

STEUBEN COUNTY ADMINISTRATION COMMITTEE

Tuesday, January 8, 2008

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 John Walsh

Legislators: Philip J. Roche Thomas J. Ryan Lawrence P. Crossett

Staff: Mark R. Alger Richard C. Tweddell Tammy Hurd-Harvey
Judith Hunter David McCarroll Robert F. Biehl
Frederick Ahrens David English

Other: Mary Perham, *Leader*

I. CALL TO ORDER

The meeting was called to order by Mr. Donnelly at 9:40 a.m.

II. APPROVAL OF MINUTES

MOTION APPROVING THE MINUTES OF THE DECEMBER 11, 2007 MEETING MADE BY MR. WALSH. SECONDED BY MR. ROCHE. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

III. DEPARTMENTAL REPORTS/REQUESTS

A. Personnel Officer

1. **Reclassification – Health Care Facility** – Mr. Biehl stated Mr. McCarroll is requesting authorization to reclassify a vacant part time Food Service Helper, Grade IV, to a full time Physical Therapy Assistant, Grade XI. This has been approved by the Health and Education Committee.

MOTION: RECLASSIFYING A VACANT PART TIME FOOD SERVICE HELPER, GRADE IV, TO A FULLTIME PHYSICAL THERAPY ASSISTANT, GRADE XI MADE BY MR. ROCHE. SECONDED BY MR. WALSH. ALL BEING IN FAVOR. MOTION CARRIES 3-0. *Mr. Gehl was not present for the vote, therefore the Chairman of the Legislature voted.*

2. **Reclassification – Sheriff’s Department** – Mr. Biehl stated in conjunction with the Jail expansion, the Commission of Corrections is requiring more supervision. They are not increasing the number of personnel; they are just increasing the number of supervisors. The Sheriff is requesting authorization to reclassify two Grade X Correction Officer positions to one Grade XII Sergeant position and one Management Grade D Assistant Jail Superintendent (Captain) position. Discussion followed.

MOTION: RECLASSIFYING ONE GRADE X CORRECTION OFFICER POSITION TO A GRADE XII SERGEANT POSITION AND ONE GRADE X CORRECTION OFFICER POSITION TO A MANAGEMENT GRADE D ASSISTANT JAIL SUPERINTENDENT (CAPTAIN) POSITION WITHIN THE STEUBEN COUNTY JAIL MADE BY MR. ROCHE. SECONDED BY MR. WALSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

B. Treasurer's Office

1. **2008 Goals** – Ms. Hurd-Harvey distributed copies of the Major Goals of the Treasurer's Office for 2008 and reviewed them with the Committee.

C. County Administrator

1. **Reauthorization of Mortgage Tax** – Mr. Alger stated there was a portion of the Mortgage Tax Law that includes a 3-year sunset clause and, therefore, will expire this year if it is not renewed. Therefore, we need to request home rule legislation to extend the additional 25 cent mortgage tax. Discussion followed.

MOTION: REQUESTING AN EXTENSION OF THE 25 CENT ADDITIONAL MORTGAGE TAX MADE BY MR. GEHL. SECONDED BY MR. WALSH. ALL BEING IN FAVOR. MOTION CARRIES 3-0. Resolution Required.

IV. **NEW BUSINESS**

A. Cold War Legislation – Mr. Gehl stated there is new legislation that provides tax exemptions for Cold War veterans. He stated he has spoken with Mrs. Hatch regarding this and has decided to hold off on requesting approval of this exemption until the next meeting. He distributed copies of the law for the Committee to review.

B. Installment Payment of Taxes – Mr. Gehl stated he would like to revisit the proposal to implement the installment payment of taxes. He recently learned that in order to use the current installment plan, you have to be a delinquent taxpayer and that simply does not sit well with his generation. Therefore, he is requesting they review the possibility of accepting the payment of County taxes in two or three installments between January and March.

Mr. Donnelly stated if we do something like this for the County, the towns would also have to approve it. Mr. Crossett stated that is correct and they would also have to deal with the schools piggy-backing onto it. If they do so, the County would have to make the schools whole and then would carry the debt for everyone. Considerable discussion followed.

Mr. Alger stated people would need to realize that, under the State Law, individuals would have to pay a lot of extra money in interest in order to have this option. It wouldn't be free. *The Committee agreed to revisit the issue of accepting installment payment of County taxes.*

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

Respectfully submitted by,

Brenda K. Mori
Deputy Clerk
Steuben County Legislature

NEXT MEETING SCHEDULED FOR
Tuesday, February 12, 2008
9:30 a.m.

Please send agenda items to the County Administrator's Office
NO LATER THAN NOON
Tuesday, February 5th

STEBEN COUNTY ADMINISTRATION COMMITTEE

Tuesday, February 12, 2008

9:30 a.m.

Legislative Committee Conference Room

Steuben County Office Building

Bath, New York

MINUTES

Committee: Patrick F. McAllister, Chair Patrick F. Donnelly, Vice Chair Francis L. Gehl
Lawrence P. Crossett Scott VanEtten

Legislators: Joseph Hauryski John Walsh Thomas Ryan Philip J. Roche

Staff: Mark R. Alger James Gleason Sharlene Thompson Sandra Dennison
Donna Hatch Christine Kane Jennifer Bailey Frederick H. Ahrens
Lewis Eason David McCarroll Tammy Hurd-Harvey Carol Whitehead
Robert F. Biehl

Other: David Parrott, Marsh Katie Graham, WETM Mary Perham, *Leader*

I. CALL TO ORDER

The meeting was called to order by Mr. McAllister at 9:30 a.m. Mr. VanEtten led the group in the Pledge of Allegiance

II. APPROVAL OF MINUTES

MOTION APPROVING THE MINUTES OF THE JANUARY 8, 2008, MEETING MADE BY MR. GEHL. SECONDED BY MR. VANETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

III. DEPARTMENTAL REPORTS

A. Purchasing Department

1. **Copier** – Mr. Gleason requested authorization to purchase a copier for the jail. He noted the copier is for the inmates and they will be charged for the copies made. Discussion followed.

MOTION: AUTHORIZING THE PURCHASE OF A COPIER FOR THE STEUBEN COUNTY JAIL FROM THE COPIER CAPITAL PROJECT MADE BY MR. GEHL. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

B. County Clerk

1. **Document Scanning Project** – Mr. Alger stated the County Clerk had a records management grant for the back scanning of documents. They solicited requests for proposals and received 8 back. In reviewing the proposals the conclusion was to recommend Info Quick West for a cost of \$79,498. He noted that they were not the lowest bidder, but they were the most qualified as they have worked with the Cott System in the past. The interface to the Cott System is critical for this project. Discussion followed.

MOTION: AWARDING THE RFP FOR THE COUNTY CLERK'S DOCUMENT SCANNING PROJECT TO INFO QUICK WEST FOR \$79,498 MADE BY MR. GEHL. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

C. Elections Office

1. **Voting Machine Status** – Ms. Dennison stated they have chosen to purchase the Sequoia voting machine. This machine will serve both needs in complying with HAVA and providing a handicapped-accessible machine at all polling places. It is an optical scan machine with a full face ballot. Everybody will mark a ballot

and scan it into the machine where it is tabulated. Mr. McAllister asked do we need to have handicapped accessible machines in place by the primary? Ms. Dennison stated yes and this machine is the closest to being certified. Mr. Alger noted the surrounding counties have also selected this same machine and we can afford it with the allocation from the Federal government.

MOTION: SUPPORTING THE ELECTION COMMISSIONERS' DECISION TO PURCHASE 60 SEQUOIA MACHINES AND RELATED SUPPLIES FOR A TOTAL COST OF \$740,195 MADE BY MR. GEHL. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

D. County Treasurer

1. **Installment Payment of County Taxes** – Mrs. Whitehead stated she reviewed information she received from the Law Department regarding this issue, as well as the previous communications and analysis. We still need to investigate other counties that are doing something along this line. She noted that currently towns collect 90 percent of the taxes before they come back to us in April. If the towns have an amount that is not collected, and they haven't satisfied their town warrant, they send it back to the County and the County makes them whole. Discussion followed.

Mr. Gehl asked what would happen if we accepted three installment payments from January through March? Mrs. Whitehead stated the impact would be on the local tax collectors. Mr. Crossett stated if they select the installment payment in January, the towns could require that it automatically be turned over to the County and then the County would have to make the towns whole in January.

Mr. Gehl stated the concern before was that the installment payment plan would be outside the April time frame. What if we stay within the time frame and collect installment payments January, February and March? Why can't the towns let people make installment payments for those three months? It would still be within the time frame so we wouldn't have to make the school districts whole. Mr. Crossett stated the problem is if we allow the collection in installments and pass a local law to that effect, it in turn allows the school districts the authority to collect that way. Discussion followed.

Mr. Gehl stated he would like the issue investigated further. Mr. Hauryski stated he has also had people ask him about this. We have a growing number of retirees and seniors. The money is getting tight and any form of an installment system we can afford our taxpayers is worthwhile. Mrs. Whitehead stated she will do more investigation and report back to the Committee. Mr. Donnelly stated we also need to keep the towns in the loop. This could be perceived as an unfunded mandate and the towns wouldn't like that anymore than the County does when the State does it to us. Mr. Alger suggested they also ask the towns how they would feel about a centralized collection under the shared services. Mrs. Whitehead will include the possibility of a centralized collection in her survey of the towns.

2. **Budget Transfer – 2007** – Mrs. Whitehead stated they need to appropriate revenues that exceeded the budget to cover expenditures in the 2007 MS Workers' Compensation Fund. She requested authorization to transfer \$100,000 from 172006.5.410300 and \$75,000 from 172006.5.410310, and appropriate \$140,000 to 172006.4.2701000 and \$35,000 to 172006.4.2401000.

MOTION: AUTHORIZING THE TRANSFER OF \$100,000 FROM 172006.5.410300 AND \$75,000 FROM 172006.5.410310 AND APPROPRIATING \$140,000 TO 172006.4.2701000 AND \$35,000 TO 172006.4.2401000 TO COVER 2007 EXPENSES MADE BY MR. GEHL. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

3. **RFP for Procurement Card Services** – Mrs. Whitehead stated they solicited requests for proposals for procurement card (P Card) services and received six responses. She recommended they accept the proposal received from M&T Bank. She noted they will develop policies for this system and bring them back to the Committee for approval prior to implementation of the program. Considerable discussion followed.

Mr. VanEtten stated the cards are good to use for miscellaneous purchases. It saves paperwork and money. Mr. Alger stated they do have a real purpose; we just need to figure out how we are going to use them and implement the policies.

MOTION: AWARDING THE RFP FOR THE PROCUREMENT CARD SERVICES TO M&T BANK MADE BY MR. VANETTEN. SECONDED BY MR. GEHL. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

4. **RFP for Remote Deposit Services** – Mrs. Whitehead stated they also solicited requests for proposals for remote deposit services and they received eight responses. She recommended they accept the proposal from Steuben Trust. This capability will minimize risk and accountability for the several employees that physically walk to the bank to make deposits. Considerable discussion followed.

Mr. Crossett asked what about the departments that handle deposits into a State account? Mrs. Whitehead stated the goal is to begin it in the Treasurer's Office and then expand it to other departments. We would also work on County government accounts before we branch out to include other accounts. Considerable discussion followed.

MOTION: AWARDING THE RFP FOR REMOTE DEPOSIT SERVICES TO STEUBEN TRUST MADE BY MR. GEHL. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

5. **Credit Card Payments** – Mrs. Whitehead stated she's been working with JP Morgan Chase to reduce our expenditures and streamline our banking with them. We currently have a credit card machine through them, which is used to accept payments on real estate taxes. Countywide, we are paying the fees for those who are using credit cards for payment. She requested authorization to solicit requests for proposals for credit card services to see if they can reduce the fees.

Mr. Alger asked how would this work with the RFP for this same service at the landfill? If we are going to do this generally, they should be part of the same system. He suggested they do it one time for all departments. Mrs. Whitehead stated she would see which other departments might utilize this type of service.

MOTION: AUTHORIZING THE COUNTY TREASURER TO SOLICIT REQUESTS FOR PROPOSALS FOR CREDIT CARD SERVICES FOR THE TREASURER'S OFFICE AND ANY OTHER DEPARTMENTS DEEMED NECESSARY MADE BY MR. DONNELLY. SECONDED BY MR. GEHL. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

E. Risk Manager

1. **Workers' Compensation** – Mr. Eason stated the Town of Rathbone wishes to terminate their membership in the County's Self-Insurance Plan for Workers' Compensation. Under the law, they would have to pay their current liability in order to terminate and their liability is \$29,000. They are a small town and would have a hard time paying that amount in one payment. Therefore, he requested authorization to allow them to pay that amount in 5 annual payments.

MOTION: AUTHORIZING THE TOWN OF RATHBONE TO TERMINATE THEIR MEMBERSHIP IN THE COUNTY'S SELF-INSURANCE PLAN FOR WORKERS' COMPENSATION AND ALLOWING THEM TO PAY THEIR CURRENT LIABILITY OF \$29,000 IN FIVE ANNUAL PAYMENTS MADE BY MR. DONNELLY. SECONDED BY MR. GEHL. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. **Professional Liability Coverage – Health Care Facility** – Mr. Eason introduced Dave Parrott of Marsh. He stated they have made an offer, after researching the marketplace, for providing professional liability insurance for the new Health Care Facility. Mr. Parrott stated you currently have \$10 million in limits for insurance, but the Health Care Facility is excluded. You have their coverage separately in excess liability insurance. Historically, as recently as last June, Mr. Alger has looked into changing that, but the market hasn't been competitive. This has since changed and we were able to get quotes from 10 companies. They reviewed the quotes and CNA provides the best price and the broadest coverage, starting from the first dollar. The cost for \$1 million of professional liability is \$23,000 and that also includes claims handling service. Discussion followed.

MOTION: APPROVING PROFESSIONAL LIABILITY COVERAGE FOR THE HEALTH CARE FACILITY THROUGH CNA FOR \$23,000 MADE BY MR. GEHL. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

F. Real Property Tax Service Agency

1. **Cold War Veterans' Exemption** – Mrs. Hatch stated an amendment to the Real Property Tax Law was adopted late in 2007 and the intent of this exemption is to close the eligibility gap for veterans. It gives the towns, counties and cities the option to provide this exemption for veterans not covered under the current veterans' exemptions, as they served during the Cold War (defined as September 2, 1945 to December 26, 1991). The taxing unit has six different options to choose from under the law. She reviewed each option. Considerable discussion followed.

MOTION: RECOMMENDING THE FULL LEGISLATURE APPROVE PROVIDING THE COLD WAR VETERANS' EXEMPTION, OPTION 2, WHICH PROVIDES A 15% EXEMPTION WITH A MAXIMUM CEILING OF \$12,000 MADE BY MR. GEHL. SECONDED BY MR. VANETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

G. Clerk of the Legislature

1. **Contract Extension** – Mrs. Kane requested authorization to extend the contract with Two Brothers Printing of Moravia for the printing of the Legislative Journal of Proceedings. She noted it's the same rate as last year.

MOTION: AUTHORIZING THE EXTENSION OF THE CONTRACT WITH TWO BROTHERS PRINTING OF MORAVIA FOR THE PRINTING OF THE LEGISLATIVE JOURNAL OF PROCEEDINGS FOR THE YEAR 2008; SAME RATE AS 2007, MADE BY MR. DONNELLY. SECONDED BY MR. GEHL. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

H. County Administrator

1. **Excellence in Financial Reporting** – Mr. Alger stated we've received the Excellence in Financial Reporting Award. Once we receive the actual plaque he would like to have it presented to Mrs. Whitehead and Mrs. Hurd-Harvey at the Legislative Meeting.

