

STEBEN COUNTY ADMINISTRATION COMMITTEE

Friday, January 7, 2005

9:30 a.m.

Legislative Committee Conference Room
Steuben County Office Building
3 East Pulteney Square
Bath, New York

MINUTES

Committee: Patrick F. Donnelly, Chair Patrick F. McAllister, Vice Chair L. Ronald Nielsen
Francis L. Gehl

Legislators: Philip J. Roche, Esq. Harley R. Mayo Thomas J. McIntyre
John Walsh

Staff: Mark R. Alger Helen Brutsman Allan C. Johnson
Sharlene Dennis Lawrence C. Crossett Judy Hunter
Edward J. Castellana Frederick H. Ahrens, Jr. David English
John Zehr Robert F. Biehl Richard C. Tweddell
James Gleason

Absent: DeWitt T. Baker, D.V.M.

I. CALL TO ORDER

The meeting was called to order by Mr. Donnelly at 9:30 a.m.

II. APPROVAL OF MINUTES

MOTION APPROVING THE MINUTES OF THE DECEMBER 10, 2004, MEETING MADE BY MR. NIELSEN. SECONDED BY MR. ROCHE. ALL BEING IN FAVOR. MOTION CARRIES 3-0. Mr. Roche voted; Mr. McAllister and Mr. Gehl not present for vote.

III. DEPARTMENTAL REPORTS/REQUESTS

A. Special Children's Services

1. **Salary Increase** – Mrs. Brutsman stated Dr. O'Connor is the Medical Director for our Department, as well as for Public Health Nursing Services. We are requesting a raise for Dr. O'Connor for 2005. She noted the money is in the budget, they just need approval of the increase.

MOTION: INCREASING THE SALARY OF DR. DENNIS O'CONNOR, MEDICAL DIRECTOR, TO \$15,601 MADE BY MR. ROCHE. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 3-0. Mr. Roche voted. Mr. McAllister and Mr. Gehl not present for vote.

B. County Clerk

1. **Budget Transfer** – Mrs. Hunter requested authorization to defer \$18,760 in 2004 grant money to the 2005 budget for the Corning DMV renovation. Discussion followed.

MOTION: AUTHORIZING THE DEFERRMENT OF \$18,760 IN 2004 GRANT MONEY TO THE 2005 BUDGET TO BE USED FOR THE CORNING DMV RENOVATION MADE BY MR. NIELSEN. SECONDED BY MR. ROCHE. ALL BEING IN FAVOR. MOTION CARRIES 3-0. Mr. Roche voted. Mr. McAllister and Mr. Gehl not present for vote.

2. **Budget Transfer** – Mrs. Hunter stated they had a plan to convert back data onto the system last year, but they ended up postponing the plan due to issues with cashiering, indexing and the imaging system. She'd like to use that money for the preservation and restoration of old census volumes. She noted Mr. Gleason is preparing an Request for Proposal for professional services. The money is in the contractual line item of the 2004 budget and a purchase order would be needed for up to \$19,999. Mr. Alger stated we're using some of that money in the account last year to preserve those books. He noted they are valuable books going back to 1825 and they need to preserve them. Mr. Roche asked what's going to happen with the work they didn't get done? Mrs. Hunter stated they are hoping to get back to that plan this year. This involves converting the deeds and mortgage books to imaging.

Mr. Donnelly asked could we have the census books imaged? Mrs. Hunter stated the project will call for those to be filmed as well and it is possible the image could be taken from the film rather than risk damage to the books. Mr. Donnelly asked that Mrs. Hunter check into the possibility of having the census books placed on the imaging system and report back to the Committee.

MOTION: AUTHORIZING THE COUNTY CLERK TO USE UP TO \$19,999 IN 2004 FUNDS FOR THE PRESERVATION AND RESTORATION OF OLD CENSUS VOLUMES MADE BY MR. NIELSEN. SECONDED BY MR. ROCHE. ALL BEING IN FAVOR. MOTION CARRIES 3-0. Mr. Roche voted; Mr. McAllister and Mr. Gehl not present for vote.

3. **Staffing** – Mrs. Hunter stated she had a 16B Desk Clerk position that was approved and funded by the full Legislature and to date the Vacancy Committee hasn't signed the request to fill the position. What do I need to do to get the vacancy request signed? Mr. Roche stated he believes this is going to be discussed later at the Finance Committee Meeting.

C. Risk Manager

1. **Insurance Renewals** – Mr. Castellana stated at last month's meeting the Committee gave him general guidelines for renewing insurance. He was able to renew the Casualty Insurance at a decrease of \$200. Thanks to Mr. Gehl who provided him with a lead when he was in New York City, the property insurance premium is \$49,000 less than we paid last year. Discussion followed.

2. **Workers' Compensation** – Mr. Castellana stated he was able to keep the cost at an 8.1% increase and kept the deductible at \$500,000. Discussion followed.

3. **Update on Fire** – Mr. Castellana stated the building is totaled and three heavy pieces of equipment will be considered a total loss as well. The adjusters have already been here and they have hired a fire investigation team as well. They'd like to find some reason as to how the fire started. He believes the County's loss will be between \$1.5 and \$1.8 million by the time they are done and he estimates the County's share to be less than \$80,000. Discussion followed.

D. Elections Office

Mr. Johnson introduced Sharlene Dennis, Republican Commissioner of Elections. He noted she is a former Elections Clerk and Deputy Commissioner.

1. **Printing Budget** – Mr. Johnson stated we received a \$13,754 bill and a \$7,568 bill for the problems associated with the ballots before the election. They had decided to see how their budget turned out before they requested a transfer. They still have some 2004 bills that haven't been paid, so they aren't sure they'll have enough money remaining to pay the full amount of these bills. He requested authorization to transfer \$20,000 from the 2004 Contingent fund to cover the cost.

Mr. Roche asked in the future, can we wait longer to have the ballots printed up? Mr. Johnson stated we can wait some time, but it is very rushed and the custodians like to have the machines set up at least 2 weeks prior to the election.

MOTION: AUTHORIZING THE TRANSFER OF \$20,000 FROM THE 2004 CONTINGENT FUND TO THE ELECTIONS OFFICE'S 2004 PRINTING LINE ITEM MADE BY MR. MCALLISTER. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 3-0. Mr. Gehl not present for vote.

2. **Staffing** – Mr. Alger stated last month they discussed providing the Committee with information in terms of how the Elections Office was staffed in 2004. The Elections Office was authorized to continue the part-time clerks at full-time for the initial primary and they were appropriated an additional \$9,000 to cover that expense. In July or August, they were authorized to continue them at full time through the 1st week in December. In November, they were authorized once again to continue them at full time through the end of December. Essentially, the part-time clerks worked full time for half of the year. He estimates the cost was approximately \$16,000. The cost of maintaining these positions full time for this year is roughly \$33,000. Therefore, you are looking at a difference of approximately \$16,000 between what they spent last year and what you would spend this year if you were to make them full time. Mr. Johnson stated he'd be glad to go over why they need these people full time again, if needed. They're still waiting for a decision on HAVA. The State is working on it now and will need to make a decision within the next couple weeks. Discussion followed.

Mr. McAllister stated last year was a very busy year with elections. With the voting machines, he suspects they will act quickly on them but it may be another year before we actually acquire them. He's not sure the work is going to be there this year. Ms. Dennis stated they are really behind on their work. The Presidential Election year is very busy, plus they have to deal with the 911 changes. She can see we really need them.

Mr. Nielsen stated if they don't get HAVA through, why would you need the extra help? Mr. Johnson stated when you decided to cut them to part time in 2003, we pleaded with you not to. We've always needed them at full time, but we've tried to work with it. It has been a logistics problem in addition trying to get the work done. They aren't happy they were cut to part time and they are actively looking for other jobs.

Mr. McAllister stated it was his understanding that they were caught up with the work by using the temporaries. Mr. Johnson stated they aren't caught up. They cannot run the office without four full time people. Mr. McAllister asked Mr. Alger what is your opinion of the situation? Mr. Alger stated you're facing the likelihood of the system changing and they are going to need four full time people. In fact, once those changes go into effect, there will be such a tremendous change in how the elections are handled that four might not be enough. He thinks they will be looking to IT to provide more technical support as well. They will have to literally show the public how to use the machines. They will have to have 84 opportunities for people to go to the polling place and use those machines. You will need somebody at each polling place to show the voters in addition to training the custodians.

Mr. Nielsen stated he was under the impression that the employees wouldn't be the ones to train the custodians and public. He doesn't see hiring more people when they are going to have to hire a specialist to do the training. Mr. Alger stated yes, technology-wise they will have to have the support of IT people and, also from the standpoint of training, whomever you designate as the technicians; they won't be the same individuals. Mr. McAllister asked but are we going to have the machines this year? Mr. Johnson stated they have to be in service by the primary in 2006. Discussion followed.

Mr. Alger noted even though the State has the Federal money, absent any action on their part, the County becomes the one responsible for making sure the polling places are handicapped accessible. He asked Mr. Johnson is there any discussion on behalf of the county association to move forward instead of waiting for the State? Mr. Johnson stated no, some counties have already purchased electronic voting machines, but they purchased them absent the verifiable paper ballot.

Mr. Donnelly asked can we wait a month to see if the State gets their act together? Mr. Alger stated the Legislature is unlikely to act on it within the next month. He's sure the Commissioners will not agree with you doing that. However, there is a hard deadline for which the State has to act. Discussion followed.

MOTION: TABLING THE ELECTIONS' OFFICE STAFFING ISSUE FOR ONE MONTH MADE BY MR. MCALLISTER. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

E. County Administrator

1. **Sheriff's Office**

a. **Reclassification** – Sheriff Tweddell stated at its last meeting, the Legislature approved a resolution to hire three Building Security Deputy positions. He requested authorization to reclassify those positions from Building Security Deputy to Court Security Officer. He stated he's having major difficulty hiring Deputy Sheriffs because of the training and the OCA will not pay for the training. The Building Security Officers are Peace Officers and that training is a two-week course, of which the judicial system will pay for one week of the training. Starting pay for a deputy is \$26,000 and starting salary for peace officers is \$20,000.

Sheriff Tweddell stated he has a new policy where new deputies have to do building security first. This gives us the opportunity to see if they are fit to be on the road prior to investing in the training. Mr. McIntyre asked doesn't that limit where you can pull people from? Sheriff Tweddell stated absolutely that is a detriment, but the advantages outweigh the disadvantages.

MOTION: RECLASSIFYING THREE VACANT GRADE XI BUILDING SECURITY DEPUTY POSITIONS TO GRADE X COURT SECURITY OFFICER POSITIONS MADE BY MR. GEHL. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES. 4-0.

b. **Pistol Permit Bureau** – Sheriff Tweddell stated he would like the Committee's feelings on moving the Pistol Permit Bureau from the County Clerk's Office to the Sheriff's Office. Once 911 is up and running, his dispatchers will have more time available to handle this function. Also, they don't have access to the pistol permit files after hours, which is a public safety issue. He noted he can do this without hiring new people and he can reduce the turn-around time on the new pistol permit applications from 4 to 6 months to 4 to 6 weeks. Discussion followed.

Mrs. Hunter stated she couldn't agree to this request at this point, but they could look into it. She stated several years ago there was a Memorandum of Understanding between the County Clerk's Association and the Office of Court Administration. The OCA previously handled all of the pistol permits and several years ago they opted not to handle the paperwork part, just the signature part. It is a court record and they are confidential files that are sealed. She suggests the Committee not jump into this with both feet right away.

Mr. Ahrens stated he contacted Tom Mitchell, Counsel to the NYS Sheriff's Association, who conducted a statewide poll on how this was handled other Counties. The results were that half of the Counties have the function with the County Clerk's Office and half have the function with the Sheriff's Department. The requirement under the statute is that the investigation must be done by a police agency and it must be filed with the County Clerk.

Mr. Ahrens noted that as far as the Memorandum of Understanding, it was never ratified by this County. The bulk of the revenues are collected upon the issuance of the permit by the courts, so it won't adversely affect the County Clerk's revenue stream. The final filing, no doubt, must be done at the County Clerk's Office.

Mr. Donnelly stated if they could free up some time for the individual handling the pistol permits, they might not have to hire this additional Desk Clerk. Mrs. Hunter stated that position is totally unrelated to the Desk Clerk position she needs.

Mr. Nielsen stated the ultimate filing place is the County Clerk's Office so the Sheriff wouldn't be able to have access to them anyway. Sheriff Tweddell stated he doesn't think that is correct. Mrs. Hunter stated that is correct. Mr. Ahrens stated his understanding is the ultimate repository is the County Clerk. Once the judge signs the permit, it is a court order. The Sheriff has to be involved, there is no question of that. Mrs. Hunter stated definitely, and we decided a few years ago to bundle them in 10's, at the Sheriff's request. Mr. Ahrens stated the County Clerk has to have them on file in her office. Mr. Gehl stated the point the Sheriff made was when they have to send somebody to a house and they don't know if there are pistols inside. They have to find a way where he can get that information so they know what is going on for the Deputies safety. Mrs. Hunter stated she agrees, but she'd like to discuss it with her State Association first.

Sheriff Tweddell stated he wasn't going to bring this up but last month he had a court order to pick up a pistol permit from an individual. They contacted the County Clerk's Office and were told that they didn't have a record of a pistol permit for that individual. We went to the person's house and picked up two registered guns; guns that were registered with the County Clerk's Office. Yet, we had a report from the County Clerk's Office that there was no record of a permit. This information needs to be accurate and it needs to be included in the 911 system. This is why he's looking at this because we don't have access to that. If it is in 911, civilians would control it, but if it was in our office, law enforcement personnel would handle it. Considerable discussion followed.

MOTION: DIRECTING THE COUNTY ATTORNEY TO FURTHER INVESTIGATE THE LEGAL PROCESS AND REQUIREMENTS ASSOCIATED WITH PISTOL PERMITS FOR PRESENTATION AT THE NEXT MEETING MADE BY MR. NIELSEN. SECONDED BY MR. GEHL. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

IV. OTHER BUSINESS

Mr. Gehl stated they have to take a very serious look at allowing property taxes to be paid in installments. I'm getting telephone calls from senior citizens on fixed incomes and it is a considerable amount of money for them to pay. Schuyler County is currently doing it so why can't we?

Mr. Crossett stated we've discussed this before. They have two options, either pay them in January or pay in two installments between January and March. That isn't a long time for them to come up with both payments. Plus, we have an installment plan where they can pay their taxes over 24 months. Split payment programs are an administrative nightmare. If we adopt this by Local Law, the town can piggyback on it and the schools can piggyback on it as well. Mr. Ahrens stated it will also cost the County 3% of the collections. Mr. Crossett stated if people can't pay their taxes between January and March, they can come in and pay it in installments and we can give them up to 24 months to pay them. Discussion followed.

Mr. Crossett stated Schuyler County does do installment payments but they stated very few residents actually take advantage of it. Mr. Donnelly stated he'd still like Mr. Crossett to contact them to see how many people pay their taxes in installments and how much it costs them to administer the program. Discussion followed.

MOTION TO ADJOURN REGULAR SESSION AND RECONVENE IN EXECUTIVE SESSION PURSUANT TO PUBLIC OFFICERS' LAW, 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 MR. MCALLISTER. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

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

MOTION TO ADJOURN MADE BY MR. GEHL. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

Respectfully submitted by:

Brenda K. Mori
Deputy Clerk
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR
Tuesday, February 8, 2005
10:00 a.m.**

STEBEN COUNTY ADMINISTRATION COMMITTEE

Special Meeting

Monday, January 24, 2005

9:45 a.m.

Legislative Committee Conference Room

Steuben County Office Building

3 East Pulteney Square

Bath, New York

****MINUTES****

COMMITTEE: Patrick F. Donnelly, Chair Patrick F. McAllister, Vice Chair L. Ronald Nielsen
Francis L. Gehl

STAFF: Mark R. Alger Frederick H. Ahrens, Jr. David English

LEGISLATORS: Donald B. Creath Kenneth E. Isaman Thomas J. McIntyre
David Stachnik John Walsh

ABSENT: DeWitt T. Baker, D.V.M.

I. CALL TO ORDER

Mr. Donnelly called the meeting to order at 9:45 a.m.

II. GENERAL BUSINESS

1. Law Department

MOTION: TO ADJOURN REGULAR SESSION AND RECONVENE IN EXECUTIVE SESSION PURSUANT TO PUBLIC OFFICERS' LAW, 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 MR. McALLISTER. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

MOTION: AUTHORIZING THE COUNTY ATTORNEY TO RETAIN THE SERVICES OF KIRBY, McINERNEY AND SQUIRE, L.L.P. FOR THE PHARMACEUTICAL LITIGATION ON A CONTINGENT FEE BASIS OF 15 PERCENT OF THE RECOVERY MADE BY MR. GEHL. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

MOTION: TO ADJOURN MADE BY MR. McALLISTER. SECONDED BY MR. GEHL. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

Respectfully Submitted by:

Amanda L. Chapman
Senior Stenographer
Steuben County Legislature

STEBEN COUNTY ADMINISTRATION COMMITTEE

Tuesday, February 8, 2005

10:00 a.m.

