

STEBEN COUNTY ADMINISTRATION COMMITTEE

Special Meeting

Thursday, January 2, 2014

9:45 a.m.

Legislative Committee Room
Steuben County Office Building
Bath, New York

****MINUTES****

COMMITTEE: Patrick F. McAllister, Chair Carol A. Ferratella Brian C. Schu
Scott J. Van Etten

STAFF: Mark R. Alger Jack Wheeler Nancy Smith
Alan Reed Shawn Corey

LEGISLATORS: Dan C. Farrand K. Michael Hanna Joseph J. Hauryski
Hilda T. Lando Robin K. Lattimer Aaron I. Mullen
William A. Peoples Gary B. Roush Gary D. Swackhamer
Randolph J. Weaver George J. Welch

ABSENT: Lawrence P. Crossett, Vice Chair

I. CALL TO ORDER

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

II. GENERAL BUSINESS

- A. County Manager
1. **Relative to Collective Negotiations**

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. SCHU. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 3-0. (MR. McALLISTER ABSENT FOR VOTE)

MOTION: AUTHORIZING THE EXECUTION OF AN AGREEMENT WITH LOCAL #1000 OF THE CIVIL SERVICE EMPLOYEES' ASSOCIATION, INC. MADE BY MR. VAN ETTEN. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.

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
Deputy Clerk
Steuben County Legislature

STEBEN COUNTY ADMINISTRATION COMMITTEE

Tuesday, January 14, 2014

9:00 a.m.

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

****MINUTES****

COMMITTEE: Patrick F. McAllister, Chair Carol A. Ferratella Brian C. Schu
Scott J. Van Etten

STAFF: Mark R. Alger Jack Wheeler Jim Gleason
Ken Peaslee Ken Isaman Shawn Corey
Bryce Foster Brenda Mori Alan Reed
Jennifer Bailey David McCarroll Nancy Smith
Tammy Hurd-Harvey

LEGISLATORS: Joseph J. Hauryski K. Michael Hanna William A. Peoples
Gary B. Roush Randolph J. Weaver

ABSENT: Lawrence P. Crossett, Vice Chair

OTHERS: Mariella Frush, PERMA
Al Campney, PERMA

I. CALL TO ORDER

Mr. McAllister called the meeting to order at 9:00 a.m. and asked Mr. Foster to lead the Pledge of Allegiance.

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE DECEMBER 10, 2013 AND JANUARY 2, 2014, MEETINGS MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

III. DEPARTMENT REQUESTS

A. Risk Manager

1. **PERMA Update** – Mr. Isaman introduced Mariella Frush and Al Campney who are here to provide the committee with an update on the program. Ms. Frush stated we are going into year three and things are going very well and better than expected.

Mr. Campney stated in 2013 the County’s total losses were \$1.4 million, which is still less than the \$1.8 million the actuary had predicted. This has a lot to do with Health Care Facility claims. The fact that you are selling the Health Care Facility should have a favorable effect on your numbers. After the sale of the facility, we may need to review the contract and make adjustments. Your retention has dropped from \$750,000 to \$650,000. Mr. Alger commented this is the amount of risk we assume. Mr. Campney commented that in addition to the basic training they have provided, they would like to start to hone in on those areas where the losses are happening. Mr. Alger commented Volunteer Firemen are an important component as they are the largest area of risk.

Mr. Van Etten stated that for future reports he would like to see the total number of employees. Mrs. Ferratella asked is there a requirement for volunteer firemen to have a physical? Mr. Campney replied that is an area we want to look at. It is hard to get the volunteers together for training and we want to see if there are any

requirements. Mr. Isaman commented that we do not charge a separate fee for fire departments within municipality borders. Historically, that cost has been absorbed. Mr. Alger stated we will want to look at that. There is significant exposure in any municipality. Consideration should be given to the fact that they have volunteer departments. We are exploring if there are, or should be, standards for volunteers. Discussion followed.

IV. DEPARTMENTAL REQUESTS

A. Information Technology

1. **Website** – Mr. Peaslee informed the committee that the website is currently down. We are in the process of migrating to a new server. Hopefully within the next day or so the website should be up and running.

2. **Renewal of Sendio Anti-Spam Hardware and Software** – Mr. Peaslee requested authorization to renew their agreement with Sendio for three years. The total cost will be \$31,900 and will pay for the software license, hardware and maintenance. As a comparison, in 2011 we paid \$30,102 and did not get new hardware at that time. Mr. Gleason commented that three years ago they had declared this a sole-source for procurement purposes.

MOTION: AUTHORIZING THE DIRECTOR OF INFORMATION TECHNOLOGY TO RENEW THEIR AGREEMENT WITH SENDIO FOR THE PURCHASE OF ANTI-SPAM SOFTWARE LICENSE, HARDWARE AND MAINTENANCE FOR THREE YEARS, FOR A TOTAL COST OF \$31,900 MADE BY MR. VAN ETEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

B. Clerk of the Legislature

1. **Retirement Reporting** – Ms. Mori presented the retirement reporting resolution, which includes all individuals who were appointed in the second half of the year, or failed to report at the beginning of the year.

MOTION: APPROVING THE STANDARD WORKDAY AND RETIREMENT REPORTING RESOLUTION FOR ELECTED AND APPOINTED OFFICIALS MADE BY MR. VAN ETEN. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.

C. Personnel

1. **Reclassification – Sheriff’s Department** – Ms. Smith requested authorization to reclassify one Correction Sergeant, Grade XII to a Correction Lieutenant, Management Grade C within the Jail.

MOTION: AUTHORIZING THE RECLASSIFICATION OF ONE CORRECTION SERGEANT, GRADE XII TO A CORRECTION LIEUTENANT, MANAGEMENT GRADE C IN THE STEUBEN COUNTY JAIL MADE BY MR. VAN ETEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.

2. **Reclassification – Health Care Facility** – Ms. Smith requested authorization to reclassify two vacant Cleaner positions, Grade V, to one Occupational Therapy Assistant position, Grade XI and one Physical Therapy Assistant position, Grade XI.

MOTION: AUTHORIZING THE RECLASSIFICATION OF TWO VACANT CLEANER POSITIONS, GRADE V TO ONE OCCUPATIONAL THERAPY ASSISTANT POSITION, GRADE XI AND ONE PHYSICAL THERAPY ASSISTANT POSITION, GRADE XI, WITHIN THE HEALTH CARE FACILITY MADE BY MRS. FERRATELLA. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.

3. **Reclassification – Records Center** – Mr. Wheeler requested authorization to reclassify an Account Clerk-Typist position, Grade VI at the Records Center to a Senior Account Clerk-Typist, Grade X.

MOTION: AUTHORIZING THE RECLASSIFICATION OF A GRADE VI ACCOUNT CLERK-TYPIST POSITION AT THE RECORDS CENTER TO A GRADE X SENIOR ACCOUNTY CLERK-TYPIST MADE BY MR. SCHU. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

Resolution Required.

4. **Contract** – Ms. Smith requested authorization to enter into a contract with Jane Peaslee to provide leadership training. This training will be targeted toward the next level of middle management that could be future Department Heads. The classes will be limited to 15 participants. Mrs. Ferratella asked how will you pick who attends? Mr. Alger replied we would look to the Department Heads to make a recommendation. Mr. Van Etten asked what is the cost? Ms. Smith replied the cost is \$250 per class and we would like to hold four classes, 1 class per month, for a total cost of \$1,000.

MOTION: AUTHORIZING THE PERSONNEL OFFICER TO ENTER INTO A CONTRACT WITH JANE PEASLEE, CORNING COMMUNITY COLLEGE, TO PROVIDE LEADERSHIP TRAINING AT A COST OF \$250.00 PER CLASS FOR FOUR CLASSES MADE BY MRS. FERRATELLA. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

5. **Health Insurance/Vacation Buy Back** – Ms. Smith stated the CSEA Main Unit ratified, and the Legislature, approved the new contract. Typically, management follows the same rates for Health Insurance. Currently management pays 10 percent and with the new contract, Union members will be paying 11 percent. Mr. Alger explained management would continue to follow the Main Unit with regard to insurance and any changes in plans or rates. There will be an additional health insurance contribution. If employees participate in wellness programs, that will keep their rate the same. Additionally, the new contract includes a provision to allow employees who meet the minimum qualifications for sick and vacation leave, to participate in a vacation buyback program. He would recommend that the committee approve these changes.

MOTION: DIRECTING THAT THE MANAGEMENT GROUP HEALTH INSURANCE CONTRIBUTION BE INCREASED TO 11 PERCENT, COMMENSURATE WITH THE CSEA MAIN BARGAINING UNIT AND ALSO ALLOWING FOR VACATION BUY BACK ONCE MANAGEMENT STAFF HAVE MET THE MINIMUM REQUIREMENTS FOR VACATION AND SICK TIME MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

D. County Manager

1. **Contract** – Mr. Wheeler requested authorization for the Records Center to renew their contract with Photo Micrographics for one year, not to exceed \$35,000. He commented that next year they will have to put out a Request for Proposal.

MOTION: AUTHORIZING THE RECORDS CENTER TO RENEW THEIR CONTRACT WITH PHOTO MICROGRAPHICS FOR ONE YEAR, NOT TO EXCEED \$35,000 MADE BY MR. VAN ETTEN. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

Mr. Van Etten asked what is the status of a Records building? Mr. Alger replied we will not be putting up a building this year. We anticipate continuing to use the old Health Care Facility. With the transition of Centers, that will not be a problem immediately. His concern in the meantime is the overhead costs. Mrs. Ferratella asked how much square footage is required for Elections and Records? Mr. Alger replied we will need 10,000 – 15,000 square feet. This will not be a traditional office building, but more of a bare bones structure.

2. **Coroners** – Mr. Alger informed the committee that they contract with the Monroe County Medical Examiner's Office and they are changing the contract from a straight contract with a cap, to a more "a la carte" form. They will bill us for the services provided. In the past we paid \$90,000 for up to 120 cases. With the new structure, the number of cases would be reduced to 45. We were interested in putting together a proposal to establish a plan to put in place a local coroners' physician. Dr. Cole has agreed to this. In a routine case, having a coroners' physician would prevent us from having to send remains to Monroe County to have the

Medical Examiner sign off on it. We pay the coroners \$200 per case. Dr. Cole has indicated that he would accept \$100 per case. Dr. Cole would retain his medical responsibility to state when he does not agree with a coroner's finding and, in that instance, a case would be sent to Monroe County. Mr. Alger recommended the creation of a part-time position that would be paid on a per case basis. He believes this will significantly reduce the number of cases that go to Monroe County. Annually, we have been sending about 80 cases. Long term, we want to look at one of our current medical directors and see if we can incorporate the responsibility for this into their duties and then determine how to pay them.

MOTION: AUTHORIZING THE CREATION OF A PART-TIME CORONERS' PHYSICIAN POSITION TO BE PAID ON A PER CASE BASIS MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.

3. **Coroner's Aide** – Mr. Alger requested authorization to increase the Coroners' Aide pay from \$60.00 per trip to \$100.00 per trip. This has been approved by the Public Safety & Corrections Committee.

MOTION: AUTHORIZING AN INCREASE IN PAY FOR CORONERS' AIDE FROM \$60.00 PER TRIP TO \$100.00 PER TRIP MADE BY MRS. FERRATELLA. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

V. NEW BUSINESS

A. *Review of Reapportionment* – Mr. McAllister suggested that the beginning point be to look at what we did last year and make sure that everyone has a copy of that information to review. There may be new suggestions. Mr. Alger stated they will regenerate the handouts and send them. If you have any suggestions or ideas, we will look at those. Mr. Van Etten commented the key is that we have to know the drop-dead date to make anything happen. Mr. McAllister replied that date is June. Mr. Wheeler explained this would need a local law, which is a two-step process. The local law would need to be introduced in June in order to get it on the November ballot.

Mr. McAllister stated come prepared to discuss this at the next meeting. He also wants all of the Legislators to attend. Mr. Hauryski stated that part of the discussion is how we implement redistricting with the Legislators in terms of having to run again. You need to think about how you want to deal with that issue. Mr. Van Etten stated that he would look to the Law Department to tell us our options and rules. Mr. McAllister asked Mr. Reed to come up with options and information about how Legislator terms will be affected for discussion at the February meeting.

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 MATTERS LEADING TO THE APPOINTMENT, EMPLOYMENT, PROMOTION, DEMOTION, DISCIPLINE, SUSPENSION, DISMISSAL OR REMOVAL OF A PARTICULAR PERSON MADE BY MR. SCHU. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

MOTION: CONFIRMING THE COUNTY MANAGER'S REAPPOINTMENT OF KATHRYN MULLER, COMMISSIONER OF SOCIAL SERVICES, TO A FIVE YEAR TERM EFFECTIVE FEBRUARY 5, 2014, MADE BY MR. SCHU. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.

MOTION: RECOMMENDING THE TRANSMITTAL OF A FORM REPORT OF INVESTIGATION RELATIVE TO THE DEMOCRATIC COMMISSIONER OF ELECTIONS TO THE MINORITY MEMBERS OF THE STEUBEN COUNTY LEGISLATURE AND URGING THEM TO TAKE APPROPRIATE ACTION MADE BY MR. SCHU. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

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

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

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR
Tuesday, February 11, 2014
9:00 a.m.**

**Please send your agenda items to the Clerk of the Legislature's Office
NO LATER THAN NOON
Tuesday, February 4, 2014**

STEBEN COUNTY ADMINISTRATION COMMITTEE

Tuesday, February 12, 2014

9:00 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	Brian C. Schu
STAFF:	Mark R. Alger Vicki Olin Pat Donnelly Nancy Smith	Jack Wheeler Wendy Flaitz Brenda Mori	Shawn Corey Jim Gleason Alan Reed
LEGISLATORS:	Joseph J. Hauryski William A. Peoples George J. Welch	Hilda T. Lando Gary B. Roush	Robin K. Lattimer Randolph J. Weaver
ABSENT:	Lawrence P. Crossett, Vice Chair		

I. CALL TO ORDER

Mr. McAllister called the meeting to order and asked Mr. Weaver to lead the Pledge of Allegiance.

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE JANUARY 14, 2014, MEETING MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

III. DEPARTMENT REQUESTS

A. Real Property Tax Service Agency

1. **Replacement of Microfilm Reader** – Mrs. Flaitz requested authorization to replace their microfilm/microfiche reader, which is 14 years old. They do have a service contract; however, they have been told that there is no guarantee that they will be able to find parts in the future. Our current model includes a printer; however, the new models do not. The new models need to be connected to a base computer. We would be able to take our reels and scan them with the new machine and make copies. We received a quote for \$6,200 for the machine with an additional \$900 for the base computer.

Mr. Van Etten asked could we pay a service to convert the reels to digital files? Mrs. Flaitz replied it would cost \$30,000 - \$40,000 to scan all of the reels. Mrs. Ferratella asked could you get a request for proposal for scanning? Mr. Gleason replied we have done that for other departments. Mr. Van Etten stated if we have a working model with a service contract, then we should investigate other options; one of which would be to get a quote for scanning. Mr. Alger replied we could get quotes from PMI who already contracts with the County to do scanning.

Secretary's Note: The committee agreed to revisit this topic at the March meeting.

B. Purchasing

1. **Copy Paper Bid** - -Mr. Gleason recommended awarding the bid for copy paper to the low bidder, Contract Paper, for \$25.97 per case.

Mr. Alger commented this is also a bid that the towns can use. With the tax cap proposal that is coming, this is the kind of thing that we will need to do that would save money for everyone. We may need to see if we can get the towns to submit what they want and put in an order just for the towns. Long-term, this is a coordination issue. Mr. Gleason commented that we have a number towns and villages that take advantage of this bid currently.

MOTION: AWARDING THE BID FOR COPY PAPER TO THE LOW BIDDER, CONTRACT PAPER, AT A RATE OF \$25.97 PER CASE MADE BY MR. SCHU. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

2. **Milk Products Bid** – Mr. Gleason recommended awarding the bid for milk products for the Jail to Byrne Dairy at a rate of \$557.50 per week.