2. **Judgment & Claims Chargeback** – Mr. Alger stated currently we have a \$1 million self-insured retention and we budget \$350,000 for judgments and claims. We are working on a proposal to charge back expenditures from the Judgment & Claims line item to the department of origin. Once we have completed the proposal, we will bring it back to the Committee 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. VANETTEN. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: APPROVING A 4% SALARY INCREASE FOR ADA TAYLOR BERLOW, ADA PATRICIO JIMINEZ AND ADA MATTHEW MCCARTHY MADE BY MR. DONNELLY. SECONDED BY MR. VANETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: INCREASING THE DISTRICT ATTORNEY'S SALARY TO \$136,700 EFFECTIVE THE SAME DATE AS THE JUDGES' SALARY INCREASE, IN ACCORDANCE WITH JUDICIARY LAW SECTION 183-a MADE BY MR. CROSSETT. SECONDED BY MR. VANETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

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

Respectfully submitted by,

Brenda K. Mori
Deputy Clerk
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR
Tuesday, March 11, 2008
9:30 a.m.**

STEBEN COUNTY ADMINISTRATION COMMITTEE

Special Meeting

Monday, February 25, 2008

9:45 a.m.

Legislative Committee Conference Room

Steuben County Office Building

Bath, New York

****MINUTES****

COMMITTEE: Patrick F. McAllister, Chair Patrick F. Donnelly, Vice Chair Lawrence P. Crossett
Scott J. VanEtten

STAFF: Mark R. Alger Gregory P. Heffner Donna Hatch
Carol Whitehead Tammy Hurd-Harvey Frederick H. Ahrens, Jr.
David English

LEGISLATORS: Philip J. Roche, Esq. Dan C. Farrand Joseph J. Hauryski
Robert V. Nichols Thomas J. Ryan David R. Stachnik
John S. Walsh

OTHERS: Mary Perham, *The Leader*

I. CALL TO ORDER

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

II. DEPARTMENTAL REQUESTS

1. **Real Property Grants** – Mr. Alger informed the committee that the State is pushing to have us do a cooperative or countywide assessment program and they are offering grants to study options for countywide assessing and countywide tax collection. We initially had issues with that, but they have suggested that we could study whatever we choose.

Mrs. Hatch commented she would like to apply for a \$25,000 grant to study the county assessing program. We will send a survey to all of the towns and see what their thoughts are. At this point this is just a study. Mr. Alger stated we will do a survey and document our current state of assessment processes. We are not anticipating any movement toward countywide assessment.

MOTION: AUTHORIZING THE DIRECTOR OF THE REAL PROPERTY TAX SERVICE AGENCY TO SUBMIT AN APPLICATION FOR A \$25,000 GRANT TO STUDY THE COUNTY'S ASSESSING PROGRAM MADE BY MR. DONNELLY. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

Mr. Alger stated the second half of this is to look at centralized property tax collections. Mrs. Whitehead stated this would be more than a centralized collection of taxes. We will look at things that would improve our collection process. Steuben County currently has 70 collectors of county taxes. She requested authorization to apply for a \$25,000 grant to do a study. There would be a second grant of up to \$25,000 available for implementation.

Mr. Crossett asked would this include installment payments? Mrs. Whitehead replied yes, that will be part of the survey.

MOTION: AUTHORIZING THE COUNTY TREASURER TO SUBMIT AN APPLICATION FOR THE CENTRALIZED PROPERTY TAX INFORMATION STUDY GRANT PROGRAM IN THE AMOUNT OF \$25,000 MADE BY MR. DONNELLY. SECONDED BY MR. VANETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

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

Respectfully Submitted by:

Amanda L. Chapman
Senior Stenographer
Steuben County Legislature

STEBEN COUNTY ADMINISTRATION COMMITTEE

Tuesday, March 11, 2008

9:30 a.m.

Legislative Committee Conference Room

Steuben County Office Building

Bath, New York

MINUTES

Committee: Patrick F. McAllister, Chair Patrick F. Donnelly, Vice Chair Francis L. Gehl
Scott VanEtten Lawrence P. Crossett

Legislators: Philip J. Roche Thomas J. Ryan John Walsh
Joseph J. Hauryski

Staff: Mark R. Alger Kenneth Peaslee David English
Frederick H. Ahrens, Jr. James Gleason Lewis Eason
Carol Whitehead Tammy Hurd-Harvey Judy Hunter

Other: *Mary Perham, Leader*

I. CALL TO ORDER

The meeting was called to order by Mr. McAllister at 9:30 a.m. Mr. Gehl led the group in the Pledge of Allegiance.

II. APPROVAL OF MINUTES

MOTION APPROVING THE MINUTES OF THE FEBRUARY 12 AND FEBRUARY 25, 2008, MEETINGS MADE BY MR. VANETTEN. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

III. DEPARTMENTAL REPORTS/REQUESTS

A. Information Technology Department

1. **UPS Bid Award** – Mr. Peaslee stated it is time to replace the uninterruptable power supply (UPS) system. They solicited bids for the system. We purchased this system in 2000 and 6 months later, the company went bankrupt. Therefore, we no longer are able to get parts. He would like to replace it now before something happens. He recommended awarding the bid to Bouille Electric, Inc. for \$25,535. He noted they had \$60,000 budgeted for this system.

MOTION: AWARDING THE UNINTERRUPTABLE POWER SUPPLY SYSTEM BID TO BOUILLE ELECTRIC, INC., FOR \$25,535 MADE BY MR. VANETTEN. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. **Sole Source Equipment for Anti-Spam** – Mr. Peaslee stated currently we have a spam blocker built into our firewall. We block about 10,000 emails a day, but a lot of spam emails are still getting through. There's a new system available that claims to block 100 percent of spam emails. He requested approval to purchase this system from Sendio for 3 years at \$29,254.25. He has budgeted \$40,000 for network equipment.

Mr. Alger stated the theory is that if this system blocks well enough to reduce the amount of spam that employees have to delete, it will pay for the system through employee time savings. Mr. Peaslee explained that this would be an annual cost. Discussion followed.

MOTION: AUTHORIZING A SOLE SOURCE CONTRACT WITH SENDIO FOR ANTI-SPAM EQUIPMENT FOR THREE YEARS FOR A TOTAL COST OF \$29,254.25 MADE BY MR. DONNELLY. SECONDED BY MR. GEHL. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

B. County Treasurer

1. **Actuarial Consulting Services** – Mrs. Whitehead stated last year the auditors recommended we have an actuarial report completed for the Self-Insured Workers' Compensation Plan on an annual basis. They received a quote from Milliman to provide this report and the cost is \$18,500 with review and \$13,000 without review. We feel that this cost is too much for a number on a report with no real benefit. So we are trying to come to an agreement on an alternative for providing this figure.

Mr. Crossett asked what are other counties doing to come up with this number? Mrs. Whitehead stated Eagle Claims Service isn't providing any other counties with this number. Discussion followed.

Mr. Alger asked could we get Milliman to assist us in developing a formula to use through their current contract? Mrs. Hurd-Harvey stated she asked them to provide us with a methodology for this, but they haven't been very responsive to her request. Discussion followed.

MOTION: TABLING THE ISSUE OF SECURING ACTUARIAL CONSULTING SERVICES FOR THE SELF-INSURED WORKERS' COMPENSATION PLAN AND REQUESTING THE COUNTY TREASURER AND RISK MANAGER TO ASK THEIR STATE ASSOCIATION MEMBERS FOR INFORMATION ON HOW OTHER SELF-INSURED COUNTIES DEVELOP THIS REPORT MADE BY MR. DONNELLY. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

C. Risk Manager

1. **Budget Transfer** – Mr. Eason stated we are assessed by the State on our workers' compensation apportionment. We recently received a billing for the 4th quarter of 2007 in the amount of \$162,273. He requested authorization to pay this bill Mr. Alger noted that the amount is paramount to the entire 2007 budget for this apportionment, and this is only a quarterly payment. Mr. Eason stated the assessment is a year behind so this billing is based upon our 2006 loss experience. Unfortunately, 2006 was a particularly bad year for the County, but 2007 was a good year so we should realize a refund from that in 2008. Discussion followed.

Mrs. Whitehead stated we would need to appropriate insurance proceeds in the 2007 budget to cover this expenditure.

MOTION: APPROPRIATING 2007 INSURANCE PROCEEDS TO THE 2007 WORKERS' COMPENSATION BUDGET TO PAY THE 4TH QUARTER WORKERS' COMPENSATION APPORTIONMENT BILLING OF \$162,273 MADE BY MR. GEHL. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

D. County Administrator

1. **Personnel** – Mr. Alger stated the only item he has is appropriate for executive session.

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. VANETTEN. 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. DONNELLY. 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 8, 2008 @ 9:30 a.m.**

STEBEN COUNTY ADMINISTRATION COMMITTEE

Tuesday, April 8, 2008

9:30 a.m.

Legislative Committee Conference Room

Steuben County Office Building

Bath, New York

MINUTES

Committee: Patrick F. McAllister, Chair Patrick F. Donnelly, Vice Chair Lawrence P. Crossett

Legislators: Philip J. Roche Joseph J. Hauryski John Walsh

Staff: Mark R. Alger James Gleason Michael Sprague
Lewis Eason Frederick H. Ahrens Robert F. Biehl
Carol Whitehead Sandra Dennison Tammy Hurd-Harvey
David English

Other: Mary Perham, *Leader*

Absent: Francis L. Gehl Scott J. VanEtten

I. CALL TO ORDER

The meeting was called to order by Mr. McAllister at 9:30 a.m. Mr. Crossett led the group in the Pledge of Allegiance.

II. APPROVAL OF MINUTES

MOTION APPROVING THE MINUTES OF THE MARCH 11, 2008, MEETING MADE BY MR. DONNELLY. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

III. DEPARTMENTAL REPORTS/REQUESTS

A. Purchasing Department

1. **Bids** – Mr. Gleason reviewed the annual supply bids with the Committee.

a. **Toner** – Mr. Gleason recommended they reject the toner bid and solicit new bids.

MOTION: REJECTING THE TONER BID AND AUTHORIZING THE PURCHASING AGENT TO SOLICIT NEW BIDS MADE BY MR. DONNELLY. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

b. **Garbage Bags** – Mr. Gleason recommended awarding the low density garbage bag bid to Central Poly and the high density garbage bag bid to Calico Industries.

MOTION: AWARDING THE GARBAGE BAG BID TO CENTRAL POLY FOR LOW DENSITY GARBAGE BAGS AND TO CALICO INDUSTRIES FOR HIGH DENSITY GARBAGE BAGS MADE BY MR. CROSSETT. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

c. **Custodial Paper Products** – Mr. Gleason recommended awarding the custodial paper products bid on a line item basis to Vasco, Eastern, Central Poly, IBNYS, Susquehanna Paper and Horwitz.

MOTION: AWARDING THE CUSTODIAL PAPER PRODUCTS BID ON A LINE ITEM BASIS TO THE FOLLOWING BIDDERS: VASCO, EASTERN, CENTRAL POLY, SUSQUEHANNA PAPER AND HORWITZ MADE BY MR. DONNELLY. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

d. **Stationery Supplies** – Mr. Gleason recommended awarding the stationery supplies bid on a line item basis to Eaton, Sentry, EMC and Staples.

MOTION: AWARDING THE STATIONERY SUPPLIES BID ON A LINE ITEM BASIS TO THE FOLLOWING BIDDERS: EATON, SENTRY, EMC AND STAPLES MADE BY MR. DONNELLY. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

e. **Office Furniture** – Mr. Gleason recommended awarding the office furniture bid on a line item basis to EMC, Eaton and OM Workspace.

MOTION: AWARDING THE OFFICE FURNITURE BID ON A LINE ITEM BASIS TO THE FOLLOWING BIDDERS: EMC, EATON AND OM WORKSPACE MADE BY MR. CROSSETT. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

2. **Election Materials** – Mr. Gleason stated they have a contract with Fort Orange Press for the printing of election materials that includes an extension option. He noted this is the last year they can extend this contract. He recommended they extend the contract for one more year.

MOTION: APPROVING A ONE-YEAR EXTENSION ON THE CONTRACT WITH FORT ORANGE PRESS FOR THE PRINTING OF ELECTION MATERIALS MADE BY MR. DONNELLY. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

B. **Personnel Officer**

1. **Opposing State Legislation** – Mr. Biehl stated there currently is a Bill in the State Legislature that would grant excused leave to public officers and employees to undertake screening for colon cancer. He noted that they previously approved 4 hours of leave for breast cancer screening for public employees. He stated he isn't opposed to colon cancer screening, but he is opposed to the State Legislature constantly legislating fringe benefits for public employees. This should be a negotiable item and it is a term and condition of employment.

Mr. Donnelly stated if they did a day for health screening, it would be more palatable. Mr. Biehl noted that employees currently receive 3 personal days and 12 sick days, so it allows plenty of time for them to have these screenings done. Discussion followed.

MOTION: MEMORIALIZING THE GOVERNOR AND STATE LEGISLATURE IN OPPOSITION TO THE STATE LEGISLATING FRINGE BENEFITS FOR PUBLIC EMPLOYEES MADE BY MR. DONNELLY. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 3-0. Resolution Required.

C. **County Treasurer**

1. **Workers' Compensation Actuarial Services** – Mrs. Whitehead stated last month the Committee discussed the recommendation by our auditors to do an actuarial study of our self-insured workers' compensation program. Based upon that discussion, they conducted a survey of other counties to see if they pay for an actuarial study or if they do it in-house, and if they believe the cost justifies the effort. The results were a mixed bag; some counties do it and some don't.

Mrs. Whitehead noted that it is a recommendation by the auditors to have a study done, but quite often their recommendations become findings in the Audit Report if it isn't eventually done. That is something she would like to avoid.

Ms. Hurd-Harvey stated the former Risk Manager, Ed Castellana, used to provide the numbers for the auditors. The last time this was done was in 2003. She's hoping that by next year she can get the information they need from Eagle Claims Services to update our numbers. Considerable discussion followed.

MOTION: RECOMMENDING THE COUNTY TREASURER AND RISK MANAGER CONTINUE WITH THE SAME METHODOLOGY FOR PROVIDING IBNR CLAIMS REPORT FOR WORKERS' COMPENSATION TO THE INDEPENDENT AUDITORS MADE BY MR. CROSSETT. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

D. Risk Manager

1. **Judgment & Claims Procedures** – Mr. Eason stated he and the County Administrator have been discussing the process by which we pay our claims, particularly those that are related to accidents. As you are all aware, the money that pays for damages from an accident are in the Risk Manager's budget. This leaves the departments on the outside. When a department incurs an accident, they get the estimates for the repairs and then send the bills to the Risk Manager. He stated he has thought many times that the Departments should have some "sweat equity" in the loss control.

Mr. Eason stated they have determined that we should institute a chargeback procedure for claims on accidents. If a department has an accident or incident and, if following the Risk Manager's investigation, it is determined that the accident was preventable, then the department will be charged back for the costs incurred. The departments would have a Judgment & Claims line item in their budget to be used to pay back the claims to the Risk Manager through that line item. All department heads are managers and one responsibility they should have is to control their losses. This procedure would put the responsibility back onto the department heads. Discussion followed.

Mr. McAllister asked how would we budget for this line item? Mr. Eason stated it would be on past years' experience, just as your insurance premiums are determined. Discussion followed.

Mr. Roche stated he applauds the concept of putting the responsibility back onto the department. However, if we're just transferring money from one budget to another, it doesn't really affect them. Mr. Crossett stated if it becomes a factor in the determination of the loss factor then it would affect their budget as they might have to reduce another line item to cover their loss. Discussion followed.

Mr. Alger stated incorporating this year's cost and the allocation of the rate would be the best estimate to start with. He noted this would be an amendment to the *Administrative Code* and he will place it on next month's agenda for final approval.