Legislative Committee Conference Room

Steuben County Office Building

3 East Pulteney Square

Bath, New York

MINUTES

Committee: Patrick F. Donnelly, Chair Patrick F. McAllister, Esq., Vice Chair Francis L. Gehl
DeWitt T. Baker, D.V.M. L. Ronald Nielsen

Legislators: Philip J. Roche, Esq. John Walsh

Staff: Mark R. Alger Lawrence P. Crossett James Gleason
Kenneth Peaslee Timothy Wixom Kathryn Biehl
Sally MacDougal Nancy Smith Robert Biehl
Sharlene Dennis Allan C. Johnson Richard C. Tweddell
Frederick H. Ahrens, Jr. David English Donna Hatch
Judy Hunter

Other: Mary Perham, *Leader*

I. CALL TO ORDER

The meeting was called to order by Mr. Donnelly at 10:00 a.m.

II. APPROVAL OF MINUTES

MOTION APPROVING THE MINUTES OF THE JANUARY 7 AND JANUARY 24, 2005, MEETINGS MADE BY DR. BAKER. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

III. DEPARTMENTAL REPORTS/REQUESTS

A. Personnel Officer

1. **Reclassification – E911 Department** – Mr. Biehl stated they would like to reclassify a Key Entry Operator to a Supervising Dispatcher position in the 911 Department. This has been approved by the Public Safety and Corrections Committee.

MOTION: RECLASSIFYING A GRADE 4 KEY ENTRY OPERATOR POSITION TO A SUPERVISING DISPATCHER POSITION FOR THE E911 DEPARTMENT MADE BY MR. GEHL. SECONDED BY DR. BAKER. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

B. Purchasing Department

1. **Bid Awards** – Mr. Gleason stated he received the annual bids for paper and computer supplies. He would like to reject and rebid the toner bid, as some of the vendors didn't understand the specifications. He recommends awarding the remaining bids to the low bidder on a line item basis.

MOTION: REJECTING THE TONER BID AND AUTHORIZING THE PURCHASING DIRECTOR TO SOLICIT NEW BIDS ON TONER PRODUCTS MADE BY MR. GEHL. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AWARDING THE RECYCLED AND REGULAR PAPER PRODUCTS BID ON A LINE ITEM BASIS TO ALL BIDDERS; AWARDING THE GARBAGE BAGS BID ON A LINE ITEM BASIS TO ALL BIDDERS; AWARDING THE STATIONERY SUPPLIES BID ON A LINE ITEM BASIS TO ALL BIDDERS; AND AWARDING THE OFFICE FURNITURE BID ON A LINE ITEM BASIS TO OM WORKSPACE; EATON OFFICE SUPPLY AND SENTRY BUSINESS PRODUCTS MADE BY MR. NIELSEN. SECONDED BY MR. MCALLISTER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

C. County Clerk

1. **Status of Property Transfer and Mortgage Reports** – Mrs. Hunter stated Mr. Donnelly has requested the status of providing property transfer and mortgage reports to the newspapers for publication. She contacted the newspapers last week and the *Star Gazette* will try to begin printing them again next week. Mr. Nielsen asked has the problem been with the papers? Mrs. Hunter stated no, but her office is at the point where they can start providing the information to them.

D. Information Technology

1. **Computer Purchases** – Mr. Peaslee requested authorization to spend \$152,000 from the EDP Equipment Project to purchase 81 desktops, 14 laptops and 21 various-sized printers off of the State contract. Discussion followed.

MOTION: AUTHORIZING THE EXPENDITURE OF \$152,000 FROM THE EDP EQUIPMENT PROJECT FOR THE PURCHASE OF 81 DESKTOPS, 14 LAPTOPS AND 21 PRINTERS OFF OF THE STATE BID MADE BY MR. GEHL. SECONDED BY DR. BAKER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. **Cellular Phone Service** – Mr. Peaslee stated they renewed the cell phone contract with Cellular One in October. Based upon the information we were given from Cellular One, it looked like a fair contract. Some departments have been complaining about the coverage, particularly E911 and Emergency Management. The next step would be to go to Verizon under State contract for cell phones. He provided a breakdown of minutes used by those two departments and the Sheriff's Department. He had asked the Sheriff his feelings about the coverage provided by Cellular One and he would like to stay with Cellular One. Verizon charges \$40/month/unit. Cellular One charges \$12/month/unit. However, Verizon appears to have better coverage for the County. He's discussed the coverage issue with Cellular One and they informed him that they are working on the problem. In the meantime, he would like authorization to contract with Verizon for 10 phones for the E911 Department and Emergency Management. The cost would be \$4,800/year for those two departments. Discussion followed.

Mr. Nielsen stated it is an expensive experiment as far as he's concerned. He thinks they should give Cellular One a chance to correct the problem before going forward with this. Discussion followed. *The Committee agreed to postpone the issue for one month.*

E. Elections Office

1. **Staffing Issue** – Mr. Johnson stated we sent you a memo regarding what's happening on the State level with regards to HAVA. The Assembly has passed a set of bills, but the Senate has not. He noted Senator Bruno has indicated they would be acting on it later this week. If so, they will then have to have a conference committee work out the differences. The biggest issue is whether or not the County will have a choice in the type of machine they purchase. In the meantime, they are asking to increase their part-time Sr. Clerks to full time. Considerable discussion followed.

Mr. Alger asked is there a practical timeframe the State needs to act by? Mr. Johnson stated they should have already acted. Basically, the issue is the machines. Once they decide what kind to use, the machines will have to be ordered and built so he doesn't know if they will have them in time for the 2006 Primary election. We'll also have a problem with training inspectors, custodians and the public. Discussion followed.

Mrs. Dennis stated they need to have four full time people not just because of HAVA. They are also behind just in the general work in the office.

Mr. Donnelly asked how much will this cost? Mr. Alger stated the positions cost \$33,819 for the year, including benefits. He noted the amount would be less because they are already into the second month of the year. Discussion followed.

MOTION: RETURNING TWO PART TIME SR. CLERK POSITIONS IN THE ELECTIONS OFFICE TO FULL TIME AND TRANSFERRING THE MONEY FROM THE CONTINGENT FUND MADE BY MR. GEHL. SECONDED BY MR. MCALLISTER. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

F. County Treasurer

1. **Installment Payment of Taxes Report** – Mr. Donnelly stated as you recall, last month Mr. Gehl asked about setting this up and we requested a report from the County Treasurer.

Mr. Crossett stated he sent everyone a memo with information regarding the installment payments of current taxes. He has found only two counties that offer this under the Real Property Tax Law, but some charter counties may offer it as well. He stated there are many unknowns in this program and he's having a hard time finding anything positive about it. Clinton County had to hire an additional employee in their Treasurer's Office to handle the extra work.

Mr. Crossett stated the cash out flow bothers him as well. If the schools opt into this, when the schools accept their first installment in October, the County would have to pay the schools the second installment. He noted the city schools aren't included in this because they have the capability to set up their own installment plan.

Mr. McAllister asked do we make them whole before the school taxes are collected? Mr. Crossett stated yes, they would collect the first installment and within 10 days the County would have to pay the second installment. You also don't know how many people will participate in this plan. Mr. Crossett stated Clinton County has a 3 installment plan for schools and a 4 installment plan for Town and County taxes. They have nine school districts participating, which required a cash outlay in October of 2004 in the amount of \$3,676,000. Discussion followed.

Mr. Donnelly asked worst-case scenario, what would it cost us and what would it do to our cash flow? Mr. Crossett stated worst case would be 100 percent participation and that would wipe us out financially. He stated if you could get a central collection in the County, this program would work better. In addition, the municipalities would lose money with this program because they wouldn't collect the penalty money. It would also involve a major change to the billing program.

Mr. Peaslee estimated it would require 600 hours of programming time to modify the system at a cost of \$38,000. He noted that even if it were enacted this year, it couldn't be done until 2007. Mr. Crossett stated the towns would have to change their collection systems as well.

Mr. Nielsen stated there is a system taxpayers can fall to if they do get into trouble. Why change the whole system? Mr. Crossett agreed. He noted his office has over 4,000 installment contracts out there and at the most they have only had 10 percent that have defaulted on the contract.

Mr. Roche stated we could only control the County portion of this as well. Mr. Crossett stated yes, it is optional for the municipalities to participate and you can't force them to adopt it. Mr. Crossett stated real property tax law doesn't allow too many variances from this program. Considerable discussion followed.

MOTION: TABLING THE INSTALLMENT PAYMENTS OF CURRENT TAXES ISSUE FOR ONE MONTH MADE BY DR. BAKER. SECONDED BY MR. GEHL. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

G. Law Department

1. **Legal Process and Requirements for Pistol Permits** – Mr. Ahrens distributed a copy of a memo he sent to Mr. Alger regarding the Pistol Permit issue. In essence, the decision is within the jurisdiction of the Legislature to designate whomsoever they wish to be the licensing officer. However, it would be treated as a court proceeding so they may want the input from the Judiciary as to if they have any preferences. Mr. Ahrens stated the judiciary would act upon the investigation that is done by the Sheriff and approves or disapproves the application. Discussion followed.

Mr. Ahrens stated either office can handle everything up to where it is approved or disapproved by the courts. Then the final document must be filed in the county clerk's office.

Mr. Nielsen stated everything has to be recorded and filed in the County Clerk's Office. However, the Sheriff wanted a record of this for his deputies in case there are pistols in the house they are called to. Mr. Gehl stated he wants those deputies to know if there are weapons in a house.

Mrs. Hunter stated she's willing to provide a listing of the registered pistols on file to the Sheriff. She noted previous the Sheriff had access to the database of the pistol permits. Apparently, when we changed the system over, that wasn't set up. However, my Deputy contacted Information Technology and they said there would be no problem providing the Sheriff with access to those files. Mr. Peaslee stated they are working on the database right now and it will be ready to be installed next week.

Sheriff Tweddell stated his concern is with the consistency and accuracy of the database. Discussion followed.

MOTION: RECOMMENDING THE LEGISLATURE DESIGNATE THE SHERIFF AS THE LICENSING OFFICER FOR THE ISSUANCE OF THE PISTOL PERMIT APPLICATIONS EFFECTIVE JULY 1, 2005, MADE BY DR. BAKER. SECONDED BY MR. GEHL. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

H. County Administrator

1. *Administrative Code Amendment* – Mr. Alger requested an amendment to the *Administrative Code*. He would like to make a change to Page 5-13, Section 3. Accountability/Responsibilities. The changes are as follows:

Insert as paragraph 2: Each Department Head shall be responsible for assuring that all department fixed assets are entered into the fixed asset inventory, and that insurance coverage for all assets is in force.

Insert at beginning of new paragraph 3: To assist in carrying out this responsibility,

Insert at the end of new paragraph 5, first sentence: and to the Risk Manager.

Insert at the end of new paragraph 6: and to the Risk Manager.

Insert at the end of new paragraph 7: and to the Risk Manager.

MOTION: AMENDING THE ADMINISTRATIVE CODE RELATIVE TO PAGE 5-13, SECTION 3: ACCOUNTABILITY/RESPONSIBILITIES AS RECOMMENDED MADE BY MR. GEHL. SECONDED BY DR. BAKER. 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§ 105.1.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 MR. MCALLISTER. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: RECLASSIFYING A SENIOR SOCIAL WELFARE EXAMINER TO DIRECTOR OF TEMPORARY AND DISABILITY ASSISTANCE IN THE DEPARTMENT OF SOCIAL SERVICES MADE BY MR. GEHL. SECONDED BY MR. MCALLISTER. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

MOTION TO ADJOURN EXECUTIVE SESSION AND RECONVENE IN REGULAR SESSION MADE BY MR. NIELSEN. SECONDED BY MR. GEHL. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: PRESENTING A LOCAL LAW DESIGNATING THE COUNTY ADMINISTRATOR, IN HIS CAPACITY AS SUCH, TO SERVE AS THE COUNTY AUDITOR AND THAT IN THE EVENT THERE'S A VACANCY IN THE COUNTY ADMINISTRATOR'S POSITION, THE SUCCESSOR/APPOINTEE SHALL FULFILL THE BALANCE OF THE COUNTY AUDITOR'S TERM MADE BY MR. GEHL. SECONDED BY DR. BAKER. ALL BEING IN FAVOR. MOTION CARRIES 5-0. *Resolution Required.*

MOTION: RECLASSIFYING THE COUNTY AUDITOR POSITION TO A SR. ACCOUNT CLERK TYPIST POSITION CONTINGENT UPON FINAL ADOPTION OF THE LOCAL LAW DESIGNATING THE COUNTY ADMINISTRATOR AS THE COUNTY AUDITOR AND SUBJECT TO THE REVIEW OF THE COMMITTEE MADE BY DR. BAKER. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION TO ADJOURN MADE BY MR. MCALLISTER. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Respectfully submitted by,

Brenda K. Mori
Deputy Clerk
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR
Tuesday, March 8, 2005
10:00 a.m.**

STEBEN COUNTY ADMINISTRATION COMMITTEE

Tuesday, March 8, 2005

10:00 a.m.

Legislative Committee Conference Room
Steuben County Office Building
3 East Pulteney Square
Bath, New York

MINUTES

Committee: Patrick F. Donnelly, Chair Patrick F. McAllister, Esq., Vice Chair Francis L. Gehl
L. Ronald Nielsen DeWitt T. Baker, D.V.M.

Legislators: Philip J. Roche, Esq. Thomas J. McIntyre John Walsh
Donald B. Creath

Staff: Mark R. Alger Robert F. Biehl James Gleason
Timothy Wixom Kenneth Peaslee Gregory P. Heffner
Carol Whitehead Judy Hunter Robert Anderson, Ph.D.
Frederick H. Ahrens, Jr. Kathryn Biehl

Other: Mary Perham, *Leader*

I. CALL TO ORDER

The meeting was called to order by Mr. Donnelly at 10:00 a.m.

II. APPROVAL OF MINUTES

MOTION APPROVING THE MINUTES OF THE FEBRUARY 8, 2005, MEETING MADE BY DR. BAKER. SECONDED BY MR. MCALLISTER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

III. DEPARTMENTAL REPORTS/REQUESTS

A. Purchasing Department

1. **Bid Awards**

a. *Milk* – Mr. Gleason stated Meadowbrook requested to withdraw the bid they submitted for the Health Care Facility due to a mathematical error. He discussed it with the County Attorney and they agreed to allow them to do so. Therefore, he recommends awarding the milk bid to Byrne Dairy for the Health Care Facility and Meadowbrook for the Jail.

MOTION: AWARDING THE MILK PRODUCTS BID TO MEADOWBROOK DAIRY FOR THE JAIL AND BYRNE DAIRY FOR THE HEALTH CARE FACILITY MADE BY MR. GEHL. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

b. *Bakery* – Mr. Gleason recommended awarding the bid to Butterkrust Bakery for both the Jail and the Health Care Facility.

MOTION: AWARDING THE BAKERY PRODUCTS BID TO BUTTERKRUST BAKERY FOR BOTH THE JAIL AND THE HEALTH CARE FACILITY MADE BY MR. NIELSEN. SECONDED BY MR. MCALLISTER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

c. *Eggs* – Mr. Gleason recommended awarding the eggs bid to Valley View Farm for \$1.20 per dozen.

MOTION: AWARDING THE EGGS BID TO VALLEY VIEW FARMS FOR \$1.20/DOZEN FOR GRADE A LARGE WHITE EGGS MADE BY DR. BAKER. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

d. *Toner* – Mr. Gleason stated they are up to 40 different toners in the bid. He recommended awarding it on a line item basis.

MOTION: AWARDING THE TONER BID ON A LINE ITEM BASIS TO IKON OFFICE SOLUTIONS; SENTRY BUSINESS PRODUCTS; STAPLES; AND US TONER MADE BY MR. NIELSEN. SECONDED BY MR. GEHL. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

B. County Clerk

1. **Mortgage Tax Allowance** – Mrs. Hunter stated the mortgage tax expenses had been submitted to the State for our mortgage tax allowance and calculated into the budget. She received a letter from the NYS Department of Taxation and Finance tentatively approving the proposal in the amount of \$159,120. However, before they can send us a formal approval letter, she needs a resolution from the full Legislature.