MOTION: AWARDING THE BID FOR MILK PRODUCTS FOR THE JAIL TO BYRNE DAIRY AT A RATE OF \$557.50 PER WEEK MADE BY MRS. FERRATELLA. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

C. County Manager

1. **Administrative Code Revision – Retirement Reporting** – Ms. Mori stated the committee had decided to freeze raises for those individuals who did not comply with retirement reporting. Those individuals have since completed that requirement. When the committee made the policy for freezing wages, nothing was determined with regard to what would happen when they complied. Mr. Van Etten commented that he thinks they should get their raise once they have complied.

MOTION: AMENDING THE ADMINISTRATIVE CODE, RELATIVE TO RETIREMENT REPORTING, THAT UPON COMPLIANCE WITH RETIREMENT REPORTING REQUIREMENTS, ANY INDIVIDUALS WHOSE RAISE WAS FROZEN SHALL RECEIVE THEIR RAISE UPON THE DATE THEY COMPLY WITH THE RETIREMENT REPORTING REQUIREMENT MADE BY MR. VAN ETTEN. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

2. **Proposed Changes to Rules of Procedure** – Ms. Mori stated that not all of the parties involved with this process have had a chance to review the proposed changes. She requested that this topic be postponed until the March meeting.

Secretary's Note: The committee agreed to postpone discussion on the proposed changes to the Rules of Procedure until the March meeting.

3. **Public Information Officer** – Mr. Hauryski stated that he has talked with Mr. Alger and Mr. Wheeler about the idea of a Public Information Officer. Many people are asking what we are doing, as we have not been getting any media coverage. Public relations are important and the constituents should know what we are doing. It is sad that the media is not participating. Mr. Hauryski stated he would like to propose establishing a public information officer position. Mr. Alger, Mr. Wheeler and Ms. Mori have been doing press releases. His thought is that we could contract with someone to write articles. Many counties are using Facebook and Twitter to get information out to their constituents. Part of the duties of a public information officer would be working with social media. This is for your consideration, as the taxpayers are not getting a full picture of what is happening.

Ms. Mori commented that she did a survey of her counterparts and most counties do not have a public information officer. The ones that do have them as part-time employees. Some counties utilize a public information officer when they have an emergency and that is done by the Clerk of the Legislature or the County Manager. The counties that have a full-time public information officer are Chemung, Oswego and Tompkins counties. None of the counties had a contracted position.

Mr. McAllister asked is there anyone currently employed that would be suitable for this? Ms. Mori replied Mr. Hauryski was thinking of having someone write stories and then sending the stories out to the media. Ms. Lattimer stated we are not getting covered and the public perception is that we are doing everything in secret. She does not know that you could do this without having someone focused on just this. The idea of a contract probably would be money well spent.

Mr. Alger stated we could do an RFP and see what we get. Mr. Van Etten stated that what we need is someone who has a communications major. He thought the purpose was to consolidate all of the information going out of the County. Mr. McAllister asked is there a lot of work involved with social media? Mr. Alger replied yes. Ms. Lattimer stated social media takes a lot of time. Mr. Van Etten stated students who are communications majors have to do internships or co-ops through school. Is that something we could do? Mr. Alger replied we could get a contracted position and then have a student intern to supplement.

Mr. Reed stated that we would need to establish specific parameters. Mr. Wheeler stated all information would be funneled through our office or the Clerk of the Legislature. Discussion followed.

MOTION: AUTHORIZING THE COUNTY MANAGER, IN CONJUNCTION WITH THE PURCHASING DIRECTOR, TO PUT TOGETHER A REQUEST FOR PROPOSAL FOR A PUBLIC INFORMATION OFFICER FOR REVIEW BY THE ADMINISTRATION COMMITTEE MADE BY MRS. FERRATELLA. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

4. **Part-Time Employee Health Insurance** – Mr. Alger stated we have a variety of part-time employees. The Union contract specifies how we deal with benefits for Union employees and Management employees are different. The concern is that the new Federal rules require us to treat all part-time employees the same. The question is what we will do with Legislators and other part-time employees. Currently part-time attorneys receive full-time benefits. There are also a few part-time management employees who also are given that opportunity. Per diem employees' benefits are determined by the number of hours they work. Under the Union contract, the determination is based on the hours worked and then is pro-rated. If they work less than half time, they are not eligible for benefits. This does affect the budget and we will need to start thinking about this so a determination can be made by the end of the year.

Mr. Van Etten stated it would be helpful to have a summary of all of the part-time positions and how they are treated. Mr. Alger stated it is not unreasonable to do it on a pro-rated basis. Mrs. Ferratella asked has NYSAC done a survey of other counties? Mr. Alger replied that they have done a fringe benefit survey in the past. He will check to see if they have done a recent survey.

5. **Wellness Program Contract** – Mr. Alger stated that as part of the approved Union agreement, we are asking employees to participate in a wellness program which will include getting a blood draw to do a wellness screen. Ms. Smith requested authorization to contract with Ignite Health Group to do the testing. We are scheduling the testing for the last week in February from 8:00 a.m. to noon. The cost will be \$45.00 per test.

Mr. Alger stated the test results will be provided to the individuals. The individuals will then be asked to log onto the Mayo Clinic website to submit their data and get feedback. The County will not see any of these test results. Employees will not see a savings in their premiums unless they enter all of the data.

MOTION: AUTHORIZING THE PERSONNEL OFFICER TO ENTER INTO A CONTRACT WITH IGNITE HEALTH GROUP TO PROVIDE HEALTH SCREENING TESTS AT A RATE OF \$45.00 PER TEST MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

6. **Pre-employment Drug Testing** – Mrs. Ferratella asked what is the status on the pre-employment drug testing that we talked about in September? Ms. Smith replied they have been swamped in their office. We are in the process of calling all of the vendors that responded to the request for quotes and will bring the results to the committee in March.

V. **OLD BUSINESS**

A. *Review of Reapportionment* – Mr. McAllister stated there are several items we previously had discussed regarding options for legislative districts, term limits and qualifications of legislators. He stated that he would like the committee to go back through those items and make determinations.

1. *Number of Legislators* – Mr. Alger stated that generally you will find a certain number that works in terms of the number of board members. Some numbers work better than others. Mr. Wheeler stated previously we had looked at 23 or 11. It depends on what city you use as the base. Using 17 gives you the most number of options. Mr. Van Etten stated because of our committee system, 11 members would be more difficult. He stated that he doesn't know that we have looked at reducing committees, but all of the committees serve a distinct purpose. Mrs. Ferratella stated that she agrees 17 legislators is workable. If you go below that, then you will have trouble with quorums.

Mrs. Lando stated that she understands that we are required to look at redistricting, which we have done. If it is not broken, then why fix it? Is it broken? Mr. Alger explained with the population shift, if you just adjust the weight, it will be skewed to the point that 7 members could control the board. That is a problem. The other option is to adjust the weight, but there is the likelihood that in many votes, the minority of the board could control. Mrs. Lando stated if someone really wanted an issue to pass, they could do that by lobbying the other members. She just does not understand why we are going through this.

Mr. McAllister stated the weighted voting is somewhat skewed now and will get more so. Erwin is continuing to grow and the City of Hornell is shrinking. Mr. Alger stated it is a one man, one vote issue. The weight is supposed to be representative of the population. The standard is that each legislator should be in a position to cast the deciding vote on an issue. Some counties with weighted voting have gone to great expense to show that their plan works. We have not done that here.

MOTION: RECOMMENDING TO THE FULL LEGISLATURE THAT THE MEMBERSHIP OF THE LEGISLATURE BE SET AT 17 MEMBERS MADE BY MRS. FERRATELLA. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

2. *Term Limits* – Mr. McAllister stated currently, we have three, four-year staggered terms. Mr. Alger commented he would suggest the committee review term limits as it was arbitrary when we started. He does not think it is ideal. You could add one additional term, which would offer stability to the Board. Mr. Schu asked what was the purpose of term limits at the time? Mr. Alger replied at the time they did term limits, the majority of the board had a turnover without the term limits. He does not know the rationale behind their decision. Ms. Lattimer commented it was to appease the voting public. She stated that to her, the election is the opportunity for term limits. At that time, they wanted a defined year.

Mr. Schu stated that experience is pretty valuable. He does not know if 12 years is long enough. If we have term limits, he thinks 16 years is more reasonable. Mrs. Ferratella stated that she agrees. Mr. McAllister commented that he thinks it takes power away from the voters.

Mr. Van Etten asked if we wanted to propose a change, would it be a separate item from redistricting, or all encompassed? Mr. Alger replied he thinks it could be either. Mr. Reed explained, under the Charter, redistricting requires a referendum. Unless the Charter speaks specifically to term limits, then Municipal Home Rule Law would apply. You may have some options. Mr. McAllister asked Mr. Reed to look into this and report back to the committee in March.

Mr. Roush stated the County is mostly Republican, and there are very few Democrat/Republican races. During the last election, there were no primary races. The reason is that people who are interested in running are reluctant to run against someone in the same party. He stated that he is here because of term limits. One of the benefits of term limits is that it helps keep people interested. If he were to do anything, he would recommend two terms, rather than three. Many years ago he ran for town council and has been a member for 24 years. Term

limits failed at the town level and his experience is that voters have a 50-50 view about term limits. He feels term limits are a good thing.

Mr. Van Etten commented people are not running against incumbents because they are doing a good job. Ms. Lattimer stated every election has the potential of being a term limit. Mr. Hauryski stated that after six years on the board, he is still learning. It is a constant learning process. Mr. Van Etten stated to go to two terms is the wrong way.

Mr. Weaver commented that a public referendum will not pass. If we connect term limits to the redistricting plan, both will fail. Mrs. Lando stated that it has taken two years to learn a lot and she still has a lot to learn. Two terms would be too short. Mrs. Ferratella stated if we put it at four terms and it failed, then it would stay at three terms. Mr. Peoples commented that if we are putting it on the ballot, the public looks to us to see what we really want to do.

Secretary's Note: The committee agreed to hold off on a decision regarding term limits until the March meeting when the County Attorney will render a decision regarding whether term limits required a referendum and, if so, would it be a separate ballot issue or be encompassed within the redistricting plan.

3. *Eligibility to Serve* – Mr. McAllister stated this speaks to the propriety of having town supervisors, mayors, etc., serving as a member of the Legislature. Right now, we have nothing against that. Mr. Van Etten stated that we should not limit participation.

MOTION: RECOMMENDING TO THE FULL LEGISLATURE THAT THE ELIGIBILITY TO SERVE ON THE LEGISLATURE CONTINUE AS IT CURRENTLY STANDS WITH NO RESTRICTIONS, OTHER THAN THOSE SET BY STATE LAW, MADE BY MR. VAN ETTEN. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

4. *Redistricting* – Mr. McAllister stated that everyone has received a copy of the proposed districts that we presented last year. At that time, the consensus was to go with Version #9. Mr. Wheeler stated that after talking with Mr. Alger and Mr. Hauryski, these proposed districts are the closest you can get to ideal, unless you change the parameters. The largest being the size of districts. If you went to larger, multi-member districts, that is the only parameter to change in order to come up with other scenarios.

Mr. Schu stated previously Mr. Reed had concluded that there were some scenarios that could not be done. Mr. Reed explained there were some scenarios that could not be done without a Charter. Since you have adopted a Charter, you are no longer limited by Municipal Home Rule Law. You can put your district lines the way you want to, essentially. The cities are authorized to send supervisors. Mr. Hauryski asked with the Charter, is the City of Hornell okay now with Version #9? Mr. Reed replied he still has questions about that.

Mr. Welch asked is there a reason that Hornell would need two legislators? Mr. Wheeler replied if the City of Hornell had one legislator, their weight would be 30 – 40 percent higher. Mr. Alger explained because the two cities populations are so different, there is no perfect number that will work well for both.

Mr. Van Etten stated we are waiting for the opinion of the County Attorney as to if we can make that change to Hornell. If we do, does everyone have to rerun? Mr. Reed replied you need to state that in the local law that would be passed. The voters will decide that and you have options. The people of the County will be establishing districts and a new legislature. How they do that will be based on Charter law.

Mr. Alger stated one thought, if it is determined with the implementation of the districting plan, is that some members' terms get cut short in the middle of a term. You may want to give consideration to not counting that two-year window as part of the term limit. You would want to specify that in the law. About half of the board would be in that position.

Mr. Van Etten stated so if I represent District 13 and am term limited and then move to Erwin, my 12 year clock starts over. If we move around Version #9, because that would now become District 12, do I start a new term? Mr. Alger replied it depends how you write the local law. Mr. Van Etten stated that he thinks everyone should start a new term. Mr. Corey commented we have to look at the staggered terms. Mr. Schu stated he would not want to cloud the issue by extending the terms of the legislature. Ms. Lattimer stated basically everyone would have to rerun.

Mr. Van Etten stated that in some districts that have two legislators, the highest vote would get the four-year term and the second highest would get the two-year term. Mr. Alger stated you would have to write that into the local law. The high vote getter would be the first term limited out. Mr. Van Etten stated if you run for an unexpired term, you run for two years and then start your four-year term. Mr. Alger stated you have that choice.

Mr. Peoples stated that under Version #9, District 11 would have two legislators. There are two rural towns and then Erwin. It is more likely that the two legislators would come from Erwin. Would that be the fair way to go? Mr. Corey replied other counties do specify that one legislator will be elected from each area, but we have no precedent to say whether that is allowable. Mr. Van Etten stated that he would challenge that as District 13 has representatives from Riverside and Caton. It doesn't necessarily mean that everyone will come from the urban areas. Discussion followed.

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

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR
Tuesday, March 11, 2014
9:00 a.m.**

**Please send your agenda items to the Clerk of the Legislature's Office
NO LATER THAN NOON
Tuesday, March 4, 2014**

STEBEN COUNTY ADMINISTRATION COMMITTEE

Tuesday, March 11, 2014

9:00 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
Brian C. Schu Scott J. Van Etten

STAFF: Mark R. Alger Jack Wheeler Jim Gleason
Henry W. Chapman, Psy.D. Vicki Olin Joe Welch
Brenda Mori Alan Reed Wendy Flaitz
Pat Donnelly Jim Gallagher Dick McCandless
Nancy Smith Shawn Corey

LEGISLATORS: Joseph J. Hauryski Hilda T. Lando William A. Peoples
Gary B. Roush Gary D. Swackhamer

OTHERS: Youth-In-Government Interns

I. CALL TO ORDER

Mr. McAllister called the meeting to order at 9:00 a.m. and asked Mr. Swackhamer to lead the Pledge of Allegiance.

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE FEBRUARY 11, 2014, MEETING MADE BY MRS. FERRATELLA. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

III. DEPARTMENTAL REQUESTS

A. Real Property Tax Service Agency

1. **Proposed Changes for Maps and Data** – Mrs. Flaitz requested authorization to change the rates they charge for tax maps and data. Mr. McAllister asked when was the last time the rates were raised? Mrs. Flaitz replied it has been at least ten years or longer. Mr. Van Etten commented that he is surprised that the cost for a digital map of the entire county is \$500. Mrs. Flaitz explained that it takes time to digitize the information and put it into a PDF document. That price has remained the same. Typically, banks and survey companies request maps of the entire county. Discussion followed.

MOTION: ADOPTING THE PROPOSED PRICE CHANGES FOR PAPER MAPS AND DATA AS SUBMITTED BY THE REAL PROPERTY TAX SERVICE AGENCY MADE BY MR. SCHU. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

B. Personnel

1. **Reclassification – Office of Community Services** – Ms. Smith requested authorization to reclassify an Account Clerk-Typist position, Grade VI to a Senior Clerk position, Grade VI. There is no change in the dollar amount.

MOTION: AUTHORIZING THE RECLASSIFICATION OF AN ACCOUNT CLERK-TYPIST, GRADE VI POSITION TO A SENIOR CLERK, GRADE VI POSITION IN THE OFFICE OF COMMUNITY SERVICES MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

C. Elections

1. **Voting Machine Maintenance Contract Extension** – Mrs. Olin stated that the warranty on the voting machines expired last year. We have three options for extension available to us. The first is to go with a yearly extension. The second is to sign a three-year contract and pay yearly, resulting in a 10 percent discount. The third option is to sign a three-year contract and pay one payment, resulting in a 20 percent discount. The total cost of the three-year contract, paid in one lump sum will be \$67,800. We have \$32,900 in our budget and also have \$34,900 in Shoebox grant funding. Mr. Van Etten asked will this maintenance contract cover catastrophic breakdowns? Mrs. Olin replied it will cover everything on the OGS contract.

