

STEBEN COUNTY ADMINISTRATION COMMITTEE

Tuesday, January 12, 2010

9:30 a.m.

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

MINUTES

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

Legislators: Carol Ferratella Joseph J. Hauryski Gary B. Roush
Michael Hanna

Staff: Mark R. Alger Jack Wheeler Vince Spagnoletti Eric Tyner
James Gleason Vicki Olin Robert Biehl Kenneth Isaman
Frederick Ahrens Joel Ordway Gregory Heffner Carol Whitehead
David English Nancy Smith Tammy Hurd-Harvey Robert McDaniels
Judy Hunter Jennifer Bailey

Other: Greg Carry, CSEA Mary Perham, *Leader*

I. CALL TO ORDER

The meeting was called to order by Mr. McAllister at 9:30 a.m. Pledge was led by Mr. Isaman.

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

MOTION DENYING THE GRIEVANCE OF ARTICLE X, SECTION IV OF THE DEPUTY SHERIFF'S CONTRACT MADE BY MR. VAN ETTEN. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

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

II. APPROVAL OF MINUTES

MOTION APPROVING THE MINUTES OF THE DECEMBER 8 AND DECEMBER 21, 2009, MEETINGS MADE BY MR. DONNELLY. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR MOTION CARRIES 4-0.

III. DEPARTMENTAL REPORTS/REQUESTS

A. Personnel Officer

1. **Reclassification – Public Works** – Mr. Biehl stated Commissioner Spagnoletti is requesting authorization to reclassify a vacant Heavy MEO position, Grade X, to a MEO position, Grade VIII.

MOTION: RECLASSIFYING A VACANT HEAVY MOTOR EQUIPMENT OPERATOR POSITION TO A GRADE VIII MOTOR EQUIPMENT OPERATOR POSITION IN THE DEPARTMENT OF PUBLIC WORKS MADE BY MR. CROSSETT. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

B. Board of Elections

1. **Voting Machines** – Mrs. Olin stated she received notification from the New York State Board of Elections regarding requirements they must meet in order to replace all of the lever machines. She stated we are in compliance with those requirements. Now we need to determine what to do with the lever machines. We currently have 104 lever machines and they are located in the town clerk offices and schools. We have no room to store them and each machine weighs approximately 800 pounds.

Mrs. Olin stated there hasn't been an official ruling on what the schools and villages can use for their elections. They will use the lever machines for the village elections in March. Mr. McAllister asked if they should send a letter offering the machines to whoever originally paid for them. Mr. Alger suggested they just give them back to them. Considerable discussion followed.

Mr. Van Etten stated he would rather offer them back if they want them but if they don't want them, I don't think the County should shirk its responsibility for them. Mr. Donnelly suggested giving them a specific time frame to respond.

MOTION: AUTHORIZING THE BOARD OF ELECTIONS TO SEND A LETTER TO THE PREVIOUS OWNERS OF THE LEVER VOTING MACHINES OFFERING THEM THE OPPORTUNITY TO RETAIN THE MACHINES AND TO RESPOND WITHIN 60 DAYS MADE BY MR. VAN ETTEN. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

2. **Update on Software Purchase** – Mrs. Olin stated they have additional funding left at the end of 2009. Keeping in mind that the next few years are going to be financially difficult for the County, we used that money to pay the 2010 and 2011 payments on the NTS contract for a total of \$33,868.40. Also, knowing what we are responsible for this year, such as designing the ballots, they needed an additional update on the current software program for full document imaging. The cost of the update was \$47,192.45 and includes installation, configuration, training software license, first year maintenance and support and 2 year maintenance. So, they also used the remaining 2009 funding to purchase the update. She noted the maintenance will be \$5,229.45 in 2012. This system will allow them to have all of the voter registration files backed up onto the computer and eliminate the need to have their records on microfiche. It will also provide the staff with the ability to view all voter registration information at their desk so they will no longer need to pull voter registration cards, making their office more efficient. Discussion followed.

MOTION: RATIFYING THE BOARD OF ELECTION'S PURCHASE OF IMAGE IT SOFTWARE FOR THE NTS SYSTEM FOR THE AMOUNT OF \$47,192.45 MADE BY MR. DONNELLY. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

C. County Treasurer

1. **Monthly Report** – Mrs. Whitehead asked if there were questions on her report. Mr. Van Etten asked about the constitutional tax limit filing. Mrs. Whitehead stated they take the 5 year average of assessments and apply a certain percentage to that. She noted there are some exemptions for certain kinds of debt and the limit right now is 49.5 percent. Discussion followed.

Mr. Van Etten asked which four towns used the tax collection software? Mrs. Whitehead stated they worked directly with Information Technology so I'm not sure who was utilizing but she will find out. Discussion followed. *Secretary's Note: Mrs. Whitehead reported after the meeting that the towns were: Pulteney, Cameron and Thurston; Tuscarora is trying it but no payment data has been received to date.*

D. Clerk of Legislature

1. **Contract Extension** – Mrs. Mori requested authorization to extend the contract with Two Brothers Printing for the printing of the Journal of Proceedings. She noted the price is the same as last year. Discussion followed.

MOTION: EXTENDING THE CONTRACT WITH TWO BROTHERS PRINTING FOR THE PRINTING OF THE 2010 JOURNAL OF PROCEEDINGS MADE BY MR. VAN ETTEN. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

E. County Clerk

1. **Monthly Report** – Mr. Van Etten asked if there was any progress on the issue with Cott Imaging. Mrs. Hunter stated the main issue was timeliness of customer service response. Discussion followed.

F. Purchasing

1. **Award – Auto Maintenance** – Mr. Gleason recommended awarding the Corning area to Fox Auto Group and the Hornell area to Park Automotive for the General Automobile Maintenance and Oil Change bid. He recommended awarding the Corning area to Fox Auto Group and the Hornell area to Auto Specialized Service for the Sheriff Automobile Maintenance and Oil Change bid. Discussion followed.

MOTION: AWARDING THE CORNING AREA TO FOX AUTO GROUP AND THE HORNELL AREA TO PARK AUTOMOTIVE FOR THE GENERAL AUTOMOBILE MAINTENANCE AND OIL CHANGE BID; AWARDING THE CORNING AREA TO FOX AUTO GROUP AND THE HORNELL AREA TO AUTO SPECIALIZED SERVICE FOR THE SHERIFF AUTOMOBILE MAINTENANCE AND OIL CHANGE BID MADE BY MR. CROSSETT. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

2. **Excess Workers' Compensation Coverage** – Mr. Alger stated initially the agent thought the premium would be the same as it was the prior year. However, a recent change in State Legislation has resulted in a significant increase in the premium. Mr. Isaman stated apparently the formula being used for all workers is based upon a statewide average, including New York City. Mr. Alger stated we looked at several different proposals and have decided that we will keep the self-insured retention the same and have a corridor deductible per occurrence. These changes resulted in a policy increase of \$9,000 which is significantly less than the original quote. Discussion followed.

MOTION: APPROVING THE EXCESS WORKERS' COMPENSATION COVERAGE WITH A POLICY PRICE INCREASE OF \$9,000 MADE BY MR. DONNELLY. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

IV. OTHER BUSINESS

Mr. Donnelly noted that next month's meeting date falls during the NYSAC Conference. The Committee agreed to change the February meeting to Thursday, February 11 at 9:30 a.m.

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

Respectfully submitted by,

Brenda K. Mori
Deputy Clerk
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR
Thursday, February 11, 2010
9:30 a.m.**

STEUBEN COUNTY ADMINISTRATION COMMITTEE

Thursday, February 11, 2010

9:30 a.m.

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

MINUTES

Committee: Patrick F. McAllister, Chair Lawrence P. Crossett, Vice Chair Scott J. Van Etten
Gary B. Roush Carol A. Ferratella

Legislators: Patrick F. Donnelly Joseph J. Hauryski Michael Hanna

Staff: Mark R. Alger Jack Wheeler Tammy Hurd-Harvey Carol Whitehead
Jennifer Bailey Kenneth Peaslee David McCarroll Stacey Lee
Sally MacDougal Brenda Campbell Nancy Smith Robert Biehl
Chris Myer Veronica Olin James Gleason David English
Judy Hunter Gregory Heffner Christine Kane Kenneth Isaman
Nicole Walker

Other: Kelly Comfort, CSEA Mary Perham, *Leader*

I. CALL TO ORDER

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

II. APPROVAL OF MINUTES

MOTION APPROVING THE MINUTES OF THE JANUARY 12, 2010, MEETING MADE BY MR. VAN ETTEN. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

III. DEPARTMENTAL REPORTS/REQUESTS

- A. Personnel Office
 - 1. **Grievance**

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

MOTION: DENYING THE GRIEVANCE RELATIVE TO ARTICLE XV: PAID LEAVES, SECTION 1. A. VACATIONS MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

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

B. Discussion on Monthly Reports – Mr. McAllister stated he included this on the agenda as he has had requests from Legislators to receive Department Head reports in adequate time to review the reports before the Standing Committee meetings. He believes three days in advance of the committee meeting would be appropriate.

Mr. Roush stated this is critically important, especially for new legislators.

Mr. Crossett stated it is a good policy but he would hate to see it set in stone as items always come up at the last minute. Mr. Alger stated their report is different than something that is an action item. He will work on a draft policy/procedure and maybe set the deadline along with the submission of agenda items to the Clerk of the Legislature's office.

Mr. Van Etten stated he wanted to make it clear that the Committee does not expect departments to begin creating reports on this. This would only apply if they have an item on the agenda where the Committee would need background information to make an informed decision.

C. Information Technology

1. **Legislators Email** – Mr. McAllister stated he included this item on the agenda after discussion with other Legislators regarding the County email system. Many of the Legislators have voiced the opinion that they would like to be able to designate which email address they use, their personal email or their County email. Is it feasible to do that? Mr. Peaslee stated we just introduced the ability for you to access County email from outside of the county. We felt that was a better solution to address information that is accessible under the Freedom of Information Law.

Mr. Roush stated items sent to your personal email from a County email address are already on the County server. So your County business card should have the County email on it so that outside emails from individuals outside of the county come through the server. Considerable discussion followed.

The Committee agreed that they would like the capability to have emails forwarded from their County email address to their personal email address. Any responses to constituents from forwarded emails should be blind-copied to Legislators' County email addresses so the response is included on the County server. Mr. Peaslee noted that his department would need to have the capability to delete emails from Legislators' County email inbox if necessary. Mr. McAllister stated Legislators would need to notify Mrs. Kane, Clerk of the Legislature, as to which email address they would prefer to use. He stated they should probably have a written procedure for Legislators to follow regarding this.

Mr. Roush stated he would prefer to see the written procedure before approving it. The Committee directed Mr. Peaslee, Mr. English and Mr. Alger to develop a procedure for Legislators for use of County email for presentation to the Committee at the March meeting.

D. Purchasing Department

1. **Xerographic Copy Paper Bid** – Mr. Gleason asked to declare Domtar/RIS Paper Co as non-responsive and award the bid to Xpedx. Mr. Roush stated with the amount of paper being used, has any discussion been had about using more electronic files? Mr. Alger stated he can assign a group of department heads with the task of evaluating what we can do to reduce paper consumption.

MOTION: DECLARING DOMTAR/RIS PAPER CO. AS NON-RESPONSIVE AND AWARDING THE XEROGRAPHIC COPY PAPER BID TO XPEDX FOR \$27.85 PER CASE MADE BY MR. CROSSETT. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. **Kardex Machines** – Mr. Gleason stated last year the Board of Elections declared 3 Kardex machines as excess equipment. He tried to sell them on E-bay but no bids were received. The other option would be to sell them at the County auction, but historically they have sold for less than \$25 each and the purchasers generally remove what they want from the machines and leave the shell at the auction site, which the County ends up having to dispose of. Therefore, he would like to know how the Committee wishes to proceed with the disposal of these machines.

MOTION: AUTHORIZING THE PURCHASING DIRECTOR TO SELL 3 KARDEX MACHINES FOR SCRAP MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

E. County Treasurer

1. **Monthly Report** – Mrs. Whitehead distributed copies of a report showing her department's accomplishments of 2009 for the Committee's review. Discussion followed.

F. County Administrator

1. **Workers' Compensation** – Mr. Alger stated we had issues closing the Workers' Compensation Fund for 2009 as it is short \$350,000. He requested the Committee authorize a billing to the participants for the 2011 fiscal year. The reason for the shortfall is a combination of things. Particularly hard the past two years has been the State chargebacks. We increased the allocations to the participants for 2010 to cover the State chargebacks. Discussion followed.

Mr. Crossett suggested adding it to next year's budget rather than sending a separate bill. Mr. English stated the Treasurer would invoice this amount and build it into the 2011 budget. Discussion followed.

MOTION: AUTHORIZING THE COUNTY TREASURER TO BILL THE WORKERS' COMPENSATION PLAN PARTICIPANTS FOR OVERAGES IN THE 2009 WORKERS' COMPENSATION FUND AND MAKING THE PAYMENT COLLECTIBLE IN 2011 OR SOONER IF A MUNICIPALITY DROPS OUT OF THE PLAN MADE BY MR. CROSSETT, SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

G. Board of Elections

1. **Voting Machines** – Mrs. Olin stated she sent a letter to the municipalities allowing them 60 days to notify the County as to whether or not they wish to keep their voting machines. So far they have received four responses and two would like to keep the machines and the other two do not. We asked them in the letter to also list what machines they have and where they are located. She noted they have not sent letters to the school districts because the machines were owned by the towns. Discussion followed.

Mrs. Olin stated the State has asked the Election Commissioners to send a survey to the schools as to whether or not they will continue using the lever machines for their school elections. We're supposed to get the responses back to the State so they can decide how to address the school elections. Discussion followed.

Mr. Van Etten stated we will need to cost out the price of an election so the schools know ahead of time how much it will cost them to use our machines if the State tells them they can no longer use the lever machines. I would rather provide the schools with the service for their elections than have them purchase their own machines. Discussion followed.

IV. OTHER BUSINESS

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

MOTION TO ADJOURN EXECUTIVE SESSION AND RECONVENE IN REGULAR SESSION MADE BY MR. ROUSH. SECONDED BY MR. CROSSETT. 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 of the Legislature

**NEXT MEETING SCHEDULED FOR
Tuesday, March 9, 2010 @ 9:30 a.m.**

**STEUBEN COUNTY ADMINISTRATION COMMITTEE
STEUBEN COUNTY FINANCE COMMITTEE
JOINT SPECIAL MEETING**

Monday, February 22, 2010

9:45 a.m.

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

****MINUTES****

COMMITTEE:	Patrick F. McAllister, Chair Gary B. Roush	Lawrence P. Crossett, Vice Chair Scott J. Van Etten	Carol A. Ferratella
	Lawrence P. Crossett, Chair Gary B. Roush	Gary D. Swackhamer, Vice Chair Scott J. Van Etten	Donald B. Creath
STAFF:	Mark R. Alger Kenneth Isaman	Jack Wheeler Frederick H. Ahrens, Jr.	Tammy Hurd-Harvey
LEGISLATORS:	Patrick F. Donnelly Joseph J. Hauryski Thomas J. Ryan	Dan C. Farrand Robert V. Nichols John S. Walsh	Michael Hanna Philip A. Palmesano

I. CALL TO ORDER

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

II. GENERAL BUSINESS

A. Workers' Compensation – Mr. Alger distributed of the Self-Insurance Administration and Workers' Compensation summary budgets. In the Workers' Compensation budget we have a deficit of approximately \$315,000.00. The other attachment included with the summary budgets is the Workers' Compensation Apportionment to the towns and villages. This is the pro-rated share of the \$350,000.00. The total amount needed is slightly less than \$600,000.00 which includes the balance of the Self-Insurance Plan Reserve of \$200,000.00 and the balance in the Self-Insurance Plan Unreserved Fund Balance of approximately \$42,000.00. There is no change in the amount we are requesting, but as we did not talk about this part of the Plan in Finance, he wanted to make the committee aware as these amounts were included in the Resolution.

Mr. Crossett commented that the villages are working on their budgets now and should be notified of this. Mr. Alger replied that we will get this distributed to the towns and villages right away.

MOTION: AUTHORIZING AND DIRECTING THE COUNTY TREASURER TO INVOICE \$350,000 FOR THE WORKERS' COMPENSATION FUND AND TO DISTRIBUTE PAYMENT FOR SAME AS INCLUSION IN THE 2011 WORKERS' COMPENSATION BUDGETS PRO-RATA FOR EACH OF THE PARTICIPATING MEMBERS UTILIZING THE 2009 WORKERS' COMPENSATION BUDGET FOR THE PARTICIPATING MEMBERS AND ALSO AUTHORIZING THE APPROPRIATION OF THE FUND BALANCES MADE BY MR. CROSSETT. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0 ADMINISTRATION; 5-0 FINANCE.

MOTION: TO ADJOURN MADE BY MR. VAN ETTEN, SECONDED BY MRS. FERRATELLA AND DULY CARRIED.

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

STEBEN COUNTY ADMINISTRATION COMMITTEE

Tuesday, March 9, 2010

9:30 a.m.