E. County Administrator

1. **Cell Phone Request** – Mr. Alger distributed copies of a memo from Mr. Sprague regarding his request for a PDA/Cell Phone upgrade. Mr. Sprague stated their cell phone service is up for renewal this month. We were looking at our cell phone costs and the ability to do certain things in the office. In 2004, they purchased Haz Master units through Homeland Security funds. These units are a Dell PDA with software specifically developed to identify a chemical or biological agent by its color, odor or chemical makeup and then determines the protective actions to take immediately to protect the public and the responders. They are experiencing problems with the internal battery of these PDA's and the company that supplied the software are recommending replacing them with the newer cell phone enabled PDA. These replacements would cost \$250 to \$350 without any phone capabilities. Because the original PDAs were purchased through Homeland Security funding, he can use the same funding mechanism to replace them with no cost to the County.

Mr. Sprague stated the second part of this request is that they were looking to include data on the phone as well so they could access their weather data, receive SEMO and Homeland Security notifications, and look at real-time rain gauge information. In addition, Homeland Security funding has approved an upgrade to the alarm system for our towers. Currently our alarms go to dispatch, but only when we've actually lost a tower. With the new alarm system, we would receive notification that there is a problem with a tower, before it results in a dispatch center alarm. This upgrade including the enhanced PDA capability would result in a significant expansion of our

communications system security. He noted that they could pay for the entire upgrade through Homeland Security funds, but it goes against the current cell phone policy. Discussion followed.

Mr. McAllister stated this came before the Public Safety and Corrections Committee and one of the concerns was other departments wanting similar equipment. Mr. Alger stated if this is approved, it would be like opening the flood gates because Public Works, E-911, the Sheriff and Probation would all want this capability. However, Mr. Sprague's issue is the need to get the alerts quickly and more timely. Considerable discussion followed.

Mr. Roche stated he remembers this same discussion a few years ago regarding cell phones. Now cell phones are a necessity for several employees. While this would open the flood gates for more requests, he believes they should have a policy or plan in place to address those requests. He thinks Mr. Sprague makes a good case here and it is important that he has this capability. He noted there are probably other people in the County that should also have this capability. He stated this is the direction that we are headed and, in this instance, he thinks it is something that we should move forward with. In the meantime, we need to come up with a policy or criteria before the next requests come in. Discussion followed.

MOTION: AUTHORIZING THE OFFICE OF EMERGENCY MANAGEMENT TO PURCHASE THREE PDA/CELL PHONE UNITS USING HOMELAND SECURITY FUNDS AND ISSUING A DIRECTIVE THAT NO OTHER REQUESTS FOR SIMILAR UNITS WILL BE ENTERTAINED UNTIL THERE IS A POLICY IN PLACE MADE BY MR. CROSSETT. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

MOTION TO ADJOURN REGULAR SESSION AND RECONVENE IN EXECUTIVE SESSION PURSUANT TO PUBLIC OFFICERS' LAW, ARTICLE 7§ 105.1.D. DISCUSSIONS REGARDING PROPOSED, PENDING OR CURRENT LITIGATION AND 105.1.E. COLLECTIVE NEGOTIATIONS PURSUANT TO ARTICLE FOURTEEN OF THE CIVIL SERVICE LAW MADE BY MR. CROSSETT. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

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

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

Respectfully submitted by,

Brenda K. Mori
Deputy Clerk
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR
Tuesday, May 13, 2008
9:30 a.m.**

STEBEN COUNTY ADMINISTRATION COMMITTEE

Tuesday, May 13, 2008

9:30 a.m.

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

MINUTES

Committee: Patrick F. McAllister, Chair Patrick F. Donnelly, Vice Chair Francis L. Gehl
Lawrence P. Crossett Scott J. VanEtten

Legislators: Philip J. Roche John Walsh

Staff: Mark R. Alger Gregory P. Heffner James Gleason
Lewis Eason Sandy Dennison Tammy Hurd-Harvey
David English

Other: Mary Perham, *Leader*

I. CALL TO ORDER

The meeting was called to order by Mr. McAllister at 9:30 a.m. Mr. Gehl led group in the Pledge of Allegiance.

II. APPROVAL OF MINUTES

MOTION APPROVING THE MINUTES OF THE APRIL 8, 2008, MEETING MADE BY MR. VANETTEN. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

III. DEPARTMENTAL REPORTS/REQUESTS

A. Board of Elections

1. **Voting System Transportation** – Ms. Dennison stated as you know, the new machines can no longer be located on site. Therefore, they are working with Mr. Gleason on a Request for Proposals (RFP) to locate a transport company to deliver the machines the Friday before the election and then return them to the County's storage location. We will use these proposals as a means of evaluating whether we can do the transportation more cost effectively ourselves. Discussion followed.

Mr. Eason noted there is a considerable increase in the value of these machines so this creates a custodial value as well. Mr. Alger noted that the Federal Government has required the Counties to purchase the machines and maintain a certain level of security. Discussion followed.

Mr. English asked do we have to contract with each town in order to follow all of this through as far as custody of the machines when they are located at the towns? Ms. Dennison stated she will be discussing that with the Law Department in the future.

MOTION: AUTHORIZING THE SOLICITATION OF REQUESTS FOR PROPOSALS FOR TRANSPORTATION OF THE VOTING MACHINES TO POLLING LOCATIONS WITHIN THE COUNTY MADE BY MR. DONNELLY. SECONDED BY MR. VANETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. **Voting Machines** – Ms. Dennison stated 6 machines have arrived, which is 10 percent of the original order. They've been checked by the State and we will be conducting further tests on them to make sure they are working as the State says they were after they checked them. Discussion followed.

Ms. Dennison stated they are also surveying all of the polling locations to make sure they are handicapped accessible and to map out how each location will be set up with the machines for the elections. Discussion followed.

Mr. Gehl stated what if the location doesn't meet the requirements? Ms. Dennison stated the polling locations are the Elections' Commissioners responsibility. Mr. Alger stated the Commissioners will have to work with the municipality to make the location accessible or find a new polling place. Considerable discussion followed.

3. **Full-time Commissioners Request** – Ms. Dennison stated she spoke with Mr. Alger and Personnel about changing the Election Commissioner positions to full time. She stated the job is getting more complex every day and every process about the elections has to be rethought and rewritten. As part time employees, that simply is not getting done. A majority of the counties currently have full-time Commissioners. We're in the top percentile as far as the number of polling places and every other county in that top half has a full time position.

Mr. Crossett asked would the process for selecting the Commissioners' position change? Ms. Dennison stated that is set by law so the process would be the same.

Mr. Donnelly asked how long have we had 2 commissioners? Mr. Alger stated at least 30 years, but he doesn't remember before that. Discussion followed.

Mr. Alger stated a 16B request has been submitted so this request will be addressed during the budget process.

4. **Office Relocation Request** – Ms. Dennison stated the original plan was to have the machines stored at the old Health Care Facility and have the Elections office remain at the County Office Building. However, with the amount of work that is required maintaining the machines throughout the year, it has become apparent that it would be better to have the office located at the same place as the voting machines are stored.

Mr. Alger stated he tends to agree that we should really co-locate the machines with the Elections Office. The biggest issue is the accessibility of the public if the Elections Office is relocated to the old Health Care Facility.

Mr. Crossett asked is there a requirement that the Elections Office be located in the Village of Bath? Mr. Alger stated he doesn't believe they are constitutional officers but they will check into it to make sure.

B. Purchasing Department

1. **Bid Award – Toners** – Mr. Gleason stated they received 15 bids for copy machine/printer toners and developers, but they determined that only 6 were responsive. He recommended awarding the bid to Sentry, the lowest responsive bidder. Discussion followed.

MOTION: AWARDING THE COPY MACHINE/PRINTER TONERS & DEVELOPERS BID TO SENTRY FOR A TOTAL COST OF \$39,660.26 MADE BY MR. GEHL. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. **Surplus County Auction** – Mr. Gleason requested the Committee's approval to hold the surplus auction on September 25, 2008, and invite other municipalities to participate. In addition, he requested authorization to extend the contract with Pirrung Auctioneers to facilitate the auction.

MOTION: AUTHORIZING THE PURCHASING DIRECTOR TO SET THE DATE FOR THE SURPLUS COUNTY AUCTION AS SEPTEMBER 25, 2008, AT 10:00 A.M. AND INVITE OTHER MUNICIPALITIES TO PARTICIPATE IN THE AUCTION, AND AUTHORIZING THE EXTENSION OF THE CONTRACT WITH PIRRUNG AUCTIONEERS TO FACILITATE THE AUCTION MADE BY MR. GEHL. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

3. **Shelving Purchase** – Mr. Gleason requested authorization to purchase shelving for the Purchasing Department. They are currently purchasing 120 cases of copier paper each month and the shelving would provide them with a better way to store the paper. It will cost approximately \$2,000 and there is funding available in the copier capital project.

MOTION: AUTHORIZING THE EXPENDITURE OF UP TO \$2,000 FROM THE COPIER CAPITAL PROJECT TO PURCHASE SHELVING FOR THE PURCHASING DEPARTMENT FOR THE STORAGE OF COPIER PAPER MADE BY MR. GEHL. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

C. Treasurer's Office

1. **Monthly Report** – Mrs. Hurd-Harvey stated Mrs. Whitehead sent everybody copies of her monthly report and asked if there were any questions. There being none, she distributed copies of the Moody's Rating Report for Steuben County for the Committee's review.

D. Risk Manager

1. **Chargeback Procedures** – Mr. Eason stated last month we discussed the possibility of instituting chargeback procedures for the Judgments and Claims account. He distributed copies of a proposed policy and procedure to charge back the portion of the self-insured retention when a claim has been determined as preventable. Discussion followed.

MOTION: APPROVING THE PROPOSED CHARGEBACK PROCEDURE FOR JUDGMENTS AND CLAIMS AND INCORPORATING SAID PROCEDURE INTO THE ADMINISTRATIVE CODE MADE BY MR. DONNELLY. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

E. County Administrator

1. **Internet Phones Criteria** – Mr. Alger distributed copies of criteria for acquiring internet phones for the Committee's review. He asked them to review the policy and let him know if they have any comments or suggestions. He'll bring this issue back to the Committee for approval next month.

IV. OTHER BUSINESS

Mr. Gehl asked what is the status of his request regarding instituting installment payments of taxes? Mr. Alger stated Mrs. Whitehead and Mrs. Hatch are working on a survey of the towns for both the installment payments and the collection of taxes.

Mr. Alger stated his assistant, Jack Wheeler, began yesterday and has already began working on a study relative to the creation a Conflicts Office within the Public Defender's Office.

MOTION TO ADJOURN MADE BY MR. GEHL. SECONDED BY MR. DONNELLY. 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 10, 2008
9:30 a.m.**

STEBEN COUNTY ADMINISTRATION COMMITTEE

Tuesday, June 10, 2008

9:30 a.m.

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

MINUTES

Committee: Patrick F. McAllister, Chair Lawrence P. Crossett Scott Van Etten
Francis L. Gehl

Legislators: Philip J. Roche John Walsh

Staff: Mark R. Alger Gregory P. Heffner Nancy Smith Jack Wheeler
Tammy Hurd-Harvey Donna Hatch Kathryn Muller Kenneth Peaslee
Carol Whitehead Christine Kane Jennifer Bailey Lewis Eason
James Gleason David English Frederick Ahrens Sandra Dennison

Other: Dave Parrott, Marsh Mary Perham, *Leader*

Absent: Patrick F. Donnelly, Vice Chair

I. CALL TO ORDER

The meeting was called to order by Mr. McAllister at 9:30 a.m. Ms. Muller led the group in the Pledge of Allegiance.

II. APPROVAL OF MINUTES

MOTION APPROVING THE MINUTES OF THE MAY 13, 2008, MEETING MADE BY MR. GEHL. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

III. DEPARTMENTAL REPORTS/REQUESTS

A. Personnel Office
1. **Reclassification – DSS** – Mrs. Smith stated Commissioner Muller is requesting authorization to reclassify a Grade 10 Assistant to Deputy Commissioner position to a Grade 6 Senior Typist position. She stated they are also requesting the reclassification of a Grade 6 Senior Clerk position to a Grade 8 Principal Clerk position. Mrs. Smith stated the Personnel Office conducted an audit of the position and the individual in the position is actually doing the duties of a Principal Clerk. Discussion followed.

MOTION: RECLASSIFYING A GRADE 10 ASSISTANT TO DEPUTY COMMISSIONER POSITION TO A GRADE 6 SENIOR TYPIST POSITION; AND RECLASSIFYING A GRADE 6 SENIOR CLERK POSITION TO A GRADE 8 PRINCIPAL CLERK POSITION WITHIN THE DEPARTMENT OF SOCIAL SERVICES MADE BY MR. GEHL. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required on Principal Clerk position.

B. Information Technology
1. **Staffing** – Mr. Peaslee stated he has a vacant Grade 16 Sr. Programmer position that he would like to reclassify to a Grade 16 Sr. Systems Analyst position. He has reviewed this with the Personnel Office and they agree with the change.

MOTION: RECLASSIFYING A VACANT GRADE 16 SR. PROGRAMMER POSITION TO A GRADE 16 SR. SYSTEMS ANALYST POSITION WITH THE INFORMATION TECHNOLOGY DEPARTMENT MADE BY MR. CROSSETT. SECONDED BY MR. GEHL. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

C. Real Property Tax Service Agency

1. **Review of Tax Law 444-a: Historic Property** – Mrs. Hatch stated they have received a request from the Corning City Mayor, Tom Reed, asking the County to consider adopting an exemption for historic property. Mr. Alger stated they would like us to consider the standard exemption that is included in the tax law. The exemption would be on the increase in the value attributable to any new alteration or renovation.

Mr. McAllister stated would this exemption apply to any place in the county that is designated as historical property? Mrs. Hatch stated yes, it would be a county wide exemption for anything that is classified as a historic district or is listed on the national registry of historic landmarks.

Mr. Roche stated this is an attempt by the City of Corning to encourage development of the upper levels of Market Street. There have been a couple of renovations already and they want to encourage development. It has to be a historic district and a commission must be appointed by the taxing jurisdiction. They go through the commission to qualify and meet the state requirements. This is based on the increase in value on the renovation, which are relatively high cost renovations. The City of Corning is going through the process of creating the commission and adopting a local law. Once they certify to that, we would give them a break on the county tax. Discussion followed.

Mr. Roche reported that the Corning Code Committee unanimously adopted the exemption last night. A public hearing has been scheduled for June 16th and it will be placed on the city council agenda at their July meeting. If they approve it, it will become a local law. He noted that the Code Committee recommended the standard exemption schedule. Mr. Crossett stated he would prefer to wait until the City Council adopts the local law before having the County approve it. The Committee agreed.

D. Clerk of Legislature

1. **Mortgage Tax Extension** – Mrs. Kane stated the current mortgage tax local law expires on November 1, 2008. The County needs to extend the term prior to August 1st, so our local law must be presented in June and be finally adopted in July in order to meet this deadline.

Mr. Alger stated the State Legislature needs to approve the bill before we can pass the local law. Assuming they pass it before they end session in June, the time frame is still dependent upon the Governor signing the bill. They are requesting this Committee approve placing this on the June agenda just in case we get the State's approval in time. If not, we'll have to have a special Legislative meeting. Discussion followed.

MOTION: AMENDING LOCAL LAW NO. 11-05, REQUESTING THE EXTENSION OF THE IMPOSITION OF AN ADDITIONAL \$.25 PER \$100 ON MORTGAGE PROCEEDS MADE BY MR. GEHL. SECONDED BY MR. CROSSETT. IN FAVOR: GEHL, CROSSETT, MCALLISTER. OPPOSED: VAN ETTEN. MOTION CARRIES 3-1. Resolution Required.

