

**STEBEN COUNTY ADMINISTRATION COMMITTEE**  
**Tuesday, January 13, 2009**  
**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: Philip J. Roche      Joseph J. Hauryski      Thomas J. Ryan  
John Walsh

Staff: Mark R. Alger      Gregory P. Heffner      Carol Whitehead      Donna Hatch  
Kenneth Sherer      James Gleason      Vicki Olin      Kelly Penziul  
Judy Hunter      Jennifer Bailey      Jack Wheeler      Robert Biehl  
Nancy Smith      Tammy Hurd-Harvey      David English      Frederick Ahrens

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 DECEMBER 9 AND DECEMBER 22, 2008, MEETINGS MADE BY MR. GEHL. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**III.   DEPARTMENTAL REPORTS/REQUESTS**

A.      Board of Elections

1.      **Introduction of Democratic Election Commissioner** – Ms. Penziul reported the Democratic Party hasn't recommended anybody at this time. Mr. Alger stated in the absence of a recommendation from the party, Ms. Dennison continues until a replacement is made.

Mr. McAllister welcomed Ms. Olin, the newly appointed Republican Commissioner.

B.      County Treasurer

1.      **Monthly Report** – Mrs. Whitehead stated she sent everybody a copy of her monthly report and asked if there were any questions. Discussion followed.

C.      County Clerk

1.      **Pistol Permits** – Ms. Bailey reported that she has been in contact with Sean O'Rourke of Plasticard who required more information on our existing database. Barb Griffin from IT has been working with him and has given him everything he needs to determine a cost. She's hoping to have a quote later this week. She noted that IT has been very helpful.

Mr. Van Etten asked if it would be useful to have Mr. Wheeler assist the County Clerk's Office to help get things moving. Mr. Alger stated he could have him help out. He noted that once they have a dollar amount, they can decide whether or not to proceed with the project. Discussion followed.

2. **Fees Update** – Mrs. Hunter distributed copies of a table showing all of the counties and what their status is as far as implementing the increase in County Clerk fees. She noted there are approximately 10 counties who have not implemented the new fees. Discussion followed.

Mr. Van Etten stated he has asked this before; do we know where we stand as far as a loss or gain in revenues if we implement this change? Mr. Donnelly stated he would prefer to have an analysis before making a decision. Mr. McAllister asked Mrs. Hunter to develop an analysis using 2008 records to determine an estimate as far as loss or gain in revenues.

D. Purchasing Department

1. **Recognition** – Mr. Gleason recognized Jacques Begin, CPPB, for being awarded a scholarship for continuing education by the NYS Association of Municipal Purchasing Officials. Mr. Begin's primary responsibility is bid specification writing for the Public Works Department. He is a true purchasing professional who has been recognized at the state level.

2. **Procurement Policy** – Mr. Alger stated he has been working with Mr. Gleason to update the procurement policy to reflect a new General Municipal Law requirement which mandates that we designate those individuals who are authorized to purchase on behalf of the County. What we concluded is we should designate the Purchasing Department and all of the department heads as those who are authorized to purchase on behalf of the County. We're required to place this in the *Administrative Code* and they are requiring the individual names and titles to be listed. Discussion followed.

**MOTION: AMENDING THE PROCUREMENT POLICY IN THE ADMINISTRATIVE CODE AS RECOMMENDED AND AUTHORIZING THE COUNTY ADMINISTRATOR AND PURCHASING DIRECTOR TO UPDATE THE INDIVIDUALS AND TITLES AS TURNOVER OCCURS MADE BY MR. GEHL. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

E. Records Manager

1. **Contract** – Mr. Sherer requested authorization to renew the microfilming contract with Photo Micrographics, Inc., for one year for \$35,600. He noted the rates are the same but the number of records being microfilmed has increased, resulting in a contract increase of \$1,900 over 2008. Discussion followed.

**MOTION: AUTHORIZING THE RECORDS MANAGER TO RENEW THE CONTRACT WITH PHOTO MICROGRAPHICS, INC., FOR ONE YEAR FOR \$35,600 MADE BY MR. GEHL. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

F. County Administrator

1. **General Liability Insurance** – Mr. Alger stated he was authorized by the Committee to receive a quote for a lower self-insured retention and determine whether or not to accept it. The cost to have a \$750,000 retention rather than a \$1 million retention resulted in a \$45,000 premium increase. He believes the buy down is worth the money so he approved the lower retention rate.

2. **Budget Transfer** – Mr. Alger requested authorization to transfer \$8,000 from his 2008 personal services line item to the security line item to pay the 2008 bills for Securitas. Discussion followed.

**MOTION: AUTHORIZING THE TRANSFER OF \$8,000 FROM THE COUNTY ADMINISTRATOR'S 2008 PERSONAL SERVICES LINE ITEM TO THE SECURITY LINE ITEM CONTRACT WITH SECURITAS TO PAY THE FINAL BILLS FOR 2008 MADE BY MR. GEHL. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

3. **Informational** – Mr. Alger stated he sent the Committee information from the Attorney General's website regarding his proposed changes to authorize reform efficiency in local government. Currently it is very hard for governments to consolidate or dissolve units as there have been some procedural hurdles in the law that makes it difficult. He requested the Committee review the information and consider supporting the Attorney General's efforts. Discussion followed.

Mr. Hauryski stated he looked at the Attorney General's website and what is unique about it is they have a map that lists how many municipal governments are located in each county. He would like to consider a memorializing resolution in support of the Attorney General's efforts. Discussion followed.

Mr. McAllister asked the Committee to review the information and they'll address it next month.

4. **Non-Discrimination Policy** – Mr. Alger stated the new policies were distributed to the Committee via email. The consultant recommended the changes we made, which were minimal.

Mr. McAllister asked what is the policy going to be as far as employees receiving the training? Mr. Biehl stated we intend to provide all of the required training to each employee every year. Discussion followed.

Mr. Alger stated they included \$25,000 in the budget for this training and the training for the Sheriff's Department employees begins next week. Based upon the cost of the training for the Sheriff's Department, they will probably need additional funding to complete the training for the remaining County employees. He requested authorization to solicit requests for proposals to provide training for the rest of the County employees. Then, if necessary, they will request additional funding.

**MOTION: APPROVING THE POLICY AGAINST SEX DISCRIMINATION AND SEXUAL HARASSMENT AND THE POLICY AGAINST HARASSMENT AND DISCRIMINATION AS PRESENTED AND INCORPORATING SAID POLICIES INTO THE ADMINISTRATIVE CODE MADE BY MR. DONNELLY. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION: AUTHORIZING THE COUNTY ADMINISTRATOR AND PERSONNEL OFFICER TO SOLICIT REQUESTS FOR PROPOSALS TO PROVIDE TRAINING TO ALL COUNTY EMPLOYEES EXCLUDING THE SHERIFF'S DEPARTMENT MADE BY MR. CROSSETT. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

5. **ProAct Report** – Mr. Wheeler presented a report from ProAct regarding the prescription card program. He noted that the report shows that residents in the County have saved a little over \$20,000 since the cards were distributed. This shows how well the program is being implemented and how the residents are using the cards more frequently.

6. **Real Property Tax Assessment Study** – Mrs. Hatch stated we have hired an outside vendor to prepare the study. We anticipate it will be completed and mailed to the Legislature by February 16<sup>th</sup> and they would like to make a presentation to the full Legislature at the February 23<sup>rd</sup> meeting.

Mr. Alger stated the \$25,000 in funding that was to be included in the State's 2009/2010 budget has been removed. However, we've been informed that there is funding still available in the current State budget for the study. In order to be eligible for this funding, they will need to provide the minutes of the presentation at the Legislature's February meeting and the study report to the State by March 1<sup>st</sup>.

7. **February Meeting Date** – Mr. Alger stated the NYSAC Conference is being held during the Committee's regular meeting day in February. He asked the Committee to change the date of the next meeting to Friday, February 6<sup>th</sup> at 9:30 a.m.

**MOTION: MOVING THE FEBRUARY ADMINISTRATION COMMITTEE MEETING TO FRIDAY, FEBRUARY 6<sup>TH</sup> AT 9:30 A.M. MADE BY MR. VAN ETTEN. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

#### **IV. OTHER BUSINESS**

Mr. Van Etten asked if the Treasurer's Office could produce a report on the effectiveness of the P-card after it has been implemented for a year.

Mrs. Whitehead stated we are still in a pilot phase of the program because we are upgrading our financial system and didn't want to train everybody twice. Once the upgrade is completed, they will offer it to everybody.

Mr. Alger distributed a copy of the IT Services Consolidation Project Grant that the County is applying for with the City of Corning and the Town and Village of Bath. He wanted the Committee to have an idea of the extent of the documentation they had to put together for the grant.

**MOTION TO ADJOURN REGULAR SESSION AND RECONVENE IN EXECUTIVE SESSION PURSUANT TO PUBLIC OFFICERS' LAW, ARTICLE 7§ 105.1.F. THE MEDICAL, FINANCIAL, CREDIT OR EMPLOYMENT HISTORY OF A PARTICULAR PERSON OR CORPORATION, OR MATTERS LEADING TO THE APPOINTMENT, EMPLOYMENT, PROMOTION, DEMOTION, DISCIPLINE, SUSPENSION, DISMISSAL OR REMOVAL OF A PARTICULAR PERSON OR CORPORATION MADE BY MR. GEHL. SECONDED BY MR. VAN ETTEN ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION: APPOINTING JOHN BOWER AS THE STEUBEN COUNTY AUDITOR WITH A SALARY OF \$44,000 MADE BY MR. DONNELLY. SECONDED BY MR. VAN ETTEN. 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. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION: EXTENDING SHERIFF ORDWAY'S HEALTH INSURANCE COVERAGE THROUGH THE MONTH OF JANUARY MADE BY MR. DONNELLY. SECONDED BY MR. VAN ETTEN. 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  
Friday, February 6, 2009  
9:30 a.m.**

STEUBEN COUNTY ADMINISTRATION COMMITTEE

Friday, February 6, 2009

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

Staff: Mark R. Alger      Gregory P. Heffner      Jack Wheeler      Joel Ordway  
James Gleason      Nancy Smith      Judy Hunter      Jennifer Bailey  
Veronica Olin      Carol Whitehead      Tammy Hurd-Harvey      Frederick Ahrens  
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 the Pledge of Allegiance.

**II. APPROVAL OF MINUTES**

**MOTION APPROVING THE MINUTES OF THE JANUARY 13, 2009, MEETING MADE BY MR. VAN ETTEN. SECONDED BY MR. GEHL. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**III. DEPARTMENTAL REPORTS/REQUESTS**

A. Personnel Office

1. **Reclassification – Sheriff’s Department** – Mrs. Smith stated the Sheriff has requested approval of two reclassifications. He would like to reclassify a vacant Deputy Sheriff position (Grade 11) to a Senior Account Clerk Typist position (Grade 10) and a vacant Deputy Sheriff Corporal position (Grade 12) to a Criminal Investigator position (Grade 13). The Personnel Office has reviewed the duties and is recommending approval of both reclassifications. These were also approved by the Public Safety and Corrections Committee.

**MOTION: RECLASSIFYING A VACANT DEPUTY SHERIFF POSITION (GRADE 11) TO A SENIOR ACCOUNT CLERK TYPIST POSITION (GRADE 10) AND A VACANT DEPUTY SHERIFF CORPORAL POSITION (GRADE 12) TO A CRIMINAL INVESTIGATOR POSITION (GRADE 13) WITHIN THE SHERIFF’S DEPARTMENT MADE BY MR. DONNELLY. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.**

B. County Treasurer

1. **Monthly Report** – The Committee reviewed the Treasurer’s monthly report.

2. **Informational** – Mrs. Whitehead stated the Tax Increase Prevention and Reconciliation Act of 2005 includes a proposal where governments would be required to withhold 3% income tax on payments for property and services effective February 1, 2010. The County has until March 5<sup>th</sup> to comment on this proposal. She noted that Mr. Alger indicated that this would be rescinded, but at this point it has not.

Mr. Alger stated both NYSAC and NACO are in opposition to this proposal. He noted that he read in a publication by NACO that, at this point, an appeal of this provision is included in the stimulus bill. Discussion followed.

**MOTION: OPPOSING THE PROPOSAL REQUIRING MUNICIPALITIES TO WITHHOLD 3 PERCENT INCOME TAX ON PAYMENTS FOR PROPERTY AND SERVICES MADE BY MR. CROSSETT. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.**

C. County Clerk

1. **Pistol Permits** – Mrs. Hunter stated last month the Committee requested more information about the pistol permits. Ms. Bailey distributed information depicting the expenses and revenues of the Plasticard system based upon 2008 end of year totals, as well as a 5 year projection. Discussion followed.

Mr. Alger stated the Sheriff currently has access to the pistol permit data. Would we want to extend them access to the new system as well? If so, we would need to place this program on the network. Mrs. Hunter stated she believes that it would be a wise move to put it on the network. Mr. Donnelly stated they need to make sure that they coordinate it with Information Technology. Discussion followed.

Mr. Van Etten stated he reviewed the information from the other counties that utilize this system. According to the satisfaction column, 80 to 90 percent of the counties who have this package weren't happy with the service, but they were happy with the package. I think we ought to do this. It is a good service for the public that will see a quick payback.

Mr. Alger asked how are you going to fund this project? He stated the simplest and cleanest way to fund it would be to take it from the contingency fund. Considerable discussion followed.

**MOTION: APPROVING THE PURCHASE OF THE PLASTICARD SYSTEM FOR PISTOL PERMITS IN THE AMOUNT OF \$20,310 OFF OF STATE BID; AUTHORIZING THE TRANSFER OF \$20,310 FROM THE CONTINGENT FUND TO PAY FOR THE PURCHASE OF THE SYSTEM; AND ESTABLISHING THE FEES FOR PISTOL PERMITS AS FOLLOWS: \$10 FOR APPLICATIONS, NEW LICENSES, AND DEALERS/RENEWALS; \$15 FOR DUPLICATE LICENSES AND TRANSFERS (IN); AND \$5 FOR AMENDMENTS AND TRANSFERS (OUT) MADE BY MR. VAN ETTEN. SECONDED BY MR. GEHL. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.**

2. **Recording Fees** – Mrs. Hunter stated she sent the Committee a memo regarding the recording fees. She stated under the new optional law, and based upon the number of recorded pages in 2008, Steuben County would have received a revenue increase of approximately \$273,000 if they had adopted the new recording fees.

Mr. Crossett stated after sitting in on the Committee meetings this week and listening to Department Heads speak about how the State budget is going to affect their County budgets, we're probably going to be looking for new revenue sources. Discussion followed.

**MOTION: PRESENTING A LOCAL LAW TO INCREASE THE RECORDING FEES EFFECTIVE MAY 1<sup>ST</sup> MADE BY MR. DONNELLY. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.**

D. Purchasing Department

1. **Bid Award** – Mr. Gleason recommended awarding the copy paper bid to Quill Corp for \$29.90 per case. He noted we have to rebid this every 90 days. He asked to declare Chemstat a non-responsive bidder. Discussion followed.