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

MINUTES

Committee: Patrick F. McAllister, Chair Lawrence P. Crossett, Vice Chair Carol Ferratella
Gary B. Roush Scott J. Van Etten

Legislators: Patrick F. Donnelly Thomas J. Ryan John Walsh
Joseph J. Hauryski Gary D. Swackhamer Michael Hanna

Staff: Mark R. Alger Jack Wheeler Robert F. Biehl Vicki Fuerst
Donna Hatch Kenneth Peaslee Frederick Ahrens James Gleason
Sally MacDougal Kenneth Isaman Veronica Olin Joseph Welch
Tammy Hurd-Harvey Chris Myers Brenda Campbell David English
Deanna Bagley Judy Hunter Jennifer Bailey

Other: Kelly Comfort, CSEA Mary Perham, *Leader* Joe Starks, ECC Technology

I. CALL TO ORDER

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

II. APPROVAL OF MINUTES

MOTION APPROVING THE MINUTES OF THE FEBRUARY 11 AND FEBRUARY 22, 2010, MEETINGS MADE BY VAN ETTEN. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

III. DEPARTMENTAL REPORTS/REQUESTS

- A. Personnel Officer
1. **Grievance – Public Health Nursing**

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. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: DENYING THE PUBLIC HEALTH NURSING SERVICE GRIEVANCE RELATIVE TO ARTICLE XIV, SECTION 7. OVERTIME MADE BY MR. CROSSETT. SECONDED BY MR. VAN ETTEN. IN FAVOR: CROSSETT, VAN ETTEN, FERRATELLA AND MCALLISTER. OPPOSED: ROUSH. MOTION CARRIES 4-1.

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

- B. Real Property Tax Service Agency
1. **Annual Report** – Mrs. Hatch stated she distributed copies of her annual report to the Committee and has filed it with the Clerk of the Legislature. She asked if there were any questions relative to her report.

C. Purchasing Department

1. **Copiers** – Mr. Gleason requested authorization to purchase 2 copier machines with funding from the Copier Capital Project. He noted they would be purchased off of the State Bid for a total cost of \$23,000. Mr. Roush asked is it cheaper to purchase the copiers versus leasing? Mr. Gleason stated typically with the length of time we've kept the machines and the price they receive from the State bid, it is cheaper to purchase than lease. Discussion followed.

MOTION: AUTHORIZING THE PURCHASING DIRECTOR TO PURCHASE TWO COPIERS FOR \$23,000 OFF OF THE STATE BID TO BE FUNDED FROM THE COPIER CAPITAL PROJECT MADE BY MR. VAN ETTEN. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

D. Board of Elections

1. **Polling Place Access Improvement Grant** – Mr. Welch stated they received a Federal grant for \$3,830 to provide handicapped accessibility at polling places. He requested authorization to accept the grant.

Mrs. Ferratella asked are we upgrading facilities where the polling places may be moved? Mrs. Olin stated no; she and Mr. Welch will assess every site to determine if it is large enough to hold the election. This is the third grant we have had for handicapped accessibility for sites, if we are going to continue using them.

MOTION: AUTHORIZING THE BOARD OF ELECTIONS TO ACCEPT A FEDERAL GRANT FOR \$3,830 TO PROVIDE HANDICAPPED ACCESSIBILITY AT POLLING PLACES MADE BY MR. ROUSH. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

2. **Update of Lever Machine Survey** – Mrs. Olin stated so far we have received 19 responses back from municipalities on whether or not they wanted to keep the lever machines. To date, 14 have stated they want to keep them and 5 have decided they do not want them. The 60 day response period expires at the end of March. Discussion followed.

Mrs. Olin will send another letter to those municipalities that haven't responded letting them know that if they do not respond, the machines will be given to them.

Mrs. Olin stated the State Board of Elections sent a survey to the school districts asking them if they wanted to continue using the lever machines for their elections. The majority of the schools wish to continue using the lever machines but she does not know if the State Education Department will allow them to continue using them. Discussion followed.

3. **Budget Adjustment** – Mrs. Olin stated the Federal training grant has been completed so she would like authorization to reduce the revenue and expense line for the grant by \$27,034. She also requested authorization to increase the NYS Access Improvement Grant revenue and expense line by \$1,639.58 to bring the grant total to \$22,874.08.

MOTION: REDUCING THE FEDERAL TRAINING GRANT REVENUE (145000.4.4089000) AND EXPENSE (145000.5.407450) LINE ITEMS BY \$27,034 AND INCREASING THE NYS ACCESS IMPROVEMENT GRANT REVENUE (145000.4.3089400) AND EXPENSE (145000.5.412250) LINE ITEMS BY \$1,639.58 MADE BY MR. CROSSETT. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

4. **Other** – Mrs. Olin stated there is a real chance that the Governor will declare that we need to do a special election, which will result in an unexpected additional expense for our budget. We just wanted to make you aware of that. Mr. Alger noted that whoever is elected will have to run again in November.

E. County Administrator

1. **Proposed Fiber Project** – Mr. Wheeler introduced Joe Starks from ECC Technology. Mr. Starks stated we are looking at a proposal for a municipal fiber network, which will dovetail with the ION network. This is a round 2 Federal stimulus funding submission being done in conjunction with the Southern Tier Central (STC)

and Southern Tier East (STE) Regional Planning and Development Boards. The network would link core anchor tenants.

Mr. Starks stated about 9 months ago we met with STC and STE about a fiber network that would link together the municipalities in an eleven county region. What we didn't expect was that ION was going to be approved, which it was. We had to wait until two weeks ago to learn whether or not this 11 county initiative would be eligible for funding under the Federal Stimulus grant. We've been told that it is eligible as long as it is expandable with ION network. The round two stimulus grant program targets public safety and public health. The ION project targeted economic development. The opportunity for this grant is to link together the public safety towers and 911 centers within these communities, which would be very beneficial. However, there is a cost associated with the project. The grant requires some matching funds and, because your County is the largest of the 11, your share will be the largest. The entire cost for the 11-county project is between \$28 and \$30 million. We did receive word this morning from Corning, Inc., that they will provide the fiber for the STC region, which is a major donation.

Mr. Starks noted there is revenue associated with this. We are planning the system so the carriers and broadband service providers will use it and support it so that the counties won't have to contribute towards the maintenance of the system in the future. The plan is to use a local development corporation from STE called Tier Information and Enterprise Resources, Inc. (TIER). The network would be operated by the TIER and each County would designate an individual to serve on their Board of Directors. It would be similar to the Ontario County model, which has been very successful and was profitable in year two. It will be up to TIER to make sure the revenue comes in to sustain and expand the system. Discussion followed.

Mr. Alger stated the primary benefit to us is linking the public safety towers and 911 centers. Our local share would basically be buying the ability to use the loop to connect our public safety towers. Mr. Wheeler stated it will also allow us to connect with the 911 centers in other counties.

Mr. Starks stated the project cost for Steuben County is \$5,338,200. The Round 2 Federal Stimulus grant suggests a 30 percent matching requirement for the member counties, which would be \$1,601,460. The grant amount would be \$3,736,740. We spoke with the State and they will commit to providing a 10 percent match to the grant amount project (\$373,674). This leaves the local share \$1,227,786. He noted the local match can be provided through either cash or a cash and in-kind contribution. For example, they could use Public Works crews to help bury the fiber. Discussion followed.

Mr. Swackhamer stated he's concerned with the fact that we would be investing \$1.2 million in a project run by an organization that we won't have any control over. We would have only one vote out of the entire board when we are contributing the most money towards the project. What if the rates are too high and the providers don't sign on? Mr. Starks stated they want this to be as cheap as possible so the people will use it. It will be consistent with what Ontario County is doing and their rates are published on their website. Visit the site and you can see what they are charging.

Mr. McAllister asked do you need a commitment today? Mr. Starks stated we need the County to say whether or not they support the project so we can submit it for the grant. If you do get the grant, then we would need another approval for the funding and/or in-kind contribution.

Mr. Crossett asked what is the time frame for the grant approval? Mr. Starks stated we are being told that we will know by September and the funding would have to be in place within two to three years. They could begin the project with the in-kind contribution and then include a financial commitment over the next two to three years.

Mr. Roush stated we have to do this; it is a really good project. The benefit of the economic development aspect for this project is tremendous.

Mr. Donnelly stated there are also great benefits to tying in the 911 centers and public safety towers. Discussion followed.

Mrs. Ferratella asked what portion of the total cost would be eligible for in-kind contribution? Mr. Starks stated we're thinking about 10 to 20 percent at this point, but we don't know for sure.

Mr. Alger stated another issue to think about is that the money you are putting up is for the long term support of the existing towers. The microwave tower system has been in operation now for 20 years and it cost more than this financial commitment to put it in to place. If we have to replace, upgrade or continue the system, it will cost you much more than this project. This proposed system will give you an immediate back up to the current system and you won't have to replace it in the future. The existing system is a star system, not a loop, so if one tower goes down, the system is down in that area. This would be better because it is a loop. It is more secure and reliable and the public safety component is guaranteed. The business side of this project is a bonus. At the very least you are getting your money's worth with the public safety piece. In the short term, it is a very important issue because we don't know how long those microwave towers will be sustainable. Let's assume we can come up with a couple thousand dollars for the in-kind contribution and then fund the balance over the next two or three years. Discussion followed.

MOTION: AUTHORIZING THE COUNTY ADMINISTRATOR AND LEGISLATIVE CHAIRMAN TO SIGN A LETTER OF COMMITMENT TO THE MUNICIPAL FIBER NETWORK PROJECT MADE BY MR. ROUSH. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. **Draft Policies** – Mr. Alger stated he previously forwarded the Committee copies of the draft Reports to Committees Policy and draft Legislator Email Policy. He asked if there were any questions or comments. Mr. Van Etten stated relative to the Reports to Committees policy, the last sentence states “Exceptions may be granted for items emergent in nature by Chair of Legislature, Chair of Committee and/or County Administrator.” He would prefer that exceptions for emergency items be handled only by the County Administrator so there is no confusion. Mr. Alger noted that when an emergency item comes up, he always notifies the Committee Chair and Legislative Chair anyway.

Mr. Roush stated relative to the Legislator Email Policy, he believes the process for messages coming to Legislators through their personal email accounts should be spelled out into steps within the policy. Mr. Alger stated he can make that change. He noted that the Clerk of the Legislature will send out a memo to all of the Legislators requesting them to notify her as to which email address they prefer (county or personal) and she will provide that information to Information Technology. Those Legislators who prefer to use their personal email address will have their mail automatically forwarded from their County email address to their personal email address.

MOTION: APPROVING THE REPORTS TO COMMITTEES POLICY AND THE LEGISLATOR EMAIL POLICY AS AMENDED MADE BY MR. ROUSH. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

3. **ProAct Report** – Mr. Wheeler stated ProAct is the Administrator of the County's discount prescription program. He stated they reached the \$500,000 in savings mark this quarter. He received notification that ProAct is in the process of releasing a new benefits program for hearing and vision. We will soon be issuing a press release regarding this benefit. It will be a significant cost savings benefit for our residents.

IV. NEW BUSINESS

A. **2010 Census – County Consideration** – Mr. McAllister stated he placed this item on the agenda because as it stands right now with our weighted votes, the right combination of 8 Legislators can carry the majority weight required. I believe that once the census figures come through, that number may decrease further. Therefore, it might be time to think about redistricting to even up the Legislative districts. I wanted to raise this issue as a general consideration that we might want to review.

Mr. McAllister stated at the same time, I don't know if that would also call for looking into possibly changing the type of government we are currently operating under. It has come up before about switching to a County Executive form of government; however, the Legislature would lose much of its power with that system. We

could keep the present form of government or go to a Charter form of government with a County Manager who would still answer to the Legislature, but would have the ability to hire and fire employees.

Mr. McAllister stated we don't know whether the composition of the Legislature will remain the same after the census. I don't know the time frame we would be looking at, but it would depend on how long it takes to get the information back from the Census Bureau. I just wanted to bring this issue up to start the ball rolling.

Mr. Alger stated in 1980 we created the current districts, so they've been in place for 30 years. When we first did the districts, the ratio of votes was within 10 percent of the ideal weight. Following the 1990 and 2000 census, we adjusted the weights. It may be time after the 2010 census to adjust districts rather than weight. However, you need the numbers first. After the numbers are received, you have the opportunity to review other items such as composition of the Legislature, alternate forms of government and continuing to allow local elected officials to serve on the board.

Mr. Van Etten stated if we decided to redistrict, what would happen with the staggered terms? Do you clear the slate and everybody runs again? Mr. Alger stated it depends on how you write the law. You can address staggered terms, length of term and term limits. You establish a plan and that plan would have to be presented to the voters through a mandatory referendum for their approval. If approved by the voters, you would have to follow up with elections for the new districts. It isn't a quick process, but all of those issues are natural to consider at that point. Discussion followed.

V. OTHER BUSINESS

Mr. Van Etten stated he attended one of his town's board meetings and sat through their insurance presentation. Following that, they began to discuss the workers' compensation and the County's letter to the town increasing their assessment. I was absolutely aghast at the stories this insurance agent told the Town Board about how the County has mismanaged the Worker's Compensation program for years and how it is underfunded. I spoke with Ken Isaman about this and asked him to speak with the town supervisor. If this agent is going around spreading this misinformation about our self insurance fund, who else is doing it?

Mr. Van Etten suggested they provide the towns with another letter with more information as to the reason behind the additional expense. This agent was just flat out telling lies. He said we should only be using payroll to determine the rates rather than a combination of assessments, payrolls and experience.

Mr. Alger stated that if they go with a company, their rate will be based upon their experience so if they've had claims, their rate will be higher than what the County charges them. He noted that in most cases, the County subsidizes the Towns for Workers' Compensation.

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. CROSSETT. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING THE COUNTY ADMINISTRATOR AND PERSONNEL OFFICER TO NEGOTIATE WITH THE UNIONS RELATIVE TO A RETIREMENT INCENTIVE PROGRAM MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. 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, April 13, 2010
9:30 a.m.**

STEBEN COUNTY ADMINISTRATION COMMITTEE

Tuesday, April 13, 2010

9:30 a.m.

Legislative Committee Conference Room

Steuben County Office Building

Bath, New York

MINUTES

Committee: Patrick F. McAllister, Chair Lawrence P. Crossett, Vice Chair Gary B. Roush
Carol Ferratella Scott J. Van Etten

Legislators: Patrick F. Donnelly Joseph J. Hauryski John Walsh Gary Swackhamer
Donald B. Creath

Staff: Mark R. Alger Jack Wheeler Gregory Heffner Frederick Ahrens
David English James Gleason Carol Whitehead Veronica Olin
Joseph Welch Judy Hunter Jennifer Bailey Tammy Hurd-Harvey
Robert F. Biehl Nancy Smith

Other: Mike Sweet, Corning Country Club Mark Watkins Mary Perham, *Leader*
Tom Abernatha, Lake Country Wine & Liquor Jack Wright, Fazzary's

I. CALL TO ORDER

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

II. APPROVAL OF MINUTES

MOTION APPROVING THE MINUTES OF THE MARCH 9, 2010, MEETING MADE BY MR. CROSSETT. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

III. PUBLIC COMMENT

Mike Sweet, Corning Country Club, stated I'm here today to appeal to the Legislature to repeal an outdated Blue Book Law. This law creates unfair barriers for those who sell alcohol. There are only three counties in the State that still have this law. Steuben County's industry is winery tourism. This Good Friday law puts the wineries at an unfair disadvantage with Yates and Schuyler Counties. For a county whose businesses spend thousands of dollars each year advertising, they are handicapped by this law that is counterproductive to attracting visitors. To my knowledge, there is not a single business owner who sells alcohol that supports this law. It is impossible to police and there are bigger issues for the Sheriff's Department to deal with. Also, had it not been for Sheriff Ordway's press release, many business owners would have forgotten. Dealing with the NYS Liquor Authority is difficult enough. You can remove this law and help with this barrier. You have the opportunity to tell people that you support the tourism industry. Discussion followed.

Jack Wright, Fazzary's, stated as a small business owner it is tough out there. The laws aren't set up in our favor. Please consider repealing the law. Discussion followed.

Tom Abernatha, Lake Country Wine & Liquor, stated when we opened a few years ago, I checked into the local laws regarding alcohol sales. I asked the local police and they weren't even aware of this law and neither was Tops Markets. In fact, Tops had been selling beer on Good Friday during those hours for years before I opened up my store. It is terrible the amount of business I had to turn away during those hours on Good Friday.

Mr. McAllister thanked everyone for their comments and declared the Public Comment portion of the meeting closed.

IV. DEPARTMENTAL REPORTS/REQUESTS

A. Purchasing

1. **Copier** – Mr. Gleason stated the Sheriff's Department would like to replace the copier located in the Jail Nurse's office. It is a 10 year old analog copier and they can replace it for \$1,435 off of the State bid. Also, Public Health Nursing has a copier that doesn't have fax capability. He requested authorization to purchase a fax board for that copier for \$565 off of the State bid.