E. Risk Manager

1. **County Property Insurance** – Mr. Eason stated we've gone to the market for the County's property/boiler and machinery insurance coverage through Dave Parrott of Marsh. They sent out requests for proposals to 8 companies and 2 responded. Lloyds of London returned the best proposal.

Mr. Parrott stated their pricing has gone down 30 percent since they've been with you over the past 4 years. The Lloyd's of London program gives you more coverage. The large increase in property value between last year and this year is due to the completion of the Jail expansion and the Health Care Facility, as well as additional vehicles and large equipment. Discussion followed.

MOTION: APPROVING THE RENEWAL OF THE PROPERTY/BOILER AND MACHINERY INSURANCE WITH LLOYDS OF LONDON FOR A TOTAL PREMIUM OF \$99,529.66 MADE BY MR. GEHL. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

F. Board of Elections

1. **Voting Machines** – Ms. Dennison stated one of the new machines is located in the office so please stop in to take a look at it. We are expecting our final shipment of machines sometime this week. All of the ones we have received have passed the testing phase and everyone attended training on the new system. The training for the inspectors will begin in mid-July so we will be recruiting for new inspectors. Discussion followed.

2. **Transportation RFP** – Ms. Dennison stated they solicited Requests for Proposals for the transportation of the new machines before and after the elections. It is going to be exorbitantly expensive (\$12,000 per election) to hire an outfit to handle the transportation. Therefore, we are working on a process to use workfare crews to move the machines for us.

Mr. Alger stated it makes sense to use the mobile work crews for the transportation. The crew leaders are County employees and they can drive the trucks. He has assigned his Assistant County Administrator, Jack Wheeler, and the GIS Coordinator, Tom Sears, with the task of planning the routes and developing a plan to determine the most cost effective way of getting the machines to the polling places. He noted that Mr. Wheeler has determined it will cost approximately \$1,200 per trip, which includes the rental of the truck and the gas. The debate now is the routes to be taken and they are thinking about possibly having one truck deliver to Hornell and one to Corning to do the deliveries in the immediate area of the cities, and then have another truck deliver to the outer areas of the County. We'll probably need to have a dry run to see how long it takes to complete the deliveries and estimate from that. We believe we can do it for less than what it would cost to hire a trucking company. Discussion followed.

3. **HAVA Training Grant** – Ms. Dennison stated we had to rewrite the training grant but it was approved for approximately \$47,000 with a County share of approximately \$2,300. In order to make sure everybody is trained, we will have to refine the grant and ask for more funding as needed.

Mr. Gehl asked how much are the inspectors paid? Ms. Dennison stated they will be paid \$25 for the 2 hour training session and then up to \$130 each for the election.

Mr. Alger noted that when we purchase the remaining 20 machines, if there is no federal funding left, the County will have to make up the difference.

G. County Clerk

1. **Semi-Annual Mortgage Tax Distribution** – Ms. Bailey presented the Semi-Annual Mortgage Tax Distribution Report to the Committee. Discussion followed.

MOTION: ACCEPTING THE SEMI-ANNUAL MORTGAGE TAX DISTRIBUTION REPORT AND FORWARDING TO THE FULL LEGISLATURE MADE BY MR. CROSSETT. SECONDED BY MR. GEHL. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.

H. County Administrator

1. **Internet Phone Criteria** – Mr. Alger stated last month he distributed to the Committee the proposed criteria for the purchase of Internet Phones. He asked the Committee if they were inclined to approve the proposed criteria for inclusion in the *Administrative Code*. Discussion followed.

MOTION: REMOVING THE APPEAL PROCESS FROM THE CRITERIA FOR THE PURCHASE OF INTERNET PHONES AND AMENDING THE ADMINISTRATIVE CODE TO INCORPORATE THE INTERNET PHONE PURCHASE POLICY MADE BY MR. GEHL. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

2. **Meeting Expenses** – Mr. Alger stated there was discussion about expenses for meetings that include primarily County employees. He requested the Committee to amend the *Administrative Code* to give the County Administrator the authority to approve those expenses up to \$50. Discussion followed.

MOTION: AMENDING THE ADMINISTRATIVE CODE TO PROVIDE THE COUNTY ADMINISTRATOR WITH THE AUTHORITY TO APPROVE EXPENSES UP TO \$50 FOR MEETINGS THAT ARE PREDOMINATELY ATTENDED BY COUNTY EMPLOYEES MADE BY MR. GEHL. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

3. **Informational** – Mr. Alger asked Mr. Wheeler to provide the Committee with an overview of the projects he has been working on. Mr. Wheeler stated he's been working on a number of different projects, including an overtime analysis of the 911 Department, mileage issues in the DSS and succession planning for the departments. Mr. Alger stated Mr. Wheeler is also working on the transportation study for the Elections Office and the Assigned Counsel/Conflicts Office study.

Mr. Van Etten asked is the 911 efficiency study something Mr. Wheeler could do? Mr. Alger stated perhaps, but that brings about the issue of whether or not our analysis would be independent enough. Also, he doesn't profess to have the expertise that somebody in that business would have. The overtime study Mr. Wheeler completed showed that we have been successful in reducing the regularly scheduled overtime down to 4 shifts a week, 8 shifts a pay period. We've shown that we can reduce it, but it also tells us that we continue to have at least 8 shifts that are regularly scheduled overtime. This means we don't have enough staff scheduled to cover those shifts.

Mr. Crossett asked what is the status of that study? Are they obtaining proposals? Mr. Alger stated yes. The real question is we may want some expertise in the way we dispatch. We could have Mr. Wheeler handle the administrative portion of the study in order to reduce the scope of the RFP. Considerable discussion followed.

MOTION TO ADJOURN REGULAR SESSION AND RECONVENE IN EXECUTIVE SESSION PURSUANT TO PUBLIC OFFICERS' LAW, ARTICLE 7§ 105.1.D. DISCUSSIONS REGARDING PROPOSED, PENDING OR CURRENT LITIGATION MADE BY MR. CROSSETT. SECONDED BY MR. GEHL. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

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

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

Respectfully submitted by,

Brenda K. Mori
Deputy Clerk
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR
Tuesday, July 8, 2008
9:30 a.m.**

**STEBEN COUNTY ADMINISTRATION COMMITTEE
STEBEN COUNTY FINANCE COMMITTEE**

Special Joint Meeting

Monday, June 23, 2008

9:30 a.m.

Steuben County Office Building

3 East Pulteney Square

Bath, New York

****MINUTES****

COMMITTEE:	Patrick F. McAllister, Chair Francis L. Gehl	Patrick F. Donnelly, Vice Chair Scott J. Van Etten	Lawrence P. Crossett
	Patrick F. Donnelly, Chair Lawrence P. Crossett	Robert V. Nichols, Vice Chair Scott J. Van Etten	Donald B. Creath
STAFF:	Mark R. Alger Nancy Smith	Tammy Hurd-Harvey Frederick H. Ahrens, Jr.	Robert F. Biehl David English
LEGISLATORS:	Philip J. Roche Thomas C. Schwartz Randolph J. Weaver	Joseph J. Hauryski David R. Stachnik	Thomas J. Ryan John S. Walsh

I. CALL TO ORDER

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

II. GENERAL BUSINESS

1. **Taxation Exemption for Historic Real Property** – Mr. Alger informed the committee that this was requested by the City of Corning. They have a project waiting to go and the project is not eligible for the tax exemption if the law is not passed prior to the commencement of the project. This local law will be presented this month and adopted next month.

MOTION: AUTHORIZING THE PRESENTATION OF A LOCAL LAW GRANTING AN EXEMPTION FROM TAXATION TO HISTORIC REAL PROPERTY ALTERED OR REHABILITATED MADE BY MR. GEHL. SECONDED BY MR. CROSSETT.

Mr. Alger commented that Mr. Crossett's question last month is that we want to make sure that we did this in conjunction with what the city has done.

Mr. Nichols asked will the exemption be on the increased value? Mr. Alger replied the exemption would be on the increase in the value attributable to any new alteration or renovation.

Mr. Ryan asked who will be monitoring the progress of these restorations? Mr. Alger replied the City of Corning is going through the process of creating a commission which will monitor these projects. The city would be responsible for enforcement through the City Code Enforcement Officer.

Mr. Creath commented that he sees this as a win-win situation. This will encourage projects and improve the value of properties in the City. The risk is if you don't renovate those properties they may become derelict. Mr. Alger stated the other thing is you will begin to see happening is that both the cities are in the process of trying to promote the use or reuse of the second stories over their main street properties. To some degree, due to the increase in fuel, you will see individuals begin to move back toward the city or village centers.

VOTE ON PREVIOUS MOTION: ALL BEING IN FAVOR. MOTION CARRIES 10-0.

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 MR. NICHOLS. SECONDED BY MR. GEHL. ALL BEING IN FAVOR. MOTION CARRIES 10-0.

MOTION: TO ADJOURN EXECUTIVE SESSION AND RECONVENE IN REGULAR SESSION MADE BY MR. CROSSETT. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 10-0.

MOTION: TO ADJOURN MADE BY MR. VAN ETTEN. SECONDED BY MR. GEHL. ALL BEING IN FAVOR. MOTION CARRIES 10-0.

Respectfully Submitted by:

Amanda L. Chapman
Senior Stenographer
Steuben County Legislature

STEBEN COUNTY ADMINISTRATION COMMITTEE

Tuesday, July 8, 2008

9:30 a.m.

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

MINUTES

Committee: Patrick F. McAllister, Chair Patrick F. Donnelly, Vice Chair Lawrence P. Crossett
Francis L. Gehl Scott J. Van Etten

Legislators: John Walsh Donald B. Creath

Staff: Mark R. Alger Jack Wheeler James Gleason
Robert F. Biehl Richard Tweddell David McCarroll
Carol Whitehead Sandra Dennison David English
Tammy Hurd-Harvey 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 JUNE 10 AND JUNE 23, 2008, MEETINGS MADE BY MR. GEHL. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

III. DEPARTMENTAL REPORTS/REQUESTS

A. Personnel Officer

1. **Sheriff's Office** – Mr. Biehl stated the Sheriff is having a problem recruiting for a full-time nurse for the jail. They believe it will be easier to fill two part-time positions to have coverage on weekends.

MOTION: RECLASSIFYING ONE FULL-TIME NURSE POSITION TO TWO PART-TIME NURSE POSITIONS AT THE STEUBEN COUNTY JAIL MADE BY MR. VAN ETTEN. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

2. **Health Care Facility** – Mr. McCarroll distributed copies of a proposal to provide outpatient rehabilitation services. They are proposing to add outpatient occupational, physical and speech therapy. It would require two additional positions. He stated there is a market for this as they are aware of the fact that people are going out of town for these services. There are no capital expenditures and the money is in the budget for the positions. Discussion followed.

Mr. Alger stated we wouldn't be adding positions; we would like to reclassify two positions and transfer them from one department to another. He has identified a vacant position in the Veterans' Service Agency that they could reclassify and transfer. The other position they have not located yet. The positions they need are a Physical Therapist and an Occupational Therapy Assistant. Discussion followed.

Mr. McCarroll stated the outpatient rehabilitation program will help with the facility generate revenue once it is up and running. If we do rehab for only inpatient, we would operate at a loss. When we get up and running with

outpatient, it will generate considerable revenue. He projected they could see \$350,000 in additional revenues by the end of 2009. Discussion followed.

Mr. Van Etten asked will these positions get us to this revenue position or will you need additional staff in the future? Mr. McCarroll stated these positions are all we'll need.

Mr. Donnelly asked what happens if this doesn't work? Mr. Alger stated you are basically talking about staff because the facility is already set up to support this service.

MOTION: AUTHORIZING THE TRANSFER OF TWO VACANT POSITIONS, ONE FROM VETERANS' SERVICE AGENCY AND ANOTHER TO BE IDENTIFIED, AND RECLASSIFYING ONE POSITION TO AN OCCUPATIONAL THERAPY ASSISTANT AND THE OTHER POSITION TO A PHYSICAL THERAPIST POSITION FOR THE HEALTH CARE FACILITY'S OUTPATIENT REHABILITATION SERVICE MADE BY MR. GEHL. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.

B. Purchasing Department

1. **Copy Machines** – Mr. Gleason requested authorization to purchase 5 copy machines to keep the County's fleet of copiers updated and efficiently working. He would like to replace the copiers in the following departments: Purchasing, DSS, Leachate plant, Law Department and 911. He noted they can purchase all five copiers off of the State contract for approximately \$36,000.

MOTION: AUTHORIZING THE PURCHASE OF FIVE NEW COPIERS OFF THE NEW YORK CONTRACT FOR UP TO \$36,000 MADE BY MR. GEHL. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

2. **Elections Transportation Bid** – Mr. Gleason requested authorization to reject the bid for the transportation of Elections' voting machines as the bid came in higher than anticipated.

MOTION: REJECTING THE BID FOR THE TRANSPORTATION OF ELECTION MACHINES MADE BY MR. VAN ETTEN. SECONDED BY MR. GEHL. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

C. Treasurer's Office

1. **Monthly Report** – Mrs. Whitehead stated we have completed the audited financial statements and the 2007 CAFR is on the County website. The County tax auction is being held next Wednesday and we are down to around 80 properties now.

D. Elections Office

1. **HAVA Grant** – Ms. Dennison requested authorization to accept \$40,686.65 in grant funding for poll worker training and voter outreach.

MOTION: ACCEPTING \$40,686.65 IN HAVA GRANT FUNDING FOR POLL WORKER TRAINING AND VOTER OUTREACH MADE BY MR. GEHL. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.

2. **Update** – Ms. Dennison stated tomorrow we will be conducting a dry run of moving the voting machines from their storage facility to the Bath election districts to see how long it takes. Mr. Alger stated it will give us an idea of how long it will take to get them off the truck and into the location. Considerable discussion followed.

Ms. Dennison noted that their first poll worker training will be held in Bath on Monday.

E. County Clerk

1. **DMV Update** – Mrs. Hunter stated August 1st is the State’s target date for implementation of the ***Enhanced Driver’s License, as part of the*** Western Hemisphere Travel Initiative. This will allow travelers to cross the borders, land and sea with an enhanced ID, rather than a passport. Basically it will allow travel to Canada and Mexico. The equipment has been delivered to all three offices and we have the scanning workstations. She stated fingerprints and criminal background checks were required of all staff members. This was a non-negotiable item. This will also be done on any future DMV employees. Considerable discussion followed.

Mrs. Hunter stated the cost of the enhanced ID is an additional \$30 above the drivers’ license fee so the total cost is \$80 and it is good for 8 years.

2. **Legislative Update** – Mrs. Hunter stated legislation was introduced by Suffolk County requesting authorization to implement an increase in the recording fees for counties with populations over 1 million. Just before the end of session, legislation was introduced that would allow counties with populations over 1 million to implement the additional fees, but not charge a fee for the cover page. Discussion occurred on the floor during session and they ended up including all counties in the legislation. The legislation was adopted and has been sent to the Governor for signature. If signed, the County will have the option to increase the recording fee by \$15 per document and the per page fee by \$3. Our cover page fee is currently \$10, but this legislation also removes the ability to charge for the cover page. Considerable discussion followed.

Mr. Alger stated we will need to look at the loss of the fee for the cover page. We estimated it as \$100,000. We’ll check into it and if the Governor signs it, we’ll bring the issue back to the committee for discussion.

3. **Other** – Mr. McAllister stated he has received several requests for the County to implement using laminated ID cards for pistol permits like neighboring counties use. Is that something we could look into? Mrs. Hunter stated the ultimate call is made by the Judges, but we can look into it and present it to them for approval. ***For September’s Agenda: Pistol Permit Card.***

Mr. Van Etten asked do you have a way to measure your office’s performance? He stated he has heard from several attorneys that when they file something in Chemung County the turnaround time is very quick but when they file something by mail in Steuben County it could take up to 3 months to get it back.

