

STEUBEN COUNTY ADMINISTRATION COMMITTEE

Tuesday, January 10, 2006

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 DeWitt T. Baker, D.V.M.
L. Ronald Nielsen

Legislators: Thomas J. McIntyre John Walsh

Staff: Mark R. Alger Edward J. Castellana Lawrence P. Crossett
Robert F. Biehl David English Kenneth Peaslee
Donna Hatch Judy Hunter Frederick H. Ahrens, Jr.
James Gleason Nancy Smith

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 DECEMBER 13, 2005, AND JANUARY 3, 2006, MEETINGS MADE BY DR. BAKER. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

III. DEPARTMENTAL REPORTS/REQUESTS

A. County Clerk

1. **Debit Collection System** – Mrs. Hunter distributed brochures that give an overview of the general areas of service provided to the public by the County Clerk’s Office. She stated copies of our records are often requested and needed by the public. We charge a fee for the copies and currently the copies are paid for at the time of the request. For our every day users, such as the abstractors, the office tracks their copies daily and then bills them once a month. She’d like to install a debit collection system so that they wouldn’t have to do this manually anymore. It would allow us to generate a daily report of all the copies made and compare that with the desk clerk’s intake for the day. A controller would be attached to each copier and to the two reader/printers and it would track the copies electronically. Discussion followed.

Mr. Peaslee stated he spoke with the salesman yesterday and he explained how the system works. From what he explained, the system will work with our network. Dr. Baker asked how many other counties have this system? Mrs. Hunter stated Chemung County just put the system in a few months ago. It has saved them a considerable amount of billing time. They installed the entire system rather than just the copiers. She noted she’d like to start with just the copiers to see how we like it and then add as we go on. She stated Clinton County and Chenango County also have this system, but they have the system through the software vendor so it is more expensive.

Mr. Peaslee stated this would be an independent system from the Cott system. Mrs. Hunter stated the cost is \$9,500 and she believes it will pay for itself. Discussion followed.

Mr. Donnelly directed Mrs. Hunter to survey the other counties about their fee structure and work with Mr. Peaslee to make sure it interfaces with the Cott System. He asked that they report back to the Committee at their February meeting. ***Agenda Item for next month: County Clerk – Debit Collection System.***

B. Risk Manager

1. **Liability and Workers' Compensation Insurance Update** – Mr. Castellana stated he's renewed the liability insurance with Granite State Insurance Company. Their premium increased by 3 percent.

Mr. Castellana stated he is still negotiating the Workers' Compensation insurance. They've extended the policy period for 30 days because he told them their premium increase wasn't acceptable. They initially wanted a 28 percent increase in premium. He stated he hopes to have it done by next month so he'll bring it back to the Committee in February. Discussion followed. *Agenda Item for next month: Risk Manager – Workers' Compensation Insurance.*

2. **Vehicle Purchase** – Mr. Castellana stated the 2006 budget included \$26,000 for another motor pool vehicle. He requested authorization to purchase a vehicle off of the State bid. He noted the choices are a Jeep Laredo or a Jeep Liberty. The only other 4-wheel drive available is a Ford Expedition but it doesn't get very good gas mileage so he'll probably purchase a Jeep Laredo.

MOTION: AUTHORIZING THE RISK MANAGER TO PURCHASE A VEHICLE FOR THE COUNTY MOTOR POOL OFF OF STATE BID MADE BY DR. BAKER. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 3-0. Mr. McAllister not present for the vote.

C. Information Technology

1. **Computer Capital Project** – Mr. Peaslee requested authorization to purchase the computers included in the 2006 budget from the Computer Capital Project.

MOTION: AUTHORIZING THE INFORMATION TECHNOLOGY DIRECTOR TO PURCHASE THE COMPUTERS INCLUDED IN THE 2006 COMPUTER CAPITAL PROJECT MADE BY DR. BAKER. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 3-0. Mr. McAllister not present for the vote.

D. Treasurer

1. **Audit Services** – Mr. Crossett stated he solicited requests for proposals for audit services for the next 3 years. He received 3 responses and all three are well qualified. Toski and Schaefer was considerably less than the other two respondents were. They are located in Williamsville, NY. He recommended accepting the proposal from Toski and Schaefer for \$121,600. Discussion followed.

MOTION: AWARDING THE RFP FOR AUDIT SERVICES TO TOSKI AND SCHAEFER OF WILLIAMSVILLE, NY, FOR \$121,600 FOR A THREE YEAR CONTRACT MADE BY MR. NIELSEN. SECONDED BY DR. BAKER. ALL BEING IN FAVOR. MOTION CARRIES 3-0. Mr. McAllister not present for the vote.

Mr. Crossett noted that he'll need an additional \$4,500 to pay for the first year of the contract so he'll be requesting an appropriation from the contingent fund at the Finance Committee meeting today.

E. Real Property Tax Service Agency

1. **Digital Tax Map Conversion Project** – Mrs. Hatch stated funding was included in the 2006 budget for the digital tax map conversion project. She requested authorization to proceed with that project.

MOTION: AUTHORIZING THE REAL PROPERTY TAX SERVICE AGENCY DIRECTOR TO PROCEED WITH THE DIGITAL TAX MAP CONVERSION PROJECT MADE BY MR. NIELSEN. SECONDED BY DR. BAKER. ALL BEING IN FAVOR. MOTION CARRIES 3-0. Mr. McAllister not present for the vote.

F. County Administrator

1. **Emergency Equipment Line Item** – Mr. Alger stated as you may recall we had transferred money into the Purchasing Department's budget for emergency equipment purchases and there is a balance of approximately \$180,000. He recommended they transfer those funds into the computer capital project for use there.

MOTION: TRANSFERRING THE BALANCE OF THE EMERGENCY EQUIPMENT LINE ITEM IN THE PURCHASING DEPARTMENT'S 2005 BUDGET TO THE COMPUTER CAPITAL PROJECT (APPROXIMATELY \$180,000) MADE BY DR. BAKER. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 3-0. Mr. McAllister not present for the vote.

2. **Administrative Code Amendment** – Mr. Alger stated over the last couple of days you've listened to a stream of department heads come in requesting authorization to purchase vehicles off of the State bid that were included in the budget. He proposed an amendment to the *Administrative Code* where those items included in the budget to be purchased off of State bid wouldn't have to come back to Committee for approval. Discussion followed.

MOTION: AMENDING THE ADMINISTRATIVE CODE – PART VI – CAPITAL PROJECTS, MAJOR EQUIPMENT, SMALL EQUIPMENT PURCHASES, PAGE 6-1, § B.4. DELETE "INCLUDING ALL MAJOR EQUIPMENT PURCHASES FROM STATE CONTRACTS." TO ENABLE DEPARTMENTS TO PURCHASE ITEMS INCLUDED IN THE BUDGET OFF OF STATE BID WITHOUT REQUESTING COMMITTEE APPROVAL MADE BY DR. BAKER. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 3-0. Mr. McAllister not present for the vote.

3. **Tax Bill** – Mr. Alger stated a few years ago we approved having a separate line for Medicaid on the tax bill so taxpayers could see how much of their money was being spent on Medicaid. He stated he'd like to eliminate that line now since our mission, in essence, has been accomplished. Mr. Nielsen asked are you sure it is in the taxpayers' best interest? Shouldn't they know what their second highest debt in taxes is? Mr. Alger stated we'll probably reinstitute the pie chart so we'll still be showing what portion of their taxes go towards Medicaid.

MOTION: RECOMMENDING THE REPEAL OF LOCAL LAW NO. 4 OF 2002, ITEMIZING THE MEDICAID PORTION OF THE COUNTY TAX LEVY AS A SEPARATE LINE ITEM OF THE TOTAL AMOUNT OF TAX LEVIED ON EACH PARCEL ON THE COUNTY/TOWN TAX BILL MADE BY DR. BAKER. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 3-0-1. Mr. McAllister abstained, as he wasn't present for the discussion. Resolution Required.

4. **Management Evaluation and Salary Plan** – Mr. Alger recommended that they do a review of the *Management Evaluation and Salary Plan* to look at where our salaries are compared to other counties. When we hire people, we tend to be hiring at the middle of the salary range. That's an indication that the starting salaries are too low. He would like authorization to have the Personnel Office conduct the review and bring a recommendation back to the Committee. Mr. Donnelly suggested they include the Legislators' salaries in that review as well. Discussion followed.

MOTION: DIRECTING THE PERSONNEL OFFICER TO CONDUCT A REVIEW OF THE MANAGEMENT EVALUATION AND SALARY PLAN AND THE LEGISLATORS' SALARIES IN COMPARISON TO OTHER COUNTIES MADE BY MR. NIELSEN. SECONDED BY MR. MCALLISTER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

IV. OTHER BUSINESS

Mr. Donnelly stated this has been a great committee to work with. It's behind the scenes and what we do allows the government to function. Everyone is well prepared and we've had some good discussion even though we don't always agree. I appreciate everyone's effort.

The Committee agreed to change the time of next month's meeting to 9:30 a.m.

MOTION TO ADJOURN MADE BY MR. NIELSEN. SECONDED BY DR. BAKER. 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 14, 2006
9:30 a.m.**

STEBEN COUNTY ADMINISTRATION COMMITTEE

Special Meeting

Tuesday, January 3, 2006

10:30 a.m.

Legislative Committee Conference Room

Steuben County Office Building

Bath, New York

****MINUTES****

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

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

LEGISLATORS: Lldon E. Jamison Dan Farrand

ABSENT: Francis L. Gehl

OTHER: Dave Shoen, WENY

I. CALL TO ORDER

Mr. Donnelly called the meeting to order at 10:30.

II. DEPARTMENTAL REPORTS/REQUESTS

A. Law Department

1. **Personnel** – Mr. Ahrens asked Mr. Donnelly to convene this special meeting for the purpose of discussing filling a vacancy in his department. As this discussion pertains to collective negotiations, he requested they adjourn to Executive Session.

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

MOTION: ESTABLISHING THE SALARY OF ATTORNEY JESSICA DRAKE AT \$42,000 PER YEAR AND THE SALARY OF ATTORNEY TAYLOR BERLOW AT \$45,000 PER YEAR DUE TO SALARY COMPRESSION BROUGHT ON BY A NEW HIRE ATTORNEY AT \$40,000 PER YEAR MADE BY MR. NIELSEN. SECONDED BY DR. BAKER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

MOTION: TO ADJOURN EXECUTIVE SESSION AND RECONVENE IN REGULAR SESSION MADE BY MR. McALLISTER. SECONDED BY MR. NIELSEN. 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:

Amanda L. Chapman
Senior Stenographer
Steuben County Legislature

STEBEN COUNTY ADMINISTRATION COMMITTEE

Tuesday, February 14, 2006

9:30 a.m.

Legislative Committee Conference Room

3 East Pulteney Square

Bath, New York

MINUTES

Committee: Patrick F. Donnelly, Chair DeWitt T. Baker, D.V.M. John Walsh

Legislators: Philip J. Roche

Staff: Mark R. Alger James Gleason Kenneth Peaslee
Lawrence P. Crossett Kenneth Sherer Edward J. Castellana
Sharlene Thompson Allan C. Johnson David Cole
David English Vincent Spagnoletti Steve Catherman
Frederick H. Ahrens Judith Hunter Robert Biehl

Other: Mary Perham, *Leader*

Absent: Francis L. Gehl, Vice Chair L. Ronald Nielsen

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 JANUARY 10, 2006, MEETING MADE BY DR. BAKER. SECONDED BY MR. WALSH. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

III. DEPARTMENTAL REPORTS/REQUESTS

A. Records Manager

1. **Contract Renewal** – Mr. Sherer requested authorization to renew the microfilm contract with Photo Micrographics, Inc. The rates are the same but the amount of records that they are microfilming has increased. This is the last year of the renewal.

MOTION: RENEWING THE PHOTO MICROGRAPHICS, INC., CONTRACT FOR MICROFILMING OF COUNTY RECORDS MADE BY DR. BAKER. SECONDED BY MR. WALSH. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

B. Elections Office

1. **Voting Machines** – Mr. Johnson stated they wanted to give the Committee an update on HAVA. At the end of last year, the State Legislature passed many new Elections laws. The two biggest items were the Reform Modernization Act, which states we have to purchase new machines. The other item is the County Consolidation Act. What this does is give the County ownership of all of the lever machines in the County and we've taken over all the responsibilities for all the towns and cities. Therefore, the work that was previously done by the Town and City Clerks is now the County's responsibility. Discussion followed.

Mr. Johnson stated, as for the new machines, he believes we will not have them in time for this year's election. We would need at least 10 percent of the machines six months prior to the election to complete the training. He noted that the law states that no lever machines can be used after 2007. Mr. Alger stated that isn't a Federal law; is that a State law? Mr. Johnson stated it is in the State law but he had heard that they are going to review the law. Mr. Alger stated he wasn't aware that villages and school districts weren't going to be allowed to use the lever machines. Discussion followed.

Dr. Baker asked who is going to pay for the inspectors? Mrs. Thompson stated we are proposing to pay the inspectors \$80 for 10 hours for the Primary Election. She noted they have 340 inspectors. For the General Election, we are proposing to pay them \$130 for 16 hours. The inspectors have to take a yearly test. We're proposing to pay the \$25 fee for the test plus mileage. Currently there are 480 individuals signed up to take the test. They are also proposing to pay \$5 per person for the machine inspection.

Mrs. Thompson stated they are proposing to pay the custodians \$75 per machine set up. They also have to pay the machine representatives and we are proposing to pay them \$10 per person per machine (2 people per district). This brings the total cost for the budget to \$102,050. Discussion followed.

Mr. Crossett noted that we set the budget up so that it will be charged back to the towns. He suggested they have a resolution initiating that chargeback. Mr. Ahrens stated they should include the rates for these individuals in the resolution. Discussion followed.

MOTION: ACCEPTING THE PROPOSED FEE SCHEDULE AS PRESENTED BY THE BOARD OF ELECTIONS AND AUTHORIZING THE COST TO BE CHARGED BACK TO THE TOWNS AND CITIES MADE BY DR. BAKER. SECONDED BY MR. WALSH. ALL BEING IN FAVOR. MOTION CARRIES. 3-0. Resolution Required (March Legislative Meeting).

C. County Clerk

1. **Budget Appropriation** – Mrs. Hunter stated they're adding another workstation in the Corning DMV office. The new equipment is scheduled to be installed this Spring. She requested authorization to appropriate the funds necessary to purchase the equipment and complete the work.

MOTION: AUTHORIZING THE TRANSFER OF \$7,284.53 FROM #308.9100 AND APPROPRIATING \$4,000 TO #1411.5.29000 MAJOR EQUIPMENT AND \$3,284.53 TO #1411.5.437140 MOTOR VEHICLE INITIATIVE AND AMENDING THE DMV'S MAJOR EQUIPMENT LIST TO INCLUDE A WORKSTATION FOR \$4,000 MADE BY DR. BAKER. SECONDED BY MR. WALSH. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

2. **Debit Collection System** – Mrs. Hunter stated she contacted Cott and learned that the Hecon system is compatible with the Cott System. She is recommending they provide the first button free and then charge for any additional buttons. She is proposing this to be installed on the copiers, microfilm reader and the map printer. Eventually she would like to have it installed on the printers as well. Discussion followed.

Mr. Peaslee stated he spoke with the Vice President of Sales at Cott to see if it would interface with the Hecon system. The response he received was that they could set up a code to accept the money. Mrs. Hunter stated Cott has an interface that they can activate to integrate with the system. Discussion followed.

Mr. Donnelly stated he wants to make sure the Cott system works with this new system. Mrs. Hunter said she's checked with other counties that use this system with the Cott system and it does work. She noted she has also spoken with Cott and they did confirm in writing that the software is capable of integrating with the Hecon printing system. She distributed copies of the letter she received from the Renewal Product Specialist at Cott confirming that capability.

Mr. Donnelly stated the individuals Mr. Peaslee and Mrs. Hunter spoke with are in the sales and renewal areas of the company. He asked Mr. Peaslee to contact a tech person in Rockland and Jefferson counties to see how their system is working and inform the Committee at next month's meeting. Discussion followed.

D. Risk Manager

1. **Insurance Renewal** – Mr. Castellana stated he received a quote from the current provider. If we were to keep the same coverage it would be an 11.6% increase in cost. If we increase our self-insured retention from \$500,000 to \$600,000 it will cost approximately \$6,500 less than they currently pay. He recommended renewing the policy with the \$600,000 self-insured retention for a premium of \$96,215. He noted that it cost them \$102,712 last year at \$500,000.

MOTION: AUTHORIZING THE RENEWAL OF THE EXCESS WORKERS' COMPENSATION INSURANCE WITH \$600,000 IN SELF-INSURED RETENTION FOR \$96,215 MADE BY DR. BAKER. SECONDED BY MR. WALSH. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

E. Purchasing Department

1. **Office Furniture, Toners, Stationery Supplies, Garbage Bags, Paper Products Bids** – Mr. Gleason recommended awarding the bids on a line item basis to the lowest bidder on each item. Discussion followed.