MOTION: AUTHORIZING THE BOARD OF ELECTIONS TO EXTEND THE VOTING MACHINE MAINTENANCE CONTRACT WITH DOMINION FOR AN ADDITIONAL THREE YEARS, TO BE PAID IN ONE LUMP SUM OF \$67,800 MADE BY MR. VAN ETTEN. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. **HAVA Shoebox Grant** – Mrs. Olin requested authorization to accept a HAVA Shoebox Grant in the amount of \$94,289.43. This is an extension of the grant that we already have. Mr. Crossett asked what do you plan to spend this money on? Mrs. Olin replied they are looking at a central accounting system in the office. Also, they are waiting to see if there will be early voting. If so, then they will use grant money to purchase electronic polling books. Mr. Alger asked how much are the electronic polling books? Mrs. Olin replied they are \$1,000 per book and we would need to purchase one for each of the 85 voting districts.

MOTION: AUTHORIZING THE BOARD OF ELECTIONS TO ACCEPT A FEDERAL HAVA SHOEBOX GRANT IN THE AMOUNT OF \$94,289.43 MADE BY MR. SCHU. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

3. **Voting Machines for Corning-Painted Post School District Elections** – Mr. Hauryski stated Mrs. Olin had sent out an email regarding the potential for our voting machines to be used by the Corning-Painted Post School District for their elections. He asked Mrs. Olin to provide the committee with a cost estimate and more information.

Mrs. Olin stated that if we were going to do this and we programmed the ballots, we would not be able to charge for that. The school district would have to purchase memory cards. With regard to having the machines moved, that is a little touchy as we do not want others handling the machines. The other option is do we want them to purchase their own machines? She suggested that the school district could purchase a central counting system. The school district has eight polling sites and they could then hand scan so they would not have to use our machines themselves.

Mr. McAllister stated that he does not like the idea of anyone else moving our machines. How urgent is this request? He would like the committee to look at this more in-depth and look at setting a policy. He stated that once you do this, you are setting a precedent for the future. Mrs. Olin stated the law allowing school districts to use lever machines expires this year.

Mr. Swackhamer asked why are we considering it at this point? We have enough of our own problems to deal with. If we are mandated by the State to do this, then that is different. We have enough problems taking care of our own elections. Mr. Alger explained the real issue becomes the fact that the school district will have to do something. In the larger districts, counting paper ballots takes a long time and is very tedious. He stated that he likes Mrs. Olin idea of having them do paper ballots and purchasing a central scanning station to do the counting. Mr. Alger stated that he does not know if we have enough machines, as the school district has more polling places

then we do. If you extend this to all districts, you will have a problem. However, to do it for one district and not the others, is also an issue. In the short-term we could deal with the Corning-Painted Post School District, but long-term, we will need to have a policy.

Mr. Crossett asked is there something in State law that says we cannot charge a fee? Mr. Alger replied no. We can charge a fee, and he would suggest we do. We have taken great care to transport those machines and they are very fragile. Mr. Crossett stated that his thought would be that we transport the machines and charge the school district for that. Mrs. Olin stated that is something they will have to check into as we used grant money to purchase the machines. Mr. Welch commented if a school district asks us to use our machines, we are 90 percent sure that we have to let them use them. The next question would be what we could charge.

Secretary's Note: Mr. McAllister asked the Law Department to check to see if there are any State laws prohibiting the County from charging the school districts for the use of the County's voting machines and to verify Mr. Welch's claim that we are required to allow school districts to use our machines if requested.

Mr. Van Etten commented we are talking about the same taxpayers. Since we are the government unit that controls the voting process, he believes we need to work with the school districts. We need to set up a policy that is consistent for all school districts to comply with. Mrs. Ferratella asked would we be training the election inspectors? Mrs. Olin replied if they are using our machines, they will be required to have an inspector trained by us. Discussion followed.

Secretary's Note: This item will be discussed at the April meeting.

D. County Manager

1. **Proposed Changes to Rules of Procedure** – Mr. Alger informed the committee that they did a comprehensive rewrite of the *Rules of Procedure* based on changes that have occurred over the last several years. For example, the way officers are elected has changed. We also have moved from a simple majority to a straight majority. Many of the other changes are just housekeeping items. He is not asking for the committee to adopt this today, but would like the committee to review and bring back any suggestions or questions.

Secretary's Note: This item will be discussed at the April meeting.

2. **Public Information Officer** – Mr. Wheeler distributed a copy of the proposed request for information for a public information officer. With regard to experience, we have indicated that the applicant have a strong background in communications and should also have a good understanding of the structure of government. They should also have the capability of being able to interview, provide a summation of the interview and be able to use social media, such as Facebook and Twitter. This individual would work 30 – 40 hours per month. We have suggested that all press releases for the County will be run through the County Manager's Office. We will require the individual to sign a confidentiality agreement.

Mrs. Ferratella asked will we be using interns? Mr. Wheeler replied nothing would prevent you from augmenting the contract with intern help. We could have 30 hours of contractor time and 10 hours of intern time.

Mr. Roush asked is there a specific request for the individual to write press releases on a predetermined schedule? His idea is that there should be a press release every month. Mr. Wheeler commented we certainly could require a press release every month.

Mr. Van Etten asked what will be the annual cost? Mr. Wheeler replied we are estimating \$10,000 - \$15,000. On the high end, it would be \$15,000 - \$20,000. Mr. Van Etten asked does Information Technology block the use of social media? Mr. Wheeler replied yes, but we can have them unrestrict that for the County Manager and this contract individual.

MOTION: AUTHORIZING THE COUNTY MANAGER, IN CONJUNCTION WITH THE PURCHASING DIRECTOR, TO ISSUE A REQUEST FOR INFORMATION RELATIVE TO A PUBLIC INFORMATION OFFICER, SAID REQUEST TO INCLUDE MONTHLY PRESS RELEASES MADE BY MR. VAN ETTEN. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

3. **Mortgage Sales Tax Extension** – Mr. Alger explained every three years we have to extend the additional mortgage tax.

MOTION: FORWARDING TO THE FULL LEGISLATURE THE REQUEST FOR THE STATE TO EXTEND THE COUNTY'S ADDITIONAL MORTGAGE SALES TAX FOR THREE YEARS MADE BY MR. SCHU. SECONDED BY MR. CROSSETT. MOTION CARRIES 4-1. (MR. VAN ETTEN OPPOSED) Resolution Required.

4. **Memorializing Resolution – Alternative to Property Tax Freeze** – Mr. Alger stated NYSAC has come up with a proposal which will provide actual tax relief. NYSAC is asking the State to take over a portion of Medicaid. We could realize an 18.9 percent decrease in the tax levy by the State taking over the Medicaid portion. That is a significant savings on county taxes to the taxpayer and is a much simpler process. With the Governor's proposal, he is creating a new bureaucracy. With the two-year tax freeze, that requires tracking out to 2019 to assure compliance. It is a very complex system and will take a great deal of staff time. NYSAC's proposal is simple and straightforward. Everyone across the State will see a reduction in their property taxes.

MOTION: MEMORIALIZING THE GOVERNOR AND THE NEW YORK STATE LEGISLATURE TO CONSIDER NYSAC'S ALTERNATIVE TO THE PROPERTY TAX FREEZE THAT WILL LEAD TO PERMANENT AND HISTORIC PROPERTY TAX REDUCTIONS BY ELIMINATING THE COST OF STATE MANDATED SPENDING IMPOSED ON COUNTY PROPERTY TAXPAYERS MADE BY MR. CROSSETT. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

MOTION: TO ADJOURN REGULAR SESSION AND RECONVENE IN EXECUTIVE SESSION PURSUANT TO PUBLIC OFFICERS LAW, ARTICLE 7§ 105.1.F. THE MEDICAL, FINANCIAL, CREDIT OR EMPLOYMENT HISTORY OF A PARTICULAR PERSON, OR 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. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: ADJUSTING THE DISTRICT ATTORNEY'S SALARY IN ACCORDANCE WITH THE STATUTORY REQUIREMENT, BRINGING THE ANNUAL SALARY TO \$174,000.00 MADE BY MR. VAN ETTEN. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

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

V. OLD BUSINESS

A. *Review of Reapportionment* – Mr. McAllister asked Mr. Reed to provide a legal opinion on the options available for consideration. Mr. Reed stated that there had been a question about the impact on the cities. He stated that he looked at other charter counties: Chautauqua, Nassau and Chemung. It is lawful to have districts that incorporate elements of a city and areas outside of the city in a town. We now have a charter and do not have to examine the population impact on the town. This matter would be submitted for referendum to the County voters.

Mr. Reed stated that a second question was in regard to those districts that are unchanged, whether the existing Legislator elected could continue. There is no precedent. It is a matter of concept and he does not see why a local law could not include a provision for having a representative completing their term, as long as the one man one vote concept is in place. The only change would be if you called a district a different number, but the substance remained the same. He stated that

the third question was in relation to just reweighting the Legislature. You can always change the weight or reweight. You can do that at any point. The issue to be addressed is if you have such a huge weight in one area or district, the actual practical impact is above and beyond the percentage. You have to consider if the actual impact is greater than the weight.

Mr. McAllister asked are there any of our scenarios where 7 Legislators would carry a vote? Mr. Reed replied not in particular. It goes to whether the one man one vote is compromised.

Mr. McAllister asked what about the scenario where an existing Legislator's district is changed. How is that term affected? Mr. Reed replied the local law would state a new representative for a new district. You wouldn't necessarily have to have a new representative. The other alternative is regardless of change, it could include that everyone would need to run.

Mr. Alger explained right now you have staggered terms. Every other year a member is running for a four-year term. For example, in Bath you have two representatives. One is in the middle of their term and the other is running for a new term. In order to go forward with those of you in a district that has not changed, you would continue with the staggered voting you have. For those individuals coming up for election next time, if the district changes, they run. If you are in the middle of a term, you may have to run, but only for a two-year term to keep it staggered.

Mr. Roush stated that he has an issue with one man one vote and weighted voting. We have the one man one vote in all of the committees and that is where the legislative decisions are made. Three legislators can control. Most things go through multiple committees. Therefore, weighted voting has less of an impact than most of us think. He stated that he does not see a problem with the way things work now. He stated that everything that requires the expenditure of funds goes to Finance and anything personnel related goes to the Administration Committee.

Ms. Mori commented that the *Rules of Procedure* allows any Legislator to bring any resolution to the Full Legislature for consideration. Mr. Alger stated each vote of the Board is weighted. Mr. Peoples asked what is wrong with weighted voting? Mr. Schu replied the weighted vote reflects the constituency number of voters. Ms. Mori cautioned the committee that they do not want to set rules because of who is sitting on the Board now, as that could change.

Mr. Van Etten asked Mr. Reed if he looked at the legal issues regarding term limits? Mr. Reed replied that he did not specifically look at that. The existing local law addresses more than the current Legislature situation. It would direct what happens unless you state something different. Mr. Van Etten stated if the districts change, we would be representing a new set of constituents.

Mr. Crossett asked if we pass a redistricting proposal, when would that become effective? Mr. Wheeler replied it would be presented to the voters in 2014. If passed, it would go into effect 2016.

MOTION: RECOMMENDING TO THE FULL LEGISLATURE THE ADOPTION OF VERSION 9 AS THE REDISTRICTING PLAN FOR STEUBEN COUNTY MADE BY MR. VAN ETTEN. SECONDED BY MR. CROSSETT FOR DISCUSSION.

Mr. Schu commented the conclusion that we should not do anything does not accomplish anything. It does not put the Legislators on equal footing. The driving force for this is the City of Hornell.

Mrs. Lando stated she does not see where it is broken. Why fix if it is not accomplishing anything? We have already looked at this and met the requirement of the census. She does not agree with doing this.

Mr. Peoples stated if you are changing districts, you are taking away the weighted voting. Everyone is high now. You would be contradicting what you have in place now.

Mr. Roush commented the Town of Erwin is more like a city than a township. By itself, it is similar to the cities of Corning and Hornell. When you add the rural townships to everything it does not work very well. He agrees with Mrs. Lando, why change? We should stay the way we are.

Mr. Hauryski stated this issue is best answered by separating it out from the entire package. Bring this item to the full Legislature to decide whether to keep weighted voting or to redistrict according to version 9. Mr. Crossett stated this would not be doing away with weighted voting.

VOTE ON PREVIOUS MOTION: MOTION CARRIES 4-1. (MR. SCHU OPPOSED). Resolution Required.

Mr. McAllister stated last month there was discussion regarding term limits.

MOTION: RECOMMENDING TO THE FULL LEGISLATURE THAT THE TERMS OF OFFICE FOR LEGISLATOR BE INCREASED TO FOUR, FOUR-YEAR TERMS MADE BY MR. SCHU. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Mr. Van Etten asked what is the process if we go to the Legislature with version 9 and redistricting is voted down. Will we still move forward with something for the general election regarding term limits and qualifications for Legislators? Mr. Reed replied the qualifications for Legislator are already outlined in the charter. The term limits are addressed in an existing local law and you can do that separately.

Mr. McAllister asked will there be a separate vote for term limits for redistricting? Mr. Alger replied he would consider those to be put together. If version 9 fails, then you would do a local law to adjust the weights. We have done that in every other census period. At some point with whatever happens with the Board, it will determine the next step. Mrs. Ferratella asked if version 9 is turned down, will we stay with the current districts and still have to adjust the weights? Mr. Alger replied you will have to decide if you want to do anything else with the districts or if you just want to change the weights. You should at the very least determine if you are going to change the weights. If you do nothing, you may be subject to a legal challenge. We will have completed a review and taken no action. With the most recent census, there were definitely changes to the distribution of the population within the county. You would need to at least do that.

Mr. Van Etten commented the current configuration has been in place for 30 years. During the past two censuses' we have adjusted the weights. At a minimum we could do that? Mr. Alger replied yes. Discussion followed.

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

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR
Tuesday, April 8, 2014
9:00 a.m.**

**Please send your agenda items to the Clerk of the Legislature's Office
NO LATER THAN NOON
Tuesday, April 1, 2014**

**STEBEN COUNTY HUMAN SERVICES, HEALTH & EDUCATION COMMITTEE
STEBEN COUNTY ADMINISTRATION COMMITTEE**

Special Meeting

Monday, March 24, 2014

9:45 a.m.

Legislative Committee Room

Steuben County Building

Bath, New York

****MINUTES****

COMMITTEE:	Gary B. Roush, Vice Chair	Hilda T. Lando	Robin K. Lattimer
	Patrick F. McAllister, Chair	Brian C. Schu	Scott J. Van Etten
STAFF:	Mark R. Alger	Jack Wheeler	Pat Barody
	Alan Reed	Shawn Corey	
LEGISLATORS:	Joseph J. Hauryski	Dan C. Farrand	Aaron I. Mullen
	William A. Peoples	Brian C. Schu	George J. Welch
ABSENT:	Lawrence P. Crossett, Vice Chair (F)	Carol A. Ferratella, Chair	Randolph J. Weaver

I. CALL TO ORDER

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

II. GENERAL BUSINESS

A. County Manager

1. **Confirming the Appointment of the Office for the Aging**

MOTION: TO ADJOURN REGULAR SESSION AND RECONVENE IN EXECUTIVE SESSION PURSUANT TO PUBLIC OFFICERS' LAW, ARTICLE 7105.1.F. THE APPOINTMENT, EMPLOYMENT, DEMOTION, DISCIPLINE, SUSPENSION, DISMISSAL OR REMOVAL OF A PARTICULAR PERSON MADE BY MRS. LANDO. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 6-0.