**MOTION: AWARDING THE COPY PAPER BID TO QUILL CORPO FOR \$29.90 PER CASE AND DECLARING CHEMSTAT AS A NON-RESPONSIVE BIDDER MADE BY MR. DONNELLY. SECONDED BY MR. GEHL. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

2. **E-Bay** – Mr. Gleason stated he spoke with Mr. Alger and Mr. Wheeler about selling the remaining hospital equipment from the old Health Care Facility. Traditionally they haven't done well when attempting to sell it at the surplus auction. He checked into selling it on e-bay and apparently Onondaga County is willing to offer this service for 20 percent of the profit. Discussion followed.

**MOTION: AUTHORIZING THE PURCHASING AGENT TO CONTRACT WITH ONONDAGA COUNTY TO SELL HOSPITAL EQUIPMENT FROM THE FORMER HEALTH CARE FACILITY ON E-BAY FOR 20 PERCENT COMMISSION MADE BY MR. DONNELLY. SECONDED BY MR. GEHL. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

E. Real Property Tax Service Agency

1. **Budget Impacts** – Mr. Alger stated Mrs. Hatch was unable to be here today. On the County side, the State budget reductions will result in a loss of \$3,600. This is basically the loss of STAR aid. However, the ORPS system will have a significant impact on the towns because the State is talking about doubling the fee for the system. This will result in a \$60,000 to \$70,000 increase, which would be charged back to the towns.

F. Board of Elections

1. **Voting Machines** – Ms. Olin stated she attended her State Association Conference last week. She stated Region 5 sent letters to the State requesting a drop dead date so we know which machine we have to go with. The company who certified the machines now has to be recertified. The State believes the company's certification would be taken care of by March. They estimate the certification of the machines to be done by August for use in September. She stated the commissioners really went up against the State about this because nobody is happy. There is no grant funding left so the counties are going to have to pay for the remaining machines. Considerable discussion followed.

Mr. Van Etten asked how many more machines do we need? Ms. Olin stated we believe we will need 10 more machines. Mr. Alger stated we budgeted for 10 machines. However, the risk is the machine doesn't pass certification and we won't know until August if we have to use something else in September. That will be impossible. Considerable discussion followed.

Mr. Alger stated since we haven't really used these machines, we don't know how an election will go using them. If you get a significant number of handicapped voters that have to use some of the more sophisticated items on it, the machine could be tied up for 30 minutes. That would bring the polling places to a screeching halt. The only way around that is to purchase additional readers. Discussion followed.

G. County Administrator

1. **Reform & Efficiency in Local Government Operations** – Mr. Alger stated generally what the Attorney General is proposing would be to clarify the law so it isn't so confusing from one municipality to another. It is a local decision making process and under his proposal it would make the process easier for people to understand.

Mr. Hauryski noted that after this week's Committee meetings about the budget impacts, this would encourage more creativity in what governments have available to them in regards to finances.

**MOTION: SUPPORTING THE ATTORNEY GENERAL'S CONCEPT AND PROPOSALS INCLUDED IN THE REFORM AND EFFICIENCY IN LOCAL GOVERNMENT OPERATIONS REPORT MADE BY MR. DONNELLY. SECONDED BY MR. VAN ETTE. 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.E. COLLECTIVE NEGOTIATIONS PURSUANT TO ARTICLE FOURTEEN OF THE CIVIL SERVICE LAW 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. VAN ETTEN. SECONDED BY MR. GEHL. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION TO ADJOURN MADE BY MR. CROSSETT. SECONDED BY MR. VAN ETTEN. 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 10, 2009 at 9:30 a.m.**

STEBEN COUNTY ADMINISTRATION COMMITTEE

Tuesday, March 10, 2009

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

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

Staff: Mark R. Alger      Gregory Heffner      Jack Wheeler      Carol Whitehead  
Donna Hatch      Kenneth Peaslee      Nancy Smith      Jack Wheeler  
David English      Frederick Ahrens      James Gleason      Tammy Hurd-Harvey

Other: Mary Perham, *Leader*

Absent: Robert V. Nichols

**I. CALL TO ORDER**

The meeting was called to order by Mr. McAllister at 9:30 a.m. Mr. Hauryski led the group in the pledge of allegiance.

**II. APPROVAL OF MINUTES**

**MOTION APPROVING THE MINUTES OF THE FEBRUARY 6, 2009, MEETING MADE BY MR. GEHL. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**III. DEPARTMENTAL REQUESTS**

A. Personnel Office

1. **Reclassification – Buildings and Grounds** – Mrs. Smith stated Buildings and Grounds is requesting the reclassification of a Head Building Maintenance Mechanic position to a Deputy Superintendent position. She stated Personnel has conducted an audit of the duties and feels the reclassification is warranted.

**MOTION: RECLASSIFYING A GRADE 10 HEAD BUILDING MAINTENANCE MECHANIC POSITION TO A GRADE 11 DEPUTY SUPERINTENDENT OF BUILDINGS AND GROUNDS POSITION MADE BY MR. DONNELLY. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.**

B. County Treasurer

1. **Insurance Reserve** – Mrs. Whitehead stated there is a negative fund balance in the Workers' Compensation Reserve. She requested authorization to transfer funds from the Insurance Reserve to cover the negative balance.

Mr. Ahrens stated the Board of Supervisors established an insurance reserve in 1973 by resolution, and set a maximum of \$300,000 for the reserve. They were supposed to establish it by local law. Currently there is \$1.4 million in the Insurance Reserve. He suggested they pass a local law creating the reserve and establishing a new maximum amount. In addition, they would transfer the entire amount from the Insurance Reserve to the Workers' Compensation Reserve. Discussion followed.

**MOTION: ESTABLISHING A RESERVE PURSUANT TO WORKERS' COMPENSATION LAW §69 FOR THE COUNTY SELF-INSURANCE PLAN, WITH A MAXIMUM OF \$3 MILLION, AND APPROPRIATING THE FUND BALANCE OF THE DE FACTO RESERVE CURRENTLY DESIGNATED AS MS38630000 INSURANCE RESERVE MADE BY MR. GEHL. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

Mr. Crossett asked are we still looking into changing how we apportion Workers' Compensation? Mr. Alger stated he'll ask Mr. Eason to begin working on that because it will need to be done by June.

C. Purchasing

1. **E-Bay** – Mr. Gleason distributed pictures of the items he is planning on selling on E-bay for the Committee's review. Discussion followed.

D. Real Property Tax

1. **Budget Transfer** – Mrs. Hatch requested authorization to transfer \$19,500 in grant funds they received in order to pay the contract for the Tax Assessment Study Presentation. Discussion followed.

**MOTION: AUTHORIZING THE TRANSFER OF \$19,500 FROM ACCOUNT #1355.5.3089600 TO ACCOUNT #1355.5.444000 TO PAY THE CONTRACT FOR THE TAX ASSESSMENT STUDY MADE BY MR. GEHL. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

E. Information Technology

1. **Microsoft Enterprise Agreement** – Mr. Peaslee requested authorization to enter into a Software Assurance contract with Microsoft, which will extend our original Enterprise Agreement. Discussion followed.

**MOTION: AUTHORIZING THE INFORMATION TECHNOLOGY DIRECTOR TO ENTER INTO A SOFTWARE ASSURANCE CONTRACT WITH MICROSOFT FOR \$54,016 PER YEAR FOR THREE YEARS, A TOTAL COST OF \$162,048, TO BE PAID FOR OUT OF THE COMPUTER CAPITAL PROJECT MADE BY MR. GEHL. SECONDED BY MR. CROSSETT. 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.A. MATTERS WHICH WILL IMPERIL THE PUBLIC SAFETY IF DISCLOSED; 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. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

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

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

Respectfully submitted by,

Brenda K. Mori  
Deputy Clerk  
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR  
Friday, April 10, 2009  
9:30 a.m**

STEUBEN COUNTY ADMINISTRATION COMMITTEE

Friday, April 10, 2009

9:30 a.m.

Legislative Committee Conference Room  
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MINUTES

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James Gleason      Christine Kane      Carol Whitehead      Tammy Hurd-Harvey  
Veronica Olin      Nancy Smith      Robert Biehl      David English  
Joel Ordway      Jeni Paquette

Other: Mary Perham, *Leader*

Absent: Francis L. Gehl

**I. CALL TO ORDER**

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

**II. APPROVAL OF MINUTES**

**MOTION APPROVING THE MINUTES OF THE MARCH 10, 2009, MEETING MADE BY MR. VAN ETTEN. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**III. DEPARTMENTAL REPORTS/REQUESTS**

A. County Treasurer

1. **Merchant Card Fees** – Mrs. Whitehead presented a copy of a proposed resolution authorizing a transaction or convenience fee to users of merchant cards in payment of taxes or fees. She stated the fee would be specific to each department. She noted the Enterprise Funds (Landfill and Health Care Facility) want to absorb the fee but the other departments don't want to. The rate for Internet or web-based checks is 3 percent and the actual cost for a regular transaction is approximately 2 percent, but it varies depending on the type of card. Discussion followed.

**MOTION: AUTHORIZING THE CHARGE OF A TRANSACTION OR CONVENIENCE FEE TO USERS OF MERCHANT CARDS IN PAYMENT OF TAXES OR FEES AND RECOMMENDING THAT FUTURE CHANGES IN FEE AMOUNTS BE APPROVED BY THE ADMINISTRATION COMMITTEE MADE BY MR. DONNELLY. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

B. Clerk of the Legislature

1. **Proceedings** – Mrs. Kane requested authorization to renew the contract with Two Brothers Printing, Inc., for the printing of the Legislative proceedings. Last year we reduced the number of hard covered books to twenty soft covered books to ten and the remaining are printed on CD. The amount of the contract is \$3,198.80, which is the same as last year's contract.

**MOTION: RENEWING THE CONTRACT WITH TWO BROTHERS PRINTING, INC., FOR THE PRINTING OF THE LEGISLATIVE PROCEEDINGS IN THE AMOUNT OF \$3,198.80 MADE BY MR. CROSSETT. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

C. Real Property Tax Service Agency

1. **Annual Report** – Mrs. Hatch distributed copies of her department’s annual report to the Committee and noted that a copy has been filed with the Clerk of the Legislature. She stated it summarizes all of the assessment activity that went on in the County in 2008. The system we currently use doesn’t put our numbers together on a county wide picture so we have to gather it and display it that way. Discussion followed.

Mrs. Hatch stated Chairman Roche sent a letter to the Administration Committee in February suggesting we take a closer look at where the County could assist the towns in their assessment endeavors. She asked the Committee what direction they would like her to proceed in.

Chairman Roche stated one of the options was to appoint a committee to come up with a recommendation for presentation to the Administration Committee. The other option would be to have the Administration Committee review it. Discussion followed.

Mr. McAllister stated he prefers to have a separate committee appointed to conduct an analysis. Mrs. Hatch noted that she spoke with the Town Assessors’ Association about this and they would like the President of their Association, Dave Oliver, to be appointed to this Committee.

**MOTION: REQUESTING THE CHAIRMAN OF THE LEGISLATURE TO APPOINT A COMMITTEE TO REVIEW COUNTY WIDE ASSESSMENT OPTIONS MADE BY MR. DONNELLY. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

2. **Web Application** – Mrs. Hatch introduced Jeni Paquette of the Information Technology Department, who developed a program to provide assessment data on the County’s website for public use. Ms. Paquette provided a demonstration to the Committee on how to access and use the program.

D. Purchasing Department

1. **Bids** – Mr. Gleason stated he intended on recommending the award of several bids they opened on Wednesday, but they had over 50 responses so he hasn’t been able to complete the analysis at this point. Therefore, he will place it on the May agenda.

2. **Copiers** – Mr. Gleason stated the County has 15 copiers that are in need of replacement. He requested authorization to purchase replacement copiers off of the State contract. He noted there is funding available in the Copier Capital Project. Discussion followed.

**MOTION: AUTHORIZING THE PURCHASE OF 15 REPLACEMENT COPIERS OFF OF THE STATE BID TO BE PAID FOR FROM THE COPIER CAPITAL PROJECT; AND AUTHORIZING THE PURCHASING DIRECTOR TO TRADE IN THE OLD COPIERS FOR CREDIT AGAINST THE PURCHASE OF THE NEW COPIERS MADE BY MR. CROSSETT. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

E. County Administrator

1. **Informational** – Mr. Alger stated we have reached a milestone with the ProAct cards. We crossed the \$100,000 savings mark in March. County residents are realizing a \$22,000 to \$34,000 a month in savings. This has turned out to be a good program for County residents.

2. **Administrative Code Changes** – Mr. Alger stated the recommendation is to clarify the transfers which typically occur in the Health Care Facility and Highway. He recommended they establish a subcategory that deals with transfers between their funds and thresholds. Discussion followed.

**MOTION: AMENDING THE ADMINISTRATIVE CODE TO ESTABLISH A SUBCATEGORY DEALING SPECIFICALLY WITH TRANSFERS BETWEEN FUNDS FOR BOTH THE HEALTH CARE FACILITY BUDGET AND THE PUBLIC WORKS HIGHWAY DIVISION'S BUDGET AND SETTING THE THRESHOLDS WHEREBY UP TO \$25,000 CAN BE APPROVED BY THE STANDING COMMITTEE AND THE FINANCE COMMITTEE AND ANYTHING ABOVE \$25,000 MUST ALSO RECEIVE THE APPROVAL OF THE FULL LEGISLATURE MADE BY MR. DONNELLY. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

3. **Meals Reimbursement** – Mr. Alger stated as a result of the IRS audit, he feels it necessary to add something to the Administrative Code specific to meals reimbursement.

**MOTION: AMENDING THE ADMINISTRATIVE CODE TO INCLUDE “ REIMBURSEMENT OF ANY MEAL SHALL BE IN ACCORDANCE WITH THE INTERNAL REVENUE SERVICE RULES WHICH REQUIRE ANY LUNCH REIMBRUSED WILL BE TREATED AS TAXABLE INCOME AND PAID TO THE EMPLOYEE AS AN ADJUSTMENT TO THEIR PAY CHECK. ONLY MEALS ASSOCIATED WITH OVERNIGHT TRAVEL OR PAID AS PART OF A CONFERENCE REGISTRATION ARE NON-TAXABLE” MADE BY MR. VAN ETTEN. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

F. Personnel

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

**MOTION: ACCEPTING A PROPOSAL FROM WEBSTER AND SZANAJI, LLP., TO CONDUCT EMPLOYEE TRAINING FOR APPROXIMATELY \$18,000 MADE BY MR. CROSSETT. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**MOTION: APPROVING A MEMORANDUM OF UNDERSTANDING WITH THE SHERIFF DEPUTIES' ASSOCIATION MADE BY MR. DONNELLY. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

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

Respectfully submitted by,

Brenda K. Mori  
Deputy Clerk  
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR  
Tuesday, May 12, 2009  
9:30 a.m.**

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

**Special Joint Meeting**

*Monday, April 27, 2009*

*9:30 am.*

*Legislative Committee Conference Room*

*Steuben County Office Building*

*Bath, New York*

**\*\*MINUTES\*\***

<b>COMMITTEE:</b>	Patrick F. McAllister, Chair Scott J. Van Etten	Patrick F. Donnelly, Vice Chair	Lawrence P. Crossett
	Patrick F. Donnelly, Chair Scott J. Van Etten	Donald B. Creath	Lawrence P. Crossett
<b>STAFF:</b>	Mark R. Alger Steve Orcutt Tammy Hurd-Harvey	Jack Wheeler James Gleason Frederick H. Ahrens, Jr.	Vincent Spagnoletti Carol Whitehead David English
<b>LEGISLATORS:</b>	Dan C. Farrand Randolph J. Weaver	Joseph J. Hauryski	John S. Walsh
<b>ABSENT:</b>	Francis L. Gehl	Robert V. Nichols	

**I. CALL TO ORDER**

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

**II. DEPARTMENT REPORTS/REQUESTS**

A. Public Works

1. **Merchant Fees at the Steuben County Landfill** – Mr. Spagnoletti distributed a handout showing residential and commercial transactions and the associated costs if we went to a credit card system at the Landfill and Transfer Stations. Right now the tickets that the towns and stores sell equate to \$69,387.00. Using credit cards, we would have 96,000 transactions that would have a transaction cost of \$.45 and the credit card company would get a total of \$43,178.00. Mr. Spagnoletti recommended for the residential transactions keeping the ticket system as well as using the credit card system and absorbing the transaction fee as we will save money.