MOTION: AWARDING THE OFFICE FURNITURE, TONERS, STATIONERY SUPPLIES, GARBAGE BAGS AND PAPER PRODUCTS BIDS ON A LINE ITEM BASIS TO THE LOWEST BIDDER ON EACH ITEM MADE BY DR. BAKER. SECONDED BY MR. WALSH. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

2. **Copier Machine Requests** – Mr. Gleason requested authorization to purchase copiers for the Law Department, DSS reception and Personnel. The cost for the three machines is \$17,575. He also requested authorization to replace a central copier. Discussion followed.

MOTION: AUTHORIZING THE PURCHASE OF THREE COPIER MACHINES FOR \$17,575 OFF OF STATE BID FOR THE LAW DEPARTMENT, DSS RECEPTION AND PERSONNEL AND AUTHORIZING THE PURCHASE OF A CENTRAL COPIER OFF OF STATE BID MADE BY DR. BAKER. SECONDED BY MR. WALSH. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

F. County Administrator

1. **Informational** – Mr. Alger informed the Committee an early retirement incentive is included in the Governor's proposed budget. He stated they are in the process of reviewing what that will involve if they approve it.

G. Personnel Officer

1. **Sheriff's Department 16B Waiver** – Mr. Biehl stated the Sheriff is requesting approval to change one vacant full time (40 hour) Deputy Sheriff position into four part time (10 hour) Deputy Sheriff positions.

MOTION: WAIVING RULE 16B TO CHANGE ONE VACANT FULL TIME DEPUTY SHERIFF POSITION INTO FOUR PART TIME DEPUTY SHERIFF POSITIONS MADE BY DR. BAKER. SECONDED BY MR. WALSH. ALL BEING IN FAVOR. MOTION CARRIES 3-0. Resolution Required.

2. **Public Works Department 16B Waiver** – Mr. Biehl stated the Public Works Commissioner is requesting authorization to upgrade the position of Bridge Project – Quality Control Technician from a Grade XII to a Grade XIV and to downgrade the position of Highway Construction – Quality Control Technician from a Grade XV to a Grade XIV. This would make the two positions the same grade.

MOTION: WAIVING RULE 16B TO DOWNGRADE A VACANT HIGHWAY CONSTRUCTION QUALITY CONTROL TECHNICIAN POSITION FROM A GRADE XV TO A GRADE XIV AND UPGRADE THE BRIDGE PROJECT QUALITY CONTROL TECHNICIAN POSITION FROM A GRADE XII TO A GRADE XIV CONTINGENT UPON UNION APPROVAL MADE BY DR. BAKER. SECONDED BY MR. WALSH. ALL BEING IN FAVOR. MOTION CARRIES 3-0. Resolution Required.

3. **Reclassification – County Clerk's Office** – Mr. Biehl stated the County Clerk is requesting authorization to reclassify a vacant Sr. Clerk position to a Sr. Typist position. He noted both positions are Grade VI. Discussion followed.

MOTION: RECLASSIFYING A VACANT GRADE VI SR. CLERK POSITION TO A GRADE VI SR. TYPIST POSITION WITHIN THE COUNTY CLERK'S OFFICE MADE BY DR. BAKER. SECONDED BY MR. WALSH. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

4. **Reclassification – Department of Social Services** – Mr. Biehl stated his department conducted a desk audit of a Grade IV Clerk position that is performing as a Records Clerk, Grade V. He noted there is an individual in the position. Discussion followed.

MOTION: RECLASSIFYING A GRADE IV CLERK POSITION TO A GRADE V RECORDS CLERK POSITION WITHIN THE DEPARTMENT OF SOCIAL SERVICES MADE BY DR. BAKER. SECONDED BY MR. WALSH. ALL BEING IN FAVOR. MOTION CARRIES 3-0. Resolution Required.

5. **Sheriff's Department 16B Waiver for Court System** – Mr. Biehl stated the Office of Court Administration (OCA) would like 3 more deputies for the courts. They are requesting a waiver of 16B to create these additional Court Security Officer positions. He noted they are fully funded by the OCA.

MOTION: WAIVING RULE 16B TO CREATE THREE ADDITIONAL COURT SECURITY OFFICER POSITIONS WITHIN THE SHERIFF'S DEPARTMENT MADE BY DR. BAKER. SECONDED BY MR. WALSH. ALL BEING IN FAVOR. MOTION CARRIES 3-0. Resolution Required.

6. **Update on Management Salary Study** – Mr. Biehl stated the Committee directed him to conduct a study of the Management Salary Plan. He stated he's surveying six counties similar to Steuben County. The titles he's looking at are ones whose duties are similar within those other counties. He stated he's found that we run from 86 percent of the average of those 6 counties to 122 percent of the average of those counties. He noted this is based upon 2005 salaries, as the 2006 salaries of the other counties were not available. He noted that if the Committee would like him to expand the parameters for more titles or counties, he can. Discussion followed.

Mr. Donnelly suggested they handle the legislators' salaries separately and study the professionals now. The Committee concurred.

Mr. Roche stated if an individual has been in the job for 20 years that is going to have a major impact on the salary. Shouldn't we consider that in the comparison and look at the ranges? Mr. Biehl stated it can be very complex and he believes that in most of these other counties, the individuals have less longevity than we do. He'll try to get more expansive data as far as ranges and time in position. Discussion followed.

IV. OTHER BUSINESS

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. WALSH. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

MOTION TO ADJOURN EXECUTIVE SESSION AND RECONVENE IN REGULAR SESSION MADE BY DR. BAKER. SECONDED BY MR. WALSH. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

MOTION: DIRECTING THE COUNTY ATTORNEY TO PURSUE REVIEW OF ALL-SEASON TIRE'S PERFORMANCE UNDER THE COUNTY REPAIR BID MADE BY DR. BAKER. SECONDED BY MR. WALSH. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

MOTION TO ADJOURN MADE BY DR. BAKER. SECONDED BY MR. WALSH. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

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

**NEXT MEETING SCHEDULED FOR
Tuesday, March 14, 2006 @ 9:30 a.m.**

STEBEN COUNTY ADMINISTRATION COMMITTEE

Friday, March 17, 2006

3:00 p.m.

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

MINUTES

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

Legislators: Thomas J. McIntyre

Staff: Mark R. Alger Frederick H. Ahrens, Jr. James Gleason
Frank Justice Sharlene Thompson Vincent Spagnoletti
Kenneth Peaslee Terrie Dunn Chris Bowes
Judy Hunter Nancy Smith Edward J. Castellana

Other: Mary Perham, *Leader*

I. CALL TO ORDER

The meeting was called to order by Mr. Donnelly at 3:00 p.m.

II. APPROVAL OF MINUTES

MOTION APPROVING THE MINUTES OF THE FEBRUARY 14, 2006, MEETING MADE BY DR. BAKER. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

III. DEPARTMENTAL REPORTS/REQUESTS

A. Information Technology

1. **Staff Recognition** – Mr. Peaslee recognized Chris Bowes and Terrie Dunn of the Telephonic Communications Department. He had asked Chris and Terrie to go through each phone circuit in the County to make sure we were only paying for those that are active. They found several circuits that we were still paying for but had been turned off. Through their efforts, the County will see savings of \$7,391.86/month, which will amount to \$88,702.32 in one year. The Committee thanked Terrie and Chris for their hard work.

2. **Fiber** – Mr. Peaslee requested authorization to move the fiber line running from the Public Safety Building to Public Works Station #2. The line needs to be moved due to the construction of the new health care facility. It will need to be moved prior to construction and will cost approximately \$10,000. He noted they'll arrange it so they can connect the new facility into the fiber once construction is completed.

MOTION: AUTHORIZING THE INFORMATION TECHNOLOGY DIRECTOR TO HAVE THE FIBER LINE RUNNING FROM THE PUBLIC SAFETY BUILDING TO PUBLIC WORKS STATION #2 MOVED PRIOR TO THE CONSTRUCTION OF THE NEW HEALTH CARE FACILITY MADE BY DR. BAKER. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

3. **Cost Analysis of HECON** – Mr. Peaslee stated he went through the copying records to determine how many copies were being made under the public key code in the County Clerk's Office. In November 2005, 10,836 copies were made using the public key code. According to staff, they also use the public key code. He took the assumption that 40 percent (4,334) of the copies were made by staff with the remaining 60 percent (6,502) being made by the public. In addition, the staff estimated that about 10% of the copies (650) weren't being paid for. The cost to the County Clerk's Office is 4 cents a copy and they charge 65 cents per copy. Using

these figures, they are realizing a total loss of revenue of \$410/month or \$4,920/year. He also estimated that they lose \$168/year in revenue from maps printed but not recorded/charged for. He noted that the staff indicated that it takes approximately 1 hour a month to do the billing. This would result in an estimated cost of \$240/year for billing. The total revenue lost using all of these figures combined is \$5,328/year.

Mr. Peaslee stated the cost to install this system is \$8,358.60. The cost to manage the system is estimated at 3 hours per month, which would result in an estimated cost of \$720/year. The maintenance cost for the HECON system for the second year is \$440/year. The total cost for billing and management of the system for two years is \$1,880. Using the maintenance, billing and management of the system, combined with its initial cost, it would take 1.9 years to pay back the cost of the system. Discussion followed.

Mr. Peaslee stated based upon researching this, he believes they need to separate the public and staff copy codes. They need to make the public go to the front desk to get the code and let the public make the copies. The abstractors would have their own code. In addition, they should get rid of the two public printers and put the copier on the County network so when somebody prints from the printer, a window would pop up so they have to enter their own copy key code. The cost to install a network card in the copier is approximately \$1,500. Since they have two copiers, it would cost \$3,000 total instead of spending \$8,358.60. Discussion followed.

Mrs. Hunter asked how did you determine these figures? Mr. Peaslee stated he received the actual list of how many copies were made off of the public key code. Mrs. Hunter asked what month did you use? Mr. Peaslee stated he picked a random month. Mrs. Hunter stated she thinks the data is flawed as to a true reading because November only has three work weeks in it. Discussion followed.

Mr. Alger stated maybe over the next month or two we should monitor the usage. Mr. Peaslee stated we could change the code, not post the public code on the copier and do another analysis in April or May. Mr. Alger stated in the meantime, the idea of networking the copiers makes sense. Discussion followed.

MOTION: AUTHORIZING THE MONITORING OF THE PUBLIC COPY KEY CODE USAGE IN THE COUNTY CLERK'S OFFICE FOR THE NEXT TWO MONTHS AND AUTHORIZING THE PURCHASING DIRECTOR TO PURCHASE TWO NETWORK CARDS FOR THE COUNTY CLERK'S OFFICE COPIER MACHINES MADE BY DR. BAKER. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

4. **MS Office Upgrade** – Mr. Peaslee stated we currently use Microsoft 97. Since it was first installed, there have been many versions that have come out. The most recent version is Microsoft 2003. We're at a point where some of the State applications coming through are requiring us to upgrade. To upgrade the entire County would cost close to \$200,000. Microsoft offers an Enterprise Agreement that would allow us to enter into a 3-year contract where we could upgrade the entire County and have three years to pay for it. Also, if we purchase it now, we would get any future upgrades for free. It just so happens that Microsoft is going to introduce Microsoft 2007 next January or February. If we do this now, we would get Office 2003 and next year we would get Office 2007. This would save us \$89,000 in cost rather than waiting until 2007 comes out. He noted that if this were approved, even though we would get the licensing for 2003, he would wait until the 2007 version comes out and just upgrade to 2007 instead. Discussion followed.

Mr. Alger stated he has told Mr. Peaslee more than once that he hates to spend the money on this stuff, but we are at the point where we have to. This is the best way to do it because we can spread the cost instead of spending it all at once. We're using Office 97 and we got 10 years out of it. If we wait, it will cost us more.

MOTION: AUTHORIZING THE INFORMATION TECHNOLOGY DIRECTOR TO ENTER INTO AN ENTERPRISE AGREEMENT FOR MS OFFICE PRO THROUGH THE OGS CONTRACT FOR \$88,000 PER YEAR FOR THREE YEARS MADE BY MR. GEHL. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

5. **Probation System Hardware - Prober-Web** – Mr. Justice stated in 1988 his department ran off of hard files and index cards. The introduced the Prober System with a start up cost of \$40,000. Instead, we purchased a program from Wayne County for \$100. At the same time, the State found problems with Prober.

They have moved forward and developed Prober-Web, which is much quicker and cheaper. The annual maintenance would be \$2,000 plus \$110 for each user. I have received a letter from the State Director of Probation stating there is grant funding available and the Public Safety & Corrections Committee has authorized him to apply for the grant. The advantage to this system is it will be able to be accessed by all three offices. The system is similar to the laptops in the police agencies cars. The people we deal with are mobile and may be wanted. We need to immediately access information. Discussion followed.

Mr. Justice stated once the State Director of Probation has 45 counties on board, the system will be mandated and there will be no grant money available to offset the cost. If we agree to utilize this system right now, the County will receive \$19,428 in Federal funds that require a 10 percent match. Mr. Peaslee stated the County will have to purchase two new servers and upgrade Probation's software package to MS Office 2003. The \$19,428 will cover the cost of the application software. They need an additional \$32,000 for the hardware and MS Office 2003 to run the application on. He noted this has to be up and running in June. Discussion followed.

MOTION: AUTHORIZING THE INFORMATION TECHNOLOGY DIRECTOR TO EXPEND \$32,000 FROM THE COMPUTER CAPITAL PROJECT TO PURCHASE THE NECESSARY HARDWARE AND SOFTWARE TO OPERATE THE NEW PROBER-WEB SYSTEM FOR THE PROBATION DEPARTMENT MADE BY MR. GEHL. SECONDED BY DR. BAKER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

6. **RFP for Fiber Maintenance** – Mr. Peaslee stated we have several different fiber optic lines running between the various county buildings. Currently they do not have a maintenance agreement for these lines with any one vendor. He requested authorization to solicit requests for proposals for a fiber maintenance agreement so that if one of the lines broke, they could call one company to have it fixed. Discussion followed.

MOTION: AUTHORIZING THE SOLICITATION OF REQUESTS FOR PROPOSALS FOR THE MAINTENANCE OF THE COUNTY'S FIBER OPTIC LINES MADE BY MR. NIELSEN. SECONDED BY MR. WALSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

7. **Cyber Security Breach Notification Policy** – Mr. Alger stated Section 208 of the State Technology Law includes a requirement for the County to supervise, maintain and protect individuals' private information. In order to be in compliance with this law, the County needs to have a policy in place to notify individuals when there is a cyber security breach. He distributed copies of the draft policy. He stated this policy helps us to comply with the law. He requested authorization to incorporate this policy into the *Administrative Code*. He noted they would continue to monitor the policies of other counties to use as a comparison.

MOTION: AUTHORIZING THE COUNTY ADMINISTRATOR TO INCORPORATE APPENDIX E. CYBER SECURITY CITIZENS' NOTIFICATION POLICY INTO THE ADMINISTRATIVE CODE MADE BY MR. NIELSEN. SECONDED BY MR. GEHL. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

B. Risk Manager

1. **Budget Transfer** – Mr. Castellana requested authorization to transfer \$6,500 from the Motor Pool equipment account to the Ergonomic Corrections Capital Project. He stated most departments don't have extra money in their budgets to purchase ergonomic equipment. The Ergonomic Corrections Capital Project can be utilized by other departments as needed.

MOTION: AUTHORIZING THE TRANSFER OF \$6,500 FROM THE MOTOR POOL MAJOR EQUIPMENT LINE ITEM TO THE ERGONOMIC CORRECTIONS CAPITAL PROJECT MADE BY DR. BAKER. SECONDED BY MR. WALSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

C. Law Department

1. **Elections** – Mr. Ahrens stated last month we discussed the resolution establishing the rates for the various Elections officials. He had some questions that needed to be cleared up regarding the personnel aspect and he has learned that what they've established is fine and legal. He noted they did overlook some duties such as the testing of equipment, which they have added to the proposed resolution. What is not included is the mileage rate. He requested authorization to establish the mileage rate at the same rate as what is being received by the main collective bargaining unit.

MOTION: ESTABLISHING THE MILEAGE RATE FOR ELECTIONS OFFICIALS AT THE SAME RATE AS IS BEING RECEIVED BY THE MAIN COLLECTIVE BARGAINING UNIT MADE BY DR. BAKER. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. **Lawsuit** – Mr. Ahrens stated a group has initiated a lawsuit against several states and all of the counties in New York State. They seek to have the borough of Brooklyn declared separate from New York State among other things. It is a real lawsuit that has made it to federal court. He stated 16 counties have retained the services of Jeremy Colby who is approved by NYMIR. His rate is \$150/hour and he anticipates representing 20 of the counties in Western New York. Our costs are estimated to be \$2,000 to \$3,000. He requested authorization to retain Mr. Colby's services to represent Steuben County in this lawsuit. Discussion followed.

