

**STEBEN COUNTY FINANCE COMMITTEE**

*Tuesday, April 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 John V. Malter  
Brian C. Schu
- STAFF:** Jack K. Wheeler Christopher Brewer Jennifer Prossick  
Brenda Scotchmer Jennifer Galvan Eric Rose  
Hank Chapman James Allard Tim Marshall  
Tammy Hurd-Harvey Mitch Alger
- LEGISLATORS:** Scott J. Van Etten Carol A. Ferratella K. Michael Hanna  
Wendy Lozo John V. Malter Nicholas D. Pelham  
Frederick G. Potter
- ABSENT:** Jeffrey P. Horton
- OTHERS:** Mary Perham

*Secretary's Note: Jeff Horton attended via Zoom under the Extraordinary Exemption, however, due to technical difficulties, was unable to be seen or heard for voting purposes.*

**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 MARCH 14, 2023, AND MARCH 27, 2023, MEETINGS MADE BY MR. SCHU. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**III. DEPARTMENT REQUESTS**

A. Public Works

1. **Requesting Authorization to Transfer Funds to Bath Landfill Cell 7 and Cell 8 Capital Project** – Mr. Rose requested authorization to transfer \$2,000,000.00 out of the Landfill Fund Balance and \$190,000 from the Scale House Capital Project and appropriate a total of \$2,190,000 into the Bath Landfill Cell 7 and Cell 8 Capital Project.

**MOTION: AUTHORIZING THE TRANSFER OF \$2,000,000.00 FROM THE LANDFILL FUND BALANCE AND \$190,000 FROM THE SCALE HOUSE CAPITAL PROJECT AND APPROPRIATING THE TOTAL OF \$2,190,000 TO THE BATH LANDFILL CELL 7 AND CELL 8 CAPITAL PROJECT MADE BY MR. SCHU. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.**

B. Sheriff's Office

1. **Authorization to Utilize Opioid Settlement Funds to Purchase LifePak 15 AED** – Sheriff Allard requested authorization to utilize opioid settlement funds to purchase a 15-lead AED. Mr. Wheeler clarified this allocation will be from the County's share of the opioid settlement funds. Sheriff Allard stated the

cost is \$47,000. Ms. Fitzpatrick asked how long will the AED last? Sheriff Allard replied most last a significant period of time. Mr. Wheeler stated they usually last about five years.

**MOTION: AUTHORIZING THE SHERIFF TO PURCHASE THE LIFEPAK 15 AED AND AUTHORIZING THE ALLOCATION OF \$47,000 OF THE COUNTY'S SHARE OF THE OPIOID SETTLEMENT FUNDS FOR THIS PURCHASE AND AMENDING THE SHERIFF'S MAJOR EQUIPMENT LIST TO REFLECT SAID PURCHASE MADE BY MR. MALTER. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.**

C. Community Services

1. **Pretaa Contract** – Dr. Chapman explained Pretaa provides Fitbit technology to individuals who are in recovery. The Fitbits monitor biometric data to help clients understand triggers, cravings, etc. He requested authorization to enter into a contract with Pretaa for a pilot program of 10 clients. The cost for one year would be \$10,000. He also requested that \$10,000 be allocated from the State's portion of the Opioid Settlement Funds for this purpose.

**MOTION: AUTHORIZING THE DIRECTOR OF COMMUNITY SERVICES TO ENTER INTO A NEW CONTRACT WITH PRETAA FOR A PILOT PROGRAM CONSISTING OF 10 CLIENTS FOR A ONE YEAR COST OF \$10,000 AND AUTHORIZING THE APPROPRIATION OF \$10,000 FROM THE STATE'S ALLOCATION OF OPIOID SETTLEMENT FUNDS FOR THIS PURPOSE MADE BY MS. FITZPATRICK. SECONDED BY MR. SCHU.**

Ms. Fitzpatrick asked have you chosen the 10 clients? Dr. Chapman replied no. Ms. Fitzpatrick asked will there be special criteria to be eligible to participate? Dr. Chapman replied yes, they will have to have an opioid use disorder. Ms. Fitzpatrick asked will there be insurance for lost or damaged equipment? Ms. Prossick replied we have the contract and will have to check that. Dr. Chapman stated the Fitbits will actually be purchased for the clients by us and then Pretaa has their agreement through Fitbit. Mr. Wheeler stated we will clarify this with Pretaa. Ms. Fitzpatrick asked are there any other costs associated with this? This will be a great program. Mr. Wheeler stated the quote we received from Pretaa was for \$8,500 and we built a little more into that.

Mr. Swackhamer asked what about privacy? Dr. Chapman replied the client has to want to participate and they sign releases so we can share information. At any point in time if they want to revoke their participation, then can and then they would no longer continue in the pilot program.

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

D. Emergency Services/E-911

1. **Amending Major Equipment List to Purchase a Vehicle** – Mr. Marshall stated at last week's Public Safety & Corrections Committee, he received authorization to amend the Major Equipment list to purchase a used vehicle that had become available. This vehicle was going to be used for the newly created EMS Coordinator position. However, since last week, that vehicle is no longer available. He stated that he would still like to amend the Major Equipment list to include the purchase of a vehicle. Mr. Swackhamer asked what is the dollar amount? Mr. Wheeler replied \$30,000 would be reasonable.

**MOTION: AUTHORIZING THE DIRECTOR OF PUBLIC SAFETY TO AMEND THE MAJOR EQUIPMENT LIST FOR THE EMERGENCY MANAGEMENT OFFICE TO INCLUDE THE PURCHASE OF A VEHICLE IN AN AMOUNT NOT TO EXCEED \$30,000 MADE BY MS. FITZPATRICK. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

E. Commissioner of Finance

1. **Monthly Reports** – Mr. Alger presented the monthly financial reports for review. He noted with regard to the 2022 Occupancy Tax Reserve Summary, as of December 31, 2022, we had recovered pretty well

from the drop we had in 2020. The 2022 DWI Reserve Summary showed a decrease in revenue and an increase in expenses during 2021 and we are slowly building back that reserve.

Mr. Malter asked if there was a decrease in DWI arrests and the revenue stream decreased as a result, how will we build that back? Mr. Alger replied they will try to manage expenses at a reasonable rate. Mr. Malter stated for 2022 total expenses were \$233,500 and total revenue was \$194,700? What was the revenue projection? The reserve actually made \$18,000 more than they spent. We need to reassign the budgeted amount to meet the revenues. Mr. Wheeler explained we cannot cut the reimbursement to the local departments or ourselves. The County cost in your next budget for the District Attorney and Probation will increase to make that balance. Ms. Fitzpatrick asked is this managed in the General Fund? Mr. Wheeler replied yes. Ms. Fitzpatrick asked this year it will be reduced? Mr. Wheeler replied we will reduce the revenue projected against the District Attorney and Probation.

Mr. Van Etten asked have we heard any updates about the \$35,000 DWI trailer? Mrs. Ferratella replied they had been waiting for the outcome of the case and that has now been settled.

2. **Year-End / New Year Budget Adjustments** – Mr. Alger requested authorization of transfers to fund the 2022 Landfill Depreciation as well as a few operating accounts.

**MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO TRANSFER FUNDS TO FUND THE 2022 LANDFILL DEPRECIATION AS WELL AS A FEW OPERATING ACCOUNTS MADE BY MS. FITZPATRICK. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

3. **Designating Officials to Approve Certain Tax Applications** – Mr. Alger requested authorization to designate officials to approve certain applications made for correction of tax roll errors, refunds and credits. Doing this will create efficiencies for the Finance Office, Law Department and Clerk of the Legislature. This will authorize the Commissioner of Finance or the Deputy Commissioner of Finance to approve applications for correction of tax roll errors, refunds and credits of taxes, when recommended by the Director of the Real Property Tax Service Agency, in an amount that does not exceed \$2,500. These corrections will then no longer come before the Legislature on Resolution #1, but will be reported monthly to the Finance Committee.

**MOTION: DESIGNATING OFFICIALS TO APPROVE CERTAIN APPLICATIONS MADE BY CORRECTION OF TAX ROLL ERRORS, REFUNDS AND CREDITS MADE BY MS. FITZPATRICK. SECONDED BY MR. MALTER. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.**

**MOTION: TO ADJOURN MADE BY MR. MALTER. 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, May 9, 2023 at 9:30 a.m.**

**Agenda items due to the Clerk of the Legislature's Office  
NO LATER THAN NOON  
Wednesday, May 3, 2023**