

STEBEN COUNTY ADMINISTRATION COMMITTEE

Tuesday, October 10, 2023

9:00 a.m.

*Legislative Chambers, 3rd Floor, Annex Building
Bath, New York*

****MINUTES****

COMMITTEE: Brian C. Schu, Chair Kelly H. Fitzpatrick Hilda T. Lando
Gary D. Swackhamer

STAFF: Jack K. Wheeler Christopher Brewer Jennifer Prossick
Brenda Scotchmer Bill Caudill Nate Alderman
Eric Rose Patty Baroody Jennifer DeMonstoy
Wendy Jordan Mitch Alger Tammy Hurd-Harvey
Andy Morse Craig Patrick Vicky Olin

ABSENT: Robert V. Nichols, Vice Chair

LEGISLATORS: Scott J. Van Etten Carol A. Ferratella James Kuhl
Wendy Lozo John V. Malter Nicholas D. Pelham
Frederick G. Potter

OTHERS: Youth In Government Interns
Mary Perham
Natalie Abruzzo
Brian O’Neil

Secretary’s Note: Hilda Lando attended via Zoom under the Extraordinary Circumstance exemption.

I. CALL TO ORDER

Mr. Schu called the meeting to order and noted that Mrs. Lando is attending via Zoom under the Extraordinary Circumstance exemption and will be able to participate and vote with the use of her video.

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF SEPTEMBER 12, 2023, AND SEPTEMBER 25, 2023, MEETINGS MADE BY MS. FITZPATRICK. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

III. DEPARTMENT REQUESTS

A. Purchasing

1. **County Surplus Auction** – Mr. Morse requested authorization to have Teitsworth hold an online surplus auction on November 3rd. We will have nine vehicles from Public Works along with various equipment, one vehicle from Information Technology, two vehicles from Social Services and six to eight vehicles between the Sheriff’s Office and District Attorney’s Office.

MOTION: AUTHORIZING THE COUNTY SURPLUS AUCTION TO BE HELD ONLINE AND FACILITATED BY TEITSWORTH AUCTIONEERS ON NOVEMBER 3, 2023, MADE BY MS. FITZPATRICK. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

2. **Bids for Custodial Paper Products and Polyethylene Bags** – Mr. Morse requested authorization to solicit bids for custodial paper products and polyethylene bags. He noted they typically spend about \$55,000 on these products.

MOTION: AUTHORIZING THE PURCHASING DIRECTOR TO SOLICIT BIDS FOR CUSTODIAL PAPER PRODUCTS AND POLYETHYLENE BAGS MADE BY MS. FITZPATRICK. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

B. Personnel

1. **Office for the Aging – Reclassification** – Mr. Alderman requested authorization to reclassify a vacant Registered Nurse position, CSEA Grade O to a Caseworker, CSEA Grade J. He noted this position does not need to be a Registered Nurse and the Caseworker title fits the duties.

MOTION: AUTHORIZING THE RECLASSIFICATION OF A VACANT REGISTERED NURSE POSITION, CSEA GRADE O TO A CASEWORKER, CSEA GRADE J IN THE OFFICE FOR THE AGING MADE BY MS. FITZPATRICK. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

2. **Public Works – Reclassification** – Mr. Alderman requested authorization to reclassify a vacant Stock Clerk position, CSEA Grade E to a Procurement Specialist, CSEA Grade I.

MOTION: AUTHORIZING THE RECLASSIFICATION OF A VACANT STOCK CLERK POSITION, CSEA GRADE E TO A PROCUREMENT SPECIALIST IN THE PUBLIC WORKS DEPARTMENT MADE BY MRS. LANDO. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.

3. **Finance Office** – Mr. Alderman requested authorization to create a Deputy Commissioner of Finance position. This is due to impending movement in this office in the next year or so and will facilitate training.

MOTION: AUTHORIZING THE CREATION OF A DEPUTY COMMISSIONER OF FINANCE POSITION IN THE FINANCE OFFICE MADE BY MR. SWACKHAMER. SECONDED BY MS. FITZPATRICK.