MOTION: AUTHORIZING THE COUNTY ATTORNEY TO RETAIN THE SERVICES OF JEREMY COLBY, ESQ., TO REPRESENT STEUBEN COUNTY IN A LAWSUIT IN FEDERAL COURT MADE BY MR. NIELSEN. SECONDED BY MR. GEHL. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

D. Personnel Officer

1. **16B Waiver for Public Works Department** – Mrs. Smith stated this was a resolution that didn't make it through the full Legislature last month. They are requesting a vacant QA/QC position in the Highway Division be downgraded from a Grade XV to a Grade XIV and a QA/QC position in the Bridge Division be upgraded from a Grade XII to a Grade XIV. She noted the Personnel Department doesn't have a problem with the change.

Mr. Spagnoletti stated since they abolished the Right of Way Agent position, the Bridge QA/QC position has taken on more duties. The key issue is that the Highway position is vacant right now. He's requesting the position be downgraded while it is vacant rather than when it is filled. The net change in cost is \$1,000.

MOTION: WAIVING RULE 16B TO DOWNGRADE A VACANT HIGHWAY DIVISION QUALITY ASSURANCE/QUALITY CONTROL POSITION FROM A GRADE XV TO A GRADE XIV AND UPGRADE A BRIDGE DIVISION QUALITY ASSURANCE/QUALITY CONTROL POSITION FROM A GRADE XII TO A GRADE XIV MADE BY DR. BAKER. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

2. **Study/Review of Management Salaries** – Mrs. Smith stated Mr. Biehl has asked that this item be held over until next month.

IV. OTHER BUSINESS

Mr. Gehl requested that the installment payment of taxes issue be brought back for discussion at next month's meeting.

MOTION TO ADJOURN MADE BY MR. NIELSEN. 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, April 11, 2006
9:30 a.m.**

STEUBEN COUNTY ADMINISTRATION COMMITTEE

Tuesday, April 11, 2006

9:30 a.m.

Legislative Committee Conference Room

3 East Pulteney Square

Bath, New York

MINUTES

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

Legislators: Philip J. Roche Thomas J. McIntyre

Staff: Mark R. Alger Lawrence P. Crossett James Gleason
Christine Kane Kenneth Peaslee David English
Frederick H. Ahrens Donna Hatch Robert F. Biehl
Gregory P. Heffner Timothy Wixom Judy Hunter

Other: Mary Perham, *Leader*

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 MARCH 14, 2006, MEETING MADE BY MR. NIELSEN. SECONDED BY DR. BAKER. 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 renew the contract with The Reporter Company for the printing of the Legislative Proceedings. She noted the price has decreased from last year as she is ordering fewer books. This year's contract price is \$4.50/face page.

MOTION: AUTHORIZING THE CLERK OF THE LEGISLATURE TO RENEW THE CONTRACT WITH THE REPORTER COMPANY FOR THE PRINTING OF THE LEGISLATIVE PROCEEDINGS FOR \$4.50 PER FACE PAGE MADE BY MR. GEHL. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

B. County Treasurer

1. **Installment Payment of Taxes** – Mr. Crossett stated he conducted a survey of the towns to see if any of them would be in favor of the installment payment of taxes. He only received 10 responses, all of them negative. He noted most of them were worried about not collecting their full amount of the warrant in the same time frame as they usually do. They also had an issue with upgrading their software and the cost of doing so.

Mr. Gehl thanked the Committee for holding this issue in abeyance until he returned. He stated out of 32 towns, only 10 responded. He believes that means that the other ones don't care whether or not it is done. He proposed they move forward with implementation effective January 1st.

Mr. Donnelly stated he's not in favor of forcing the towns to do this. At the very least we should pay for the software, but that would be taxing on the Information Technology Department. Mr. Nielsen stated he agrees with Mr. Donnelly. Discussion followed.

Mr. Donnelly asked how does this affect our cash flow? Mr. Crossett stated it would depend on how many people participated in the program. If people participate, they would still have to pay the one-percent per month penalty.

He stated that 75 percent of the taxes are paid in January and 92 percent are paid by the end of March. He noted the County currently offers an installment payment plan for back taxes.

Mr. Donnelly asked what's the maximum senior citizen exemption we can offer? Mrs. Hatch stated the ceiling is \$24,000 and we are currently at \$22,500.

Mr. Gehl stated he still feels that those towns that didn't answer are saying to go with the program. If it were enough of a burning issue, they would have responded. Mr. Donnelly asked Mr. Crossett to send another survey to the towns that didn't respond. Mr. Crossett noted that even if this were approved, it would be 2008 before it could ever be implemented. Discussion followed.

MOTION: DIRECTING THE COUNTY TREASURER TO SURVEY ALL OF THE TOWNS WHO DIDN'T RESPOND TO THE PREVIOUS SURVEY REGARDING THE INSTALLMENT PAYMENT OF TAXES MADE BY MR. GEHL. SECONDED BY DR. BAKER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

C. Purchasing Department

1. **Bid Award for Eggs** – Mr. Gleason distributed copies of the bid summaries for eggs, milk and bakery products. He recommended awarding the bid for eggs to Valley View Farms; awarding the bid for bakery products to Butter Krust Bakery for both the Jail and the Health Care Facility; and awarding the milk bid to Byrne Dairy for both the Jail and the Health Care Facility. He noted the bakery products bid and the milk bid are based upon the estimated weekly usage.

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

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

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

2. **Surplus Auction** – Mr. Gleason stated he would like to set the date for the Surplus Auction as September 29, 2006, and he would like to extend it to the municipalities within the County.

MOTION: SETTING THE DATE OF THE COUNTY SURPLUS AUCTION AS SEPTEMBER 29, 2006, AND OPENING THE COUNTY AUCTION UP TO ALL MUNICIPALITIES WITHIN THE COUNTY MADE BY MR. GEHL. SECONDED BY MR. WALSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

D. Information Technology

1. **Renewal of Cell Phone Contract for 911** – Mr. Peaslee stated last year the Committee authorized him to contract with Verizon for E-911's cell phones. Their contract has expired. The County's contract with Cellular One runs from September to September. He would like to hold off renewing the Verizon contract until September so that if they ever switched the entire County to one provider, they would be in sequence. They currently have four phones through Verizon with two of those being spares. He stated Mr. Wixom needs a new phone but Verizon won't give him another phone unless they renew the contract.

Mr. Wixom stated the phones really aren't "spare" phones. They are programmed so that if the phone trunks ever went down, the 911 calls would come through on those cell phones until they could get the backup system operating at Mt. Washington. Discussion followed.

Mr. Roche suggested that they get 6 cell phones for E911 so they truly have backups for their phones in addition to the two designated for use in case the system goes down. Mr. Alger agreed and suggested they look into the cost of purchasing two new phones without the new service. Mr. Peaslee will check into the cost of the two additional phones.

2. **Phone Charge for Departments** – Mr. Peaslee stated that currently they charge \$14.50 per phone to the departments. During last year's budget meetings, you asked that we review those charges to determine how much they would have to charge to cover the cost of the Telephonic Communications Department. Upon review, he recommended they charge \$18/phone, which will increase their revenue and cover the cost of the department. Discussion followed.

MOTION: AUTHORIZING THE TELEPHONIC COMMUNICATIONS DEPARTMENT TO CHARGEBACK \$18/PHONE TO ALL COUNTY DEPARTMENTS MADE BY DR. BAKER. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

3. **Informational** – Mr. Peaslee distributed copies of the new Employee Bulletin Board. He stated this is a bulletin board to provide information to County employees. It tells them what is happening in the County and is for internal use only.

E. Real Property Tax Service

1. **Request from Village of Hammondsport** - Mrs. Hatch stated she received a letter from Hammondsport Village Attorney William Reed requesting that the County consider a real property tax exemption for their municipal property located outside Village boundaries that is used as a public park.

Mrs. Hatch stated in August 2003, the County established a policy under Real Property Tax Law, Section 406.3 which declined allowing an exemption for municipally-owned property located outside their corporate boundaries that are used as a water plant, pumping station, water treatment plant, watershed or reservoir. Also, in 1997, the County adopted a resolution under Real Property Tax Law, Section 406.2, providing an exemption from real property tax to the City of Hornell for property owned in the Town of Hornellsville that is used as a public airport. She noted that the request from the Village of Hammondsport would be under Section 406.2 where the property is used for a public park.

MOTION: DENYING THE REAL PROPERTY TAX EXEMPTION REQUEST FROM THE VILLAGE OF HAMMONDSPORT MADE BY DR. BAKER. SECONDED BY MR. GEHL. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. **Annual Report** – Mrs. Hatch distributed copies of her annual report and noted that it has been filed with the Clerk of the Legislature.

F. County Clerk

1. **Petty Cash Fund** – Mrs. Hunter reported that the new equipment for the 3 DMV offices has been installed and it was a fairly seamless installation. In conjunction with the installation of the new equipment, she is requesting an increase in the Petty Cash Fund for the additional workstation in Corning.

MOTION: AUTHORIZING AN INCREASE OF \$50 IN THE PETTY CASH FUND FOR THE CORNING DMV BRANCH MADE BY MR. GEHL. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

G. Personnel Officer

1. **Reclassification – DSS** – Mr. Biehl stated the Department of Social Services is requesting to reclassify a Key Entry Operator position, Grade IV, to a Typist position, Grade IV. He noted this corresponds with Personnel's plan to change the title of positions where there are already titles performing similar duties.

MOTION: RECLASSIFYING A KEY ENTRY OPERATOR POSITION, GRADE IV, TO A TYPIST POSITION, GRADE IV, WITHIN THE DEPARTMENT OF SOCIAL SERVICES MADE BY MR. NIELSEN. SECONDED BY DR. BAKER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. **Study/Review of Management Salaries** – Mr. Biehl distributed copies of the management salary comparison survey. He stated based upon their review, the current management salaries tend to be below what other counties pay. In fact, Steuben County's midpoint salaries are about the same as starting salary for the same positions in other counties. He suggested they increase the grid ranges by 10 percent now and put a system in

place to adjust the grid at the same pace as the union. Mr. Donnelly noted that making this change would not automatically give anyone a raise. Discussion followed.

Mr. Nielsen stated he understands the immediate 10 percent, but what have you come up with for a standard adjustment? Mr. Biehl suggested they take the average increase of all three unions and adjust the schedule according to that average. It would keep the rates comparable with what the union does. Mr. Donnelly stated they shouldn't include the Deputy Sheriffs' Union because they have binding arbitration. He stated they need to do something about this grid. Mr. Alger stated the grid has inherently been a problem because it isn't updated often enough. That's why it should be tied to something. Considerable discussion followed.

Mr. Nielsen asked would this push the newer management people's salaries closer to the salaries of the older staff? Mr. Alger stated they are already in that situation because due to the salaries being low, they've been hiring people at the same or above the salary of the individual who left the position. There have been two or three times in recent years where they haven't adjusted management's salaries. Also, we haven't been in a position where we could do something more for management and, as a result, their salaries have fallen behind. Discussion followed.

Dr. Baker requested Mr. Biehl and Mr. Alger develop a new salary grid instead of adding 10 percent to each level. Mr. Gehl asked that it also be tied to the union raises.

MOTION: DIRECTING THE PERSONNEL OFFICER AND COUNTY ADMINISTRATOR TO DEVELOP A NEW MANAGEMENT SALARY GRID AND INCLUDE A SYSTEM TO ADJUST THE GRID ACCORDING TO THE AVERAGE INCREASE OF THE UNIONS, EXCEPTING THE DEPUTY SHERIFFS' ASSOCIATION, FOR PRESENTATION AT NEXT MONTH'S MEETING MADE BY DR. BAKER. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

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

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

MOTION TO ADJOURN MADE BY MR. NIELSEN. SECONDED BY MR. WALSH. 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 9, 2006
9:30 a.m.**

STEBEN COUNTY ADMINISTRATION COMMITTEE

Tuesday, May 9, 2006

9:30 a.m.

Legislative Committee Conference Room

3 East Pulteney Square

Bath, New York

MINUTES

<u>Committee:</u>	Patrick F. Donnelly, Chair DeWitt T. Baker, D.V.M.	Francis L. Gehl, Vice Chair John Walsh	L. Ronald Nielsen
<u>Legislators:</u>	Philip J. Roche	Thomas J. McIntyre	Donald B. Creath
<u>Staff:</u>	Mark R. Alger Kenneth Peaslee Donna Hatch Judy Hunter John Zehr	Lawrence P. Crossett David English Robert F. Biehl Steve Catherman Robert Anderson	James Gleason Frederick H. Ahrens Gregory P. Heffner Vincent Spagnoletti
<u>Other:</u>	Emery Cummings, Hammondsport Village Mayor		Mary Perham, <i>Leader</i>

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 APRIL 11, 2006, MEETING MADE BY DR. BAKER. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

III. LEGISLATORS' SALARIES

Mr. McIntyre stated last month Mr. Biehl updated the Committee on the Management Salary Study and he was told to develop a new management salary grid. Management raises from 2001 to 2005 were 13 percent, or 2.6 percent per year. That's including the year their salaries were frozen. For 2006, management has been given a 3.5 percent pay increase.

Mr. McIntyre stated most Legislators have been concerned with their future pay. The subject does warrant continued study but in 2005 the Legislature was concerned about the public's perception of salary increases for legislators. Therefore, the issue was referred back to the Administration Committee for review. This is still an unresolved issue. I feel this subject should be returned to the Legislature with a recommendation. He requested Mr. Alger to provide him with a written report comparing legislators' salaries with those of similar counties. Mr. Alger provided him with the comparisons and he would like those distributed at this time for the Committee's review.

Mr. McIntyre stated Allegany, Livingston, Schuyler and Yates Counties are half or one-quarter the size of Steuben County. In addition, Allegany County doesn't have a straightforward salary system. Mr. Alger noted they don't have a fixed salary, they get paid per diem by meeting. Mr. McIntyre stated that leaves us with Cattaraugus, Chemung, Jefferson, Ontario and St. Lawrence Counties, which are very similar to Steuben. Legislators are paid more in every one of these counties except for St. Lawrence. The last raise for Legislators in Steuben County was received in 2001 while management raises from 2001 to 2005 were 13 percent.

Mr. McIntyre stated he has some recommended options for the Committee. He suggested they return the salary adjustments to the Legislature with no recommendation, but provide them with this information. Another option would be recommending a \$1,000 increase effective June 1, 2006. A third option would be to disregard the 2006 raises and recommend a larger increase effective in 2007. At any rate, please move forward with this issue. Thank you for allowing me to address the committee.

Dr. Baker asked what are the fringe benefits provided to Legislators by these other counties? Mr. Alger stated we didn't look at the fringe benefits at this time. Mr. Donnelly noted that Allegany County pays for legislators' health insurance but he doesn't know about the other counties.

Mr. Donnelly asked how many legislators are in each of these counties? Mr. Alger stated he doesn't know off hand but he can find out. Dr. Baker noted that in some of these counties, Legislators' duties are different as well. Mr. Alger stated he could put that information together for the Committee. Discussion followed.

Dr. Baker stated he would like to have more information before proceeding with this issue. Mr. Gehl stated if they want to finalize this by the June 1st deadline, they would have to have a special meeting prior to the Legislative Meeting. *Special Administration Committee Meeting has been scheduled for Monday, May 22nd at 9:00 a.m.*

IV. DEPARTMENTAL REPORTS/REQUESTS

A. County Clerk

1. **Semi-Annual Mortgage Tax Distribution** – Mrs. Hunter distributed copies of her report on the Semi-Annual Mortgage Tax Distribution. She stated this shows the mortgage tax collected from October 2005 to March 2006. Discussion followed.

MOTION: APPROVING THE SEMI-ANNUAL MORTGAGE TAX DISTRIBUTION MADE BY MR. GEHL. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

B. Purchasing Department

1. **Auctioneering Services** – Mr. Gleason requested authorization to extend the proposal for auctioneering services for the County surplus auction for one year.

MOTION: EXTENDING THE RFP WITH PIRRUNG AUCTIONEERS FOR AUCTIONEERING SERVICES MADE BY MR. WALSH. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

C. County Treasurer

1. **Mortgage Tax Distribution** – Mr. Crossett distributed copies of his report on the mortgage tax distribution by town. He noted the collections are a little higher than last year. Mr. Donnelly asked how does this compare to the budget figures? Mr. Crossett stated this is the distribution to the towns, but the figures look good.

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

2. **Cash Management Policy** – Mr. Crossett requested authorization to amend the Cash Management Policy to include Key Bank on the list of depositories.

MOTION: AMENDING THE CASH MANAGEMENT POLICY TO INCLUDE KEY BANK ON THE LIST OF DEPOSITORIES 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 stated he resurveyed the towns and received 21 responses. He stated all of the towns except one were opposed to instituting the installment payment of taxes. There were two towns that were willing to participate if they could keep all of the interest collected and another thought that if the installment payments only went through March 31st, they could deal with it. The towns are concerned that they won't fill their tax warrants as early so they would lose money in interest. They are concerned about their cash flow. Discussion followed.

MOTION: REJECTING THE IDEA OF OFFERING AN INSTALLMENT PAYMENT OF TAXES PROGRAM MADE BY MR. NIELSEN. SECONDED BY DR. BAKER. IN FAVOR: NIELSEN, BAKER, DONNELLY, WALSH. OPPOSED: GEHL. MOTION CARRIES 4-1.