MOTION: AUTHORIZING THE SUM OF \$159,120 PER YEAR BE DETERMINED AS A NECESSARY, REASONABLE AND PROPER ALLOWANCE TO BE RECEIVED BY THE STEUBEN COUNTY CLERK'S OFFICE FOR THE PURPOSES OF ADMINISTERING MORTGAGE TAXES MADE BY MR. GEHL. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.
Resolution Required.

2. **Petty Cash** – Mrs. Hunter stated currently they have \$200 in their petty cash fund and she would like approval to increase that amount by \$150. Discussion followed.

MOTION: INCREASING THE PETTY CASH FUND IN THE COUNTY CLERK'S OFFICE FROM \$200 TO \$350 MADE BY MR. MCALLISTER. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0. *Resolution Required.*

3. **Other** – Mrs. Hunter stated they are proceeding with the RFP for the printing of the back deed books. Mr. Donnelly stated he noticed they are now printing the real estate transactions in the *Star Gazette*. Mrs. Hunter noted she is attempting to work an arrangement with the *Leader* to do the same. Discussion followed.

C. Information Technology

1. **Cellular Phones** – Mr. Peaslee stated last month we discussed this issue and it was tabled. He has contacted Cellular One and their engineer tried to contact both Mr. Wixom and Mr. Sprague, but he couldn't reach them. He stated Cellular One is going to move their tower in Campbell, but that won't help Mr. Wixom's reception problem in the E911 Center. He noted he has also received a complaint regarding coverage from an employee in Mental Health. Discussion followed.

Mr. Peaslee stated if they switch to Verizon it would increase the cost significantly. He asked both Mr. Wixom and Mr. Sprague if they would reduce the number of phones for a trial period with Verizon and neither one would.

Mr. Wixom stated most of the time his phone doesn't ring for an incoming call, it simply goes to voice mail. He and his Deputy both have phones plus they have two within the building to serve as backup if the 911 system fails at any time. He noted the 911 calls would be routed through those two cell phones. Hopefully they will never be used, but it is a fail safe. He doesn't know how they could force the provider to provide service, but it is tough when you have a phone that won't ring for an incoming call. In 911, we count time in seconds, not minutes. He thinks it's ridiculous to pay an extra \$4,000 to switch to Verizon. The question is can they make the current provider adhere to the contract to provide coverage? Discussion followed.

Mr. Ahrens stated they're buying cell phone service that they get through cell phone usage. They're not getting that at this point. Mr. Peaslee stated it is just like any other radio in this County, you are going to have holes. Mr. Gehl stated he doesn't understand why the phones work for the Sheriff and not for the E911 Department. Mr. Donnelly suggested they try swapping the phones with the Sheriff to see if it is the phone.

Mr. Peaslee stated when they contracted with Cellular One in October, they went from an old technology to a new one. When they have a signal, it is a clearer one. He was also told they could use the AT&T and Cingular towers. However, the towers aren't interconnected yet. So, if you are on a Cellular One tower and you move to coverage at an AT&T or Cingular tower, the connection drops. However, they can reconnect on those towers.

Mr. Alger stated they need to get back to the basic issue. Right now Cellular One's service costs \$12/phone and if they went to Verizon it will cost \$40/phone. What they have purchased is what Cellular One has for coverage. Verizon probably has better coverage in the County. The question is, do they want to pay for it? Considerable discussion followed.

MOTION: AUTHORIZING THE INFORMATION TECHNOLOGY DIRECTOR TO CONTRACT WITH VERIZON FOR FOUR PHONES FOR THE E911 DEPARTMENT MADE BY MR. MCALLISTER. SECONDED BY MR. GEHL. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. **Telephone Chargebacks** – Mr. Peaslee asked to withdraw this item and place it on next month's agenda.

3. **EDP Capital Project** – Mr. Peaslee requested authorization to include two servers for \$12,000 in his request for computer equipment out of the EDP Capital Project.

MOTION: AUTHORIZING THE INCLUSION OF TWO SERVERS FOR APPROXIMATELY \$12,000 IN THE REQUEST FOR COMPUTER EQUIPMENT TO BE PURCHASED OUT OF THE EDP CAPITAL PROJECT MADE BY MR. NIELSEN. SECONDED BY MR. GEHL. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

D. County Administrator

1. **Public Information Policy** – Mr. Roche stated he'd like the Committee to think about how the County releases information to the public and press. A few years ago they discussed hiring a media/press person. They also discussed hiring a public relations firm to issue press releases. He is proposing a policy that would designate the County Administrator as the spokesperson for the County, excepting Elected Officials and Elected Department Heads. The primary purpose is to get out accurate and complete information. There is a concern about the potential liability of the County that may result from the release of inaccurate or incomplete information to the public. He would like the Committee to consider this and discuss it again next month.

MOTION: TABLING THE ESTABLISHMENT OF A PUBLIC INFORMATION POLICY UNTIL NEXT MONTH'S MEETING MADE BY DR. BAKER. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. **Reclassification – Community Services** – Mr. Alger stated Dr. Anderson has a reclassification he'd like approved. Dr. Anderson stated according to OMH guidelines, they are supposed to have on the County payroll four supportive case managers and four intensive case managers. Currently we have three of each. He would like permission to reclassify vacant positions to meet those needs. However, in reviewing their vacant position list, he has learned that he doesn't have a vacant position that he thought he had. He and Mr. Biehl need to review the list to see if they can find the discrepancy. Therefore, he is really requesting permission to review the vacancy list and, if they can locate the vacant position, proceed with the reclassification. If they can't find the position, they won't submit the resolution to the Legislature. Discussion followed.

Mr. Biehl stated the positions Dr. Anderson needs are actually titled Senior Social Work Assistant, Grade XIII, and Principal Social Work Assistant, Grade XIV. If Dr. Anderson finds he has vacant positions that he can reclassify them to, he would like to. If he can't find the appropriate positions to reclassify, the resolution won't go forward to the Legislature.

Mr. Alger noted there is funding associated with implementing the responsibilities of each position. If we don't have those positions, we lose the funding that comes with the positions and the State will also take the position and send it to another County.

MOTION: RECLASSIFYING TWO VACANT POSITIONS TO BE DETERMINED BY THE PERSONNEL OFFICER AND COMMUNITY SERVICES DIRECTOR TO A SR. SOCIAL WORK ASSISTANT, GRADE XIII, AND A PRINCIPAL SOCIAL WORK ASSISTANT, GRADE XIV, MADE BY DR. BAKER. SECONDED BY MR. MCALLISTER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

IV. OLD/NEW BUSINESS

A. Special Meeting – Mr. Donnelly announced that they will be discussing the Installment Payment of Taxes issue at a special meeting on Thursday, March 24th at 3:30 p.m. He stated he's scheduling this special meeting as the County Treasurer has additional information regarding the installment payment of taxes but he couldn't be at today's meeting as he is on vacation this week.

B. April Meeting Date – Mr. Donnelly announced the April Administration Committee Meeting will be held on Thursday, April 7th at 10:00 a.m. instead of the regularly scheduled date and time.

C. Terms of Legislators – Mr. Creath stated he'd like to address the subject of term limits for legislators. In 1993 there were 8 of us who came on the Legislature and looked to the future and thought 12 years was a long time. But, as we've lived with this, he sees that it takes a good eight years for somebody to work their way up to Chair. In addition, he believes term limits hinder their effectiveness. He would like to suggest they consider a term limit of 20 years.

Mr. Gehl stated it's not just working your way up to Chair, it is also the loss of a wealth of knowledge.

Mr. Creath stated his other observation is involvement with networking outside of the County through NYSAC and InterCounty. Placing time limits on our productive life negates the possibility that we can have some influence statewide. He stated personally, after 4 years, he lost an election so the voters will limit our terms if necessary.

Mr. McIntyre stated Beth Clark was Chair of the Administration Committee in 1993 when this issue was brought forward. The Committee at that time saw it appropriate to submit it to the Legislature. It came before the Legislature in January of 1994. In November of that year, it was placed on the ballot and approved by the citizens of this County. He stated he's coming to the end of his term and, frankly, he thinks it is time for new talent to come to the Legislature. Some people you have to get out of office with a gun. He's done his job and it is time to leave the people's vote alone.

Mr. Donnelly stated a change to the term limits would have to go back on the ballot anyway, they couldn't just change it. Discussion followed.

Dr. Baker stated it takes time to know what has occurred in the County and build up a bank of knowledge. He thinks maybe it was a big mistake to institute term limits and impose a specific number of years an individual can serve.

Mr. Gehl stated the people will decide who is going to sit here or not. Considerable discussion followed.

Mr. Donnelly asked Mr. Ahrens to provide the Legislators with a memo specifying the potential pitfalls involved with changing the term limits. Mr. Ahrens stated their options are to leave it as is, expand it to 20 years or abolish term limits all together. Options two and three would have to be done by a referendum at the top of the ballot and, as Mr. McIntyre indicated, the vote was overwhelmingly in favor of term limits. He noted that if they decided to expand the limit to 20 years, they would also need to determine if it would be 20 years total or in addition to the current 12-year limit that some of the members have served.

MOTION: TABLING THE ISSUE OF CHANGING THE TERMS OF LEGISLATORS UNTIL NEXT MONTH'S MEETING MADE BY DR. BAKER. SECONDED BY MR. MCALLISTER. 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§ 105.1.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 MR. MCALLISTER. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: APPROVING THE HIRING SALARY OF THE DIRECTOR OF TEMPORARY ASSISTANCE AT \$53,000 MADE BY DR. BAKER. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION TO ADJOURN EXECUTIVE SESSION AND RECONVENE IN REGULAR SESSION MADE BY DR. BAKER. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION TO ADJOURN MADE BY MR. GEHL. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Respectfully submitted by,

Brenda K. Mori
Deputy Clerk
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR
Thursday, April 7, 2005
10:00 a.m.**

**SPECIAL MEETING SCHEDULED FOR
Thursday, March 24, 2005
3:30 p.m.**

STEBEN COUNTY ADMINISTRATION COMMITTEE

Special Meeting

Thursday, March 24, 2005

3:30 p.m..

Legislative Committee Conference Room

Steuben County Office Building

3 East Pulteney Square

Bath, New York

****MINUTES****

- COMMITTEE:** Patrick F. Donnelly, Chair DeWitt T. Baker, D.V.M. L. Ronald Nielsen
Francis L. Gehl
- STAFF:** Mark R. Alger Lawrence Crossett Carol Whitehead
Donna Hatch Frederick H. Ahrens, Jr. Ken Peaslee
David English
- LEGISLATORS:** Philip J. Roche, Chair Harley R. Mayo Thomas J. McIntyre
Thomas C. Schwartz John Walsh
- ABSENT:** Patrick F. McAllister, Vice Chair
- OTHERS:** Joe Dunning, *The Leader*
Mary Perham, *The Leader*

I. CALL TO ORDER

Mr. Donnelly called the meeting to order at 3:30 p.m.

II. GENERAL BUSINESS

1. Treasurer

Partial Payment of Taxes – Mr. Crossett distributed a handout which outlines an alternative to what was presented at the February meeting. This is called a partial payment of taxes. At face value, if the county passes a resolution, a taxpayer could pay their tax bill anytime they wanted, as much as they wanted to. If we use this, we would enact a Local Law to put some structure to it. This proposal consists of two payments. The first payment would be due January 31st and the second payment could be paid in either February or March. We would charge 1- percent interest on the unpaid balance and this would equate to 1 percent if remainder were paid in February and 2 percent if the remainder were paid in March. The schools would not be able to opt into this. Mr. Crossett noted that this would not be made effective before 2007 because of the modifications to the billing system and the tax collectors would also need to make modifications. This would be a mandate to the towns. He commented that Mrs. Hatch and Mr. Peaslee are not crazy about this option. Operationally this plan would be more of a problem from the billing standpoint, but it could be done. If we enact this Local Law, we are telling the towns they have to do it.

Mr. Nielsen commented it is the only way to do it. Dr. Baker asked what would be the cost to the County? Mr. Crossett replied the cost would be in the extra time spent in programming for the billing system, which is done in-house. Mrs. Hatch stated it would be more expensive for the paper and the coupons. Mr. Roche asked when do we pay the towns now and when would we pay the towns if we enacted this? Mr. Crossett replied the unpaid taxes come back in April and at that time we would settle with the towns. Mr. Donnelly stated the towns collect the taxes and pay us. Mr. Crossett stated this doesn't change anything for County collection purposes. Dr. Baker asked how much interest would we lose? Mr. Crossett replied he doesn't know how many people will opt into this. Over the last two years, between the period of January through March for total taxes levied, approximately 90 percent were paid in the period of January through March.

Mr. Gehl commented not everybody will be able to get in. This would only be for the people that don't have mortgages. Mr. Crossett stated escrow companies can't participate in this. Mr. Donnelly explained the escrow companies can't pass that cost to the customers. Mr. English stated with regard to the interest and installment payments as long as a payment is made in January, then the interest would run on the second payment. If nothing were paid in January, then the interest would run on the entire amount. Mr. Ahrens asked if nothing was paid in January, could they pay two installments in February and March? Mr. Crossett replied the proposal is that they have to make half of the payment in January. If they chose not to make a payment in January, they would have to pay the full amount and would be charged interest.

Mr. Peaslee stated currently on the back of the tax bills we have Medicaid information. That would disappear if you approved this proposal because we will need the bottom half of the bill to continue printing information on the coupons. Mrs. Hatch stated we would need special legislation to insert additional paperwork with the tax bills. Mr. Peaslee asked with regard to special districts, will that be put in the first bill? Mr. Crossett replied the whole bills gets divided. Mr. Peaslee asked will there be a minimum amount? Mr. Crossett replied in the other proposal it had to be at least \$50.00. Mr. Peaslee commented it will take us longer to process these bills. We would have to have the information sooner, or pay overtime and staff would have to work on weekends in order to get the bills distributed on time. Currently we do an overlay and everyone is the same. Because there would be information on the back of the coupons, it would mean that every tax bill would need a front and a back and it would take longer to print. Mr. Gehl commented a lot of people will not be able to take advantage of this because they have escrow accounts. Mr. Peaslee stated we would still have to do the bills the same for everyone. It doesn't matter if they have an escrow account. Mr. Donnelly asked would you be able to sort them by bank code? Mr. Peaslee replied it would take even longer. Mrs. Hatch stated of the 20 percent of parcels that have bank codes, approximately 80 percent of those would come under this option.

Mr. Nichols asked are the towns going to be compensated for the interest they lose? The towns and cities get interest from February 1st to March 31st. If you cut the amount paid in half, then the towns will be shorted because they will only get the interest on the last half. They will lose their penalty money. Mr. Crossett stated it could go either way on that. Some of the people that paid the full bill in January may take this option. Mr. Schwartz stated that he has talked with numerous people regarding this. This looks like a fair thing to support. We did a study and it didn't include mortgages because most of the people that need this are seniors. This extra 60 days would help them. The other alternative is to raise the real property tax exemption to where they would be totally exempt. Mrs. Hatch stated our limit is currently \$19,500, but we could go up to \$20,000. Mr. Schwartz stated that he supports this because it gives the taxpayer the option. He stated that he applauds Mr. Gehl and Mr. Crossett for working on this.

Mr. McIntyre stated that he disagrees with Mr. Schwartz. We are not giving anyone a break. If they didn't pay their taxes on time, they will be penalized. He stated that he thought it would work similar to the school system. He doesn't see any incentive here at all. We are going to send out the bill twice? Are we sending them separate? Mr. Donnelly replied there will be one bill with two coupons. Mr. McIntyre commented we should be doing a payment at six months and six months. Why are we charging interest? Mr. Crossett replied there is no provision in the law not to charge interest. The statute requires it. Mrs. Hatch commented that any increased cost for the new form itself to accommodate the tear off coupons would be passed onto the towns because they pay the cost of the paper goods. Mr. Donnelly stated we are not giving the towns a chance to opt in. We should contact the town supervisors to see if they have any interest in this. Mr. Crossett stated if you decide to present this, we would send it to the towns tax collectors and town supervisors and they would have a chance to respond.

Dr. Baker asked with the March 31st deadline, are we handling the collection of taxes the same? Mr. Crossett replied yes. Mr. Gehl asked why can't this be extended to July? Mr. Crossett replied it could be, but the taxpayers will pay 1- percent interest per month on the unpaid portion. The statute sets the interest rate. Mr. Donnelly commented by extending to July you are bumping up against other tax payments as well. Mr. Crossett stated we did March by the fact that if someone doesn't pay during that period, they can come into our office after the taxes are returned on March 31st and take out an installment plan. Mr. Roche asked if someone doesn't pay their tax bill in January, but pays in August, can they pay it in full in August plus the 1- percent interest per month it is overdue? Mr. Crossett replied yes, plus 5 percent interest when the taxes are returned unpaid on March 31st.