Mr. Donnelly asked is there a different transaction fee charged for debit cards versus credit cards? Mrs. Whitehead replied they did not separate the cost out, but we may not charge a convenience fee of more than \$3.95. Mr. Crossett commented you have 96,000 transactions and if an individual purchases a ticket, they make three or four trips with that one ticket. If they use a credit card, then every time they come to the Landfill or a Transfer Station, that would be a transaction.

Mr. Spagnoletti explained with the commercial transactions the credit companies could expect to receive \$56,587.00. There would only be instances that he could think of where the commercial haulers would use a credit card. The first would be a private contractor from out of the county that is here doing a job for a couple of weeks; they would be likely to use a credit card to bring material to the Landfill. The other scenario would be a commercial hauler who may be having cash flow problems. Mr. Spagnoletti recommended absorbing the transaction fee of \$2.33 for the commercial haulers and track how many use the credit card system.

Mr. Weaver asked how do the commercial haulers pay now? Mr. Spagnoletti replied they are billed monthly and payment is expected within 30 days. Mr. Donnelly asked do you have any losses? Mr. Spagnoletti replied every year we do have some losses and those go to the Law Department and collections. Mrs. Whitehead commented it

is usually approximately a 6 percent write-off. Mr. Spagnoletti commented the credit card system would help us in this area.

Mr. Alger stated we should do it and monitor and see what happens. Mr. Crossett is right, you will have more transactions. Mr. Van Etten asked can we set a minimum purchase? Mrs. Whitehead replied no, that is not legal.

**MOTION: APPROVING THE MERCHANT FEES AT THE STEUBEN COUNTY LANDFILL AND REQUESTING THE COMMISSIONER OF PUBLIC WORKS PROVIDE A REPORT AT THE END OF THE YEAR MADE BY MR. CREATH. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 8-0. Resolution Required.**

Mr. Alger suggested having the gatekeepers at the Transfer Stations start keeping a count of how many individuals are bringing in one or two bags and get a running number.

Mr. Creath complimented Mr. Spagnoletti on a successful computer recycling day at the Erwin Transfer Station.

**MOTION: TO ADJOURN MADE BY MR. DONNELLY. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 8-0.**

Respectfully Submitted by:

Amanda L. Chapman  
Senior Stenographer  
Steuben County Legislature

**STEBEN COUNTY ADMINISTRATION COMMITTEE**

**Tuesday, May 12, 2009**

**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: Philip J. Roche      Thomas J. Ryan      John S. Walsh

Staff: Mark R. Alger      Gregory P. Heffner      Jack Wheeler      Carol Whitehead  
James Gleason      Frederick Ahrens      Kenneth Sherer      Robert Biehl  
Lewis Eason      John Tunney      Judy Hunter      Jennifer Bailey

Other: Mary Perham, *Leader*

**I. CALL TO ORDER**

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

**II. APPROVAL OF MINUTES**

**MOTION APPROVING THE MINUTES OF THE APRIL 10 AND APRIL 27, 2009, MEETINGS MADE BY MR. GEHL. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**III. DEPARTMENTAL REPORTS/REQUESTS**

A. Personnel Officer

1. **Reclassification – Personnel** – Mr. Biehl requested authorization to reclassify a vacant Senior Account Clerk-Typist position, Grade X, to a Personnel Clerk position, Grade X. Discussion followed.

**MOTION: RECLASSIFYING A VACANT SENIOR ACCOUNT CLERK-TYPIST, GRADE X, POSITION TO A PERSONNEL CLERK, GRADE X, POSITION WITHIN THE PERSONNEL OFFICE MADE BY MR. DONNELLY. SECONDED BY MR. GEHL. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

B. County Treasurer

1. **Merchant Card Fee Schedule** – Mrs. Whitehead stated last month the Legislature authorized the Department of Public Works to absorb the merchant card transaction fees at the Bath Landfill and the Erwin, Hornell and Wayland transfer stations. She recommended the Public Works Department also absorb merchant card fees associated with the landfill division for any transactions occurring at the County Office Building. She also requested the County pay the fees for merchant card transactions involving private pay patients at the Mental Health Center and the Health Care Facility. For merchant card transactions related to real property taxes paid at the Treasurer's Office, she recommends they pass on a 2 percent flat fee to the card user. Discussion followed.

**MOTION: AUTHORIZING THE COUNTY TO PAY THE MERCHANT CARD TRANSACTION FEES FOR THE FOLLOWING DEPARTMENTS: DEPARTMENT OF PUBLIC WORKS – COUNTY OFFICE BUILDING (LANDFILL OPERATIONS); MENTAL HEALTH CENTER – BATH (PRIVATE PAY PATIENT CHARGES); AND HEALTH CARE FACILITY – BATH (PRIVATE PAY PATIENT CHARGES); AND AUTHORIZING A 2 PERCENT CONVENIENCE FEE TO BE CHARGED TO THE USER FOR TRANSACTIONS AT THE COUNTY TREASURER'S OFFICE – BATH FOR CHARGES ASSOCIATED WITH REAL PROPERTY TAXES MADE BY MR. VAN ETTEN. SECONDED BY MR. GEHL. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

C. County Clerk

1. **Semi-Annual Mortgage Tax** – Mrs. Hunter presented the semi-annual mortgage tax distribution report for the Committee’s review. Discussion followed.

**MOTION: ACCEPTING THE SEMI-ANNUAL MORTGAGE TAX DISTRIBUTION REPORT AS PRESENTED MADE BY MR. DONNELLY. SECONDED BY MR. GEHL. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

2. Pistol Permit Update – Mrs. Hunter stated the Plasti-card system was installed on April 28<sup>th</sup> and 29<sup>th</sup>. Everything seemed to be working at first and then there was an issue of some guns not showing up on some of the cards. They have finally worked out the issues and to date we have printed 30 Plasti-cards. We’ve had some other minor issues but the vendor has been attentive. Discussion followed.

D. Purchasing Department

1. **Bid Awards** – Mr. Gleason requested authorization to accept the following bid awards: Custodial Paper Products – award on a line item basis to the lowest bidder. Polyethylene Bags to Interboro Packaging Corp; Toner Bid to M&B Supplies For \$37,651.45; Stationery Supplies on a line item basis to the lowest bidder; Office Furniture bid on a line item basis to the lowest bidder; and copy paper bid to Eaton Office Supply for \$28.50 per case.

**MOTION: AWARDING THE FOLLOWING BIDS: CUSTODIAL PAPER PRODUCTS – LINE ITEM BASIS TO THE LOWEST BIDDER; POLYETHYLENE BAGS – INTERBORO PACKAGING CORP; TONER – M & B SUPPLIES FOR \$37,651.45; STATIONERY SUPPLIES – LINE ITEM BASIS TO THE LOWEST BIDDER; OFFICE FURNITURE – LINE ITEM BASIS TO THE LOWEST BIDDER; AND COPY PAPER – EATON OFFICE SUPPLY FOR \$28.50 PER CASE MADE BY MR. CROSSETT. SECONDED BY MR. GEHL. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

E. County Administrator

1. **Administrative Code Change** – Mr. Sherer requested to add a new section to the code that describes the function of Records Management and how to handle inactive records, records retention and disposition. It clarifies the process in case staff ever changes at the Records Center. Discussion followed.

**MOTION: AMENDING THE ADMINISTRATIVE CODE TO INCLUDE A SECTION ON RECORDS MANAGEMENT MADE BY MR. GEHL. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

2. **Other** – Mr. Alger stated we were notified through the local school district that we received a \$288,000 grant over 2 years to help pay for a mental health training in the school district.

**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. GEHL. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION: AUTHORIZING THE DISTRICT ATTORNEY TO HIRE A CONFIDENTIAL SECRETARY AT STEP IV OF THE CURRENT CONFIDENTIAL EMPLOYEE SALARY SCHEDULE 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. CROSSETT. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION TO ADJOURN MADE BY MR. CROSSETT. SECONDED BY MR. VAN ETEN. 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 9, 2009  
9:30 a.m.**

**STEBEN COUNTY ADMINISTRATION COMMITTEE**

**Tuesday, June 9, 2009**

**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                      Scott J. Van Etten  
Francis L. Gehl    Lawrence P. Crossett

Legislators: Philip J. Roche    John Walsh

Staff: Mark R. Alger                      Jack Wheeler                      Gregory P. Heffner                      Carol Whitehead  
Nancy Smith                      Donna Hatch                      Jennifer Bailey                      Robert F. Biehl  
Frederick Ahrens                      David English                      Lewis Eason                      David McCarroll  
Hank Chapman

Other: Mary Perham, *Leader*

**I. CALL TO ORDER**

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

**II. APPROVAL OF MINUTES**

**MOTION APPROVING THE MINUTES OF THE MAY 12, 2009, MEETING MADE BY MR. GEHL. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**III. DEPARTMENTAL REPORTS/REQUESTS**

A. County Treasurer

1. **Monthly Report** – Mrs. Whitehead asked if anybody had any questions regarding her monthly report. Mr. Van Etten asked about the acceptance of credit cards. Mrs. Whitehead stated we are up and running at the transfer stations and landfill and everything is going smoothly.

Mr. Van Etten asked about the direct deposit promotion. Mrs. Whitehead stated we have approximately 300 employees still receiving a paper check.

B. Risk Manager

1. **Property Insurance Renewal** – Mr. Eason stated they solicited bids through Marsh and received 14 proposals. Out of the top three, Lloyd's of London was second in premium cost. Last year's premium was \$95,305. This year, Lloyd's came in at \$120,434. The highest bidder was Lexington at \$134,000 and the lowest bidder, Axis, came in at \$110,000. Looking at the proposals, Axis bases their coverage on actual cost value, not replacement cost. Lloyd's would pay us replacement cost. Mr. Crossett asked what drove up the cost? Mr. Eason stated we had an increase in the amount of equipment we purchased this year. Mr. Alger noted that it was a \$30 million increase in value. Discussion followed.

**MOTION: RENEWING THE PROPERTY INSURANCE WITH LLOYD'S OF LONDON FOR \$120,434 MADE BY MR. VAN ETTEN. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

C. County Clerk

1. **Pistol Permit Project** – Ms. Bailey stated they've been very busy issuing pistol permits. They began issuing permits using the Plasticard system on May 6<sup>th</sup> and issued 21 new licenses in May. She noted that as of the end of May, they have already surpassed the total number of new licenses issued in 2008. Discussion followed.

Mr. Van Etten asked have you heard anything about the State requiring a 5 year renewal of pistol permits? Ms. Bailey stated she hasn't heard anything definitive from the State on that yet. Discussion followed.

D. Law Department

1. **PILOT Agreements** – Mr. Ahrens stated the Steuben County Industrial Development Agency (SCIDA) is requesting we provide services pursuant to a contract whereby the proposed payment in lieu of taxes (PILOT) billings would be reviewed by the Real Property Tax Service Agency (RPTSA). It would provide a checks and balances system for them. He noted that Mrs. Hatch already does this for them, we just don't have a contract in place. From an audit standpoint, it would make SCIDA more accountable. Our long term hope is that we would have all of the PILOT agreements monitored by the RPTSA. That currently isn't the situation. Discussion followed.

Mrs. Hatch stated this has evolved over the years. The PILOT agreements include a payment schedule and the amount of each annual payment. I use this schedule to monitor the amount of payments that come in to see who has paid and who has not. If the payments don't come in, I usually call and find out what is going on with the payment. SCIDA sends me a list of PILOT payments and I verify the assessments that are to be used to determine the PILOT payment. Discussion followed.

Mr. McAllister asked if the County would have a hold harmless clause as far as the accuracy of the numbers. Mr. Ahrens stated they can include one.

**MOTION: APPROVING AN AGREEMENT WITH THE STEUBEN COUNTY INDUSTRIAL DEVELOPMENT AGENCY RELATIVE TO THE CERTIFICATION AND VERIFICATION OF PILOT AGREEMENT BILLINGS AND PAYMENTS MADE BY MR. CROSSETT. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.**

E. Personnel

1. **Reclassification – Office of Community Services** – Mr. Biehl stated Community Services is requesting authorization to reclassify a vacant Community Mental Health Nurse, Grade 18 to an Assistant Psychologist, Grade 18.

**MOTION: RECLASSIFYING A VACANT COMMUNITY MENTAL HEALTH NURSE, GRADE 18, TO AN ASSISTANT PSYCHOLOGIST, GRADE 18, WITHIN THE OFFICE OF COMMUNITY SERVICES MADE BY MR. VAN ETTEN. SECONDED BY MR. GEHL. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

2. **Reclassification – Personnel** – Mr. Biehl requested authorization to reclassify a vacant Account Clerk-Typist position, Grade 6, to a Sr. Typist position, Grade 6, within the Personnel Department.

**MOTION: RECLASSIFYING A VACANT ACCOUNT CLERK-TYPIST POSITION, GRADE 6, TO A SR. TYPIST POSITION, GRADE 6, MADE BY MR. CROSSETT. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

F. County Administrator

1. **IRS Audit** – Mr. Alger stated as a result of the audit, we have a number of positions we need to create in order to comply with the IRS. He requested authorization to create the positions and add them to the salary schedule. He noted the additional cost for the more than part time positions would be medical and retirement benefits. Discussion followed.