MOTION: CONFIRMING THE APPOINTMENT OF PATTY BARODY AS THE DIRECTOR OF THE OFFICE FOR THE AGING AND SETTING HER SALARY ABOVE THE MID-POINT, AT \$67,500.00 MADE BY MR. VAN ETTEN. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 3-0 HUMAN SERVICES, HEALTH & EDUCATION AND 3-0 ADMINISTRATION. (MR. McALLISTER ABSENT FOR VOTE; MR. HAURYSKI VOTED IN HIS ABSENCE)

MOTION: TO ADJOURN EXECUTIVE SESSION AND RECONVENE IN REGULAR SESSION MADE BY MS. LATTIMER. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 6-0.

MOTION: TO ADJOURN MADE BY MRS. LANDO. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 6-0.

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

STEBEN COUNTY ADMINISTRATION COMMITTEE

Tuesday, April 8, 2014

9:00 a.m.

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

****MINUTES****

COMMITTEE: Patrick F. McAllister, Chair Carol A. Ferratella Brian C. Schu
Scott J. Van Etten

STAFF: Mark R. Alger Jack K. Wheeler Nancy Smith
John Bowers Ken Peaslee Sally MacDougal
Gregory Lake Cheryl Crocker Brenda Mori
Vicki Olin Jim Gleason Shawn Corey
Alan Reed Judy Hunter Jennifer Bailey
Wendy Flaitz

LEGISLATORS: Joseph J. Hauryski K. Michael Hanna Hilda T. Lando
William A. Peoples Gary B. Roush Gary D. Swackhamer

ABSENT: Lawrence P. Crossett, Vice Chair

I. CALL TO ORDER

Mr. McAllister called the meeting to order at 9:00 a.m. and asked Mr. Roush to lead the Pledge of Allegiance.

Mr. McAllister stated this morning he had a meeting with Chairman Hauryski regarding committee agendas and monthly reports. For the department heads, when you place an item on the agenda, you must have the approval of Mr. Alger first. You also need to submit any documentation relative to an agenda item, at the time you submit the item for the agenda. This allows time for the items to be posted on the Legislator's Portal for the legislators to review. The Legislators also would like to have your monthly reports one week prior to the meeting. Department Heads do not have to be here for every meeting if they do not have an action item on the agenda. Mr. Alger commented with regard to your monthly report, if you are able to attend the meeting, the Chairman would prefer you do. If you are unable to attend, please let me or Mr. Wheeler know and we will handle any questions. If there are no questions on your monthly report, and if you have no agenda items for consideration, you may excuse yourself from the meeting.

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE MARCH 11, 2014, AND MARCH 24, 2014, MEETINGS MADE BY MR. VAN ETTEN. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

III. GRIEVANCES

A. CSEA CO/Dispatcher Unit – Ms. Smith informed the committee that the Union has asked to meet with the Sheriff one more time to discuss this.

B. CSEA Main Unit

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. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

MOTION: AUTHORIZING THE PERSONNEL OFFICER TO NEGOTIATE A SETTLEMENT OF PAYMENT RELATIVE TO THE GRIEVANCE FILED BY PROBATION OFFICER GREGORY LAKE MADE BY MRS. FERRATELLA. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

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

IV. DEPARTMENTAL REQUESTS

A. Law Department

1. **Authorization to Issue a Request for Proposal for Collections Work** – Mr. Corey informed the committee that for the last five or so years the County has contracted with a collection agency. Some of the departments are happy with the work, however, others are not. He believes it would be a good idea to put out another Request for Proposal to see if other services may be available. He stated that he would be looking to expand beyond the collection agency model. Currently, for those accounts that are deemed uncollectible, no legal action has been pursued. The largest users of this contract are the Office of Community Services, the Landfill, Public Health and the Health Care Facility.

MOTION: AUTHORIZING THE COUNTY ATTORNEY TO SOLICIT REQUESTS FOR PROPOSAL FOR COLLECTIONS WORK MADE BY MR. SCHU. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

B. Personnel

1. **Contract – New Hire Drug Testing** – Ms. Smith recommended awarding the Request for Proposal for New Hire Drug Testing to the low bidder, Guthrie, at a rate of \$24.00 - \$32.00 per test.

MOTION: AWARDING THE REQUEST FOR PROPOSAL FOR NEW HIRE DRUG TESTING TO THE GUTHRIE FOR A COST OF \$24.00 - \$32.00 PER TEST MADE BY MR. VAN ETTEN. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

C. County Manager

1. **Proposed Changes to *Rules of Procedure*** - Mr. Alger stated that if there were no other changes, the proposed changes to the *Rules of Procedure* are ready to be forwarded to the Legislature for consideration.

MOTION: APPROVING AMENDMENTS TO THE RULES OF PROCEDURE AS PRESENTED BY THE COUNTY MANAGER, AND FORWARDING TO THE FULL LEGISLATURE FOR CONSIDERATION MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0. *Resolution Required.*

2. **Organizational Charts** – Mr. Wheeler stated that with regard to all organizational charts, those positions that have hash marks around them indicate positions that are budgeted and vacant. Double lines around a position indicate they are management positions. He commented that the departments head have had input on these charts.

Mr. Van Etten asked with regard to the County Manager's chart, since we are now under a Charter, wouldn't all of the departments fall under the County Manager and should there be another layer on the chart to reflect that? Mr. Wheeler replied yes he could do that. Mr. Van Etten stated that he would like to see that on the County Manager's chart as it formalizes that process.

V. **OLD BUSINESS**

A. *Review of Reapportionment* – Mr. McAllister stated last month the committee recommended forwarding Version #9 to the Full Legislature for consideration. Mr. Schu commented that the memo from Mr. Reed regarding term limits and implementation is pretty straight forward. Mr. Alger commented the provision in the Local Law could change in whatever fashion you choose. For example, you could include a provision that in the event a Legislator serves a two-year term as a result of reapportionment, that those two years would not count toward the 12 year term limit; or not. Mr. Corey explained the Local Law allows you to continue your term. This is personal to the individual, not the district.

Mr. McAllister asked if anyone had any changes. Mr. Hauryski stated at the previous meeting we had decided to add an additional term. Mr. Wheeler stated the question was how you formally do that. Do you need a mandatory or permissive referendum? Mr. Reed will need to provide more details on how to do that. He stated that a Local Law is subject to a permissive referendum.

Mr. McAllister directed Mr. Reed to next month render a decision to the committee regarding whether a change in term limits requires a permissive or mandatory referendum. Mr. Swackhamer stated that it is important to keep it simple. Mr. McAllister commented the easiest is to do a Local Law subject to a permissive referendum. We will wait until Mr. Reed gives a final opinion and make a decision next month on how to proceed.

Mr. Swackhamer asked what is the timeline that we are dealing with? Mr. Alger replied if the Legislature decides to consider and adopt a Local Law, that process would need to be done by July so that it can be included on the November ballot. If the proposal passes in November, then the next election cycle would be impacted. If the proposal fails, then everything would stay as it is. Discussion followed.

MOTION: TO ADJOURN REGULAR SESSION AND RECONVENE IN EXECUTIVE SESSION PURSUANT TO PUBLIC OFFICERS' LAW, ARTICLE 7§ 105.1.F. THE MEDICAL, FINANCIAL, CREDIT OR EMPLOYMENT HISTORY OF A PARTICULAR PERSON OR CORPORATION, OR MATTERS LEADING TO THE APPOINTMENT, EMPLOYMENT, PROMOTION, DEMOTION, DISCIPLINE, SUSPENSION, DISMISSAL OR REMOVAL OF A PARTICULAR PERSON OR CORPORATION MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

MOTION: AUTHORIZING THE COUNTY ATTORNEY TO MOVE FORWARD WITH THE RETENTION OF HISCOCK & BARCLAY AS OUTSIDE LEGAL COUNSEL AND RECOGNIZING A CONFLICT OF INTEREST RELATIVE TO THE FIRM OF HISCOCK & BARCLAY REPRESENTING A PLAINTIFF IN A TAX CERTIORARI MATTER 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. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

Mr. Reed stated that relative to the previous discussion about term limits, Municipal Home Rule Law Section 34 gives counties the option of either doing a mandatory referendum or doing a permissive referendum. A permissive referendum would be effective after a specified period of time, absent a petition, if you were to change the term limits as part of the Charter. If not, and you did it as a stand-alone local law, then it would become a mandatory referendum. Mr. McAllister asked the committee to think about that for discussion next month.

Mr. Van Etten asked if we amend the Charter to increase the term limits and do it by permissive referendum, how much time do people have to submit a petition? Mr. Corey replied usually it is 45 days. Mr. Reed stated that he will check to see if you would be able to have a special election. Discussion followed.

MOTION: PROPOSING CHANGING THE POSITION OF ELECTION COMMISSIONER FROM FULL-TIME TO PART-TIME AND SETTING THE SALARY AT \$19,000 EFFECTIVE JANUARY 1, 2015, FOLLOWING THE EXPIRATION OF THEIR CURRENT TERM MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.

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

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR
Tuesday, May 13, 2014
9:00 a.m.**

**Please send your agenda items to the Clerk of the Legislature's Office
NO LATER THAN NOON
Tuesday, May 6, 2014**

STEBEN COUNTY ADMINISTRATION COMMITTEE

Special Meeting

Monday, April 25, 2014

9:45 a.m.

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

****MINUTES****

COMMITTEE:	Patrick F. McAllister, Chair Brian C. Schu	Lawrence P. Crossett, Vice Chair Scott J. Van Etten	Carol A. Ferratella
STAFF:	Jack K. Wheeler	Shawn Corey	Brenda Mori
LEGISLATORS:	Joseph J. Hauryski Robin K. Lattimer Gary B. Roush Randolph J. Weaver	Dan C. Farrand Aaron I. Mullen Brian C. Schu George J. Welch	K. Michael Hanna William A. Peoples Gary D. Swackhamer

I. CALL TO ORDER

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

II. GENERAL BUSINESS

A. County Manager

1. **Endorsing Mortgage Tax Extension Legislation** – Mr. Wheeler informed the committee that they have received notification of the Assembly and Senate bills regarding the Mortgage Tax Extension. He requested the committee endorse these bills.

MOTION: REQUESTING THE ADOPTION OF SENATE BILL NO. S.6945 AND ASSEMBLY BILL NO. A.9302, EXTENDING THE EXPIRATION DATE OF THE MORTGAGE RECORDING TAX FOR THE COUNTY OF STEUBEN MADE BY MR. CROSSETT. SECONDED BY MR. SCHU. MOTION CARRIES 4-1. (MR. VAN ETTEN OPPOSED) Resolution Required.

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

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

STEBEN COUNTY ADMINISTRATION COMMITTEE

Tuesday, May 13, 2014

9:00 a.m.

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

****MINUTES****

COMMITTEE:	Patrick F. McAllister, Chair Brian C. Schu	Lawrence P. Crossett, Vice Chair Scott J. Van Etten	Carol A. Ferratella
STAFF:	Jack K. Wheeler Ken Peaslee Wendy Flaitz Nancy Smith Jennifer Bailey	Shawn Corey Jim Gleason Brenda Mori Vince Spagnoletti	John Bowers Cheryl Crocker Alan Reed Judy Hunter
LEGISLATORS:	Joseph J. Hauryski	K. Michael Hanna	Gary B. Roush

I. CALL TO ORDER

Mr. McAllister called the meeting to order at 9:00 a.m. and asked Mr. Gleason to lead the Pledge of Allegiance.

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE APRIL 8, 2014, AND APRIL 28, 2014, MINUTES MADE BY MR. SCHU. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

III. DEPARTMENTAL REQUESTS

A. Real Property Tax Service Agency

1. **Digitization Project** – Mr. Wheeler informed the committee that part of the SDG project includes placing up-to-date assessment information on the website to be more accessible to residents. We have been discussing how to make this work so that SDG is not situated on our network. If we purchase a new server to place that service on, we could make that work. The SDG project also includes tax data from the Finance Office. The actual cost for a new server is \$3,600. The second part of this project is that we have received quotes for a microfilm reader/scanner. This would be a good idea as the staff could use the reader/scanner to scan old films. The cost for the reader/scanner is \$7,100. We also received quotes from PMI to do microfiche/microfilm scanning of the oldest, most fragile records. That cost came in at \$38,000. It may make sense to spend \$10,000 to scan some of the oldest records. We do currently have a contract for \$30,000 for PMI to do record scanning for other departments. Mr. Wheeler requested \$24,000 to create a new Real Property Tax Service Agency Digitization Project with that funding to come from the Energy Conservation Project.

Mr. McAllister asked has Information Technology looked at this? Mr. Wheeler replied yes. We also had PMI examine our records to see what could be digitized. Mr. Van Etten asked if PMI is doing the scanning, what percentage of the documents will they be doing? Mrs. Flaitz replied they would be scanning 442 books out of a total of 700. Mr. Van Etten commented that he feels the microfilm reader/scanner will become obsolete. Mrs. Flaitz replied that it will not as there will still be 300 books to scan, in addition to 2,552 microfiche records. At some point in the future our staff will be able to use that machine to digitize those records. This scanner could also be loaned out to other departments. Mr. Wheeler commented we are thinking potentially that the scanner could be used by the Records Center as their microfilm reader is barely working.

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO CREATE A NEW CAPITAL PROJECT ENTITLED “REAL PROPERTY TAX SERVICE AGENCY DIGITIZATION RPOEJCT” AND TRANSFERING \$24,000 OUT OF THE “ENERGY CONSERVATION PROJECT” INTO THIS NEWLY CREATED PROJECT MADE BY MR. SCHU. SECONDED BY MR. CROSSETT FOR DISCUSSION.

Mr. Van Etten asked if we spent \$38,000, PMI would be able to digitize everything? Mr. Wheeler replied we would need to bid that as our current contract with PMI is for \$35,000. Other departments currently use a small portion of that contract. Mr. Van Etten commented it would be nice if we had a commitment that the remaining portion of books would be digitized by a certain point. He would rather spend the money and have everything digitized and be done with it. Mrs. Flaitz stated that she really cannot give a timeframe. Mr. Van Etten asked can you take a guess on how many hours it would take? Would it be better to bring in temporary help for the summer? Mr. Wheeler replied that is a possibility. We could look at shared services with the Switchboard Operator and with the Records Center if it was a priority. Once this project is in place, the Real Property Office will have some time to work with this and have a better handle on the timeframe and Mrs. Flaitz could come back and report to the committee.

Mrs. Flaitz commented with the scanner, this is not a completely new piece of equipment. We are keeping the lenses and glass from our current machine. Because of that, our cost is half of what it would have been to purchase the machine new. Mr. McAllister asked Mrs. Flaitz to report back to the committee in two months on the progress of this project.

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

Mrs. Ferratella stated that she was reviewing the 2014 goals for Real Property. What is an intelligent polygon? Mr. Wheeler replied it basically is putting layers of information in the system together. Mrs. Ferratella commented that she would like to see a report next month showing the progress of working with the municipalities to connect them online to Pictometry.

B. Personnel

1. **Reclassification – Public Works** – Ms. Smith requested authorization to reclassify a Senior Account Clerk, Grade VIII to a Senior Account Clerk-Typist, Grade X in the Public Works Department. This individual is doing more typing and is involved in a lot of bid work. This would result in a \$1,100 increase for the individual in the position and they are currently on the list for Senior Account Clerk-Typist.

MOTION: AUTHORIZING THE RECLASSIFICATION OF A SENIOR ACCOUNNT CLERK, GRADE VIII TO A SENIOR ACCOUNT CLERK-TYPIST, GRADE X WITHIN THE PUBLIC WORKS DEPARTMENT MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

C. County Clerk

1. **Semi-Annual Mortgage Tax Distribution** – Mrs. Hunter presented the Semi-Annual Mortgage Tax Distribution report to the committee for approval. She commented that for the period October 1, 2013 – March 31, 2014 they collected \$475,171.55.

MOTION: APPROVING THE SEMI-ANNUAL MORTGAGE TAX DISTRIBUTION REPORT AS PRESENTED AND AUTHORIZING THE DISTRIBUTION OF THE MORTGAGE TAX RECEIPTS MADE BY MR. SCHU. SECONDED BY MRS. FERRATELLA. MOTION CARRIES 4-1. (MR. VAN ETTEN OPPOSED) Resolution Required.

D. Purchasing

1. **Bid Awards**

a. *Custodial Paper Products* – Mr. Gleason recommended awarding to all bidders on a line item basis.

