-Harvey commented the final payment on the Jail will be this summer. Mr. Malter stated we are not making anything on interest so why are we paying interest when we are not making anything? Mr. Swackhamer stated we can get a report of 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 MR. MALTER. SECONDED BY MS. FITZPATRICK. 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 #182.19-01-029.000, SITUATE IN THE VILLAGE OF CANISTEO AND TO DEFER THE ENFORCEMENT OF SALE UNTIL MARCH 31, 2022, SAID UNDERTAKING TO BE PAID WITHIN THIRTY DAYS 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 MS. FITZPATRICK. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.
MOTION: TO ADJOURN MADE BY MR. MALTER. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR**
Tuesday, April 13, 2021
9:30 a.m.

Please send agenda items to the Clerk of the Legislature’s Office
NO LATER THAN NOON
Wednesday, April 7, 2021