D. Information Technology

1. **Bid Award** – Mr. Peaslee stated he solicited bids to relocate the fiber optic line that runs from the Public Safety Building to Public Works Station Two. They received one bid from Fiber Tech. In the past, Fiber Tech has always been our lowest bidder. We gave them a variety of options on how to relocate the fiber. Their bid came in at \$13,550. He recommended awarding the bid to Fiber Tech.

MOTION: AWARDING THE BID FOR FIBER OPTIC LINE RELOCATION TO FIBER TECH FOR \$13,550 MADE BY MR. GEHL. SECONDED BY DR. BAKER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. **Cell Phone Update** – Mr. Peaslee stated he found out that Verizon is submitting a new OGS State contract in July. Currently Verizon offers a 450-minute pool plan and they are going to a 200-minute pool plan, which better suits our needs. He stated this should be finalized by the time the current contract expired. Hopefully their rates will be comparable to what we currently pay Cellular One.

Mr. Peaslee stated one of the recommendations last month was to purchase a couple of spare phones for Mr. Wixom in case his phone is out of service. Verizon currently offers a maintenance plan for \$5 per phone. He recommends they include the maintenance plan when they renew his contract with Verizon. In the meantime, Mr. Wixom has agreed to use his phone until it is no longer useable rather than purchase new phones.

3. **Other** – Mr. Peaslee stated it was brought up at the last meeting that there is a rebate available from Microsoft through the Civil Action Suit settlement. He has learned that governments do not qualify for that rebate so we won't be spending any time on that.

E. County Administrator

1. **Management Salary Grid Review** – Mr. Alger distributed copies of the current and proposed management salary grids for the Committee's review. Mr. Biehl noted these figures are based upon the 10 percent increase they discussed last month. Discussion followed.

Mr. Donnelly asked is there anyone that is so low on the scale that they would warrant extra attention? Mr. Biehl stated no, as they hardly ever hire anyone below the midpoint anymore. Mr. Alger stated they also discussed tying an increase in the chart ranges to the bargaining unit adjustments so that the chart is adjusted regularly. Discussion followed.

Mr. Ahrens asked what about the salary grid for attorneys? Mr. Alger stated they didn't include the attorneys. Mr. Donnelly asked Mr. Alger and Mr. Biehl to bring adjustments to the attorneys' salary grid back to the Committee next month.

MOTION: APPROVING THE MANAGEMENT SALARY GRID AS PRESENTED AND TYING IT TO THE MAJOR BARGAINING UNIT INCREASES MADE BY MR. GEHL. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

F. Personnel

1. **Reclassification – Office of Community Services** – Mr. Biehl stated Dr. Anderson is requesting authorization to reclassify an Alcoholism Counselor position, Grade XIII to a Social Work Assistant position, Grade XII. Discussion followed.

MOTION: RECLASSIFYING AN ALCOHOLISM COUNSELOR POSITION, GRADE XIII, TO A SOCIAL WORK ASSISTANT POSITION, GRADE XII, MADE BY MR. WALSH. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. **Reclassification – Health Care Facility** – Mr. Biehl stated Mr. Zehr is requesting authorization to reclassify a vacant Physical Therapist position, Grade XVIII, to a Director of Rehabilitation Services position,

Management Grade H. He would also like to reclassify a Social Work Assistant position, Grade XII, to a Nursing Care Manager position, Health Care Facility Grade K. Discussion followed.

Mr. Zehr stated these positions will help increase the rehab component. Our case mix, which is what we are reimbursed by, is classified by the level of patient care. The higher the care, the higher the reimbursement. Our case mix was 1.07 in 2001 and it is now at 1.25. He has received notification that they will adjust our rate accordingly, which is a \$300,000 to \$400,000 increase in revenues. Discussion followed.

MOTION: RECLASSIFYING A VACANT PHYSICAL THERAPIST POSITION, GRADE XVIII, TO A DIRECTOR OF REHABILITATION SERVICES, MANAGEMENT GRADE H; AND RECLASSIFYING A SOCIAL WORK ASSISTANT POSITION, GRADE XII, TO A NURSING CARE MANAGER, HEALTH CARE FACILITY GRADE K MADE BY MR. GEHL. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

V. OLD BUSINESS

A. Champlin Beach – Mr. Cummings stated he would like to reintroduce his request for a tax exemption for Champlin Beach. The village owns a portion of the beach from the walk bridge to the **Doherty** property. We make no profit off of the beach. Our reassessment has gone through and it has put a significant tax burden on the taxpayers. The school has exempted the property, as has the Town of Urbana.

Mr. Donnelly stated there had previously been discussion about implementing a user fee for the beach. If there were a user fee put into place in the future, would you make it available to all county residents at the same rate as you did the village and town residents? Mr. Cummings stated the proposal was made to recoup some of the cost for maintenance, but I don't foresee that actually being done in the future. Discussion followed.

Mr. Gehl stated we turned that down because we believed it would open up a can of worms with other municipalities. Mr. Alger stated the only other similar situation is with Mossy Bank Park in Bath and they are in the process of trying to annex that property. The other exemptions are covered by a different section of the Real Property Tax Law and are separate from this issue.

Mr. Donnelly asked so by exempting these parks, we aren't opening ourselves up to more requests? Mr. Roche stated no; it's different because the parks benefit all county residents and the other exemption issues such as waterworks and sewers only benefit an individual municipality.

Mrs. Hatch noted that once they allow this exemption it would also apply to all other situations that come up. Mr. Ahrens stated not necessarily. They can specify the exemption for these two parks.

Dr. Baker asked how will this affect the taxes? Mrs. Hatch stated the 2006 County taxes for Champlin Beach are \$3,823 with the new assessment and the 2006 County taxes for Mossy Bank Park are \$1,883.

MOTION: GRANTING A REAL PROPERTY TAX EXEMPTION TO THE VILLAGE OF HAMMONDSPORT FOR CHAMPLAIN BEACH, TOWN OF URBANA, AND TO THE VILLAGE OF BATH FOR MOSSY BANK PARK, TOWN OF BATH, PROVIDED THEY DO NOT IMPOSE A USER FEE FOR THE PARK RETROACTIVE TO MARCH 1, 2006, MADE BY DR. BAKER. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES. 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. GEHL. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: RECOMMENDING APPROVAL OF THE CONTRACT WITH THE DEPUTIES TO THE FULL LEGISLATURE MADE AND SECONDED BY THE COMMITTEE AS A WHOLE. MOTION CARRIES 5-0.
Resolution Required.

MOTION: SETTING THE SALARY FOR PETE MESSMER, DEPARTMENT OF PUBLIC WORKS HIGHWAY ENGINEER, AT \$62,000 MADE BY DR. BAKER. SECONDED BY MR. GEHL. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

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 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
Tuesday, June 13, 2006
9:30 a.m.**

STEBEN COUNTY ADMINISTRATION COMMITTEE

Special Meeting

Monday, May 22, 2006

9:05 a.m.

Legislative Committee Conference Room

Steuben County Office Building

Bath, New York

****MINUTES****

COMMITTEE:	Patrick F. Donnelly, Chair L. Ronald Nielsen	Francis L. Gehl, Vice Chair John Walsh	DeWitt T. Baker, D.V.M.
STAFF:	Mark R. Alger James Gleason	Robert F. Biehl David English	Lawrence Crossett Frederick H. Ahrens, Jr.
LEGISLATORS:	Donald B. Creath Thomas J. McIntyre David R. Stachnik	Kenneth E. Isaman Robert V. Nichols Dan C. Farrand	Lldon E. Jamison Philip J. Roche
OTHER:	Mary Perham, <i>The Leader</i>		

I. CALL TO ORDER

Mr. Donnelly called the meeting to order.

II. GENERAL BUSINESS

Mr. Donnelly commented last month they were looking for a comparison of health benefits offered by other counties to their legislators as well as looking at the salary comparisons. He commented that Allegany County has 15 legislators who are offered health insurance for free; Cattaraugus has 21 legislators who pay \$600 annually for family coverage and \$435 annually for individual; Chemung has 17 legislators who pay \$970 annually for family coverage and \$618 annually for individual; both Jefferson and Livingston counties do not offer insurance; Ontario has 21 legislators who are offered health insurance for free; St. Lawrence has 15 legislators who pay \$2,500 annually for family, \$1,380 annually for an individual with dependents and \$78 annually for an individual, no dependents; Schuyler has 8 legislators who pay \$1,781 annually for family and \$700 annually for individual and Yates has 14 legislators who pay \$1,200 annually for family and \$450 annually for individual.

Mr. Alger commented you have a couple of counties that are offering insurance for free and a couple of counties that are not offering it at all. Mr. Nielsen stated we should do what we want and never mind what the other counties are doing. Mr. Donnelly commented we required from union members hired after 1998 to pay 15 percent of their insurance coverage. Do we want to pay a portion of our health insurance? Dr. Baker and Mr. Gehl both stated that they were not against doing that. Dr. Baker commented when we consider a raise in salary in the future, we should tie them both together. Mr. Nielsen stated that he would agree with that providing we don't take a cut in pay as a result.

Mr. Nichols asked are we currently paying what non-union pays? Mr. Alger replied yes. Mr. Walsh commented we should raise management to stay with us. Mr. Donnelly commented first we will do the legislators and next time we will look at management. He stated that they are looking at a raise of \$1,700 per year and pay 15 percent of the cost for health insurance. Mr. Donnelly asked is that available through the cafeteria plan? Mr. Alger replied we already do pretax dollars to pay the insurance premiums. Mr. Donnelly explained the cafeteria plan is set up under Section 125 of the Internal Revenue Service. It allows you to pay certain health expenses with pretax dollars. An example would be insurance premiums. Mr. Crossett commented that is something that we already do with the insurance premiums.

Mr. Donnelly stated currently we are paying \$156 annually for family coverage and \$52 annually for single coverage. This is something we can recommend for legislators without affecting the managers. Mr. Ahrens

stated the salaries of individuals in fixed terms of office cannot be diminished during their term of office. If you keep the salaries where they are and call for a \$1,700 increase, that would become effective four years from now, with the start of a new term, otherwise a loss in compensation would occur. Mr. Donnelly stated he would recommend to raise the salary and the contribution to the health insurance. Mr. Gehl stated if we decide right now to go through with the raise of \$1,700 for insurance, you could only raise it \$1,000. Mr. Donnelly commented that he would hope to make this effective in January. Mr. Ahrens stated you are still doing it during the term of office.

Mr. Walsh commented it appears that we are giving ourselves a 20 percent increase if we vote for that. That's basically \$300, why bother? We should leave everything where it is at this time. It is the middle of the year and it looks like we have been trying to do something. Dr. Baker asked what would the premiums be if we did 10 percent? Mr. Donnelly replied \$1,200. Mr. Nichols asked are you going to raise management that much too? Mr. Donnelly replied they will be done separately. Mr. Nichols stated they have always been tied together. Mr. Walsh commented we should wait until we do the new budget. Mr. Alger stated we will need it in the budget by November 15th.

Dr. Baker stated that he would recommend a \$1,500 increase in salary and a 10 percent contribution for health insurance. Mr. Alger commented that the majority of employees are paying less than 10 percent. The big unit is paying 6 percent this year and 7 percent next year. Mr. Biehl stated the Corrections Officers/Sheriff's Deputies Units are paying under 10 percent as well.

Mr. Jamison asked why are we messing with it if it is ultimately going to stay the same? Mr. Donnelly replied it won't stay the same. Mr. Nielsen commented we are also talking about retirement at the end. Mr. Alger stated the contribution next year for the union will be 7 percent. Dr. Baker stated raising our salary \$1,500 and contributing 7 percent of our health insurance will bring us up to Chemung County.

MOTION: APPROVING A \$1,000 INCREASE IN SALARY FOR THE LEGISLATORS AND LEAVING THE INSURANCE PREMIUM CONTRIBUTIONS WHERE THEY ARE EFFECTIVE JULY 1, 2006 MADE BY MR. NIELSEN. SECONDED BY MR. GEHL. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

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

Respectfully Submitted by:

Amanda L. Chapman
Senior Stenographer
Steuben County Legislature

STEBEN COUNTY ADMINISTRATION COMMITTEE

Tuesday, June 13, 2006

9:30 a.m.

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

MINUTES

<u>Committee:</u>	Patrick F. Donnelly, Chair	L. Ronald Nielsen	John Walsh
<u>Legislators:</u>	Philip J. Roche	Thomas J. McIntyre	
<u>Staff:</u>	Mark R. Alger John Tunney John Zehr David English Sharlene Thompson	James Gleason Frederick Ahrens Richard Tweddell Nancy Smith	Lawrence Crossett Kenneth Peaslee Robert Biehl Allan Johnson
<u>Other:</u>	Mary Perham, <i>Leader</i>	Andrew Roby, Law Intern	Frank Haftl
<u>Absent:</u>	DeWitt T. Baker, D.V.M.	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 MAY 9 AND MAY 22, 2006, MEETINGS MADE BY MR. NIELSEN. SECONDED BY MR. WALSH. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

III. DEPARTMENTAL REPORTS/REQUESTS

Mr. Donnelly stated Mr. Tunney has asked to speak to the Committee this morning. Mr. Tunney stated he would like to speak about attorneys' salaries. He noted not his salary or the County Attorney's salary, but specifically the individuals who are doing the important work for all of us. He stated he was surprised to learn that the county had adjusted the management pay scale but it didn't include the attorney salaries. I hope that changes. We pay a price in several different ways. Most of these individuals have families and a ton of debt associated with their schooling. Many of them love their work and are put in the position of being torn by doing what they professionally want to do and the economic reality of it. We realize public employment is public employment. However, because they've gone to school three more years, it doesn't strike me as particularly equitable. Also, it causes a considerable amount of turnover. Experience means something and it is valuable. On that level, there is a risk that you can be pennywise and pound foolish by not treating them equitably. Also, there is the message it sends to some management employees. It means they aren't part of the program that involves raising the grid. Please consider the impact on the individuals who do the work for all of us.

Mr. Donnelly stated that the Committee has requested a review of the attorney salaries and they are in the process of doing that. Mr. Alger noted it is his objective to fold the attorneys back into the regular management plan so we won't have this issue in the future.

A. Information Technology

1. **Three to Five Year Plan** – Mr. Peaslee stated he put this plan together to provide a direction for the department. It reviews current conditions and staffing, as well as a plan for the future. He requested the committee adopt the general plan so it provides him with validity as to the direction they will be heading. Discussion followed.

Mr. Peaslee stated as part of this plan, he would like to ensure the security of the County network by adopting a policy whereby departments are restricted from breaking away from the IT department to set up their own network. He would also like to hire a network security position sometime in the near future through position reclassification. Discussion followed.

Mr. McIntyre asked where do the other departments come into play? Have their issues been answered with this? Mr. Alger stated this plan isn't written in concrete. If the departments have issues, they are able to meet their demands within the security of the system. This is more of a projection of areas they need to focus on. Discussion followed.

MOTION: ADOPTING THE 3 TO 5 YEAR PLAN FOR THE INFORMATION TECHNOLOGY DEPARTMENT WHICH INCORPORATES A POLICY WHEREBY DEPARTMENTS ARE RESTRICTED FROM SETTING UP THEIR OWN NETWORKS MADE BY MR. NIELSEN. SECONDED BY MR. WALSH. ALL BEING IN FAVOR. MOTION CARRIES 3-0. *Mr. Peaslee will distribute copies to all Legislators. A copy of the plan is also on file with the Official Minutes in the Clerk of the Legislature's Office.*

B. Elections Office

1. **Update on Voting Machines** – Mr. Johnson stated things are happening more rapidly now with the state. This week and next week they will be training 450 inspectors. Also, many of you may have read that the Justice Department sued the State Board of Elections for failing to comply with HAVA. The State is requiring that the counties provide handicapped accessible machines for this year's election. Therefore, they are going to purchase one machine to have here in Bath so that anybody who is handicapped and would like to vote without assistance can come to Bath to use that machine. All they need to do is contact Elections and they will arrange transportation for those individuals if necessary.

Mr. Johnson stated another item that transpired is the County took over all of the lever machines. He stated they would need to make arrangements to dispose of them after this year. They are hoping to have the new machines later this summer or early fall so they will need to arrange for storage of those machines as well. The County is eligible for State and Federal funds for training and to make each polling place handicapped accessible. Discussion followed.

Mr. Johnson stated one of the most serious matters to be settled before ordering the new machines is the State's determination on the number of allowable votes per machine. They haven't set that number yet and they are hoping it is a high number so they won't have to purchase additional machines for each polling location. Considerable discussion followed.

C. County Administrator

1. **Workers' Compensation Budget** – Mr. Alger distributed copies of the proposed Workers' Compensation Budget for the Committee's review. He noted they will act upon the budget at next month's meeting.

2. **Property Insurance** – Mr. Alger stated the County's property insurance expires July 1st. They will be receiving a quote from their current carrier next week. He requested a special meeting prior to the Legislative meeting so they can act upon it. *Special meeting Monday, June 26, 2006, 9:30 a.m.*

3. **Coroners' Salaries** – Mr. Alger stated the Coroners are requesting a pay increase with benefits and the Public Safety and Corrections Committee has referred the issue to this Committee. He suggested they refer it to the Personnel Officer for review and recommendation next month.