MOTION: AUTHORIZING THE PURCHASE OF A REPLACEMENT COPIER FOR THE JAIL FOR \$1,435 AND A FAX BOARD FOR PUBLIC HEALTH NURSING SERVICE'S COPIER FOR \$565, BOTH OFF OF THE STATE BID MADE BY MR. VAN ETTEN. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. **Ebay Account** – Mr. Gleason stated we've had mixed success with Ebay but he believes it is worth trying to sell surplus equipment on Ebay before placing it in the auction. It doesn't take a lot to list items so he will continue doing this.

3. **Bid Awards** – Mr. Gleason stated they opened the bids for office furniture, stationery supplies and toner. He recommended awarding the bid for office furniture on a line item basis. On the stationery supplies bid, he'd like to declare S&B as non-responsive for not submitting the bid on the required bid form, and award the bid on a line item basis. For the toner bid, he recommended awarding to M&B for a total bid amount of \$42,475.84.

MOTION: AWARDING THE BID FOR OFFICE FURNITURE ON A LINE ITEM BASIS TO ALL BIDDERS; AWARDING THE STATIONERY SUPPLIES BID TO ALL BIDDERS ON A LINE ITEM BASIS AND DECLARING S & B A NON-RESPONSIVE BIDDER; AND AWARDING THE TONER BID TO M & B FOR A TOTAL BID AMOUNT OF \$42,475.84 MADE BY MR. CROSSETT. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

B. County Treasurer

1. **Monthly Report** – Mr. McAllister noted that the room tax collections for the first quarter are down slightly. Mr. Donnelly asked about the credit card transactions fee; do we charge a service fee to the users? Mrs. Whitehead stated we generally charge 2% but they don't charge a fee for the landfill transactions. The County had a total of 10,078 transactions for total revenue of \$321,234. Discussion followed.

C. County Clerk

1. **Department of Motor Vehicles** – Mrs. Hunter requested the Committee support an Assembly Bill which would allow Counties operating DMV offices to retain a share of the fees collected from County residents for motor vehicle transactions completed through the NYS DMV website. She stated we currently are allowed to retain 12.7 percent of certain transaction fees, but only if the customer conducts their business at one of our local offices. More and more of these transactions are being conducted over the internet. Discussion followed.

Mr. McAllister stated sometimes there are more things in a Bill than what is included in the resolution. Is there anything in this Bill that we might object to? Mr. Alger stated the Bill is simply requesting the increase, but he will double check it to make sure. Mr. Donnelly suggested that they include a copy of the Bill with the resolution packets. Discussion followed.

Mr. Alger stated the real issue is that the more these transactions are done over the internet, the County will eventually be forced to consolidate to one local DMV office, if that. Mrs. Hunter stated there are 30 transactions that we conduct routinely for which we receive no revenue. The most time consuming transaction is the reinstatement of driving privileges.

MOTION: MEMORIALIZING THE STATE LEGISLATURE TO APPROVE ASSEMBLY BILL A.9919 ALLOWING FOR INCREASED REVENUE SHARING FOR ONLINE AND MAIL-BASED MOTOR VEHICLE TRANSACTIONS MADE BY MR. ROUSH. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

2. **Other** – Mrs. Hunter stated April is Donate Life Month. The New York State Association of County Clerks and the New York State Department of Motor Vehicles are joining with the New York Alliance for Donation to promote enrollment in the New York State Donate Life Registry. Each local DMV office has supplies of the pamphlets for distribution, in order to bring awareness to the public. Discussion followed.

D. Board of Elections

1. **Voting Machine Status** – Mrs. Olin stated only two towns (Canisteo and Troupsburg) didn't respond to the survey, so they get to keep their voting machines. Only seven towns stated that they didn't want to keep them so we are left with just 17 machines. However, the Corning City School District has stated that they will take all 17 machines. Discussion followed.

MOTION: AUTHORIZING THE DISPOSITION OF 17 VOTING MACHINES TO THE CORNING CITY SCHOOL DISTRICT BY THE BOARD OF ELECTIONS AND THE PURCHASING DEPARTMENT; SAID DISPOSITION SHALL BE HANDLED IN THE BEST INTEREST OF THE COUNTY MADE BY MRS. FERRATELLA. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

E. County Administrator

1. **Blue Law** – Mr. Alger stated this issue was discussed back in 2002. Mr. Ahrens distributed copies of the resolution that was presented to the Legislature in August 2002 and noted that the resolution was withdrawn and never voted on.

Mr. Alger stated this whole section of Law was controlled by the Alcohol and Beverage Control (ABC) Board. After the State dissolved the ABC Board, by default the State looked to the County to oversee these laws. Discussion followed.

MOTION: REMOVING THE RESTRICTIONS RELATIVE TO THE SALE OF WINE, BEER AND LIQUOR ON GOOD FRIDAY FROM NOON TO 3:00 P.M. MADE BY MR. ROUSH. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. **Retirement Incentive Update** – Mr. Alger stated as of today we have had 21 people request participation in the incentive. Overall, I think we will be fairly successful with it.

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. ROUSH. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: APPROVING THE LABOR CONTRACT AGREEMENT WITH THE DEPUTY SHERIFF'S ASSOCIATION AS PRESENTED MADE BY MR. CROSSETT. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0. 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 5-0.

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

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

**NEXT MEETING SCHEDULED FOR
Tuesday, May 11, 2010 @ 9:30 a.m.**

STEBEN COUNTY ADMINISTRATION COMMITTEE

Tuesday, May 11, 2010

9:30 a.m.

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

MINUTES

Committee: Patrick F. McAllister, Chair Lawrence P. Crossett, Vice Chair Gary B. Roush
Carol A. Ferratella

Legislators: Patrick F. Donnelly Joseph J. Hauryski Thomas J. Ryan
John Walsh Michael Hanna

Staff: Mark R. Alger Jack Wheeler Gregory Heffner James Gleason
Kenneth Peaslee Kenneth Isaman Tammy Hurd-Harvey Judy Hunter
Jennifer Bailey Frederick Ahrens Robert Biehl David English

Absent: Scott J. Van Etten

Other: Mary Perham, *Leader*

I. CALL TO ORDER

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

II. APPROVAL OF MINUTES

MOTION APPROVING THE MINUTES OF THE APRIL 13, 2010, MEETING MADE BY MR. CROSSETT. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

III. DEPARTMENTAL REPORTS/REQUESTS

A. Purchasing Department

1. **Bid Awards – Copy Paper** – Mr. Gleason recommended awarding the bid to Domtar for \$27.77/case.

MOTION: AWARDING THE COPY PAPER BID TO DOMTAR/RIS PAPER CO. FOR \$27.77 PER CASE MADE BY MR. ROUSH. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

Mr. Gleason recommended awarding the custodial paper products bid on a line item basis to the lowest bidder.

MOTION: AWARDING THE CUSTODIAL PAPER PRODUCTS BID ON A LINE ITEM BASIS TO THE FOLLOWING LOWEST BIDDERS: EASTERN, CENTRAL POLY, SANICO, QUILL, AND US HYGENIC MADE BY MRS. FERRATELLA. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

Mr. Gleason recommended awarding the garbage bags bid to Central Poly for low density bags.

MOTION: AWARDING THE LOW DENSITY GARBAGE BAG BID TO CENTRAL POLY MADE BY MR. CROSSETT. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

Mr. Gleason recommended awarding the high density garbage bag bid to Calico Industries.

MOTION: AWARDING THE HIGH DENSITY GARBAGE BAG BID TO CALICO INDUSTRIES MADE BY MR. ROUSH. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

B. County Treasurer

1. **Monthly Report** – Mrs. Hurd-Harvey asked if there were any questions relative to the monthly report.

C. County Clerk

1. **Semi-Annual Mortgage Tax Distribution** – Mrs. Hunter presented the semi-annual Mortgage Tax Distribution report for the Committee’s approval. Discussion followed.

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

2. **Pistol Permit Update** – Mrs. Hunter stated from May 1, 2009, through April 30, 2010, the total expenses for the new pistol permit program were \$23,452 and total revenue was \$35,564 leaving us with \$12,112 in revenue over expenses. Therefore, they more than paid for the system in less than a year. Mr. Alger stated it is also a much better system. Mrs. Hunter stated yes, people really like it. Our record system is better all the way around.

Mr. Donnelly asked if the pistol permits ever expire. Mrs. Hunter stated not yet, but there is proposed legislation that would force renewals. It is something we need to keep our eye on.

D. County Administrator

1. **Administrative Code Amendments** – Mr. Alger stated he previously distributed a proposed Mobile Device Acceptable Use Policy and a proposed Employee Use for Social Networks Policy. Mr. Peaslee stated there are more and more people using Smartphones so we decided to develop a policy to protect the County.

Mr. Donnelly asked if the Law Department has reviewed this policy. Mr. Peaslee stated no. Mr. McAllister stated he would prefer the legal department review the policies first. Discussion followed.

Mr. Alger stated we’re talking about cell phones, PDAs, laptops, etc. that might be connected to our network. Mostly we are concerned about the data that would be transferred, i.e. health related data that could be lost or taken. We need to protect that information.

Mr. Donnelly stated shouldn’t you have a non-compliance clause in the policy? Mr. Peaslee stated it will be part of the computer policy so that is already in there.

Mr. Ahrens stated he thinks they need to have the policies. Conceptually these are fine but he will speak with Mr. Peaslee and Mr. Alger about these policies.

Mr. Alger stated the purpose of the Social Network policy is to make sure that County information released to the public via social networking sites is complete, accurate and representative of the County Legislature’s position. Considerable discussion followed.

MOTION: TABLING ACTION ON BOTH POLICIES FOR ONE MONTH MADE BY MR. ROUSH. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

2. **Workers’ Compensation** – Mr. Alger stated we are at the point where we need to look at what we are going to do next year. We have enough data to conduct a 5 year analysis of the Workers’ Compensation program. Mr. Isaman stated he’s been working on this since he became the Risk Manager. There is a self-insured County group for Workers’ Compensation. After talking to counties with similar self-insured plans, we are the only ones with a formula like this. Over the years this has been a good plan and it saved everyone involved with it

a great deal of money. However, in 2008 and 2009, we hit a bump. Workers' compensation pays $66 \frac{2}{3}$ of an individual's salary if they are on comp. Previously, that amount was capped at \$425 per week. As of July 1st the cap will be raised to \$620 per week. He noted that Workers' Compensation also pays all of the medical bills, widow's wages, etc. Discussion followed.

Mr. Isaman stated in early February he set up a meeting with the top four municipal carriers: PERMA, CompAlliance (NYMIR), NYS Insurance Fund and a Safety Group that is off of the NYS Insurance Fund but is exclusive for employers with great records. He provided them all a loss run with 5 years of history to give them all a chance to submit a quote.

Mr. Isaman stated our current formula is based upon 42 $\frac{1}{2}$ % payroll, 42 $\frac{1}{2}$ % assessed value and 15% loss. It is the only one of its kind. Assessed value should be a portion of this but it shouldn't be at that level as it hurts the municipalities with high assessments. The fairest way to do this is 60% payroll, 20% assessment and 20% loss. Additionally, in an effort to reduce claims, he has increased the amount of training to fire departments, highway supervisors and employees. We need to get better with the safety issues.

Mr. Isaman stated Mrs. Hurd-Harvey has done all of the work on the models and will show you the worst case and best case scenario. Mrs. Hurd-Harvey stated sharing the loss information with the towns helped because they discovered some of the claims weren't theirs. In some instances, the claim was assigned wrong by the third party administrator between towns and villages with the same name. She stated after they made the changes, they reran the report with the corrections. Discussion followed.

Mr. Crossett stated if municipalities exit our program, don't they take their losses with them? Mrs. Hurd-Harvey stated yes, and the amount of those claims going forward is approximately \$200,000. Mr. Alger stated we'll still bill them for the claims they have remaining.

Mr. McAllister asked are we better off using just experience? Mr. Isaman stated they would still have to use payroll and experience. However, we have to have a component of assessed value. Mr. Ahrens noted that is in the statute. Mr. Isaman stated he believes 60/20/20 is the best formula. Discussion followed.

Mr. Donnelly asked do we know what portion of the claims are volunteer firemen? Mrs. Hurd-Harvey stated she would guess for the villages at least, they are mostly firemen.

Mr. Roush stated what is the proposed objective of this change? Mr. Isaman stated the goal is to reduce the share that is based upon assessed value. Its relationship is weaker in the whole concept. Mr. Alger stated one of the reasons the cities haven't been members of our program is because their assessed value is so much higher. Under the original plan, they had a disproportionate share. This would make it more akin to what the towns actual cost should be. Mr. Isaman stated he believes all of those that said they would go probably won't once they receive outside quotes. We went through a dozen models and this is what they are recommending. Discussion followed.

Mr. Alger stated we put this formula in place three years ago because the Comptroller's Office told us we had to; knowing that it wasn't perfect, but we didn't have enough data to justify anything else. Now that we have 5 years of data, we are able to make adjustments. Unfortunately, it is a difficult budget year. This is a fluid plan so if it doesn't work well for us, we can change it again. We will continue to monitor it to make sure it is equitable.

Mrs. Hurd-Harvey noted that even if they leave, not only do they take their claims with them but they also have to pay the pro-rated special assessment for their share of the \$350,000. Discussion followed.

Mrs. Ferratella stated she thinks communication is key with this. The plan is worth more if you have more municipalities in it. We need to get word out to participants, those who withdrew and even those that were never members. Mr. Ryan noted that he received nothing but positive feedback from the towns that attended that meeting Mr. Isaman organized. Some of them that were thinking about leaving changed their mind immediately after that meeting.

MOTION: RECOMMENDING THE LEGISLATURE AMEND LOCAL LAW NO. 8 OF 2007 TO ADJUST THE PERCENTAGES TO 60/20/20 MADE BY MR. CROSSETT. SECONDED BY MRS. FERRATELLA. IN FAVOR: CROSSETT, FERRATELLA, ROUSH. OPPOSED: MCALLISTER. MOTION CARRIES 3-1. Resolution Required.

3. **Contract** – Mr. Wheeler stated the Village of Bath received a separate IT services grant in the amount of \$6,000. They have asked if the County would be willing to contract with them for webpage development. The Information Technology Department has agreed to develop the webpage. He requested approval to contract with the Village of Bath for this purpose.

MOTION: APPROVING A CONTRACT WITH THE VILLAGE OF BATH FOR \$6,000 WHEREBY THE COUNTY WOULD PROVIDE WEBPAGE DEVELOPMENT FOR THE VILLAGE OF BATH MADE BY MR. ROUSH. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

4. **Other** – Mr. Wheeler stated relative to the application for the National Broadband Grant, as part of the process the State reviews the plans, ranks the projects and sends comments to the Federal government. Our project was ranked number one by the State, which is a huge benefit.

5. **Retirement Incentive** – Mr. Alger reported that they currently have 32 people signed up for the incentive and, at this point, it is a mix between insurance and cash.

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 MRS. FERRATELLA. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

MOTION: FORWARDING PRESENTATION OF A LOCAL LAW OPTING TO PARTICIPATE IN THE STATE'S TEMPORARY RETIREMENT INCENTIVE CONTINGENT UPON APPROVAL BY THE STATE LEGISLATURE MADE BY MR. ROUSH. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.

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

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

Respectfully submitted by,

Brenda K. Mori
Deputy Clerk
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR
Tuesday, June 8, 2010
9:30 a.m.**

STEBEN COUNTY ADMINISTRATION COMMITTEE

Special Meeting

Monday, May 24, 2010

11:00 a.m.

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

MINUTES

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

Legislators: Patrick F. Donnelly Randy Weaver Thomas Ryan Michael Hanna
Robert Nichols Phil Palmesano

Staff: Mark R. Alger David English

Absent: Gary B. Roush

I. CALL TO ORDER

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

II. PERSONNEL

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 MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

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

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

Respectfully submitted by,

Brenda K. Mori
Deputy Clerk
Steuben County Legislature

STEBEN COUNTY ADMINISTRATION COMMITTEE

Tuesday, June 8, 2010

9:30 a.m.

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

MINUTES

<u>Committee:</u>	Patrick F. McAllister, Chair Scott J. Van Etten	Lawrence P. Crossett, Vice Chair Carol Ferratella	Gary Roush
<u>Legislators:</u>	Patrick F. Donnelly Gary Swackhamer	Joseph J. Hauryski	Michael Hanna
<u>Staff:</u>	Mark R. Alger Robert F. Biehl Kenneth Peaslee Frederick Ahrens	Jack Wheeler James Gleason Joel Ordway Tammy Hurd-Harvey	Gregory Heffner Vicki Fuerst Veronica Olin David English Nancy Smith Chris Congdon Joseph Welch David McCarroll

I. CALL TO ORDER

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

II. APPROVAL OF MINUTES

MOTION APPROVING THE MINUTES OF THE MAY 11 AND MAY 24, 2010, MEETINGS MADE BY MRS. FERRATELLA. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0

III. DEPARTMENTAL REPORTS

A. Personnel Office

1. **Reclassification - Sheriff** – Mrs. Smith stated the Sheriff is requesting authorization to reclassify a vacant Principal Clerk position, Grade 8, to an Account-Clerk Typist position, Grade 6. Discussion followed.