MOTION: AWARDING THE BID FOR CUSTODIAL PAPER PRODUCTS TO THE FOLLOWING BIDDERS ON A LINE ITEM BASIS: CENTRAL POLY, AMERICAN AND CHESAPEAKE MADE BY MR. VAN ETTEN. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

b. *Office Supplies* – Mr. Gleason stated that S & B did not submit their bid on the County form. He stated this is a waivable requirement, and asked that the committee approve accepting their bid. He would recommend awarding to all bidders on a line item basis.

MOTION: RECOGNIZING THAT S & B DID NOT SUBMIT THEIR BID ON THE COUNTY REQUIRED FORM, AND WAIVING THAT REQUIREMENT AND AUTHORIZING THE PURCHASING DIRECTOR TO ACCEPT THEIR BID AND AWARDING THE BID FOR OFFICE SUPPLIES TO THE FOLLOWING BIDDERS ON A LINE ITEM BASIS: EATON OFFICE SUPPLY, STANDARD STATIONERY AND S & B MADE BY MR. SCHU. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

c. *Copy Paper* – Mr. Gleason informed the committee that they received one bid from Contract Paper. He recommended awarding to them for \$25.97 per case.

MOTION: AWARDING THE BID FOR COPY PAPER TO THE SOLE BIDDER, CONTRACT PAPER FOR \$25.97 PER CASE MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

E. County Manager

1. **Public Information Officer RFP** – Mr. Wheeler informed the committee that they received one response from Perham Communications. The rate is \$25 - \$30 per hour up to 40 hours per month. The total cost of the contract would be about \$14,000 however, he would propose a budget of \$15,000. This will require a Contingent Fund transfer as neither the County Manager nor the Clerk of the Legislature have money in their budget for this.

Mrs. Ferratella asked will you be reviewing the publications? Mr. Wheeler replied yes, the publications will be reviewed by the County Manager and the Clerk of the Legislature. He stated that he would like to do that for all media contact. We have never required departments to screen with us, however, he would like to include that in the *Administrative Code*.

MOTION: AWARDING THE RFP FOR A PUBLIC INFORMATION OFFICER TO PERHAM COMMUNICATIONS FOR AN ANNUAL COST NOT TO EXCEED \$15,000 AND AUTHORIZING A TRANSFER OF \$15,000 FROM THE CONTINGENT FUND TO THE COUNTY MANAGER'S 2014 BUDGET MADE BY MR. CROSSETT. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

Mr. Wheeler stated that with some of our smaller vendors, we have waived the insurance requirements. He requested the committee approve waiving the insurance requirements for Perham Communications.

MOTION: WAIVING THE INSURANCE REQUIREMENTS FOR PERHAM COMMUNICATIONS MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. **Organizational Charts** – Mr. Wheeler stated the committee has the organizational charts for the Law Department, Purchasing, and the Real Property Tax Service Agency. He stated that he will put a key at the beginning of the charts when he bundles them and will include a cover page.

V. **NEW BUSINESS**

A. *Youth-In-Government* – Mrs. Ferratella stated that she attended the Youth-In-Government Mock Session yesterday. One of the proposed resolutions, by Kelsey Sack, was for the installation of a new microphone system. Every

year the interns bring this up. When you sit in the back you cannot hear. She asked if we can study this further for the new budget? Mr. Wheeler replied acoustics in the Chambers are a problem. The microphones are something we are looking at and we will look at other options.

Mrs. Ferratella stated the other proposal was by Eddy Murphy regarding the hotel/motel tax and the fact that rental properties are not paying room tax. He presented an impressive presentation and had a valid point. Mr. Wheeler stated that he did read the presentation and this was something we looked into with regard to the campgrounds. The determination for the collection of room tax is providing essential hotel accommodation services such as changing linens and providing food. With cabins, it is not clear cut. In the County we have one campground owner who pays and one who does not. We do not have the ability to compel them to pay. There is a local law option to do that.

Mrs. Ferratella stated that she wanted to mention what a great job the interns did.

MOTION: TO ADJOURN REGULAR SESSION AND RECONVENE IN EXECUTIVE SESSION PURSUANT TO PUBLIC OFFICERS LAW, ARTICLE 7§ 105.1.D. DISCUSSIONS REGARDING PROPOSED, PENDING OR CURRENT LITIGATION AND ARTICLE 7§ 105.1.E. COLLECTIVE NEGOTIATIONS PURSUANT TO ARTICLE FOURTEEN OF THE CIVIL SERVICE LAW MADE BY MR. SCHU. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

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

**NEXT MEETING SCHEDULED FOR
Tuesday, June 10, 2014
9:00 a.m.**

**Please send your agenda items to the Clerk of the Legislature's Office
NO LATER THAN NOON
Tuesday, June 3, 2014**

STEBEN COUNTY ADMINISTRATION COMMITTEE

Tuesday, June 10, 2014

9:00 a.m.

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

****MINUTES****

COMMITTEE:	Patrick F. McAllister, Chair Brian C. Schu	Lawrence P. Crossett, Vice Chair Scott J. Van Etten	Carol A. Ferratella
STAFF:	Mark R. Alger Wendy Flaitz Nancy Smith Jennifer Bailey	Jack K. Wheeler Brooks Baker Brenda Mori Alan Reed	Jim Gleason Ken Peaslee Judy Hunter Pat Donnelly
LEGISLATORS:	Joseph J. Hauryski Aaron I. Mullen	K. Michael Hanna William A. Peoples	Hilda T. Lando Gary D. Swackhamer

I. CALL TO ORDER

Mr. McAllister called the meeting to order at 9:00 a.m. and asked Mr. Wheeler to lead the Pledge of Allegiance.

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE JUNE 10, 2014, MEETING MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

III. GRIEVANCES

Ms. Smith informed the committee that the grievances have been postponed due to the resignation of the CSEA Labor Relations Specialist, Kelly Comfort. She anticipates bringing the grievances to the committee in July.

IV. DEPARTMENT REQUESTS

A. Purchasing

1. **Contract Renewal** – Mr. Gleason requested authorization to renew the final year renewal option with Pirrung Auctioneers to do the Surplus County Auction. He stated that he would also like to set the date for the action for Thursday, October 2, 2014.

Mr. Alger commented he has spoken with Mr. Hauryski and Mr. Spagnoletti about looking at trying to sell one or two pieces of major highway equipment online or with another auctioneer to see if we can bring in a better price.

MOTION: AUTHORIZING THE PURCHASING DIRECTOR TO RENEW THE CONTRACT WITH PIRRUNG AUCTIONEERS AND SETTING THE DATE FOR THE COUNTY SURPLUS AUCTION FOR THURSDAY, OCTOBER 2, 2014 MADE BY MR. CROSSETT. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

B. Clerk of the Legislature

1. **Retirement Reporting** – Ms. Mori requested authorization to present the annual retirement reporting resolution for elected and appointed officials at the June Legislative Meeting. She commented that she does not have a copy for the committee to review as she is still collecting information. New York State, in March of this year, introduced a new form, which now requires all positions that exercise authority to comply with the retirement reporting requirements. They also have changed how we report the per diem employees. Therefore,

any coroner who is participating would need to be included on Personnel's monthly retirement report that is sent to the State.

MOTION: FORWARDING THE ANNUAL RETIREMENT REPORTING RESOLUTION FOR ELECTED AND APPOINTED OFFICIALS TO THE FULL LEGISLATURE FOR REVIEW AND APPROVAL MADE BY MR. VAN ETTEN. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

C. Personnel

1. **Mid-Year Management Salary Adjustments** – Ms. Smith stated they have five management employees who were hired after July 1, 2013. Evaluations have been performed and she recommended giving those five employees their annual raise, as was previously approved by the Administration Committee.

MOTION: AUTHORIZING MID-YEAR SALARY ADJUSTMENTS FOR THE FOLLOWING INDIVIDUALS: CRAIG ANDERSON, DSS; TERRANCE BAXTER, PUBLIC DEFENDER'S OFFICE; MIKE FLINT; INFORMATION TECHNOLOGY; CYNTHIA OLIN, DSS; AND MATTHEW WHITMORE, JAIL MADE BY MR. VAN ETTEN. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

D. County Manager

1. **District Attorney Staffing** – Mr. Alger stated that Mr. Brooks has a proposal for consideration regarding staff changes in his office. Mr. Baker announced that Mike McCartney, Deputy District Attorney, will be retiring at the end of the month. However, he will be returning as a part-time Assistant District Attorney with a salary of \$60,823. Effective June 30, 2014, he would like to appoint David Wallace, currently an Assistant District Attorney, as the Deputy District Attorney. His salary will increase to \$90,000. Additionally, Senior Assistant District Attorney, James Miller, will continue in his current position, however, he will be taking on additional duties and his salary will increase \$4,000, to \$87,640. With these changes, the net savings will be \$6,837.00 per year. Mr. Reed commented that Mr. McCartney will also be available to assist him with JD prosecutions. Mr. Brooks stated that previously the total salary cost was \$282,928. With the new structure, total salary costs will be \$276,091. This allows us to keep good people on staff. Discussion followed.

MOTION: AUTHORIZING THE DISTRICT ATTORNEY TO RESTRUCTURE THE OFFICE AS FOLLOWS: MICHAEL McCARTNEY, DEPUTY DISTRICT ATTORNEY WILL BE RETIRING EFFECTIVE JUNE 30, 2014, HOWEVER, WILL BE RETURNING AS A PART-TIME ASSISTANT DISTRICT ATTORNEY WITH A SALARY OF \$60,823; DAVID WALLACE WILL MOVE FROM AN ASSISTANT DISTRICT ATTORNEY TO THE DEPUTY DISTRICT ATTORNEY WITH A SALARY OF \$90,000 AND JAMES MILLER WILL CONTINUE AS A SENIOR ASSISTANT DISTRICT ATTORNEY WITH ADDITIONAL DUTIES AND A SALARY OF \$87,640 MADE BY MR. VAN ETTEN. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. **Organizational Charts** – Mr. Wheeler presented the charts for the Commissioner of Finance and Personnel. Mr. McAllister commented the organizational chart for Personnel does not show the County Legislature. Other department charts have shown that. Is that still the case? Mr. Wheeler replied yes, the Legislature is still above the County Manager on the Personnel organizational chart.

MOTION: APPROVING THE ORGANIZATIONAL CHARTS FOR THE COMMISSIONER OF FINANCE AND PERSONNEL AS PRESENTED MADE BY MRS. FERRATELLA. SECONDED BY MR. VAN ETTEN. 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.E. COLLECTIVE NEGOTIATIONS PURSUANT TO ARTICLE FOURTEEN OF THE CIVIL SERVICE LAW AND 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. SCHU. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: REQUESTING SPECIAL LEGISLATION TO PUT INDIVIDUALS PREVIOUSLY TITLED AS “DEPUTY SHERIFF COURT SECURITY OFFICERS” INTO THE CORRECT RETIREMENT PLAN MADE BY MR. CROSSETT. SECONDED BY MR. VAN ETEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.
Resolution Required.

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

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

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

****NEXT MEETING SCHEDULED FOR****

Tuesday, July 8, 2014

9:00 a.m.

Please send your agenda items to the Clerk of the Legislature’s Office

NO LATER THAN NOON

Tuesday, July 1, 2014

STEBEN COUNTY ADMINISTRATION COMMITTEE

Special Meeting

Monday, June 23, 2014

9:20 a.m.

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

****MINUTES****

COMMITTEE:	Patrick F. McAllister, Chair Brian C. Schu	Lawrence P. Crossett, Vice Chair Scott J. Van Etten	Carol A. Ferratella
STAFF:	Mark R. Alger Angie Cornish	Jack K. Wheeler Shawn Corey	Kelly Penziul Nancy Smith
LEGISLATORS:	Joseph J. Hauryski Hilda T. Lando Gary B. Roush	Eric T. Booth Robin K. Lattimer Randolph J. Weaver	K. Michael Hanna William A. Peoples

I. CALL TO ORDER

Mr. McAllister called the meeting to order at 9:20 a.m.

II. GENERAL BUSINESS

A. County Manager

1. **Democratic Commissioner of Elections** – Mr. Alger stated that they have received a request for appointment from the Democratic Committee. Mr. Weaver stated the recommendation from the Democratic Committee is to appoint Kelly Penziul Democratic Commissioner of Elections, filling the unexpired term of Joseph Welch.

MOTION: RECOMMENDING THE APPOINTMENT OF KELLY PENZIUL AS DEMOCRATIC COMMISSIONER OF ELECTIONS, TO FILL THE UNEXPIRED TERM OF JOSEPH WELCH MADE BY MRS. FERRATELLA. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

MOTION: TO ADJOURN MADE BY MR. SCHU. 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

Tuesday, July 8, 2014

9:00 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
 Brian C. Schu Scott J. Van Etten

STAFF: Mark R. Alger Jack K. Wheeler Brenda Campbell
 Judy Hunter Jennifer Bailey Jim Gleason
 Ken Isaman Wendy Flaitz Nancy Smith
 Tammy Hurd-Harvey Kathy Muller Alan Reed

LEGISLATORS: Joseph J. Hauryski K. Michael Hanna

OTHERS: Robert Leonard, CSEA

I. CALL TO ORDER

Mr. McAllister called the meeting to order at 9:00 a.m. and asked Mrs. Hunter to lead the Pledge of Allegiance.

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE JUNE 10, 2014, AND JUNE 23, 2014, MEETINGS MADE BY MRS. FERRATELLA. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 4-0. (MR. VAN ETTEN ABSENT FOR VOTE)

III. GRIEVANCES

A. CSEA Main Unit

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

MOTION: DENYING THE GRIEVANCE RELATIVE TO THE SOCIAL WELFARE EXAMINERS POSITIONS WITHIN THE DEPARTMENT OF SOCIAL SERVICES 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. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

IV. DEPARTMENTAL REQUESTS

A. Risk Manager

1. **2015 Worker's Compensation Budget** – Mr. Isaman presented the 2015 Worker's Compensation Budget for review and approval. He noted this budget mirrors last year's. Mr. Van Etten asked for an explanation of the revenue from withdrawn municipalities. Mrs. Hurd-Harvey explained that is based on the

total claims. In 2013 we had \$104,000. We also had subrogated \$120,000 in claims in 2013 and PERMA recommended dropping those tail claims. Eventually when the old claims are subrogated that will go away.

MOTION: APPROVING THE 2015 WORKER'S COMPENSATION BUDGET AS PRESENTED AND FORWARDING TO THE FULL LEGISLATURE FOR APPROVAL MADE BY MR. CROSSETT. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

2. **2015 Worker's Compensation Table of Apportionment** – Mr. Isaman presented the 2015 Worker's Compensation Table of Apportionment for review and approval. The formula for this table is based 60 percent on payroll, 20 percent on assessed value and 20 percent on experience. We are talking with PERMA about doing a more structured plan.

Mr. Alger explained we are looking to go to more of an industry-based system. The problem currently is that the fire departments are not included, other than through their claims. PERMA is talking about moving in that direction and that is something we may want to do in steps. The County is subsidizing the other municipalities because our assessed value and payroll are higher.

MOTION: APPROVING THE 2015 WORKER'S COMPENSATION TABLE OF APPORTIONMENT AS PRESENTED AND FORWARDING TO THE FULL LEGISLATURE FOR APPROVAL MADE BY MR. CROSSETT. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

3. **Changes to Plan** – Mr. Isaman informed the committee that they have a fire district that is interested in joining our plan. Additionally, the Soil & Water Conservation District would like to be removed from the plan. Mr. Reed commented with regard to Soil & Water, they are allowed to be removed, however, under Section 7 they may not withdraw until the fund liability of both parties has been satisfied. They are allowed to be a participant, but they are not required to be. Mr. Alger commented we will need to check their claims.

Mr. Isaman stated that the other issues relates to the Arkport Joint Fire District. They have asked to join our plan. PERMA has calculated their premium as \$10,000 and this will not be included on the 2015 Table of Apportionment. Mr. Reed explained town membership includes all special districts, including fire districts. If the town(s) are members, we cannot deny the fire district.