Mrs. Hunter stated during implementation of the current software system, several problems and issues arose, which impacted timely recording.

Mr. Alger stated there was also employee turnover and part of the challenge when staff leaves is that there is a significant training curve for people to learn the job. Mr. Van Etten stated one person doesn’t set the reputation of the office. Discussion followed.

F. County Administrator

1. **County Prescription Card** – Mr. Alger stated he assigned this project to Mr. Wheeler. Mr. Wheeler stated there are pharmacy discount programs available that many counties have decided to make available to County residents. We looked at two different programs, one was endorsed by NACO and the other was endorsed by NYSAC. These programs are for people who are uninsured or underinsured and it allows people to save approximately 20% off of their prescriptions. ProAct, Inc., is a New York State company and they are willing to send these cards to the residents of the County. There is no cost to the County for the program; it is just something that we can do for residents. The representative from ProAct is in this area and he has been very responsive. Discussion followed.

Mr. Alger stated this is a program that we can sponsor and they do all the outreach and all the distribution. They say the best way to distribute is through the pharmacies. From our standpoint, it is good for the residents of the County. Discussion followed.

MOTION: ENDORSING THE ESTABLISHMENT OF A COUNTY PRESCRIPTION DRUG PROGRAM AND REQUESTING THE LEGISLATURE APPROVE A CONTRACT WITH PROACT, INC., FOR THE ADMINISTRATION OF THE PROGRAM MADE BY MR. CROSSETT. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

MOTION TO ADJOURN REGULAR SESSION AND RECONVENE IN EXECUTIVE SESSION PURSUANT TO PUBLIC OFFICERS' LAW, ARTICLE 7§ 105.1.D. DISCUSSIONS REGARDING PROPOSED, PENDING OR CURRENT LITIGATION; 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. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING A SALARY ADJUSTMENT PURSUANT TO THE EVALUATION OF LEWIS EASON, RISK MANAGER, AND JOHN ZIMBERLIN, ASSISTANT PUBLIC DEFENDER MADE BY MR. GEHL. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

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

MOTION TO ADJOURN MADE BY MR. VAN ETEN. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Respectfully submitted by,

Brenda K. Mori
Deputy Clerk
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR
Tuesday, August 5, 2008
9:30 a.m.**

**STEUBEN COUNTY ADMINISTRATION COMMITTEE
and
STEUBEN COUNTY FINANCE COMMITTEE
Special Joint Meeting
Monday, July 28, 2008
9:15 a.m.
Legislative Committee Conference Room
Steuben County Office Building
Bath, New York**

MINUTES

<u>Administration Committee:</u>	Patrick F. McAllister, Chair Lawrence P. Crossett Scott J. Van Etten	Patrick F. Donnelly, Vice Chair Francis L. Gehl
<u>Finance Committee:</u>	Patrick F. Donnelly, Chair Donald B. Creath Scott J. Van Etten	Robert V. Nichols, Vice Chair Lawrence P. Crossett
<u>Legislators:</u>	John Walsh Joseph Hauryski Thomas J. Ryan	Randy Weaver Dan C. Farrand
<u>Staff:</u>	Mark R. Alger Lewis Eason	Gregory P. Heffner David English

I. CALL TO ORDER

The meeting was called to order by Mr. Donnelly at 9:15 a.m.

II. 2009 BUDGET - WORKERS' COMPENSATION PLAN

Mr. Eason presented the proposed 2009 budget for the Workers' Compensation Plan. He noted it is essentially the same as last year. Mr. Alger stated they are leaving the appropriations budget the same. The distribution of that will be different because of the way we determine the apportionment.

MOTION: ACCEPTING AND FOWARDING THE PROPOSED 2009 BUDGET FOR THE WORKERS' COMPENSATION PLAN TO THE FULL LEGISLATURE MADE BY MR. GEHL, SECONDED BY MR. CROSSETT AND DULY CARRIED.

MOTION TO ADJOURN MADE BY MR. NICHOLS, SECONDED BY MR. CREATH AND DULY CARRIED.

Respectfully submitted by,

Brenda K. Mori
Deputy Clerk
Steuben County Legislature

STEBEN COUNTY ADMINISTRATION COMMITTEE

Tuesday, August 12, 2008

9:30 a.m.

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

MINUTES

<u>Committee:</u>	Patrick F. McAllister, Chair Lawrence P. Crossett	Patrick F. Donnelly, Vice Chair Scott J. Van Etten	Francis L. Gehl
<u>Legislators:</u>	Philip J. Roche	Thomas J. Ryan	John Walsh
<u>Staff:</u>	Mark R. Alger James Gleason Jennifer Bailey Frederick H. Ahrens Sandra Dennison	Gregory P. Heffner Robert F. Biehl Carol Whitehead David English Lewis Eason	Jack Wheeler Kenneth Peaslee Tammy Hurd-Harvey Sharlene Thompson John Leyden
<u>Other:</u>	Mary Perham, <i>Leader</i>	Mike King, Century Benefits	Don Tarr, Health Net

I. CALL TO ORDER

The meeting was called to order by Mr. McAllister at 9:30 a.m. Mr. English led the group in the Pledge of Allegiance.

II. APPROVAL OF MINUTES

MOTION APPROVING THE MINUTES OF THE JULY 8 AND JULY 28, 2008, MEETINGS MADE BY MR. GEHL. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

III. DEPARTMENTAL REPORTS/REQUESTS

A. Personnel Office

1. **16B Request – Board of Elections** – Mr. Biehl stated the Board of Elections has submitted a request to increase the two Election Commissioners positions from part time to full time. He stated while we understand that there is an increased workload due to HAVA, there may be other ways to deal with this situation.

Mr. Donnelly stated technically, the Commissioners don't work for us. We appoint them but there is nothing saying they have to show up for work. Mr. Biehl stated basically, no, they are term employees and the only control the Legislature has over them is economic.

Mr. Alger stated something has to be done; I'm just not sure if this is the correct option. However, due to the way the Legislature's rules are written, if you say no today the issue is done and they won't be able to do anything until 2010. Therefore, he suggested forwarding the request until they can come up with another option. Before we finally approve anything, you'll have more opportunity to discuss it further. Keeping it alive allows us to continue discussing it.

Mr. Van Etten asked Mr. Biehl if he has an alternative recommendation. Mr. Biehl stated we need to do something, but not this. We may want to consider additional part time help. Mr. Alger stated we will work with the Commissioners to figure out which alternative to go with. Mr. Van Etten stated he would like to see in detail what additional workload is involved with HAVA. He said the request references a lot of stuff but realistically, there are two elections a year. He stated he would like to know what all is involved with these new requirements.

MOTION: FORWARDING THE 16B REQUEST FOR INCREASING THE TWO ELECTION COMMISSIONER POSITIONS FROM PART TIME TO FULL TIME MADE BY MR. GEHL. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. **16B Request – Information Technology** – Mr. Biehl stated the Information Technology Department is requesting an upgrade of two Network Administrator positions from a Grade 16 to a Grade 17. He stated the County's starting salary for the position is below average as compared to comparable counties, however our top salary is above average as compared to those same counties. Therefore, we believe the salary is appropriate and are not recommending approval of this upgrade. Discussion followed.

MOTION: DENYING THE 16B REQUEST TO UPGRADE THE NETWORK ADMINISTRATOR TITLE FROM A GRADE 16 TO A GRADE 17 MADE BY MR. VAN ETTEN. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

B. Purchasing Department

1. **Security Services RFP** – Mr. Gleason stated they solicited requests for proposals for security services for the County Office Building and six responses were received. He stated currently they utilize Securitas and he recommended they stay with them, even though their proposal wasn't the lowest. In evaluating the proposals, one of the major issues was the monitoring of guards so we know that they are making their rounds at the designated times. Securitas has a plan in place for this, while the other companies do not. Discussion followed.

MOTION: ACCEPTING THE REQUEST FOR PROPOSAL FOR SECURITY SERVICES AT THE COUNTY OFFICE BUILDING FROM SECURITAS FOR \$141,135.36 MADE BY MR. GEHL. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. **Bid Award – Copy Paper** – Mr. Gleason stated we've been purchasing copy paper off of the State contract but the gas prices have increased the prices. They solicited bids for copy paper and they came in lower than the State contract, but we can only get prices locked in for 90 days. Therefore, he'll have to come to the Committee to request award of this bid every 90 days. He recommended awarding the bid to Quill for \$29.90 per case.

MOTION: AWARDING THE COPY PAPER BID TO QUILL FOR \$29.90 PER CASE MADE BY MR. VAN ETTEN. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

C. Board of Elections

1. **Machine Acceptance Testing** – Ms. Dennison stated Sequoia came and they have resolved issues with all but 5 of the machines. Sequoia is working with their partner company, Dominion, to take care of those remaining machines. The memory cards need to be sent to Sequoia to have the ballot placed on them. They will send them in two different batches as they are still training and they need the memory cards in the machines to do the training. Discussion followed.

2. **Primary Day** – Ms. Dennison stated the Assistant County Administrator, Jack Wheeler, and the Purchasing Department created a test run and routes for delivery of the machines prior to the elections. There will be 4 routes that will be used for delivery. They've developed a plan and schedule for this. We estimated the cost for delivery and pickup of the machines for the elections to be approximately \$5,200. This is our best estimate at this time. She noted they do not have the funds in their budget to pay for the delivery and pickup of the machines. She requested a transfer of \$10,000 from the contingent fund to cover this activity. Mr. Alger noted he suggested they request \$10,000 to make sure they have enough money to cover the delivery and pickup of the machines for both the primary and general election. Discussion followed.

MOTION: AUTHORIZING THE TRANSFER OF \$10,000 FROM THE CONTINGENT FUND TO THE BOARD OF ELECTIONS FOR THE DELIVERY AND PICKUP OF VOTING MACHINES FOR THE PRIMARY AND GENERAL ELECTION MADE BY MR. CROSSETT. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

3. **HAVA Funding Update** – Ms. Dennison stated they've been approved for an additional \$5,000 for HAVA training. She requested authorization to accept this additional funding.

MOTION: AUTHORIZING THE BOARD OF ELECTIONS TO ACCEPT AN ADDITIONAL \$5,000 IN HAVA GRANT FUNDING FOR TRAINING MADE BY MR. GEHL. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Mr. Alger noted that some time in the future, we are really going to need to consider the number of polling places we have in the County. When this was a town function, it made sense to have polling places in the town offices. It may not make sense to do that in the future. As the town clerks change, and this function no longer being their responsibility, we might have a problem recruiting volunteers. Discussion followed.

Mr. Van Etten noted that he appreciates the flexibility the Commissioners showed in reinstating the polling place on the east side of the river.

D. Information Technology

1. **P-Card Software** – Mr. Peaslee stated the Treasurer's Office has been working on obtaining purchasing cards for the County. In order to implement this program, they need to purchase another module for the Sungard Pentamation system. He noted there is funding available in the mainframe replacement project to cover this purchase. He stated it would cost the County more to try to create a program internally that would interface with the data from the bank. He requested authorization to spend \$11,196 to purchase a P-Card module. He noted that it will cost \$1,500 per year for support.

MOTION: AUTHORIZING THE PURCHASE OF A P-CARD MODULE FOR THE SUNGARD PENTAMATION SYSTEM FOR \$11,196 USING FUNDS FROM THE MAINFRAME REPLACEMENT PROJECT MADE BY MR. GEHL. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

E. County Clerk

1. **DMV Update** – Ms. Bailey stated Governor Paterson announced they will be implementing the Enhanced Driver's License on September 16th. This is basically a lower cost and more convenient alternative to the passport.

Mr. Van Etten asked about the status of changing the pistol permits to a card. Mr. McAllister stated the County Clerk has requested another month to finish the information gathering. Discussion followed. ***For September's Agenda: County Clerk – Pistol Permits.***

F. County Administrator

1. **Workers' Compensation Apportionment** – Mr. Alger stated he asked Mr. Eason to attend the meeting today to discuss the Workers' Compensation Apportionment. Mr. Eason stated we went through calculations for the 2009 apportionment based on the local law you passed last year. Based on these calculations, some municipalities will have a considerable increase in their workers' compensation apportionment. He noted this is mainly due to their loss experience. This presents an issue because in the past some of the municipalities, upon seeing their apportionment considerably increase, have backed out of the plan. Therefore, we are going to have to determine how to handle this.

Mr. McAllister asked didn't the local law already determine what percentages to use? Mr. Alger stated since this is only the second year, what we are seeing in the changes are reasonably significant swings from town to town. At some point, you would begin to wonder if this is the right formula. We thought maybe they should reduce the

experience percentage. This factor was originally included to bring the loss experience to the attention of the towns so they would make every attempt to be safer. Considerable discussion followed.

Mr. Crossett stated he thinks they should leave it alone this year and maybe change the experience length from 3 years to 5 years.

MOTION: APPROVING THE PRESENTATION OF THE 2009 WORKERS' COMPENSATION APPORTIONMENT TABLE TO THE FULL LEGISLATURE MADE BY MR. CROSSETT. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

G. County Treasurer

1. **Alternative Medicare Advantage Plan** – Mrs. Whitehead stated they are always looking at ways to improve benefits to employees, while reducing the cost to the County.

Mike King, Century Benefits Group, stated we do a lot of work in Medicare eligible retiree plans. The cost of health insurance is always rising, especially in retiree health insurance. We've been meeting with Mrs. Whitehead and Mrs. Hurd-Harvey to discuss what options are available as far as improving benefit levels and the cost of retiree health insurance.

Don Tarr, Health Net, provided background information about his company. He noted they are a nationwide Medicare Health Insurance Company. What makes us different is our plan is a private fee for service system. There is no doctor network. The doctor simply has to accept Medicare. He noted they pay 102% of what the doctor charges. For example, if a doctor visit costs \$100, the doctor is paid \$102 by Health Net in addition to any co-pay.

Mr. King stated this is a Medicare advantage program, not a supplemental program. Basically, this means the insurance company takes over all of the claims so doctors and hospitals only have to submit one bill. Medicare pays the insurance company. There are different types of plans. This is a new one that lets you see any doctor that takes Medicare and the doctors like it better because they get paid 102%, they only have to submit one claim and they get paid within 30 days of claim submission instead of waiting 6 months for Medicare to pay them. Discussion followed. The Committee thanked Mr. Tarr and Mr. King for their presentation.

MOTION TO ADJOURN REGULAR SESSION AND RECONVENE IN EXECUTIVE SESSION PURSUANT TO PUBLIC OFFICERS' LAW, ARTICLE 7§ 105.1.D. DISCUSSIONS REGARDING PROPOSED, PENDING OR CURRENT LITIGATION; 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. DONNELLY. 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. VAN ETTEN. SECONDED BY MR. GEHL. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: OFFERING THE MEDICARE ADVANTAGE PLAN TO ELIGIBLE RETIREES MADE BY MR. CROSSETT. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

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

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

**NEXT MEETING SCHEDULED FOR
Tuesday, September 9, 2008
9:30 a.m.**

STEBEN COUNTY ADMINISTRATION COMMITTEE

Tuesday, September 9, 2008

9:30 a.m.

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

MINUTES

<u>Committee:</u>	Patrick F. McAllister, Chair Scott J. Van Etten	Patrick F. Donnelly, Vice Chair Francis L. Gehl	Lawrence P. Crossett
<u>Legislators:</u>	Philip J. Roche	Thomas J. Ryan	John Walsh
<u>Staff:</u>	Mark R. Alger Donna Hatch Kathryn Muller Carol Whitehead Judy Hunter Jennifer Bailey	Gregory P. Heffner Nancy Smith Lise Reynolds Frank Justice Frederick Ahrens Kelly Penziul	Jack Wheeler Vicki Fuerst James Gleason Tammy Hurd-Harvey David English Robert Biehl

I. CALL TO ORDER

The meeting was called to order by Vice Chairman Donnelly at 9:35 a.m. Mr. Gehl led the group in the Pledge of Allegiance.