Mr. Gehl asked instead of doing six months, what about splitting it to May or June? Mr. Crossett replied June 1st all of the village taxes come out. The city taxes come out on July 1st. Mr. Nielsen commented it appears that we are

going to do a lot of work for a minimal number of people who already have something available to cover themselves. The only thing they will save is 1 – 2 percent of interest. The taxes have to be paid in March anyway. Dr. Baker asked that 5 percent will be immediately added plus the 1 percent per month? Mr. Crossett replied the County gets the 5 percent when the taxes are sent back to us unpaid. Mr. Alger asked beyond March 31st would the second payment come back to the County? Mr. Crossett replied that he would assume so. Mrs. Hatch commented the tax collectors are warranted to April 1st. Dr. Baker asked what about the taxpayer that is behind two years before and then goes on this program? Mr. Crossett explained someone on our payment program has to pay the current taxes before they get returned to us. If we had this plan beyond that date, we would ignore that or modify the local law. Mr. Alger stated originally it was thought that it might be in the best interest of the citizens to extend the current collection period, but it allows people to make partial payments during that period and doesn't bump up against another tax. Mr. Crossett stated the other plan is still on the table. The other plan would have an impact on the County.

Mr. Mayo stated 90 percent of the taxes are paid during January, February and March. It will be a mess getting everything set up for 10 percent of the population. This should be tabled. Mr. Donnelly stated that he agrees with Mr. Mayo that we need to study this more. Mr. Schwartz asked in the last three years what is the percentage of mortgage foreclosures? Mr. Crossett replied the tax foreclosures have not shown signs of an increase. He believes that tax collections during the period of January/March have actually increased. Some of that is the tax is so much higher that people don't want to pay the penalty. Mr. Schwartz commented in 2004 there were 600 foreclosures. Mr. Crossett commented that he doesn't know about mortgage foreclosures. Mr. Donnelly commented there is a much more cavalier attitude toward letting houses go back. High debt loads are much more common than they used to be.

Mr. Gehl stated that he would like to see the second payment off of March because it will not help us in the lower southeastern corner because we pay school taxes in March and October. If we split the County tax the way it is now, we are getting hit with a good size bill with a March payment. Is there a way that you can figure this out? Mr. Crossett replied the village taxes come out in March. We could try to pin that down. Mr. Donnelly asked do you have a spreadsheet of the taxing units. Mrs. Hatch replied her office does.

MOTION: TO TABLE THE ISSUE OF PARTIAL PAYMENT OF TAXES FOR 60 DAYS FOR FURTHER STUDY MADE BY DR. BAKER. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

Mrs. Hatch distributed a copy of the taxing units spreadsheet to the members of the committee. Mr. Donnelly stated the committee will come up with a list of questions for the Treasurer to come back with answers to. Mr. Gehl stated he would like to know what the average payment for a tax bill going to a home is. He would also like Mr. Crossett to split that amount out with two payments and show what the interest would be for the second payment. Mr. Donnelly asked is there any way that you could figure a median payment specific to a certain type of parcel? Mr. Gehl commented Mr. Mayo is saying that we are doing this for 10 percent of the population. That means that 80 percent would be doing this through their mortgages. Mrs. Hatch stated with regard to residential properties there are approximately 80 percent that do not have mortgages. There are 20 percent of the parcels that have a bank code posted to the assessors' file. Mr. Crossett commented in the future they would like to provide software to the towns. Discussion followed.

Mortgage Tax – Mr. Alger informed the committee that in the 2005 budget we anticipated mortgage tax revenue. We are now seeking authorization to impose the mortgage tax. There is \$360,000 in the budget. The Senate and Assembly have introduced bills. They County has to endorse the bill and then the houses will vote and send us an authorization and then we have to enact it. Currently the bill has been introduced and they are requesting our endorsement.

MOTION: REQUESTING THE ADOPTION OF SENATE BILL NO. S3270 AND ASSEMBLY BILL NO. A6367 FOR THE IMPOSITION OF ADDITIONAL MORTGAGE TAX MADE BY DR. BAKER. SECONDED BY MR. GEHL. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

**MOTION: TO ADJOURN MADE BY MR. GEHL. SECONDED BY DR. BAKER. ALL BEING IN FAVOR.
MOTION CARRIES 4-0.**

Respectfully Submitted by:

Amanda L. Chapman
Senior Stenographer
Steuben County Legislature

STEUBEN COUNTY ADMINISTRATION COMMITTEE

Thursday, April 7, 2005

10:30 a.m.

Legislative Committee Conference Room

Steuben County Office Building

3 East Pulteney Square

Bath, New York

MINUTES

Committee: Patrick F. Donnelly, Chair Patrick F. McAllister, Vice Chair L. Ronald Nielsen
DeWitt T. Baker, D.V.M. Francis L. Gehl

Legislators: Thomas J. McIntyre John Walsh

Staff: Mark R. Alger Robert F. Biehl James Gleason
Carol Whitehead David English Judy Hunter

Other: David Shoen, WENY Rob Price, *Evening Tribune* Mary Perham, *Leader*

I. CALL TO ORDER

The meeting was called to order by Mr. Donnelly at 10:30 a.m.

II. APPROVAL OF MINUTES

MOTION APPROVING THE MINUTES OF THE MARCH 8 AND MARCH 24, 2005, MEETINGS MADE BY DR. BAKER. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

III. DEPARTMENTAL REPORTS/REQUESTS

A. Purchasing Department

1. **Copiers** – Mr. Gleason requested authorization to purchase three copy machines and one duplicator from the capital project. The copiers would cost \$32,752 off of State contract and the duplicator will cost \$7,000 off of State contract.

MOTION: AUTHORIZING THE PURCHASE OF THREE COPIER MACHINES FOR \$32,752 AND ONE DUPLICATOR FOR \$7,000 OFF OF STATE CONTRACT TO BE PAID FOR FROM THE CAPITAL PROJECT MADE BY DR. BAKER. SECONDED BY MR. MCALLISTER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. **Mail Machine** – Mr. Gleason requested authorization to purchase a mail machine for \$22,173 off of the State contract. The current machine's postal meter is obsolete as of the Federal postal requirements, which go into effect January 1, 2006. Pitney Bowes is offering an incentive for us to purchase the machine now that will allow us to save \$8,322. There is funding available in the capital project.

MOTION: AUTHORIZING THE PURCHASE OF A MAIL MACHINE FOR \$22,173 OFF OF THE STATE CONTRACT TO BE PAID FOR FROM THE CAPITAL PROJECT MADE BY MR. GEHL. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

B. Personnel Officer

1. **Reclassification – Public Health Nursing Services** – Mr. Biehl stated Public Health Nursing Services is requesting authorization to reclassify a vacant Grade XVII Supervising Public Health Nurse position to a Grade XV Assistant Supervising Public Health Nurse position. He noted it is a reclassification downward so it will save the County money.

MOTION: RECLASSIFYING A VACANT GRADE XVII SUPERVISING PUBLIC HEALTH NURSE POSITION TO A GRADE XV ASSISTANT SUPERVISING PUBLIC HEALTH NURSE POSITION MADE BY MR. MCALLISTER. SECONDED BY MR. GEHL. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

C. County Administrator

MOTION TO ADJOURN REGULAR SESSION AND RECONVENE IN EXECUTIVE SESSION PURSUANT TO PUBLIC OFFICERS' LAW, 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 DR. BAKER. SECONDED BY MR. GEHL. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: APPOINTING THE COUNTY AUDITOR (APPOINTEE'S NAME TO BE RELEASED AT THE APRIL LEGISLATIVE MEETING) MADE BY DR. BAKER. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0. *Resolution Required.*

MOTION TO ADJOURN EXECUTIVE SESSION AND RECONVENE IN REGULAR SESSION MADE BY MR. NIELSEN. SECONDED BY MR. MCALLISTER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION TO ADJOURN MADE BY MR. NIELSEN. SECONDED BY MR. MCALLISTER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Respectfully submitted by,

Brenda K. Mori
Deputy Clerk
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR
Tuesday, May 10, 2005
10:00 a.m.**

STEUBEN COUNTY ADMINISTRATION COMMITTEE

Tuesday, May 10, 2005

10:00 a.m.

Legislative Committee Conference Room
Steuben County Office Building
Bath, New York

MINUTES

<u>Committee:</u>	Patrick F. Donnelly, Chair DeWitt T. Baker, D.V.M.	Patrick F. McAllister, Vice Chair Francis L. Gehl	L. Ronald Nielsen
<u>Legislators:</u>	Philip J. Roche, Esq.	Thomas J. McIntyre	John Walsh
<u>Staff:</u>	Mark R. Alger James Gleason Kenneth Peaslee Roland Storms	Lawrence P. Crossett Edward J. Castellana Frederick H. Ahrens, Jr. David English	William Partridge Donna Hatch Judy Hunter
<u>Other:</u>	Mary Perham, <i>Leader</i>	Dave Schoen, WENY	

I. CALL TO ORDER

The meeting was called to order by Mr. Donnelly at 10:00 a.m.

II. APPROVAL OF MINUTES

MOTION APPROVING THE MINUTES OF THE APRIL 7, 2005, MEETING MADE BY DR. BAKER. SECONDED BY MR. MCALLISTER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

III. DEPARTMENTAL REPORTS/REQUESTS

A. Buildings and Grounds

1. **County Vehicle Request** – Mr. Partridge stated he has a person working through Manpower for the summer to help with the groundskeeping. He would like approval for this individual to be authorized to use the County vehicle to drive from building to building. He noted the *Administrative Code* only authorizes County employees to drive County-owned vehicles.

MOTION: GRANTING THE USE OF A COUNTY VEHICLE TO A TEMPORARY MANPOWER EMPLOYEE IN THE DEPARTMENT OF BUILDINGS AND GROUNDS MADE BY MR. NIELSEN. SECONDED BY MR. MCALLISTER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

B. Purchasing Department

1. **Fax Module for Copier** – Mr. Gleason requested authorization to purchase a fax board/module for the copy machine in the Corning Mental Health Office. He stated their fax machine is beyond repair. They purchased a new digital copier for them last year and they can purchase a fax board/module for the copier that would enable them to use it as a fax machine. The cost for the module including installation is \$712.

MOTION: AUTHORIZING THE PURCHASE OF A FAX MODULE FOR \$712 FROM THE COPIER CAPITAL PROJECT FOR INSTALLATION INTO A DIGITAL COPIER IN THE CORNING MENTAL HEALTH OFFICE MADE BY MR. GEHL. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

C. County Clerk

1. **Semi-Annual Mortgage Tax Distribution Report** – Mrs. Hunter reviewed the Semi-Annual Mortgage Tax Distribution Report for the Committee. Discussion followed.

MOTION: ACCEPTING THE SEMI-ANNUAL MORTGAGE TAX DISTRIBUTION REPORT AS SUBMITTED BY THE COUNTY CLERK MADE BY DR. BAKER. SECONDED BY MR. MCALLISTER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. **Equipment Purchase** – Mrs. Hunter requested authorization to purchase a reader/printer for \$12,000 off of the State contract from the emergency equipment purchase line item in the Purchasing Department's budget.

MOTION: AUTHORIZING THE COUNTY CLERK TO PURCHASE A READER/PRINTER FOR \$12,000 OFF OF THE STATE CONTRACT, TO BE PAID FOR FROM THE EMERGENCY EQUIPMENT PURCHASE LINE ITEM IN THE PURCHASING DEPARTMENT'S BUDGET MADE BY MR. GEHL. SECONDED BY MR. MCALLISTER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

3. **Informational** – Mrs. Hunter stated four of the DMV offices in Erie County were closed. She's been in contact with a car dealer from Erie County who would like us to process their car registrations. She noted she will split the work between the Hornell and Bath offices.

D. County Treasurer

1. **Mortgage Tax Distribution** – Mr. Crossett provided the Committee with a detailed breakdown of the Mortgage Tax Distribution Report showing the distribution to the cities, villages and towns, as well as a history from previous years.

MOTION: ACCEPTING THE MORTGAGE TAX DISTRIBUTION REPORT AS SUBMITTED BY THE COUNTY TREASURER MADE BY MR. NIELSEN. SECONDED BY MR. MCALLISTER. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

2. **Cash Investment Policy** – Mr. Crossett stated they need to amend the cash investment policy, which deals with the financial institutions we do business with. He stated they need to amend the policy to reflect name changes and include 4 additional banks for investment deposits. Discussion followed.

MOTION: AMENDING THE CASH INVESTMENT POLICY AS RECOMMENDED BY THE COUNTY TREASURER MADE BY DR. BAKER. SECONDED BY MR. GEHL. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

3. **Installment Payment of Taxes** – Mr. Crossett distributed statistical information relative to property tax collections for the past 3 years.

Mr. Gehl stated he'd like to see the County approve a local law to accept split payment of property taxes, particularly to help the senior citizens. Discussion followed.

Mr. English stated they can avoid having to cover the school taxes by having a local law for partial payment of taxes rather than by installment payments. Mr. Crossett noted that they would still have to pay accumulated interest of 1 percent per month. Also, the towns would have to purchase new software in order to accept partial payment of taxes. Considerable discussion followed.

MOTION: APPROVING A LOCAL LAW FOR PARTIAL PAYMENT OF TAXES EFFECTIVE JANUARY 2007 MADE BY MR. GEHL. Motion failed due to the lack of a second.

Mr. Nielsen asked how do the towns feel about this? Mr. Donnelly stated we haven't even discussed it with the towns and he thinks they need their input before passing a local law. Mr. McAllister suggested they send the towns a letter explaining how this would work and ask how it would affect them. Discussion followed.

The Committee directed Mr. English, Mr. Alger and Mr. Crossett to draft a letter to be sent to the towns for presentation to the Committee at the June meeting.

E. Risk Manager

1. **Cyber Insurance** – Mr. Castellana stated Mr. Peaslee had asked him to look for insurance coverage for situations that could possibly happen because of the Internet connections, liability related to the HIPAA Act and cyber security. He received insurance information to cover our exposure and, in our opinion, they want too much money for the coverage they are offering. Their broadest coverage would cost \$98,000 and their restricted coverage would cost \$55,000. They don't believe the coverage is worth the money. Mr. Peaslee stated he just wanted to make sure that if we had a claim or a problem, we would have the money to cover the cost. Discussion followed.

F. Real Property Tax Service Agency

1. **2004 Annual Report** – Mrs. Hatch informed the Committee that the 2004 Annual Report for the Real Property Tax Service Agency has been filed with the Clerk of Legislature. She noted she has copies available if anybody would like one.

2. **Digital Tax Mapping Project** – Mrs. Hatch stated they currently utilize NAD27 orientation to create tax maps and they have known for some time that they would need to convert to NAD83. They began a Capital Project for this conversion in 2003, but it was only funded for 2 years. She believes that now is the time to proceed with this project. She requested authorization to have the Purchasing Director prepare and distribute an RFP for the digital tax map project.

Mrs. Hatch stated she doesn't know how much the project will cost, but in 2003 they priced it out at \$56,000. She has an Office Renovation Capital Project funded at \$28,671.70 and there's approximately \$30,000 in the NAD83 Conversion Capital Project. She requested authorization to transfer the balance of funds from the Office Renovation Project to the NAD Conversion Capital Project. She noted that when completed, this project would consolidate the two maintenance activities for GIS.

MOTION: AUTHORIZING THE TRANSFER OF \$28,671.70 FROM THE REAL PROPERTY TAX SERVICE AGENCY'S OFFICE RENOVATION CAPITAL PROJECT TO THE NAD83 CONVERSION CAPITAL PROJECT MADE BY MR. GEHL. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

MOTION: AUTHORIZING THE PURCHASING DIRECTOR TO PREPARE AND DISTRIBUTE AN RFP FOR A DIGITAL TAX MAP PROJECT MADE BY DR. BAKER. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION TO ADJOURN MADE BY MR. NIELSEN. SECONDED BY MR. MCALLISTER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Respectfully submitted by, Brenda K. Mori, Deputy Clerk, Steuben County Legislature

**NEXT MEETING SCHEDULED FOR
Tuesday, June 14, 2005
10:00 a.m.**

STEUBEN COUNTY HEALTH AND EDUCATION COMMITTEE
STEUBEN COUNTY ADMINISTRATION COMMITTEE

Special Meeting

Monday, May 23, 2005

9:45 a.m..