MOTION: ALLOWING THE STEUBEN COUNTY SOIL & WATER CONSERVATION DISTRICT TO WITHDRAW FROM THE COUNTY'S WORKER'S COMPENSATION PLAN AND ALLOWING THE ARKPORT JOINT FIRE DISTRICT INTO THE PLAN MADE BY MR. SCHU. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Mr. McAllister asked with regard to the Town of Cohocton, they have formed an Ambulance District. They have asked whether they could join the Worker's Compensation Plan. Since the town is no longer in the plan, the Ambulance District would not be allowed to join, correct? Mr. Reed replied that is correct. If the town participated, then the Ambulance District could participate. Mr. McAllister asked when is the window to join the plan closed? Mr. Reed replied August 1, 2014.

B. Personnel

1. **Reclassifications – Sheriff's Office** – Ms. Smith stated as part of the process of continuing to comply with the NYS Commission of Corrections audit, the Sheriff has requested the addition of two Correction Officer positions this year and then possibly an additional two for next year.

Ms. Smith requested authorization to reclassify a vacant Dispatcher, Grade X position within the Sheriff's Office to a Correction Officer, Grade X.

MOTION: AUTHORIZING THE PERSONNEL OFFICER TO RECLASSIFY A VACANT DISPATCHER, GRADE X POSITION WITHIN THE SHERIFF'S OFFICE TO A CORRECTION OFFICER POSITION, GRADE X MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Ms. Smith requested authorization to transfer a vacant LPN position, grade XI from the Health Care Facility and reclassifying to a Correction Officer, grade X in the Sheriff's Office.

MOTION: AUTHORIZING THE PERSONNEL OFFICER TO TRANSFER A VACANT LPN POSITION, GRADE XI FROM THE HEALTH CARE FACILITY AND RECLASSIFYING TO A CORRECTION OFFICER, GRADE X POSITION IN THE SHERIFF'S OFFICE MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

C. County Manager

1. **Organizational Charts** – Mr. Wheeler stated the organizational charts for the Board of Elections and the County Clerk are available for review. Mr. Van Etten asked on the chart for the County Clerk, what do the dotted arrows mean? Mr. Wheeler replied those just define the different areas within the department.

MOTION: ACCEPTING THE ORGANIZATIONAL CHARTS FOR THE BOARD OF ELECTIONS AND THE COUNTY CLERK AS PRESENTED BY THE COUNTY MANAGER 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 MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

****NEXT MEETING SCHEDULED FOR**
Tuesday, August 12, 2014
9:00 a.m.**

**Please send your agenda items to the Clerk of the Legislature's Office
NO LATER THAN NOON
Tuesday, August 5, 2014**

STEBEN COUNTY ADMINISTRATION COMMITTEE

Special Meeting

Monday, July 28, 2014

9:30 a.m.

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

****MINUTES****

COMMITTEE:	Patrick F. McAlister, Chair Brian C. Schu	Lawrence P. Crossett, Vice Chair Scott J. Van Etten	Carol A. Ferratella
STAFF:	Mark R. Alger Shawn Corey	Jack K. Wheeler Alan Reed	Ken Isaman
LEGISLATORS:	Joseph J. Hauryski K. Michael Hanna Aaron I. Mullen Gary D. Swackhamer	Eric T. Booth Hilda T. Lando William A. Peoples Randolph J. Weaver	Dan C. Farrand Robin K. Lattimer Gary B. Roush George J. Welch

I. CALL TO ORDER

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

II. DEPARTMENTAL REQUESTS

A. Risk Manager

1. **Withdrawal of Soil and Water Conservation District from Worker's Compensation Plan –**

Mr. Isaman informed the committee that he has received a request from the Soil and Water Conservation District to withdraw from our Worker's Compensation Plan. Their formula is calculated differently from other municipalities. This year they paid \$16,000 and on the open market they could pay \$9,000 which is a substantial savings. They currently have six employees. The deadline to renew was March 31st.

Mr. Alger explained the Soil and Water Conservation District has secured Worker's Compensation coverage from a private vendor. We do not treat them as other participants, but rather like the other County departments. The question today is do you want to hold them to the March 31st date, or let them leave the plan. The Local Law indicates that those entities wishing to leave the plan need to indicate that prior to March 31st.

MOTION: AUTHORIZING THE RISK MANAGER TO ALLOW THE STEUBEN COUNTY SOIL AND WATER CONSERVATION DISTRICT TO WITHDRAW FROM THE WORKER'S COMPENSATION PLAN EFFECTIVE AUGUST 1, 2014 AND PRO-RATING THEIR CONTRIBUTION TO REFLECT THIS CHANGE MADE BY MR. VAN ETEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

B. County Manager

1. **CSEA Impact Agreement** – Mr. Alger requested authorization to allow the management staff to participate in the impact agreement negotiated for CSEA employees at the Health Care Facility. This would affect five individuals. The cost associated with that is \$14,700. As part of that we have agreed to allow Mr. McCarroll to stay on the payroll through July 10th and use his annual leave to get him to his retirement date. He requested the committee approve this as well. There is no additional cost.

MOTION: AUTHORIZING EXTENDING THE CSEA IMPACT AGREEMENT FOR HEALTH CARE FACILITY EMPLOYEES TO HEALTH CARE FACILITY MANAGEMENT STAFF FOR AN ADDITIONAL COST OF \$14,700 AND ALLOWING DAVID McCARROLL TO STAY ON THE PAYROLL THROUGH JULY 10, 2014 AT NO ADDITIONAL COST TO THE COUNTY MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

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

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

STEBEN COUNTY ADMINISTRATION COMMITTEE

Tuesday, August 12, 2014

9:00 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
 Brian C. Schu Scott J. Van Etten

STAFF: Mark R. Alger Jack K. Wheeler Brenda Mori
 Ken Peaslee Jim Gleason Wendy Flaitz
 Pat Donnelly Nancy Smith Alan Reed
 Jennifer Bailey Judy Hunter Vicki Olin
 Kelly Penziul

LEGISLATORS: Joseph J. Hauryski **K. Michael Hanna** William A. Peoples
 Gary B. Roush

OTHERS: Mary Perham

I. CALL TO ORDER

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

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE JULY 8, 2014, AND JULY 28, 2014, MEETINGS MADE BY MR. SCHU. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0. (MR. McALLISTER ABSENT FOR VOTE)

III. DEPARTMENT REQUESTS

A. Purchasing

1. **Copy Paper Bid Award** – Mr. Gleason recommended awarding the bid for copy paper to the lone bidder, Contract Paper, for \$26.24 per case.

MOTION: AWARDING THE BID FOR COPY PAPER TO CONTRACT PAPER FOR \$26.24 PER CASE MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0. (MR. McALLISTER ABSENT FOR VOTE)

B. Personnel

1. **Reclassification – Information Technology** – Ms. Smith requested authorization to reclassify a Help Desk Technical Assistant, Grade VIII to a Network Administrator, Grade XVI. She stated the current network administrator will be retiring and this is a key position within the department.

MOTION: AUTHORIZING THE RECLASSIFICATION OF A HELP DESK TECHNICAL ASSISTANT, GRADE VIII TO A NETWORK ADMINISTRATOR, GRADE XVI WITHIN THE INFORMATION TECHNOLOGY DEPARTMENT MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0. (MR. McALLISTER ABSENT FOR VOTE) Resolution Required.

2. **Reclassification – Law Department** – Ms. Smith requested authorization to reclassify a Senior Typist, Grade VI to a Paralegal Assistant, Grade XI. She commented that they did do a desk audit and found that this individual was doing the work of a paralegal assistant. The individual has taken the exam and is reachable.

MOTION: AUTHORIZING THE RECLASSIFICATION OF A SENIOR TYPIST, GRADE VI TO A PARALEGAL ASSISTANT, GRADE XI WITHIN THE LAW DEPARTMENT MADE BY MRS. FERRATELLA. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0. (MR. McALLISTER ABSENT FOR VOTE) Resolution Required.

C. Real Property Tax Service Agency

1. **RPSV4 Annual License Fee** – Mrs. Flaitz informed the committee that the annual license fee has remained unchanged from last year at \$200.

MOTION: APPROVING THE ANNUAL RPSV4 ANNUAL CHARGEBACK TO THE TOWNS AND CITIES FOR LICENSE AND SUPPORT FEES MADE BY MR. SCHU. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0. (MR. McALLISTER ABSENT FOR VOTE) Resolution Required.

2. **Update on Microfilm/Microfiche Scanner** – Mrs. Flaitz informed the committee that they did receive the new scanner about a month ago, however, it was not working correctly and was replaced. We have done a test with a 1,000 page roll. It took them about six hours to complete that roll. We have 336 more rolls to do and estimate that it will take 1,755 hours or 254 days. There are 442 rolls of film that will be done for us by PMI. Additionally, we have 2,500 microfiche records that need to be scanned. Mr. Alger commented that we will take a look at having PMI do the remaining rolls.

Mr. Van Etten stated that we have already spent money on a new microfilm/microfiche scanner and that was his argument before. Mr. Alger stated the microfilm reader at the Records Center is broken. This new machine will end up being a key machine for many departments and will not go unused.

3. **Review of Tax Resolution Report for 2015 County/Town Tax Levy** – Mrs. Flaitz provided a list of upcoming resolutions that will be coming before the Legislature for approval. For the August meeting they have the resolution for the RPSV4 License Fee as well as the proposed resolution for the tax cap override.

Mr. Alger commented under the new tax freeze legislation, it does not change our ability to override the cap, however, it does change our ability to adopt a local law if you do not. If you stay under the tax cap you cannot pass an override local law, because then your taxpayers will not get a rebate. You then will have to go through a process and repeal the local law, or just not do one. He stated that we are not far enough into the budget to tell you where we are at, but he does believe we will stay under the tax cap. This is an exercise in futility to pass a local law overriding and then have to repeal it. You could still adopt an override local law in November if you needed to. He would still recommend adopting an override local law if you could because it does protect you. Mr. Alger stated his recommendation is that we not present and adopt the override local law now. We have time if we need to do it, but he does not expect that we will need to. The cap this year is 1.46 percent.

Mrs. Ferratella asked has there been any thought to joining with other municipalities and doing one plan for the new law? Mr. Alger replied the plan is that at the September NYSAC conference, there will be a discussion about complying with the tax freeze. The expectation is that the County will take the lead and invite the municipalities in for a discussion. The intent is to allow and encourage the municipalities to participate in the county's program overall. We believe we will be able to comply with the cap and the freeze going forward. He stated that he anticipates contacting the municipalities in late August or early September. They are not required to participate with us. Mr. Alger stated this is an effort on the part of the State to appeal to the voters. Taxpayers, in addition to getting a rebate on their taxes, will also receive a family tax credit of \$350 per child with this payment. Discussion followed.

IV. NEW BUSINESS

A. *Payroll/Time and Attendance* – Mr. Hauryski stated Mr. Wheeler did a super job of putting together the flow charts for all departments and those charts show the magnitude of the workforce that we have and how we operate each of those departments. That begs the question of how do we keep track of all of those people? Who is responsible for payroll and time and attendance? Our departments are located in the County Complex, Liberty Street, Hornell, Corning and the various highway shops throughout the County. He would like, as we go into next year's budget, to look at a new, more efficient system. There are two areas that he would like to focus on. The first is payroll, time and attendance. The second is the fiber optic network.

Mr. Hauryski stated it is important that we take the lead and start looking at our fiber optic network and getting that out to all of our buildings. The fiber network will make our government systems more efficient. With payroll, time and attendance, there are two companies that Corning, Inc. utilizes for software for payroll and time and attendance.

Mr. Donnelly informed the committee that every other week they process the payroll for 1,000 employees. The source documents are maintained at the various departments. Our Information Technology Department developed the payroll system and interfaced it to our general ledger and it works quite well. Last year Yates County purchased a new time keeping system and now employees either log into a computer or use a swipe card. Schuyler County has ADP and Livingston County uses a system very similar to ours. He stated a study of the payroll and time keeping system was conducted in 2007/2008. The departments end up doing negative reporting, which means that they are accounting for time based on the leave that is used. Approximately two-thirds of the departments do that. There is always room for improvement in the system.

Mr. Schu asked Mr. Hauryski are you looking at implementing a countywide program for attendance? Mr. Hauryski replied he is aware of Kronos and ADP. He would like to see if we could get representatives from those companies to come in and look at what we are currently doing.

Mr. Alger explained the payroll system itself works very well. The system itself depends on information from the department level. The departments send Ms. Orme, who does the payroll, a report and she reviews and corrects any exceptions. The payroll clerks in each department enter in the time worked and time taken off. The leave is separated into categories. The department heads and supervisors are responsible for seeing that the information entered is accurate. This process is more automated than it used to be. That process probably would not change too much if you went to an automated system. With the smaller departments it is not difficult to keep track of time. With the bigger departments, the concern with automating more is that it will shift back to the supervisors monitoring the payroll system. You would have to have a system where the supervisor signs off on that process. A more automated system is something that we should look at and see what the advantages and disadvantages are and see if it is something that we can integrate into the package we currently have. Mr. Alger stated there is always room for improvement. We do need to tread a little carefully in the area of the time reporting in that if we go too far in changing the process, then it becomes a subject of negotiations.

Mr. Crossett commented his feeling is that the Finance Commissioner would bring this to the committee if they felt it was something that needs to be changed. Mr. Van Etten stated that he thinks we should question as this is what we are here for. Discussion followed.

Mr. Hauryski stated before the next meeting, he would like to have the representatives from those two companies come in and take a look at what we have. Mr. Van Etten asked has there been any consideration of using badges to account for time? Mr. Wheeler replied we do have a badging system, however, it does not tie into the payroll system. We can track the comings and goings of individuals if we need to.

Mr. Alger stated we have scattered security systems at the Jail, 911 and the Health Care Facility had a system. He is not sure how much you gain from that. Mr. Wheeler stated we are currently evaluating the card system. Mr. Alger stated the card systems are not inexpensive to maintain. There is a real cost associated with those systems and you may be buying more expenses for the advantage that you are looking to gain. Mr. Wheeler stated they would like to look to get to a common platform for all locations and make sure that system is sustainable.

Mr. Alger stated the second half of Mr. Hauryski's discussion centers around the fiber network. We are to the point where fiber has been installed on the public safety towers and we are looking at the end equipment for our system. The first priority was to get the towers on and we are doing that. The second priority is our own use of the system and we are moving toward that. We just replaced our telephone system. That will allow us to take advantage of the fiber for running the telephone system. In Hornell, Corning and Bath we will now have the ability to have 4-digit calling. This will be much better than the previous system. You will see significant improvements over the next year or two. There is a lot you can do with fiber that we have not even contemplated yet. Mr. Alger commented we need to begin to think about how to leverage the fiber to make the best use of it. We have also been in discussions with the local economic development community about marketing the fiber optic network. Discussion followed.

MOTION: TO ADJOURN REGULAR SESSION AND RECONVENE IN EXECUTIVE SESSION PURSUANT TO PUBLIC OFFICERS' LAW, ARTICLE 7§ 105.1.D. DISCUSSIONS REGARDING PROPOSED, PENDING OR CURRENT LITIGATION AND 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 ABSENT FOR VOTE)

MOTION: TO ADJOURN EXECUTIVE SESSION AND RECONVENE IN REGULAR SESSION MADE BY MR. SCHU. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0. (MR. McALLISTER ABSENT FOR VOTE)

B. *Records Center* – Mr. Van Etten asked for an update on where we are at with the Records Center. Mr. Alger replied we are currently going to stay where we are at. We have a maintenance/upkeep agreement with Centers where we will pay the utilities and maintain the building while we are there. We can stay in the current building for no more costs than we have had. This is not a long-term solution. We are waiting to see what happens with the Industrial Park and Phillips.

MOTION: TO ADJOURN MADE BY MR. SCHU. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0. (MR. McALLISTER ABSENT FOR VOTE)

Respectfully submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR
Tuesday, September 9, 2014
9:00 a.m.**

**Please send agenda items to the Clerk of the Legislature's Office
NO LATER THAN NOON
Tuesday, September 2, 2014**

STEBEN COUNTY ADMINISTRATION COMMITTEE

Tuesday, September 9, 2014

9:00 a.m.