II. APPROVAL OF MINUTES

MOTION APPROVING THE MINUTES OF THE AUGUST 12, 2008, MEETING MADE BY MR. VAN ETTEN, SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Mr. McAllister not present for the vote.

III. DEPARTMENTAL REPORTS/REQUESTS

A. Personnel Office

1. **Reclassification – Probation** – Mrs. Smith stated the Probation Department is requesting authorization to reclassify a vacant Grade IV Typist position to a Grade VI Senior Typist position. She noted the Personnel Office has evaluated the duties and found the reclassification to be appropriate. This was approved by the Public Safety and Corrections Committee at their meeting yesterday.

MOTION: RECLASSIFYING A VACANT GRADE IV TYPIST POSITION TO A GRADE VI SR. TYPIST POSITION WITHIN THE PROBATION DEPARTMENT MADE BY MR. CROSSETT. SECONDED BY MR. GEHL. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Mr. McAllister not present for the vote.

2. **Reclassification – Public Health Nursing** – Mrs. Smith stated Public Health Nursing Services requested an evaluation of the duties of the Health Care Fiscal Specialist in Public Health Nursing Services and we have determined that it should be a different title, similar to the corresponding positions in Community Services and the Health Care Facility. She requested they reclassify the position from Health Care Fiscal Specialist, Grade XIV, to Chief Fiscal Officer, Management Grade F.

MOTION: RECLASSIFYING PUBLIC HEALTH NURSING SERVICES' HEALTH CARE FISCAL SPECIALIST POSITION, GRADE XIV, TO CHIEF FISCAL OFFICER, MANAGEMENT GRADE F MADE BY MR. VAN ETTEN. SECONDED BY MR. GEHL. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Mr. McAllister not present for the vote.

3. **16B Requests**

a. *Buildings & Grounds* – Mrs. Smith stated they are requesting two Grade V Cleaner positions, one Grade V Laborer position and one Grade IX Building Maintenance Mechanic position, all zero-based. She stated these positions would be needed if and when the old Health Care Facility houses County offices. She noted they may not require funding until late 2009 or early 2010. Discussion followed.

MOTION: APPROVING AND FORWARDING TO THE FINANCE COMMITTEE THE FOLLOWING 16B REQUEST FROM BUILDINGS AND GROUNDS: TWO GRADE V CLEANER POSITIONS, ONE GRADE V LABORER POSITION AND ONE GRADE IX BUILDING MAINTENANCE MECHANIC POSITION, ALL ZERO-BASED MADE BY MR. GEHL. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

b. *Board of Elections* – Mrs. Smith stated the Commissioners of Elections are requesting the Committee come to their office to review their operation before a final decision is made. Discussion followed.

Mr. Gehl stated he is working the election today and he's spent over 5 hours trying to figure out the machinery. Next year will be worse because today we can still use the lever machines. It is overwhelming.

MOTION: HOLDING APPROVAL OF THE 16B REQUEST FROM THE BOARD OF ELECTIONS IN ABEYANCE FOR ONE MONTH MADE BY MR. DONNELLY. SECONDED BY MR. VAN ETEN FOR DISCUSSION.

Mr. Van Etten stated last month we discussed there being a possible alternative to making the commissioners full time. Do we have that information? Mr. Alger stated they will have the information by next month.

Mr. Crossett suggested they hire some extra help for a year before they decide to make these positions full time. Mr. Alger stated maybe what we really need is somebody from Information Technology to provide them with technical support. As you know, if you hire one you hire two under the requirements for that office. The new machines are computerized so maybe what we are in need of is a consultant type of individual. Discussion followed.

Ms. Penziul stated the Commissioners need to be there more than they are now. The deputies aren't given the okay to answer a lot of technical questions without asking the commissioners first. The Commissions aren't there a lot of the time and sometimes we can't get a hold of them and we need answers right then. There is a lot of behind the scenes work that includes a lot of out of office time. The clerks have work preparing for the inspector classes and training.

Mr. Van Etten stated he would welcome a meeting as a good start but before I will vote in favor of it, we need a complete justification for why the positions need to be full time. *The Committee agreed to meet at the Board of Elections on Monday, September 22nd at 1:30 p.m., or immediately following the Legislative Meeting.*

PREVIOUS MOTION AND SECOND WITHDRAWN.

c. *Information Technology* – Mrs. Smith stated they are requesting an upgrade for two Network Administrator positions. She stated that while Steuben County's starting pay is lower than comparable counties, after four and five years in the position the salaries are competitive. She stated Personnel does not recommend the upgrade and suggests using bargaining agreement guidelines which allow for hiring at a higher salary based upon prior experience.

MOTION: DENYING THE 16B REQUEST FROM INFORMATION TECHNOLOGY TO UPGRADE TWO NETWORK ADMINISTRATOR POSITIONS MADE BY MR. VAN ETTEN. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

d. *Office for the Aging* – Mrs. Smith stated they are requesting an Aging Services Assistant to assist the Long Term Care Coordinator with the NY Connects program. Research has revealed that a position was created and zero-based for the 2007 budget for this purpose. The position exists but needs to be activated, when it is needed, through the standing and Finance Committees. Discussion followed.

MOTION: DENYING THE 16B REQUEST FROM THE OFFICE FOR THE AGING FOR AN AGING SERVICES ASSISTANT POSITION DUE TO THERE ALREADY BEING A POSITION IN EXISTENCE MADE BY MR. DONNELLY. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

e. *Sheriff* – Mrs. Smith stated the Sheriff is requesting a Criminal Investigator position. She stated the position would be 100 percent local cost and would be the main position handling sex offenders and the growing list of related duties as directed by the State.

Mr. Alger stated the Sheriff has a number of vacant dispatcher positions since he switched over to part time dispatching. These positions are also funded. He suggested that rather than creating a new position, they reclassify one or two of the dispatcher positions to criminal investigator. Discussion followed.

MOTION: RECLASSIFYING ONE VACANT GRADE X DISPATCHER POSITION TO A GRADE XIII CRIMINAL INVESTIGATOR POSITION AND ELIMINATING ONE VACANT, FUNDED GRADE X DISPATCHER POSITION WITH THE SHERIFF'S DEPARTMENT MADE BY MR. GEHL. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

f. *Social Services* – Mrs. Smith stated they are requesting the creation of a Transportation Coordinator position to centralize the function of transportation for all Medicaid recipients, services division clients for mandated care plan activities, court ordered services, employment unit customers for mandated employability plan activities and for TANF eligible recipients for certain activities such as drug and alcohol or mental health services. She stated the current system gets clients to where they need to be, but it is very disjointed. This position is necessary to make the operation more efficient. In addition, the position would be completely funded through State and Federal funding. Discussion followed.

Mr. Van Etten asked if the funding goes away would we be able to eliminate the position? Mr. Alger stated we always have that ability.

MOTION: APPROVING AND FORWARDING TO THE FINANCE COMMITTEE THE 16B REQUEST FROM THE DEPARTMENT OF SOCIAL SERVICES FOR A GRADE XII TRANSPORTATION COORDINATOR MADE BY MR. GEHL. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

B. Real Property Tax Service Agency

1. **Annual License Fees for RPSV4** – Mrs. Hatch requested approval of the chargebacks to the towns and cities for the RPS V4 annual license fees. She noted the rate is the same as last year.

Mrs. Hatch also presented the listing of the annual tax resolutions that would be presented to the Legislature for approval through the end of the year. Discussion followed.

MOTION: APPROVING THE CHARGEBACK OF THE RPSV4 ANNUAL LICENSE FEES TO THE TOWNS AND CITIES MADE BY MR. VAN ETTEN. SECONDED BY MR. GEHL. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

2. **New Law** – Mrs. Hatch stated the State Legislature has decided that it is in the best interest of the taxpayers to know what the impact of tax exemptions are on the taxpayers. Each county, city, town, village and school district that provides any form of tax exemption is required to provide a report on the impact of those exemptions with their annual budget. Considerable discussion followed.

Mrs. Hatch noted the State has not provided them with a draft of how they would like the report to look, but she will keep the committee posted as she has more information.

C. County Treasurer

1. **Monthly Update** – Mrs. Whitehead distributed copies of the Taxpayer’s Guide, which provides the public with a basic understanding of the tax assessment and collection process in Steuben County.

2. **Policies and Procedures for P-Card** – Mrs. Whitehead distributed copies of the newly developed policies and procedures for use of the P-Card (Purchasing Card). She stated these are the basic guidelines for the process and we will develop them more as we go along. Discussion followed.

MOTION: APPROVING THE POLICIES AND PROCEDURES FOR USE OF THE P-CARD AND INCORPORATING SAID POLICY INTO THE ADMINISTRATIVE CODE MADE BY MR. DONNELLY. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

D. Purchasing

1. **Automobile Maintenance Bid** – Mr. Gleason stated they need to refine the specifications of this bid in regards to the oil requirements. He recommended they reject the bid and solicit new bids.

MOTION: REJECTING THE AUTOMOBILE MAINTENANCE BID AND APPROVING THE SOLICITATION OF NEW BIDS MADE BY MR. DONNELLY. SECONDED BY MR. GEHL. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

E. County Clerk

1. **Enhanced Driver’s License** – Mrs. Hunter stated the State will be implementing the enhanced driver’s license program on September 16th. She provided the committee with a chart in order to simplify the differences between the EDL, passport book and passport card.

2. **Pistol Permits** – Mrs. Hunter stated she contacted Livingston County about their pistol permits and they do issue a plastic card similar to an id card, but the permit holder is still required to carry the paper copy listing what pistols they have on their license. She also contacted St. Lawrence County and they, along with Clinton and Essex counties, use cards with magnetic strips that can list up to 5 pistols on the permit. Discussion followed.

Mrs. Hunter stated the cost of the software for this program is \$18,000. Before any of this can be implemented, however, judicial approval is required. She is attempting to schedule a meeting with the judges for the end of September or beginning of October. Considerable discussion followed. The Committee requested Mrs. Hunter to report back to them after she has met with the Judges.

3. **Other** – Mr. Van Etten stated New York State is entertaining the idea of consolidating all local registrars to the County Clerks’ offices. This includes a suggested increase in fee from \$10 to \$30 per certified copy. If we’re not in favor of consolidation of these services at the county level, we need to oppose this legislation. Discussion followed. *The Committee asked Mrs. Hunter to check with her State Association to see what their stance is on this issue and bring it back to the Committee next month.*

F. Law Department

1. **GASB 45** – Mr. Ahrens stated NYSAC has consultants who can provide interpretive work on changing retiree benefits. Mr. Biehl noted that he found out late yesterday that the Governor vetoed this legislation so no action is necessary.

G. County Administrator

1. **Informational** – Mr. Alger stated the elections machines were all delivered very efficiently and that can be credited to Jack Wheeler, Tom Sears, the Commissioners of Elections, Buildings & Grounds and Purchasing. Discussion followed.

Mr. Alger stated he truly believes they need to consider the number of polling places we have. The probability of these machines failing is going to increase the more we have to move them. We seriously are going to have to look at reducing the number of polling places. We have 58 right now and the challenge is going to be the rural areas. The logical location for the machines is the school districts. Discussion followed.

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

MOTION: ENTERING INTO A NATURAL GAS LEASE WITH CHESAPEAKE APPALACHIA, LLC, IN THE AMOUNT OF \$300 FOR 0.27 ACRES OF PROPERTY OWNED BY THE COUNTY OF STEUBEN ON SR53 MADE BY MR. DONNELLY. SECONDED BY MR. VAN ETEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AMENDING AN EXISTING GAS LEASE WITH FORTUNA ENERGY ON 2.3 ACRES OF PROPERTY OWNED BY THE COUNTY OF STEUBEN ON SR414 TO ALLOW FOR STORAGE RIGHTS IN EXCHANGE FOR \$1,523 MADE BY MR. VAN ETEN. SECONDED BY MR. GEHL. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING A SALARY ADJUSTMENT OF \$5,000 FOR TINA GOODWIN FOR THE TIME SHE IS IN THE ACTING 911 DIRECTOR'S POSITION MADE BY MR. GEHL. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

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

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

Respectfully submitted by,

Brenda K. Mori
Deputy Clerk
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR
Tuesday, October 14, 2008
9:30 a.m.**

**SPECIAL MEETING SCHEDULED FOR
Monday, September 22, 2008
1:30 p.m. in the Board of Elections Office**

STEUBEN COUNTY ADMINISTRATION COMMITTEE

Special Meeting

11:00 a.m.

Monday, September 22, 2008

Board of Elections Office

Bath, New York

MINUTES

<u>Committee:</u>	Patrick F. McAllister, Chair Francis L. Gehl	Patrick F. Donnelly, Vice Chair Scott J. Van Etten	Lawrence P. Crossett
<u>Legislators:</u>	Philip J. Roche John Walsh Donald Creath	Joseph Hauryski Dan Farrand	Randy Weaver Thomas Ryan
<u>Staff:</u>	Mark R. Alger Sharlene Thompson	Jack Wheeler Tammy Hurd-Harvey	Nancy Smith Kelly Penziul
<u>Other:</u>	Mary Perham, <i>Leader</i>	Allan C. Johnson	

I. CALL TO ORDER

The meeting was called to order by Mr. McAllister at 11:05 a.m.

II. 16B REQUEST – BOARD OF ELECTIONS

Mr. McAllister stated the Committee received an invitation from Sandra Dennison, Democratic Commissioner, to visit the office so she could familiarize us with the functions and responsibilities of the Board of Elections. This is in response to the 16B request to make the Commissioner positions full time, and the Committee's inquiry as to other areas of the office where the additional help might be needed.

Ms. Thompson stated Ms. Dennison is not here yet but she'd be willing to answer any questions the Committee might have.

Mr. McAllister stated the request is to make the part time Election Commissioner positions full time. Ms. Thompson stated she believes two part time Senior Clerk positions would be sufficient because, honestly, it is the clerks that do the work, not the Commissioners.

Mr. Donnelly asked when did the training requirements start in the election field? Ms. Thompson stated they began with the implementation of HAVA. The Senior Clerks conduct the Inspector trainings and they go to the Health Care Facility to take care of the voting machine maintenance. The Inspectors have to be trained every year. They conducted about 10 classes for this training this year.

Mr. Hauryski asked is this state mandated training? Ms. Thompson stated yes, it is.

Mr. Crossett asked would the part time positions be needed year round or just during elections? Ms. Thompson stated the Presidential election years are when they are really needed.

Mr. McAllister asked how many people part time would be needed? Ms. Thompson stated 2 senior clerks, part time, one for each party.

Mr. Farrand stated if we have full time commissioners, we still cannot control the number of hours they work. Ms. Thompson stated that is correct.

Mr. McAllister asked how many employees does the Board of Elections have? Ms. Thompson stated we have 2 full time senior clerks, 2 full time Deputy Commissioners and 2 part time Commissioners. Discussion followed.

Mr. Gehl stated since HAVA went into effect, this office has taken over the job of having to obtain 400 inspectors in addition to securing and training election custodians. These additional duties have taken its toll on this office.

Mr. Weaver asked what are the duties of the Commissioner?

Ms. Thompson stated actually, our job is to go to court when needed, over see what the employees are doing, sign papers and make sure things get done.

Mr. McAllister stated we talked about assigning an individual from Information Technology to the Board of Elections and how they might benefit from that. Has there been any progress with this possibility?

Mr. Alger stated the idea would be for an agreement with Information Technology to provide staff assistance related to the Board of Elections. Ms. Penziul stated assistance from Information Technology would be helpful.

Mr. Crossett suggested they appropriate money to the temporary hire line item so they can bring people in when they need them.