**MOTION: AUTHORIZING THE CREATION OF THE FOLLOWING MANAGEMENT POSITIONS: OCCUPATIONAL THERAPIST, SPEECH THERAPIST (2), DENTIST; PHYSICIAN; AND PSYCHIATRIST (2); AND AUTHORIZING THE CREATION OF THE FOLLOWING PERMANENT PART-TIME POSITIONS: PHYSICAL THERAPIST (2), GRADE XVIII; AND PSYCHOLOGIST, GRADE XIX; AS REQUIRED DUE TO THE IRS AUDIT MADE BY MR. GEHL, SECONDED BY MR. DONNELLY AND DULY CARRIED. Resolution Required.**

2. **Economic Recovery Zone** – Mr. Alger stated there's a portion of the Economic Stimulus Bill that will authorize every county and municipalities over 200,000 to develop an Economic Recovery Zone. It provides for the issuance of taxable bonds by the municipality for a designated project. NYSAC is recommending that we designate the county as a zone. The purpose of these zones is to authorize borrowing a taxable bond subsidized by the federal government at \$0.45 per dollar. We will need to do a resolution on this at some point, but I wanted to make you aware of this.

**IV. OLD BUSINESS**

A. **Collateral Source Relief Legislation** – Mr. Ahrens stated you may recall you previously passed a resolution endorsing collateral source relief legislation. The legislation has come out as a new bill; S.4080-a/A.7504-a. The bill provides for the equal treatment of public and private defendants when considering the impact of collateral source payments in tort claims for personal injury, property damage or wrongful death and protects parties to the settlement of tort claims from certain unwarranted liens, reimbursements and subrogation claims. The biggest obstacle to passage is that the trial lawyers have been opposed to it. Mr. Ahrens asked that the Committee support the passage of this bill. Discussion followed.

**MOTION: MEMORIALIZING THE GOVERNOR AND NEW YORK STATE LEGISLATURE TO ADOPT BILL NO. S.4080-A/A.7504-A, RELATIVE TO COLLATERAL SOURCES MADE BY MR. DONNELLY. SECONDED BY MR. GEHL. 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.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. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION: AUTHORIZING THE COUNTY ADMINISTRATOR TO ACT IN THE ABSENCE OF THE RISK MANAGER AND AUTHORIZING THE COUNTY ADMINISTRATOR AND CHAIRMAN OF THE LEGISLATURE TO AUTHORIZE SETTLEMENTS UP TO \$25,000 IN ACCORDANCE WITH PART IX OF THE ADMINISTRATIVE CODE MADE BY MR. DONNELLY. 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 ETTEN. SECONDED BY MR. GEHL. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION TO ADJOURN MADE BY MR. GEHL. 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, July 14, 2009  
9:30 a.m.**

**STEBEN COUNTY ADMINISTRATION COMMITTEE**

**Special Meeting**

*Monday, June 22, 2009*

*9:00 a.m.*

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

**\*\*MINUTES\*\***

<b>COMMITTEE:</b>	Patrick F. McAllister, Chair Scott J. Van Etten	Patrick F. Donnelly, Vice Chair	Lawrence P. Crossett
<b>STAFF:</b>	Mark R. Alger Frederick H. Ahrens, Jr. Jennifer Bailey	Jack Wheeler Tammy Hurd-Harvey	Veronica Olin Carol Whitehead
<b>LEGISLATORS:</b>	Donald B. Creath Thomas J. Ryan	Dan C. Farrand John S. Walsh	Joseph J. Hauryski Randolph J. Weaver
<b>ABSENT:</b>	Francis L. Gehl		

**I. CALL TO ORDER**

Mr. McAllister called the meeting to order at 9:00 a.m.

**II. DEPARTMENT REPORTS/REQUESTS**

**A. Elections**

1. **Training** – Ms. Olin informed the committee that previously the cost for training elections inspectors was \$25.00 which included mileage and the class was two to three hours. Under the new system, there now is all new training for everyone and the class is a 6-hour class which is completed in one day. We did a test run of four dates last week. She requested authorization to raise the price of training to \$60.00 with no mileage. Last year we paid out \$6,378.60 in mileage. If we do the training this way, it equates to \$10.00 per hour and we will be able to take that money out of grant funding.

Mr. McAllister asked how many people are you training? Ms. Olin replied we have 498 regular inspectors. We are also trying to get some new inspectors on board.

Mr. Donnelly asked can you pay the mileage out of the grant funding? Ms. Olin replied no. We are doing centralized classes in various areas of the County.

Mr. McAllister asked who will be doing the training? Ms. Olin replied our office is doing the training, although we are trying to recruit some of our inspectors to help. Mr. McAllister commented that he is nervous about the upcoming election with this new system. He asked that Ms. Olin provide a monthly report to keep the committee up to date on how they are doing.

Mr. Alger stated that he read last week where the State Board of Elections responded to those counties that had requested an extension of the lever machines and they said there would be no extension.

Mr. Farrand asked do you have anything planned for the communities? Ms. Olin replied they will be at the County Fair all week. They are also hoping to get out to the grocery stores such as P&C, Tops and Wegman. They also would like to try to get into Wal-Mart and some other places that everyone goes to. We also would like to have something set up in the County Office Building.

**MOTION: AUTHORIZING THE ELECTIONS DEPARTMENT TO SPEND \$60.00 PER ELECTION INSPECTOR FOR A SIX-HOUR CLASS TO PROVIDE TRAINING ON THE NEW VOTING MACHINES AND NOT PAYING THE MILEAGE TO AND FROM THE TRAINING CLASSES, WITH SAID FUNDING FOR THE TRAINING TO COME FROM GRANT FUNDS MADE BY MR. VAN ETTEN. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

B. County Clerk

1. **Petty Cash** – Mr. Alger informed the committee that the County Clerk is requesting an additional \$50.00 for her petty cash due to the increased demand for pistol permit applications. If approved, this will be a 100 percent resolution on this morning's Legislative Agenda.

**MOTION: AUTHORIZING AN INCREASE IN THE COUNTY CLERK'S PETTY CASH FUND FROM \$350.00 TO \$400.00 MADE BY MR. CROSSETT. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.**

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

Respectfully Submitted by:

Amanda L. Chapman  
Senior Stenographer  
Steuben County Legislature

STEBEN COUNTY ADMINISTRATION COMMITTEE

Tuesday, July 14, 2009

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      Scott J. Van Etten  
Francis L. Gehl      Lawrence P. Crossett

Legislators: John Walsh

Staff: Mark R. Alger      Joel Ordway      John Tunney      Nancy Smith  
James Gleason      Veronica Olin      David English      Tammy Hurd-Harvey  
Carol Whitehead      Kelly Penziul      Judy Hunter

Other: Mary Perham, *Leader*

**I. CALL TO ORDER**

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

**II. APPROVAL OF MINUTES**

**MOTION APPROVING THE MINUTES OF THE JUNE 9 AND JUNE 22, 2009, MEETINGS MADE BY MR. CROSSETT. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**III. DEPARTMENTAL REPORTS/REQUESTS**

A. County Treasurer

1. **Monthly Report** – Mrs. Whitehead asked if there were any questions regarding her monthly report. She noted she has an item for executive session.

B. Purchasing Department

1. **Surplus Auction** – Mr. Gleason requested authorization to conduct the County surplus auction on Thursday, September 24, 2009. In addition, he'd like authorization to extend the contract with Pirrung Auctioneers and to open it up to other municipalities.

**MOTION: AUTHORIZING THE PURCHASING DIRECTOR TO CONDUCT THE COUNTY SURPLUS AUCTION ON THURSDAY, SEPTEMBER 24, 2009; EXTENDING THE CONTRACT WITH PIRRUNG AUCTIONEERS; AND OPENING THE AUCTION TO OTHER MUNICIPALITIES MADE BY MR. GEHL. SECONDED BY MR. VAN ETEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

2. **Other** – Mr. Gleason stated the Elections Office has several large cardex machines. He requested authorization to sell them on Ebay instead of in the surplus auction. Discussion followed.

**MOTION: AUTHORIZING THE PURCHASING DIRECTOR TO SELL CARDEX MACHINES FROM THE ELECTIONS OFFICE ON E-BAY MADE BY MR. DONNELLY. SECONDED BY MR. GEHL. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

C. Personnel Officer

1. **Reclassification – District Attorney** – Mrs. Smith stated the District Attorney is requesting the reclassification of a Grade 4 Typist position to a Grade 6 Senior Typist position. She noted her office conducted a desk audit and found that the duties support the reclassification. Discussion followed.

**MOTION: RECLASSIFYING A GRADE IV TYPIST POSITION TO A GRADE VI SENIOR TYPIST POSITION IN THE DISTRICT ATTORNEY'S OFFICE MADE BY MR. GEHL. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.**

2. **Reclassification – Sheriff** – Mrs. Smith stated the Sheriff is requesting the reclassification of a vacant Grade 11 Deputy Sheriff/Building Security position to a Grade 10 Court Security Officer position.

**MOTION: RECLASSIFYING A VACANT GRADE XI DEPUTY SHERIFF/BUILDING SECURITY POSITION TO A GRADE X COURT SECURITY OFFICER POSITION WITHIN THE SHERIFF'S DEPARTMENT MADE BY MR. DONNELLY. SECONDED BY MR. GEHL. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

3. **Informational** – Mrs. Smith stated they have scheduled training for all County employees during September and October. The training will cover Workplace Violence/Harassment/Discrimination and Sexual Harassment/Discrimination.

4. **Employee Suggestion Committee** – Mrs. Smith stated in order to get the Employee Suggestion Committee to reconvene, they will need a member of the Administration Committee to serve on it. Mr. Gehl volunteered to serve on the committee.

D. County Administrator

1. **Workplace Violence Prevention Policy** – Mr. Alger distributed copies of the Workplace Violence Prevention Policy & Incident Reporting posting for the Committee's review. He noted that he previously distributed copies of the policy to the Committee but they still need to approve it.

**MOTION: APPROVING THE WORKPLACE VIOLENCE PREVENTION POLICY AS PRESENTED MADE BY MR. CROSSETT. SECONDED BY MR. VAN ETEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

2. **2010 Workers' Compensation Self-Insurance Plan Budget & Table of Apportionment** – Mr. Alger stated last year we discussed the formula for the Workers' Compensation Program. They determined the formula would be based as 15% experience, 42.5% payroll and 42.5% assessed value. Due to the large percentages for payroll and assessed value, the County picks up the bulk of the budget. The distribution and cost increase we are facing is directly attributable to chargebacks from the State Workers' Compensation Fund, which is an assessment we are required to pay. We are told this increase is a direct result of the stock market decrease. The change in the total appropriations mostly is due to those assessments. So, even if we went somewhere else, we would see similar assessments no matter the carrier. The net result is an increase of 40 percent.

Mr. Alger stated if we changed the formula from three years experience to four years experience, it wouldn't change the figures significantly so he believes they should wait until next year to do that. He noted anything you do with the experience numbers merely shifts the cost back to the payroll and assessed value which doesn't really reflect where the risk is. So, it is debatable as to whether you want to change that factor. Discussion followed.

Mr. Alger stated the practice we've had in the past allows participants to withdraw for a lump sum amount paid back over five or six years. Those that did withdraw ended up costing the County double the amount charged after they left because we were still paying their claims. He suggested they go back to the way this process previously was in the 1950's where those who withdraw from the plan must take their experience (claims) with them. Discussion followed.

Mr. McAllister stated Legislators are going to need to be able to explain these increases to their towns. He requested Mr. Alger draft a memo outlining why the increases are so drastic. Mr. Alger stated he will provide a memo to the Legislators outlining the changes in the 2010 Workers' Compensation budget and the Table of Apportionment.

Mr. Alger stated they still need to clarify whether or not we have to amend the existing local law to stipulate that municipalities who withdraw from the plan must take their claims with them.

**MOTION: ACCEPTING AND FORWARDING TO THE FULL LEGISLATURE THE WORKERS' COMPENSATION SELF-INSURANCE PLAN 2010 BUDGET AND THE TABLE OF APPORTIONMENT MADE BY MR. VAN ETTEN. SECONDED BY MR. GEHL. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

*Resolution Required.*

**IV. OTHER BUSINESS**

A. Election Commissioners – Mr. Donnelly stated he'd like to revisit the issue of making the Election Commissioners full time positions. He stated that he's changed his position as we were trying to micromanage and hire part time support employees. By and large, they work when they want to. By making them full time, it is a statutory position and anything that happens is beyond our control. Therefore, the responsibility falls on the party Chairmen to make sure the Commissioners are doing the job. Discussion followed.

Mr. Crossett stated we probably should make them full time. The Elections responsibility has shifted from the towns to the county so that responsibility shouldn't fall on the shoulders of part time individuals.

Mr. McAllister stated with the enormity of the change, the Commissioners have to be there, and probably are there now, on a full time basis. It doesn't matter how many support staff they have, the Commissioners need to be there full time. He stated that he doesn't see that changing for awhile but if it does change, do we have the ability to put them back to part time if it is warranted?

Mr. Alger stated they will fall under the new NYS Retirement Reporting requirements so they will be required to submit a time log to the Comptroller. You will also be required to pass a resolution bi-annually designating what the expected hours of those positions would be. Considerable discussion followed.

Mr. Van Etten stated he still believes that there is seasonality to this function and if we make the switch to full time we will never go back. He stated that he would be more in favor of adjusting the Deputy Commissioners salaries for a period of time. I think we are discussing this because of current individuals in the position and the determination should be based upon the function of the position not the individual in the position. Discussion followed.

**MOTION: INCREASING THE SALARIES OF THE ELECTIONS COMMISSIONERS TO \$45,000 EACH WITH THE RECOMMENDATION THAT EACH COMMISSIONER WORK 37.5 HOURS PER WEEK EFFECTIVE AUGUST 10, 2009, MADE BY MR. GEHL. SECONDED BY MR. DONNELLY. IN FAVOR: GEHL, DONNELLY, CROSSETT, MCALLISTER. OPPOSED: VAN ETTEN. MOTION CARRIES 4-1.**

*Resolution Required.*

**MOTION TO ADJOURN REGULAR SESSION AND RECONVENE IN EXECUTIVE SESSION PURSUANT TO PUBLIC OFFICERS' LAW, ARTICLE 7§ 105.1.F. THE MEDICAL, FINANCIAL, CREDIT OR EMPLOYMENT HISTORY OF A PARTICULAR PERSON OR CORPORATION, OR MATTERS LEADING TO THE APPOINTMENT, EMPLOYMENT, PROMOTION, DEMOTION, DISCIPLINE, SUSPENSION, DISMISSAL OR REMOVAL OF A PARTICULAR PERSON OR CORPORATION MADE BY MR. DONNELLY. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION TO ADJOURN EXECUTIVE SESSION AND RECONVENE IN REGULAR SESSION MADE BY MR. CROSSETT. SECONDED BY MR. GEHL. 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, August 11, 2009  
9:30 a.m.**

**STEUBEN COUNTY ADMINISTRATION COMMITTEE**

**Special Meeting**

*Monday, July 27, 2009*

*9:00 a.m.*

*Legislative Committee Conference Room*

*Bath, New York*

**\*\*MINUTES\*\***

<b>COMMITTEE:</b>	Patrick F. McAllister, Chair Francis L. Gehl	Patrick F. Donnelly, Vice Chair Scott J. Van Etten	Lawrence P. Crossett
<b>STAFF:</b>	Mark R. Alger David English	Gregory P. Heffner	Jack Wheeler
<b>LEGISLATORS:</b>	Philip J. Roche Joseph J. Hauryski David R. Stachnik	Donald B. Creath Robert V. Nichols John S. Walsh	Dan C. Farrand Thomas J. Ryan Randolph J. Weaver

**I. CALL TO ORDER**

Mr. McAllister called the meeting to order at 9:00 a.m.