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

****MINUTES****

COMMITTEE:	Patrick F. McAllister, Chair Brian C. Schu	Lawrence P. Crossett, Vice Chair Scott J. Van Etten	Carol A. Ferratella
STAFF:	Mark R. Alger Shawn Corey Jen Bailey Nancy Smith	Jack K. Wheeler Brenda Mori Wendy Flaitz	Ken Peaslee Judy Hunter Kathryn Muller
LEGISLATORS:	Joseph J. Hauryski	K. Michael Hanna	Gary B. Roush

I. CALL TO ORDER

Mr. McAllister called the meeting to order at 9:00 a.m. and asked Ms. Mori to lead the Pledge of Allegiance.

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE AUGUST 12, 2014, MEETING MADE BY MRS. FERRATELLA. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

III. DEPARTMENT REQUESTS

A. Information Technology

1. **Status Report on Cisco Phone System** – Mr. Peaslee informed the committee that they have installed the new Cisco phone system in at the County Office Building, Community Services and remote sites. We still need to do the Public Safety Building, 911 and the Hornell and Corning Courthouses. The phone system capital project had \$345,000 between what he and the Department of Social Services contributed, and they have spent \$317,000. We have been purchasing the phone equipment through the RFP at a 40 – 50 percent discount and we have \$240,000 remaining in the capital project. Ronco, our vendor, believes that Cisco would allow us to purchase the equipment for the Corning and Hornell Community Services offices. It would cost us an additional \$135,000 to finish the Public Safety Building, 911, Probation office in Hornell, Corning Courthouse and the Community Services offices in Corning and Hornell.

Mr. Hauryski asked are the Corning and Hornell locations for Community Services still in the mix? Mr. Alger replied that is something we will be exploring over the next year for sure. The system Mr. Peaslee is talking about is something that we could move and use elsewhere. We will need something for Records if and when we make a decision on where that will be located. Even if we contract services out in Corning and Hornell we will be able to use this equipment. We also have the Landfill and the Pretreatment Plant that has old equipment that will need to be replaced.

MOTION: AUTHORIZING THE DIRECTOR OF INFORMATION TECHNOLOGY TO SPEND AN ADDITIONAL \$135,000 ON THE CISCO PHONE SYSTEM TO FINISH THE PUBLIC SAFETY BUILDING, 911, HORNELL PROBATION OFFICE, CORNING COURTHOUSE AND COMMUNITY SERVICES OFFICES IN HORNELL AND CORNING MADE BY MRS. FERRATELLA. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

B. Personnel

1. **Request Activation of Zero-Based Deputy Personnel Officer Position** – Ms. Smith requested authorization to activate a zero-based Deputy Personnel Officer position. We have six employees in the office and three of them are within five years of retiring and we need to have a succession plan. Mr. Alger explained they are down one position right now. They are not adding another position, but are adjusting staffing. This would probably be all internal promotions. Mr. Van Etten asked what is the cost? Ms. Smith stated the position is a Management Grade G and the range is \$57,000 - \$89,000.

MOTION: AUTHORIZING THE ACTIVATION OF A ZERO-BASED DEPUTY PERSONNEL OFFICER POSITION WITHIN THE PERSONNEL OFFICE MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. **Contract** – Ms. Smith requested authorization to contract with Miesje Havens to provide basic workplace violence prevention training to employees during the annual training. She would be paid \$10.00 per employee as well as mileage from Syracuse. Mr. Alger commented we are required to provide an annual refresher training and we also incorporate several other topics into that training.

MOTION: AUTHORIZING THE PERSONNEL OFFICER TO ENTER INTO A CONTRACT WITH MIESJE HAVENS TO PROVIDE BASIC WORKPLACE VIOLENCE PREVENTION TRAINING TO ALL EMPLOYEES AT A RATE OF \$10.00 PER EMPLOYEE, INCLUDING MILEAGE FROM SYRACUSE MADE BY MR. SCHU. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: TO ADJOURN REGULAR SESSION AND RECONVENE IN EXECUTIVE SESSION PURSUANT TO PUBLIC OFFICER'S 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 COMMISSIONER OF THE DEPARTMENT OF SOCIAL SERVICES TO HIRE AN ASSISTANT DIRECTOR OF THE DEPARTMENT OF SOCIAL SERVICES ABOVE THE MID-POINT AT \$67,679.00 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. VAN ETTEN. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

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

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR
Tuesday, October 14, 2014**

****PLEASE NOTE CHANGE **Legislative Chambers**PLEASE NOTE CHANGE **
9:00 a.m.**

**Please send agenda items to the Clerk of the Legislature's Office
NO LATER THAN NOON
Tuesday, October 7, 2014**

STEBEN COUNTY ADMINISTRATION COMMITTEE

Tuesday, October 14, 2014

9:00 a.m.

Legislative Chambers

Steuben County Office Building

Bath, New York

****MINUTES****

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

STAFF: Mark R. Alger Jack K. Wheeler Jim Gleason
Brenda Mori Alan Reed Shawn Corey
Judy Hunter Jennifer Bailey Kathy Muller
Nancy Smith Phil Roche Cheryl Crocker
Vicki Olin Kelly Penziul Wendy Flaitz
Nate Alderman Pat Donnelly Tammy Hurd-Harvey

LEGISLATORS: Joseph J. Hauryski K. Michael Hanna Hilda T. Lando

OTHERS: Youth-In-Government Interns
Jim Gallagher
Dick McCandless

I. CALL TO ORDER

Mr. McAllister called the meeting to order and asked Mrs. Chapman to lead the Pledge of Allegiance.

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE SEPTEMBER 9, 2014, MEETING MADE BY MR. SCHU. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

III. GRIEVANCES

Ms. Smith stated there are no grievances to report.

IV. DEPARTMENTAL REQUESTS

A. Purchasing

1. **Authorization to Purchase Copy Machines from Copier Capital Project** – Mr. Gleason requested authorization to purchase seven multi-functional copy machines out of the copier capital project. The total amount of the purchase is \$35,567.44. The copy machines will be purchased off State contract and the money is available in the budget.

MOTION: AUTHORIZING THE PURCHASING DIRECTOR TO PURCHASE SEVEN MULTI-FUNCTIONAL COPY MACHINES FOR A TOTAL COST OF \$35,567.44 OUT OF THE COPIER CAPITAL PROJECT MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

B. Commissioner of Finance

1. **Contract** – Mrs. Hurd-Harvey informed the committee that they put out an RFP for the third party administration of the flexible spending plan. They received two responses; one from their current provider,

EBS-RMSCO, and the other from Benefit Resources. Benefit Resources per person per month cost came in lower, however, the overall cost is only about \$2,000 lower that of EBS-RMSCO. As this is a professional service, she recommended awarding the RFP to EBS-RMSCO for a price of \$495.00 per person, per month. Mr. Van Etten asked how many employees participate in this program? Mrs. Hurd-Harvey replied they have 126 signed up for the current year, which is about 10 percent. The industry average is 20 – 25 percent.

MOTION: AWARDING THE RFP FOR THIRD PARTY ADMINISTRATION OF THE FLEXIBLE SPENDING PLAN TO EBS-RMSCO FOR A PRICE OF \$495.00 PER PERSON, PER MONTH MADE BY MR. VAN ETTEN. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. **Review of Over 65 Retiree Health Insurance Offerings for 2015** – Mrs. Hurd-Harvey reported that they have two plans for the over 65 retirees. The first is the MVP Gold plan which is good anywhere and saw an increase of \$12.60 per month. The second plan is the Excellus III plan, which provides a little less coverage and saw an increase of \$90.40 per month. We have 110 enrolled in Excellus III and 173 enrolled in MVP Gold.

Mr. Van Etten asked if more people migrate to the MVP Gold plan, will the fees we incur be more expensive? Mrs. Hurd-Harvey replied this is a community rated plan and we do not carry our own cost. Mr. Alger stated the difference between the two plans is \$25 per month. The Excellus III plan has a higher co-pay and they also have significant out-of-network charges compared to MVP Gold. Additionally, their drug card is more expensive. Individuals will have to take a close look at their plan to see what works best for them. He expects that in many cases it will be better for them to change to MVP Gold. Discussion followed.

C. Personnel

1. **Reclassification – Public Defender’s Office** – Ms. Smith commented that the caseload in the Public Defender’s Office is extremely high and they have received grant funding which would allow them to fund a third, full-time Public Defender. She recommended transferring a vacant Staff Social Worker, Grade XV position in the Office of Community Services, and reclassifying to an Assistant Public Defender, Management Grade E position in the Public Defender’s Office.

Mr. Van Etten asked how long will the grant funding be available? Mr. Alger replied this is a three-year grant. This is part of the State’s Public Defender Improvement Fund. This leads us to believe they will not reduce the funding and we expect it to be renewed. With the lawsuit ongoing, you are liable to end up with additional staff regardless. He commented that Mr. Roche deserves credit for getting this funding.

MOTION: AUTHORIZING THE TRANSFER AND RECLASSIFICATION OF A VACANT STAFF SOCIAL WORKER, GRADE XV POSITION IN THE OFFICE OF COMMUNITY SERVICES TO A FULL-TIME ASSISTANT PUBLIC DEFENDER, MANAGEMENT GRADE E, IN THE PUBLIC DEFENDER’S OFFICE MADE BY MR. VAN ETTEN. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

2. **Union Contracts** – Ms. Smith informed the committee that the CSEA/CO Dispatcher Unit have voted and passed the agreement. The Deputies Association still needs to vote on their proposed agreement.

3. **Workplace Drug & Alcohol Policy** – Ms. Smith introduced Nate Alderman, who is the new Deputy Personnel Officer. Mr. Alderman has been instrumental, with the help of the Law Department, in making changes to the Workplace Drug & Alcohol Policy. With this update, we will be in compliance with the current federal requirements. Mr. Alger commented this policy covers all employees.

MOTION: ADOPTING THE AMENDED WORKPLACE DRUG & ALCOHOL POLICY AS PRESENTED BY THE PERSONNEL OFFICER MADE BY MR. SCHU. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

4. **Personnel – Department of Social Services** – Ms. Smith requested authorization to activate a zero-based Senior Clerk position in the Department of Social Services. They would look to zero-base a vacant Account Clerk-Typist position to pay for this. These two titles are in the same grade and same pay.

MOTION: AUTHORIZATION THE ACTIVATION OF A ZERO-BASED SENIOR CLERK POSITION, AND ZERO-BASING A VACANT ACCOUNT CLERK-TYPIST POSITION WITHIN THE DEPARTMENT OF SOCIAL SERVICES MADE BY MR. VAN ETTEN. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Requires.

D. County Manager

1. **Risk Management Services** – Mr. Alger informed the committee they are in the process of evaluating what to do with the Risk Manager position. We did put out an RFP for interim immediate services. We received two responses. He recommended awarding the bid to Scott Sprague of Keuka Insurance Group to provide services for up to 10 hours per week at a rate of \$50.00 per hour. We anticipate that this contract will not last more than six months. In the meantime, we are trying to evaluate whether we will fill the position with a full-time, part-time or contract employee. The contract will be paid for out of the current budget.

MOTION: AWARDING THE RFP FOR RISK MANAGEMENT CONSULTANT SERVICES TO SCOTT SPRAGUE OF KEUKA INSURANCE GROUP FOR A TOTAL COST OF \$50.00 PER HOUR, UP TO 10 HOURS PER WEEK MADE BY MRS. FERRATELLA. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

V. NEW BUSINESS

A. *Changing the Date/Time of the November Meeting* – Mr. Alger stated that with the budget process, it is necessary to hold the Finance Committee meeting on the same day as AIP and HSH&E. Rather than having committee members come in twice, he recommended moving the meeting to Wednesday, November 5, 2014, at 11:00 a.m.

MOTION: CHANGING THE DATE AND TIME OF THE NOVEMBER MEETING TO WEDNESDAY, NOVEMBER 5, 2014, AT 11:00 A.M. MADE BY MR. SCHU. 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.E. COLLECTIVE NEGOTIATIONS PURSUANT TO ARTICLE FOURTEEN OF THE CIVIL SERVICES LAW, AND 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. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: RATIFYING THE CSEA CO/DISPATCHER UNIT BARGAINING AGREEMENT AND FORWARDING TO THE FULL LEGISLATURE FOR THEIR REVIEW AND CONSIDERATION MADE BY MR. VAN ETTEN. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

MOTION: RATIFYING THE DEPUTIES ASSOCIATION BARGAINING AGREEMENT AND FORWARDING TO THE FULL LEGISLATURE FOR THEIR REVIEW AND CONSIDERATION MADE BY MR. SCHU. 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 MRS. FERRATELLA. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

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

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

NEXT MEETING SCHEDULED FOR
****PLEASE NOTE CHANGE**Wednesday, November 5, 2014**PLEASE NOTE CHANGE****
Legislative Committee Room
11:00 a.m.

Please send agenda items to the Clerk of the Legislature's Office
NO LATER THAN NOON
Wednesday, October 29, 2014.

STEBEN COUNTY ADMINISTRATION COMMITTEE

Wednesday, November 5, 2014

11:00 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
 Brian C. Schu Scott J. Van Etten

STAFF: Mark R. Alger Jack K. Wheeler Shawn Corey
 Dave Hopkins Pat Donnelly Jennifer Bailey
 Nancy Smith Tammy Hurd-Harvey Alan Reed
 Wendy Flaitz

LEGISLATORS: Joseph J. Hauryski Hilda T. Lando Gary B. Roush
 Randolph J. Weaver

OTHERS: Mary Perham
 Jeff Smith, *The Leader*

I. CALL TO ORDER

Mr. McAllister called the meeting to order at 11:00 a.m. and asked Mr. Schu to lead the Pledge of Allegiance.

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE OCTOBER 14, 2014, MEETING MADE BY MRS. FERRATELLA. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

III. DEPARTMENT REQUESTS

A. Purchasing

1. **Award Copy Paper Bid** – Mr. Wheeler recommended awarding to the low bidder, Contract Paper Group for \$26.75 per case.

MOTION: AWARDING THE COPY PAPER BID TO THE LOW BIDDER, CONTRACT PAPER GROUP FOR \$26.75 PER CASE MADE BY MRS. FERRATELLA. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

B. Real Property Tax Service Agency

1. **Annual Resolutions** – Mrs. Flaitz reviewed the Table of County Equalization Rates, County Equalization Report, 2014 Tax Impact Report Due to Changes in Equalization Rates and Valuation, and Exemption Impact Reports. Discussion followed.

Mrs. Flaitz commented that they have seen a \$17 million decrease in gas/oil production. She stated that they also will have one forest penalties exemption that will go on the tax roll this year. The total amount is \$149,000 and the County's share is \$20,000.

MOTION: APPROVING THE TABLE OF COUNTY EQUALIZATION RATES, THE COUNTY EQUALIZATION REPORT, THE 2014 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 MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

2. **Image Mate Online** – Mrs. Flaitz informed the committee that their Image Mate Online system will go live either today or tomorrow.

C. County Manager

1. **Iron Mountain Shredding Contract** – Mr. Wheeler requested authorization to add the Office of Community Services to the Iron Mountain Shredding Contract. The cost will be approximately \$32.00 per month for three bins at each of their Bath, Corning and Hornell locations.

MOTION: AUTHORIZING THE COUNTY MANAGER TO ADD THE OFFICE OF COMMUNITY SERVICES TO THE IRON MOUNTAIN SHREDDING CONTRACT FOR AN ADDITIONAL COST OF APPROXIMATELY \$32.00 PER MONTH FOR THREE BINS AT EACH OF THEIR BATH, CORNING AND HORNELL LOCATIONS MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. **STN Laterals** – Mr. Alger informed the committee that we had opted to construct the additional laterals. He requested authorization to sign the IRU's related to those and also to transfer \$127,000 out of the capital project to pay for the construction costs as the grant did not cover the entire expense. Construction was more expensive as the contractors had to do more burial than aerial work.

Mr. Wheeler explained with the IRU we have a good arrangement with the network. We built 24 strands of fiber to the towers, however, we only need 12 strands. The network gets the opportunity to market the additional 12 strands of fiber that we have. Any revenue generated from the towers, since we paid for them, will go into a pool to be used for fiber expansion for public safety purposes. That will become more and more important as we go along. The network is developing a public safety governance group. They will identify the fiber builds that will benefit everyone.