Ms. Thompson stated the problem they have is they can't bring just anybody in to answer phones because they aren't trained in the operation of the office.

Mr. Alger stated his opinion is each Commissioner could identify someone who would meet the qualifications and bring them in to be trained. As long as they were available, they could be brought in to work as needed.

Mr. Gehl stated the problem he sees with that is if the individual you have already trained ends up getting a full time job. Then they would have to find somebody else and train them, too.

Mr. Alger stated with temporary hires, the positive side is we don't have to pay benefits but the negative side is the turnover.

Mr. Crossett stated they should move forward with the temporary hire appropriation and see how it goes from there. Discussion followed.

Mr. Alger stated in addition to the staff having to be responsible for all of the election workers and polls, they are also responsible for maintaining the statewide registration database. Our database is now tied to the State system. Discussion followed.

Ms. Penziul stated we need more training time for the inspectors, especially hands on training.

Mr. McAllister asked Mr. Johnson, former Democratic Commissioner, what his opinion was on the issue of making the Commissioners full time.

Mr. Johnson stated when he was first appointed, he had no idea how important this office was. He thinks the positions should be full time. If you appointed full time commissioners, the party Chairman should be very careful to know who they are recommending for the position. They should be people who are carefully vetted and you, as Legislators, interview them and decide if you accept them.

Mr. Gehl stated the problem is after they get the job, they need to come to work and we can't enforce that.

Mr. McAllister asked is the work for HAVA better left to be done by the clerks or the Commissioners? Mr. Johnson stated much of the decision making has to be done by the Commissioners.

Mr. McAllister stated if we went with full time Commissioners, you are saying that would take care of the workload in this office, or would you have to hire clerks too? Mr. Johnson stated they would take care of the work.

Mr. Van Etten stated any office he knows of should have more Indians than chiefs. The Indians do the work.

Mr. Johnson stated full time commissioners should be young and looking to make this their career. I think the parties have been getting away with hiring retired people because it is a part time position. It should be a full time job with a young person in it. I am fully in favor of a full time position. Discussion followed.

MOTION TO ADJOURN MADE BY MR. GEHL. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES.

Respectfully submitted by,

Brenda K. Mori
Deputy Clerk
Steuben County Legislature

STEBEN COUNTY ADMINISTRATION COMMITTEE

Tuesday, October 14, 2008

9:30 a.m.

Legislative Committee Conference Room

Steuben County Office Building

Bath, New York

MINUTES

Committee: Patrick F. McAllister, Chair Patrick J. Donnelly, Vice Chair Lawrence P. Crossett
Scott J. Van Etten

Legislators: Philip J. Roche John Walsh

Staff: Mark R. Alger Jack Wheeler James Gleason Frederick Ahrens
Donna Hatch Nancy Smith Vincent Spagnoletti Lewis Eason
Kathryn Muller Carol Whitehead Tammy Hurd-Harvey Steve Orcutt
David English Jennifer Bailey Judy Hunter

Other: Mary Perham, *Leader* Dave Shoen, WENY

Absent: Francis L. Gehl

I. CALL TO ORDER

The meeting was called to order by Mr. McAllister at 9:30 a.m. He asked Ms. Muller to lead the group in the Pledge of Allegiance.

II. APPROVAL OF MINUTES

MOTION APPROVING THE MINUTES OF THE SEPTEMBER 9 AND SEPTEMBER 22, 2008, MEETINGS MADE BY MR. VAN ETTEN. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

III. DEPARTMENTAL REPORTS/REQUESTS

A. Personnel Office

1. **Reclassifications** – Mrs. Smith stated there are five reclassification requests, four from Public Works and one from Social Services. She stated personnel looked at the duties and have approved all for reclassification. Discussion followed.

MOTION: RECLASSIFYING A GRADE X HMEO POSITION TO A GRADE X AUTOMOTIVE MECHANIC POSITION; A GRADE VIII MEO POSITION TO A GRADE X AUTOMOTIVE MECHANIC POSITION; A GRADE VIII GARAGE LABORER POSITION TO A GRADE X AUTOMOTIVE MECHANIC POSITION AND A GRADE V ACCOUNT CLERK POSITION TO A GRADE VI ACCOUNT CLERK-TYPIST POSITION WITHIN THE DEPARTMENT OF PUBLIC WORKS MADE BY MR. CROSSETT. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.

MOTION: RECLASSIFYING A GRADE VI PERSONAL COMPUTER OPERATOR POSITION TO A GRADE VIII HELP DESK TECHNICAL ASSISTANT POSITION WITHIN THE DEPARTMENT OF SOCIAL SERVICES MADE BY MR. DONNELLY. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.

B. Real Property Tax Service Agency

1. **County Exemption Report Update** – Mrs. Hatch stated we received the program from the State but they are still working things out with it. Once the program's fixed, we'll have a report that will summarize all

county wide exemptions and their value. She hopes to have it finalized within the next couple of weeks. Discussion followed.

2. **Assessing Grant Study Update** – Mrs. Hatch stated we submitted an application for a grant to study a centralized assessment program. We received \$25,000 and she has sent a survey out to the towns. Currently she’s waiting for more responses to be received from the towns. She noted the purpose of this survey is not to gather information to transition to a county wide assessment program. The purpose is to see if there are other areas where the County can assist the Towns, such as with data collection. Discussion followed.

Mr. Alger stated the State really would like to have county wide assessment so they only have to deal with one equalization rate. For our purposes, there’s always one town that hasn’t done a revaluation so even when there isn’t a tax increase in the budget, their taxes increase significantly. The down side of a county wide assessment program is it is all county expense and we receive nothing in return. If we were to offer data collection services or something along that line, we could help keep towns closer to the 100 percent rate. The problem is the towns still set the value. Mrs. Hatch stated next month she will bring the equalization rate table. Discussion followed.

C. County Treasurer

1. **Monthly Report** – Mrs. Whitehead provided the Committee with her monthly report.

2. **Investment Policy** – Mrs. Whitehead requested a change in the investment policy. She stated Steuben Trust and JP Morgan are our major depositories. She requested authorization to increase the maximum percentage of cash and investments allowed for these two banks to 35 percent because they generally provide us with the highest rates.

MOTION: AMENDING THE INVESTMENT POLICY TO INCREASE THE MAXIMUM PERCENTAGE OF CASH AND INVESTMENTS ALLOWED TO BE PLACED WITH STEUBEN TRUST AND JP MORGAN TO 35 PERCENT MADE BY MR. DONNELLY. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.

D. Purchasing Department

1. **County Auction** – Mr. Gleason reported that the gross proceeds for the surplus auction, not including the cost of commission or advertising, were \$213,279 and the gross County sales were \$138,079. He thanked the Department of Public Works, specifically Station 2, Buildings and Grounds, the Sheriff’s Department and the County Workfare Crew for all of their help with the auction. Discussion followed.

E. County Clerk

1. **Pistol Permits** – Mrs. Hunter stated she will be meeting with the Judges regarding the pistol permits on Friday, October 24th. She will report back next month on the results of that meeting.

2. **Recording Fees** – Mrs. Hunter stated the Governor signed into law authorization for counties to have the option to increase their recording fees. She estimated that based on 2007 recordings, the fee increase would result in approximately \$450,000 in additional revenue. She wanted to present this information as an option because they are going to be working on the budget. Discussion followed.

Mrs. Hunter noted that the law provides for a charge of \$3 for cover pages and we currently charge \$10. Mr. Ahrens stated he hasn’t looked at the statute to determine if we have to change the amount charged for cover pages to \$3 instead of our current \$10. Mr. Alger stated we will look into what we stand to lose if we do have to change the amount charged for cover pages.

3. **Local Registrar Duties** – Mrs. Hunter stated she checked with her State Association on the proposal to place local registrar duties at the County level. At this point, her Association hasn’t taken a stance on the legislation based upon NYSAC’s recommendation. She noted that this is part of a larger good bill dealing with pandemic catastrophes.

F. Risk Manager

1. **Claims Expense Chargeback** – Mr. Eason stated we initiated a chargeback procedure where insurance claims are charged back to the responsible department. He distributed a list to the Committee containing the claims that have been charged back to various departments. Discussion followed.

G. County Administrator

1. **November Meeting Date** – Mr. Alger requested authorization to change the date of the November meeting to Friday, November 7th at 9:30 a.m.

MOTION SETTING THE DATE OF THE NOVEMBER ADMINISTRATION COMMITTEE MEETING AS FRIDAY, NOVEMBER 7TH AT 9:30 A.M. MADE BY MR. DONNELLY. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

IV. OLD BUSINESS

A. 16B Request – Board of Elections – Mr. Alger stated after extensive discussion and contemplation, we're suggesting additional funding be placed in the Board of Elections' temporary hire line item rather than proceeding with the request for full time Elections Commissioners.

MOTION: DENYING THE 16B REQUEST FOR TWO FULL TIME ELECTION COMMISSIONER POSITIONS WITH THE BOARD OF ELECTIONS MADE BY MR. CROSSETT. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

MOTION TO ADJOURN REGULAR SESSION AND RECONVENE IN EXECUTIVE SESSION PURSUANT TO PUBLIC OFFICERS' LAW, ARTICLE 7§ 105.1.D. DISCUSSIONS REGARDING PROPOSED, PENDING OR CURRENT LITIGATION 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. CROSSETT. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

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

MOTION: REQUIRING MEDICARE-ELIGIBLE RETIREES TO MOVE TO A MEDICARE PART D PLAN OF THEIR SELECTION MADE BY MR. CROSSETT. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

MOTION: APPROVING MANAGEMENT SALARY INCREASES FOR 2009 WITH AN AVERAGE INCREASE OF 3 PERCENT, MAXIMUM OF 4 PERCENT, BASED UPON EVALUATION MADE BY MR. CROSSETT. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

MOTION: ENTERING INTO A FOUR YEAR EMPLOYMENT CONTRACT WITH THE COUNTY ADMINISTRATOR MADE BY MR. DONNELLY. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

MOTION TO ADJOURN MADE BY MR. DONNELLY. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

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

**NEXT MEETING SCHEDULED FOR
Friday, November 7, 2008
9:30 a.m.**

STEUBEN COUNTY ADMINISTRATION COMMITTEE

Friday, November 7, 2008

9:30 a.m.

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

MINUTES

Committee: Patrick F. McAllister, Chair Patrick Donnelly, Vice Chair Francis L. Gehl
Lawrence P. Crossett Scott J. Van Etten

Legislators: Joseph J. Hauryski John Walsh

Staff: Mark R. Alger Robert Biehl Donna Hatch Jack Wheeler
Carol Whitehead David English James Gleason Frederick Ahrens
Tammy Hurd-Harvey Kenneth Sherer Gregory Heffner Judy Hunter

Other: Mary Perham, *Leader*

I. CALL TO ORDER

The meeting was called to order by Mr. McAllister at 9:30 a.m. Mr. Walsh led the group in the Pledge of Allegiance.

II. APPROVAL OF MINUTES

MOTION APPROVING THE MINUTES OF THE OCTOBER 14, 2008, MADE BY MR. GEHL, SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Mr. Van Etten not present for the vote.

III. DEPARTMENTAL REPORTS/REQUESTS

A. Real Property Tax Service Agency

1. **Table of Equalization Rates** – Mrs. Hatch presented the table of equalization rates as established by the State. She also presented the report of County Equalization for the year 2009. She noted the percent of change by town, due to changes in the equalization rates and valuation. She stated when your town's equalization rate goes down, the town full value increases, meaning they pick up a bigger share of the county wide full value.

Mr. Alger stated the rate for last year was \$9.30 per \$1,000, not the \$9.85 reported by the Chemung County Executive in the *Corning Leader*. In addition, our full value tax rate is projected to decrease to \$8.52 per \$1,000.

MOTION: AUTHORIZING THE PRESENTATION OF THE 2009 TABLE OF EQUALIZATION RATES AND THE FILING OF THE 2009 EQUALIZATION REPORT TO THE LEGISLATURE MADE BY MR. DONNELLY. SECONDED BY MR. GEHL. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

2. **Exemption Report** – Mrs. Hatch distributed copies of the exemption report that needs to be attached to the 2009 Tentative Budget. This is something new that is required by the State. It is a compilation of the exemption programs so taxpayers are aware of the exemptions that affect the tax rolls. Discussion followed.

MOTION: ACCEPTING AND APPROVING THE EXEMPTION REPORT FOR INCLUSION WITH THE 2009 TENTATIVE BUDGET MADE BY MR. DONNELLY. SECONDED BY MR. VAN ETEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

B. Records Management

1. **Shelving Purchase** – Mr. Sherer requested authorization to transfer \$11,600 from County Records 1460H1.5.250000 account to 146000.5.290000 Major Equipment to purchase shelving. Discussion followed.

MOTION: AUTHORIZING THE TRANSFER OF \$11,600 FROM ACCOUNT #1460H1.5.250000 TO ACCOUNT #146000.5.290000 MAJOR EQUIPMENT FOR THE PURCHASE OF SHELVING AT THE COUNTY RECORDS CENTER MADE BY MR. GEHL. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required. (Secretary's Note: A motion made at the end of the meeting supersedes this motion.)

C. County Treasurer

1. **Monthly Report** – Mrs. Whitehead presented her monthly report to the Committee. Discussion followed.

D. County Clerk

1. **Mortgage Tax** – Mrs. Hunter presented the semi-annual mortgage tax report to the Committee. She noted that figures are down from 2007. Discussion followed.

MOTION: ACCEPTING AND APPROVING THE SEMI-ANNUAL MORTGAGE TAX DISTRIBUTION REPORT AS PRESENTED MADE BY MR. DONNELLY. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

2. **Pistol Permits** – Mrs. Hunter stated her meeting with the Judges went very well and they were receptive to changing the pistol permits to laminated cards. Mr. Alger stated the next step would be to look into software and any equipment that might be needed. Mr. Alger and Mrs. Hunter will check on pricing and bring it back to the Committee in December.

3. **County Clerk Fees** – Mrs. Hunter stated 35 out of 57 counties have adopted the fee increase. Mr. Crossett asked did we find out if the current cover page fee goes away if we don't adopt the new fee schedule? Mr. Ahrens stated legally, there is no solid authority for adopting a cover page fee in the first instance. Discussion followed.

Mrs. Hunter stated she isn't a proponent of establishing new fees but if we are going to lose the cover page fee, then she would encourage approving the new fee schedule. This year they collected \$150,000 in cover page fees alone. Discussion followed.

Mr. Ahrens suggested looking into the bottom line. Mrs. Hunter stated it would be an increase in revenues of approximately \$400,000 with the new fee schedule, but that also depends on the filings. Mr. Donnelly stated they can bring the issue back up at a later date, if necessary.

E. Purchasing Department

1. **Copier Paper Bid** – Mr. Gleason recommended awarding the bid for copier paper to Quill Corp. for \$29.90 per case.

MOTION: AWARDING THE COPIER PAPER BID TO QUILL CORP. FOR \$29.90 PER CASE MADE BY MR. VAN ETTEN. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. **Surplus Auction** – Mr. Gleason presented the figures from the surplus auction. The auction netted \$213,279 in gross proceeds with the County's share being \$124,279 and other municipalities share being \$89,000. The cost for advertising was \$3,151.93. Discussion followed.

F. County Administrator

1. **Contract with NYS Power Authority** – Mr. Wheeler stated we met with a representative of the NYS Power Authority to discuss an energy audit program they have. They would come in at no cost to the county

and review the Health Care Facility to look at improvements we can make as to lighting and HVAC. The Power Authority wanted to review all of the County buildings. There would be a cost if we accept the recommendations, as they would then proceed to a design phase. There are two options for payment of this program. They would calculate the savings and the County could pay a certain percentage of the savings back to them. The other option would be to outright pay them for the changes. They will also look at Labella's design for improvements to the Health Care Facility and approve or make recommendations on that as well. He would like to begin the process, which would be at no cost to the county. And there is no obligation to implement the program. Discussion followed.

