

**STEUBEN COUNTY FINANCE COMMITTEE**

*Tuesday, October 10, 2023*

*10:20 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  
Brenda Scotchmer Ken Forenz Eric Rose  
Tammy Hurd-Harvey Marie Myers Shearing Mitch Alger  
James Allard John McNelis Lynn Lewis  
Vicky Olin
- LEGISLATORS:** Scott J. Van Etten Carol A. Ferratella Hilda T. Lando  
Wendy Lozo Nicholas D. Pelham Frederick G. Potter
- OTHERS:** Mary Perham  
Allison Hunt  
Joe Tobia  
Natalie Abruzzo  
Brian O’Neil

**I. CALL TO ORDER**

Mr. Swackhamer called the meeting to order at 10:20 a.m.

**II. APPROVAL OF MINUTES**

*Secretary’s Note: The approval of the September meeting minutes will be held until the November meeting as they had not been posted on the website.*

**III. DEPARTMENT REQUESTS**

A. Community Services

- 1. **Accept and Allocate OMH COLA Funds** – Ms. Lewis requested authorization to accept \$318,451 in additional NYS OMH funding and appropriate to various contracted services lines.

**MOTION: AUTHORIZING THE DIRECTOR OF THE DEPARTMENT OF COMMUNITY SERVICES TO ACCEPT \$318,451 IN ADDITIONAL NYS OMH FUNDING AND APPROPRIATE TO VARIOUS CONTRACTED SERVICES LINE ITEMS MADE BY MR. MALTER. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

B. Buildings & Grounds

- 1. **Authorization to Purchase Pro Press Tool and Add to Major Equipment** – Mr. Rose requested authorization to purchase a Pro Press Tool for \$3,460 and add to the 2023 Major Equipment list.

**MOTION: AUTHORIZING THE COMMISSIONER OF PUBLIC WORKS TO PURCHASE A PRO PRESS TOOL FOR \$3,460 AND ADD THIS ITEM TO THE 2023 MAJOR EQUIPMENT LIST MADE BY MS. FITZPATRICK. SECONDED BY MR. HORTON. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

C. Emergency Management/E-911

1. **Amendment to 2023 Public Safety Emergency Response Budget**

a. *Purchase of Two Vehicles for EMS* – Mr. Forenz requested authorization to purchase two vehicles; one for the EMS Coordinator and the second vehicle to be used as a paramedic fly car. Total cost for both vehicles not to exceed \$110,000.

**MOTION: AUTHORIZING THE DIRECTOR OF PUBLIC SAFETY TO PURCHASE TWO VEHICLES; ONE FOR THE EMS COORDINATOR AND THE SECOND VEHICLE AS A PARAMEDIC FLY CAR, OUT OF THE 2023 EMS BUDGET MADE BY MR. MALTER. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

b. *Purchase of Life Pack 15 AED for EMS* – Mr. Forenz requested authorization to purchase a Life Pack 15 AED for the paramedic fly car out of the 2023 EMS budget. He noted the cost will be \$50,000.

**MOTION: AUTHORIZING THE PURCHASE OF A LIFE PACK 15 AED UNIT FOR THE PARAMEDIC FLY CAR FOR \$50,000 OUT OF THE 2023 EMS BUDGET MADE BY MR. MALTER. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

D. Sheriff's Office

1. **Police Traffic Services Grant** – Sheriff Allard requested authorization to accept the 2023-2024 Police Traffic Services Grant in the amount of \$8,550.

**MOTION: AUTHORIZING THE SHERIFF TO ACCEPT THE 2023-2024 POLICE TRAFFIC SERVICES GRANT IN THE AMOUNT OF \$8,550 MADE BY MR. HORTON. SECONDED BY MR. MALTER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

2. **Bicycle Safety Grant** – Sheriff Allard requested authorization to accept the 2023-2024 Bicycle Safety Grant in the amount of \$7,200.

**MOTION: AUTHORIZING THE SHERIFF TO ACCEPT THE 2023-2024 BICYCLE SAFETY GRANT IN THE AMOUNT OF \$7,200 MADE BY MR. HORTON. SECONDED BY MR. SCHU.**

Ms. Fitzpatrick asked is this for the bicycle helmets? Sheriff Allard replied yes, this is for the bike helmets and the bike rodeo. Ms. Fitzpatrick asked is there any room to use these funds for safety vests or other items for older individuals riding bicycles? Sheriff Allard explained the use of the grant funds is set by the Governor's Traffic Safety Committee, but we can explore that. Ms. Fitzpatrick stated I think that would be a good idea, along with education.