4. **Attorneys' Salaries** – Mr. Alger stated Mr. Ahrens completed a study and he would also like that to be reviewed by the Personnel Officer for next month. He noted that he would like to incorporate the attorneys back into the Management Salary grid. He noted the main concern is basically the entry-level attorney salaries.

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. NIELSEN. SECONDED BY MR. WALSH. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

MOTION: ADJUSTING THE SALARY OF THE COUNTY AUDITOR TO \$35,000 FOLLOWING THE FIRST YEAR EVALUATION MADE BY MR. NIELSEN. SECONDED BY MR. WALSH. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

MOTION: ADJUSTING THE SALARY OF THE COURT SECURITY SUPERVISOR TO \$46,600 MADE BY MR. WALSH. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

MOTION: SETTING THE SALARY OF THE DIRECTOR OF REHABILITATION SERVICES AT \$70,000 MADE BY MR. WALSH. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

MOTION TO ADJOURN EXECUTIVE SESSION AND RECONVENE IN REGULAR SESSION MADE BY MR. NIELSEN. SECONDED BY MR. WALSH. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

MOTION TO ADJOURN MADE BY MR. NIELSEN. SECONDED BY MR. WALSH. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

Respectfully submitted by,

Brenda K. Mori
Deputy Clerk
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR
Friday, July 7, 2006
3:00 p.m.**

STEBEN COUNTY ADMINISTRATION COMMITTEE

Special Meeting

Monday, June 26, 2006

9:30 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	Francis L. Gehl, Vice Chair John Walsh	DeWitt T. Baker, D.V.M.
<u>Legislators:</u>	Patrick F. McAllister Dan C. Farrand	Donald B. Creath Thomas J. McIntyre	Kenneth E. Isaman Robert V. Nichols
<u>Staff:</u>	Gregory P. Heffner David English	Robert F. Biehl	Frederick Ahrens
<u>Other:</u>	Andrew Roby, Law Intern		

I. CALL TO ORDER

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

II. DEPARTMENTAL REPORTS/REQUESTS

A. Property Insurance – Mr. Ahrens stated the property insurance renewal is due July 1st. He stated that in years past, the annual premium has not been higher than \$125,000. Last year, a group out of California named Driver drove the premium down to \$50,000. However, with the fire at the landfill, they increased their quote to \$212,000. Therefore, we've requested quotes from other agencies. They've received a quote of \$89,959 from Travelers with an option for terrorism coverage for \$865. We also have an indication from Marsh for approximately \$77,000. Upon discussion with Mr. Alger last week, they are recommending the Committee give the County Administrator the authority to approve the property insurance coverage for an amount not to exceed \$89,959 including terrorism coverage for \$865. He noted that if Marsh can come in lower, they would go with them if they can include the terrorism coverage. Discussion followed.

MOTION: AUTHORIZING THE COUNTY ADMINISTRATOR OFFICE TO APPROVE THE PROPERTY INSURANCE COVERAGE FOR AN AMOUNT NOT TO EXCEED \$89,959 MADE BY MR.NIELSEN. SECONDED BY MR. GEHL. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

B. Reclassification - Mr. Biehl stated the County Clerk is requesting authorization to reclassify a vacant Sr. Clerk position, Grade VI, to a Sr. Typist position, Grade VI.

MOTION: RECLASSIFYING A VACANT SR. CLERK POSITION, GRADE VI, TO A SR. TYPIST POSITION, GRADE VI, IN THE COUNTY CLERK'S OFFICE MADE BY DR. BAKER. SECONDED BY MR. WALSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

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

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

STEUBEN COUNTY ADMINISTRATION COMMITTEE

Friday, July 7, 2006

3:00 p.m.

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

MINUTES

Committee: Patrick Donnelly, Chair DeWitt Baker, D.V.M. L. Ronald Nielsen
John Walsh

Legislators: Thomas J. McIntyre

Staff: Mark R. Alger Gregory P. Heffner Donna Hatch
Richard C. Tweddell Michael Powers Lawrence P. Crossett
Michael Sprague David English James Gleason
Robert Biehl Nancy Smith

Other: Andrew Roby, Law Intern Mary Perham, *Leader*

Absent: Francis L. Gehl, Vice Chair

I. CALL TO ORDER

The meeting was called to order by Mr. Donnelly at 3:00 p.m.

II. APPROVAL OF MINUTES

MOTION APPROVING THE MINUTES OF THE JUNE 13 AND JUNE 26, 2006, MEETINGS MADE BY DR. BAKER. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

III. DEPARTMENTAL REPORTS/REQUESTS

A. Purchasing Department

1. **Election Materials Bid** – Mr. Gleason requested authorization to extend the bid for printed election materials with Fort Orange Press. He noted the price is the same as last year.

MOTION: EXTENDING THE BID FOR PRINTED ELECTION MATERIALS WITH FORT ORANGE PRESS FOR ONE YEAR MADE BY MR. WALSH. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

2. **Sale of Tax Maps** – Mr. Gleason stated the bids for the sale of tax maps were opened this afternoon. They sent out 16 bid packages and only received one bid. However, it was a really good bid and he recommended awarding it to Buck Mountain Associates, Inc.

MOTION: AWARDING THE SALE OF TAX MAPS BID TO BUCK MOUNTAIN ASSOCIATES, INC., FOR \$550 FOR GROUP 1, \$100.00 FOR GROUP 2 AND \$650.00 FOR GROUP 3 MADE BY DR. BAKER. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

3. **Fax Board** – Mr. Gleason requested authorization to purchase a \$350 fax board for the copier on 3rd floor of the Community Services Building from the copier capital project.

MOTION: AUTHORIZING THE PURCHASE OF A FAX BOARD FOR A COPIER IN THE OFFICE OF COMMUNITY SERVICES FOR \$350 TO BE PAID FOR FROM THE COPIER CAPITAL PROJECT MADE BY DR. BAKER. SECONDED BY MR. WALSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

4. **Informational** – Mr. Gleason stated the cost of copy paper on the State bid has increased significantly. The price has risen from \$20.16 per case to \$29.50 per case. He stated they may need to consider increasing the chargeback to departments. He will track the prices for another month to see what happens and come back to the Committee with a recommendation.

B. Clerk of Legislature

1. **Legislative Proceedings Bid** – Mrs. Mori requested authorization to solicit bids for the printing of the Annual Legislative Proceedings.

MOTION: AUTHORIZING THE SOLICITATION OF BIDS FOR THE PRINTING OF THE ANNUAL LEGISLATIVE PROCEEDINGS MADE BY DR. BAKER. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

C. County Administrator

1. **Proposed Workers' Compensation Budget** – Mr. Alger distributed copies of the proposed Workers' Compensation budget. He recommended forwarding the budget to the Legislature for approval.

MOTION: ACCEPTING AND FORWARDING THE PROPOSED WORKERS' COMPENSATION BUDGET AND APPORTIONMENT TO THE FULL LEGISLATURE FOR APPROVAL MADE BY DR. BAKER. SECONDED BY MR. WALSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.

D. Personnel Office

1. **Reclassification – Sheriff** – Mr. Biehl stated the Sheriff has a filled position that is a Grade VI Sr. Clerk that he would like to reclassify to a Grade VIII Principal Clerk.

MOTION: RECLASSIFYING A GRADE VI SR. CLERK POSITION TO A GRADE VIII PRINCIPAL CLERK POSITION IN THE SHERIFF'S DEPARTMENT MADE BY DR. BAKER. SECONDED BY MR. WALSH. ALL BEING IN FAVOR MOTION CARRIES 4-0. Resolution Required.

2. **Salaries for Coroners** – Mr. Biehl stated he reviewed the NYSAC Salary Survey relative to Coroners' pay in other counties and there are several different ways they are compensated. Some counties pay a salary while others pay by the case or by the day. Last year the amount spent on personal services for the coroners was \$18,750, which averages \$4,687 per coroner. Using similar counties as a basis, he averaged out the salaries paid by those counties and it was \$8,716 per year; just under double what Steuben County pays. Therefore, he is recommending they double the rate paid to the Coroners to \$200 per case plus necessary expenses such as mileage. Discussion followed.

MOTION: RECOMMENDING INCREASING THE CORONERS' PER DIEM RATE TO \$200 PER CASE PLUS NECESSARY EXPENSES EFFECTIVE SEPTEMBER 1, 2006, MADE BY MR. NIELSEN. SECONDED BY DR. BAKER. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.

3. **Salaries for Attorneys** – Mr. Biehl stated he reviewed the information Mr. Ahrens presented last month and, essentially, it is accurate. Following discussions with various individuals, however, they believe the attorneys should be included in the Management Salary Grid as they used to be. Mr. Alger noted the new salary schedule addresses the issues with the entry-level attorney salaries. This is just for the Committee's review at this point as Mr. Ahrens wanted to be present when they discussed the schedule. Discussion followed.

Mr. McIntyre asked what is the salary cap for the District Attorney and Judges. Mr. Alger stated that right now it is at \$119,000 but that is projected to rise to approximately \$130,000. That's why we included a new Grade M.

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

Respectfully submitted by: Brenda K. Mori, Deputy Clerk of Legislature

NEXT MEETING SCHEDULED FOR: Tuesday, August 8, 2006, 9:30 a.m.

STEBEN COUNTY ADMINISTRATION COMMITTEE

Tuesday, August 8, 2006

9:30 a.m.

Legislative Committee Conference Room

Steuben County Office Building

Bath, New York

****MINUTES****

COMMITTEE: Patrick F. Donnelly, Chair L. Ronald Nielsen John Walsh

STAFF: Mark R. Alger James Gleason Ken Peaslee
Ken Sherer Christine Kane Nancy Smith
Robert F. Biehl David English **Sharlene Thompson**
Frederick H. Ahrens, Jr. Judith Hunter Lawrence Crossett

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

ABSENT: Francis L. Gehl, Vice Chair DeWitt T. Baker, D.V.M.

OTHERS: Andrew Roby, Law Intern
Mary Perham, *The Leader*

I. CALL TO ORDER

Mr. Donnelly called the meeting to order at 9:30 a.m.

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE JULY 7, 2006 MEETING MADE BY MR. NIELSEN. SECONDED BY MR. WALSH. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

III. DEPARTMENTAL REPORTS/REQUESTS

- A. Clerk of Legislature
1. **Subordinate Management Evaluation** – Mrs. Kane stated she has an evaluation to be done during Executive Session.
- B. Records Manager
1. **Micrographics Bid** – Mr. Sherer requested approval to bid for the micrographics contract.

MOTION: AUTHORIZING THE RECORDS MANAGER TO GO OUT TO BID FOR MICROGRAPHICS MADE BY MR. WALSH. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

- C. Information Technology
1. **Telephone Maintenance Contract** – Mr. Peaslee informed the committee that they currently have a five-year contract with Ronco for telephone maintenance. He did get quotes from both Frontrunner and Verizon. The cost of the contract would have been cheaper with Frontrunner, however, Ronco has technicians readily available in Bath as well as Hornell. He requested authorization to renew the existing five-year maintenance contract with Ronco at a cost of \$54,421.

MOTION: AUTHORIZING THE DIRECTOR OF INFORMATION TECHNOLOGY TO ENTER INTO A FIVE-YEAR CONTRACT WITH RONCO FOR TELEPHONE MAINTENANCE AT A YEARLY COST OF \$54,421.00 MADE BY MR. NIELSEN. SECONDED BY MR. WALSH. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

2. **Fiber Optic Cable Maintenance** – Mr. Peaslee informed the committee that they have never before had a maintenance contract for fiber optic cable. The 911 radio is on fiber to Mt. Washington. Currently, if there were ever a break in the fiber, we would have to declare it as an emergency and try to find someone to fix it. They received quotes from Adesta, LLC and Fibertech Networks. Fibertech has installed much of the fiber optic that we have in place. They will come in and fix and repair anything that breaks as long as the cause is not due to a natural disaster. He recommended contracting with Fibertech for a cost of \$10,800.00. Mr. Peaslee stated the money for this would come out of the Telephonic Communications budget.

MOTION: AUTHORIZING THE DIRECTOR OF INFORMATION TECHNOLOGY TO ENTER INTO A ONE-YEAR CONTRACT WITH FIBERTECH NETWORKS FOR FIBER OPTIC CABLE MAINTENANCE AT A YEARLY COST OF \$10,800.00 MADE BY MR. NIELSEN. SECONDED BY MR. WALSH. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

D. Treasurer

1. **Retiree Health Insurance** – Mr. Crossett informed the committee that they have been looking at alternatives for health insurance for retirees who are on Medicare. We have been talking with Excellus and they have a plan that we think is a good option. He introduced Andrea Mannino and Carl Schiefen.

Ms. Mannino stated there is a proposal for Medicare Blue Advantage which is a program subsidized by the government. Mr. Alger stated the reason we are talking about this is that with Medicare Part D and the drug program, it allows new PPO's to be put into place. One thing that is being offered is an opportunity for retirees who are Medicare eligible to participate if we sponsor that alternative to purchasing regional insurance. The plan is saving them money and is offering them comparable benefits. The intent is to enhance opportunities for the group that is eligible.

Ms. Mannino stated this benefit is comparable to Blue PPO Plan H, although it has a \$200.00 inpatient co-pay and a skilled nursing co-pay of \$25.00 per day. They would continue the \$88.50 premium per month. The savings are substantial as it would be \$322.00 per month and this is \$131.42 per month. The Part D coverage is included in this plan. We can offer this to you because you are a large group. She explained the donut hole provision; there is a \$5.00 co-pay for generic and 30 percent coverage for formulary drugs and allows the actual retail cost of the drugs to accumulate to \$2,250.00. At that point, the patient is responsible for 100 percent of the cost up to \$3,600.00. Some people meet this and other do not. On this plan, there would be a \$5.00 co-pay for generic, \$15.00 co-pay for formulary and \$20.00 co-pay for brand name. You would be able to get a 90-day supply with one co-pay.

Mr. McIntyre asked for the individuals that are already retired, how would you blend them in? Mr. Schiefen replied they would fill out an application to either stay as they currently are or to go to the Advantage Plan with the Medicare Supplement. Mr. Crossett stated we are proposing this as an option to Medicare. If they choose to do this, they can't come back to the other plan. We would like to retain the people receiving 50 percent coverage at the current policy we have. This plan would cost that retiree nothing. That's an incentive for them to switch to the other policy.

Mr. Nielsen asked is this the same system that the Haverling School retirees have? If so, the Haverling retirees have seen a lot of holes in it. Ms. Mannino replied we did have problems with the initial enrollment, but not with the benefits as a whole. There are differences in the groups because some groups are paying the entire premium. It also depends on each individual. Mr. Nielsen stated that he would want the entire Board to meet with the Haverling system to discuss this. Mr. Crossett stated what our plan is, if this is approved, we would meet with the retirees to present this plan. This plan would be optional.

Mr. Alger explained, if we continue to do as we have been, that we pay half of the single police, that individual would have virtually no premium. If they have a spouse, they pay the full cost and with the other policy they would pay one and one half the cost. From their perspective it would be a significant savings. Also, there would be significant co-pays that they don't currently have. They would have to decide whether the premiums or the co-pays are worth more to them. The intent is to provide the retirees with an option that we believe can save them money. We will meet with the retirees in groups of approximately twenty and if people sign up, then they will go

through individual meetings. Ultimately, the other groups are not getting half of their premium paid and are getting a flat rate paid.

Mr. McIntyre commented that he would like to see this presented at the Legislative Meeting.

MOTION: RECOMMENDING APPROVAL OF A CONTRACT WITH EXCELLUS OFFERING THE MEDICARE BLUE ADVANTAGE PLAN OPTION TO RETIREES AT THE SAME TERM CURRENTLY AVAILABLE MADE BY MR. WALSH. SECONDED BY MR. NIELSEN FOR DISCUSSION.

Mr. Walsh asked if an individual decides to go with this plan, then wants to go back to the other plan, will they still go back on Medicare? Ms. Mannino replied you can always opt to go back to Medicare. Mr. Donnelly commented they would have to wait for the enrollment date. Ms. Mannino stated if for some reason an individual joined and decided they didn't like the plan, they wouldn't be able to go back to the group insurance, but they could go back to the traditional Medicare A and B.

VOTE ON PREVIOUS MOTION: ALL BEING IN FAVOR. MOTION CARRIES 3-0.

E. Purchasing

1. **Postage Machine** – Mr. Gleason requested authorization to purchase a back up postage machine from Mailroom Capital Project. He commented that the current machine is unable to meet the United State Post Office standards in October. The cost to purchase the machine on State bid is \$3,851.00.

MOTION: AUTHORIZING THE PURCHASING DIRECTOR TO PURCHASE A POSTAGE MACHINE OUT OF THE MAILROOM CAPITAL PROJECT FOR A COST OF \$3,851.00 MADE BY MR. NIELSEN. SECONDED BY MR. WALSH. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

2. **Law Books** – Mr. Gleason informed the committee that they received one bid for the sale of the County Attorney's law books.