MOTION: RECLASSIFYING A VACANT PRINCIPAL CLERK POSITION, GRADE VIII, TO AN ACCOUNT-CLERK TYPIST POSITION, GRADE VI, WITHIN THE SHERIFF'S DEPARTMENT MADE BY MR. ROUSH. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. **Reclassification – HCF** – Mrs. Smith stated the Mr. McCarroll is requesting authorization to reclassify a Cleaner position, Grade 5, to a Supervisor – Housekeeping position, Grade 8. Discussion followed.

MOTION: RECLASSIFYING A CLEANER POSITION, GRADE V, TO A SUPERVISOR – HOUSEKEEPING POSITION, GRADE VIII, WITHIN THE HEALTH CARE FACILITY MADE BY MR. VAN ETTEN. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

B. Purchasing

1. **Auctioneering Services** – Mr. Gleason requested authorization to issue a Request for Proposals for auctioneering services at the annual surplus auction.

MOTION: AUTHORIZING THE ISSUANCE OF REQUESTS FOR PROPOSALS FOR AUCTIONEERING SERVICES AT THE COUNTY'S ANNUAL SURPLUS AUCTION MADE BY MR. ROUSH. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Mr. Gleason requested authorization to extend participation in the surplus auction to the municipalities and schools.

MOTION: EXTENDING PARTICIPATION IN THE COUNTY'S ANNUAL SURPLUS AUCTION TO MUNICIPALITIES AND SCHOOLS MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

C. Board of Elections

1. **Election Inspectors** – Mr. Welch stated having multiple teams of election inspectors at polling sites with more than one election district creates confusion and inefficiencies in poll site operations. There are 21 poll sites that contain two or more election districts, thus two or more inspector stations. They proposed having a Poll Site Coordinator that would be fully responsible for the entire site. In addition, with HAVA in place there are more complex procedures, requirements and machinery to understand so it is necessary to have a coordinator with more experience and ability to handle the procedures. He stated they are proposing to pay the coordinator an additional \$20 per day for both the Primary and General Election. This would result in an additional \$420 per election per year.

Mr. Crossett asked if they are considering consolidating some of those poll sites. Mrs. Olin stated she and Mr. Welch have been looking at consolidating and moving some of the poll sites. Mr. Welch stated with the special election, we looked more closely at this in order to reduce the cost. We can't change the election districts but we can change poll sites.

Mr. Crossett asked who decides the number of districts? Mrs. Olin stated you can only have so many voters in a district. Their State Association is looking into recommending that they allow having more than 1,000 voters per district. If they can get that changed, then it would be up to the Board of Elections.

Mr. Welch stated they are also requesting to increase the poll inspector pay by an additional \$20 for the Primary election and \$30 for the General election.

Mr. McAllister asked are we in danger of being short of inspectors? Mrs. Olin stated yes, many of our past inspectors don't want to have to deal with the new machines. We had Board of Elections staff working at poll sites last year and we even offered to the County employees to come work as inspectors, with the union's approval. If we don't get more aggressive with this, we are going to be in trouble. They are looking to get some of the younger generation on board. It is a long day for the older generation and they are only getting paid \$8 per hour.

Mr. Van Etten asked do you think increasing the amount of money will solve the problem? Mrs. Olin stated they would be getting paid more adequately for what they are doing. Also you are asking people to take a day off from work and you need to make it worth their while.

Mrs. Ferratella stated it also sounds like you need a marketing program. Mrs. Olin stated we did a lot of advertising last year and we were still short-handed. It is hard to find people to work sixteen (plus) hours a day.

Mr. Van Etten asked what happens if this doesn't work? Mr. Alger stated you would have to direct employees to work and pay them time and a half. Mr. Van Etten asked what about hiring temporary employees? Train them and then have them work Election Day? Discussion followed.

MOTION: AUTHORIZING THE BOARD OF ELECTIONS TO INCREASE THE PAY FOR ELECTION INSPECTORS TO \$100 PER INSPECTOR FOR PRIMARY ELECTIONS AND \$160 PER INSPECTOR FOR GENERAL ELECTIONS; AND AUTHORIZING THE DESIGNATION OF A COORDINATOR AT EACH POLLING SITE AND ESTABLISHING THE PAY FOR EACH POLL SITE COORDINATOR AT \$120 FOR PRIMARY ELECTIONS AND \$180 FOR GENERAL ELECTIONS MADE BY MR. ROUSH. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 5-0

D. County Administrator

1. **Administrative Code** – Mr. Alger stated the worked with the Law Department to clarify the language in the Mobile Device Acceptable Use and Employee Use of Social Networks policies in response to the Committee’s questions at last month’s meeting. Mr. Ahrens stated in the Mobile Device Acceptable Use Policy, we added business associates for HIPPA, page 1 applicability. Then there was a freedom of speech issue in the Employee Use of Social Networks that was addressed in the second paragraph. Discussion followed.

MOTION: AMENDING THE ADMINISTRATIVE CODE TO INCORPORATE THE MOBILE DEVICE ACCEPTABLE USE POLICY AND THE EMPLOYEE USE OF SOCIAL NETWORKS POLICY MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. **State Retirement Incentive** – Mr. Alger stated the State has approved the offering of a State Retirement Incentive. There are two parts to the incentive. Part A provides an additional month for each year of service. Part B provides the ability to retire without penalty if an individual has 25 years of service and is 55 years old.

Mr. Ahrens stated with Part A, we are allowed to change the window of opportunity to coincide with our existing incentive. However, Part B doesn’t coordinate with our budget process. Discussion followed.

Mr. Alger stated we also need to make sure employees can only elect one or the other (local or state). He noted that the part B requires a commencement date of October 1, 2010. Mr. Biehl stated that they are required to do a waiver if they participate in the local incentive. Discussion followed.

Mr. Ahrens stated in order to act on this quickly he recommends the Committee set the public hearing for June 28. They can lay the Presenting Resolution on Legislators’ desks and publish the Public Hearing notice in the newspaper so they can present and adopt the Local Law at the same meeting. Discussion followed.

Mr. Donnelly stated the only detriment with approving Part B is that we wouldn’t know for budget purposes who would take that incentive. Mr. Alger stated typically we have adopted the budget in late November. There is still some time for individuals to go in December that you wouldn’t know about.

MOTION: STIPULATING THAT COUNTY EMPLOYEES WILL ONLY BE ALLOWED TO PARTICIPATE IN EITHER THE LOCAL RETIREMENT INCENTIVE OR THE STATE RETIREMENT INCENTIVE, NOT BOTH MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: SETTING THE DATE OF THE PUBLIC HEARINGS RELATIVE TO ADOPTING TWO LOCAL LAWS ALLOWING COUNTY EMPLOYEES TO PARTICIPATE IN THE STATE’S RETIREMENT INCENTIVE, PART A AND PART B; FORWARDING THE PRESENTATION OF SAID LOCAL LAW TO THE LEGISLATURE AND PLACE ON THEIR DESK TO ALLOW FOR THE ADOPTION OF THE LOCAL LAWS AT THE JUNE 28, 2010, LEGISLATIVE MEETING MADE BY MR. CROSSETT, MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

The Committee directed the Clerk of the Legislature to lay Local Law Tentatively No. Three for 2010, relative to electing to participate in the State Retirement Incentive, Part A; and Local Law Tentatively No. Four for 2010, relative to electing to participate in the State Retirement Incentive, Part B, on each Legislator’s desk and publish the Notice of Public Hearing for each local law in the required newspapers.

3. **Power Reduction Program** – Mr. Wheeler stated we have the opportunity to participate in a power reduction program with Energy Curtailment Specialists through their Powerpay! Revenue Projection Program. They pay us to reduce our energy at certain times during the year. They will give a day’s notice for us to reduce our energy consumption and they do this twice a year.

Mr. Alger stated we've identified what buildings we would be able to do this at. Mr. Wheeler stated the projected energy savings is approximately \$4,400 plus a \$5,000 interval metering savings. They are looking for a 3 year agreement with no cost to the County. If we aren't reducing the way they think we will, they will let us know.

Mr. Roush asked how do they make their money? Mr. Alger stated through peak shaving. We reduce our consumption when others might increase theirs. We thought it would be worth a try.

MOTION: AUTHORIZING THE COUNTY ADMINISTRATOR TO ENTER INTO AN AGREEMENT WITH ENERGY CURTAILMENT SPECIALISTS TO PARTICIPATE IN THEIR POWERPAY! REVENUE PROJECTION PROGRAM MADE BY MR. ROUSH. SECONDED BY MRS. FERRATELLA. 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 MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: APPROVING THE STANDARD WORK DAY AND RETIREMENT REPORTING FOR ELECTED AND APPOINTED OFFICIALS MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

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

MOTION TO ADJOURN MADE BY MR. CROSSETT. SECONDED BY MR. ROUSH. 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 13, 2010
9:30 a.m.**

STEBEN COUNTY ADMINISTRATION COMMITTEE

Special Meeting

Monday, June 28, 2010

9:15 a.m.

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

****MINUTES****

COMMITTEE:	Patrick F. McAllister, Chair Gary B. Roush	Lawrence P. Crossett, Vice Chair Scott J. Van Etten	Carol A. Ferratella
STAFF:	Mark R. Alger Frederick H. Ahrens, Jr.	Jack Wheeler David English	Tammy Hurd-Harvey James Gleason
LEGISLATORS:	Patrick F. Donnelly Michael Hanna Philip A. Palmesano John S. Walsh	Donald B. Creath Joseph J. Hauryski Thomas J. Ryan Randolph J. Weaver	Dan C. Farrand Robert V. Nichols Gary D. Swackhamer

I. CALL TO ORDER

Mr. Crossett called the meeting to order at 9:15 a.m.

II. DEPARTMENT REPORTS/REQUESTS

A. Treasurer's Office

1. **RFP for Health-Related Broker Services** – Mr. Alger informed the committee that the County has an opportunity to better manage and administer our health insurance program by engaging the services of a consultant to do the work on our behalf with Excellus. We have never pursued this in the past and we would like to do an RFP for this service. We have been told that we could do this for what we are already paying and perhaps save money. The fee for this service in the end would come from the Excellus administration costs. Mr. Swackhamer asked is the contract for one year? Mr. Alger replied yes, with the ability to renew. Discussion followed.

MOTION: AUTHORIZING THE COUNTY TO ISSUE AN RFP FOR HEALTH-RELATED BROKER SERVICES MADE BY MR. ROUSH. SECONDED BY MR. VAN ETEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0. (MR. McALLISTER ABSENT FOR VOTE)

2. **Federal Early Retiree Reinsurance Program Contract** – Mrs. Hurd-Harvey requested approval to submit an application. She explained the Federal Reinsurance Program is a result of health care reform. If our application is approved, this would help offset the increases in cost for our self-funded plan.

Mr. Roush asked is there a cost for this? Mrs. Hurd-Harvey replied Excellus will charge us \$150.00 per hour for any hours above 20. They would be assisting us with the data gathering in the contract and that information has to be submitted with the application. To submit the application our fee to RELPH will be \$200.00 per hour. Our Excellus contract could be more costly, although the first 20 hours are free. The federal government wants to know the participant share and the plan share.

MOTION: AUTHORIZING THE TREASURER'S OFFICE TO SUBMIT AN APPLICATION FOR THE FEDERAL EARLY RETIREE REINSURANCE PROGRAM AND TO CONTRACT WITH EXCELLUS AT A RATE OF \$120.00 PER HOUR AFTER THE FIRST 20 HOURS AND WITH RELPH FOR \$200.00 PER HOUR MADE BY MR. ROUSH. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0. (MR. McALLISTER ABSENT FOR VOTE)

3. **Dental/Vision Coverage** – Mrs. Hurd-Harvey reviewed the comparisons for dental and vision coverage for the management group. She recommended Guardian for both dental and vision. Discussion followed.

MOTION: AUTHORIZING THE TREASURER’S OFFICE TO CONTRACT WITH GUARDIAN TO PROVIDE DENTAL AND VISION INSURANCE COVERAGE FOR THE MANAGEMENT GROUP MADE BY MR. ROUSH. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.
MOTION: TO ADJOURN MADE BY MR. McALLISTER. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

B. Administrator’s Office

1. **IT Shared Services Grant** – Mr. Wheeler informed the committee that we have been awarded a grant from the New York State Department of State for IT shared services. This is a grant that we are doing in conjunction with the City of Corning and the Town/Village of Bath. We will use this funding to purchase equipment to connect fiber optic cabling from the Town/Village of Bath to the County. He distributed a handout showing the amount of the grant; \$335,520.00 and the anticipated equipment costs. There is a local share, which for the County will amount to \$13,000.00 over three years. Bath municipal utilities will install the fiber optic cable. Mr. Alger stated we have a capital project for the Mainframe Replacement that has \$6,000.00 in it. He requested authorization to close that capital project and transfer the balance to a new capital project. The \$6,000.00 from the Mainframe Replacement project will cover our first year local share and we would include the remaining local share in the budget.

MOTION: AUTHORIZING THE COUNTY ADMINISTRATOR TO ACCEPT FUNDING FROM THE NEW YORK STATE DEPARTMENT OF STATE FOR A SHARED SERVICES IT GRANT IN THE AMOUNT OF \$335,520.00; CLOSING THE MAINFRAME REPLACEMENT CAPITAL PROJECT AND TRANSFERRING THE UNEXPENDED BALANCE OF \$6,000.00 INTO A NEW CAPITAL PROJECT ENTITLED LGE IT GRANT; AND AUTHORIZING THE PURCHASE OF NETWORK EQUIPMENT AT A COST OF \$11,220.81 MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA FOR DISCUSSION.

Mr. Swackhamer asked who will be maintaining this? Mr. Wheeler replied the equipment will be housed here and we will monitor it, but the municipality will have access. Mr. Alger explained some of the equipment will belong to them and some of it will belong to us.

VOTE ON PREVIOUS MOTION: ALL BEING IN FAVOR. MOTION CARRIES 5-0. *Resolution Required.*

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

Respectfully Submitted by:

Amanda L. Chapman
Senior Stenographer
Steuben County Legislature

STEBEN COUNTY ADMINISTRATION COMMITTEE

Tuesday, July 13, 2010

9:30 a.m.

Legislative Committee Conference Room

Steuben County Office Building

Bath, New York

MINUTES

Committee: Patrick F. McAllister, Chair Lawrence P. Crossett, Vice Chair Carol A. Ferratella

Legislators: Patrick F. Donnelly John Walsh Mike Hanna

Staff: Mark R. Alger Jack Wheeler Robert Biehl Frederick Ahrens
James Gleason Kenneth Peaslee Kenneth Isaman David English
Nancy Smith Tammy Hurd-Harvey

Other: Mary Perham, *Leader*

Absent: Scott J. Van Etten Gary B. Roush

I. CALL TO ORDER

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

II. APPROVAL OF MINUTES

MOTION APPROVING THE MINUTES OF THE JUNE 8 AND JUNE 28, 2010, MEETINGS MADE BY MR. CROSSETT. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

III. DEPARTMENTAL REPORTS/REQUESTS

A. Personnel Officer

1. **Other** – Mr. Biehl stated after 38 years of public sector human resources employment, I've decided to retire. I've seen County Administrators come and go, and come back again; I've seen Department Heads come and go, and come back as Legislators; and I've seen Legislators come and go, and come back as Department Heads. I've enjoyed my 24 years here, and the support of the Legislature. Thank you very much.

Mr. McAllister stated we will miss your expertise very much, as will all of the towns. Congratulations and good luck, Bob!

B. Risk Manager

1. **Workers' Compensation** – Mr. Isaman stated we've completed the apportionment and budget for Workers' Compensation. We had one more town decide to stay with us, so a total of 4 towns and 1 village left the plan.

2. **Insurance** – Mr. Isaman stated our current insurance has three different expiration dates. He reviewed the various types of insurance held by the County, as well as their self-insured retention (SIR) limits and premiums. He noted with an SIR, we pay for everything up to each limit, as opposed to having a deductible. He would like to solicit Requests for Proposals (RFP) to include all of the insurance policies so it will be in one whole package with the same expiration date and the same levels of coverage. In addition, he will have the package quoted with an SIR and a deductible. Discussion followed.

Mr. Isaman stated in conjunction with the RFP, he needs to have an updated appraisal. We found an appraisal that was done in 1999 and he asked the company what it would cost for an update to increase the valuations based on

total cost. They quoted \$12,728, which isn't bad because a full appraisal would cost \$35,000. However, as he was going through the former Risk Manager's files, he found a full appraisal that was done in 2000, including updates every year through 2005. He called the company who did the appraisal and they quoted him \$2,800. So, he'll have them come in and provide us with an updated appraisal. Discussion followed.