**II. GENERAL BUSINESS**

A. Elections

1. **Commissioners of Elections** – Mr. Alger stated a motion was made at last month's meeting to make the salary change for the Commissioners effective the closest pay period in August. To change their salaries during a term requires a Local Law and one has been developed and placed on today's Legislative Agenda. The Local Law would be presented this month and adopted at the August meeting. The committee needs to determine if it wants the Local Law presented.

**MOTION: AMENDING THE MOTION FROM THE JUNE 9, 2009 ADMINISTRATION COMMITTEE DIRECTING THAT A LOCAL LAW BE PRESENTED ESTABLISHING THE STANDARD WORK DAY AND ADJUSTING THE ANNUAL SALARIES OF THE DULY APPOINTED ELECTION COMMISSIONERS OF THE COUNTY OF STEUBEN MADE BY MR. GEHL. SECONDED BY MR. CROSSETT FOR DISCUSSION.**

Mr. Van Etten asked where did the \$45,000 figure come from? Mr. Gehl replied right now the Senior Deputy Clerk is making \$39,000 and with a raise will make over \$40,000 next year. Mr. Alger stated we had Personnel do a survey of surrounding counties and the average salary is about \$50,000. The salary in the small rural counties is \$45,000, which is not the average, but is a fair number.

Mr. Farrand asked where will the money come from to pay for this increase? Mr. Alger replied it will come from their budget and if there is a shortage, then we will transfer funds from other departments or Contingency at year end. With regard to an increase on the tax levy, it would be less than one-half of a percent. You will see an increase in the salary, Social Security, additional compensation allocated as well as retirement.

Mr. Creath commented that he would support this action as it shows good faith to our voters.

Mr. McAllister stated he is in favor of this because it is justified, but there is not a lot of control once we set the salary. If one of the Commissioners does not put in the hours, then he wouldn't have a problem putting it back to part-time. Mr. Donnelly commented this will be in effect for the remainder of their term.

Mr. Van Etten commented nothing has changed from last year to this year. Last year the entire committee was against making them full-time. It now seems this is more related to who the person is that is currently in the position. Adding \$60,000 and two full-time positions to the county is not what he is interested in. He would be

willing to supplement them with an additional \$10,000 in their salaries to cover the additional hours. The County has never taken a full-time position back to a part-time position. Mr. Gehl stated that he had said he would never have the full-time positions, but things have changed now and both Commissioners will deliver what they say they will do. Mr. Van Etten stated this is a seasonally heavy job from May through November. We did put \$10,000 in their budget for temporary help and to-date they have only spent \$400.

Mr. Crossett commented the Commissioners ultimately are responsible for what happens in the elections. To not have them there full-time is not fair to the people who work there.

Mr. Donnelly stated in his experience, part-time people want to work when they want to work.

Mr. Weaver commented he is not sure if you are voting based on the position or the personnel.

Mr. Ryan stated that originally we hired Mr. Wheeler to do analysis and he sees him doing tasks for Elections. Mr. Gehl replied that is because we asked him to. Mr. Ryan stated if you make the Commissioners full-time, that would free Mr. Wheeler up to do what he was hired to do. Mr. Alger stated in his view, nothing is more important than doing elections properly. Mr. Wheeler has helped to coordinate getting the voting machines out and we felt it was important to be directly involved. We will stay involved because it is important to get this done right. This is not a reflection on the Commissioners that were there previously or the ones we have now. We felt it was important to assist them in getting this done. Mr. Van Etten stated Mr. Wheeler's involvement has saved us thousands of dollars. Mr. Alger stated it is also a matter of making sure things get done to help Elections.

Mr. Van Etten stated he believes these positions are not full-time, year round. They are busy May through November. From January 3<sup>rd</sup> – April 30<sup>th</sup>, do they need to be there full-time? Mr. Gehl replied the machines have to be checked every two months. The State may mandate that we make the Commissioners full-time. He would rather be ahead of the curve.

Mr. Van Etten asked do we have positions in the County where the State tells us the salary? Mr. Donnelly replied the District Attorney and the judges.

Mr. Stachnik commented every close election can be legally challenged. He doesn't want a technicality in their office to preclude that happening.

Mr. Gehl stated the Commissioners are doing things now that never were done prior to HAVA. He knows and understands what Mr. Van Etten is saying, but he is looking at the big picture.

Mr. Hauryski asked with regard to the last year's Sheriff's election, have those mistakes from that election been corrected in the department? Mr. Alger replied the reporting of the Sheriff's race and the mistaken reading of the machines was human error. The people in the districts are reporting to the County and there can still be mistakes. More importantly, the system is in place to recognize that and then we go back out and canvass the numbers reported. Will we always be able to prevent that? No. We will make every effort to prevent it. There is now a requirement in place that we take a 3 percent sampling of every ballot. Every ballot in every town that is different. This requirement is in addition to canvassing. The election Commissioners will be required to do that. That is totally new. This will be required in the upcoming election and will require additional time. They may want to hire someone to do that. There is no perfect system and we are trying to take as many of the human errors out of this as we can.

Mr. Hauryski commented he can see that part of it. His main concern is that things are not good in the County. We will be faced with bigger issues down the road. He would agree to giving a supplemental reimbursement, but he would not support full-time positions.

**VOTE ON PREVIOUS MOTION: MOTION CARRIES 4-1. MR. VAN ETTEN OPPOSED.**

**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

**STEBEN COUNTY ADMINISTRATION COMMITTEE**

**Tuesday, August 11, 2009**

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

Staff: Mark R. Alger      Jack Wheeler      Gregory P. Heffner      Carol Whitehead  
Ken Peaslee      James Gleason      Veronica Olin      Tammy Hurd-Harvey  
Judy Hunter      Jennifer Bailey      Gilbert Sweet      Robert F. Biehl  
Kathryn Muller      Frederick Ahrens      David English

Other: Mary Perham, *Leader*

**I. CALL TO ORDER**

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

**II. APPROVAL OF MINUTES**

**MOTION APPROVING THE MINUTES OF THE JULY 14 AND JULY 27, 2009, MEETINGS MADE BY MR. GEHL. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Mr. Donnelly not present for the vote.**

**III. DEPARTMENTAL REPORTS/REQUESTS**

A. County Treasurer  
1. **Monthly Report** – The Committee reviewed the County Treasurer’s Monthly Report. Discussion followed.

B. Information Technology  
1. **Phone Service Providers** – Mr. Peaslee stated he has received quotes from Verizon, AT&T and PAETEC for providing the County with local and long distance phone service. All three vendors are on the State OGS contract, but PAETEC provided the lowest quote. We currently utilize Verizon for a total cost of \$2,877 per month. In the past, Verizon has provided us with a service team. They no longer do so and it has proven to be very frustrating. PAETEC is offering us a price that is less than the State contract price, resulting in a savings of over \$700 per month. He noted we would have to pay \$8,500 initially to upgrade the trunks, but PAETEC is willing to provide \$2,500 towards the cost to convert the phone switch and will install the PRI T-1 trunk for a \$295 fee. The total cost for local and long distance service through PAETEC is \$2,242. Discussion followed.

Mr. Peaslee stated PAETEC is requesting a three year contract and would also like us to switch our long distance to them for all of our locations. He stated he would like to make the initial switch in long distance for this building and, if all goes well, they could slowly transition the remaining buildings. Discussion followed.

**MOTION: AUTHORIZING THE TELEPHONIC COMMUNICATIONS DEPARTMENT TO ENTER INTO A THREE-YEAR AGREEMENT WITH PAETEC SERVICES FOR LOCAL AND LONG DISTANCE TELEPHONE SERVICE MADE BY MR. VAN ETEN. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

B. County Clerk

1. **Software RFP** – Mrs. Hunter stated our software contract with Cott is due to expire at the end of the year. We've been exploring other software and a couple of other systems have sparked our interest. We've requested a quote to renew our existing contract with Cott, but we have not received it at this point. We currently pay \$1,800 per month to Cott for software license, hardware and maintenance. She requested authorization to proceed with soliciting RFPs for a new system if their maintenance fee quote comes in too high. Discussion followed.

Mr. Van Etten asked how long have we had the Cott system? Mrs. Hunter stated 7 years. Mr. Van Etten asked how much did the system cost? Mr. Gleason stated the total cost of the system was approximately \$250,000. Mr. Van Etten stated he believes the maintenance cost is in line for the amount of money we paid for the system. He doesn't believe he'd be in favor of replacing a system we paid \$250,000 for just a few years ago. Discussion followed.

Mrs. Hunter stated it wasn't an easy conversion but a lot has changed with technology and there are new products out there that look good. Mr. Crossett asked how many other counties use the Cott system? Mrs. Hunter stated there are five counties with this system. Mr. Crossett asked do they ever give you updates? Mrs. Hunter stated yes but they don't always work well. Discussion followed.

Mr. Alger stated you could possibly get quotes on other systems to get an idea of what the cost is. In the meantime, you should get a quote from Cott on the maintenance for next year. Mr. Peaslee suggested they check into a 3 year maintenance agreement with them to see if we can get a better price.

Mr. Van Etten stated he would also ask them if they have upgrades that are available with some of the bells and whistles you see in the other programs.

Mr. Alger stated also see if Cott has a new version available that they haven't given to us as a part of our regular maintenance program. ***The Committee agreed the system cost too much to replace at this point in time and requested the County Clerk follow through with the recommendations they suggested.***

2. **Pistol Permits** – Mrs. Hunter stated that last year's total revenue received through pistol permit applications was \$11,939. Since the initiation of the Plasticard system, they have received \$11,278 in revenue from May 1<sup>st</sup> through July 31<sup>st</sup>.

C. Purchasing Department

1. **Copy Paper Bid** – Mr. Gleason recommended awarding the copy paper bid to Xpedex and recommended declaring Domtar/RIS Paper as a non-responsive bidder.

**MOTION: AWARDING THE COPY PAPER BID TO XPEDEX AND DECLARING DOMTAR/RIS PAPER AS A NON-RESPONSIVE BIDDER MADE BY MR. GEHL. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

2. **Recognition** – Mr. Gleason stated a member of my staff, Jacques Begin, has received a continuing education scholarship from his State association in the amount of \$500. This is the second time he has received this scholarship and he wanted to recognize him for that. ***CONGRATULATIONS JACQUES!***

D. Elections Office

1. **Voting Machines** – Mrs. Olin stated the towns are asking when the County is going to come remove the old voting machines. She noted that we have no place to put them. She asked the Committee what they want done with the machines. Discussion followed. ***The Committee agreed to wait until after the election to decide on what to do with the old machines.***

Mr. Alger noted that they could tell the municipalities that ask that the general consensus of the Committee is that the people who paid for them will get them back if they want them.

2. **Budget Transfer** – Mrs. Olin stated they have \$75,000 in the major equipment account that was allocated for the purchase of more machines. Earlier this year they were provided with grant funding, which they were able to use to purchase additional machines. She requested authorization to transfer the \$75,000 from the major equipment account to a capital project for voting machines (#1450 H2). Discussion followed.

**MOTION: AUTHORIZING THE TRANSFER OF \$75,000 FROM THE BOARD OF ELECTIONS' MAJOR EQUIPMENT ACCOUNT TO THE VOTING MACHINES CAPITAL PROJECT (#1450 H2) MADE BY MR. CROSSETT. SECONDED BY MR. GEHL. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.**

3. **Informational** – Mrs. Olin distributed copies of a flyer that they will be sending out to every household in Steuben County as part of their public awareness campaign. They will also be demonstrating how to use the new voting machines at the Steuben County Fair next week. Discussion followed.

E. County Administrator

1. **Budget Transfer** – Ms. Muller requested authorization to transfer \$35,000 from the Lawyer chargeback account (#601000.5.423990) to the County Administrator's Security Services account (#161000.5.444360). Mr. Alger stated the State is now requiring that we pay the security guards prevailing wages so we are short funds in our security services account.

**MOTION: AUTHORIZING THE TRANSFER OF \$35,000 FROM ACCOUNT #601000.5.423990 (LAWYER CHARGEBACK) TO ACCOUNT #161000.5.444360 (SECURITY SERVICES) MADE BY MR. GEHL. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

2. **Workers' Compensation** – Mr. Alger stated the current local law requires municipalities to withdraw from the County's Workers' Compensation program by March 31<sup>st</sup>. With the increase in the Workers' Compensation budget, several municipalities have requested authorization to withdraw. He asked the Committee if they wanted to allow them to withdraw or if they should enforce the March 31 deadline. Discussion followed. *The Committee agreed that they shouldn't be allowed to withdraw from the program in the middle of a budget year.*

**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, September 8, 2009  
9:30 a.m.**

**STEBEN COUNTY ADMINISTRATION COMMITTEE**

**Special Meeting**

*9:15 a.m.*

*Monday, August 24, 2009*

*Legislative Committee Conference Room*

*Steuben County Office Building*

*Bath, New York*

**\*\*MINUTES\*\***

<b>COMMITTEE:</b>	Patrick F. McAllister, Chair Francis L. Gehl	Patrick F. Donnelly, Vice Chair Scott J. Van Etten	Lawrence P. Crossett
<b>STAFF:</b>	Mark R. Alger Veronica Olin Frederick H. Ahrens, Jr.	Jack Wheeler Joel Ordway David English	James Gleason Michael Sprague Carol Whitehead
<b>LEGISLATORS:</b>	Philip J. Roche Robert V. Nichols David R. Stachnik	Dan C. Farrand Thomas J. Ryan John S. Walsh	Joseph J. Hauryski Brian C. Schu Randolph J. Weaver

**I. CALL TO ORDER**

**II. DEPARTMENT REQUESTS**

A. Information Technology

1. **Telecommunications Audit** – Mr. Peaslee informed the committee that Telesoft, a contractor on New York State Bid, will look at all of our phone service providers and verify that we are being charged the correct rates. Telesoft will take 14 percent of any recoveries that are less than \$10,000 and 18 percent of any recoveries between \$10,000 - \$50,000. They will also recommend savings that we may not currently be taking advantage of and if we do those recommendations, they will take 25 percent of our savings for a two year period. Mr. Peaslee stated the audit would cover both landlines and cell phones. We had a similar audit done five years ago through a local company.

Mr. Van Etten asked the 25 percent of the savings, is that net or gross? Mr. Peaslee replied the company will take 25 percent off the top.

**MOTION: AUTHORIZING THE DIRECTOR OF INFORMATION TECHNOLOGY TO CONTRACT WITH TELESOFT, ON NEW YORK STATE BID, TO CONDUCT A TELECOMMUNICATIONS AUDIT OF ALL OF OUR LANDLINE AND CELL PHONES IN THE COUNTY MADE BY MR. DONNELLY. SECONDED BY MR. GEHL. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

2. **PAETEC Update** – Mr. Peaslee informed the committee that PAETEC wanted to switch the entire County and he only wants to do the County Office Building. He had sent them an email and now they are not willing to give us the pricing or the supply cost for one of the circuit cards unless we do the entire County. Mr. Peaslee stated that he would like to put them on hold for now.