MOTION: AWARDING THE BID FOR LAW BOOKS TO ANDREW ROBY FOR \$5.00 MADE BY MR. NIELSEN. SECONDED BY MR. WALSH. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

F. Elections

1. **Update** – Ms. **Thompson** informed the committee that they have surveyed the polling places and there are some that are in need of updating their handicapped parking. They have received two grants; one for training and one for handicapped accessibility. To make some of the parking accessible, they will need to order signs, ramps and a few parking lots that are gravel will need rubber mats so wheelchairs can roll on them. She stated that they have the new handicapped accessible machine and they will receive training on August 15, 2006. After that, the machine will be set up in their office.

G. Personnel

1. **Reclassification – Public Health & Nursing Services** – Mr. Biehl informed the committee that Public Health & Nursing Services is requesting the reclassification of a Sr. Account Clerk, Grade VIII to a Principal Clerk, Grade VIII and a Sr. Clerk, Grade VI, to an Account Clerk-Typist, Grade VI.

MOTION: APPROVING THE RECLASSIFICATIONS OF A SR. ACCOUNT CLERK, GRADE VIII TO A PRINCIPAL CLERK, GRADE VIII AND A SR. CLERK, GRADE VI TO AN ACCOUNT CLERK-TYPIST, GRADE VI IN PUBLIC HEALTH & NURSING SERVICES MADE BY MR. NIELSEN. SECONDED BY MR. WALSH. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

2. **16B Request – County Clerk** – Mrs. Smith informed the committee that the County Clerk is requesting one Senior Typist position, Grade VI. She has estimated that the mortgage tax collections will offset the salary and benefits for this position. Mrs. Smith explained that in September, all of the 16B requests will come to both the Administration and Finance committees for their review.

MOTION: APPROVING THE 16B REQUEST FOR THE COUNTY CLERK'S OFFICE FOR ONE SENIOR TYPIST, GRADE VI AND FORWARDING TO THE FINANCE COMMITTEE FOR THEIR REVIEW MADE BY MR. WALSH. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

IV. OLD BUSINESS

A. Salary Plan – Mr. Alger explained that they currently have a separate attorney salary plan. They would like to fold the attorneys back into the management salary schedule, and by doing so improve their ability to recruit. He explained that a trainee attorney is one that has not yet been admitted to the Bar. An entry level attorney is a Grade D. Mr. Alger distributed a management salary schedule grade level and salary. He commented that they have added grade K, L and M for your consideration. Right now, the County Attorney and the District Attorney are not included on this schedule. We need to choose one grade in which to place them. The District Attorney's salary is set by the State.

Mr. McIntyre asked is it a problem to approve something prior to the State approving a salary for the District Attorney? Mr. Alger replied that is part of your decision, however, you should put the county Attorney into a grade. Mr. Nielsen asked is the County Attorney's salary in the mid-level between grades L and M? Mr. Alger replied his current salary is between the minimum and maximum of grade M.

Mr. Roche commented the decision you make today will apply to the next County Attorney, rather than for the current one. Mr. McIntyre stated when an employee makes more than the County Administrator, that does not set well with him. Grade L would be a more appropriate category for the County Attorney. Mr. Nielsen commented that he would hate to put the salary too high. Mr. Donnelly stated that he thinks Grade M would be practical and that would still be subject to the approval of the Legislature. Discussion followed.

MOTION: APPROVING THE INCLUSION OF THE LAWYER'S SALARY PLAN AS PART OF THE GENERAL MANAGEMENT SALARY SCHEDULE AND PLACING THE COUNTY ATTORNEY INTO GRADE L MADE BY MR. NIELSEN. SECONDED BY MR. WALSH. ALL BEING IN FAVOR. MOTION CARRIES 3-0. (Resolution Required)

MOTION: TO ADJOURN REGULAR SESSION AND RECONVENE IN EXECUTIVE SESSION PURSUANT TO PUBLIC OFFICERS' LAW, ARTICLE 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. WALSH. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

MOTION: TO ADJOURN EXECUTIVE SESSION AND RECONVENE IN REGULAR SESSION MADE BY MR. NIELSEN. SECONDED BY MR. WALSH. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

MOTION: TO ADJOURN MADE BY MR. WALSH. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

Respectfully Submitted by:

Amanda L. Chapman
Senior Stenographer
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR
Tuesday, September 12, 2006
9:30 a.m.**

STEBEN COUNTY ADMINISTRATION COMMITTEE

Tuesday, September 12, 2006

9:30 a.m.

Legislative Committee Conference Room

Steuben County Office Building

Bath, New York

MINUTES

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

Legislators: Philip J. Roche, Esq.

Staff: Mark R. Alger Lawrence P. Crossett Christine Kane
John Leyden Kathryn Biehl Gary Pruyne
Donna Hatch Kenneth Peaslee James Gleason
Robert Anderson Robert Biehl Frank Justice
David English Vincent Spagnoletti Nancy Smith
Linda Tetor Frederick H. Ahrens John Tunney
Judy Hunter Karen Madsen

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 AUGUST 8, 2006, MEETING MADE BY DR. BAKER. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

III. DEPARTMENTAL REPORTS/REQUESTS

A. Clerk of the Legislature

1. **Legislative Proceedings Bid** – Mrs. Kane stated we solicited bids for the printing of the journals. We received one bid back and it was unresponsive therefore, we would like to reject this bid and solicit new bids. We also have an issue regarding this that we'd like to discuss in executive session.

MOTION: REJECTING THE LEGISLATIVE PROCEEDINGS BID AND AUTHORIZING THE SOLICITATION OF NEW BIDS MADE BY DR. BAKER. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

B. Information Technology

1. **Uninterruptible Power Supply** – Mr. Peaslee stated we have an uninterruptible power supply for all of the servers in the County. They currently have a maintenance contract for the UPS and it is due to expire. He has received two quotes and he recommends awarding the maintenance contract to United Power. Discussion followed.

MOTION: AWARDING THE UPS MAINTENANCE CONTRACT TO UNITED POWER FOR \$2,880 MADE BY MR. NIELSEN. SECONDED BY MR. GEHL. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

C. Real Property Tax Service Agency

1. **Tax Resolutions** – Mrs. Hatch presented the tax resolutions that will need to be approved by the Legislature in the coming months. She noted this month they will need to approve the RPS V4 annual license fee charge to be charged back to the towns and cities. She noted the state is going to be raising that fee for next year. Discussion followed.

MOTION: FORWARDING THE ANNUAL TAX RESOLUTIONS FOR 2006 TO THE FULL LEGISLATURE FOR APPROVAL MADE BY MR. GEHL. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolutions Required.

D. County Administrator

1. **Insurance** – Mr. Alger stated that in 1978 the Board of Supervisors passed a resolution designating a life insurance program for employees. This program has largely been inactive for about 10 years however the resolution remains on the books. It recently came to my attention that an agent has picked up on the program and is trying to sell it. The way this is being presented is that the agent can come into the building and meet with employees on county time and on county property. Mr. Alger requested they rescind this resolution. Discussion followed.

MOTION: RESCINDING RESOLUTION 536-78 ENTITLED "AUTHORIZING THE STEUBEN COUNTY TREASURER TO MAKE PAYROLL DEDUCTIONS FROM COUNTY EMPLOYEES FOR LIFE INSURANCE PREMIUM PAYMENTS FOR FAMILY PROTECTION PLAN OFFERED BY TRAVELERS INSURANCE COMPANY MADE BY DR. BAKER. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

2. **Legislation** – Mr. Alger stated that he wanted to inform the Committee of two pieces of State legislation that will have an impact on the County. One is an extension of fringe benefits to employees that would require the County to extend 4 hours of leave to employees for breast cancer screening. This is a new category of leave. We will be putting together a policy and procedure for this as it becomes effective September 15th.

Mr. Alger stated the other piece of legislation deals with workplace violence. It requires the counties to do a workplace violence assessment and provide training to employees annually on the dangers of workplace violence. This training and assessment must be done in all county buildings with employees. They are in the process of working on that as well.

Mr. Alger noted these were two bills of 15 or 20 that passed both houses of the legislature that dealt with collective bargaining issues. The Governor vetoed many of them but these were approved.

E. Personnel Office

1. **16B Requests**

a. **Community Services** – Dr. Anderson stated we're looking to be able to secure some of the money that the State Office of Mental Health has out there for new programs. One program is Child Clinic Plus and there's another one for seniors. We would like to have a Community Mental Health Nurse (RN) be able to work in those areas and conduct screenings. These will be billable services so the revenue will offset the position. They would also like a typist position, which is necessitated by a need to have the doctors do dictation rather than do their own typing. Dr. Anderson stated in the past, we have contracted out the transcription services. However, given the new regulations and the nature of our software package, we risk HIPPA violations. Also, if we bring somebody in to work at our workstations, it confuses the issue of whether they are a contract employee or a county employee.

Mr. Alger stated both positions would be funded through revenue. Discussion followed.

MOTION: APPROVING AND FORWARDING TO THE FINANCE COMMITTEE UNDER RULE 16B, ONE FUNDED GRADE 18 COMMUNITY MENTAL HEALTH NURSE POSITION AND ONE FUNDED GRADE 4 TYPIST POSITION IN THE OFFICE OF COMMUNITY SERVICES MADE BY MR. GEHL. SECONDED BY DR. BAKER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

b. **County Clerk** – Mrs. Hunter stated she is requesting a Senior Typist position. We've had significant increases in County Court actions and requests for confidential data, which requires new procedures. Since November of 2005 the County Clerk's Office has collected the additional mortgage tax. The additional revenues could be increased with this position, which would offset the cost. It would also provide some relief to the compounding issues of the increases in court-related action. Discussion followed.

MOTION: APPROVING AND FORWARDING TO THE FINANCE COMMITTEE UNDER RULE 16B, ONE FUNDED GRADE 6 SENIOR TYPIST POSITION IN THE COUNTY CLERK'S OFFICE MADE BY MR. GEHL. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

c. *District Attorney* – Mr. Tunney stated he is requesting an additional 1 ½ prosecutors. The need is overwhelming. The more subtle impact on the revenue side has to do with the jail population. The ability to move cases and therefore move people more quickly through the courts is helpful on the jail population. There are people in the jail on a regular basis who don't really need to be there. I'm not comfortable with the level of work each attorney currently handles. They need more time to take a deeper look at the cases and with the caseload they are currently handling it doesn't allow us to do that.

Mr. Alger stated the District Attorney and Probation Director have both made requests for new positions this year, as has the Public Defender. All of these requests are related to the CGR study. While we can't point to a direct revenue source that will help offset the cost of the positions, the study quantifies some value of being able to do what Mr. Tunney is saying, which is keep the numbers lower at the jail. That in turn saves the County money. In the long run, the intent would be to keep the population as low as possible so we don't have to face additional construction again in the next 10 years. It is these kinds of initiatives that will pay you dividends and bring revenue in to pay for the facility. If we're successful in doing a portion of what the CGR study has suggested, we will save some money. It will take assistance from the District Attorney, Probation and the Public Defenders office to do that. Discussion followed.

MOTION: APPROVING AND FORWARDING TO THE FINANCE COMMITTEE UNDER RULE 16B, ONE FUNDED FULL TIME ASSISTANT DISTRICT ATTORNEY POSITION AND ONE FUNDED PART TIME ASSISTANT DISTRICT ATTORNEY POSITION IN THE DISTRICT ATTORNEY'S OFFICE MADE BY MR. GEHL. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

d. *Probation Department* – Mr. Justice stated he is asking for three Probation Officer Trainees. He noted one of the positions is directly related to the CGR study. The percentage of people currently in the jail that are not convicted is between 70 and 78%. We have a great number of jail-bound presentencing investigations. This position would work closely with the pretrial position we currently have. The position would also provide follow up. These positions will reduce the number of days individuals spend in jail, thereby creating a savings to the County.

MOTION: APPROVING AND FORWARDING TO THE FINANCE COMMITTEE UNDER RULE 16B, THREE FUNDED GRADE 12 PROBATION OFFICER TRAINEE POSITIONS IN THE PROBATION DEPARTMENT MADE BY DR. BAKER. SECONDED BY MR. GEHL. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

e. *Public Defender's Office* – Ms. Madsen stated we are requesting the establishment of a conflicts office. This would require five additional full time positions and one part time position. This office would take care of cases where there are multiple defendants. She noted that she used to handle a lot of these cases in private practice and the County would definitely save a lot of money handling them in-house.

Mr. Alger stated we've done some assessment of the conflicts office issue and have been exploring alternatives to hiring staff. If we're not successful in doing this in another fashion, we'll come back to request funding for these positions, right now they are zero based. Discussion followed.

MOTION: APPROVING AND FORWARDING TO THE FINANCE COMMITTEE UNDER RULE 16B, ONE ZERO-BASED PUBLIC DEFENDER POSITION (DEPARTMENT HEAD), TWO ZERO-BASED SR. ASSISTANT PUBLIC DEFENDER POSITIONS AND TWO ZERO-BASED GRADE 4 TYPIST POSITIONS FOR THE ESTABLISHMENT OF A PUBLIC DEFENDER CONFLICTS OFFICE AND ONE ZERO-BASED PART TIME ASSISTANT PUBLIC DEFENDER POSITION FOR AN APPEALS OFFICE MADE BY MR. GEHL. SECONDED BY DR. BAKER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

f. *Public Works Department* – Mr. Spagnoletti stated we are requesting an additional Work Relief On-site Supervisor. He stated they currently have 4 crews supervised by Public Works employees and Commissioner Biehl supplies the clients. Mrs. Biehl stated under the TANF reauthorization, they have imposed

new restrictive employment participation rates. She noted this also involves the 16B requests under the Department of Social Services. We have to have 50% of our TANF cases participating in employment activities. We have to have 90% of the 2-parent households in employment activities. The penalty is so high that it is less expense to pay for the individuals in that fashion. They also changed the definition of community services to include only volunteer work instead of including individuals in rehab. Now those in rehab can only be counted up to 6 weeks in a federal fiscal year. One of the things they discussed to address these changes was a non-traditional mobile workfare crew that might work fewer hours and combine the two needs. Another change they've imposed is individuals cannot be absent from the employment activities more than 2 times in one month or 10 times in one year. Discussion followed.

Mrs. Biehl stated these changes mean that the County will have to have a lot more hands on with the clients. Education used to count as employment. That is now limited to 1 year and they have to be trained to a specific trade. Individuals that we have assisted in applying or have applied on their own for SSI/Disability are now counting against the County. Job search is a category that we can count, but it has to be supervised daily. Discussion followed.

Mrs. Biehl stated we have TANF families that are receiving benefits because they have children in the home. If they are sanctioned, they won't receive their benefits but the children will. The penalty imposed to the County for failing to meet the new participation rates begins the first year with a 5 percent reduction in TANF funding. Steuben County receives approximately \$8.5 million in TANF. Every year thereafter, the penalty increases by 2 percent and is capped at 21 percent. Discussion followed.

Dr. Anderson stated he would just like to comment that for Mrs. Biehl and Mr. Spagnoletti to come up with this creative idea to meet these regulation requirements and still get the individuals the help they need, well you have some pretty great department heads.

MOTION: APPROVING AND FORWARDING TO THE FINANCE COMMITTEE UNDER RULE 16B ONE FUNDED GRADE 8 WORK RELIEF ON-SITE SUPERVISOR IN THE DEPARTMENT OF PUBLIC WORKS MADE BY MR. GEHL. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Mr. Spagnoletti stated he is also requesting four junior bridge workers, two funded and two zero based. We need 6 people to build a bridge and they have been doing it with 4 people on a crew. In 1993 we had 39% deficient bridges and we brought that down to 17%. It is now starting to creep back up to 19%. With only 4 people on a crew it takes longer and it isn't safe. Discussion followed.

Mr. Donnelly asked what do they do in the winter? Mr. Spagnoletti stated they do repairs to flagged bridges, they plow snow and they build box culverts.

MOTION: APPROVING AND FORWARDING TO THE FINANCE COMMITTEE UNDER RULE 16B TWO FUNDED GRADE 9 JR. BRIDGE WORKER POSITIONS AND TWO ZERO BASED GRADE 9 JR. BRIDGE WORKER POSITIONS IN THE DEPARTMENT OF PUBLIC WORKS MADE BY MR. GEHL. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

g. *Sheriff* – Mr. Alger stated the Sheriff is requesting 15 Correction Officer positions, one Registered Nurse position and a Maintenance position. He noted these positions are related to the opening of the new facility. Next year the only position that would be funded for a full year would be the maintenance position. The others would only be funded for a few months. He noted that they won't know exactly how many Correction Officer positions they will need until the Commission of Corrections does their walk through. The Sheriff has indicated that the number of Correction Officer positions he is requesting would be the worst case scenario. In addition, these positions would be offset with revenue by housing outside inmates. Discussion followed.

MOTION: APPROVING AND FORWARDING TO THE FINANCE COMMITTEE UNDER RULE 16B 15 FUNDED (PARTIAL YEAR) GRADE 10 CORRECTION OFFICER POSITIONS, ONE FUNDED (PARTIAL YEAR) GRADE 12 REGISTERED PROFESSIONAL NURSE POSITION AND ONE FUNDED GRADE 7 MAINTENANCE POSITION IN THE STEUBEN COUNTY JAIL MADE BY DR. BAKER. SECONDED BY MR. GEHL. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

h. *Veterans' Service Agency* – Mrs. Smith stated Mr. McRae had a prior engagement and was unable to be here today. She stated we looked at the duties of the current Veterans' Service Assistant and how they've changed. They equate closely to what a Social Welfare Examiner does, which is a grade 8. She stated the duties match the title, but we feel it needs to be in a higher grade. Therefore, she recommends they upgrade the position from a Grade 6 to a Grade 8.