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

3. **Child Passenger Safety Grant** – Sheriff Allard requested authorization to accept the 2023-2024 Child Passenger Safety Grant in the amount of \$10,000.

**MOTION: AUTHORIZING THE SHERIFF TO ACCEPT THE 2023-2024 CHILD PASSENGER SAFETY GRANT IN THE AMOUNT OF \$10,000 MADE BY MR. SCHU. SECONDED BY MR. HORTON. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

E. Public Works

1. **Authorization to Create CR4 Bridge Capital Project** – Mr. Rose requested authorization to create a capital project for the CR4 BridgeNY Project and to approve the necessary appropriations and budget transfers for the creation of the capital project.

**MOTION: AUTHORIZING THE CREATION OF A CAPITAL PROJECT FOR THE CR4 BRIDGENY PROJECT AND AUTHORIZING THE NECESSARY APPROPRIATIONS AND BUDGET TRANSFERS FOR THE CREATION OF SAID CAPITAL PROJECT MADE BY MR. SCHU. SECONDED BY MR. HORTON. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.**

2. **Authorization to Add Upgrade for Hardware/Software of Paint Truck to Major Equipment** – Mr. Rose requested authorization to add the upgrade for the hardware and software of the paint truck to the 2023 Major Equipment list. The total cost is \$18,712.50

**MOTION: AUTHORIZING THE COMMISSIONER OF PUBLIC WORKS TO ADD THE UPGRADE FOR THE HARDWARE AND SOFTWARE OF THE PAINT TRUCK TO THE 2023 HIGHWAY MAJOR EQUIPMENT LIST IN THE AMOUNT OF \$18,712.50 MADE BY MR. MALTER. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

3. **Authorization to Add Air Compressors/Air Dryer Attachments to Major Equipment** – Mr. Rose requested authorization to add two shop air compressors and two air dryer attachments to the 2023 Major Equipment list. Total cost is \$16,383.54. These compressors will be located at the Mt. Washington and Curtis shops.

**MOTION: AUTHORIZING THE COMMISSIONER OF PUBLIC WORKS TO ADD TWO SHOP AIR COMPRESSORS AND TWO AIR DRYER ATTACHMENTS TO THE 2023 HIGHWAY MAJOR EQUIPMENT LIST IN THE AMOUNT OF \$16,383.54 MADE BY MR. HORTON. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

4. **Budget Transfer** – Mr. Rose requested authorization to transfer \$100,000 from County Road Salaries and Wages to Bridge Maintenance Salaries and Wages. The salaries for Bridge Maintenance were underfunded this year and the salaries for County Roads were overfunded. This transfer will balance both accounts to where they should have been at the start of the year.

**MOTION: AUTHORIZING THE TRANSFER OF \$100,000 FROM COUNTY ROAD SALARIES AND WAGES TO BRIDGE MAINTENANCE SALARIES AND WAGES MADE BY MR. HORTON. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

5. **Add Pipe Grooving Machine to Landfill Major Equipment** – Mr. Rose requested authorization to add a pipe grooving machine to the 2023 Landfill Major Equipment list for \$5,000.

**MOTION: AUTHORIZING THE COMMISSIONER OF PUBLIC WORKS TO ADD A \$5,000 PIPE GROOVING MACHINE TO THE 2023 LANDFILL MAJOR EQUIPMENT LIST MADE BY MR. SCHU. SECONDED BY MR. HORTON. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

F. Commissioner of Finance

1. **Monthly Reports** – Ms. Fitzpatrick stated there was a report with twelve pages and a bunch of 12/31/2022 entries. Were those supposed to be there? Mrs. Hurd-Harvey replied yes, those were purchase orders that were liquidated during this budget transfer report. When we liquidate an old year purchase order it takes the money out of their budget line so that if they did not spend the entire amount they cannot spend it on something else.