Mr. Peaslee stated right along PayTech was saying they were doing the entire County and he had told them no. He was very specific that only the County Office Building would be switched and then he received the email and in return he asked for a detailed contract and the sale manager sent the email regarding the pricing. The County Office Building contains 75 percent of all the phones as we have 800 phones in this building and also feeds Veterans Service Agency, Special Childrens' Services and the Office of Community Services.

B. Elections

1. **Elections Ballots** – Mr. Gleason informed the committee that they decided to use the New York State Contract to purchase the ballots for this year because we wanted to avoid any potential issues of purchasing ballots from the same company as we purchased the machines. The only problem, is that the State has not gotten their contract approved in a timely fashion by the State Comptroller's Office. He requested authorization to declare this an emergency purchase so we can place an order for the ballots so we will receive them in a timely fashion for the primary elections. This is also protection for ourselves so we don't have a problem when the State Comptroller's Office audits us.

Mr. McAllister asked as a result will the ballots cost us twice as much? Mr. Gleason replied no, they will be the same price of \$.42 per ballot. We will purchase ten percent more than the number of registered voters.

**MOTION: DECLARING THE PURCHASE OF ELECTIONS BALLOTS AN EMERGENCY AND AUTHORIZING THE PURCHASING DIRECTOR TO ORDER ELECTIONS BALLOTS OFF OF STATE CONTRACT FOR \$.42 PER BALLOT MADE BY MR. DONNELLY. SECONDED BY MR. GEHL. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

2. **Elections Technicians** – Mrs. Olin informed the committee that previously our technicians/custodians were paid \$75.00 each to set up the elections machines. Now, that is something that will be done in-house. She requested authorization to set the rate of pay for the technicians to do pre-election work at a rate of \$10.00 per hour; to be on-call during Election Day to work on the machines at a rate of \$20.00 per hour and to be paid \$15.00 per hour for training.

Mr. McAllister asked how did you come up with the figures? Mrs. Olin replied they looked at what the technicians had previously been paid.

Mr. Van Etten asked why are the technicians paid more for training than they are for pre-election work? Mrs. Olin replied hopefully we will not have to do the training very often.

Mr. Gehl asked why do they get \$20.00 per hour on Election Day? Mrs. Olin replied they are on call all day from 5:30 a.m. – 9:00 p.m. and they also are paid mileage. They are paid to be on-call. Previously the technicians were paid \$75.00 to set up per machine and then received mileage.

**MOTION: SETTING THE RATE OF PAY FOR ELECTIONS TECHNICIANS AT \$10.00 PER HOUR FOR PRE-ELECTION WORK, \$20.00 PER HOUR FOR ELECTION DAY PLUS MILEAGE AND \$15.00 PER HOUR FOR TRAINING MADE BY MR. CROSSETT. SECONDED BY MR. GEHL FOR DISCUSSION.**

Mr. Van Etten commented his issue is why is the training rate different from the standard \$10.00 per hour rate unless you are paying them an incentive. Mr. Alger stated we do want to make it worth their while to come to training. Without the training they can't work with the machines. You have a good argument and he could see paying them \$15.00 for both. Mr. Van Etten commented to be trained is a qualification for the job. He would like to see the rate be \$15.00 for pre-election work and training.

Mr. Donnelly asked how long is the training? Mrs. Olin replied six hours.

**MOTION AMENDING THE PREVIOUS MOTION TO REFLECT A FLAT RATE OF \$15.00 FOR PRE-ELECTION AND TRAINING MADE BY MR. VAN ETTEN. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION AS AMENDED CARRIES 5-0.**

C. Administrator

1. **Energy Audit** – Mr. Wheeler requested authorization to contract with Performance Systems Development out of Ithaca, NY to prepare an application for funding through the New York State Energy Program to conduct an energy audit of the Old Health Care Facility. The amount of the grant is \$30,000.00 with no matching funds required. Through this grant we would be eligible to receive reimbursement for alternative

energy such as bio-mass. We will get a purchase order from NYSERDA to contract with the company. If there is no funding, we do not owe the company anything.

**MOTION: AUTHORIZING THE ADMINISTRATORS OFFICE TO CONTRACT WITH PERFORMANCE SYSTEMS DEVELOPMENT OUT OF ITHACA, NY TO PREPARE AN APPLICATION FOR FUNDING THROUGH THE NEW YORK STATE ENERGY PROGRAM AND IF FUNDING IS RECEIVED, TO CONDUCT AN ENERGY AUDIT AT THE OLD HEALTH CARE FACILITY MADE BY MR. CROSSETT. SECONDED BY MR. GEHL. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

2. **Section 207-C** – Mr. Alger informed the committee that we deal internally with claims for Section 207-C which provides the continuation of full pay for people in Law Enforcement or Corrections Officers that are injured on the job. The provision allows us to have our own process internally to evaluate the claim upon submission. Mr. Alger requested the committee pass a resolution designating the Personnel Officer to hear 207-C claims in the first instance and make a determination of specifics in each case. Absent that, there are no provisions at the present time. By putting this in place we have something going forward should we get a 207-C claim. This process provides the individual with a formal hearing and a determination made by the Personnel Officer.

**MOTION: ESTABLISHING A PROCESS BY WHICH SECTION 207-C CLAIMS ARE HEARD BY THE PERSONNEL OFFICER AND THAT THE PERSONNEL OFFICER SHALL MAKE A DETERMINATION OF SPECIFICS IN EACH CASE MADE BY MR. GEHL. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0. (MR. McALLISTER ABSENT FOR VOTE)**

**MOTION: TO ADJOURN MADE BY MR. VAN ETTEN. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 4-0. (MR. McALLISTER ABSENT FOR VOTE)**

Respectfully Submitted by:

Amanda L. Chapman  
Senior Stenographer  
Steuben County Legislature

**STEBEN COUNTY ADMINISTRATION COMMITTEE**

**Tuesday, September 8, 2009**

**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	John Walsh	Joseph J. Hauryski
<u>Staff:</u>	Mark R. Alger Carol Whitehead Joel Ordway Robert Anderson Gilbert Sweet Frederick Ahrens	Jack Wheeler Robert Biehl Linda Tetor Dave McCarroll Vincent Spagnoletti	Gregory P. Heffner Donna Hatch Kenneth Peaslee Veronica Olin Tammy Hurd-Harvey

**I. CALL TO ORDER**

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

**II. APPROVAL OF MINUTES**

**MOTION APPROVING THE MINUTES OF THE AUGUST 11 AND AUGUST 24, 2009, MEETINGS MADE BY MR. GEHL. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**III. DEPARTMENTAL REPORTS/REQUESTS**

A. Personnel Officer

1. **16B Request – Health Care Facility** – Mr. Biehl stated the Health Care Facility requested three Nursing Assistants, one Receptionist and one Supervisor of Housekeeping. The Personnel Office recommended funding the Receptionist position and did not approve the other four positions. The Health and Education Committee approved zero-basing the Receptionist position and did not approve the other four positions.

**MOTION: APPROVING THE 16B REQUEST FOR ONE GRADE V RECEPTIONIST POSITION (ZERO-BASED) AND DENYING THE 16B REQUEST FOR THREE GRADE V NURSING ASSISTANT POSITIONS AND ONE GRADE VIII SUPERVISOR OF HOUSEKEEPING POSITION IN THE HEALTH CARE FACILITY MADE BY MR. DONNELLY. SECONDED BY MR. GEHL. DISCUSSION FOLLOWED.**

Mr. Van Etten stated he would appreciate having time to review the information concerning the 16B requests before they vote on this issue. Mr. McAllister agreed as he also has not had time to review the information.

**PREVIOUS MOTION AND SECOND WITHDRAWN.**

2. **Reclassification – Sheriff’s Department** – Mr. Biehl stated the Sheriff is requesting authorization to reclassify a vacant Building Security Deputy Sheriff position to a Deputy Sheriff position to be placed at the BOCES campus at Wildwood. He noted that BOCES and the Department of Social Services will pay the cost of the position. Also, the positions are the same grade but the duties are different.

**MOTION: RECLASSIFYING A VACANT GRADE XI BUILDING SECURITY DEPUTY TO A GRADE XI DEPUTY SHERIFF POSITION MADE BY MR. CROSSETT. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

3. **Reclassification – Real Property Tax Service Agency** – Mr. Biehl stated Mrs. Hatch is requesting authorization to reclassify a vacant Grade IV Key Entry Operator position to a Grade IX Assessment Data Clerk position. He stated this involves zero-basing a Grade VI Account Clerk Typist position until after the exam is given and will ultimately result in a reduction in the personal services line item.

**MOTION: RECLASSIFYING A VACANT GRADE IV KEY ENTRY OPERATOR POSITION TO A GRADE IX ASSESSMENT DATA CLERK POSITION IN THE REAL PROPERTY TAX SERVICE AGENCY MADE BY MR. VAN ETTEN. SECONDED BY MR. GEHL. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.**

4. **Reclassification – Office of Community Services** – Mr. Biehl stated Dr. Anderson is requesting authorization to reclassify a Grade XVI Psychology Intern position to a Grade XVIII Assistant Psychologist position. He stated the intern classification requires the individual to be working on their Doctorate. The individual has completed that process now so they move to the Assistant Psychologist title.

**MOTION: RECLASSIFYING A GRADE XVI PSYCHOLOGY INTERN POSITION TO A GRADE XVIII ASSISTANT PSYCHOLOGIST POSITION IN THE OFFICE OF COMMUNITY SERVICES MADE BY MR. GEHL. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.**

Mr. Biehl stated Community Services is also requesting the reclassification of a Grade XV Staff Social Worker to a Grade XVII Senior Staff Social Worker. The individual currently in the position is supervising staff so the Personnel Office recommends this reclassification.

**MOTION: RECLASSIFYING A GRADE XV STAFF SOCIAL WORKER TO GRADE XVII SENIOR STAFF SOCIAL WORKER IN THE OFFICE OF COMMUNITY SERVICES MADE BY MR. GEHL. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.**

5. **Reclassification – Public Works Department** – Mr. Biehl stated the first he heard about this reclassification was at the Public Works Committee meeting on Thursday. We haven't had a chance to look at it to see if the duties match the title.

**MOTION: TABLING THE RECLASSIFICATION REQUEST FROM THE PUBLIC WORKS DEPARTMENT UNTIL THE OCTOBER MEETING MADE BY MR. CROSSETT. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

6. **Administrative Code Amendment** – Mr. Alger stated there is a new State requirement that we provide space for nursing mothers. The Personnel Office wrote a policy and we would like it included in the *Administrative Code*. Mr. Crossett asked where is the space going to be? Mr. Alger stated it will depend on the department and the time would be worked out between the individual and the department. Mr. Biehl stated the amount of time allowed would be up to a half an hour.

**MOTION: AMENDING THE ADMINISTRATIVE CODE TO INCLUDE THE POLICY REGARDING LEAVE TO EXPRESS BREAST MILK IN THE WORKPLACE MADE BY MR. GEHL. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

Mr. Van Etten stated he has been able to review the 16B requests and is ready to discuss them.

7. **16B Request – Health Care Facility** – Mr. Van Etten asked is the Receptionist position the only one the Personnel Office is supporting? Mr. Biehl stated yes, and the Health and Education Committee recommended zero-basing the position. Discussion followed.

**MOTION: APPROVING AND FORWARDING TO THE FINANCE COMMITTEE THE 16B REQUEST FOR ONE GRADE V RECEPTIONIST POSITION (ZERO-BASED) AND DENYING THE 16B REQUEST FOR THREE GRADE V NURSING ASSISTANT POSITIONS AND ONE GRADE VIII SUPERVISOR OF HOUSEKEEPING POSITION IN THE HEALTH CARE FACILITY MADE BY MR. DONNELLY. SECONDED BY MR. GEHL. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

8. **16B Request – Office for Aging** – Mr. Biehl stated Mrs. Tetor is requesting the creation of one Grade IX Aging Services Specialist and one Grade VIII Social Welfare Examiner. The Personnel Office is recommending they not create either of these positions but the Human Services Committee has recommended creating and zero-basing them. Discussion followed.

**MOTION: APPROVING AND FORWARDING TO THE FINANCE COMMITTEE THE 16B REQUEST FOR ONE GRADE IX AGING SERVICES SPECIALIST AND ONE GRADE VIII SOCIAL WELFARE EXAMINER, BOTH ZERO-BASED, WITHIN THE OFFICE FOR AGING MADE BY MR. VAN ETTEN. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

B. County Treasurer

1. **Monthly Report** – Mrs. Whitehead asked if there were any questions regarding the report. Mr. Van Etten asked what is the dollar impact of the retirement rate increase? Mrs. Whitehead stated we currently contribute \$3.2 million and it will increase to a little over \$5 million. Discussion followed.

Mr. Donnelly asked are we missing a room tax payment for 2009? Mrs. Whitehead stated no, both figures are as of 8/31. Room tax collections are down about \$128,000. Discussion followed.

Mr. Van Etten asked are the Election chargebacks billed to the towns? Mrs. Whitehead stated no, it will be added to their real property taxes.

Mr. Van Etten stated he read that there is record enrollment this year at Corning Community College. Does this mean our costs will increase? Mr. Alger stated generally yes, but the article noted that the majority of the increase was in Chemung County. We usually receive the college's FTE projection figures in the Fall, but he hasn't received the letter yet. Discussion followed.

Mr. Van Etten asked would it make sense if we project along the same lines with the retirement rates? Mrs. Whitehead stated they send us a projected amount and the Comptroller's Office has notified us that the average long term rate is an annual 11 percent increase. Mr. Alger stated NYSAC is saying that over the next three to five years that rate is going to be thirty percent. The problem with a projection like that is it depends on what happens in the stock market. Discussion followed.

C. Real Property Tax Service Agency

1. **County Assessment Study** – Mrs. Hatch presented the report from the Ad Hoc County Assessment Study Committee. She stated the committee was comprised of herself, 2 assessors and 2 legislators. The goal was to review the presentation on the various forms of assessing and whether the County should be getting into the assessing function. Dollar wise, if we get into the business it is felt we need to be able to recoup our expenses and the job would cost more for us to do it versus at the town level. There aren't a lot of steps where the County is going to jump in and take over that function, unless the State mandates it, but I don't believe that will happen right away. Discussion followed. *A copy of the report is on file in the Clerk of the Legislature's Office.*

Mr. Roche recommended distributing the report to the entire Legislature and hold a question and answer period at the Legislative meeting in October.

**MOTION: ACCEPTING THE AD-HOC COUNTY ASSESSMENT STUDY COMMITTEE'S FINAL REPORT AND FORWARDING TO THE FULL LEGISLATURE FOR REVIEW AT IT'S OCTOBER 26, 2009, MEETING MADE BY MR. DONNELLY. SECONDED BY MR. GEHL. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

D. County Administrator

1. **Administrative Code Amendment** – Mr. Alger distributed copies of the policy and stated that Mr. Peaslee is here to review proposed changes to the HIPAA Compliance Policy and the Cellular Phone Policy, as recommended by the auditor. Mr. Peaslee stated the proposed changes are to make sure the *Administrative Code* for the computer policy matches that of the HIPPA policy. Discussion followed.