MOTION: AUTHORIZING THE RISK MANAGER TO SOLICIT REQUESTS FOR PROPOSALS TO PROVIDE THE COUNTY WITH A COMBINED INSURANCE PACKAGE FOLLOWING THE COMPLETION OF AN UPDATED APPRAISAL OF COUNTY PROPERTY BY AMERICAN APPRAISAL ASSOCIATES, INC. FOR \$2,800 MADE BY MR. CROSSETT. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

C. County Treasurer

1. **Investment Policy** – Mrs. Hurd-Harvey requested approval of two changes to the County's Investment Policy. The first change would allow an irrevocable letter of credit for the County. The other change increases the maximum percentage of cash and investments for Chemung Canal and Community Bank, NA, to 35%. Discussion followed.

MOTION: APPROVING THE AMENDMENTS TO THE COUNTY'S INVESTMENT POLICY MADE BY MR. CROSSETT. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 3-0.
Resolution Required.

D. Purchasing Department

1. **Copiers** – Mr. Gleason requested approval to purchase three analog copy machines, one for the District Attorney's Office, one for Mental Health's Bath office and one for Public Health Nursing's Hornell office. The total cost off of State bid is \$19,117 and the funds are available in the Copier Capital Project.

MOTION: AUTHORIZING THE PURCHASE OF THREE ANALOG COPY MACHINES OFF OF STATE BID FOR \$19, 117 MADE BY MR. CROSSETT. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

E. Information Technology

1. **Internet Bandwidth** – Mr. Peaslee stated our main internet bandwidth is 7 megahertz download and 2 megahertz upload. We've had a significant increase in internet usage over the past 10 months as the DCJS transactions are all going through the Internet now and Social Services has also changed over from dial-up service. So there's been a big increase. Last Fall the State had a fiber optic connection installed through Time Warner, so now we can tap off of that which, will reduce the installation cost significantly. Therefore, they will be increasing the bandwidth through Time Warner to 10/10 megahertz and Social Services will pay the cost of the installation and monthly fee. The monthly fee will increase from \$250/month to \$1,250/month and the installation is \$500.

Mr. Donnelly asked are we going to give up any land lines to save cost? Mr. Peaslee stated no but we did negotiate a lower price on the T1 connection with ATT so the approximate increase overall is \$600/month. Discussion followed.

F. County Administrator

1. **Energy Conservation Project** – Mr. Wheeler stated this project is being done in conjunction with the New York Power Authority. They came in and reviewed the buildings to determine where the County could implement energy conservation measures (ECMs). Now they are in the design phase. To date, there has been no cost to the County. There were five ECMs recommended and we would like to proceed with all but one. The cost to implement the four ECMs is \$386,459. There is \$350,000 budgeted for this project and the grant is for \$76,725.50, so the funding is available. He requested authorization to activate the capital project, anticipate the \$76,725.50 in grant revenue, thereby allowing the expenditure of funds to begin the project. Discussion followed.

MOTION: ACTIVATING THE ENERGY CONSERVATION CAPITAL PROJECT, ANTICIPATING \$76,725.50 IN NYSERDA GRANT REVENUE AND ALLOWING THE COUNTY ADMINISTRATOR'S OFFICE TO PROCEED WITH THE IMPLEMENTATION OF THE PROJECT MADE BY MRS. FERRATELLA. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

Mr. Alger noted that all of the energy improvements will become more important as the village begins to implement their rate changes.

2. **Personnel Matters**

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 MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

MOTION: PRESENTING A LOCAL LAW CREATING A FULL TIME DEPUTY COUNTY ADMINISTRATOR POSITION MADE BY MR. CROSSETT. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

MOTION: RECOMMENDING THE APPOINTMENT OF JULIE CUMMINGS AS STEUBEN COUNTY RECORDS MANAGER WITH A SALARY OF \$45,000 MADE BY MR. CROSSETT. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

MOTION: RECOMMENDING THE APPOINTMENT OF DAVID ENGLISH AS ACTING COUNTY ATTORNEY WITH A SALARY OF \$99,000; THE APPOINTMENT OF BRENDA MORI AS CLERK OF THE LEGISLATURE WITH A SALARY OF \$55,000; THE APPOINTMENT OF NANCY SMITH AS PERSONNEL OFFICER WITH A SALARY OF \$80,000; TEMPORARILY ADJUSTING THE SALARY OF THE DEPUTY COUNTY TREASURER TO REFLECT A \$5,000 INCREASE; AND RECOMMENDING THE PROVISIONAL APPOINTMENT OF AMY DLUGOS AS PLANNING DIRECTOR WITH A SALARY OF \$73,000 MADE BY MR. CROSSETT. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

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

MOTION: RECLASSIFYING A VACANT RECORDS RETENTION CLERK POSITION, GRADE VII, TO AN ACCOUNT CLERK-TYPIST POSITION, GRADE VI MADE BY MRS. FERRATELLA. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

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

Respectfully submitted by,

Brenda K. Mori
Deputy Clerk
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR
Tuesday, August 10, 2010
9:30 a.m.**

STEBEN COUNTY ADMINISTRATION COMMITTEE

Special Meeting

Monday, July 26, 2010

9:30 a.m.

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

****MINUTES****

COMMITTEE: Patrick F. McAllister, Chair Lawrence P. Crossett, Vice Chair Carol A. Ferratella
Scott J. Van Etten

STAFF: Mark R. Alger Jack Wheeler Ken Isaman
Frederick H. Ahrens, Jr. David English

LEGISLATORS: Patrick F. Donnelly Donald B. Creath Dan C. Farrand
Michael Hanna Joseph J. Hauryski Robert V. Nichols
Thomas J. Ryan Gary D. Swackhamer John S. Walsh
Randolph J. Weaver

ABSENT: Gary B. Roush

I. CALL TO ORDER

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

II. GENERAL BUSINESS

A. **Local Law Tentatively No. Five for the Year 2010** – Mr. Alger stated we had talked about this during the regular committee meeting. This local law deals primarily with the Department, but also needs to deal with the County Administrator position and that is the change. The intent is the same, and it does not change what we were attempting to do, it is just a different process.

Mr. Swackhamer asked what is the change in the law? Mr. Alger replied that in order to have a full-time deputy, we need to change the civil service classification for my position and that would make the deputy exempt. We end up with no more positions, but a change to that position. Mr. Donnelly asked does there need to be a public hearing? Mr. Alger replied the public hearing and adoption will be next month.

MOTION: APPROVING THE CHANGE TO LOCAL LAW TENTATIVELY NO. FIVE FOR THE YEAR 2010 CHANGING THE CIVIL SERVICE CLASSIFICATION FOR THE COUNTY ADMINISTRATOR AND MAKING THE DEPUTY COUNTY ADMINISTRATOR EXEMPT MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

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

Respectfully Submitted by:

Amanda L. Chapman
Senior Stenographer
Steuben County Legislature

**STEUBEN COUNTY FINANCE COMMITTEE
STEUBEN COUNTY ADMINISTRATION COMMITTEE**

Special Joint Meeting

Monday, July 26, 2010

9:35 a.m.

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

****MINUTES****

COMMITTEE:	Patrick F. McAllister, Chair	Carol A. Ferratella	Scott J. Van Etten
	Lawrence P. Crossett, Chair	Gary D. Swackhamer, Vice Chair	Donald B. Creath
STAFF:	Mark R. Alger	Jack Wheeler	Ken Isaman
	Frederick H. Ahrens, Jr.	David English	
LEGISLATORS:	Patrick F. Donnelly	Dan C. Farrand	Michael Hanna
	Joseph J. Hauryski	Robert V. Nichols	Thomas J. Ryan
	John S. Walsh	Randolph J. Weaver	
ABSENT:	Gary B. Roush		

I. CALL TO ORDER

Mr. McAllister called the meeting to order at 9:35 a.m.

II. GENERAL BUSINESS

A. Risk Manager

1. **Worker's Compensation Budget/Table of Apportionment** – Mr. Isaman informed the committee that the 2011 Worker's Compensation Budget is \$2.6 million. Of that, approximately \$10,000 is interest and \$210,000 includes reimbursable expenses refunded through the year. The budget for 2010 was \$2.3 million and in 2009 the budget was \$2 million. We had to do another apportionment and letters were mailed to every town and village in the group and the apportionment is payable January 1, 2011. This will be in addition to the apportionment for 2011. Mr. Isaman explained the apportionment is estimated and we look at what historically has been paid out. We reviewed the first six months and it seems as though we have the same number of claims, but the severity has decreased. Mr. Isaman stated that he is also trying to rebuild the surplus.

Mr. Van Etten asked how much will this increase put in the reserve? Mr. Isaman replied \$250,000. He would like to have \$700,000 in the reserves.

Mr. McAllister commented training is very important and it is important for the County to have a system to keep claims down.

Mr. Swackhamer asked are there any penalties if safety protocols are not followed? Mr. Alger replied there is disciplinary action for our employees.

Mr. Crossett asked are you looking at going outside for coverage? Mr. Isaman replied we did have a presentation and now it is too cost prohibitive. Mr. Crossett commented that with the County share he is wondering if we wouldn't save money by going outside. Mr. Isaman stated that is something that we are still looking at. Discussion followed.

MOTION: APPROVING THE 2011 WORKER'S COMPENSATION BUDGET AND TABLE OF APPORTIONMENT MADE BY MR. VAN ETTEN. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 6-0.

MOTION: TO ADJOURN MADE BY MR. CROSSETT. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 6-0.

Respectfully Submitted by:

Amanda L. Chapman
Senior Stenographer
Steuben County Legislature

STEBEN COUNTY ADMINISTRATION COMMITTEE

Tuesday, August 10, 2010

9:30 a.m.

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

MINUTES

Committee: Patrick F. McAllister, Chair Lawrence P. Crossett, Vice Chair Scott J. Van Etten
Carol Ferratella Gary B. Roush

Legislators: Patrick F. Donnelly Joseph J. Hauryski John Walsh

Staff: Mark R. Alger Jack Wheeler James Gleason Donna Hatch
Wendy Flaitz Nancy Smith Tammy Hurd-Harvey Kenneth E. Isaman
Vicki Olin 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. Van Etten led the Pledge of Allegiance.

II. APPROVAL OF MINUTES

MOTION APPROVING THE MINUTES OF THE JULY 13 AND JULY 26, 2010, MEETINGS MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

III. DEPARTMENTAL REPORTS/REQUESTS

A. Real Property Tax Service Agency

1. **Tax Resolutions** – Mrs. Hatch stated she previously sent the Committee members the list of resolutions they will be approving over the next few months. She noted that this is her last meeting as she is retiring. These are normal resolutions you see every year. My plan is to come back for Administration Committee and Legislative Meetings to present the reports and help Wendy Flaitz, Assessment Data Supervisor, to make sure everything is on task. I wish you luck in successfully finding a replacement. Mr. McAllister thanked Mrs. Hatch for all of her hard work, effort and professionalism. You have done a great job. **GOOD LUCK DONNA!**

B. County Treasurer

1. **Insurance** – Mrs. Hurd-Harvey stated she previously received approval to solicit Requests for Proposals for health care consulting because the County needs assistance as we go through the new Federal Health Care Reform. We received seven proposals and, upon review, reduced the number of prospective consultants to three. We interviewed those and agreed on the top two consultants: Anchor Group and Relph Benefits Advisors. Following more meetings, reference checks and interviews, we agreed to recommend Relph Benefits Advisors of Fairport for an up-front fee of \$37,000. After the first of the year, they will receive the amount equal to the County's savings in fees. She stated basically they will be negotiating with Excellus on the County's behalf in order to bring our fees down. Discussion followed.

Mr. Alger stated we believe there is enough money in the Self Insurance Fund to pay for this contract, so we won't need to appropriate additional money. Given the complexity of the insurance industry today, we feel we need to do this. Through our own research, we compared administrative costs for health insurance among the other counties and have determined that we're paying more than we should be. Relph Benefits Advisors are pretty confident that they can accomplish what we are hoping. Discussion followed.

MOTION: AUTHORIZING AN AGREEMENT WITH RELPH BENEFITS ADVISORS OF FAIRPORT, NY, TO PROVIDE HEALTH CARE CONSULTING SERVICES FOR THE COUNTY FOR AN INITIAL FEE OF \$37,000 PLUS AN AMOUNT EQUAL TO THE COUNTY'S SAVINGS IN ADMINISTRATIVE FEES MADE BY MR. VAN ETTEN. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Resolution Required.

C. Purchasing

1. **Auctioneering Services** – Mr. Gleason stated he understands everybody received an additional communication from Auctions International, one of the companies who submitted a response to our auctioneering services RFP. The other proposal came from Pirrung Auctioneers. He reviewed the proposals and noted that this year we've gone to a buyer's premium rather than a straight commission. He noted that he's been hesitant in doing that, but that is pretty much the way this business is now handled. We've had a 31 year relationship with Pirrung and they do an excellent job for the County. Therefore, he recommended awarding the contract to Pirrung Auctioneers. Considerable discussion followed.

MOTION: AWARDING THE PROFESSIONAL AUCTION SERVICES CONTRACT TO PIRRUNG AUCTIONEERS MADE BY MR. VAN ETTEN. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. **Xerographic Copy Paper** – Mr. Gleason stated they received four bids and he recommended awarding the bid to RIS Paper for \$27.77 per case.

MOTION: AWARDING THE XEROGRAPHIC COPY PAPER BID TO RIS PAPER FOR \$27.77 PER CASE MADE BY MR. ROUSH. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

3. **Toner Bid** – Mr. Gleason stated M & B Supply has received the award for the Toner Bid for the past two years. They've been difficult to work with; not filling orders in a timely fashion, providing us with expired toner cartridges, and they are now to the point where they are saying they cannot supply us with one of our most-used toner cartridges. There is a termination clause in the contract and he would like to exercise that right.

Mr. English stated we believe he is in breach of his contract. Mr. Gleason has sent him at least two demand letters and he hasn't cured the breach. Mr. Gleason stated we can utilize the State contract until we decide how to proceed. Discussion followed.

IV. NEW BUSINESS

Mrs. Ferratella stated quite frequently she is asked about economic development in the County by her constituents. She noted that because she is from Corning, she gets comments comparing Steuben County to Chemung County. She asked if she could be provided with an update from the County's IDA so she can better respond to questions she's asked by constituents. Mr. Donnelly noted that the IDA provides a report to the AIP Committee so she could request a report through them.

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. ROUSH. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: TERMINATING THE TONER CONTRACT WITH M & B SUPPLY MADE BY MR. CROSSETT. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: PRESENTING A LOCAL LAW RELATIVE TO THE RESIDENCY REQUIREMENT FOR THE OFFICE OF DEPUTY CLERK OF THE LEGISLATURE MADE BY MR. VAN ETTEN. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

MOTION: AUTHORIZING THE CLERK OF THE LEGISLATURE TO SET THE SALARY OF THE DEPUTY CLERK OF THE LEGISLATURE AT \$45,000; ABOVE THE MIDPOINT OF MANAGEMENT GRADE B MADE BY MR. CROSSETT. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AWARDING THE RFP FOR LABOR RELATIONS SERVICES TO REED LAW FIRM LIMITED TO NO LATER THAN THROUGH THE END OF THE YEAR MADE BY MR. CROSSETT. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

MOTION: ENGAGING SULLIVAN & LEYDEN LAW FIRM TO ASSIST IN THE TRANSITION OF COUNSEL TO THE DEPARTMENT OF SOCIAL SERVICES MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING THE PERSONNEL OFFICER TO ADVERTIZE FOR A FULL-TIME COUNTY ATTORNEY WITH THE STIPULATION THAT THE SUCCESSFUL CANDIDATE WILL WORK EXCLUSIVELY FOR STEUBEN COUNTY MADE BY MR. VAN ETTEN. SECONDED BY MR. CROSSETT. IN FAVOR: VAN ETTEN, CROSSETT, FERRATELLA AND ROUSH. MCALLISTER ABSTAINED. MOTION CARRIES 4-0-1.

MOTION TO ADJOURN EXECUTIVE SESSION AND RECONVENE IN REGULAR SESSION MADE BY MR. CROSSETT. SECONDED BY MR. ROUSH. 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, Clerk
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR
Tuesday, September 14, 2010
9:30 a.m.**

**STEBEN COUNTY ADMINISTRATION COMMITTEE
SPECIAL MEETING**

Monday, August 23, 2010

9:15 a.m.

Legislative Committee Conference Room

Steuben County Office Building

Bath, New York

****MINUTES****

COMMITTEE: Patrick F. McAllister, Chair Lawrence P. Crossett, Vice Chair Gary B. Roush
Scott J. Van Etten

STAFF: Mark R. Alger David English Nancy Smith
James Gleason Tammy Hurd-Harvey

LEGISLATORS: Patrick F. Donnelly Donald B. Creath Dan C. Farrand
Michael Hanna Joseph J. Hauryski Philip A. Palmesano
Thomas J. Ryan Brian C. Schu Gary D. Swackhamer
John S. Walsh Randolph J. Weaver

ABSENT: Carol A. Ferratella

I. CALL TO ORDER

Mr. McAllister called the meeting to order at 9:15 a.m.