Mr. Alger stated we might not do anything with the Health Care Facility but it is possible we would realize a savings with the other buildings. They will provide us with a cost benefit analysis and we can pick and choose what we want to do and decide if we want to use their financing or finance it ourselves.

Mr. Wheeler noted that they would calculate a payback period based upon energy costs for our area. He requested authorization to enter into an agreement with the NYS Power Authority for this purpose.

MOTION: AUTHORIZING THE COUNTY ADMINISTRATOR'S OFFICE TO ENTER INTO AN AGREEMENT WITH THE NEW YORK STATE POWER AUTHORITY TO CONDUCT AN ENERGY AUDIT OF COUNTY BUILDINGS AT NO COST TO THE COUNTY MADE BY MR. DONNELLY. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. **Shared Services Agreement** – Mr. Wheeler stated we are working on a grant proposal for a shared services program through the States Local Government Efficiency Grant Program. The proposal is for a consolidated Information Technology Services grant in conjunction with the City of Corning and the Town and Village of Bath. He has approached the City of Hornell, but they are still reviewing it. This consolidation would be a significant cost savings to the cities, towns and villages. It would also allow the County to expand service offerings to include webpage development and maintenance, establish an online payment interface, and increase governmental information available to the public via the web.

Mr. McAllister asked would this cover personnel costs in the future after the grant expires? Mr. Wheeler stated it would be a chargeback mechanism to the municipalities and it wouldn't necessarily require additional personnel; they could contract this service out. Mr. Alger noted the Institute for Human Services currently provides this service to non-profit agencies and we might be able to utilize them for this purpose. Discussion followed.

Mr. Wheeler stated the municipalities will be presenting this proposal to their boards this month and, if they all approve it, he'll bring it back to the Committee in December for County approval.

G. Law Department

1. **Oil & Gas Lease Requests** – Mr. Ahrens stated this item is appropriate for Executive Session. He noted he has also a piece of litigation to discuss with the Committee.

H. Personnel

1. **CSEA Negotiations** – Mr. Biehl stated this item should be discussed in Executive Session.

IV. OTHER BUSINESS

Mrs. Whitehead stated before the Committee adjourns into Executive Session she would like to recommend authorizing the purchase of the shelving for the Records Center to be made directly from the project, rather than taking the Records Manager's budget transfer to the full Legislature.

MOTION: AUTHORIZING THE PURCHASE OF SHELVING FOR THE RECORDS CENTER FROM THE COUNTY RECORDS CAPITAL PROJECT ###1460H1.5.250000 FOR \$11,600 MADE BY MR. GEHL. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION TO ADJOURN REGULAR SESSION AND RECONVENE IN EXECUTIVE SESSION PURSUANT TO PUBLIC OFFICERS' LAW, ARTICLE 7§ 105.1.D. DISCUSSIONS REGARDING PROPOSED, PENDING OR CURRENT LITIGATION; 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. CROSSETT. 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. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: ACCEPTING TWO GAS LEASE OFFERS FROM CHESAPEAKE APPALACHIA, LLC, RELATIVE TO TWO PARCELS IN THE TOWN OF WHEELER ON NYS ROUTE 53; i) 0.23 ACRES, ii) 0.98 ACRES, IN CONSIDERATION OF \$300 FOR EACH LEASE MADE BY MR. VAN ETTEN. SECONDED BY MR. GEHL. ALL BEING IN FAVOR. MOTION CARRIES 5-0. *Resolution Required.*

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

Respectfully submitted by,

Brenda K. Mori
Deputy Clerk
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR
Tuesday, December 9, 2008
9:30 a.m.**

**STEBEN COUNTY ADMINISTRATION COMMITTEE
SPECIAL MEETING**

Monday, November 24, 2008

2:30 p.m.

Legislative Committee Conference Room

Steuben County Office Building

Bath, New York

****MINUTES****

COMMITTEE:	Patrick F. McAllister, Chair Francis L. Gehl	Patrick F. Donnelly, Vice Chair Scott J. Van Etten	Lawrence P. Crossett
STAFF:	Mark R. Alger David English	Donna Hatch	Frederick H. Ahrens
LEGISLATORS:	Donald B. Creath Robert V. Nichols	Dan C. Farrand John Walsh	Joseph J. Hauryski Randolph J. Weaver

I. CALL TO ORDER

Mr. McAllister called the meeting to order at 2:30 p.m.

II. DEPARTMENTAL REPORTS/REQUESTS

A. Real Property Tax Service Agency

1. **RFP – Assessment Program Study Grant** – Mrs. Hatch informed the committee earlier this year we had filed for the Centralized Property Tax Administration Program Grant and we were awarded the first \$25,000.00 which will be used to pay for the cost of completing and presenting this study. After the study is presented to the Legislature, we will then be eligible for an additional \$25,000.00. Since the filing of this application, rules and regulations have been put in place and they are quite stringent as far as the standards to be studied.

Mrs. Hatch requested authorization to enter into a contract with Randy H. Deal in the amount of \$19,500.00 to complete a professional study to analyze a county-wide assessing program. Mr. Deal has done similar studies for other counties and was the only individual to respond to our RFP. She anticipates that the study will be completed and presented to the County Legislature no later than February 1, 2009.

MOTION: AUTHORIZING THE REAL PROPERTY TAX SERVICE AGENCY TO ENTER INTO A CONTRACT WITH RANDY H. DEAL OF ALPINE, NEW YORK IN THE AMOUNT OF \$19,500.00 TO COMPLETE A PROFESSIONAL STUDY TO ANALYZE A COUNTY-WIDE ASSESSING PROGRAM MADE BY MR. GEHL. SECONDED BY MR. VAN ETEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: TO ADJOURN MADE BY MR. DONNELLY. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Respectfully Submitted by:

Amanda L. Chapman
Senior Stenographer
Steuben County Legislature

STEUBEN COUNTY ADMINISTRATION COMMITTEE

Tuesday, December 9, 2008

9:30 a.m.

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

MINUTES

<u>Committee:</u>	Patrick F. McAllister Chair Scott J. Van Etten	Patrick F. Donnelly, Vice Chair Lawrence P. Crossett	Francis L. Gehl
<u>Legislators:</u>	Philip J. Roche John Walsh	Thomas J. Ryan	Joseph J. Hauryski
<u>Staff:</u>	Mark R. Alger Carol Whitehead James Gleason David English Robert Biehl	Gregory P. Heffner Kelly Penziul Tammy Hurd-Harvey Judy Hunter	Jack Wheeler Lewis Eason Frederick H. Ahrens Jennifer Bailey
<u>Other:</u>	Mary Perham, <i>Leader</i>	Dave Parrott, Marsh USA, Inc.	

I. CALL TO ORDER

The meeting was called to order by Mr. McAllister at 9:30 a.m. Mr. English led the group in the Pledge of Allegiance.

II. APPROVAL OF MINUTES

MOTION APPROVING THE MINUTES OF THE NOVEMBER 7, 2008, MEETING MADE BY MR. GEHL. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

III. DEPARTMENTAL REPORTS/REQUESTS

A. Board of Elections

1. **Commissioner Appointments** – Ms. Penziul stated Ms. Dennison couldn't make it in today and would like to postpone her items until next month.

Mr. Alger stated the commissioner appointments really need to be taken care of this month. He recommended the Committee go ahead and place them on the Legislative agenda. We have a name from the Republican Party, Vicki Olin. We expect to receive a letter from the Democratic Party this week. Discussion followed.

MOTION: FORWARDING THE NOMINATION OF VERONICA OLIN AS REPUBLICAN ELECTION COMMISSIONER TO THE FULL LEGISLATURE AND PLACING THE APPOINTMENT OF THE DEMOCRATIC COMMISSIONER ON THE LEGISLATIVE AGENDA FOR DECEMBER WITH THE NOMINEE'S NAME TO BE ANNOUNCED AT THE MEETING MADE BY MR. GEHL. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

B. County Treasurer

1. **Monthly Report** – Mrs. Whitehead asked if there were any questions concerning her report. The Committee reviewed the changes for the 2009 insurance fringes. Discussion followed.

Mrs. Whitehead stated they received 6 responses to the RFP's for acceptance of credit card payments. They are in the process of reviewing those proposals and would like to bring it to the Committee for approval next month.

Mr. Gehl asked about the status of the installment payment of taxes study. Mrs. Whitehead stated she hopes to have the study completed by March.

C. County Clerk

1. **Pistol Permits** – Ms. Bailey stated they met with Sean O’Rourke of Plasticard, a vendor who provides the hardware and software for creating pistol permits that are similar to the size of credit cards. He has reviewed our current system and informed us that we will have to convert our old system to be able to incorporate the current information into the new software. He is in the process of calculating the cost for this conversion. Mrs. Hunter stated our current system was written by Information Technology. We are working with them on this project as well.

Mr. Crossett asked if there were any other vendors that provided this service. Ms. Bailey stated there are, but this company has worked with 15 counties and they are satisfied with the company. Discussion followed.

Mr. Van Etten stated we’ve labored on and on with this issue. I would like this wrapped up by the March meeting so we can vote on it by then. Mrs. Hunter stated she would hope that it will be all done by then. If they can get it all together sooner, she’ll bring it in for final approval.

2. **Contract Renewal** – Mrs. Hunter requested authorization to extend the contract with Cott Systems, Inc., for \$1,793 per month. This is the same rate as last year. Considerable discussion followed.

MOTION: ACCEPTING THE DECLARATION OF COTT SYSTEMS, INC., AS A SOLE SOURCE PROVIDER AND EXTENDING THE COUNTY CLERK’S AGREEMENT WITH COTT SYSTEMS, INC., FOR \$1,793 PER MONTH TO PROVIDE SOFTWARE MAINTENANCE MADE BY MR. GEHL. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

3. **Enhanced Drivers License Update** – Mrs. Hunter stated we have signed a use and dissemination agreement with the DCJS. She noted this was a required item.

4. **Other** – Mrs. Hunter stated she wanted the Committee to know that they have had some issues with the installation of our new computers. Information Technology has been working on it and should have it resolved in the next two or three days. She wanted to make the Committee aware of it in case they hear any negative feedback from the public. Discussion followed.

D. Risk Manager

1. **Workers’ Compensation Insurance** – Mr. Eason requested authorization to renew the Workers’ Compensation Insurance with MidWest for 2009. The premium would be \$96,976, which is an increase of \$3,335. He noted we’ve been with MidWest for the past 3 years and he doesn’t think they could get the same coverage anywhere for that price. Discussion followed.

MOTION: RENEWING THE EXCESS WORKERS’ COMPENSATION INSURANCE WITH MIDWEST FOR \$96,976 MADE BY MR. CROSSETT. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. **General Liability Coverage** – Mr. Eason requested authorization to renew the general liability insurance with AIG for \$155,244. He noted this is less than our current premium of \$155,564. Discussion followed.

Mr. Alger requested quotes for reducing the self-insurance retention to \$750,000. Mr. Parrott stated he would obtain quotes and contact the County Administrator. Mr. Alger stated he would report any changes in the SIR to the Committee.

MOTION: RENEWING THE GENERAL LIABILITY INSURANCE WITH AIG FOR \$155,244 MADE BY MR. GEHL. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

E. County Administrator

1. **Agreement** – Mr. Alger stated he received a request from the VAC Employee Federal Credit Union to allow them, in the event of a disaster with their building and facility, to receive cooperation from the County for the recovery. Our responsibility would be to provide them with a site and connect to our telephone switch at no cost to the county. He doesn't see a problem with it; we can work the details out with them and bring it back to the Committee for final approval.

MOTION: AUTHORIZING THE COUNTY ADMINISTRATOR TO WORK ON AN AGREEMENT WITH THE VAC EMPLOYEE FEDERAL CREDIT UNION FOR DISASTER RECOVERY PLAN ASSISTANCE MADE BY MR. GEHL. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. **Grant Application** – Mr. Wheeler provided the Committee with additional information regarding the proposed Consolidated Information Technology Services grant. We're phasing it in over 3 years and the City of Corning and Village of Bath have both approved resolutions committing to the grant. We're waiting on the Town of Bath's final approval. We're requesting \$375,000 in grant funding and it requires a 10 percent local match. Discussion followed.

Mr. Van Etten asked how does this help the County? Mr. Wheeler stated we would increase our IT capabilities. It will allow us to update our website with technology that will be in demand in the near future, such as accepting online web payments.

Mr. Van Etten stated he would like to see at the end of three years an offering of an a la carte menu to other municipalities to increase participation. Mr. Wheeler stated that is part of the plan, we would like to get other municipalities on board in the future.

MOTION: AUTHORIZING THE COUNTY ADMINISTRATOR'S OFFICE TO APPLY FOR A CONSOLIDATED INFORMATION TECHNOLOGY SERVICES GRANT WITH A LOCAL MATCH OF UP TO \$20,000 MADE BY MR. GEHL. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION TO ADJOURN REGULAR SESSION AND RECONVENE IN EXECUTIVE SESSION PURSUANT TO PUBLIC OFFICERS' LAW, ARTICLE 7§ 105.1.D. DISCUSSIONS REGARDING PROPOSED, PENDING OR CURRENT LITIGATION MADE BY MR. DONNELLY. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZATION TO SETTLE PHARMACEUTICAL LITIGATION WITH EMD-SERONO MADE BY MR. GEHL. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

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

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

Respectfully submitted by,

Brenda K. Mori
Deputy Clerk
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR
Tuesday, January 13, 2009
9:30 a.m.**

STEBEN COUNTY ADMINISTRATION COMMITTEE

Special Meeting

Monday, December 22, 2008

9:30 a.m.

Legislative Conference Room
Steuben County Office Building
Bath, New York

****MINUTES****

COMMITTEE:	Patrick F. McAllister, Chair	Patrick F. Donnelly, Vice Chair	Scott J. Van Etten
STAFF:	Mark R. Alger Frederick H. Ahrens, Jr.	Gregory P. Heffner David English	Jack Wheeler
LEGISLATORS:	Philip J. Roche Robert V. Nichols Randolph J. Weaver	Dan C. Farrand Thomas J. Ryan	Joseph J. Hauryski John S. Walsh
ABSENT:	Lawrence P. Crossett	Francis L. Gehl	

I. CALL TO ORDER

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

II. DEPARTMENTAL REPORTS/REQUESTS

A. Sheriff's Department

MOTION: TO ADJOURN REGULAR SESSION AND RECONVENE IN EXECUTIVE SESSION PURSUANT TO PUBLIC OFFICERS' LAW, ARTICLE 7§ 105.1.F. THE MEDICAL, FINANCIAL, CREDIT OR EMPLOYMENT HISTORY OF A PARTICULAR PERSON OR CORPORATION, OR MATTERS LEADING TO THE APPOINTMENT, EMPLOYMENT, PROMOTION, DEMOTION, DISCIPLINE, SUSPENSION, DISMISSAL OR REMOVAL OF A PARTICULAR PERSON OR CORPORATION MADE BY MR. DONNELLY. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

MOTION: SETTING THE 2009 SALARY FOR THE CHIEF DEPUTY AT \$60,382.00 MADE BY MR. VAN ETTEN. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

MOTION: SETTING THE 2009 SALARY FOR THE UNDERSHERIFF AT \$70,000.00 MADE BY MR. DONNELLY. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

MOTION: SETTING THE 2009 SALARY FOR THE SHERIFF AT \$75,302.00 MADE BY MR. DONNELLY. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

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

MOTION: TO ADJOURN MADE BY MR. DONNELLY. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

Respectfully Submitted by: Amanda L. Chapman, Senior Stenographer, Steuben County Legislature