MOTION: APPROVING AND FORWARDING TO THE FINANCE COMMITTEE UNDER RULE 16B THE UPGRADING OF ONE VETERANS' SERVICE ASSISTANT POSITION FROM A GRADE 6 TO A GRADE 8 IN THE VETERANS' SERVICE AGENCY MADE BY DR. BAKER. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

i. *Youth Bureau* – Mr. Pruyn stated this position request is a partnership between the Youth Bureau, the Department of Social Services and the Office of Community Services. We are requesting a Youth Program Coordinator who would be the chief in charge of a mentoring program. We began a study project 6 months ago with a task group and we gathered some data focusing on mentoring. Everyone here is highly successful and probably is so because of mentors. Teens are more likely to finish high school and be successful with mentors. The Big Brother/Big Sisters Program found that teens are more likely not to initiate drug and alcohol use if they have mentors. Mentored youngsters are one third less likely to hit somebody and they skipped half as many days of school. It is a program that has been successful across the nation. He noted 17 million youth are in need of mentoring and 5 million are being mentored. We see a strong need here in Steuben County. He noted they would like to combine this program with the Compeer Program, which is a highly successful program. We're looking at using prevention funds from DSS to fund this position. He noted the study group has become an official advisory group to make this a successful program.

Mrs. Biehl stated preventive services have proven to be effective with our clientele. Dr. Anderson stated this program would allow the continuation of a program (Compeer) that has been very beneficial for individuals who have been mentally ill and need to interact with people who are normal. Again, I would like to say that this County is really lucky to have the department heads you do to find what needs to be done and work together to solve problems. Mr. Gehl stated our department heads do save us a lot of money and do a yeoman's job all the way around.

MOTION: APPROVING AND FORWARDING TO THE FINANCE COMMITTEE UNDER RULE 16B ONE FUNDED GRADE 16 YOUTH PROGRAM COORDINATOR IN THE YOUTH BUREAU MADE BY MR. NIELSEN. SECONDED BY MR. GEHL. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

j. *Department of Social Services* – Mrs. Biehl stated for the Medicaid Unit she is requesting three funded and one zero based Social Welfare Examiner positions. The Medicaid numbers continue to grow and our Social Welfare Examiners carry 700 plus cases. It requires a great deal of overtime. The State has capped our local share of Medicaid and they have increased the administration reimbursement so the positions are totally funded with State and Federal revenue.

MOTION: APPROVING AND FORWARDING TO THE FINANCE COMMITTEE UNDER RULE 16B THREE FUNDED GRADE 8 SOCIAL WELFARE EXAMINER POSITIONS AND ONE ZERO BASED GRADE 8 SOCIAL WELFARE EXAMINER POSITION IN THE DSS MEDICAID UNIT MADE BY MR. GEHL. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Mrs. Biehl stated that for the Employment Unit, she is requesting two funded Social Welfare Examiner positions, one funded Sr. Social Welfare Examiner position and one funded Typist position. She noted these positions are needed due to the participation rate changes she described earlier in the meeting. She stated she's concerned about the regulation changes and concerned with meeting them without the appropriate staffing level. Our workers currently handle 200 plus cases and this will require more handholding as well. The Typist position will support the administration of the services. Discussion followed.

MOTION: APPROVING AND FORWARDING TO THE FINANCE COMMITTEE UNDER RULE 16B TWO FUNDED GRADE 8 SOCIAL WELFARE EXAMINER POSITIONS, ONE FUNDED GRADE 10 SR. SOCIAL

WELFARE EXAMINER POSITIONS AND ONE FUNDED GRADE 4 TYPIST POSITION IN THE DSS EMPLOYMENT UNIT MADE BY MR. GEHL. SECONDED BY DR. BAKER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Mrs. Biehl stated that for the Services Division, she is requesting one funded Social Welfare Examiner position and one funded Typist position. We have been under close scrutiny for Federal funding. We have passed the audit but they have changed the regulations around to get children home sooner. Part of this is a change in how we document what we have been doing. If during the audit process it were discovered that there is improper language in a court order, we would lose Federal funding, not only for the case, but permanently. Currently we have a contracted person do this but we would like to have a permanent person on staff. We have found \$400,000 in cases where we didn't claim 4E funding so having this position permanently would work both ways. We saw a lot of lost revenue because they went through the entire caseload, and this will insure we don't lose revenue we are entitled to. Discussion followed.

MOTION: APPROVING AND FORWARDING TO THE FINANCE COMMITTEE UNDER RULE 16B ONE FUNDED GRADE 8 SOCIAL WELFARE EXAMINER POSITION AND ONE FUNDED GRADE 4 TYPIST POSITION IN THE DSS SERVICES DIVISION MADE BY MR. GEHL. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Mrs. Biehl stated for the Fraud & Legal Unit, she is requesting two funded Fraud Investigator positions. They've been working with Mr. Alger, Mr. Gleason and Mr. Peaslee in search of a data-mining tool to allow us to look more closely at welfare fraud. We currently utilize two Fraud Investigator positions, a Resource Assistant and a Sheriff's Investigator. Discussion followed.

Mr. Leyden stated part of the fraud investigation process is disqualifying individuals from benefits. There is a lot of recidivism in this. The big component here is that as of mid-August we have 126 open cases. It takes probably 50 to 60 hours each to build a case. The big problem is if we get a referral today on fraud, we might not get to the case for 7 months. In the meantime, you are shelling out the benefits to the person committing the fraud. Discussion followed.

Dr. Baker asked how far behind are we on the collections? Mr. Leyden stated the collections go fairly well because they face jail time if they don't pay it back. We have 40 cases in prosecution mode and 80 cases in investigation mode.

MOTION: APPROVING AND FORWARDING TO THE FINANCE COMMITTEE UNDER RULE 16B TWO FUNDED GRADE 11 FRAUD INVESTIGATOR POSITIONS IN THE DSS FRAUD & LEGAL UNIT MADE BY MR. GEHL. SECONDED BY DR. BAKER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Mrs. Biehl stated there is now a Single Point of Entry initiative with the State Department of Health and the State Office for the Aging to address the long-term care needs across the State due to the baby boomers. They're mandating counties to institute a single point of entry for all long-term care services. This includes Public Health Nursing Services. We are asking for a Coordinator position and an Intake Worker position to handle this initiative. She noted this is a Medicaid Managed Care Program so she can charge the cost back under Medicaid Administration. In addition, they will receive a \$52,000 allocation to help support the operating expenses.

MOTION: APPROVING AND FORWARDING TO THE FINANCE COMMITTEE UNDER RULE 16B ONE FUNDED GRADE 8 POE INTAKE WORKER POSITION AND ONE FUNDED GRADE 14 POE COORDINATOR POSITION TO HANDLE THE SINGLE POINT OF ENTRY INITIATIVE IN DSS MADE BY MR. GEHL. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

IV. OTHER BUSINESS

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. WALSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION TO ADJOURN EXECUTIVE SESSION AND RECONVENE IN REGULAR SESSION MADE BY MR. GEHL. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 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
Tuesday, October 10, 2006
9:30 a.m.**

STEUBEN COUNTY ADMINISTRATION COMMITTEE

Tuesday, October 10, 2006

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 Francis L. Gehl, Vice Chair L. Ronald Nielsen
DeWitt T. Baker, D.V.M. John Walsh

Legislators: Philip J. Roche Thomas J. McIntyre

Staff: Mark R. Alger Lawrence P. Crossett Robert F. Biehl
James Gleason David English Gregory P. Heffner
Robert Anderson

I. CALL TO ORDER

Mr. Donnelly called the meeting to order at 9:30 a.m.

II. APPROVAL OF MINUTES

MOTION APPROVING THE MINUTES OF THE SEPTEMBER 12, 2006, MEETING MADE BY MR. NIELSEN. SECONDED BY MR. WALSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Mr. Gehl not present for vote.

III. DEPARTMENTAL REPORTS/REQUESTS

A. Purchasing Department

1. **Surplus Auction Results** – Mr. Gleason stated they were able to get everything sold, despite the rain. He thanked all of the departments that assisted with the sale, especially Buildings and Grounds and the Public Works Department. The sale's gross proceeds were \$150,361 with the County's share being \$102,109.50.

MOTION: ACCEPTING THE REPORT ON THE COUNTY SURPLUS AUCTION RESULTS MADE BY DR. BAKER. SECONDED BY MR. GEHL. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. **Microfilming Services Bid** – Mr. Gleason stated they'd like to reject this bid as it was rather high. He believes it may have been because they haven't updated the quantities in a few years. Discussion followed.

MOTION: REJECTING THE MICROFILMING SERVICES BID AND AUTHORIZING THE SOLICITATION OF NEW BIDS MADE BY DR. BAKER. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

B. Personnel Officer

1. **Supplies** – Mr. Biehl stated on Monday, October 30th they are conducting a Civil Service training session and he would like to supply refreshments. He noted the cost shouldn't be more than \$35 and they have money in the budget.

MOTION: AUTHORIZING THE PERSONNEL OFFICER TO EXPEND UP TO \$35 TO SUPPLY REFRESHMENTS FOR A CIVIL SERVICE TRAINING SESSION MADE BY DR. BAKER. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. **Reclassification** – Mr. Biehl stated Community Services has a reclassification request. Dr. Anderson requested authorization to reclassify a Grade 16 **Psychology Interne** position to a Grade 15 Staff Social Worker. Discussion followed.

MOTION: RECLASSIFYING A GRADE 16 PSYCHOLOGY INTERNE POSITION TO A GRADE 15 STAFF SOCIAL WORKER IN THE OFFICE OF COMMUNITY SERVICES MADE BY DR. BAKER. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

IV. OTHER BUSINESS

A. Local Law - Mr. Gehl stated at Monday's Public Safety Committee meeting he brought up how Suffolk County passed a local law where illegal immigrants have to show proof that they are citizens in order to work for contractors. He noted that 7 illegal immigrants were arrested in Cohocton this past weekend. He stated that he would like to have a law in place in Steuben County. Discussion followed.

Mr. Alger stated the problem is he doesn't think they can enforce that type of law. The Sheriff doesn't make those types of arrests, the Federal government does. We can't deport them, we can only hold them and then turn them over to immigration.

Mr. Gehl asked how did Suffolk County do it then? Mr. Donnelly recommended they have Chris Kane contact the Suffolk County Clerk of the Legislature to get a copy of the law so they can discuss it.

B. Legislators' Salaries – Mr. Nielsen asked is now the time to propose increasing Legislators' salaries? Mr. Donnelly stated yes, this would be a good time as they are currently working on next year's budget.

Mr. Gehl recommended they approve a \$2,000 pay increase and have Legislators pay a portion of the health insurance premium. Mr. Nielsen stated he agrees with that recommendation.

Mr. Roche noted that they would have new legislators coming on after next year. He believes paying a percentage of the health insurance would be an incentive for them to not take the insurance. Considerable discussion followed.

Mr. Alger stated one option would be to increase the insurance contribution as they do in the union contract. The union's contribution is 5 percent this year, 6 percent in 2007 and 7 percent in 2008. He noted this contribution scale is for employees hired prior to 1998. Employees hired after 1998 pay 15 percent. Discussion followed.

MOTION: RECOMMENDING INCREASING LEGISLATORS' SALARIES BY \$2,000 WITH A HEALTH INSURANCE CONTRIBUTION OF SIX PERCENT OF THE PREMIUM FOR 2007 AND SEVEN PERCENT OF THE PREMIUM IN 2008 MADE BY MR. GEHL. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

C. Other - Mr. Alger stated we've been trying to enroll retirees in the alternative health insurance plan. We're not getting a very good response. Under GASB 45, we will have to do an actuarial study of post retirement benefits for all of your retirees. We're in the process of putting that together and NYSAC has a group of actuaries that will do that for us. The number I heard for this is 10 times your estimated budget. So your liability for that is on average 10 times your health insurance budget, which is \$9 million. So you'll have to put \$90 million on your books for retirees health insurance budget. Discussion followed.

Mr. Alger stated that once people hit the eligibility for Medicare at age 65 the new plan becomes their health plan. They will no longer be in our group so that will reduce that liability somewhat. We haven't done that yet but I think we're going to have to look at that. 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. NIELSEN. SECONDED BY MR. GEHL. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

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

Respectfully submitted by,

Brenda K. Mori
Deputy Clerk
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR
Tuesday, November 14, 2006
9:30 a.m.**

STEUBEN COUNTY ADMINISTRATION COMMITTEE

Tuesday, November 14, 2006

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 Francis L. Gehl L. Ronald Nielsen
DeWitt T. Baker, D.V.M. John Walsh

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

Other: Mary Perham, *Leader*

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 OCTOBER 10, 2006, MEETING MADE BY DR. BAKER, SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

III. DEPARTMENTAL REPORTS/REQUESTS

A. County Treasurer

1. **Mortgage Tax Distribution** – Mr. Crossett distributed copies of the mortgage tax distribution report. He stated the figures are about \$20,000 higher than the same period last year. Discussion followed.

2. **Retirement Reporting** – Mr. Crossett stated they need to amend a resolution that was approved in October of 1990 regarding retirement reporting. Some of the titles on the resolution no longer exist and some of the titles shouldn't be included in the resolution. He distributed copies of a new resolution and he noted that it establishes the standard workday for elected and appointed officials. He noted this is for reporting purposes only. In conjunction with this resolution, the Legislators will be receiving survey forms to track the amount of time spent doing legislative duties. Discussion followed.

MOTION: ESTABLISHING THE STANDARD WORKDAY FOR CERTAIN ELECTED AND APPOINTED OFFICIALS FOR RETIREMENT REPORTING PURPOSES MADE BY DR. BAKER. SECONDED BY MR. GEHL. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

B. County Clerk

1. **Semi-Annual Mortgage Tax Report** – Mrs. Hunter distributed copies of the semi-annual mortgage tax report. She noted this has been filed and accepted by the State. Discussion followed.

MOTION: ACCEPTING THE SEMI-ANNUAL MORTGAGE TAX REPORT AND DISTRIBUTION AND FORWARDING TO THE FULL LEGISLATURE FOR APPROVAL MADE BY MR. NIELSEN. SECONDED BY MR. WALSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

C. Real Property Tax Service Agency

1. **Report of County Equalization** – Mrs. Hatch distributed copies of the report of all of the approved equalization rates that have been established by the State based upon the 2006 assessment rolls.

Mrs. Hatch stated the Table of County Equalization shows the county taxable value minus the allowable exemptions to form the equalization rate for each town. She noted this would not be the final percent of change, as the figures will change once the budget is approved. Discussion followed.

Mrs. Hatch also distributed copies of the levy of tax for each of the watershed districts for the Committee's review.

MOTION: ACCEPTING THE REPORT ON COUNTY EQUALIZATION AS PRESENTED MADE BY MR. GEHL. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

D. Personnel Officer

1. **Reclassification – Social Services** – Mr. Biehl stated the Department of Social Services is requesting authorization to reclassify a Director of Social Services position, Grade F, to a Director of Finance, Grade F.

MOTION: RECLASSIFYING A DIRECTOR OF SOCIAL SERVICES POSITION, GRADE F, TO A DIRECTOR OF FINANCE, GRADE F, IN THE DEPARTMENT OF SOCIAL SERVICES MADE BY MR. GEHL. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

E. County Administrator

1. **Election Commissioners Appointments** - Mr. Alger stated both the Republican Committee and the Democratic Committee of Steuben County have submitted their recommendations for Election Commissioner.

MOTION: ACCEPTING AND FORWARDING TO THE FULL LEGISLATURE THE APPOINTMENT OF SHARLENE THOMPSON AS THE REPUBLICAN ELECTION COMMISSIONER AND ALLAN C. JOHNSON AS THE DEMOCRATIC ELECTION COMMISSIONER MADE BY DR. BAKER. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

2. **Administrative Code Amendment** - Mr. Alger stated we've identified an area that needs to be addressed in the *Administrative Code*. The Code requires full Legislative Board approval for transfers from the 200 budget line items. This includes the Public Works Department's Permanent Improvements budget. He recommended they recognize the 5112.200 account differently so that it could be handled the same as a contractual account. He requested the Committee authorize the County Administrator and the Commissioner of Public Works to approve transfers within that account up to \$25,000 and anything above that should be approved by the Public Works Committee and the Finance Committee. He stated this would allow them to transfer from the permanent improvements line to the maintenance items rather than waiting for a Legislative Resolution.