Mr. Van Etten commented because Mrs. Hurd-Harvey's term ends at the end of next year, she would like to bring someone in now to start training them and she will retire mid-year rather than at the end of the year. This is a good approach for us to have as the new individual will have the opportunity to go through the audits and the year-end processes prior to Mrs. Hurd-Harvey's retirement. Mr. Schu commented this is a good move for succession planning.

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

4. **Clerk of the Legislature** – Mr. Alderman requested authorization to create a Deputy Clerk of the Legislature position. Similar to the request for the Finance Office, there will be impending movement in the department and this position will facilitate training.

MOTION: AUTHORIZING THE CREATION OF A DEPUTY CLERK OF THE LEGISLATURE POSITION IN THE CLERK OF THE LEGISLATURE'S OFFICE MADE BY MR. SWACKHAMER. SECONDED BY MS. FITZPATRICK.

Mr. Van Etten commented this has already been funded in the 2024 budget. We did not fund the additional Deputy Commissioner of Finance position in the 2024 budget.

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

MOTION: TO ADJOURN REGULAR SESSION AND RECONVENE IN EXECUTIVE SESSION PURSUANT TO PUBLIC OFFICERS' LAW, ARTICLE 7§ 105.1.D. DISCUSSIONS REGARDING PROPOSED, PENDING OR CURRENT LITIGATION; ARTICLE 7§ 105.1.E. COLLECTIVE NEGOTIATIONS PURSUANT TO ARTICLE FOURTEEN OF THE CIVIL SERVICE LAW; AND ARTICLE 7§ 105.1.F. THE MEDICAL, FINANCIAL, CREDIT OR EMPLOYMENT HISTORY OF A PARTICULAR PERSON OR CORPORATION, OR MATTERS LEADING TO THE APPOINTMENT, EMPLOYMENT, PROMOTION, DEMOTION, DISCIPLINE, SUSPENSION, DISMISSAL OR REMOVAL OF A PARTICULAR PERSON OR CORPORATION MADE BY MRS. LANDO. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

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

MOTION: AUTHORIZING A 2 STEP INCREASE FOR THE DEPUTY COUNTY MANAGER FOR 2024 RESULTING IN A SALARY OF \$105,483 MADE BY MS. FITZPATRICK. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

MOTION: AUTHORIZING A 2 STEP INCREASE FOR THE COUNTY ATTORNEY FOR 2024 RESULTING IN A SALARY OF \$160,141 MADE BY MS. FITZPATRICK. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

MOTION: AUTHORIZING A 1 STEP INCREASE PLUS 3 PERCENT FOR THE CLERK OF THE LEGISLATURE FOR 2024 RESULTING IN A SALARY OF \$86,722 MADE BY MS. FITZPATRICK. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

MOTION: AUTHORIZING A 1 STEP INCREASE FOR THE COUNTY MANAGER FOR 2024 RESULTING IN A SALARY OF \$163,141 MADE BY MS. FITZPATRICK. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

MOTION: AUTHORIZING A 3 PERCENT INCREASE FOR MANAGEMENT EMPLOYEES NOT IN THE MANAGEMENT SALARY GRID MADE BY MS. FITZPATRICK. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

MOTION: EXCEPTING THE ALREADY APPROVED CHANGES, AUTHORIZING A 1 STEP MANAGEMENT SALARY INCREASE AS PRESENTED BY THE COUNTY MANAGER MADE BY MS. FITZPATRICK. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

MOTION: AUTHORIZING THE COUNTY ATTORNEY TO CONTRACT WITH COUGHLIN & GERHARDT FOR THE PURPOSES OF LITIGATION PURSUANT TO ARTICLE 78 MADE BY MS. FITZPATRICK. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

MOTION: TO ADJOURN MADE BY MR. SWACKHAMER. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

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

**NEXT MEETING SCHEDULED FOR
Tuesday, November 14, 2023 at 9:00 a.m.**

**Agenda items due to the Clerk of the Legislature's Office
NO LATER THAN NOON
Wednesday, November 8, 2023**