II. GENERAL BUSINESS

A. Administrator

1. **Contracting for Professional Services** – Mr. Alger informed the committee that Dave English has indicated that he will be retiring. Originally we had discussed entering into a contract with Mr. English through his law firm until we can find an attorney. However, it will now work out that he can retire and work as a temporary employee between now and November/December and not have any problems with Section 211 Waiver issues. Mr. Alger proposed retaining Mr. English as a temporary employee until November/December. Mr. English's retirement is effective September 15, 2010.

MOTION: AUTHORIZING THE COUNTY ADMINISTRATOR TO RETAIN THE ACTING COUNTY ATTORNEY, DAVID ENGLISH, ESQ., AS A TEMPORARY EMPLOYEE EFFECTIVE SEPTEMBER 15, 2010 UNTIL NOVEMBER OR DECEMBER 2010 MADE BY MR. CROSSETT. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

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

Respectfully Submitted by:

Amanda L. Chapman
Senior Stenographer
Steuben County Legislature

STEUBEN COUNTY ADMINISTRATION COMMITTEE

Tuesday, September 14, 2010

9:30 a.m.

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

MINUTES

Committee: Patrick F. McAllister, Chair Lawrence P. Crossett, Vice Chair Gary B. Roush
Scott J. Van Etten Carol Ferratella

Legislators: Patrick F. Donnelly Joseph J. Hauryski John Walsh Thomas J. Ryan
Mike Hanna

Staff: Mark R. Alger Jack Wheeler Nancy Smith Kenneth Isaman
Donna Hatch Wendy Flaitz James Gleason David McCarroll
Sally MacDougal Chris Myers Vincent Spagnoletti Steve Orcutt
David English

Other: Frederick Ahrens

I. CALL TO ORDER

The meeting was called to order by Vice Chair Crossett at 9:30 a.m. Mr. Roush led the Pledge of Allegiance.

II. APPROVAL OF MINUTES

MOTION APPROVING THE MINUTES OF THE AUGUST 10 AND AUGUST 23, 2010, MEETINGS MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

Mr. McAllister not present for vote.

III. DEPARTMENTAL REPORTS/REQUESTS

- A. Personnel Officer
1. **Grievance**

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 MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

Mr. McAllister not present for vote.

MOTION: DENYING THE GRIEVANCE RELATIVE TO EMPLOYEES AT THE STEUBEN COUNTY LANDFILL MADE BY MR. VAN ETTEN. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

Mr. McAllister not present for vote.

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

Mr. McAllister not present for the vote.

2. **Reclassifications – Health Care Facility** – Mrs. Smith stated Mr. McCarroll is requesting the reclassification of a vacant Maintenance Person position, Grade VII, to a Delivery Person position, Grade V. Discussion followed.

MOTION: RECLASSIFYING A VACANT GRADE VII MAINTENANCE PERSON POSITION TO A GRADE V DELIVERY PERSON POSITION WITHIN THE HEALTH CARE FACILITY MADE BY MR. ROUSH. SECONDED BY MR. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Mr. McAllister not present for the vote.

Mrs. Smith stated they are also looking to reclassify a vacant Supervising Nurse position to a Head Nurse position. She stated it is the same grade and all of the other positions performing essentially that same job are titled as Head Nurse. Discussion followed.

MOTION: RECLASSIFYING A VACANT GRADE K SUPERVISING NURSE POSITION TO A GRADE K HEAD NURSE POSITION WITHIN THE HEALTH CARE FACILITY MADE BY MR. ROUSH. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Mr. McAllister not present for the vote.

B. Real Property Tax Service Agency

1. **RPS Chargeback** – Ms. Flaitz requested approval of the RPS V4 annual license fees to be charged back to the towns and cities. She noted the fee has not increased.

MOTION: APPROVING THE ANNUAL RPS V4 CHARGEBACK TO THE TOWNS AND CITIES FOR LICENSE AND SUPPORT FEES MADE BY MR. VAN ETTEN. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

2. **Capital Project** – Ms. Flaitz requested authorization to close the RPT NAD83 Conversion capital project and transferring the \$32,148.05 balance to the RPTS Citrix System capital project.

Mr. Van Etten stated every time we finish a capital project, rather than transferring the unexpended funds into the general fund, we always move them into another capital project. Ms. Flaitz stated the Citrix system will allow the towns to upload their assessment data onto a County server so all the information will be in one place. We'll also be able to provide software updates through the server, rather than having employees visit each town separately. Discussion followed.

Mr. Alger stated we don't have to do this, but if we don't fund the project this way, we'll have to budget for it next year.

Mr. Van Etten stated he'd rather know what the entire project cost is up front and fund it completely rather than piece meal it.

Ms. Flaitz stated we have no idea how long the project is going to take as many of the towns don't have the right equipment at this point in time. Mrs. Hatch stated one server costs \$10,000 and they may possible need two servers. Mr. Alger noted that the \$32,000 will probably be enough to pay for the entire project.

Mr. Van Etten stated he doesn't have an issue with the project itself, he thinks it is a good idea; he just has a problem with the process for funding the project.

MOTION: CLOSING THE RPT NAD83 CONVERSION CAPITAL PROJECT AND TRANSFERRING THE UNEXPENDED BALANCE OF \$32,148.05 TO THE RPTS CITRIX SYSTEM CAPITAL PROJECT MADE BY MR. ROUSH. SECONDED BY MRS. FERRATELLA. IN FAVOR: ROUSH, FERRATELLA, CROSSETT, MCALLISTER. OPPOSED: VAN ETTEN. MOTION CARRIES 4-1. Resolution Required.

C. County Treasurer

1. **Capital Project** – Mrs. Hurd-Harvey requested authorization to close a capital project and transferring the unexpended balance to the Local Government Efficiency Grant capital project.

MOTION: CLOSING THE COMMUNITY SERVICES COMPUTER/SOFTWARE CAPITAL PROJECT AND TRANSFERRING THE UNEXPENDED BALANCE OF \$17.83 TO THE LOCAL GOVERNMENT EFFICIENCY GRANT CAPITAL PROJECT MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

2. **Budget Transfer** – Mrs. Hurd-Harvey requested authorization to utilize \$25,000 in tax foreclosure sale proceeds to complete the Nichol Inn cleanup. Discussion followed.

MOTION: AUTHORIZING THE TRANSFER OF \$25,000 FROM THE TAX FORECLOSURE SALE PROCEEDS TO THE NICHOL INN CAPITAL PROJECT MADE BY MR. CROSSETT. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

C. Purchasing Department

1. **Surplus Auction Update** – Mr. Gleason reported that the County’s Surplus Auction is being held on Thursday, September 30th at 10:00 a.m. He noted there are several municipalities participating in the auction.

Mr. Gleason reported that he recently sold an obsolete folder/insert machine on Ebay for \$285. He stated that was a good price as they’ve normally sold for much less in the surplus auction.

Mr. Gleason informed the Committee that Ontario County has made their toner bid available to other counties. Therefore, he is going to take the opportunity to purchase toner under their bid.

D. Risk Manager

1. **2010 Budget Amendment** – Mr. Isaman stated the County Motor Pool only had a budget of \$5,000 this year. When he began with the County earlier this year, many of the 9 car fleet needed repairs. Previously they were taking the cars to local garages, but he made arrangements with the Public Works Department to have the vehicles serviced at the Mt. Washington shop by County employees. That has saved a considerable amount of money, but he also had to put a lot of money into the cars. He noted that 5 of the 9 cars have over 100,000 miles on them. In order to make it through the end of the year, he requested authorization to transfer \$2,500 from the Contingency Fund to Motor Pool Vehicle Repairs.

Mr. Isaman stated there also isn’t enough money in their budget for other various line items as the budget was adopted while they were without a Risk Manager. He requested authorization to transfer a total of \$11,745 from the Contingency Fund to the Risk Manager’s personal services, retirement, health insurance, phone, and safety training line items. Discussion followed.

MOTION: AUTHORIZING THE TRANSFER OF \$2,500 FROM THE CONTINGENCY FUND TO THE MOTOR POOL VEHICLE REPAIRS LINE ITEM AND \$11,745 FROM CONTINGENCY FUND TO THE RISK MANAGER’S PERSONAL SERVICES, RETIREMENT, HEALTH INSURANCE, PHONE AND SAFETY TRAINING LINE ITEMS MADE BY MR. CROSSETT. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

E. County Administrator

1. **Local Law Revisions** – Mr. Alger stated this is the local law that was withdrawn last month due to the chain of command questions. Mr. English stated the alternatives are to change section 4 by authorizing the County Administrator to appoint the Deputy and changing the civil service class of Administrator, adding the classification of the Deputy and allowing the Administrator to appoint the Deputy. Then we can either delete number 6 which states the Chairman becomes the County Administrator up to 60 days. The second alternative includes the changes to section 4 but add that if the Administrator and the Deputy are unable to perform the duties, the Chairman would become the Acting County Administrator. You could amend it further that upon the return of either to the capability of performing, the duties of the Chairman as Acting County Administrator would terminate. We would leave the overall limitation for 60 days. Discussion followed.

Mr. Alger stated in the event of a vacancy in the office, the Deputy would provide you with an Acting Administrator status for a period of time until you hire a new County Administrator. This doesn’t mean the

Deputy County Administrator automatically succeeds the County Administrator. The Legislature always maintains that control to appoint an Administrator. This just gives you continuity in the interim. Considerable discussion followed.

MOTION: PRESENTING ALTERNATIVE 2 OF LOCAL LAW TENTATIVELY NO. SEVEN FOR 2010 TO THE FULL LEGISLATURE MADE BY MR. CROSSETT. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

F. Law Department

1. **Cohocton Wind Farms** – Mr. English stated First Wind is refinancing and we have granted them a lease to cross one of our properties in Cohocton. They cross it with a transmission line. In the lease we granted them, we included an estoppels certificate, which means that the lease must be in good standing. Their account is in good standing so they are requesting us to sign the estoppels certificate.

MOTION: AUTHORIZING THE COUNTY ADMINISTRATOR TO SIGN FIRST WIND'S ESTOPPELS CERTIFICATE MADE BY MR. VAN ETTEN. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES. 5-0.

2. **Budget Transfer** – Mr. English requested authorization to transfer a total of \$58,400 from their personal services line item to the public sector labor consultant line item and DSS transition services line item.

MOTION: AUTHORIZING THE TRANSFER OF \$58,400 FROM THE LAW DEPARTMENT'S PERSONAL SERVICES LINE ITEM AND APPROPRIATING \$33,400 TO THE PUBLIC SECTOR CONSULTANT LINE ITEM AND \$25,000 TO THE DSS TRANSITION SERVICES LINE ITEM MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. 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 MRS. FERRATELLA. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: DESIGNATING WENDY FLAITZ AS THE ACTING REAL PROPERTY TAX SERVICE AGENCY DIRECTOR MADE BY MR. VAN ETTEN. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING THE COUNTY ADMINISTRATOR TO MAKE APPLICATION TO NEW YORK STATE TO CHANGE THE SUPERVISION OF THE YOUTH BUREAU TO THE PLANNING DEPARTMENT AND DESIGNATING THE ASSISTANT COUNTY ADMINISTRATOR AS THE POINT OF CONTACT IN THE INTERIM MADE BY MR. ROUSH. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

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

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

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

**NEXT MEETING SCHEDULED FOR
Tuesday, October 12, 2010 @ 9:30 a.m.**

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

Joint Special Meeting

Monday, September 27, 2010

9:45 a.m.

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

****MINUTES****

COMMITTEE:	Patrick F. McAllister, Chair Scott J. Van Etten	Carol A. Ferratella	Gary B. Roush
	Lawrence P. Crossett, Chair	Gary D. Swackhamer, Vice Chair	Donald B. Creath
STAFF:	Mark R. Alger David English	Jack Wheeler	Kenneth E. Isaman
LEGISLATORS:	Patrick F. Donnelly Joseph J. Hauryski Brian C. Schu	Dan C. Farrand Robert V. Nichols John S. Walsh	Michael Hanna Thomas J. Ryan Randolph J. Weaver

I. CALL TO ORDER

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

II. DEPARTMENTAL REQUESTS

A. Risk Manager

1. **Budget Transfer** – Mr. Isaman stated the Administration and Finance Committees had previously approved transferring a total of \$14,245.00 from the Contingency Fund to various line items with the Motor Pool and Risk Manager's 2010 budget. There was one item that was included on the resolution, but had not been approved by the committee. We are moving toward doing an RFP for insurance and we want to find a firm to update our 2005 values of buildings. The committee authorized me to go ahead with the RFP; however, there is no money in my budget to do this. He requested authorization to transfer an additional \$2,800.00 from the Contingency Fund to the Consultants/Professionals line item.

MOTION: AUTHORIZING THE TRANSFER AN ADDITIONAL \$2,800.00 FROM THE CONTINGENCY FUND TO THE RISK MANAGER'S LINE ITEM FOR CONSULTANTS AND PROFESSIONALS MADE BY MR. ROUSH. SECONDED BY MR. VAN ETEN. VOTE – ADMINISTRATION 5-0, FINANCE 5-0. MOTION CARRIES.

MOTION: TO ADJOURN MADE BY MR. SWACKHAMER. SECONDED BY MR. ROUSH AND DULY CARRIED.

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

STEBEN COUNTY ADMINISTRATION COMMITTEE

Special Meeting

Monday, September 27, 2010

9:50 a.m.

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

****MINUTES****

COMMITTEE:	Patrick F. McAllister, Chair Gary B. Roush	Lawrence P. Crossett, Vice Chair Scott J. Van Etten	Carol A. Ferratella
STAFF:	Mark R. Alger David English	Jack Wheeler Nancy Smith	Kenneth E. Isaman
LEGISLATORS:	Patrick F. Donnelly Michael Hanna Thomas J. Ryan John S. Walsh	Donald B. Creath Joseph J. Hauryski Brian C. Schu Randolph J. Weaver	Dan C. Farrand Robert V. Nichols Gary D. Swackhamer

I. CALL TO ORDER

Mr. McAllister called the meeting to order at 9:50 a.m.

II. DEPARTMENTAL REQUESTS

A. Risk Manager

1. **Insurance Proposal** – Mr. Isaman stated that he is putting together a comprehensive RFP for general, property and boiler/machinery insurance. We are asking for one company or a contingent of companies that will mesh together to give us the same liability coverage for all of our facilities. With your approval, we anticipate having our 200-page document available by Tuesday or Wednesday.

MOTION: AUTHORIZING THE RISK MANAGER TO RFP'S FOR GENERAL, PROPERTY AND BOILER/MACHINERY INSURANCE FOR ALL COUNTY FACILITIES MADE BY MR. VAN ETEN. SECONDED BY MRS. FERRATELLA FOR DISCUSSION.

Mr. Isaman explained there are two ways we can pick a broker. The first would be to let the market take care of itself. We would put the RFP out on the Internet and in addition notify certain companies that we know. The second way would be to ask an insurance company to pick the top three markets they want to see and we would then get involved in the process of picking a company. Mr. Isaman recommended that we let the open market take care of itself.

Mr. Van Etten asked if only one company bids, will they itemize what the costs for the insurance will be? Mr. Alger replied yes. Mr. Van Etten asked what happens with our policies that have different expiration dates? Mr. Isaman replied we changed all of the expiration dates to January. We paid a short rate to carry the coverage to the first of the year. Mr. Alger commented our preference is to get one company. This is an RFP and you have the ability to pick the proposal that covers the County best, or you can reject them all. There is still time and if this doesn't work, then we can look at doing something else.

VOTE ON PREVIOUS MOTION: ALL BEING IN FAVOR. MOTION CARRIES 5-0.

B. Personnel

1. **Non-Retaliation Policy** – Mrs. Smith distributed copies of the Non-Retaliation Policy. This is just a formality. We do have a non-retaliation clause in several of our policies; however, this is much more

comprehensive as it protects employees as well as the public. Mr. Isaman is doing a workplace violence training and we will piggyback on that and distribute this to all employees.

MOTION: APPROVING AN AMENDMENT TO THE ADMINISTRATIVE CODE TO INCLUDE THE NON-RETALIATION POLICY AS PRESENTED BY THE PERSONNEL OFFICER MADE BY MR. VAN ETEN. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: TO ADJOURN MADE BY MR. ROUSH. SECONDED BY MRS. FERRATELLA AND DULY CARRIED.

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

STEBEN COUNTY ADMINISTRATION COMMITTEE

Tuesday, October 12, 2010

9:30 a.m.

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

MINUTES

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

Legislators: Patrick F. Donnelly Joseph J. Hauryski Thomas J. Ryan

Staff: Mark R. Alger Jack Wheeler Tammy Hurd-Harvey James Gleason
Kenneth E. Isaman Kenneth Peaslee Nancy Smith Wendy Flaitz
Vincent Spagnoletti David English

Absent: Carol Ferratella

I. CALL TO ORDER

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

II. APPROVAL OF MINUTES

MOTION APPROVING THE MINUTES OF THE SEPTEMBER 14 AND SEPTEMBER 27, 2010, MEETINGS MADE BY MR. VAN ETTEN. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

III. DEPARTMENTAL REPORTS/REQUESTS

A. County Treasurer

1. **Health Insurance** – Relph Advisors is meeting with us about the over 65 coverage. They have done the RFP for administering our self insurance plan and we just received notice that our application for our reassurance for the 55 to 65 group has been approved.