MOTION: AMENDING THE ADMINISTRATIVE CODE TO AUTHORIZE THE COUNTY ADMINISTRATOR AND COMMISSIONER OF PUBLIC WORKS TO APPROVE TRANSFERS FROM THE 5112.200 ACCOUNT UP TO \$25,000 AND ANY AMOUNT ABOVE THAT WOULD REQUIRE APPROVAL OF THE PUBLIC WORKS COMMITTEE AND THE FINANCE COMMITTEE MADE BY DR. BAKER. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

IV. **OTHER BUSINESS**

A. **Illegal Immigration** – Mr. Gehl asked Mrs. Kane to explain what she learned through her research on this issue. Mrs. Kane stated Mr. Gehl asked her to look into what Suffolk County had done with regards to illegal immigration. She stated she has read Suffolk County's local law and, in her opinion, it doesn't really do anything. It is more of a political statement rather than forming any basis for regulation. This is just over and above the laws already put into place by the Federal government. Discussion followed.

Mr. Ahrens stated the only thing they might want to do is amend the contract boilerplate to state that contractors will certify that they are in compliance with Federal employment guidelines for immigration. He noted that the boilerplate already states that they are to be in compliance with all state and federal employment laws. Discussion followed.

Mr. Ahrens stated he could have Mr. English draft an amendment to the contract boilerplate and bring it back to the Committee next month for approval.

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

MOTION: APPROVING MANAGEMENT SALARY ADJUSTMENTS OF 3 ½ % AND 4 ½ % BASED UP ON PERFORMANCE REVIEWS, AND ALSO TO INCLUDE A \$500 ONE-TIME PAYMENT TO MANAGEMENT AND CONFIDENTIAL EMPLOYEES TO OFFSET THE ADDITIONAL COST OF THE CO-PAYMENT FOR HEALTH INSURANCE OF 6% IN 2007 AND 7% IN 2008 MADE BY MR. GEHL. SECONDED BY DR. BAKER. OPPOSED: WALSH. MOTION CARRIES 4-1.

MOTION: PRESENTING LOCAL LAWS WITH SALARY INCREASES OF 3 ½ % TO 4 ½%, BASED UPON PERFORMANCE REVIEWS PLUS THE \$500 CO-PAYMENT FOR HEALTH INSURANCE MADE BY MR. GEHL. SECONDED BY DR. BAKER. OPPOSED: WALSH. MOTION CARRIES 4-1.

MOTION: PRESENTING THE LOCAL LAW FOR THE COUNTY ATTORNEY WITH A SALARY OF \$122,500 PLUS THE \$500 FOR CO-PAYMENT OF THE HEALTH INSURANCE MADE BY MR. NIELSEN. SECONDED BY DR. BAKER. OPPOSED: WALSH. MOTION CARRIES 4-1.

MOTION: PRESENTING THE LOCAL LAW FOR THE COUNTY ADMINISTRATOR WITH A SALARY OF \$96,000 PLUS THE \$500 FOR THE CO-PAYMENT OF THE HEALTH INSURANCE MADE BY MR. GEHL. SECONDED BY DR. BAKER. OPPOSED: WALSH. MOTION CARRIES 4-1.

MOTION: PRESENTING THE LOCAL LAW FOR THE SHERIFF WITH A SALARY OF \$71,906 PLUS THE \$500 FOR THE CO-PAYMENT OF THE HEALTH INSURANCE, AND PRESENTING THE LOCAL LAW FOR THE COUNTY CLERK WITH A SALARY OF \$49,305 PLUS THE \$500 FOR THE HEALTH INSURANCE CO-PAYMENT MADE BY MR. GEHL. SECONDED BY DR. BAKER. OPPOSED: WALSH. MOTION CARRIES 4-1.

MOTION: INCREASING THE SALARIES OF THE ELECTION COMMISSIONERS BY \$1,000 PLUS THE \$500 FOR THE CO-PAYMENT OF THE HEALTH INSURANCE, FOR A TOTAL SALARY OF \$13,046 EACH MADE BY MR. GEHL. SECONDED BY MR. NIELSEN. OPPOSED: WALSH. MOTION CARRIES 4-1.

MOTION: APPROVING THE AMENDMENT TO THE *ADMINISTRATIVE CODE*, SECTION #2, HEALTH INSURANCE, RELATIVE TO THE MANAGEMENT FRINGE BENEFITS SECTION, TO MODIFY THE INSURANCE CO-PAYMENT TO 6% OF POLICY COST FOR 2007 AND 7% FOR 2008, TO BE REVIEWED AND UPDATED AS NECESSARY, BY THE ADMINISTRATION COMMITTEE MADE BY MR. GEHL. SECONDED BY DR. BAKER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

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

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, December 12, 2006
9:30 a.m.**

STEUBEN COUNTY ADMINISTRATION COMMITTEE

Tuesday, December 12, 2006

3:00 p.m.

Legislative Committee Conference Room

Steuben County Office Building

3 East Pulteney Square

Bath, New York

MINUTES

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

Legislators: Thomas J. McIntyre

Staff: Mark R. Alger Robert F. Biehl Kenneth Peaslee
Allan C. Johnson Sharlene Thompson Judy Hunter
James Gleason Frederick H. Ahrens, Jr. Frank Justice
Gregory P. Heffner David English

Other: Mary Perham, *Leader*

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

I. CALL TO ORDER

The meeting was called to order by Mr. Donnelly at 3:00 p.m.

II. APPROVAL OF MINUTES

MOTION APPROVING THE MINUTES OF THE NOVEMBER 14, 2006, MEETING MADE BY MR. GEHL. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

III. DEPARTMENTAL REPORTS/REQUESTS

A. County Clerk

1. **Budget Transfer** – Mrs. Hunter stated that as of the end of November she had \$6,400 remaining in the surplus revenue line item. In addition, she just deposited \$82,000 into that account yesterday. She stated they are currently out of space in the space saver files. She requested authorization to transfer \$6,000 from the surplus revenue line item into the equipment line item to purchase 15 file cabinets.

Mr. Gehl asked why aren't we purchasing more space saver cabinets? Mr. Alger stated they really don't have the room to put in those types of cabinets. These 15 cabinets would be put in the basement until they can determine which files can be moved to the Records Center.

Mr. Donnelly asked is it your intent to send documents to the Records Center? Mrs. Hunter stated yes. Discussion followed.

MOTION: AUTHORIZING THE TRANSFER OF \$6,000 FROM THE COUNTY CLERK'S SURPLUS REVENUE LINE ITEM INTO THE MINOR EQUIPMENT LINE ITEM AND AMENDING THE MINOR EQUIPMENT LIST TO INCLUDE 15 FILE CABINETS MADE BY MR. WALSH. SECONDED BY MR. GEHL. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

2. **Informational** – Mrs. Hunter stated she received word of a Senate Counsel meeting regarding a possible chapter amendment to legislation that would authorize service bureau's to collect sales tax for DMV transactions. This would essentially allow the service bureaus to handle all DMV transactions. She stated they

don't anticipate it impacting the rural counties very much at this point as it is geared more towards New York City. However, it could affect us and she wanted to make sure the Committee was aware of this. What the service bureaus will most likely do is add an additional fee.

Mrs. Hunter stated we're hoping to try to address this issue somehow and one way would be to require the company to remit the 12.7 percent back to the County the vehicle is registered in as they do with the usage tax. Discussion followed.

Mr. Alger suggested they take the approach of encouraging the Senate to make this amendment applicable to jurisdictions with a population of 1 million or more. *The Committee asked Mrs. Hunter to present her views to the Council and let the Committee know the outcome.*

B. Board of Elections

1. **Contract** – Mr. Johnson stated the State Board of Elections has required a statewide database and 6 counties, including Steuben, currently handle it in house. It looks like, at this point, we won't be able to do it in-house anymore so we are requesting authorization to contract with NTS Data Services for the management of the statewide database. The cost per year is \$16,935 for five years. He noted that they have no choice but to become part of the statewide database and they can't do it themselves because of a 3-month time period.

Mr. Alger stated we had been handling the database ourselves through a program written by IT. We've been investigating to see if we could comply with the State system requirements. It appears that with the time frame they are giving us to respond, it has become virtually impossible for us to comply. Since 43 other counties have this system, we would like to go with this one. While the State hasn't filed the program requirements, they are telling us we only have until March to comply. If there are 43 of us unable to comply, they are going to have a bigger problems penalizing all of them. Discussion followed.

MOTION: WAIVING THE FORMAL RFP PROCESS AND AUTHORIZING THE BOARD OF ELECTIONS TO CONTRACT WITH NTS DATA SYSTEMS FOR A VOTER REGISTRATION INTEGRATED MANAGEMENT SOLUTION DATABASE AND AUTHORIZING THE TRANSFER OF \$16,934.20 FROM THE 2006 CONTINGENT FUND TO PAY FOR THE FIRST YEAR OF THE CONTRACT MADE BY MR. GEHL. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.

2. **Full-time Commissioners** – Mrs. Thompson stated this is not an issue they would like action on at this point in time, but they believe it is time for it to be considered. She noted that with the HAVA implementation, several counties are making their Commissioners full time.

Mr. Johnson stated they wanted to make the Committee aware that this is the trend and that the workload has increased considerably.

Mr. Donnelly asked are either of you interested in doing this job full time? Mr. Johnson and Mrs. Thompson both stated that they were not interested in full-time jobs. Mr. Johnson stated it would be nice in the long term to hire people who could make this a career with a long-term commitment.

Mr. Gehl asked what have you heard about the voting machines? Mr. Johnson stated nothing. It will probably be March before we are able to pick a machine. They have to be approved by the State and they are being tested now. The deadline has been changed to February, possibly into March. Considerable discussion followed.

C. Purchasing Department

1. **Microfilming Services** – Mr. Gleason stated they solicited new bids for the microfilming services. The bid was based upon 300,000 images per year. He recommended awarding it to PMI for \$13,715.

MOTION: AWARDING THE MICROFILMING SERVICES BID TO PMI FOR \$13,715 MADE BY MR. GEHL. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

2. **Copiers** – Mr. Gleason requested authorization to replace two central copying machines. The cost would be no more than \$25,000 and there is enough money in the copier capital project.

MOTION: AUTHORIZING THE PURCHASING DIRECTOR TO SPEND UP TO \$25,000 FROM THE COPIER CAPITAL PROJECT TO PURCHASE TWO CENTRAL COPYING MACHINES MADE BY MR. NIELSEN. SECONDED BY MR. GEHL. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

3. **Bidding Threshold for Garbage Services** – Mr. Gleason stated that he was notified by Mr. Wraight that they are close to the purchasing threshold for garbage services. He requested authorization to solicit bids for garbage services for all users in the County. Discussion followed.

MOTION: AUTHORIZING THE SOLICITATION OF BIDS FOR GARBAGE SERVICES FOR ALL DEPARTMENTS MADE BY MR. NIELSEN. SECONDED BY MR. GEHL. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

D. Personnel Officer

1. **Reclassification – Probation** – Mr. Biehl stated Mr. Justice is requesting authorization to reclassify a Grade VI Account Clerk Typist to a Grade VIII Senior Account Clerk. He noted the Public Safety and Corrections Committee has approved this reclassification.

MOTION: RECLASSIFYING A GRADE VI ACCOUNT CLERK TYPIST POSITION TO A GRADE VIII SENIOR ACCOUNT CLERK POSITION WITHIN THE DEPARTMENT OF PROBATION AND CORRECTIONAL ALTERNATIVES MADE BY MR. GEHL. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

2. **Drug Testing Contract** – Mr. Biehl stated the County is required to test half of its CDL holders annually. They currently contract with Occumed for this service. He stated Occumed generates the list and we test at three different sites. They are willing to continue this service at the same price as last year, which is \$42 per test. The County has 400 people in the program, of which 100 are County employees and the remaining are employees of other municipalities. The County bills the municipalities for the cost of the test.

MOTION: EXTENDING THE CONTRACT WITH OCCUMED FOR DRUG TESTING FOR ONE YEAR AT A COST OF \$42 PER TEST MADE BY MR. GEHL. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

E. County Administrator

1. **Excess Workers' Compensation Insurance Renewal** – Mr. Alger stated they received a quote from the current insurance company. The rate will be the same per employee and the only increase is based upon payroll. The total cost for this insurance will increase from \$91,000 to \$93,651. He recommended they renew the insurance for \$93,651.

MOTION: APPROVING THE RENEWAL OF THE EXCESS WORKERS' COMPENSATION INSURANCE FOR \$93,651 MADE BY MR. NIELSEN. SECONDED BY MR. GEHL. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

2. **Excess Liability Insurance** – Mr. Alger stated he doesn't have a final number yet but it looks like the rate will be going down. He suggested they approve last year's premium as the maximum renewal amount.

MOTION: APPROVING THE RENEWAL OF THE EXCESS LIABILITY INSURANCE FOR NOT MORE THAN LAST YEAR'S PREMIUM MADE BY MR. GEHL. SECONDED BY MR. WALSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

3. **Workers' Compensation Budget** – Mr. Alger stated various line items in the Workers' Compensation budget were short funds so he and the County Treasurer transferred \$214,000 in revenues from the prior years' expenses into the various line items to cover the shortage. He requested the Committee ratify their action.

MOTION: RATIFYING THE ACTION OF THE COUNTY ADMINISTRATOR AND COUNTY TREASURER AND APPROVING THE TRANSFER OF \$214,000 FROM THE REVENUES FROM PRIOR YEARS' EXPENSES LINE ITEM INTO THE INDEMNITY, MEDICAL AND LEGAL LINE ITEMS WITHIN THE WORKERS' COMPENSATION BUDGET MADE BY MR. GEHL. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

Mr. Alger stated in addition, they transferred \$30,000 between various 400 line items.

MOTION: RATIFYING THE ACTION OF THE COUNTY ADMINISTRATOR AND COUNTY TREASURER AND APPROVING THE TRANSFER OF \$30,000 BETWEEN VARIOUS 400 LINE ITEMS WITHIN THE WORKERS' COMPENSATION BUDGET MADE BY MR. GEHL. SECONDED BY MR. WALSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

4. **Health Insurance Contributions** – Mr. Alger stated that last month the Committee agreed to have Management and Confidential employees contribute towards the health insurance premium. He requested an amendment to the *Administrative Code* to reflect this change.

MOTION: AMENDING THE ADMINISTRATIVE CODE PART XV, SECTION 2(2) RELATIVE TO HEALTH INSURANCE FOR COUNTY MANAGEMENT AND CONFIDENTIALS MADE BY MR. GEHL. SECONDED BY MR. NIELSEN. 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. NIELSEN. SECONDED BY MR. WALSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

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

MOTION: PRESENTING LOCAL LAW TENTATIVELY NO. SEVEN OF 2006, AUTHORIZING THE DEPUTY TREASURER TO BE A RESIDENT OF A COUNTY IN NEW YORK CONTIGUOUS TO THE COUNTY OF STEUBEN MADE BY MR. GEHL. SECONDED BY MR. NIELSEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.

MOTION: ESTABLISHING THE SALARY OF THE COUNTY TREASURER AT \$76,000 FOR 2007 AND THE SALARY OF THE DEPUTY TREASURER AT \$68,000 FOR 2007 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, January 9, 2007
9:30 a.m.**

STEBEN COUNTY ADMINISTRATION COMMITTEE

Special Meeting

Monday, December 18, 2006

9:45 a.m.

Legislative Committee Conference Room

Steuben County Office Building

Bath, New York

****MINUTES****

COMMITTEE:	Patrick F. Donnelly, Chair L. Ronald Nielsen	Francis L. Gehl, Vice Chair John Walsh	DeWitt T. Baker, D.V.M.
STAFF:	Mark R. Alger Frederick H. Ahrens, Jr.	Jim Gleason David English	Mike Keene
LEGISLATORS:	Donald B. Creath Gary D. Swackhamer	Dan Farrand	Patrick F. McAllister

I. CALL TO ORDER

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

II. DEPARTMENTAL REPORTS/REQUESTS

A. Purchasing

1. **Flu Vaccine** – Mr. Gleason informed the committee that they are looking at purchasing the flu vaccine through a co-op next year due to the problems we have had in recent years. Chemung County has offered to become the lead municipality in the cooperative effort. The vaccine would be purchased through the Premier Group. Chemung County was able to get a deal on the vaccines they had ordered and it was very successful. They have offered to extend that to the Finger Lakes Health Association.

Mr. Gleason stated that he discussed this last week with Mr. Alger, Mr. Ahrens, Ms. Weschler of Public Health Nursing Services, the Office for the Aging and the Health Care Facility. They all seemed interested in doing this. Mr. Ahrens believes that with an inter-municipal agreement, we could enter into this.

Mr. Ahrens stated Chemung County is actually procuring the vaccine. With an inter-municipal agreement, all legalities will be covered.

MOTION: AUTHORIZING THE PURCHASING DIRECTOR TO ENTER INTO AN INTER-MUNICIPAL AGREEMENT WITH CHEMUNG COUNTY FOR THE PROCUREMENT OF FLU VACCINE FOR 2007 MADE BY MR. WALSH. SECONDED BY DR. BAKER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Mr. Alger commented there are eight or nine counties that will be doing this and as a result we should get good pricing. Chemung County has never had a problem with delivery of their vaccines. Hopefully we will get the vaccine earlier and we can run more clinics.

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

Respectfully Submitted by:

Amanda L. Chapman
Senior Stenographer
Steuben County Legislature