Legislative Committee Conference Room

Steuben County Office Building

Bath, New York

****MINUTES****

COMMITTEE:	Robert V. Nichols, Chair Lldon E. Jamison	David Stachnik, Vice Chair	Kenneth E. Isaman
	Patrick F. Donnelly, Chair Francis L. Gehl	Patrick F. McAllister, Vice Chair	L. Ronald Nielsen
STAFF:	Mark R. Alger Henry W. Chapman, Psy.D.	Robert W. Anderson, Ph.D.	Robert F. Biehl
LEGISLATORS:	Philip J. Roche, Esq.	Thomas J. McIntyre	John Walsh
ABSENT:	DeWitt T. Baker, D.V.M.	Gary Swackhamer	

I. CALL TO ORDER

Mr. Nichols called the meeting to order at 9:45 a.m.

II. GENERAL BUSINESS

1. Office of Community Services

Personnel – Dr. Anderson stated that he has two position reclassifications that he would like to make. The one is an upgrade and he would like to hold that for one month. The second is a reclassification of a CASAC, Grade XIII to an RN, Grade XII.

MOTION: APPROVING THE RECLASSIFICATION OF A CASAC, GRADE XIII TO AN RN, GRADE XII IN THE OFFICE OF COMMUNITY SERVICES MADE BY MR. DONNELLY. SECONDED BY MR. McALLISTER. ALL BEING IN FAVOR. MOTION CARRIES 4-0 (Health & Ed) AND 4-0 (Administration).

MOTION: TO ADJOURN MADE BY MR. GEHL. SECONDED BY MR. McALLISTER. ALL BEING IN FAVOR. MOTION CARRIES 8-0.

Respectfully Submitted by:

Amanda L. Chapman
Senior Stenographer
Steuben County Legislature

STEUBEN COUNTY ADMINISTRATION COMMITTEE

Tuesday, June 14, 2005

11:00 a.m.

Legislative Committee Conference Room
3 East Pulteney Square
Bath, New York

MINUTES

Committee: Patrick F. Donnelly, Chair Patrick F. McAllister, Vice Chair Francis L. Gehl
DeWitt T. Baker, D.V.M. L. Ronald Nielsen

Legislators: Philip J. Roche Thomas J. McIntyre John Walsh
Harley R. Mayo

Staff: Mark R. Alger Gregory P. Heffner James Gleason
Lawrence P. Crossett Vincent Spagnoletti Christine Kane
Kathryn Biehl Robert F. Biehl David English
Frederick H. Ahrens, Jr. Judy Hunter

Other: Mary Perham, *Leader*

I. CALL TO ORDER

The meeting was called to order by Mr. Donnelly at 11:00 a.m.

II. APPROVAL OF MINUTES

MOTION APPROVING THE MINUTES OF THE MAY 10 AND MAY 23, 2005, MEETINGS MADE BY MR. NIELSEN. SECONDED BY MR. GEHL. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

III. DEPARTMENTAL REPORTS/REQUESTS

A. Clerk of the Legislature

1. **Contract Renewal** – Mrs. Kane requested authorization to extend the contract with The Reporter Company for the printing of the Legislative Proceedings. She noted the extension includes a consumer price index increase.

MOTION: AUTHORIZING THE CLERK OF THE LEGISLATURE TO RENEW A CONTRACT WITH THE REPORTER COMPANY FOR THE PRINTING OF THE LEGISLATIVE PROCEEDINGS MADE BY MR. GEHL. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

B. Personnel Officer

1. **Reclassification – Department of Social Services** – Mrs. Biehl requested authorization to reclassify a vacant Case Supervisor position to Management Grade E Assistant Director of Social Services. She noted the salaries are comparable.

MOTION: RECLASSIFYING A VACANT CASE SUPERVISOR POSITION, GRADE XV, TO AN ASSISTANT DIRECTOR OF SOCIAL SERVICES POSITION, MANAGEMENT GRADE E MADE BY DR. BAKER. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. **Reclassification – Department of Public Works** – Mr. Spagnoletti requested authorization to reclassify a vacant District Supervisor position Grade XV \$44,772 to a Highway Engineer position, either Grade XVIII or Grade XVIV with a salary of \$62,000. Mr. Alger stated the last time he spoke with the Personnel Officer it was suggested that they reclassify the position to the same as the other Engineer position in the Department. That would make the position a Management Grade G. He

noted the Personnel Officer stated that he could differentiate between the two engineer positions. Discussion followed. *Mr. Spagnoletti asked to withdraw the issue until next month.*

C. Purchasing

1. **Request for Professional Services** – Mr. Gleason recommended awarding the Request for Professional Services for auctioneer services to Pirrung Auctioneers. He noted this would be to conduct the County's annual surplus auction. They received one proposal and it's the same rate as in past years, which is 8 percent of the proceeds.

MOTION: AWARDING THE REQUEST FOR PROFESSIONAL SERVICES FOR AUCTIONEER SERVICES TO PIRRUNG AUCTIONEERS TO HANDLE THE COUNTY'S ANNUAL SURPLUS AUCTION MADE BY MR. NIELSEN. SECONDED BY MR. MCALLISTER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: SETTING THE DATE OF THE ANNUAL SURPLUS AUCTION FOR THURSDAY, SEPTEMBER 29, 2005, AND AUTHORIZING THE PURCHASING DIRECTOR TO EXTEND AN INVITATION TO MUNICIPALITIES TO PARTICIPATE IN THE COUNTY'S AUCTION MADE BY MR. GEHL. SECONDED BY DR. BAKER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. **Agreement** – Mr. Heffner stated last month the Legislature approved accepting a grant to purchase buses cooperatively with other Counties. Chenango County will be the lead agency in the bid process. He requested authorization to enter into an agreement with Chenango County to join them and the other Counties in the bus bid.

MOTION: AUTHORIZING AN AGREEMENT WITH CHENANGO COUNTY TO JOIN THEM AND OTHER COUNTIES IN SOLICITING BIDS FOR THE PURCHASE OF BUSES MADE BY DR. BAKER. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

IV. OTHER BUSINESS

A. Senior Citizens' Tax Exemption – Mr. Gehl stated he'd like the Committee to consider increasing the income limit on the Senior Citizens' Tax Exemption. The last time they raised the limit was in August 2002 and it is currently set at \$19,500. The State has set the ceiling at \$24,000. He would like to raise the County's limit to \$22,500, which would be a \$3,000 increase. He noted it wouldn't be effective until January 2007.

MOTION: AMENDING LOCAL LAW NO. 2 OF 2002, INCREASING THE SENIOR CITIZENS' TAX EXEMPTION INCOME LIMIT FROM \$19,500 TO \$22,500 MADE BY MR. GEHL. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

B. Voting Machine Update – Mr. Nielsen asked what is the status of the voting machines? Mr. Alger stated the way the bills are going through the State Legislature, the counties will be responsible for the machines and we will be responsible for the entire election process. That means the machines and the elections. The State is, however, including the ability for the County to chargeback the election expense to the municipalities. The biggest issue is the type of voting machine. They still haven't selected a machine to use for implementation by next fall. We're strongly recommending to the Senate and Assembly, through our Senator and Assemblyman, that the State assume responsibility for, and put into place, the bids for the machines that they know comply with the Federal standards. They'd like them to get out a State bid on the machines so the counties already have bids in place to select from. Otherwise, the counties would have to go through the same research process the State has been doing for the past 3 years. At least then we'd have a chance of getting the machines purchased and delivered by September 2006.

Dr. Baker asked who is going to pay for the machines? Mr. Alger stated the Federal Government is providing \$218 million and is requiring a 5 percent match on the funds. The State has budgeted for the 5 percent match on the cost of the machines. So at this point it looks like the State isn't going to require the Counties to pay for the match. Discussion followed.

Mr. Gehl asked how much would we be charging back to municipalities and who is paying for the election workers? Mr. Alger stated they would allow us to charge back the actual cost of the election in each municipality. In addition, they are talking about setting a standard rate of pay for the election workers so each County doesn't have a different rate. The cost for the election workers is something that could be charged back to the municipalities. He noted it isn't much different than the way it is done now.

Dr. Baker asked are the machines going to have to be stored in one place? Mr. Alger stated he believes it depends on which type of machine they purchase. If it is a computerized system, we would probably want to collect them all and store them.

Mr. McIntyre asked who would be responsible for picking the machines up and where would we store them? Would the Elections Office be responsible for that? Mr. Alger stated those are two good questions that he really can't answer at this time. That's something we will have to figure out as soon as we know what type of voting machine we have to buy. Considerable discussion followed.

MOTION TO ADJOURN MADE BY MR. MCALLISTER. SECONDED BY MR. GEHL. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Respectfully submitted by,

Brenda K. Mori
Deputy Clerk
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR
Tuesday, July 12, 2005
10:00 a.m.**

STEBEN COUNTY ADMINISTRATION COMMITTEE

Tuesday, July 12, 2005

10:00 a.m.

Legislative Committee Conference Room

Steuben County Office Building

3 East Pulteney Square

Bath, New York

MINUTES

Committee: Patrick F. Donnelly, Chair Patrick F. McAllister, Vice Chair Francis L. Gehl
L. Ronald Nielsen DeWitt T. Baker, D.V.M.

Legislators: Philip J. Roche, Esq. Thomas J. McIntyre

Staff: Mark R. Alger James Gleason Judy Hunter Edward Castellana
Donna Hatch Frederick Ahrens David English Vincent Spagnoletti
Stephen Catherman Nancy Smith Robert F. Biehl

Other: Brent Franklin Mary Perham, *Leader*

I. CALL TO ORDER

The meeting was called to order by Mr. Donnelly at 10:00 a.m.

II. APPROVAL OF MINUTES

MOTION APPROVING THE MINUTES OF THE JUNE 14, 2005, MEETING MADE BY DR. BAKER. SECONDED BY MR. MCALLISTER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

III. DEPARTMENTAL REPORTS/REQUESTS

A. County Clerk

1. **RFP Award to Digitize Deed Volumes** – Mrs. Hunter stated she'd like to postpone this item until next month.

2. **Other** – Mrs. Hunter stated last month Mr. Gehl asked for information on the pistol permit procedure. The clerk who is currently handling the process has been expediting the permits.

B. Risk Manager

1. **2006 Workers' Compensation Budget** – Mr. Castellana distributed copies of the proposed 2006 Workers' Compensation Budget for the Committee's review. He noted that the budget has increased \$54,000 but between our interest earnings and the fund balance, he's proposing they keep the increase to about \$18,000, which is a 2 or 3 percent increase over last year. Mr. Castellana noted that the Workers' Compensation Reserve Fund is at \$1.2 million so it is still healthy. Discussion followed.

MOTION: ACCEPTING AND FORWARDING TO THE FULL LEGISLATURE THE 2006 WORKERS' COMPENSATION BUDGET MADE BY MR. GEHL. SECONDED BY MR. MCALLISTER. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

2. **2006 Apportionment for Workers' Compensation** – Mr. Castellana distributed copies of the proposed Table of Apportionment representing the total cost to the municipalities who participate in the County's Workers' Compensation plan. He noted they take the total Workers' Compensation budget and spread it among the participating members based upon each municipality's apportionment. Discussion followed.

MOTION: ACCEPTING AND FORWARDING TO THE FULL LEGISLATURE THE 2006 APPORTIONMENT FOR THE WORKERS' COMPENSATION PLAN MADE BY DR. BAKER. SECONDED BY MR. MCALLISTER. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

Dr. Baker asked how many of the towns that have been in this program have dropped out? Mr. Castellana stated the towns of Wayne, Erwin and Corning have been in the plan at one point in time and then have withdrawn.

C. Purchasing Department

1. **Bid Award – Sale of Tax Maps** – Mr. Gleason stated they advertised for sealed bids. They sent out 17 packages and received only one response. The bid was \$55 for each of the three areas from the Lang Agency. He recommended awarding the bid to the Lang Agency.

MOTION: AWARDING THE SALE OF TAX MAPS BID TO THE LANG AGENCY FOR \$55 FOR EACH AREA, A TOTAL OF \$165 MADE BY MR. GEHL. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. **Contract Renewal – Election Supplies** – Mr. Gleason stated with all of the proposed changes in the Board of Elections, it would be in our best interest to renew the contract with Fort Orange Press for the printing of election supplies.

MOTION: RENEWING THE CONTRACT WITH FORT ORANGE PRESS FOR THE PRINTING OF ELECTION SUPPLIES MADE BY MR. GEHL. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

D. Real Property Tax Service Agency

1. **Disability Tax Exemption** – Mrs. Hatch stated with the proposed increase in the Senior Citizen tax exemption income limit, she is recommending they increase the income limit for the disability tax exemption as well. She noted they try to keep the two income limits at the same level. It is currently at \$19,500 and she is proposing they increase it to \$22,500. Discussion followed.

MOTION: INCREASING THE INCOME LIMIT FOR THE DISABILITY TAX EXEMPTION FROM \$19,500 TO \$22,500 MADE BY MR. NIELSEN. SECONDED BY MR. GEHL. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

E. Law Department

1. **Dictation Equipment** – Mr. English stated they would like to purchase new dictation equipment for the Law Department. It will replace the current equipment and enhance the effectiveness of the office by making it more uniform.

Mr. Gleason stated they can purchase the equipment under the NYS contract from Eaton Office Supply. They are looking to purchase 3 transcribers and 4 handheld units for \$1,013.12. They would like permission to make this purchase using funds in the Emergency Equipment line item in the Purchasing Department's budget. Discussion followed.

MOTION: AUTHORIZING THE PURCHASE OF DICTATION EQUIPMENT FOR THE LAW DEPARTMENT OFF OF NYS CONTRACT FOR \$1,013.12 TO BE FUNDED FROM THE EMERGENCY EQUIPMENT LINE ITEM IN THE PURCHASING DEPARTMENT'S BUDGET MADE BY DR. BAKER. SECONDED BY MR. MCALLISTER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

F. Personnel Officer

1. **Other** – Mr. Biehl presented Mr. Donnelly with salary increment approvals requiring his signature.

MOTION TO ADJOURN REGULAR SESSION AND RECONVENE IN EXECUTIVE SESSION PURSUANT TO PUBLIC OFFICERS' LAW, ARTICLE 7§ 105.1.E. COLLECTIVE NEGOTIATIONS PURSUANT TO ARTICLE FOURTEEN OF THE CIVIL SERVICE LAW AND 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 MR. MCALLISTER. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION TO ADJOURN EXECUTIVE SESSION AND RECONVENE IN REGULAR SESSION MADE BY MR. NIELSEN. SECONDED BY DR. BAKER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: PRESENTING A LOCAL LAW ESTABLISHING A DEPARTMENT OF EMERGENCY MANAGEMENT MADE BY DR. BAKER. SECONDED BY MR. MCALLISTER. ALL BEING IN FAVOR. MOTION CARRIES 5-0. *Resolution Required.*

MOTION: RECLASSIFYING A VACANT GRADE XV DISTRICT SUPERVISOR POSITION TO A HIGHWAY ENGINEER POSITION (GRADE TO BE DETERMINED) PENDING CSEA APPROVAL TO PLACE THE POSITION IN MANAGEMENT MADE BY DR. BAKER. SECONDED BY MR. MCALLISTER. IN FAVOR: DONNELLY, MCALLISTER, NIELSEN AND GEHL. OPPOSED: BAKER. MOTION CARRIES 4-1. *Resolution Required.*

MOTION: PRESENTING THE CSEA CONTRACT TO THE LEGISLATURE FOR APPROVAL MADE BY MR. NIELSEN. SECONDED BY MR. GEHL. ALL BEING IN FAVOR. MOTION CARRIES 5-0. *Resolution Required.*

MOTION TO ADJOURN MADE BY MR. GEHL. SECONDED BY DR. BAKER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Respectfully submitted by,

Brenda K. Mori
Deputy Clerk
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR
Tuesday, August 9, 2005
10:00 a.m.**

STEUBEN COUNTY ADMINISTRATION COMMITTEE

Tuesday, August 9, 2005

10:00 a.m.

Legislative Committee Conference Room

Steuben County Office Building

3 East Pulteney Square

Bath, New York

MINUTES

<u>Committee:</u>	Patrick F. Donnelly, Chair L. Ronald Nielsen	Patrick F. McAllister, Vice Chair	DeWitt Baker, D.V.M.
<u>Legislators:</u>	Philip J. Roche	Thomas J. McIntyre	John Walsh
<u>Staff:</u>	Mark R. Alger Kathryn Biehl James Gleason Robert Biehl	Gregory P. Heffner Lawrence P. Crossett Sandy Eckhoff Frederick H. Ahrens, Jr.	Kenneth Peaslee Nancy Smith David English
<u>Other:</u>	Mary Perham, <i>Leader</i>		
<u>Absent:</u>	Francis L. Gehl		

I. CALL TO ORDER

The meeting was called to order by Mr. Donnelly at 10:00 a.m.

II. APPROVAL OF MINUTES

MOTION APPROVING THE MINUTES OF THE JULY 12, 2005, MEETING MADE BY DR. BAKER. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 3-0. Mr. McAllister not present for vote.