Mr. Van Etten asked with the fiber network, will we decommission the microwave system? Mr. Wheeler replied no, however, the fiber will become primary. We will be judicious on how we do that. If the fiber were to be cut, we would automatically switch over to the microwave. The fiber is the main investment.

Mrs. Ferratella asked are you limiting use of the fiber only to public safety and not including uses for economic development? Mr. Wheeler replied they both go hand in hand. There are three main purposes for the fiber; public safety, economic development and rural expansion. We are really doing all three. Any fiber builds in the future would be for those purposes as well.

Mr. Schu asked what is the expectation for getting funds into that pool? Mr. Wheeler replied some of the sites are co-located in areas where cell carriers could cherry-pick. It may take a year or two to realize some revenue and some could be pretty significant.

MOTION: AUTHORIZING THE COUNTY MANAGER TO SIGN IRU'S RELATED TO THE STN LATERALS AND REQUESTING AUTHORIZATION TO PAY FOR THE CONSTRUCTION COST OVERAGE OF \$127,000 OUT OF THE FIBER OPTIC CAPITAL PROJECT MADE BY MR. VAN ETTEN. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

3. **Mortgage Tax Distribution** – Mr. Donnelly informed the committee that a total of \$583,385.99 has been distributed to the 33 municipalities. This represents an increase over May.

MOTION: ACCEPTING AND FORWARDING TO THE FULL LEGISLATURE THE SEMI-ANNUAL MORTGAGE TAX DISTRIBUTION MADE BY MR. SCHU. SECONDED BY MRS. FERRATELLA. MOTION CARRIES 4-1. (MR. VAN ETTEN OPPOSED) Resolution Required.

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

MOTION: RECOMMENDING THE REAPPOINTMENT OF PATRICK F. DONNELLY AS COMMISSIONER OF FINANCE FOR A FIVE-YEAR TERM COMMENCING JANUARY 1, 2015 MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

MOTION: ADJUSTING THE 2015 SALARIES FOR THE FOLLOWING INDIVIDUALS: JOHN BOWERS, COUNTY AUDITOR - \$51,473; JUDY HUNTER, COUNTY CLERK - \$63,500; ALAN REED, COUNTY ATTORNEY - \$114,205; JACK WHEELER, DEPUTY COUNTY MANAGER - \$75,362; JENNIFER BAILEY, DEPUTY COUNTY CLERK - \$63,227; TIM MARSHALL, DIRECTOR OF EMERGENCY MANAGEMENT OFFICE - \$59,752; SHAWN COREY, DEPUTY COUNTY ATTORNEY - \$82,920; KIM JESSUP, ALCOHOL ABUSE COORDINATOR - \$63,227; KAREN MONROE, DIRECTOR OF ADMINISTRATIVE SERVICES, OFFICE OF COMMUNITY SERVICES - \$63,048; CHRIS CONGDON, CHIEF FISCAL OFFICER, PUBLIC HEALTH - \$68,509; TINA GOODWIN, DEPUTY 911 DIRECTOR - \$63,227; BRYCE FOSTER, DEPUTY COMMISSIONER OF PUBLIC WORKS - \$75,728; AMY BOUCK, CORRECTIONS LIEUTENANT, SHERIFF'S OFFICE - \$51,473; JESSICA PEASLEE, COUNSEL TO COMMISSIONER OF SOCIAL SERVICES - \$82,920; AND DIANE KIFF, ADMINISTRATIVE OFFICER, SPECIAL CHILDREN'S SERVICES - \$56,719 MADE BY MR. CROSSETT. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: APPROVING MANAGEMENT SALARY INCREASES OF 1.5 PERCENT, 2 PERCENT AND 2.5 PERCENT BASED UPON PERFORMANCE EVALUATIONS AS PRESENTED MADE BY MR. CROSSETT. SECONDED BY MR. SCHU. 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 9, 2014
Legislative Committee Room
9:00 a.m.**

**Please send agenda items to the Clerk of the Legislature's Office
NO LATER THAN NOON
Tuesday, December 3, 2014**

STEBEN COUNTY ADMINISTRATION COMMITTEE

Tuesday, December 9, 2014

9:00 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	Brian C. Schu
STAFF:	Mark R. Alger Shawn Corey Wendy Flaitz Vicki Olin	Jack K. Wheeler Judy Hunter Alan Reed Kelly Penziul	Nancy Smith Jennifer Bailey Jim Gleason
ABSENT:	Lawrence P. Crossett, Vice Chair		
LEGISLATORS:	Joseph J. Hauryski	K. Michael Hanna	Gary B. Roush
OTHERS:	Mary Perham		

I. CALL TO ORDER

Mr. McAllister called the meeting to order at 9:00 a.m. and asked Mr. Donnelly to lead the Pledge of Allegiance.

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE NOVEMBER 5, 2014, MEETING MADE BY MR. SCHU. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

III. DEPARTMENT REQUESTS

A. Real Property Tax Service Agency

1. **Final Report of Percent Change which Includes 2014 County Levy** – Mrs. Flaitz presented and briefly reviewed the Final Report of Percent Change.

2. **Temporary RPTL 1537 Contract with City of Corning** – Mrs. Flaitz informed the committee that the City of Corning Assessor Clerk is out on extended leave. They have asked if the County could stop in and pick up some of the duties on a temporary basis. This would fall under a RPTL 1537 agreement. Our duties would include processing property transfers, building permits and some exemption processing. She would like to charge them an hourly rate, and still needs to review this with the Law Department. She requested the committee's authorization to begin this process.

MOTION: AUTHORIZING THE DIRECTOR OF THE REAL PROPERTY TAX SERVICE AGENCY TO MOVE AHEAD WITH THE PROCESS OF IMPLEMENTING A TEMPORARY 1537 AGREEMENT WITH THE CITY OF CORNING MADE BY MRS. FERRATELLA. SECONDED BY MR. VAN ETEN FOR DISCUSSION.

Mrs. Ferratella commented that she is concerned about whether the Real Property Tax Office will have time to take on these additional duties. Mrs. Flaitz replied that she expects it will only take about two hours per week. The duties could be divided among the staff. She stated that she only sees this being in place for three to six months.

Mr. McAllister asked what is the rate that you will be charging? Mrs. Flaitz replied \$22.04 per hour. Mr. Van Etten asked does that include fringe? Mrs. Flaitz replied no, it does not. She will go back and recalculate the hourly amount.

Mrs. Ferratella asked what is the alternative if we do not do this? Mrs. Flaitz replied the City of Corning would get very far behind. Mr. Schu commented if we could figure out the cost and were compensated for that and it does not create a burden on the office, in his opinion, why not to do it for the short-term.

Mr. McAllister asked could this be counted as a shared service? Mr. Wheeler replied it could be considered as a cost savings to the City.

VOTE ON PREVIOUS MOTION: ALL BEING IN FAVOR. MOTION CARRIES 4-0.

B. Purchasing

1. **Purchase of Central Copy Machine** – Mr. Gleason informed the committee that they have a large volume copier on the second floor. They will take that copier down to the Department of Social Services to finish its useful life. He requested authorization to spend \$13,500 out of the copier capital project to purchase a new central copier for the second floor. This copier will be used for two years and then moved to the Department of Social Services. The copier will be networked and will have copy, fax and scanning capabilities and will be purchased off State contract.

MOTION: AUTHORIZING THE PURCHASING DIRECTOR TO PURCHASE A CENTRAL COPY MACHINE FROM THE COPIER CAPITAL PROJECT IN THE AMOUNT OF \$13,500 MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

C. County Manager

1. **Securitas Contract Renewal** – Mr. Alger requested authorization to renew the contract with Securitas to provide night security at the County Office Building.

MOTION: AUTHORIZING THE COUNTY MANAGER TO RENEW THE CONTRACT WITH SECURITAS UNDER THE SAME TERMS AND CONDITIONS FOR ONE YEAR MADE BY MR. VAN ETTEN. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

2. **ProAct Contract Renewal** – Mr. Wheeler requested authorization to renew their contract with ProAct to provide the prescription discount card. This program has saved Steuben County residents \$3.5 million in prescription costs. He requested authorization for a three-year contract with a 1-year renewal.

MOTION: AUTHORIZING THE COUNTY MANAGER TO RENEW THE CONTRACT WITH PROACT FOR THREE YEARS, WITH ONE, ONE-YEAR RENEWAL MADE BY MR. SCHU. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

3. **Appointment of Elections Commissioners** – Mr. Alger informed the committee that they have received the recommendations from each party Chairman. The Republican Party Chairman is recommending the appointment of Veronica Olin and the Democratic Party Chairman is recommending the appointment of Kelly Penziul. He recommended forwarding the appointment of the Elections Commissioners to the Full Legislature for consideration.

Mr. Schu asked did we decide to keep those positions full-time? Mr. Alger replied the Legislature has not decided at this point to change from full-time to part-time.

MOTION: RECOMMENDING THE APPOINTMENT OF THE VERONICA OLIN AND KELLY PENZIUL AS THE ELECTIONS COMMISSIONERS, TO THE FULL LEGISLATURE FOR THEIR CONSIDERATION MADE BY MRS. FERRATELLA. SECONDED BY MR. SCHU. MOTION CARRIES 3-1. (MR. VAN ETTEN OPPOSED)

4. **Wayne County Bankruptcy Appeal** – Mr. Alger explained Wayne County has a tax foreclosure case that has gone to the Court of Appeals. Mr. Reed explained they were in Bankruptcy Court and now are appealing the U.S. District Court. Mr. Alger stated this case calls into question the process of foreclosures. The New York State Association of Counties has recommended that other counties help Wayne County pay for the costs of the appeal.

Mr. Reed stated that the County Attorney's Association met yesterday and the Counsel for Wayne County provided our group with an update. The bankruptcy judge denied the trustee and county's application. The issue of fact is whether the value of the property qualifies as reasonable value as far as bankruptcy court is concerned. Now the case will go to a hearing. This is significant for us because our look back window is two years. This calls into question any transfers that are happening within two years of a bankruptcy filing. Mr. Reed explained the ruling on this case is of interest to all the counties. This calls our title into question when we go to sell a property.

Mr. Alger stated this is our only statutory remedy for someone who fails to pay their taxes. If they remove our ability to do that, we have no other alternatives. Mr. Reed stated you could seek a personal judgment, but that is not a guarantee. There is also a similar case in Ontario County. The New York State Association of Counties is asking for assistance with Wayne County, however, he would also like to request that we include an additional \$2,000 for Ontario County. The total of \$4,000 is well worth the investment. We have a direct legal interest to our own titles that we secure in a foreclosure.

MOTION: AUTHORIZING THE COUNTY TO CONTRIBUTE \$2,000 EACH TO WAYNE AND ONTARIO COUNTIES TO ASSIST WITH THEIR BANKRUPTCY APPEAL CASES, IF REQUESTED, MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA FOR DISCUSSION.

Mr. Schu asked where in the process is the Ontario County case? Mr. Reed replied that case will be going to U.S. District Court. Mr. Alger stated the issue is between the State and Federal laws, and the application of each. We have no choice but to do what we can to defend and try to find a suitable remedy.

VOTE ON PREVIOUS MOTION: ALL BEING IN FAVOR. MOTION CARRIES 4-0. *Resolution Required.*

5. **Sales Tax Agreement** – Mr. Alger requested authorization for approval of the sales tax agreement between the County and the Cities of Corning and Hornell. This is something that has been in the works for a couple of years. With the property tax cap, one feature is that the towns and villages can apply to have their sales tax as a credit or in cash. Depending on their selection, that will have an impact on our cap. Their selection has no impact upon them. With the agreement with the cities, we are hoping to lock in, for a period of time, the selection process for the towns and villages on how they receive their sales tax payment. That is the fundamental purpose in doing this.

Mr. Alger explained this will level out the sales tax distribution throughout the County. With this agreement, we do take out the bridge money funding. The total cost to the County and the towns and villages is pretty much split. We are not taking away anything they would notice or see. The County will provide an incentive payment of \$80,000 directly to the cities to do this, and that amount will decrease to zero incrementally over the course of the five-year agreement. The cities have requested a share of the growth going forward. The proposed growth allocation for the County and the towns and villages is 85 percent, the City of Corning will receive 8 percent and the City of Hornell will received 7 percent. This agreement will provide long-term stability and options. The downside of the agreement, is once the agreement is in place, the data that is being collected goes away and we will not know how much sales tax is collected. If sale tax goes down significantly, by more than 15 percent, the

cities would share the decrease in the same proportion as they share the growth. Mr. Alger stated we are one of a few counties that do not have a sales tax agreement with the cities.

Mr. McAllister asked is there an incentive for the towns and villages that the best option is to not take their sales tax as cash? Mr. Alger replied having them make a determination and stick with it is the most important thing. With this agreement, their selection will be locked in for five years.

Mrs. Ferratella asked what about the adjustments for Corning, Inc.? Mr. Alger replied those adjustments are made every year and would be part of the totals.

Mr. Alger requested approval to enter into this agreement. The second part of the process is we will then present a resolution for the selection process for the towns and villages.

MOTION: AUTHORIZING THE COUNTY MANAGER TO ENTER INTO A SALES TAX AGREEMENT WITH THE CITIES OF CORNING AND HORNELL FOR A FIVE-YEAR TERM MADE BY MR. VAN ETTEN. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.

MOTION: TO ADJOURN REGULAR SESSION AND RECONVENE IN EXECUTIVE SESSION PURSUANT TO PUBLIC OFFICERS' LAW, ARTICLE 7§ 105.1.F. THE MEDICAL, FINANCIAL, CREDIT OR EMPLOYMENT HISTORY OF A PARTICULAR PERSON OR MATTERS LEADING TO THE APPOINTMENT, EMPLOYMENT, PROMOTION, DEMOTION, DISCIPLINE, SUSPENSION, DISMISSAL OR REMOVAL OF A PARTICULAR PERSON MADE BY MR. SCHU. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

MOTION: TO ADJOURN EXECUTIVE SESSION AND RECONVENE IN REGULAR SESSION MADE BY MRS. FERRATELLA. SECONDED BY MR. SCHU. 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
Deputy Clerk
Steuben County Legislature

****NEXT MEETING SCHEDULED FOR****

**Tuesday, January 13, 2015
Legislative Committee Room
9:00 a.m.**

**Please send agenda items to the Clerk of the Legislature's Office
NO LATER THAN NOON
Wednesday, January 7, 2015.**

STEBEN COUNTY ADMINISTRATION COMMITTEE

Special Meeting

Monday, December 15, 2014

9:35 a.m.

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

****MINUTES****

COMMITTEE: Carol A. Ferratella Brian C. Schu Scott J. Van Etten

STAFF: Mark R. Alger Jack K. Wheeler Vince Spagnoletti
Nancy Smith Shawn Corey Alan Reed
David Cole Jim Allard

LEGISLATORS: Dan C. Farrand K. Michael Hanna Hilda T. Lando
Robin K. Lattimer Aaron I. Mullen William A. Peoples
Gary B. Roush Randolph J. Weaver George J. Welch

ABSENT: Patrick F. McAllister, Chair Lawrence P. Crossett, Vice Chair

OTHERS: Mary Perham

I. CALL TO ORDER

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

II. GENERAL BUSINESS

- A. Personnel
1. **Public Works**

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 MATTERS LEADING TO THE APPOINTMENT, EMPLOYMENT, PROMOTION, DEMOTION, DISCIPLINE, SUSPENSION, DISMISSAL OR REMOVAL OF A PARTICULAR PERSON MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

MOTION: AUTHORIZING THE RECLASSIFICATION OF A GRADE IX JUNIOR BRIDGE WORKER, TO A GRADE V LABORER IN THE PUBLIC WORKS DEPARTMENT, CONTINGENT UPON A MEMORANDUM OF UNDERSTANDING THAT THIS IS NOT A PRECEDENT SETTING ACTION, MADE BY MR. VAN ETTEN. 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. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

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

Respectfully Submitted by Amanda L. Chapman, Deputy Clerk, Steuben County Legislature