

**STEUBEN COUNTY FINANCE COMMITTEE**

*Tuesday, July 11, 2023*

*10:05 a.m.*

*Legislative Chambers, 3<sup>rd</sup> Floor, Annex Building  
Bath, New York*

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

**COMMITTEE:** Gary D. Swackhamer, Chair Kelly H. Fitzpatrick, Vice Chair Jeffrey P. Horton  
John V. Malter Brian C. Schu

**STAFF:** Jack K. Wheeler Christopher Brewer Jennifer Prossick  
Jennifer Galvan Tammy Hurd-Harvey Mitch Alger  
Brenda Scotchmer

**LEGISLATORS:** Scott J. Van Etten Carol A. Ferratella Hilda T. Lando  
Wendy Lozo Robert V. Nichols Nicholas D. Pelham  
Frederick G. Potter

**OTHERS:** Mary Perham

**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 JUNE 13, 2023, AND JUNE 26, 2023, MEETINGS MADE BY MR. SCHU. SECONDED BY MR. HORTON. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**III. DEPARTMENTAL REQUESTS**

A. Commissioner of Finance

1. **Monthly Reports** – Ms. Fitzpatrick stated with regard to the equipment transfers, we have major and minor equipment and sometimes we transfer very small dollar amounts on those. Do we have a capitalization threshold so that you are not depreciating \$500 or \$600 items? Mrs. Hurd-Harvey replied yes, it is \$5,000 for the General Fund.

2. **Contract Extensions**

a. *Gallagher Benefits Consultants* – Mrs. Hurd-Harvey requested authorization to extend the contract with Gallagher Benefits Consultants for two years. The contract expired 6/30/2022 and she neglected to get the extension approved. The contract will be effective through 7/1/2024 and the cost is \$12,500 per quarter. She also requested authorization to issue an RFP this fall.

**MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO EXTEND THE CONTRACT WITH GALLAGHER BENEFITS CONSULTANTS THROUGH JULY 1, 2024 AND AUTHORIZING THE ISSUANCE OF AN RFP IN THE FALL FOR BENEFITS CONSULTANT SERVICES MADE BY MR. HORTON. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

b. *MissionSquare Retirement* – Mrs. Hurd-Harvey requested authorization to extend this contract for one year through March 31, 2024.

**MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO EXTEND THE CONTRACT WITH MISSIONSQUARE RETIREMENT FOR ONE YEAR THROUGH MARCH 31, 2024 MADE BY MR. HORTON. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

2. **Audit Services** – Mrs. Hurd-Harvey requested authorization to enter into a five-year contract with Bonadio for audit services. The total cost is \$129,350 through 2027. The breakdown of the cost is \$102,050 over five years to conduct the County audit and \$27,300 over five years to conduct the audits for other entities (STTAC, Deferred Compensation, Land Bank). Over five years the cost increase is 10 percent for year one, 5 percent for years two, three and four and 4 percent for year five.

**MOTION: WAIVING THE RFP PROCESS AND AUTHORIZING THE COMMISSIONER OF FINANCE TO ENTER INTO A FIVE-YEAR AGREEMENT WITH BONADIO & CO. FOR AUDIT SERVICES FOR A TOTAL FIVE YEAR AMOUNT OF \$129,350 MADE BY MR. HORTON. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

3. **Increase Finance Office Petty Cash** – Mrs. Hurd-Harvey informed the committee that with the restructuring of the office, they will need an additional cash drawer to allow a fourth person to accept cash payments. She requested authorization to increase the petty cash allowance for the Finance Office from \$450 to \$600.

**MOTION: AUTHORIZING AN INCREASE IN THE FINANCE OFFICE PETTY CASH FROM \$450 TO \$600 MADE BY MR. HORTON. SECONDED BY MR. MALTER. 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 CANCEL THE 2023-2024 VILLAGE TAX, THE 2023-24 SCHOOL TAX AND THE 2022-2024 TOWN AND COUNTY TAXES AND ISSUE A CERTIFICATE OF WITHDRAWAL AND A CERTIFICATE OF PROSPECTIVE CANCELLATION RELATIVE TO PARCEL #349.08-01-048.000, SITUATE IN THE VILLAGE OF ADDISON MADE BY MR. MALTER. SECONDED BY MR. HORTON. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

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

**MOTION: TO ADJOURN MADE BY MR. HORTON. 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 8, 2023 at 9:00 a.m.**

**Agenda items due to the Clerk of the Legislature's Office  
NO LATER THAN NOON  
Wednesday, August 2, 2023**