Mr. Van Etten referred to the change that stipulates that “cell phone use is prohibited in areas and offices where confidential and protected information may be viewed or available, unless specifically authorized”. How does a person know there is confidential information in an area? Is it the camera and video features of the phones that you are worried about? Mr. Peaslee stated yes. Mr. Van Etten asked so someone in the payroll office can’t use their cell phone? Mr. Peaslee stated no, this is just in respect to HIPPA information. Discussion followed.

**MOTION: AMENDING THE ADMINISTRATIVE CODE TO REFLECT THE CHANGES IN THE HIPPA COMPLIANCE POLICY AND CELLULAR PHONE POLICY AS PRESENTED MADE BY MR. CROSSETT. SECONDED BY MR. GEHL. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

2. **Medicare Secondary Payer Proposal** – Mr. Alger stated Medicare is a secondary payer to Workers’ Compensation benefit payments. As such, we have to file a workers’ compensation report with Medicare on a quarterly basis. Eagle Claim Services, who handles our Workers’ Compensation claims, has an affiliation with Corvel Corporation. Corvel is willing to provide the quarterly reporting service for \$2,400 annually. He recommended they contract with Corvel for this purpose. Discussion followed.

**MOTION: APPROVING A CONTRACT WITH CORVEL CORPORATION TO PROVIDE THE MANDATORY QUARTERLY WORKERS’ COMPENSATION REPORT TO MEDICARE FOR \$2,400 ANNUALLY MADE BY MR. VAN ETTEN. SECONDED BY MR. GEHL. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

E. Board of Elections

1. **Update** – Mr. Sweet stated we are in the process of providing a refresher training course to our trainees and we would like authorization to pay \$10 per individual for them to attend the course. Discussion followed.

**MOTION: AUTHORIZING THE BOARD OF ELECTIONS TO PAY TRAINEES \$10 EACH FOR ATTENDING THE REFRESHER TRAINING COURSE MADE BY MR. VAN ETTEN. SECONDED BY MR. GEHL. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION TO ADJOURN REGULAR SESSION AND RECONVENE IN EXECUTIVE SESSION PURSUANT TO PUBLIC OFFICERS’ LAW, ARTICLE 7§ 105.1.F. THE MEDICAL, FINANCIAL, CREDIT OR EMPLOYMENT HISTORY OF A PARTICULAR PERSON OR CORPORATION, OR MATTERS LEADING TO THE APPOINTMENT, EMPLOYMENT, PROMOTION, DEMOTION, DISCIPLINE, SUSPENSION, DISMISSAL OR REMOVAL OF A PARTICULAR PERSON OR CORPORATION MADE BY MR. GEHL. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

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

**MOTION: APPROVING THE REAPPOINTMENT OF ROBERT F. BIEHL AS PERSONNEL OFFICER EFFECTIVE JANUARY 1, 2010, MADE BY MR. DONNELLY. SECONDED BY MR. VAN ETTEN. 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, October 13, 2009  
9:30 a.m.**

**STEBEN COUNTY ADMINISTRATION COMMITTEE**

*Tuesday, October 13, 2009*

*9:30 a.m.*

*Legislative Committee Conference Room*

*Steuben County Office Building*

*Bath, NY 14810*

**\*\*AMENDED MINUTES\*\***

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

**STAFF:** Mark R. Alger      Gregory P. Heffner      Jack Wheeler  
James Gleason      Donna Hatch      Robert F. Biehl  
Carol Whitehead      Frederick H. Ahrens, Jr.      David English  
Tammy Hurd-Harvey

**OTHERS:** Mike Hanna

**I. CALL TO ORDER**

Mr. McAllister called the meeting to order at 9:30 a.m. and asked Mr. English to lead the Pledge of Allegiance.

**II. APPROVAL OF MINUTES**

**MOTION: APPROVING THE MINUTES OF THE SEPTEMBER 8, 2009 MEETING MADE BY MR. GEHL. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 4-0. (MR. VAN ETTEN ABSENT FOR VOTE)**

**III. DEPARTMENTAL REPORTS/REQUESTS**

A. Purchasing

1. **Budget Transfer** – Mr. Gleason informed the committee that he reviewed the maintenance agreements on the copier machines which are based on the number of copies annually. The number of copies was reduced and we came up with a \$7,000.00 refund and he would like authorization to transfer that money to the copier capital project. We have a number of soon to be obsolete copiers that we would like to replace and this money could purchase two, or possibly three smaller copiers. Small copiers range in price from \$1,500 - \$2,000 depending on the options. Now we tend to get the copiers networked and have the capability of scanning documents to email.

**MOTION: AUTHORIZING PURCHASING TO TRANSFER \$7,000.00 FROM THE COPIER MAINTENANCE LINE ITEM TO THE COPIER CAPITAL PROJECT IN ORDER TO PURCHASE COPIERS FROM STATE CONTRACT MADE BY MR. CROSSETT. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

2. **Surplus Equipment Auction Summary** – Mr. Gleason distributed a handout depicting the results of the surplus equipment auction. We had good participation from the municipalities and ARC put in 19 vehicles for sale. There are two expense items that we do not have final numbers for as we haven't received the bills for vehicle batteries and advertising. We also had purchased cleaning supplies as the workfare crew detailed the better vehicles. Things sold very well and scrap items also sold well.

B. Treasurer

1. **Monthly Report** – Mrs. Whitehead distributed her monthly report for the committees review. We will start auditing the room tax vendors. We are going to select two vendors and try to do them right away.

We have never audited the room tax vendors before. We would like to try to do this on a quarterly or every six month basis.

Mr. Crossett commented that the average credit card transaction at the Landfill is \$14.00 and that is a high fee to be paying; however, he has a feeling that it is still cheaper. Mr. Van Etten commented that is driven by the size of the transaction.

2. **Health Insurance** – Mrs. Whitehead stated with regard to active employees, Excellus is proposing a 1.5 percent increase for 2010. The largest piece of that is administrative fees. They are also proposing a reduction in the amount of money set aside as security and the amount that we prepay them. We had in major claims over \$250,000 per person. Actual claims to date from July through June were down \$200,000 and our claims have dropped. Health insurance is the largest thing that we spend money on. In 2008, we spent a total of \$13 million for all coverages.

**MOTION: SETTING THE HEALTH INSURANCE CONTRIBUTION RATE FOR MANAGEMENT AND CONFIDENTIALS AT 9 PERCENT FOR 2010 MADE BY MR. DONNELLY. SECONDED BY MR. GEHL. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

Mrs. Whitehead informed the committee that with regard to the retirees, the Excellus Option A has increased from a monthly premium of \$135.66 to \$166.61. The Health Net option that we currently have will be going away as the law has changed and Medicare Advantage is not available in 2010. One of the new plans is United Healthcare (AARP) which is a Medicare supplement and pays above what Medicare pays. The rate varies based on where the individual lives. She stated that she has been in contact to see if there will be any issues offering supplemental and Medicare advantage and it may depend on the number of participants. Mrs. Whitehead requested authorization to offer Excellus Option A, United Healthcare (AARP), MA Secure Horizons (NY) and MA Secure Horizons (National) to retirees for 2010.

Mr. Van Etten noted there was a 41.5 percent increase in Option D which has the majority of participants. Mrs. Whitehead stated all of these plans are community rated. Mr. McAllister asked are there other options we should consider? Mr. Van Etten asked with Option A being 22.8 percent, how does that split with County costs? Mr. Alger replied there are a number of different retirees with a number of different shares based on when they retired. Currently we pay up to one-half of a single policy. There are 429 retirees and we pay up to half on around 215 and then there are quite a few people that we pay one-quarter of the cost. Having 50 percent of the insurance paid is for employees with 25 or more years of services and those with 15 years or more have one-quarter of their insurance paid. Prior to that, they are all at a different percent.

Mrs. Whitehead stated if there is spousal coverage, the employee pays it all. Mr. Van Etten asked what is the impact on the County budget? Mr. Alger replied it doesn't matter. Our share will go up 1.5 percent. Mr. Van Etten asked if they shift to a different plan, is there any additional cost to the County? Mr. Alger replied no because we shifted the retirees into these programs. Mr. Van Etten asked what is the timing for the notification of the plan change? Mrs. Whitehead replied we will send out a letter in November and open enrollment will be until the end of December.

**MOTION: AUTHORIZING THE TREASURER TO OFFER EXCELLUS OPTION A, EXCELLUS OPTION D, UNITED HEALTHCARE (AARP), MA SECURE HORIZONS (NEW YORK) AND MA SECURE HORIZONS (NATIONAL) FOR 2010 TO THE RETIREES MADE BY MR. CROSSETT. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

Mrs. Whitehead informed the committee we currently offer a flex plan and the maximum an employee can contribute to it is \$1,500.00. We have about 20 percent of the participants contributing the maximum amount. She is proposing increasing the maximum contribution to \$2,000.00. This is just for medical, not child care.

**MOTION: AUTHORIZING AN INCREASE IN THE MAXIMUM EMPLOYEE CONTRIBUTION TO THE MEDICAL FLEX PLAN TO \$2,000.00 PER YEAR MADE BY MR. VAN ETTEN. SECONDED BY MR. GEHL. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

C. Real Property Tax Service Agency

1. **RPS V4 Chargeback** – Mrs. Hatch distributed the proposed Real Property System (RPS V4) chargebacks to towns and cities for license fees paid by the County to the State. This proposal also includes a County support fee of \$200.00. She requested authorization to charge the assessing unit their share back and to have that added to the town tax rate.

**MOTION: AUTHORIZING THE REAL PROPERTY TAX SERVICE AGENCY TO CHARGE THE ASSESSING UNITS THEIR SHARE OF THE LICENSE FEES PAID BY THE COUNTY TO THE STATE FOR THE RPS V4 AS WELL AS A COUNTY SUPPORT FEE AND TO ADD THAT INTO THE TOWN TAX RATE FOR 2010 MADE BY MR. CROSSETT. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.**

2. **Final Report from Ad-Hoc Committee on County Assessment Study** – Mrs. Hatch distributed copies of the final report from the Ad-Hoc Committee on County Assessment Study. The Committee concluded that although Counties may have a role in the Assessment process, the State of New York must establish rules and requirements if there is to be any significant improvement or change in the current assessing system. Hopefully, this could be done with a “carrot” – State financial incentives to encourage the use of a sole appointed assessor and adoption of 100 percent Full Market Value Assessments. Equally important, the State must enforce those rules and regulations. Although the County could provide assessment services, it is likely that those municipalities “most in need” would not use such services as their cost share would be more than municipalities are currently spending on assessment services. The Committee concluded that the County should not provide services unless it can be done on a “break even” basis.

Mr. Van Etten asked should the Legislature pass a memorializing resolution supporting the Cycle Bill? Mrs. Hatch replied that was one recommendation, as well as to have the State enforce existing rules and requirements. There are currently fourteen municipalities that do not have anything at all in place.

**MOTION: MEMORIALIZING THE GOVERNOR AND THE STATE LEGISLATURE IN SUPPORT OF THE CYCLE REASSESSMENT BILL TO HAVE REASSESSMENTS DONE ON A REGULAR CYCLE MADE BY MR. GEHL. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.**

D. Law Department

1. **Municipal Water Utility Easement Request** – Mr. English informed the committee that the Village of Bath has requested an easement on the south side of CR 113 in front of the old Health Care Facility. This is a strip of land that is 12’ x 480’ on the edge of the right-of-way. The village is doing improvements to their water system. It would seem that this would be a brand new line as they don’t already have an easement.

**MOTION: APPROVING A WATER UTILITY EASEMENT FOR THE VILLAGE OF BATH ON THE SOUTH SIDE OF CR 113 IN FRONT OF THE OLD HEALTH CARE FACILITY THAT IS LOCATED ON THE EDGE OF THE RIGHT-OF-WAY FOR A VILLAGE WATER IMPROVEMENT PROJECT 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.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. VAN ETTEN. SECONDED BY MR. GEHL. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION: ADJUSTING THE MANAGEMENT GRADE FOR THE DEPUTY 911 DIRECTOR FROM GRADE C TO GRADE E MADE BY MR. DONNELLY. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION: AUTHORIZING THE PAYMENT OF A \$5,000.00 PRO-RATED STIPEND TO LINDA HERRINGTON, SENIOR TYPIST IN THE RISK MANAGER'S OFFICE MADE BY MR. CROSSETT. 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-.**

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

Respectfully Submitted by:

Amanda L. Chapman  
Senior Stenographer  
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR  
Tuesday, November 10, 2009  
9:30 a.m.**

STEUBEN COUNTY ADMINISTRATION COMMITTEE

Tuesday, November 10, 2009

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      Scott J. Van Etten  
Francis L. Gehl

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

Staff: Mark R. Alger      Jack Wheeler      Gregory P. Heffner  
Frederick H. Ahrens      Victoria Fuerst      Donna Hatch  
James Gleason      Tammy Hurd-Harvey      Robert F. Biehl  
Judy Hunter      Nancy Smith      David English  
Jennifer Bailey

Other: Mary Perham, *Leader*      Carol Ferratella, Legislator-Elect      Michael Hanna, Legislator-Elect

**I. CALL TO ORDER**

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

**II. APPROVAL OF MINUTES**

**MOTION APPROVING THE MINUTES OF THE OCTOBER 13, 2009, MEETING MADE BY MR. GEHL. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**III. DEPARTMENTAL REPORTS/REQUESTS**

A. Purchasing Department

1. **Emergency Purchases** – Mr. Gleason stated we're reaching the threshold for the rules of purchases relative to supplies for the H1N1 clinics. Due to the shortage of supplies, quite often we are shopping for availability rather than best price. He would like to be able to purchase the supplies necessary for the administration of the flu clinics as needed. He requested the Committee declare an emergency for the purchase of flu clinic supplies for the duration of the flu season. Discussion followed.

**MOTION: DECLARING AN EMERGENCY ON THE PURCHASE OF EMERGENCY SUPPLIES TO RESPOND TO H1N1 FOR AS LONG AS THE COUNTY ADMINISTRATOR AND PURCHASING DIRECTOR DEEM NECESSARY MADE BY MR. GEHL. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

2. **Xerographic Copy Paper Bid** – Mr. Gleason recommended awarding the bid to Domtar Paper at \$26.67 per case.

**MOTION: AWARDING THE XEROGRAPHIC COPY PAPER BID TO DOMTAR PAPER FOR \$26.67 PER CASE MADE BY MR. VAN ETTEN. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

3. **Security Services** – Mr. Gleason requested authorization to renew the contract with Securitas Security for security at the County Office Building. He noted it is the same price as last year.