2. **Health Insurance** – Mrs. Hurd-Harvey stated our health insurance costs are high and we wanted to give you a heads up that we will need to do a large year-end budget adjustment. She stated that she pulled the last quarterly report from Gallagher and that showed that our gross health insurance costs are up 18.6 percent per member per month compared to 2022. For the purposes of our equivalent premium, that has increased 15.6 percent from 2022. We are projecting an increase of \$1.596 million. When you take into account our claims, those are at \$1.2 million and our third party administrator fees and stop loss fees are about \$95,000 per month.

She stated she is guessing we will be somewhere between a \$2.5 million and \$3 million deficit for the year. She stated that there is somewhat of an accumulation of last year as she did not do a year-end adjustment. Approximately 25 percent of this is related to high cost claims, which are those over \$100,000.

Mr. Wheeler commented it is difficult to anticipate and the high cost claims are the wild card. So far this year we have had over a dozen high cost claims. Specialty drugs, with some of the biologics are a big cost. The drug Humira, in particular, is going generic this year and this will hopefully help. One person on Humira costs \$120,000 per year, so that is significant.

Mr. Malter asked is there a reserve set up for the self-insurance fund? Mrs. Hurd-Harvey stated the reserve is at \$4 million. We set aside funds that we have from previous years when we have a little extra. Mr. Wheeler stated the change in the equivalent premium does have an impact on that. He would suggest that it would not be a bad idea to take a few million from the unassigned fund balance to help replenish that reserve.

Mr. Malter asked how much of an additional cost is the medical insurance going to be in this budget? Mr. Wheeler replied it increased approximately \$2 million in this budget from the 12.5 percent increase. Mrs. Hurd-Harvey stated she will have the final numbers in February.

3. **Investment Policy** – Mr. Alger presented the investment policy for review and approval. There are no changes from last year.

**MOTION: ADOPTING THE ANNUAL INVESTMENT POLICY AS PRESENTED BY THE COMMISSIONER OF FINANCE MADE BY MR. MALTER. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.**

G. County Manager

1. **FEMA Grant** – Ms. Myers Shearing requested authorization to accept a FEMA grant in the amount of \$98,512 for a Flood Safe Land Use project. She noted Southern Tier Central will be carrying out the work of the grant and they will be entering into a sub-recipient agreement with us for the administration of the grant in the amount of \$4,860.

**MOTION: ACCEPTING A \$98,512 GRANT FROM FEMA FOR A FLOOD SAFE LAND USE PROJECT TO BE CONDUCTED BY SOUTHERN TIER CENTRAL AND AUTHORIZING A SUB-RECIPIENT AGREEMENT FOR \$4,860 WITH SOUTHERN TIER CENTRAL FOR THE ADMINISTRATIVE OVERSIGHT OF SAID PROJECT MADE BY MR. SCHU. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.**

2. **EMS Reimbursement** – Mr. Malter stated the Public Safety & Corrections Committee had approved a reimbursement for volunteer EMT's taking the EMT course in the amount of \$1,800. He would like to propose an additional \$400 reimbursement for those individuals taking a recertification course. Mr. Wheeler stated we will need to hold a Special Public Safety & Corrections Committee meeting to amend that.

**MOTION: AUTHORIZING A VOLUNTEER EMT REIMBURSEMENT OF \$1,800 FOR NEW VOLUNTEER EMT'S TAKING THE EMT COURSE AND \$400 FOR A RECERTIFICATION COURSE MADE BY MR. SCHU. 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 SALE OR EXCHANGE OF SECURITIES HELD BY SUCH PUBLIC BODY, BUT ONLY WHEN PUBLICITY WOULD SUBSTANTIALLY AFFECT THE VALUE THEREOF MADE BY MR. HORTON. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION: RESCINDING AN ITEM ON RESOLUTION #144-23, ADOPTED JULY 24, 2023, RELATIVE TO THE SALE OF PARCEL #242.08-02.025.000, SITUATE IN THE TOWN OF CAMPBELL MADE BY MR. HORTON. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION: AUTHORIZING THE PRIVATE SALE OF PARCEL #242.08-02.025.000, SITUATE IN THE TOWN OF CAMPBELL, TO THE STEUBEN COUNTY LAND BANK CORPORATION FOR \$2,824.98 INCLUSIVE OF RECORDING FEES MADE BY MR. MALTER. SECONDED BY MR. SCHU. 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. HORTON. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION: TO ADJOURN MADE BY MR. HORTON. 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, November 14, 2023 at 9:30 a.m.**

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