B. Purchasing Department

1. **2010 Surplus Auction** – Mr. Gleason stated despite the weather, we had a really good turnout; probably the biggest crowd ever. He thanked the Public Works staff for their assistance with the auction. There were 85 vehicles for sale this year and they did a nice job detailing them. The County took in \$149,836.50 in proceeds and the municipalities and outside agencies took in \$90,630.

2. **Copiers** – Mr. Gleason requested authorization to replace small copiers that are 8 to 9 years old. The maintenance costs are getting expensive. He can purchase 10 machines for \$14,750 off of the State bid. In addition, the District Attorney included a new fax machine and scanner in his proposed 2011 budget. They were scheduled to receive a replacement copier next year. He requested authorization to purchase the District Attorney a networkable machine with scanning, copying and faxing capability for \$6,800 off of the State bid.

MOTION: AUTHORIZING THE PURCHASE OF 10 SMALL COPIERS FOR \$14,750 AND ONE NETWORKABLE COPIER/SCANNER/FAX MACHINE FOR \$6,800 OFF OF THE STATE BID MADE BY MR. CROSSETT. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

C. Risk Manager

1. **Insurance RFP** – Mr. Isaman stated they have posted the insurance RFP on the County website with the help of the Purchasing and Informational Technology Departments. The RFP is for all of the County insurance with the exception of the Workers' Compensation and Workers' Compensation Excess.

2. **Drug & Alcohol Testing** – Mr. Isaman stated Occumed handles the County's entire CDL drug testing, including the towns. We have contracts with the towns for the administration of the drug testing for their employees. The existing contracts with the town include a requirement of the employee social security numbers. They no longer require this information as they use the CDL license number. He requested authorization to renew the contracts with the Towns to include this change.

Mr. Isaman stated they are also signing up for the Lends Program in their office. This program is free and its purpose is that anyone who drives a County vehicle will be entered into this program so that any convictions on licenses will be reported automatically to the County. We would also advise the townships of any convictions for their employees. Discussion followed.

Mr. Van Etten asked why we are interested in reporting driving infractions? Mr. Alger stated the only issue is to make sure the license hasn't been suspended. Beyond that, there really isn't any reason to know when they get speeding tickets as that is not a condition of their employment. Discussion followed.

MOTION: AMENDING AND RENEWING THE RISK MANAGER'S CONTRACT WITH THE TOWNS FOR THE ADMINISTRATION OF THE DRUG AND ALCOHOL TESTING PROGRAM MADE BY MR. VAN ETTEN. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

D. County Administrator

1. **Administrative Code Amendment** – Mr. Alger requested authorization to amend the Administrative Code relative to Public Works capital projects. Currently the road projects are listed in individual capital projects. The Commissioner also carries a contingency line totaling \$300,000 for all of the road projects. He would like authorize the Commissioner to make transfers up to the amount in the contingency line with the approval of the County Administrator, Public Works Committee and Finance Committee. Mr. Spagnoletti stated there is \$4.3 million in the road fund and the \$300,000 contingency amount is not applied to a particular project.

MOTION: AMENDING THE ADMINISTRATIVE CODE TO AUTHORIZE TRANSFERS INTO THE INDIVIDUAL ROAD CAPITAL PROJECTS UP TO THE TOTAL AMOUNT INCLUDED IN THE CONTINGENCY LINE WITH THE APPROVAL OF THE COUNTY ADMINISTRATOR, PUBLIC WORKS COMMITTEE AND FINANCE COMMITTEE MADE BY MR. ROUSH. SECONDED BY MR. VAN ETTEN. 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. VAN ETTEN. SECONDED BY MR. CROSSETT. 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. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

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

Respectfully submitted by Brenda K. Mori, Clerk of the Legislature

**NEXT MEETING SCHEDULED FOR
Tuesday, November 9, 2010 – 9:30 a.m.**

STEBEN COUNTY ADMINISTRATION COMMITTEE

Special Meeting

Monday, October 25, 2010

9:00 a.m.

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

****MINUTES****

COMMITTEE: Lawrence P. Crossett, Vice Chair Carol A. Ferratella Gary B. Roush
Scott J. Van Etten

STAFF: Mark R. Alger Jack Wheeler Robert W. Anderson, Ph.D.
Henry W. Chapman, Psy.D. Nancy Smith

LEGISLATORS: Patrick F. Donnelly Donald B. Creath Dan C. Farrand
Michael Hanna Joseph J. Hauryski Thomas J. Ryan
Gary D. Swackhamer John S. Walsh Randolph J. Weaver

ABSENT: Patrick F. McAllister, Chair

I. CALL TO ORDER

Mr. Crossett called the meeting to order at 9:05 a.m.

II. GENERAL BUSINESS

- A. Office of Community Services
1. **Personnel Issue**

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. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

MOTION: AUTHORIZING AN INCREASE IN SALARY FOR PSYCHIATRIST, DR. NOBILSKI, AT THE OFFICE OF COMMUNITY SERVICES FROM \$95.00 PER HOUR TO \$110.00 PER HOUR TO ACT AS MEDICAL DIRECTOR FOR ALCOHOL AND SUBSTANCE ABUSE SERVICES MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

MOTION: TO ADJOURN EXECUTIVE SESSION AND RECONVENE IN REGULAR SESSION MADE BY MR. ROUSH. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

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

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

STEBEN COUNTY ADMINISTRATION COMMITTEE

Tuesday, November 9, 2010

9:30 a.m.

Legislative Committee Conference Room

Steuben County Office Building

Bath, New York

****MINUTES****

COMMITTEE: Patrick F. McAllister, Chair Lawrence P. Crossett, Vice Chair Carol A. Ferratella
Gary B. Roush Scott J. Van Etten

STAFF: Mark R. Alger Jack Wheeler Tammy Hurd-Harvey
Wendy Flaitz Donna Hatch Ken Isaman
James Gleason Ken Peaslee David English
Judy Hunter Jennifer Bailey Nancy Smith
Eric Tyner Robert McDaniels Frederick H. Ahrens
Joel Ordway

LEGISLATORS: Patrick F. Donnelly Joseph J. Hauryski Thomas J. Ryan

OTHERS: Greg Carey, Representative, Council 82-Law Enforcement Officers Union
Mary Perham, *The Leader*

I. CALL TO ORDER

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

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE OCTOBER 12, 2010, AND OCTOBER 25, 2010, MINUTES MADE BY MR. CROSSETT. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0. (MR. VAN ETTEN ABSENT FOR VOTE)

III. DEPARTMENTAL REPORTS/REQUESTS

A. Personnel

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 MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0. (MR. VAN ETTEN ABSENT FOR VOTE)

MOTION: DENYING THE SHERIFF'S DEPUTIES ASSOCIATION'S GRIEVANCE MADE BY MR. CROSSETT. SECONDED BY MR. ROUSH. MOTION CARRIES 4-0-1. (MR. VAN ETTEN ABSTAINED)

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

B. Treasurer

1. **Budget Transfer** – Mrs. Hurd-Harvey requested authorization to transfer \$6,188.00 from Personnel to Minor Equipment to purchase file cabinets, chair mats and cubicle partitions.

MOTION: AUTHORIZING THE DEPUTY COUNTY TREASURER TO TRANSFER \$6,188.00 IN EXCESS PERSONNEL FUNDS TO MINOR EQUIPMENT TO PURCHASE FILE CABINETS, CHAIR MATS AND CUBICLE PARTITIONS MADE BY MR. VAN ETTEN. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. **Over 65 Retiree 2011 Health Plan Options** – Mrs. Hurd-Harvey requested authorization to continue the over 65 retiree health plan options as last year. She noted there are no big changes. With the out-of-area coverage we have three plans; New York, Florida and all other states. Most notable is that the prescription coverage increased \$77.00 per month for the out-of-area plans.

MOTION: AUTHORIZING THE TREASURER'S OFFICE TO CONTINUE THE OVER 65 RETIREE HEALTH PLAN OPTIONS FOR 2011 MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

C. Information Technology

1. **Fiber Optic Maintenance Agreement** – Mr. Peaslee informed the committee that they have had a five-year maintenance agreement which covers the 50,000 feet of Corning fiber optic that is in place. With this agreement if there is a problem, the company would respond to us first and they have 24 hours response time. We rely on our fiber optic a lot and much of it is aerial. Mr. Peaslee stated the cost for this maintenance agreement is \$10,000 and we have used it one time in the past five years. He asked if the committee would like to continue this agreement? If so, he would like authorization to obtain quotes.

Mr. Crossett asked the one time that you did use the plan, what would it have cost to repair the fiber optic? Mr. Peaslee replied it would have been about \$10,000. Mr. McAllister asked is this the last year of the agreement? Mr. Peaslee replied yes. We will get a bill in about a month for 2011. We extend the contract one year at a time. He stated that he talked with Mr. Alger, if we obtain quotes, about putting in an option to cover the 9,000 feet of fiber optic that we have with the Village of Bath. Mr. Crossett commented there is no cost to obtain quotes.

Mr. Van Etten asked the maintenance agreement only covers the infrastructure of the fiber, not the degradation of the fiber? Mr. Peaslee replied that is correct. He commented that the 911 Center uses fiber to have a terminal at the Bath Police Department. We also do remote backup to the Public Safety Building. The fiber optic is also used for all of our communication for the Health Care Facility, Public Safety Building, 911, etc. Mr. Alger stated if we lost the fiber connection to Mt. Washington, we would have limited 911 service.

MOTION: AUTHORIZING THE DIRECTOR OF INFORMATION TECHNOLOGY TO OBTAIN QUOTES FOR A MAINTENANCE AGREEMENT FOR THE FIBER OPTIC MADE BY MRS. FERRATELLA. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

D. Real Property Tax Service Agency

1. **Annual Resolutions** – Ms. Flaitz distributed and reviewed the Table of County Equalization Rates, County Equalization Report, 2011 Tax Impact Report Due to Changes in Equalization Rates and Valuation and Exemption Impact Reports.

Mr. Roush asked are the equalization rates set by the State or the County? Ms. Flaitz replied they are set by the State. There are some significant changes in the equalization distribution. She commented that they also will be doing a resolution to add rollback and penalty taxes on converted forest land parcels.

MOTION: APPROVING THE TABLE OF COUNTY EQUALIZATIONS RATES, THE COUNTY EQUALIZATION REPORT, THE 2011 TAX IMPACT REPORT DUE TO CHANGES IN EQUALIZATION RATES AND VALUATION AND THE EXEMPTION IMPACT REPORT FOR THE COUNTY AND FORWARDING TO THE FULL LEGISLATURE MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolutions Required.

E. Purchasing

1. **Xerographic Copy Paper Bid** – Mr. Gleason recommended awarding the bid for copy paper to RIS Paper Company for \$27.47 per case. This represents a \$.40 decrease from last year's price.

MOTION: AWARDING THE BID FOR XEROGRAPHIC COPY PAPER TO RIS PAPER COMPANY FOR \$27.47 PER CASE MADE BY MR. ROUSH. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

F. County Clerk

1. **Semi-Annual Mortgage Tax Distribution** – Mrs. Hunter stated she previously distributed the semi-annual mortgage tax distribution. Mr. Van Etten asked how do these numbers compare to the same 6-month window last year? Mrs. Hunter replied they have decreased. Discussion followed.

MOTION: ACCEPTING AND FORWARDING TO THE FULL LEGISLATURE THE SEMI-ANNUAL MORTGAGE TAX DISTRIBUTION MADE BY MR. CROSSETT. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

2. **Passport Clinic** – Mrs. Hunter stated students from Canisteo-Greenwood Central School will be taking a trip to France and in an effort to make it easier for the parents to obtain passports, they held a passport clinic at the school. It was well received and they would like to continue to offer this service in the future.

G. Risk Manager

1. **Insurance RFP** – Mr. Isaman provided the committee with an update on the insurance RFP. The RFP's are due December 8, 2010. The proposal was put on the webpage on September 28, 2010 and he thanked Information Technology and Purchasing for their help with this. Previously he had talked to the committee about whether to assign a market to the proposal or not. He did decide to assign a market and they have seven companies who are responding to the RFP. Each of those companies has two to three different markets and we should have about ten good responses. Mr. Isaman stated his idea was to put the insurance onto one policy if we could; if not, then consolidate it from five down to two. Putting this on the market will give us a number of alternatives.

Mr. Isaman requested permission to ask a local insurance agent within the county, who is familiar with municipal insurance, to aid us in the process of reviewing these proposals. These proposals will be very detailed and will require a lot of reading. We will narrow the proposals down to three and then conduct interviews.

Mr. Roush asked do you anticipate paying this individual to help in the review of the proposals? Mr. Isaman replied no.

MOTION: AUTHORIZING THE RISK MANAGER TO FIND A LOCAL INSURANCE AGENT WILLING TO VOLUNTEER THEIR TIME TO REVIEW INSURANCE PROPOSALS MADE BY MR. ROUSH. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

H. Administrator

1. **ProAct** – Mr. Wheeler informed the committee that we have reached two milestones with ProAct; the first is we are in our second year of this partnership and secondly, with this program, we have saved residents \$1 million which is astonishing. ProAct has been very complimentary to us with regard to how the program is going here in the County. We are outperforming the downstate, more populous counties. Residents using this program have seen a 50 percent savings on average on their prescriptions. This is a good program for the County.

Mrs. Ferratella asked do you have any demographical information? Mr. Wheeler replied no, but we can see where the card is being used. It is mostly being used at Wal-Mart and Wegman's in the County.

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 MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING THE TRANSFER OF \$120,000.00 FROM THE CONTINGENCY FUND AND APPROPRIATING TO A NEW CAPITAL PROJECT ENTITLED "NETWORK SECURITY" MADE BY MR. ROUSH. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: APPROVING THE MANAGEMENT SALARY INCREASES, RANGING FROM 2.5 PERCENT TO 3.4 PERCENT DEPENDING UPON EVALUATION MADE BY MR. CROSSETT. 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. ROUSH. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

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

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR
Tuesday, December 14, 2010 @ 9:30 a.m.**

STEBEN COUNTY ADMINISTRATION COMMITTEE

Tuesday, December 14, 2010

9:30 a.m.

Legislative Committee Conference Room

Steuben County Office Building

Bath, New York 14810

****MINUTES****

COMMITTEE: Patrick F. McAllister, Chair Lawrence P. Crossett, Vice Chair Carol A. Ferratella
Gary B. Roush Scott J. Van Etten

STAFF: Mark R. Alger Jack Wheeler James Gleason
Ken Peaslee Ken Isaman Veronica Olin
Joe Welch Fred Ahrens Wendy Flaitz
Kathryn Muller Jessica Drake William Partridge
Tammy Hurd-Harvey

LEGISLATORS: Patrick F. Donnelly Michael Hanna Thomas J. Ryan
John S. Walsh

OTHERS: Andy Lukasiewicz, ECC Technologies
Brian Wagner, President, Empire Telephone
Paul Grisweld, Finger Lakes Technologies

I. CALL TO ORDER

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

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE NOVEMBER 9, 2010, MEETING MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

III. DEPARTMENT REPORTS/REQUESTS

A. Risk Manager

1. **Request for Special Meeting** – Mr. Isaman requested the committee hold a special meeting prior to the Board Meeting on December 20, 2010 to award the insurance RFP. We had seven interested companies and received four proposals. We have narrowed the applicants down to two, and they will be interviewed on December 15, 2010. Mr. Van Etten asked are these proposals all inclusive? Mr. Isaman replied one is almost completely with one company with the exception of one piece. The other proposal has two or three difference pieces.

The Committee agreed to hold a Special Administration Committee meeting on Monday, December 20, 2010, prior to the Legislative Meeting.

B. Purchasing

1. **Authorization to Purchase Copier for Special Children’s Services** – Mr. Gleason informed the committee that the copier at Special Children’s Services is seven years old and has 700,000 copies. He stated that he does have money in the capital project to purchase a new copier. The new copier would be networked and would include scanner and email capabilities. The cost is \$6,500.00 on State contract. Discussion followed.

MOTION: AUTHORIZING THE PURCHASING DIRECTOR TO PURCHASE A NEW COPIER FOR SPECIAL CHILDREN'S SERVICES FOR A COST OF \$6,500.00 ON STATE CONTRACT MADE BY MR. VAN ETTEN. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

C. Information Technology

1. **Fiber Optic Maintenance Quote** – Mr. Peaslee stated last month we had talked about our contract with Fibertech for fiber optic maintenance. The cost is roughly \$10,000.00 - \$11,000.00 for one year of maintenance. We solicited quotes and had two responses. Interestingly, Fibertech did not send us a quote, but instead, sent us a bill for \$12,500.00. We received a quote from Celerity for \$1,200.00 per year plus time and materials. For \$100.00 a month, we will have access to help 24 hours a day, seven days a week. They guarantee a response within 24 hours. If there is a problem, they will bill it on time and materials. The second quote we received was from Adtell for \$10,000.00 plus \$2,000.00 for Option A. Mr. Peaslee explained if we had a four-hour breakdown in the fiber, it would cost us less than \$5,000.00 to fix it if we go with Celerity out of Pennsylvania.