III. DEPARTMENTAL REPORTS/REQUESTS

A. County Clerk

1. **Deed Volumes** – Mrs. Eckhoff stated they solicited requests for proposals for the digitization of past deed volumes. They received two proposals and are recommending approval of a contract with IQS. They have 266,000 pages involved and IQS will come on site and image them for 10 cents per page. The other proposal was for 12.5 cents per page. The deed volumes to be digitized are from 1985 to October 2003. They'll match the index and they'll be entirely imaged.

Mr. Alger asked has Information Technology reviewed the proposals? Mr. Peaslee stated he has not. Mr. Alger asked is there going to be a problem interfacing with the Cott System? Mr. Gleason stated part of the specifications included that they would have to interface with the Cott System. Discussion followed.

MOTION: AUTHORIZING THE COUNTY CLERK'S OFFICE TO CONTRACT WITH IQS FOR THE DIGITIZATION OF PAST DEED VOLUMES AT A COST OF 10 CENTS PER PAGE MADE BY DR. BAKER. SECONDED BY MR. MCALLISTER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

B. Information Technology

1. **Fiber Line** – Mr. Peaslee requested authorization to solicit bids to run fiber from the County Office Building to the Community Services Building on Liberty Street. The Community Services Building is the only building that remains to be connected to the County Office Building. Mental Health

was recently authorized to purchase a new software package. This will require additional servers that need to be in a room that is temperature controlled and has an uninterruptible power source. If they connect the two buildings with fiber, they can house the servers in the County Office Building so they wouldn't have to purchase additional equipment for the Community Services Building to control the temperature or purchase another uninterruptible power source. The cost for this project will be approximately \$30,000. There is funding available in the Mainframe Replacement Capital Project. He noted that he had investigated leasing fiber lines through Time Warner, but it would cost \$1,500 per month. Discussion followed.

MOTION: AUTHORIZING THE INFORMATION TECHNOLOGY DEPARTMENT TO SOLICIT BIDS FOR THE INSTALLATION OF A FIBER OPTIC LINE BETWEEN THE COUNTY OFFICE BUILDING AND THE COMMUNITY SERVICES BUILDING MADE BY MR. NIELSEN. SECONDED BY DR. BAKER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

2. **Cell Phone Service** – Mr. Peaslee stated he's been in contact with a company that could possibly offer us cell phone service. He has discussed the issue with the County Attorney, Purchasing Director and the County Administrator. He would like to request the Committee to declare cell phone service a utility just like regular phone service.

Mr. Ahrens stated he is not sure where it stands as far as being a utility but the last time they did a request for proposals for cell phone service, it was either a professional service or a sole source item. As a committee, you could waive the RFP process and let Mr. Peaslee negotiate a contract with the prospective vendor. Mr. Alger noted that authorizing Mr. Peaslee to go talk to them doesn't authorize him to sign a contract. It would have to come back to the committee for approval. The service we have right now isn't tremendous but it costs less than the other vendor on the State contract, whose coverage is better. Verizon has the State bid, but there is a wholesaler of the Verizon service that could offer it to us for less. This will allow us to negotiate with the wholesaler of Verizon, Coast to Coast.

Mr. Ahrens stated as long as we are making an attempt to comply with our procurement policy, we're in good shape. Discussion followed.

MOTION: WAIVING THE RFP PROCESS FOR CELLULAR PHONE SERVICE AND AUTHORIZING THE INFORMATION TECHNOLOGY DIRECTOR TO NEGOTIATE A CONTRACT WITH COAST TO COAST FOR VERIZON CELLULAR PHONE SERVICE MADE BY DR. BAKER. SECONDED BY MR. MCALLISTER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

C. Purchasing Department

1. **Automobile Maintenance** – Mr. Gleason stated they bid the Sheriff's Department separately. They received three responses from each bid. He recommended awarding the Sheriff's auto maintenance bid to Affordable Auto of Bath for front brakes only, All Season Tire for all remaining services and Crane's Towing for the Painted Post area. He recommended All Season Tire for the Bath area for all other County vehicles. He also recommended readvertising and rebidding service for the Wayland and Cohocton area.

MOTION: AWARDING THE AUTOMOBILE MAINTENANCE BID FOR THE SHERIFF'S DEPARTMENT VEHICLES TO AFFORDABLE AUTO OF BATH FOR FRONT BRAKES, ALL SEASON TIRE OF BATH FOR ALL REMAINING SERVICES, AND CRANE'S TOWING FOR THE PAINTED POST AREA; AWARDING THE BID FOR ALL OTHER COUNTY VEHICLE MAINTENANCE TO ALL SEASON TIRE OF BATH; AND AUTHORIZING THE PURCHASING DIRECTOR TO READVERTISE AND REBID AUTOMOBILE MAINTENANCE SERVICE FOR THE WAYLAND AND COHOCTON AREA MADE BY MR. MCALLISTER. SECONDED BY DR. BAKER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

2. **Copiers** – Mr. Gleason requested authorization to purchase a fax board for the copier at the Hornell Mental Health Office off of State bid for \$850. He also requested authorization to purchase a low volume copier for the Sheriff’s Department off of State bid for \$3,500. The funding is in the Copier Capital Project.

MOTION: AUTHORIZING THE PURCHASE OF A FAX BOARD FOR THE HORNELL MENTAL HEALTH OFFICE OFF OF STATE BID FOR \$850 AND A LOW VOLUME COPIER FOR THE SHERIFF'S DEPARTMENT OFF OF STATE BID FOR \$3,500 TO BE FUNDED FROM THE COPIER CAPITAL PROJECT MADE BY MR. MCALLISTER. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

3. **Surplus Vehicle** – Mr. Gleason stated he's been contacted by the Soil and Water Conservation District. They are interested in a surplus SUV from the Sheriff’s Department that is listed in the County surplus auction. They would like to know if they could obtain that vehicle.

Mr. Alger stated by the time the Sheriff's Department is done with a vehicle, it is limited in value. The vehicle probably will need some work. He suggested they transfer the car to Soil and Water and, when they are done with it, they can transfer the title back to us so we can auction it off. Discussion followed.

MOTION: TRANSFERRING TITLE OF A SURPLUS SUV FROM THE SHERIFF'S DEPARTMENT TO SOIL AND WATER CONSERVATION DISTRICT WITH THE UNDERSTANDING THAT THE VEHICLE WILL BE RETURNED TO THE COUNTY WHEN SOIL AND WATER NO LONGER NEEDS THE VEHICLE MADE BY DR. BAKER. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

D. Personnel Officer

1. **16B Requests**

a. Law Department – Mrs. Smith stated this is the first step of the 16B process. The County Attorney is requesting that a part-time Assistant County Attorney position be made full time. The position works primarily with Support Collection and Fraud and Legal in the Department of Social Services. The position is partially funded at approximately 73 to 75%. Discussion followed.

Mr. Ahrens stated he and Commissioner Biehl are convinced that they will more than cover the additional cost through collections in Fraud and Legal. The Department of Social Services contracts with the Law Department for services. This is something that will help both departments tremendously. Mrs. Biehl noted that they are currently up in collections \$200,000 over last year in SCU. Considerable discussion followed.

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 AND 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 DR. BAKER. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

MOTION TO ADJOURN EXECUTIVE SESSION AND RECONVENE IN REGULAR SESSION MADE BY DR. BAKER. SECONDED BY MR. MCALLISTER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: APPROVING THE LAW DEPARTMENT'S 16B REQUEST TO INCREASE A PART-TIME ASSISTANT COUNTY ATTORNEY POSITION TO FULL TIME MADE BY DR. BAKER. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

Mr. Donnelly announced that there will be a demonstration of the Sequoia Voting Machine on Wednesday, August 31st from 3:00 p.m. to 5:00 p.m. in the lobby outside of the Board of Elections Office.

E. County Administrator

1. **Mortgage Tax** – Mr. Alger stated the Governor has signed the mortgage tax bill. This needs to be forwarded to the Finance Committee and Legislature for final approval.

MOTION: APPROVING AN INCREASE IN THE MORTGAGE TAX MADE BY MR. NIELSEN. SECONDED BY MR. MCALLISTER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

MOTION TO ADJOURN MADE BY DR. BAKER. SECONDED BY MR. MCALLISTER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

Respectfully submitted by,

Brenda K. Mori
Deputy Clerk
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR
Tuesday, September 13, 2005
9:00 a.m.**

STEUBEN COUNTY ADMINISTRATION COMMITTEE

Tuesday, September 13, 2005

9:00 a.m.

Legislative Committee Conference Room

Steuben County Office Building

3 East Pulteney Square

Bath, New York

MINUTES

<u>Committee:</u>	Patrick F. Donnelly, Chair L. Ronald Nielsen	Patrick McAllister, Vice Chair Francis L. Gehl	DeWitt Baker, D.V.M.
<u>Legislators:</u>	Philip J. Roche John Walsh	Thomas J. McIntyre	Harley R. Mayo
<u>Staff:</u>	Mark R. Alger Lawrence P. Crossett David English Edward J. Castellana Vincent Spagnoletti	Kenneth Peaslee Nancy Smith Robert Biehl Judy Hunter Robert Anderson	Kathryn Biehl James Gleason Frederick H. Ahrens, Jr. Donna Hatch
<u>Other:</u>	Mary Perham, <i>Leader</i>		

I. CALL TO ORDER

The meeting was called to order by Mr. Donnelly at 9:00 a.m.

II. APPROVAL OF MINUTES

MOTION APPROVING THE MINUTES OF THE AUGUST 9, 2005, MEETING MADE BY DR. BAKER, SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Mr. McAllister not present for vote.

III. DEPARTMENTAL REPORTS/REQUESTS

A. Information Technology

1. **Cell Phone Service** – Mr. Peaslee stated in April this Committee authorized the E-911 Department to use Verizon cell phones for safety issues. The County’s cell phone contract expires in October. He has received proposals from Verizon, Cellular One and Coast to Coast. The current average number of minutes being used by County employees is 11,000. If we switch to Verizon or Coast to Coast, they will also have to purchase all new cell phones. The total one year cost for the various vendors are Cellular One: \$14,867. Coast to Coast: \$44,716 and Verizon Wireless \$47,339. He noted this doesn’t include the phones for E-911.

Mr. Gehl asked has Cellular One addressed the coverage issue? Mr. Peaslee stated he’s been informed by Cellular One that they have installed a new tower on Ashbaugh Hill and this quarter they are putting one up in Hammondsport. Next year they are planning on putting towers up in Prattsburgh, Campbell and Andover. Discussion followed.

MOTION: APPROVING A ONE-YEAR CONTRACT WITH CELLULAR ONE FOR CELL PHONE SERVICE MADE BY MR. NIELSEN. SECONDED BY MR. GEHL. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Mr. McAllister not present for vote.

2. **Fiber Optic Installation** – Mr. Peaslee stated they solicited bids for the installation of fiber optic cable from the County Office Building to the Community Services Building. Mr. Gleason stated they received two bids with Fiber Technologies submitting the low bid of \$34,000. He stated the County has worked with them before and he recommends awarding the bid to them.

MOTION: AWARDING THE FIBER OPTIC INSTALLATION BID TO FIBER TECHNOLOGIES FOR \$34,000 MR. GEHL. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Mr. McAllister not present for vote.

B. Risk Manager

1. **Motor Pool** – Mr. Castellana stated currently he charges departments \$.18 per mile for employee use of the vehicles in the County Motor Pool. With the increase in the gas prices, it is costing \$.19 per mile to operate the cars. He requested authorization to increase the amount charged back to departments to \$.22 per mile to cover the higher cost of gas and maintenance. Discussion followed.

MOTION: INCREASING THE CHARGEBACK FOR EMPLOYEE USE OF THE COUNTY MOTOR POOL VEHICLES TO \$.22 PER MILE EFFECTIVE OCTOBER 1, 2005, MADE BY MR. NIELSEN. SECONDED BY MR. GEHL. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Mr. McAllister not present for vote.

C. County Clerk

1. **Corning DMV Counter** – Mrs. Hunter stated Mr. Partridge distributed requests for proposals for the reconfiguration of the Corning DMV Counter and they only received one response from Kitchen Specialty Craftsman. She requested authorization to transfer \$13,000 from the Deferred Revenue account to a line item for the Corning DMV Counter reconfiguration.

MOTION: AUTHORIZING THE TRANSFER OF \$13,000 FROM THE COUNTY CLERK'S DEFERRED REVENUE ACCOUNT TO CREATE A NEW LINE ITEM (#141100.5.220000) IN THE MOTOR VEHICLE DEPARTMENT'S BUDGET FOR THE CORNING DMV COUNTER RECONFIGURATION MADE BY MR. GEHL. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Mr. McAllister not present for vote.

D. Purchasing Department

1. **Fax Module** – Mr. Gleason stated he has a request to purchase a fax module for the Community Services Office in Bath. They are currently using them in the Corning and Hornell offices and they are working out quite well. He can purchase it off of the State bid for \$1,200 including installation and there is funding available in the Copier Capital project.

MOTION: AUTHORIZING THE PURCHASE OF A FAX MODULE FOR THE BATH COMMUNITY SERVICES OFFICE OFF OF THE STATE BID FOR \$1,200 TO BE PAID FOR OUT OF THE COPIER CAPITAL PROJECT MADE BY MR. GEHL. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Mr. McAllister not present for vote.

2. **Software Package for Postage Scale** – Mr. Gleason stated he'd like authorization to purchase a software package for the postage scale to help them be more efficient. There is \$18,018 available in the capital project and the software cost is \$504 installed. They would purchase it from Pitney Bowes as they hold the NYS contract.

MOTION: AUTHORIZING THE PURCHASE OF A SOFTWARE PACKAGE FOR THE POSTAGE SCALE OFF OF THE STATE BID FOR \$504 MADE BY MR. GEHL. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Mr. McAllister not present for vote.

3. **Auction** – Mr. Gleason distributed to the Committee copies of the items up for sale at the County auction this year. He noted that Soil and Water has declined the County's offer for the SUV.

E. Real Property Tax Service Agency

1. **Digital Tax Map Conversion Project** – Mrs. Hatch stated they solicited requests for proposals for the digital tax map conversion project. This will convert the tax maps from NAD27 to NAD83. They received two responses and conducted interviews of both vendors. Based upon those interviews, she recommended contracting with James W. Sewal Company/Weiler Mapping to complete the conversion. She stated the total cost of the project is \$161,150 including hardware and software. She would like to start the project in March 2006 and it will take 9 months to complete it. The capital project has \$58,888 in it, so they will need an additional \$102,262. She noted the additional funding has been included in the 2006 budget. Discussion followed.

MOTION: AUTHORIZING THE REAL PROPERTY TAX SERVICE AGENCY TO CONTRACT WITH JAMES W. SEWAL COMPANY/WEILER MAPPING FOR TAX MAP CONVERSION PROJECT FOR A TOTAL COST OF \$161,150 MADE BY MR. NIELSEN. SECONDED BY DR. BAKER. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Mr. McAllister not present for vote.

F. Personnel Officer

1. **Deputy Commissioner of Public Works** – Mr. Biehl stated Mr. Spagnoletti has appointed a Deputy Commissioner and would like to hire him above the midpoint of the salary range. Mr. Spagnoletti stated he has appointed Bryce Foster as Deputy Commissioner. The salary range for Grade G of the Management Salary Grid is \$42,420 to \$66,959 with a midpoint of \$56,690. He would like to hire Mr. Foster at \$58,000. Discussion followed.

MOTION TO ADJOURN REGULAR SESSION AND RECONVENE IN EXECUTIVE SESSION PURSUANT TO PUBLIC OFFICERS' LAW, 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 DR. BAKER. SECONDED BY MR. GEHL. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

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

MOTION: SETTING THE SALARY FOR THE DEPUTY COMMISSIONER OF PUBLIC WORKS, BRYCE FOSTER, AT \$58,000 MADE BY NIELSEN. SECONDED BY MR. GEHL. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Mr. McAllister not present for vote.

2. **16B Requests for 2006** – Mrs. Smith reviewed the 16B requests for 2006. She noted these positions have been approved by the departments' various standing committees.

a. Department of Social Services – Mrs. Smith stated they are requesting three Social Welfare Examiner positions, Grade 8, and one Sr. Social Welfare Examiner position, Grade 10, all zero-based. Discussion followed.

MOTION: APPROVING AND FORWARDING TO THE FINANCE COMMITTEE THE CREATION OF THREE SOCIAL WELFARE EXAMINER POSITIONS, GRADE 8, AND ONE SR. SOCIAL WELFARE EXAMINER POSITION, GRADE 10, ALL ZERO-BASED IN THE DEPARTMENT OF SOCIAL SERVICES MADE BY MR. GEHL. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Mr. McAllister not present for vote.

b. Office for Aging – Mrs. Smith stated they are requesting one Caseworker position, Grade 12, zero-based. Discussion followed.

MOTION: APPROVING AND FORWARDING TO THE FINANCE COMMITTEE THE CREATION OF ONE CASEWORKER POSITION, GRADE 12, ZERO-BASED IN THE OFFICE FOR THE AGING MADE BY MR. NIELSEN. SECONDED BY MR. GEHL. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Mr. McAllister not present for vote.

c. Public Defender – Mrs. Smith stated they are requesting one part-time Typist position, Grade 4, funded. Mr. Alger noted they really can't state for sure at this point whether or not this position is needed. One option would be to place the funds in the temporary hire line item and let them fill it on a temporary basis. Discussion followed.

MOTION: DENYING THE PUBLIC DEFENDER'S REQUEST FOR A PART-TIME TYPIST POSITION, GRADE 4, AND RECOMMENDING THE APPROPRIATION OF \$10,000 IN THE PUBLIC DEFENDER'S TEMPORARY HIRE LINE ITEM MADE BY MR. GEHL. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Mr. McAllister not present for vote.

d. Law Department – Mrs. Smith stated they are requesting to increase a part-time Assistant County Attorney position, Grade L5, to a full time position. Discussion followed.

MOTION: APPROVING AND FORWARDING TO THE FINANCE COMMITTEE INCREASING A PART TIME ASSISTANT COUNTY ATTORNEY POSITION, GRADE LF, TO A FULL TIME POSITION IN THE LAW DEPARTMENT MADE BY MR. NIELSEN. SECONDED BY DR. BAKER. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Mr. McAllister not present for vote.

e. Community Services – Mrs. Smith stated they are requesting 6 funded positions and 9 zero-based positions. She noted some of the positions are in direct support of the Department of Social Services. Considerable discussion followed.

MOTION: APPROVING AND FORWARDING TO THE FINANCE COMMITTEE THE CREATION OF THE FOLLOWING ZERO-BASED POSITIONS FOR THE OFFICE OF COMMUNITY SERVICES: THREE STAFF SOCIAL WORKER POSITIONS, GRADE 15, FOUR ALCOHOL AND SUBSTANCE ABUSE COUNSELOR POSITIONS, GRADE 13, (2 IN DIRECT SUPPORT OF THE DEPARTMENT OF SOCIAL SERVICES), ONE STAFF PSYCHOLOGIST POSITION, GRADE 19, ONE PRINCIPAL SOCIAL WORK ASSISTANT POSITION, GRADE 14, ONE SENIOR SOCIAL WORK ASSISTANT POSITION, GRADE 13, AND ONE RECEPTIONIST POSITION, GRADE 5; AND CREATING THE FOLLOWING FUNDED POSITIONS IN THE OFFICE OF COMMUNITY SERVICES IN DIRECT SUPPORT OF THE DEPARTMENT OF SOCIAL SERVICES: ONE STAFF SOCIAL WORKER POSITION, GRADE 15, TWO ALCOHOL AND SUBSTANCE ABUSE COUNSELOR POSITIONS, GRADE 13; AND ONE ACCOUNT CLERK TYPIST POSITION, GRADE 6, MADE BY MR. GEHL. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Mr. McAllister not present for vote.

IV. OLD BUSINESS

Mr. Gehl asked what is the status of the installment payments? Mr. Crossett stated he has received a sample local law for an installment plan, but they haven't completed receiving input from the towns.

MOTION TO ADJOURN REGULAR SESSION AND RECONVENE IN EXECUTIVE SESSION PURSUANT TO PUBLIC OFFICERS' LAW, 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 DR. BAKER. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: APPROVING A CONTRACT WITH PEOPLE SYSTEMS FOR UNEMPLOYMENT INSURANCE SERVICES FOR \$1,900 THROUGH THE END OF 2005 AND AUTHORIZING THE TRANSFER OF \$1,900 FROM THE CONTINGENT FUND TO PAY FOR THE CONTRACT MADE BY DR. BAKER. SECONDED BY MR. MCALLISTER. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

MOTION TO ADJOURN MADE BY MR. NIELSEN. SECONDED BY MR. MCALLISTER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Respectfully submitted by,

Brenda K. Mori
Deputy Clerk
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR
Tuesday, October 11, 2005
9:00 a.m.**

STEBEN COUNTY ADMINISTRATION COMMITTEE

Tuesday, October 11, 2005

9:00 a.m.

Legislative Committee Conference Room

Steuben County Office Building

3 East Pulteney Square

Bath, New York

MINUTES

Committee: Patrick F. Donnelly, Chair Patrick McAllister, Vice Chair DeWitt T. Baker, D.V.M.
L. Ronald Nielsen

Legislators: Philip J. Roche John Walsh

Staff: Mark R. Alger Lawrence P. Crossett Frederick H. Ahrens, Jr.
Donna Hatch Henry Chapman Judy Hunter
Teresa Stever-Gray Byrum Cooper Robert F. Biehl
Vincent Spagnoletti David English

Other: Mary Perham, *Leader*

Absent: Francis L. Gehl

I. CALL TO ORDER

The meeting was called to order by Mr. Donnelly at 9:00 a.m.

II. APPROVAL OF MINUTES

MOTION APPROVING THE MINUTES OF THE SEPTEMBER 13, 2005, MEETING MADE BY DR. BAKER. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 3-0. Mr. McAllister absent for vote.

III. DEPARTMENTAL REPORTS/REQUESTS

A. Information Technology

1. **Fiber Installation** – Mr. Peaslee requested authorization to pay Bath Electric and Gas for work they need completed in association with the fiber installation between the County Office Building and the Community Services Building. The cost will be between \$4,000 and \$5,000. There is money in the account to cover this cost.

MOTION: AUTHORIZING THE INFORMATION TECHNOLOGY DEPARTMENT TO CONTRACT WITH BATH ELECTRIC AND GAS FOR UP TO \$5,000 FOR WORK REQUIRED IN CONJUNCTION WITH THE INSTALLATION OF FIBER BETWEEN THE COUNTY OFFICE BUILDING AND COMMUNITY SERVICES BUILDING MADE BY MR. NIELSEN. SECONDED BY DR. BAKER. ALL BEING IN FAVOR. MOTION CARRIES 3-0. Mr. McAllister absent for vote.

B. County Treasurer

1. **Installment Payment of Taxes** – Mr. Crossett stated as requested, he sent out a letter and proposed local law to the towns regarding the installment payment of taxes requesting their input. He received nine responses back and all of them are basically opposed to it, as it will cost them money and interest. They also cited that it could cost them money in fulfilling their tax warrants if people opt to take the installment payment plan. In addition, there is the cost of upgrading their computer systems. Mr. Donnelly suggested holding the issue over for another month until Mr. Gehl is present.

C. Purchasing Department

1. **Automobile Maintenance Bid** – Mr. Gleason stated last month he received authorization to solicit new bids for general automobile maintenance in the Wayland area. He received one response from Lindsey Motors. He recommended awarding Lindsey Motors the bid.

MOTION: AWARDING THE GENERAL AUTOMOBILE MAINTENANCE BID FOR THE WAYLAND AREA TO LINDSEY MOTORS MADE BY MR. NIELSEN. SECONDED BY MR. MCALLISTER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

2. **Engineering Services Contract** – Mr. Gleason requested to postpone this item, as he's not prepared to make a recommendation at this time.

3. **Surplus Auction Update** – Mr. Gleason distributed a proceeds report on the county surplus auction. He thanked Buildings and Grounds and the Department of Public Works for their assistance. He stated the auction brought in \$91,528 in gross proceeds with the County share being \$73,501.50. He noted they still have to pay for the advertising but that generally costs around \$2,500.

MOTION: ACCEPTING THE COUNTY SURPLUS AUCTION REPORT FROM THE PURCHASING DIRECTOR MADE BY MR. MCALLISTER. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

4. **Copier for County Clerk** – Mr. Gleason stated this past Spring he received approval to purchase a copier for the County Clerk for approximately \$9,000. They need to change that request as he has learned that the machine is one that is used by the public. The machine they would like to purchase costs \$12,772 under NYS contract. Discussion followed.

MOTION: APPROVING THE PURCHASE OF A COPIER FOR THE COUNTY CLERK'S OFFICE FOR THE AMOUNT OF \$12,772 OFF OF NEW YORK STATE CONTRACT MADE BY DR. BAKER. SECONDED BY MR. MCALLISTER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

D. Real Property Tax Service Agency

1. **Annual Tax Resolutions** – Mrs. Hatch distributed a list of the annual tax resolutions that will be presented to the Legislature for approval in the coming months.

E. Personnel Officer

1. **Reclassifications**

a. Public Works Department – Mr. Biehl stated the Commissioner of Public Works would like to reclassify a vacant Grade VIII Motor Equipment Operator position to a Grade VIII Inventory Aide position.

MOTION: RECLASSIFYING A VACANT GRADE VIII MEO POSITION TO A GRADE VIII INVENTORY AIDE POSITION IN THE DEPARTMENT OF PUBLIC WORKS MADE BY DR. BAKER. SECONDED BY MR. MCALLISTER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

b. Office of Community Services – Mr. Biehl stated the Office of Community Services currently has a Grade XV Staff Social Worker position handling the BILT (Building Independence for the Long-Term) Program. The position belongs to Mental Health but works in and is paid for by the Department of Social Services. It is not appropriate to have this position classified as a Staff Social Worker. They are requesting authorization to reclassify the Staff Social Worker position to a Grade XVIII BILT Coordinator position. The position is paid for with State and Federal dollars. The Human Services Committee has approved this.

MOTION: RECLASSIFYING A GRADE XV STAFF SOCIAL WORKER POSITION TO A GRADE XVIII BILT COORDINATOR POSITION IN THE OFFICE OF COMMUNITY SERVICES MADE BY MR. NIELSEN. SECONDED BY DR. BAKER. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.

c. Public Defender – Mr. Biehl stated he'd like to address this item in Executive Session as it pertains to the qualifications of a specific individual.

F. County Administrator

1. **Board of Elections** – Mr. Alger stated the Elections Office is struggling with the HAVA implementation. They have provided him with a preliminary cost for next year but it is still unclear whether the county or state is paying the 5 percent share, which equates to \$45,000. We expect that in addition to that there may well be costs for software maintenance and provisions for software updates. The big unknown is the long-term cost for storage and distribution. The estimated cost for next year is roughly \$200,000 more than their current budget. He noted \$100,000 of that is to pay the custodians and inspectors.

Mr. Alger stated he wanted to alert the Committee to the fact that there are still quite a few questions as to what it is going to cost us for implementation. He has made some calls to find out if the county is supposed to pay for this. The Elections Commissioners were also still unclear as to whether we are supposed to put the funding for the machines in our budget or if the state is going to order and pay for the machines. We may have to end up doing some estimates and then adjust the budget during the year.

Mr. Donnelly asked are the custodians and inspectors going to be paid employees? Mr. Alger stated they are going to be paid by voucher. Mr. Biehl noted that the Board of Elections are exempt from civil service rules. Mr. Alger stated they are tentatively setting the rate for inspectors at \$80 for the primary election and \$130 for the general election. The actual custodians may get a little more. There are many unknowns at this point. Discussion followed.

MOTION TO ADJOURN REGULAR SESSION AND RECONVENE IN EXECUTIVE SESSION PURSUANT TO PUBLIC OFFICERS' LAW, 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 MR. MCALLISTER. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

MOTION TO ADJOURN EXECUTIVE SESSION AND RECONVENE IN REGULAR SESSION MADE BY MR. NIELSEN. SECONDED BY DR. BAKER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

MOTION: AUTHORIZING THE PUBLIC DEFENDER TO HIRE PATRICIO JIMINEZ AS ASSISTANT PUBLIC DEFENDER AND SETTING THE SALARY ABOVE THE MIDPOINT AT \$47,500 MADE BY MR. MCALLISTER. SECONDED BY DR. BAKER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

MOTION TO ADJOURN MADE BY DR. BAKER. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

Respectfully submitted by,

Brenda K. Mori
Deputy Clerk
Steuben County Legislature

PLEASE NOTE CHANGE IN DATE

**NEXT MEETING SCHEDULED FOR
Wednesday, November 9th at 9:00 a.m.**

**STEBEN COUNTY PUBLIC SAFETY AND CORRECTIONS COMMITTEE
STEBEN COUNTY ADMINISTRATION COMMITTEE**

Special Joint Meeting

Monday, October 24, 2005

9:45 a.m.

Legislative Committee Conference Room

Steuben County Office Building

Bath, New York

****MINUTES****

COMMITTEE: DeWitt T. Baker, D.V.M., Chair Lldon E. Jamison, Vice Chair Donald B. Creath
Patrick F. McAllister John Walsh

Patrick F. Donnelly, Chair L. Ronald Nielsen

STAFF: Mark R. Alger John C. Tunney Robert F. Biehl

LEGISLATORS: Harley R. Mayo

ABSENT: Francis L. Gehl

I. CALL TO ORDER

Mr. Donnelly called the meeting to order at 9:45 a.m.

II. GENERAL BUSINESS

A. District Attorney

1. **Personnel** – Mr. Tunney informed the committee that Loretta Sprague who had worked for his office for nearly four decades recently retired. The Personnel Office did a desk audit and determined that the position could be downgraded. He requested authorization to reclassify a Grade VI position to a Grade IV position.

MOTION: AUTHORIZING THE RECLASSIFICATION OF A GRADE VI POSITION TO A GRADE IV POSITION IN THE DISTRICT ATTORNEY'S OFFICE MADE BY DR. BAKER. SECONDED BY MR. McALLISTER. ALL BEING IN FAVOR. MOTION CARRIES 5-0 (PS&C) AND 4-0 (ADMINISTRATION)

MOTION: TO ADJOURN MADE BY DR. BAKER. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 7-0.

Respectfully Submitted by:

Amanda L. Chapman
Senior Stenographer
Steuben County Legislature

STEBEN COUNTY ADMINISTRATION COMMITTEE

Wednesday, November 9, 2005

9:00 a.m.

Legislative Committee Conference Room

Steuben County Office Building

3 East Pulteney Square

Bath, New York

MINUTES

Committee: Patrick F. Donnelly, Chair Patrick F. McAllister, Vice Chair L. Ronald Nielsen
DeWitt T. Baker, DVM

Legislators: Philip J. Roche, Esq. John Walsh Thomas J. McIntyre
Harley R. Mayo

Staff: Mark R. Alger Lawrence Crossett James Gleason
Robert Biehl Nancy Smith Robert Anderson
Donna Hatch Judy Hunter Byrum Cooper
John Zehr David English Frederick Ahrens
Kathryn Biehl John Leyden

Other: Mary Perham, *Leader*

Absent: Francis L. Gehl

I. CALL TO ORDER

The meeting was called to order by Mr. Donnelly at 9:00 a.m.

II. APPROVAL OF MINUTES

MOTION APPROVING THE MINUTES OF THE OCTOBER 11 AND OCTOBER 24, 2005, MEETINGS MADE BY MR. NIELSEN. SECONDED BY DR. BAKER. ALL BEING IN FAVOR. MOTION CARRIES 3-0. Mr. McAllister absent for the vote.

III. DEPARTMENTAL REPORTS/REQUESTS

A. County Treasurer

1. **Mortgage Tax Distribution** – Mr. Crossett distributed copies of the mortgage tax distribution table. He noted the past 6 months are higher than the same period last year, but the total figures are down for the year.

MOTION: ACCEPTING THE SEMI-ANNUAL MORTGAGE TAX DISTRIBUTION TABLE AS PRESENTED BY THE COUNTY TREASURER MADE BY DR. BAKER. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 3-0. Mr. McAllister absent for the vote.

2. **Installment Payment of Taxes** – The Committee tabled this issue until December.

B. Purchasing Department

1. **Architectural and Engineering Services** – Mr. Gleason stated this item is appropriate for executive session.

2. **Contract for Garbage Bags** – Mr. Gleason stated there is language in the contract that allows for a price increase because the material garbage bags is derived from is petroleum based. The firm has requested a 40 percent increase, but that isn't realistic. Therefore, he would like authorization to go out on the open market and request quotes for the remainder of the term of the contract.

MOTION: AUTHORIZING THE PURCHASING AGENT TO SOLICIT QUOTES FOR GARBAGE BAGS ON THE OPEN MARKET FOR THE REMAINING TERM OF THE CONTRACT MADE BY DR. BAKER. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 3-0. Mr. McAllister absent for the vote.

3. **Disposition of Money** – Mr. Gleason stated we received an envelope in the mailroom that was undeliverable. There was \$610 in cash in the envelope with a note that stated "please use for children in Bath clothes and food; also abused women. Please post address for children in Bath". He stated Mr. Alger suggested to let the Committee decide what to do with the money. Discussion followed.

MOTION: DIRECTING THE COUNTY TREASURER TO ALLOCATE THE \$610 IN ANONYMOUSLY DONATED FUNDS AS FOLLOWS: \$305 TO THE SOUTHERN TIER FOOD BANK AND \$305 TO STEUBEN CHURCHPEOPLE AGAINST POVERTY MADE BY MR. NIELSEN. SECONDED BY DR. BAKER. ALL BEING IN FAVOR. MOTION CARRIES 3-0. Mr. McAllister absent for the vote.

C. Real Property Tax Service Agency

1. **Approval of RPS V4 Chargebacks** – Mrs. Hatch distributed copies of the report on the RPS V4 Chargebacks for the 2006 tax levy. She stated the report shows the NYS licensing fee which we pay for the towns, and then charge back to them, plus a \$200 County support fee for the system. The total amount charged back to the town and cities is \$29,350 and it is included in the town tax rate. Discussion followed.

MOTION: APPROVING THE RPS VERSION 4 CHARGEBACKS FOR THE 2006 TAX LEVY MADE BY MR. NIELSEN. SECONDED BY DR. BAKER. ALL BEING IN FAVOR. MOTION CARRIES 3-0. Mr. McAllister absent for the vote.

2. **Table of Equalization Rates** – Mrs. Hatch distributed copies of the Table of County Equalization Rates for the 2006 Tax Levy.

MOTION: APPROVING THE TABLE OF COUNTY EQUALIZATION RATES FOR THE 2006 TAX LEVY MADE BY DR. BAKER. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 3-0. Mr. McAllister absent for the vote. Resolution required.

3. **Report of County Equalization Rates** – Mrs. Hatch distributed and reviewed the Report of County Equalization Rates for 2006 based on assessment rolls. She stated this is used to calculate the towns' full value and the spread of County taxes to the towns. Discussion followed.

MOTION: ACCEPTING THE REPORT OF COUNTY EQUALIZATION RATES MADE BY MR. NIELSEN. SECONDED BY DR. BAKER. ALL BEING IN FAVOR. MOTION CARRIES 3-0. Mr. McAllister absent for the vote. Resolution required.

D. Personnel Officer

1. **Reclassification – Health Care Facility** – Mr. Biehl stated Mr. Zehr is requesting authorization to reclassify a vacant 48 hour RN position, Grade J, to a Physical Therapy position, Grade XI. He noted this is a reclassification downward and it was approved by the Health and Education Committee.

MOTION: RECLASSIFYING A VACANT 48-HOUR REGISTERED NURSE POSITION AT THE HEALTH CARE FACILITY (GRADE J) TO A GRADE XI PHYSICAL THERAPY POSITION MADE BY DR. BAKER. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 3-0. Mr. McAllister absent for the vote.

2. **Reclassification – Office of Community Services** – Mr. Biehl stated Dr. Anderson is requesting authorization to reclassify a Staff Social Worker, Grade 15, to Psychology Intern, Grade 16. This has been approved by the Health and Education Committee.

MOTION: RECLASSIFYING A GRADE XV STAFF SOCIAL WORKER POSITION TO A GRADE XVI PSYCHOLOGY INTERN POSITION IN THE OFFICE OF COMMUNITY SERVICES MADE BY DR. BAKER. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 3-0. Resolution required. Mr. McAllister absent for the vote.

3. **Reclassification – Department of Social Services** – Mr. Biehl stated Commissioner Biehl is requesting a reclassification of a Grade IV Clerk to a Grade IV Typist.

MOTION: RECLASSIFYING A GRADE IV CLERK POSITION TO A GRADE IV TYPIST POSITION IN THE DEPARTMENT OF SOCIAL SERVICES MADE BY MR. NIELSEN. SECONDED BY DR. BAKER. ALL BEING IN FAVOR. MOTION CARRIES 3-0. Mr. McAllister absent for the vote.

4. **Reclassification – Department of Social Services** – Commissioner Biehl stated there have been a lot of changes in the Services Division. The PINS age has increased and the latest Legislation has imposed more diversion services, including supervised respite services. Other legislation that has impacted the department deals with children in placement more than a year. If a child is in placement 15 consecutive months, we have to look at terminating parental rights or getting the kids back home. In December, they will also shorten the time frames for children coming into DSS care. If we aren't in compliance with the time frames, we will lose the federal dollars that follow these cases. As a result of all these changes and paperwork, she is requesting authorization to reclassify a vacant Grade XII Caseworker position to a Management Grade E Assistant Director of Social Services position. Discussion followed.

MOTION: RECLASSIFYING A VACANT GRADE XII CASEWORKER POSITION TO A MANAGEMENT GRADE E ASSISTANT DIRECTOR OF SOCIAL SERVICES POSITION IN THE DEPARTMENT OF SOCIAL SERVICES MADE BY DR. BAKER. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 3-0. Mr. McAllister absent for the vote. Resolution required.

MOTION TO ADJOURN REGULAR SESSION AND RECONVENE IN EXECUTIVE SESSION PURSUANT TO PUBLIC OFFICERS' LAW, ARTICLE 7§ 105.1.E. COLLECTIVE NEGOTIATIONS PURSUANT TO ARTICLE FOURTEEN OF THE CIVIL SERVICE LAW AND 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 MR. NIELSEN. SECONDED BY DR. BAKER. ALL BEING IN FAVOR. MOTION CARRIES 3-0. Mr. McAllister absent for the vote.

MOTION: DIRECTING THE PURCHASING AGENT NOT TO RENEW THE CONTRACT WITH HUNT ENGINEERS MADE BY DR. BAKER. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

MOTION: APPROVING THE CONTRACT WITH CSEA AND FORWARDING TO THE FULL LEGISLATURE IF APPROVED BY THE GENERAL MEMBERSHIP OF CSEA ON NOVEMBER 14, 2005, MADE BY MR. NIELSEN. SECONDED BY MR. MCALLISTER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

MOTION: APPROVING THE MANAGEMENT SALARY ADJUSTMENTS BASED UPON PERFORMANCE AT 2 ½ PERCENT FOR AVERAGE, 3 PERCENT FOR ABOVE AVERAGE AND 3 ½ PERCENT FOR EXCELLENT AND MOVING THE MANAGEMENT GROUP TO THE PLAN H INSURANCE MADE BY MR. NIELSEN. SECONDED BY DR. BAKER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

MOTION: PRESENTING THE LOCAL LAW ON SALARY ADJUSTMENTS FOR APPOINTED AND ELECTED OFFICIALS MADE BY DR. BAKER. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

MOTION: APPROVING A \$1,000 SALARY ADJUSTMENT FOR ALL COUNTY LEGISLATORS MADE BY DR. BAKER. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

MOTION TO ADJOURN EXECUTIVE SESSION AND RECONVENE IN REGULAR SESSION MADE BY DR. BAKER. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

MOTION TO ADJOURN MADE BY DR. BAKER. SECONDED BY MR. MCALLISTER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

Respectfully submitted by,

Brenda K. Mori
Deputy Clerk
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR
Tuesday, December 13, 2005
9:30 a.m.**

STEUBEN COUNTY ADMINISTRATION COMMITTEE

Tuesday, December 13, 2005

9:00 a.m.

Legislative Committee Conference Room

Steuben County Office Building

3 East Pulteney Square

Bath, New York

MINUTES

Committee: Patrick F. Donnelly, Chair Patrick F. McAllister, Vice Chair L. Ronald Nielsen
DeWitt T. Baker, D.V.M.

Legislators: Harley R. Mayo John Walsh Philip J. Roche

Staff: Mark R. Alger Lawrence P. Crossett Edward J. Castellana
James Gleason Kenneth Peaslee Donna Hatch
Kathryn Biehl Robert Biehl

Other: Mary Perham, *Leader*

Absent: Francis L. Gehl

I. CALL TO ORDER

The meeting was called to order by Mr. Donnelly at 9:00 a.m.

II. APPROVAL OF MINUTES

MOTION APPROVING THE MINUTES OF THE NOVEMBER 8, 2005, MEETING MADE BY DR. BAKER. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

III. DEPARTMENTAL REPORTS/REQUESTS

A. County Treasurer

1. **Equipment Purchase** – Mr. Crossett stated we are in need of a new cash register. The one we currently have was purchased around 1984. There are no parts available for it any more. It will cost \$1,800 for a new one. We also need some lateral file cabinets to store the 800 to 900 lien searches they do every year. The cost for the cabinets is \$500. He requested authorization to expend \$2,300 from the Emergency Equipment line item in the Purchasing Department's 2005 Budget.

MOTION: AUTHORIZING THE COUNTY TREASURER TO PURCHASE A CASH REGISTER FOR \$1,800 AND LATERAL FILE CABINETS FOR \$500 FOR A TOTAL COST OF \$2,300 FROM THE EMERGENCY EQUIPMENT LINE ITEM IN THE PURCHASING DEPARTMENT'S 2005 BUDGET MADE BY DR. BAKER. SECONDED BY MR. MCALLISTER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

B. Information Technology

1. **Phone Switch Project** – Mr. Peaslee stated we just completed the project for a new phone switch at the Public Safety Building. Many of the parts in the old switch can be used in the County Office Building. He would like to solicit sealed bids for the remaining components.

Mr. Peaslee stated one of the advantages of the new switch is we can now use four digit dialing between the Public Safety and County Office buildings so we don't need to use outside lines. Mr. Alger noted that we've been

leasing two dedicated lines between the buildings from Verizon. We won't need to lease those lines with the new switch so that will also be a savings.

MOTION: AUTHORIZING THE INFORMATION TECHNOLOGY DEPARTMENT TO SOLICIT SEALED BIDS ON THE PUBLIC SAFETY BUILDING'S OLD PHONE SWITCH MADE BY MR. NIELSEN. SECONDED BY MR. MCALLISTER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

C. Real Property Tax Service Agency

1. **Exemption for Certain Solar or Wind Energy Systems** – Mrs. Hatch stated she is bringing this to the Committee's attention due to the possibility of wind farm construction in the County. There is a law that provides for an exemption from taxation for certain solar or wind energy systems with an option for municipalities to opt out of this exemption. She stated some of the individuals interested in having wind farms constructed are going directly to the towns to negotiate PILOTs (payments in lieu of taxes) rather than through the County IDA.

Mr. Alger stated the significant concern we have is the owner is able to negotiate with municipalities and it could exclude the County and school districts. If we opt out it would force corporations putting up one of these facilities to either pay taxes or go to the County IDA to negotiate. Discussion followed.

Mrs. Hatch stated this section of law is due to expire on December 31st. At this point the time period hasn't been extended. Mr. Alger noted that they are expecting that it will be extended. Mr. McAllister stated he will have to abstain from voting as he is the Town Attorney for Cohocton and Wayland, both of which are looking into the wind farm issue. Mr. Ahrens noted this will be presented as a local law so it would be finally adopted in January. Therefore, we will have our local law in place if the time frame is extended.

MOTION: RECOMMENDING APPROVAL OF A LOCAL LAW TO OPT OUT ON THE EXEMPTION FROM TAXATION FOR CERTAIN SOLAR OR WIND ENERGY SYSTEMS (RPTL SECTION 487) MADE BY DR. BAKER. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 3-0-1. Mr. McAllister abstained. Resolution Required.

D. Personnel Officer

1. **Reclassification** – Mr. Biehl stated he would like to reclassify a Sr. Personnel Technician position, Grade XV to a Sr. Account Clerk-Typist, Grade X.

MOTION: RECLASSIFYING A SR. PERSONNEL TECHNICIAN POSITION, GRADE XV, TO A SR. ACCOUNT CLERK-TYPIST POSITION, GRADE X, IN THE PERSONNEL OFFICE MADE BY DR. BAKER. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

Mr. Biehl informed the Committee that Commissioner Biehl has an item for Executive Session.

E. County Administrator

1. **Potential Amendment to Administrative Code** – Mr. Alger stated recently a new State law was approved that applies to protecting our databases and our response to someone breaching our security. The State law puts in place significant penalties for those who fail to implement significant protection of their data. He spoke with Mr. Ahrens who had determined that municipalities are allowed to implement a policy consistent with the State Policy. We have 120 days from December 5th to have a policy in place. So, between now and March, we will prepare a proposal consistent with the State law. Discussion followed.

2. **Purchase of Vehicles** – Mr. Alger stated he would like to propose that we purchase vehicles for departments we hadn't anticipated purchasing for next year from the emergency equipment line item in the Purchasing Department's budget. He'd like to purchase two replacement vehicles for Community Services as he has not let them replace their vehicles in 5 years. He'd also like to purchase one replacement vehicle and one new vehicle for the County motor pool. The gas prices and reimbursement on the mileage are creating a demand on the

motor pool so he'd like to add a vehicle to that operation. There is \$200,000 left in the account. He's recommending they purchase 4 Ford Taurus vehicles off of State bid for \$12,697 for a total cost of \$50,790.

MOTION: AUTHORIZING THE PURCHASE OF TWO FORD TAURUS REPLACEMENT VEHICLES FOR THE OFFICE OF COMMUNITY SERVICES AND TWO FORD TAURUS VEHICLES, ONE REPLACEMENT/ONE ADDITIONAL, FOR THE COUNTY MOTOR POOL FOR A COST OF \$12,697 EACH OFF OF STATE BID FROM THE EMERGENCY EQUIPMENT LINE ITEM IN THE PURCHASING DEPARTMENT'S 2005 BUDGET MADE BY MR. NIELSEN. SECONDED BY MR. MCALLISTER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

3. **Informational** – Mr. Alger stated one of the things we need to do next year is take a look at our salary plan for management. We haven't moved the ranges in the plan since 1999. He stated next month he'll request the Committee to commission Mr. Biehl to look at the ranges for possible adjustments next year. He clarified that this will not change anybody's salary, they'll just be looking at the plan as a whole. He stated they might recall that over the past few years as they have hired new management personnel, they've had to hire them at or above the midpoint of the salary range. He stated that is because our ranges are not in line with the job market.

4. **Term Limits** – Mr. Alger stated we have a request that deals with term limits and legislators. It is a clarification of the original local law and referendum. Mr. Ahrens stated this first came up when Dr. Baker wanted to avail himself of his retirement in the civil service. He stepped down as a County Legislator for a day or two and then was reappointed, which resulted in his tenure not being 12 consecutive years of services. Now, Mr. Schwartz has requested to do the same thing. The local law we adopted was for 3 four-year terms. If an individual is appointed to a vacancy and then is re-elected, the initial appointment wouldn't count against the 3 four-year terms. We want to make sure it is clear in everybody's mind that it shouldn't be perceived as an end run around the original legislative intent.

MOTION: APPROVING AND FORWARDING TO THE FULL LEGISLATURE A RESOLUTION CLARIFYING THE LEGISLATIVE INTENT RELATIVE TO LOCAL LAW NO. 12 FOR THE YEAR 1994, IMPOSING LIMITATIONS ON THE NUMBER OF CONSECUTIVE TERMS TO BE HELD BY THE MEMBERS OF THE STEUBEN COUNTY LEGISLATURE MADE BY MR. NIELSEN. SECONDED BY DR. BAKER. 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.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 MR. MCALLISTER. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

MOTION TO ADJOURN EXECUTIVE SESSION AND RECONVENE IN REGULAR SESSION MADE BY MR. NIELSEN. SECONDED BY DR. BAKER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

MOTION: APPROVING A JOINT AGREEMENT WITH NINE COUNTIES REGARDING PUBLIC HEALTH EMERGENCIES MADE BY DR. BAKER. SECONDED BY MR. MCALLISTER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

MOTION: SETTING THE SALARY OF JACK ROCHE, ASSISTANT DIRECTOR OF SOCIAL SERVICES, ABOVE THE MID-POINT AT \$53,500 MADE BY MR. NIELSEN. SECONDED BY MR. MCALLISTER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

MOTION: AUTHORIZING THE RISK MANAGER TO RENEW THE COUNTY'S PROPERTY & CASUALTY INSURANCE WITH UP TO A 10 PERCENT INCREASE OVER THE CURRENT YEAR'S POLICY MADE BY MR. MCALLISTER. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

MOTION: AUTHORIZING THE RISK MANAGER TO RENEW THE EXCESS WORKERS' COMPENSATION INSURANCE WITH UP TO A 10 PERCENT INCREASE OVER THE CURRENT YEAR'S POLICY MADE BY DR. BAKER. SECONDED BY MR. MCALLISTER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

MOTION TO ADJOURN MADE BY MR. MCALLISTER. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

Respectfully submitted by,

Brenda K. Mori
Deputy Clerk
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR
Tuesday, January 10, 2006 @ 9:00 a.m.**