**MOTION: RENEWING THE CONTRACT WITH SECURITAS SECURITY AT THE SAME RATE AS THE PREVIOUS CONTRACT MADE BY MR. VAN ETTEN. SECONDED BY MR. GEHL. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

4. **Copiers** – Mr. Gleason requested authorization to replace four copiers through the NYS contract. He noted there is funding available in the project. Mr. Van Etten requested Mr. Gleason check into leasing copiers to see if it would be a cheaper way of keeping up with the technology. Discussion followed.

**MOTION: AUTHORIZING THE PURCHASE OF FOUR COPIERS THROUGH THE NYS CONTRACT MADE BY MR. GEHL. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

5. **Other** – Mr. Gleason stated the Clerk of the Legislature’s Office forwarded information to him regarding a request from the Elmira Postal Workers’ Union asking for the County’s support in memorializing Congress against consolidating the USPS Elmira Processing Facility with the Rochester Facility. He distributed copies of the information to the Committee for their review and suggested they address the issue next month once they’ve had time to read through it. Discussion followed. *For next month’s agenda.*

B. Real Property Tax Service Agency

1. **Annual Resolutions** – Mrs. Hatch presented the annual tax resolutions that will be on the Legislative agenda for the November meetings. She reviewed the proposed resolutions with the Committee.

Mrs. Hatch stated in order to treat all exemptions the same, she requested authorization to add the Cold War Veterans’ exemption back into the taxable value of the County before they determine the equalized full value. Discussion followed.

**MOTION: AUTHORIZING THE REAL PROPERTY TAX SERVICE AGENCY DIRECTOR TO ADD THE COLD WAR VETERANS’ EXEMPTION BACK INTO THE TAXABLE VALUE OF THE COUNTY BEFORE DETERMINING THE EQUALIZED FULL VALUE MADE BY MR. GEHL. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

Mr. Van Etten asked is 3 percent a high or low amount for the percentage of exemptions? Mrs. Hatch stated she can certainly check other counties to see. She noted it depends on how many property owners fall into each exemption category. Mr. Van Etten stated it would be interesting to know how much the percentage on the senior citizens exemption has changed over a ten year period. Discussion followed.

C. County Treasurer

1. **Health Insurance for Retirees** – Ms. Hurd-Harvey stated last month the Committee approved offering our retirees various health insurance plans. However, once United Healthcare learned we were offering Excellus as a competing product, they didn’t want to offer us that plan for the in-state retirees. They would, however, offer it to out-of-state retirees. Discussion followed.

Ms. Hurd-Harvey requested authorization to present the retirees the Excellus Plan Option A and Option D, MVP GoldAnywhere PPO, and the Hartford Medicare Supplemental G plans. If Hartford does pull out, she would like authorization to go back and offer the United Healthcare (AARP) supplemental plan. Discussion followed.

**MOTION: AUTHORIZING THE COUNTY TREASURER TO PRESENT THE RETIREES THE EXCELLUS PLAN OPTION A AND OPTION D, MVP GOLDANYWHERE PPO, AND THE HARTFORD MEDICARE SUPPLEMENTAL G PLANS WITH ADDITIONAL AUTHORIZATION TO OFFER THE UNITED HEALTHCARE (AARP) SUPPLEMENTAL PLAN TO OUT-OF-STATE RETIREES IF HARTFORD PULLS THEIR OFFERED PLAN MADE BY MR. GEHL. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

D. County Clerk

1. **Semi-Annual Mortgage Tax** – Mrs. Hunter stated she distributed the semi-annual tax reports previously.

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

2. **Other** – Mrs. Hunter stated the Governor’s budget included a section stating that in April 2010 a new plate distribution would be required for vehicles. She distributed copies of a resolution for the Committee’s review and consideration in opposition to this proposal.

Mrs. Hunter stated the last plate issuance was 8 or 9 years ago and prior to that, the time frame was a 15 year span. This plan would require everybody to get new plates. There are many people working two and three jobs trying to make ends meet and it seems like an unnecessary added burden.

**MOTION: MEMORIALIZING THE GOVERNOR AND NEW YORK STATE LEGISLATURE IN OPPOSITION TO THE REISSUANCE OF LICENSE PLATES AND ASSOCIATED FEES MADE BY MR. GEHL. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.**

Mrs. Hunter stated she’s a member of her State Association’s DMV Committee. The Governor has contacted us and said he is willing to reconsider this plate proposal. He is planning on meeting with us and I’m sure that he wants us to come up with ways to make up the difference in revenues. She asked the Committee if they had any ideas for her to recommend to him. Mr. Donnelly stated they should reduce the eligibility for Medicaid as our Medicaid system is the richest in the country. Discussion followed.

E. Personnel

1. **Countywide Training** – Mrs. Smith stated we completed our countywide training. We had excellent attendance, with 914 trained out of 956 employees.

F. County Administrator

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

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

**MOTION: CUTTING THE PROPOSED MANAGEMENT SALARY INCREASE IN HALF AND REDUCING THE LEVEL OF FUNDING AVAILABLE FOR ALL MANAGEMENT INCREASES TO \$100,000 MADE BY MR. VAN ETTEN. SECONDED BY MR. GEHL. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**MOTION AUTHORIZING THE COUNTY TREASURER TO PAY BILLS ON BEHALF OF EMPLOYEES TO CANARX SUBJECT TO THE IMPLEMENTATION OF LABOR CONTRACT AMENDMENTS 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, December 8, 2009  
9:30 a.m.**

**STEBEN COUNTY ADMINISTRATION COMMITTEE**

**Tuesday, December 8, 2009**

**9:30 a.m.**

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

**MINUTES**

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

Legislators: Philip J. Roche    John Walsh    Joseph Hauryski

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

Other: Carol Ferratella, Legislator-Elect                      Gary Roush, Legislator-Elect  
                    Gary Swackhamer, Legislator-Elect                      Mary Perham, *Leader*

Absent: Patrick F. McAllister, Chair

**I. CALL TO ORDER**

The meeting was called to order by Mr. Donnelly, Vice Chair, 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 NOVEMBER 10, 2009, MEETING MADE BY MR. GEHL. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**III. DEPARTMENTAL REPORTS/REQUESTS**

A. Personnel Officer

1. **Reclassification** –Mr. Biehl stated the E-911 Department is requesting the reclassification of a vacant Grade VI Senior Typist position to a Grade XI Computer Aided Dispatch Specialist position. This is a new classification and the position would likely be moved from the main bargaining unit to the Corrections Officers/Dispatchers bargaining unit. Discussion followed.

Mr. Hopkins stated this will alleviate his and his Deputy’s workload. They spend hundreds of hours of configuration time on the system whenever anybody requests a change. This position would take over that duty. We are looking to focus on the training element of the department to reduce overtime expenditures and increase efficiency. Mr. Alger stated in addition, once we move beyond the contract with Frontier and Positron we may want to go to a direct support contract with Positron. This position would be the contact for them and it would provide a significant savings. Discussion followed.

**MOTION: AUTHORIZING THE RECLASSIFICATION OF A VACANT GRADE VI SENIOR TYPIST POSITION TO A GRADE XI COMPUTER AIDED DISPATCH SPECIALIST POSITION WITHIN THE E-911 DEPARTMENT MADE BY MR. GEHL. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.**

B. Records Center

1. **Microfilming Contract** – Mr. Sherer requested authorization to renew the contract for microfilming services in the amount of \$35,000.

**MOTION: RENEWING THE CONTRACT BETWEEN THE RECORDS CENTER AND PHOTO & MICROGRAPHICS, INC., (PMI) FOR ONE YEAR IN THE AMOUNT OF \$35,000 MADE BY MR. VAN ETTEN. SECONDED BY MR. GEHL. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

C. County Treasurer

1. **Monthly Report** – Mrs. Whitehead reviewed her monthly report. Discussion followed.

D. Real Property Tax Service Agency

1. **Budget Appropriation** – Mrs. Hatch stated we had applied for a grant from the New York State Office of Real Property Services (NYS ORPS) for \$25,000 initially, and then an additional \$25,000 to conduct an assessment improvement study which was presented to the Legislature. The initial grant was expended in 2008. The second \$25,000 is still in the account. When Information Technology (IT) developed the online database for the public to access the County's assessment data, they incurred some expenses for the project and would like to be reimbursed. After paying those expenses, there would be a \$5,800 balance. She requested authorization to encumber that money into the 2010 budget. She has submitted a project request to IT to investigate a cost/savings analysis of installing a Citrix server to give local assessors and the County real time online access to the local assessors' assessment data files. This would allow the towns to be online with the county system to do maintenance of their data. This follows the commitment we made to the State in the grant application as it would improve our tax collection system. It would also allow us to stop sending people out into the towns to update their systems. She noted that there is a major conversion coming up and it will require substantial time out in the field for the conversion. This would keep us from having to go into the field for those updates. Discussion followed.

Mr. Roche asked is there any concern about security? Mrs. Hatch stated that is something we would have to cover in the study. Discussion followed.

**MOTION: APPROPRIATING \$25,000 IN ORPS GRANT FUNDS TO A NEW CAPITAL PROJECT (ACCOUNT #1355.3089600) IN THE 2010 BUDGET FOR THE IMPROVEMENT OF THE LOCAL ASSESSMENT SYSTEM MADE BY MR. GEHL. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.**

E. Purchasing Department

1. **Automobile Maintenance Bid** – Mr. Gleason recommended awarding the automobile maintenance and oil change bid for the Bath area on a line item basis for the general motor pool to Xpress Lube, Reliable Auto Service, Affordable Auto and Colonial Motors, and to Affordable Auto and Reliable Auto for the Sheriff's motor pool. In addition, he recommended they reject the bids for the Corning and Hornell areas and solicit new bids due to a lack of competition.

**MOTION: AWARDING THE AUTOMOBILE MAINTENANCE AND OIL CHANGE BID FOR THE BATH AREA ON A LINE ITEM BASIS FOR THE GENERAL MOTOR POOL TO XPRESS LUBE, RELIABLE AUTO SERVICE, AFFORDABLE AUTO AND COLONIAL MOTORS, AND TO AFFORDABLE AUTO AND RELIABLE AUTO FOR THE SHERIFF'S MOTOR POOL; REJECTING THE BIDS FOR THE CORNING AND HORNELL AREAS AND SOLICITING NEW BIDS MADE BY MR. GEHL. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

2. **Memorialization** – Mr. Gleason stated last month they tabled memorializing Congress regarding the consolidation of postal services from the Elmira facility to the Rochester facility. Discussion followed. *No action taken.*

3. **Informational** – Mr. Gleason stated he received notification on December 4<sup>th</sup> that Purchasing Specialist Jacques Begin was awarded another scholarship from the NYS Association of Purchasing Specialists. The scholarship helps defray the expenses associated with attending their annual conference. He does a good job and I'd like to recognize him for that. *Congratulations Jacques!*

F. County Clerk

1. **Contracts** – Mrs. Hunter stated she has two contracts up for renewal.

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

**MOTION: RENEWING THE CONTRACT BETWEEN THE COUNTY CLERK AND COTT SYSTEMS, INC., FOR TWO YEARS AT A RATE OF \$1,757 PER MONTH MADE BY MR. GEHL. 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. GEHL. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**MOTION: RENEWING THE CONTRACT BETWEEN THE COUNTY CLERK AND ACS FOR MICROFILM STORAGE FOR TWO YEARS AT THE CURRENT RATE OF \$1.30 PER ROLL MADE BY MR. GEHL. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

2. **Informational** – Mrs. Hunter reported that the pistol permit revenue at the end of November was \$28,600.

G. County Administrator

1. **Insurance Renewal** – Mr. Alger stated they are still working on the quote for the general liability and public officials' liability insurance. He will be meeting with the agent next Friday to review the proposals. He requested a special Administration Committee meeting prior to the Legislative Meeting to award the proposals. *Special Administration Committee Meeting – Monday, December 21, 2009 at 9:30 a.m.*

2. **ProAct Update** – Mr. Wheeler stated our ProAct representative will be attending the December Legislative meeting to provide an update. To date, this program has saved residents close to \$400,000 at no cost to the County. Mr. Van Etten asked are all of the surrounding counties involved in this type of program? Mr. Alger stated not all of them; Chemung just started a program.

H. County Attorney

1. **Collateral Source Legislation** – Mr. Ahrens stated that 9 years ago the County memorialized the State of New York to enact Collateral Source Legislation. The Legislation was finally passed last month and has been signed by the Governor. It was a significant battle for all of those years. This will put municipalities on an even keel with the private sector as far as Workers' Compensation. This is a good indication of our activities in various organizations such as NYSAC, the County Attorneys' Association, the Bar Association, and the InterCounty Association of Western New York.

Mr. Donnelly asked for an example on how this legislation affects the County. Mr. Ahrens stated in the private sector, if a judgment is rendered then other expenses are applied against the judgment, such as insurance, to defray the cost. The Court of Appeals had stipulated that this didn't apply to municipalities. Therefore, individuals would receive Workers' Compensation, disability, insurance, etc. and would also get recompensed on jury decisions. On a recent case involving the County, it would have saved us \$200,000. Mr. Ahrens stated occasionally our memorializing resolutions work and it is also why we are involved in these various organizations.

**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. VAN ETTEN. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**MOTION: RECOMMENDING THE APPOINTMENT OF KENNETH E. ISAMAN OF HORNELL, NY, AS THE STEUBEN COUNTY RISK MANAGER AT A SALARY OF \$65,000 PER ANNUM (MANAGEMENT GRADE F) MADE BY MR. VAN ETTEN. SECONDED BY MR. GEHL. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.**

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

**MOTION TO ADJOURN MADE BY MR. CROSSETT. 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, January 12, 2010  
9:30 a.m.**

**STEBEN COUNTY ADMINISTRATION COMMITTEE**

**Special Meeting**

*Monday, December 21, 2009*

*9:30 a.m.*

*Legislative Committee Conference Room*

*Steuben County Office Building*

*Bath, New York*

**\*\*MINUTES\*\***

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

**STAFF:** Mark R. Alger    Jack Wheeler                                      Carol Whitehead  
Frederick H. Ahrens, Jr.                                      David English

**LEGISLATORS:** Donald B. Creath                                      Dan C. Farrand                                      Joseph J. Hauryski  
Robert V. Nichols                                      Thomas J. Ryan                                      David R. Stachnik  
John S. Walsh                                      Randolph J. Weaver

**ABSENT:** Patrick F. McAllister, Chair

**I. CALL TO ORDER**

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

**II. GENERAL BUSINESS**

A. Administrator

1. **Insurance Renewal** – Mr. Alger informed the committee that they have received quotes from Marsh for our general liability/public entity liability insurance. Our current premium is \$200,258.00 and the premium will now be approximately \$190,319.00. We expect that amount to go down an additional \$40,000.00. Mr. Donnelly asked what is our limit of coverage? Mr. Alger replied it is \$10 million per occurrence.

**MOTION: RENEWING THE GENERAL LIABILITY/PUBLIC ENTITY LIABILITY INSURANCE WITH MARSH FOR A COST OF \$190,319.00 MADE BY MR. GEHL. SECONDED BY MR. VAN ETTEN. 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:

Amanda L. Chapman  
Senior Stenographer  
Steuben County Legislature