Mr. Van Etten asked how often would you need fiber maintenance? Mr. Peaslee replied in five years, we have had one call.

During the quote process, we had a roundtable discussion and both companies did attend and they were concerned as we do not have as-built drawings for the fiber. In our fiber, we have maintenance loops. If there is a break, they can use that extra fiber to repair the break. They recommended we create as-built drawings and get the specifications for the fiber. There is an optional price to have that done. Adtell's price to shoot the fiber and create as-built drawings is \$1,000.00 per day. Celerity would give us five options for a price of \$11,500.00, or we could take three options for mapping out, shooting and drawing the as-builts as a package for a cost of \$9,750.00. It will take a couple of weeks to get that done.

Mr. Roush asked can you go back to the company who installed the fiber to get the as-built's? Mr. Peaslee replied we don't know who installed the fiber from the Public Safety Building to Mt. Washington. Public Works installed the other fiber.

Mr. Peaslee stated we have the money in our budget for the maintenance. He recommended awarding the quote to Celerity for maintenance at a price of \$1,200.00 per year plus time and materials and to also allow Celerity to do the as-built mapping of the fiber for a total cost of \$9,750.00. Mr. Crossett asked is this contract for one year? Mr. Peaslee replied the contract will be for one year, renewable for five years with a 2 percent increase each year.

MOTION: AUTHORIZING THE DIRECTOR OF INFORMATION TECHNOLOGY TO ACCEPT THE QUOTE FOR FIBER MAINTENANCE FROM CELERITY OF PENNSYLVANIA FOR \$1,200.00 PER YEAR PLUS TIME AND MATERIALS AND ALSO TO ENTER INTO A CONTRACT FOR THE MAPPING OF AS-BUILTS FOR THE FIBER NETWORK AT A COST OF \$9,750.00 MADE BY MR. ROUSH. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. **USB Policy** – Mr. Peaslee stated last month he talked with the committee about a USB policy. He has reviewed it with Mr. Alger, who made some edits, and he will present it to the committee next month. He would like authorization to purchase software for restricting USB ports and encrypting so that we can be more compliant with HIPAA. The company has offered us a discount if we purchase the software by the end of the year. The cost is \$8,550.00.

MOTION: AUTHORIZING THE DIRECTOR OF INFORMATION TECHNOLOGY TO PURCHASE SOFTWARE FOR RESTRICTING AND ENCRYPTING USB PORTS IN ORDER TO BE MORE COMPLIANT WITH HIPAA FOR A COST OF \$8,550.00 MADE BY MR. ROUSH. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

D. Real Property Tax Service Agency

1. **2011 Tax Impact Report** – Ms. Flaitz distributed the final reports on the percentage change for the County levy. Last year there were eleven or twelve towns with adjusted sales tax credits and those are not included this year and as a result, those tax rates are increasing.

Mr. Van Etten commented, if you look at Wayland, they saw an increase of 35 percent and their reval went from 69 percent to 100 percent. If you look at Caton, their reval went from 60 percent to 100 percent and they saw an increase of 1.9 percent? What is the difference? Ms. Flaitz replied for the Town outside of Wayland, their assessments were not in line, even at 69 percent. The Caton assessments were more in line. The Village of Wayland, at 74 percent, is more in line with their assessments.

E. Administrator

1. **Regional Fiber Project** – Mr. Wheeler introduced Andy Lukasiewicz from ECC Technologies. We did not receive the NTIA funding but, through Southern Tier Central, we have identified a potential revenue stream with some local share. Before, when we were talking about this project, both Southern Tier East and Southern Tier Central were involved. Now it is just Southern Tier Central, Steuben, Schuyler and Chemung. With the regional fiber project, there is 138 miles of fiber that would be connected to public safety towers. This provides a dual benefit with the advanced technology for communications. This also provides us with a big economic development opportunity.

Mr. Wheeler explained, at this point we are looking to secure authorization for the creation of a local development corporation. There would be a representative from each County, as well as representatives from the different sectors such as public safety, health care, and industry. We are also looking to recommit the local share should ECC Technologies and Southern Tier Central obtain the funding. We have put up \$1.228 million toward this.

Mr. McAllister stated he would like to know, if the loop touches Wayland at the outskirts, could it be used to bring it to I-390 because the property at the northwest corner has potential. It would be worth the extra money it would take. Mr. Wheeler stated that the test plans show there is another network that runs along I-390 and we would like to get there. In the Wayland area we could connect to the Ontario County fiber network. That would not count toward our allocation.

Mr. Van Etten stated Onondaga and other counties have done this. Is there any history on how it is working for the other counties? Mr. Lukasiewicz replied he is acting as the Chief Operating Officer for the fiber ring. Ontario County has another five or six miles to build and they are already generating substantial revenue to offset the operational costs of the fiber. The biggest customer is Verizon Wireless. It is really working quite well and we are very excited about how well that is going. We are interested in fiber going into this area as well. That is how we are doing the fiber design; we are looking to see how to get to the major anchor tenants.

Mr. Hanna asked what is the timeline? Mr. Lukasiewicz replied we would like to get the local development corporation established as soon as possible. The goal is to get that going before the end of the year. Once that occurs, we will have two years of design and building. We would try to build the fiber in some of the more densely populated areas and expand out from there.

Mr. Ahrens commented we would work with Southern Tier Central to set up the local development corporation.

Mr. Wheeler stated part of the resolution is to allow the local development corporation, through Southern Tier Central, to engage ECC Technologies for the building and design of the fiber network.

MOTION: AUTHORIZING THE ESTABLISHMENT OF A LOCAL DEVELOPMENT CORPORATION FOR THE REGIONAL FIBER PROJECT AND ALLOWING THE LOCAL DEVELOPMENT CORPORATION, THROUGH SOUTHERN TIER CENTRAL, TO ENGAGE ECC TECHNOLOGIES FOR THE DESIGN AND BUILDING OF THE FIBER NETWORK MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA FOR DISCUSSION.

Mr. Van Etten asked is your plan to use the existing pole right-of-ways or will you go in and create new poles? Mr. Lukasiewicz replied typically we use the existing pole structure and go underground if we need to. In Ontario County we built thirteen poles.

VOTE ON PREVIOUS MOTION: ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. **Contract – Records Center** – Mr. Wheeler stated since 2007 the Records Center has contracted with PMI Photo-Micrographics, Inc., for microfilm for the Department of Social Services and the County Clerk. He requested authorization to extend this contract for 2011 for a cost of \$35,500.00.

MOTION: AUTHORIZING THE EXTENSION OF THE CONTRACT WITH PMI PHOTO-MICROGRAPHICS, INC., FOR MICROFILMING FOR THE DEPARTMENT OF SOCIAL SERVICES AND THE COUNTY CLERK FOR 2011 FOR A COST OF \$35,500.00 MADE BY MR. VAN ETTEN. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

3. **Youth Bureau – Reclassification** – Mr. Wheeler stated that we have been working with the State for the transition of the Youth Bureau, along with Personnel and Mr. Alger, to determine how to proceed. A Youth Program Coordinator, or similar position, could manage the department with the help of others to pitch in when needed. Before, the Youth Bureau was staffed with a Youth Administrator and a clerical position. Mr. Wheeler requested authorization to downgrade the Youth Administrator, Grade D to a Youth Program Coordinator, Grade C. We also readjusted the job specifications to focus more on public administration as there is a lot of contract administration that will need to be done. The difference in the midpoint of a Grade D is \$51,000.00 and a Grade C is \$47,000.00.

Mr. Alger commented we will keep this as a management position and they will be consolidated with my department and report to Mr. Wheeler.

Mr. Van Etten asked is this position funded? Mr. Alger replied yes. Mr. Wheeler commented originally we had wanted to put this under the Planning Department, but the State was not okay with that. They are fine with putting them under the County Administrator's Office.

MOTION: APPROVING THE DOWNWARD RECLASSIFICATION OF A YOUTH ADMINISTRATOR, GRADE D, TO A YOUTH PROGRAM COORDINATOR, GRADE C, IN THE YOUTH BUREAU MADE BY MR. VAN ETTEN. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

4. **Elections – Electrical Work** – Ms. Olin informed the committee that all of the election machines are stored at the old Health Care Facility. When we have to do maintenance and testing, we are running extension cords to hook up all of the machines. That is not good for the machines and also poses a safety hazard. She requested authorization to transfer \$17,000 from their Printing line item to the Voting Machine Capital Project in order to provide more electrical poles and outlets. She stated that she met with Mr. Partridge and we received an estimate of \$13,900.00.

Mrs. Ferratella asked is the service big enough to handle this? Mr. Partridge replied yes. We will get quotes for this project.

MOTION: AUTHORIZING THE BOARD OF ELECTIONS TO TRANSFER \$17,000.00 FROM THEIR PRINTING LINE ITEM TO THE VOTING MACHINE CAPITAL PROJECT FOR ELECTRICAL RECEPTACLES FOR VOTING MACHINE STORAGE MADE BY MR. ROUSH. SECONDED BY MRS. FERRATELLA FOR DISCUSSION.

Mr. Alger explained to minimize the cost impact, we're using circuits in use in other areas of the building that will be redirected to the room where the voting machines are housed. We will eliminate some lights and outlets in other rooms and that will be at a minimal cost. Long-term, if you do something with the building, we will have to redo the electric. Mr. Partridge will be involved in the actual selection of the circuits.

Mr. Roush asked how do you handle security for the voting machines? Ms. Olin replied this is a locked room that only the two Commissioners have a key to. The room remains unlocked while we are there; otherwise, the doors are locked at all times. Last year we changed the locks on the doors and even Mr. Partridge has to come to one of us to get the keys if they need access.

Mrs. Ferratella asked will there be a problem not having electric in those other rooms? Mr. Alger replied no. They are not occupied and are not in use. The only issues will be long-term.

Mr. Welch stated that with regards to the security of election results, the machines are safe once the software is removed.

Mr. Hanna asked are there any asbestos issues involved with this project? Ms. Olin replied no. Mr. Partridge stated this is pretty much standard electric work. Mr. Alger commented we believe we have removed virtually all of the floor tiles that had asbestos in them.

Mrs. Ferratella asked where do we stand with regard to elections for villages and schools? Ms. Olin replied we have worked with the villages because of the new law that states they cannot use lever machines and have to use the new machines or do a paper ballot. We have formulated a paper ballot, which has to look like the ballot that we currently use. That ballot was approved and we forwarded it to all of the village clerks. We also sent a letter to all villages, schools and towns for their contact information.

Ms. Olin stated some villages have asked us about using our machines. It is too late for us to do that for the March elections as the village boards have to pass resolutions to have the County conduct elections for them. We have looked at other counties to see how they do this. A lot of them have the villages move their elections to the general election, which helps reduce the cost. If that happens, we will have to redistrict so that the villages are incorporated into their own districts. The schools are allowed to use the lever machines until after 2011.

Ms. Olin stated if we run the village elections, they will be required to use our inspectors and the villages will have to pay them. They also will be required to use our shippers and pay them directly. We would charge the villages for personnel time for the staff to perform the activities they are required to do.

Mr. Welch stated we are obligated to run village elections if they conform to what we ask. We would want to look at costs and staff requirements. It will add quite a bit of work.

Ms. Olin stated in 2012 we will be doing the Presidential Primary and Election and if we are doing village elections, that would be in March. We would have to work on the village requirements while we are working on the general election for the County.

VOTE ON PREVIOUS MOTION: ALL BEING IN FAVOR. MOTION CARRIES 5-0.

5. **Appointment of Elections Commissioners** – Mr. Alger stated the Elections Commissioners terms end in December and he requested authorization to reappoint them.

MOTION: RECOMMENDING THE REAPPOINTMENT OF VERONICA OLIN AS THE REPUBLICAN COMMISSIONER OF ELECTIONS AND JOSEPH WELCH AS THE DEMOCRATIC COMMISSIONER OF ELECTIONS FOR TERMS COMMENCING ON JANUARY 1, 2011, MADE BY MR. VAN ETEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

6. **Contract Extension – Department of Social Services** – Mr. Alger informed the committee that the Department of Social Services had retained the service of John Leyden, Esq. through the end of this year. They are requesting an extension of that contract on a part-time basis as needed for up to six months, not to exceed \$19,500.00. This was approved by the Human Services, Health & Education Committee.

MOTION: AUTHORIZING THE DEPARTMENT OF SOCIAL SERVICES TO EXTEND THEIR CONTRACT WITH JOHN LEYDEN, ESQ., ON AN AS NEEDED BASIS FOR UP TO SIX MONTHS, AT A COST NOT TO EXCEED \$19,500.00 MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Mr. Ahrens introduced Jessica Drake who will be Mr. Leyden's replacement.

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

MOTION: RECOMMENDING THE APPOINTMENT OF WENDY FLAITZ AS DIRECTOR OF THE REAL PROPERTY TAX SERVICE AGENCY AND SETTING HER SALARY AT \$60,000.00 PER YEAR MADE BY MR. VAN ETTEN. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: RECOMMENDING THE APPOINTMENT OF ALAN REED, ESQ., AS COUNTY ATTORNEY AND SETTING HIS SALARY BETWEEN \$100,000.00 - \$110,000.00 PER YEAR MADE BY MR. VAN ETTEN. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: SETTING THE SALARY FOR THE COUNTY TREASURER AT \$80,000.00 PER YEAR MADE BY MR. VAN ETTEN. SECONDED BY MR. CROSSETT. MOTION CARRIES 4-1. (MR. ROUSH OPPOSED)

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

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

Respectfully Submitted by:

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

**STEBEN COUNTY ADMINISTRATION COMMITTEE
SPECIAL MEETING**

Monday, December 20, 2010

9:45 a.m.

Legislative Committee Conference Room

Steuben County Office Building

Bath, New York

****MINUTES****

COMMITTEE:	Patrick F. McAllister, Chair Gary B. Roush	Lawrence P. Crossett, Vice Chair Scott J. Van Etten	Carol A. Ferratella
STAFF:	Mark R. Alger James Gleason	Jack Wheeler Fred Ahrens	Ken Isaman Tammy Hurd-Harvey
LEGISLATORS:	Joseph J. Hauryski Dan C. Farrand Thomas J. Ryan John S. Walsh	Patrick F. Donnelly Michael Hanna Brian C. Schu Randolph J. Weaver	Donald B. Creath Robert V. Nichols Gary D. Swackhamer

I. CALL TO ORDER

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

II. GENERAL BUSINESS

A. Risk Manager

1. **Insurance RFP Award** – Mr. Isaman informed the committee that he, Mr. Wheeler, Mr. Gleason and John Taggart reviewed the insurance RFP's. We had seven interested parties, with four who submitted quotes. We eliminated two quotes because they were \$80,000.00 higher than the other two. The last two parties were interviewed last week.

Mr. Isaman recommended awarding the Insurance RFP to Rose Kiernen for the 2011-2012 year. They offered us a NYS admitted company. This means that if the insurance company fails, they have a security fund that they attest to and any claims are paid from that. Other than health care, which was difficult to find and carry, we have everything with one company. That company is U. S. Specialty.

Mr. Isaman stated that we reduced our deductible from \$750,000 to \$500,000. Community Services is also included with coverage of \$1 million per occurrence and \$3 million total. Previously they were a separate policy. Any equipment that is 10 years and newer will be at replacement cost. This is for all heavy equipment, including trucks, and there is a \$25,000 deductible. This policy includes identity theft for all employees. In addition, the law enforcement liability is much broader than in the past. We also now have leased/borrowed equipment at a \$500,000 limit. Herbicide and pesticide coverage is now included. Under our previous insurance, we did not have crime coverage at all and traditionally you had to be very specific in terms of the type of coverage. Now, we have a \$1 million blanket policy. Mr. Isaman stated we now have coverage for nurses and mental health together and that is \$5 million. We are going to keep the Health Care Facility on a separate policy as what we have is the best deal out there. We have \$1 million per occurrence and \$3 million total with no deductible. Rose Kiernen will work with the company we use now to help try to get the policy better.

Mr. Isaman stated last year we paid a premium of \$348,000 and this year with Rose Kiernen we will be paying \$350,000, but we have a great package.

Mr. Crossett asked where is Rose Kiernen from? Mr. Isaman replied they are from Glens Falls, New York.

Mr. Van Etten asked with the Inland Marine, what is the value of all of our equipment and what is different about this coverage? Mr. Isaman replied the other company did not have the big trucks insured for physical damage. Mr. McAllister asked are there any areas of the policy that has less coverage than what we had previously? Mr. Isaman replied everything in the new policy is equal or better.

MOTION: AWARDING THE INSURANCE RFP FOR 2011 – 2012 TO ROSE KIERNEN OF GLENS FALLS, NY FOR A PREMIUM COST OF \$350,000.00 MADE BY MR. ROUSH. SECONDED BY MR. VAN ETTEN. 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

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature