

STEBEN COUNTY ADMINISTRATION COMMITTEE

Tuesday, January 13, 2015

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 Ken Peaslee
David Wallace Pat Donnelly Shawn Corey
Sally MacDougal Chris Myers Greg Lake
Cheryl Crocker Jim Gleason Nancy Smith
Judy Hunter Jennifer Bailey Alan Reed

LEGISLATORS: Joseph J. Hauryski K. Michael Hanna William A. Peoples

ABSENT: Lawrence P. Crossett, Vice Chair

OTHERS: Robert Leonard, CSEA Labor Relations Specialist
Brent Underwood, CSEA Labor Relations Specialist
Mary Perham

I. CALL TO ORDER

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

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE DECEMBER 9, 2014, AND DECEMBER 15, 2014, MEETINGS MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

III. GRIEVANCES

MOTION: TO ADJOURN REGULAR SESSION AND RECONVENE IN EXECUTIVE SESSION PURSUANT TO PUBLIC OFFICERS' LAW, ARTICLE 7§ 105.1.E. COLLECTIVE NEGOTIATION PURSUANT TO ARTICLE FOURTEEN OF THE CIVIL SERVICE LAW MADE BY MR. VAN ETTEN. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

MOTION: DENYING THE GRIEVANCE RELATIVE TO IMPROPER DISCIPLINARY PROCESS IN THE PROBATION DEPARTMENT 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.

IV. DEPARTMENT REQUESTS

A. Information Technology

1. **RFP for Network & HIPAA Security Audit** – Mr. Peaslee requested authorization to issue an RFP for a network and HIPAA Security Audit. He stated this is an annual requirement.

MOTION: AUTHORIZING THE DIRECTOR OF INFORMATION TECHNOLOGY, IN CONJUNCTION WITH THE PURCHASING DIRECTOR, TO ISSUE A REQUEST FOR PROPOSAL FOR A NETWORK AND HIPAA SECURITY AUDIT MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

B. Purchasing

1. **Award of Copy Paper** – Mr. Gleason recommending awarding the bid for copy paper to Contract Paper Group for \$26.75 per case.

MOTION: AWARDING THE BID FOR COPY PAPER TO CONTRACT PAPER GROUP FOR \$26.75 PER CASE MADE BY MRS. FERRATELLA. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

C. Personnel

1. **Reclassification – District Attorney’s Office** – Ms. Smith recommended reclassifying a Typist, Grade IV to a Senior Typist, Grade VI. This will result in an increase in salary of \$1,100 - \$1,200.

MOTION: AUTHORIZING THE RECLASSIFICATION OF A GRADE IV TYPIST, TO A GRADE VI SENIOR TYPIST IN THE DISTRICT ATTORNEY’S OFFICE MADE BY MR. VAN ETTEN. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.

2. **Abolishment of Remaining Health Care Facility Positions** – Ms. Smith informed the committee that they have 120 Health Care Facility positions that are vacant. She requested that the committee forward to the Full Legislature a resolution officially abolishing those positions.

MOTION: AUTHORIZING THE ABOLISHMENT OF 120 VACANT HEALTH CARE FACILITY POSITIONS MADE BY MR. VAN ETTEN. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.

D. Law Department

1. **Proposals for Law Book Subscription** – Mr. Corey informed the committee that they should have received via email a proposal regarding their law book subscription. We have had a three-year contract with West Law going back quite a number of years and that was for \$1,800 per month. He is proposing switching to LexisNexis as we can get more accounts and cut our cost by 40 percent. This will provide both electronic and printed versions. We will also be able to get a set of books for 25 percent of what West Law offers.

Mr. Schu asked would you need the actual books? Mr. Reed replied that he has a set of printed books and the District Attorney would like to continue to receive the books from West Law. We would be sharing a McKinney set. Mr. Alger commented if we could do it for \$100, he would think about updating a few of his books. A few of the departments keep their separate sections in book form and dropped the subscriptions because of the cost of the updates.

MOTION: AUTHORIZING A THREE-YEAR CONTRACT WITH WEST LAW FOR A LEGAL RESEARCH SUBSCRIPTION FOR THE DISTRICT ATTORNEY’S OFFICE AT A RATE OF \$294.55 PER MONTH AND AUTHORIZING A THREE-YEAR CONTRACT WITH LEXIS-NEXIS FOR A LEGAL RESEARCH SUBSCRIPTION FOR THE LAW DEPARTMENT, PUBLIC DEFENDER’S OFFICE AND THE DEPARTMENT OF SOCIAL SERVICES FOR \$970.00 PER MONTH MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

E. County Manager

1. **Insurance Renewal** – Mr. Alger informed the committee that they are in the process of renewing the Worker’s Compensation and General insurance and it looks as though it will be a little less than last year.

2. **Administrative Code** – Mr. Alger informed the committee that they continue to work on making updates to the *Administrative Code* from last year based on our new Charter and related changes. They will be sending that out within the next month for the committee’s review.

3. **RFP for Bank Card Services** – Mr. Wheeler requested authorization to issue an RFP for bank card services for their purchasing card. We currently use M&T. This is something that is endorsed by NYSAC and may be beneficial for those purchases that may be more significant.

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE, IN CONJUNCTION WITH THE PURCHASING DIRECTOR, TO ISSUE A REQUEST FOR PROPOSAL FOR BANK CARD SERVICES MADE BY MR. SCHU. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

4. **Records Center Building** – Mr. Wheeler informed the committee that they had a discussion with the AIP Committee regarding putting out an RFP for architectural services for a new records center. Our options include putting up a Morton building on a plot at the Industrial Development Agency land, however, that would be dependent on what Guthrie does. We also have our own property that we can look at. Along with a Records Center we would want to include office space for Records staff, storage for voting machines and space for Elections staff. A more traditional office style building would have space to accommodate space needs at the County complex. The Veterans building and Special Children’s Services building are expensive to maintain. Currently the Special Children’s Services building is vacant and we would have the potential to take that down and construct something new. We do have employees running back and forth delivering records. When looking at these options we know that office space is tight. If we need to expand the Public Defender’s office, we will be tight. Now is the time to look at the options for what we can do. Examples of not having enough space include the District Attorney being spread out over two offices and the Public Defender is spread out over three offices. If we do something, we need to look at consolidating those spaces so that the District Attorney and Public Defender are each working out of one office space.

Mr. Alger explained the cost of doing something downtown will be more expensive, but is something that we should at least explore. Mr. Van Etten asked do we have an agreement with the Centers for Specialty Care as far as the use of that building? Mr. Alger replied we are not limited use and we have not given them a hard timeframe. We would like to get out of that building and we are able to leave with notice. Mr. Van Etten asked what about Phillips? Mr. Alger replied that may be longer out than what we may want to wait. They are in the process of stripping it and then will market the building.

Mr. Hauryski commented that the best options are what Mr. Wheeler has outlined. Mr. Van Etten commented that with regard to the Phillips option, we would still be a tenant at the whim of the owner. We would also have to make an investment in that space to make it usable. Mr. Alger stated that they are proposing looking at the three most viable options: downtown space, IDA land with the Guthrie project and looking at our own property. If we go on our own property, we would only be looking at a single-story building. It will be less expensive, but not as large. Mr. Hauryski stated we have to deal with the issue of office space. That is a critical issue. Mr. Alger replied that is something that we should examine.

MOTION: AUTHORIZING THE COUNTY MANAGER, IN CONJUNCTION WITH THE PURCHASING DIRECTOR, TO ISSUE AN RFP FOR ARCHITECTURAL SERVICES IN RELATION TO A NEW RECORDS CENTER BUILDING MADE BY MR. SCHU. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

V. **OLD BUSINESS**

A. *Temporary RPTL 1537 Agreement with City of Corning* – Mrs. Ferratella asked have we gotten any additional information regarding this proposal? Mr. Alger replied the City of Corning will be considering approving the agreement. Once they do that, then a resolution will be presented to the Legislature for consideration.

B. *Bankruptcy Court Case Updates* – Mrs. Ferratella asked for an update on the Wayne County bankruptcy court case. Mr. Reed replied the Wayne County case is not yet ready for appeal. The Ontario County case will be going forward and they are not making a request for additional county participation. That case is very important to us as well. There is also a case in Genesee County where they are seeking permission to appeal to the NYS Court of Appeals. They may be asking for county participation.

Mr. Reed explained the NYS Supreme Court made a decision where they applied a 50-15 review outside of RPTL. In the interest of justice, the former owner submitted to the court as their property and the County had to accept the offer made by the former property owner. This puts the former property owner in the driver's seat. The County now is in the position of having to sell that property back. There was a Fourth Department case last summer that was entirely different. The court is at odds with themselves. Now, less than a year later, they are essentially doing something different. This case is very concerning.

C. *Goals* – Mr. Hauryski stated that he is working on his final draft of his goals for the Legislature, which he will be releasing at the January Legislative Meeting. If the committee has any ideas for inclusion, please let him know.

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

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 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, February 10, 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 28, 2015.**

STEBEN COUNTY ADMINISTRATION COMMITTEE

Special Meeting

Monday, January 26, 2015

9:30 a.m.

Legislative Committee Conference Room

Bath, New York

MINUTES

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

Legislators: Joseph J. Hauryski Aaron Mullen Randy Weaver Hilda Lando
Michael Hanna Robin Lattimer Dan Farrand William Peoples
Eric Booth George Welch

Staff: Mark R. Alger Jack K. Wheeler Nathan Alderman Shawn Corey

Absent: Lawrence P. Crossett, Vice Chair

I. CALL TO ORDER

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

II. COUNTY MANAGER

A. Elimination of Health Care Facility Positions – Mr. Alger stated when we presented this to committee, we stated there were 120 positions, but there were 147. In the course of reviewing the positions, there are some titles we would like to keep so the true number is 126 positions to be eliminated. The remaining 21 positions were all zero-based in the 2015 budget. Discussion followed.

MOTION: AUTHORIZING THE ABOLISHMENT OF AN ADDITIONAL 6 VACANT POSITIONS AT THE HEALTH CARE FACILITY MADE BY MRS. FERRATELLA. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.

Mrs. Ferratella asked about the 1537 agreement with the City of Corning and whether or not the agreement included the cost of benefits. Mr. Alger stated it is based upon an hourly rate up to a maximum amount and he believes the benefits were incorporated into the hourly rate.

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

Respectfully submitted by,

Brenda K. Mori
Clerk of the Legislature

STEBEN COUNTY ADMINISTRATION COMMITTEE

Tuesday, February 10, 2015

9:00 a.m.

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

****MINUTES****

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

STAFF: Mark R. Alger Jack K. Wheeler Jim Gleason
Wendy Flaitz Vicki Olin Alan Reed
Vince Spagnoletti Shawn Corey Nancy Smith
Judy Hunter Jennifer Bailey

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

ABSENT: Lawrence P. Crossett, Vice Chair Brian C. Schu

OTHERS: Mary Perham

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.

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE JANUARY 13, 2015, AND JANUARY 26, 2015, MEETINGS MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

III. DEPARTMENT REQUESTS

A. County Manager

1. ***Administrative Code Proposed Revisions*** – Mr. Wheeler reviewed the proposed changes to the *Administrative Code*. The changes that are being proposed are a reflection of the passage of Charter, as well as a reflection of how we have been doing business for years. We have removed all references to the Health Care Facility. Updates have been made to policies and procedures, particularly with regard to Personnel.

Mr. Wheeler stated one area that we did want to have a discussion about relates to the Finance section. The thresholds in the current *Administrative Code* have been in place for many years. The question is if the committee feels this is an appropriate time to discuss increasing those thresholds a bit. If we do increase them, it will reduce the number of items that need to be brought to committee.

Mr. Wheeler stated they are suggesting increasing the threshold on general transfers from \$10,000 to \$25,000 and to increase the equipment and capital from \$3,500 to \$10,000 for those items already budgeted. Additionally, transfers from road construction lines will be increased from \$25,000 to \$100,000. Mr. Van Etten asked who would be reviewing the road construction transfers? Mr. Wheeler replied the County Manager, Finance Commissioner and Public Works Commissioner. Anything over the proposed threshold would go to committee. We also would like to set up road accounts and not call them capital projects as transfers into and out of capital projects require the approval of the Full Legislature. Mr. Alger explained we would like to put them all into one

road construction capital project and transfer within that project to each individual road project. Right now, the way we do it is each road project is a capital project and any transfers require a board resolution.

Mr. Wheeler stated they would also like to increase the threshold on the settlement of general insurance claims from \$5,000 to \$10,000 and adding the County Manager and the Commissioner of Finance to that approval process. Originally, the Risk Manager was authorized to approve settlements up to \$5,000. This change would also be reflected for Workers' Compensation settlement authorizations.

MOTION: APPROVING CHANGES TO THE THRESHOLDS RELATED TO BUDGET TRANSFERS FROM \$10,000 TO \$25,000 FOR GENERAL TRANSFERS; EQUIPMENT AND CAPITAL FROM \$3,500 TO \$10,000; TRANSFERS FROM WITHIN ROAD CONSTRUCTION LINES FROM \$25,000 TO \$100,000; TRANSFERS FROM ROAD CONSTRUCTION TO OTHER CONTRACTUAL LINES AT A CAP OF \$50,000; INCREASING REVENUE/EXPENDITURE ADJUSTMENTS FROM \$10,000 TO \$25,000; AND INCREASING THE THRESHOLD FOR APPROVAL OF GENERAL INSURANCE SETTLEMENT CLAIMS FROM \$5,000 TO \$10,000 WITH SAID SETTLEMENTS REQUIRING THE APPROVAL OF THE RISK MANAGER, COUNTY MANAGER AND COMMISSIONER OF FINANCE; AND ADDING A SECTION RELATIVE TO WORKERS' COMPENSATION SETTLEMENT AUTHORIZATIONS TO REFLECT THOSE OF GENERAL INSURANCE SETTLEMENT AUTHORIZATIONS MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

Mr. Hanna asked is the intent of all of these changes to the *Administrative Code* to reflect that we went to a Charter form of government with a County Manager and to make your job more efficient? Mr. Alger replied yes. We tried to update the *Code* and reflect changes with regard to the Charter. Additionally the bid thresholds have also changed. Mr. Hanna asked do you see this changing down the road with regard to giving more responsibility to the Department Heads? Mr. Alger replied the Department Heads will still act in a similar fashion. These are improvements, but do not necessary relieve the County Manager of his duties. Discussion followed.

MOTION: APPROVING THE AMENDMENTS TO THE ADMINISTRATIVE CODE AS PRESENTED AND FORWARDING TO THE FULL LEGISLATURE FOR APPROVAL MADE BY MRS. FERRATELLA. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 3-0. Resolution Required.

IV. OTHER BUSINESS

A. *Voting Machines* – Mr. Hauryski asked Mrs. Olin to provide her opinion on an email regarding the State's proposal for the use of Lever Voting Machines. Mrs. Olin replied she received a 209-page report from the State. The law requiring the transition from lever machines expires at the end of 2015. The majority of the report includes letters from villages, water departments, mayors, etc. that all currently use lever machines. She stated that she believes the lever machines need to go, as they are not handicapped accessible and there is no way to recreate the election. Things happen with lever machines that are not correct and all the votes are not always counted.

Mrs. Olin stated the State report was vague at best. She was hoping they would take a more permanent stance. They are saying that the counties have to, and should, allow all other municipalities to use our machines and we are not allowed to charge for that use. The Board of Elections should be programming the ballots to stay on top of things. If the State does not change the current law where we have to run a Federal election every two years in June, those Federal elections will back up to school and village elections. We will have to wait and see what the Governor would like to do with this. It will be a hardship. The biggest issue will be the wear and tear on the machines.

Mr. Alger stated the biggest problem will be the coordination. Mr. Alger asked are they talking about unifying a calendar so that all the elections can occur within a schedule? Mrs. Olin replied that she has not heard anything. The schools and libraries can continue to hold elections until their budgets pass. Many of the villages have moved their elections to November so they are on the same ballots. Some of our villages do paper ballots so they would match ours, and then they hand count.

Mr. Alger stated the other thing that goes along with that is are we talking about changing the way we vote. You no longer will have a restricted absentee ballot. You will get a ballot and mail it in. Mrs. Olin stated New York City is looking to pass a local law for early voting. Any local elections will have early voting. This could become a really big issue. Mr. Alger stated early voting becomes a matter of how and where. Mrs. Olin stated we would have to have five polling sites. There would be 10 – 15 districts in one site, with 10 – 15 ballot styles. She can see that this would be something that the Governor would push for shared services. At this point, she is unsure what the Senate and Assembly will do with this information. This looks like another unfunded mandate.

B. *Department of Motor Vehicles* – Mr. Hauryski stated that one area of concern is the Department of Motor Vehicles (DMV) and the offices in Corning and Hornell regarding their revenues versus the costs of operating those offices. He is not advocating changing, but only bringing it up for discussion. In particular, he is looking at the Hornell office as the Corning office is doing well.

Mr. Alger stated the Corning DMV office is the largest. He spoke with Mrs. Hunter about the concept of doing evening hours or a Saturday and how we would fund that. At this point, it does not appear that we can do that within the confines of our union contract. We would have to pay overtime. Mrs. Hunter stated that Ms. Smith had indicated that perhaps we could bring that up for renegotiation. Mr. Alger stated there are some things to explore and talk about. If we did evening or Saturday hours, that would generate some interest.

Mrs. Hunter commented one of the things we need to keep in mind is that we should be coming out of the three-year dry spell with renewal licenses. The renewals used to be four years, then five years and now they are eight years. That is something we will need to monitor.

Mr. Van Etten asked what other offices do we have in the Corning Courthouse building? Mr. Alger replied we have DMV, Probation and some Social Services. The real challenge in Corning is finding a comparable location that is accessible to people in the City. If we move the office, we may lose a lot of traffic. We do want to keep the office somewhere downtown. He commented the Hornell office has a very low volume.

C. *Star Exemptions* – Mrs. Flaitz informed the committee that the Governor is proposing moving the Star Exemptions to the State level. This would affect the 2015 tax roll. Any new exemptions would come off and would then come in as an income tax credit. This means that the property owner would get the regular school tax bill and then they would apply for the Star credit on the following year's income tax. Mr. Wheeler stated homeowners have the option to opt in. However, if you change residences, you are switched over to receive it as an income tax credit.

Mr. Alger stated the Governor wants to remove the credit and put it on income tax. He is moving toward having it income-based and reducing the exemptions. Mrs. Flaitz stated the issue is with doing the 2015 rolls. The assessors have been doing the rolls and we will have to go in and back that information out. With the Star Exemptions, many escrow companies make their calculations based on that. Mr. Alger commented with Enhanced Star, the seniors will get hit pretty hard. They will have to pay the taxes before they file for the credit.

Mrs. Flaitz mentioned as an aside that the Town of Caton has gone from a three-man board of assessors, to a sole assessor. That change will be effective March 1, 2015. That leaves five municipalities in the County that have three-man boards.

D. *Property Tax Credit Plan* – Mr. Alger stated that the Governor's property tax credit plan will become all income-based as well. Mr. Wheeler stated this is a downstate program. In our community, there will be people that qualify. In order to qualify you have to have a low income and a high house value. Mr. Alger explained your real property taxes have to exceed six percent of your income. People with lower incomes do not necessarily have higher value homes. We will not see the benefits here that you would see downstate. Mr. Wheeler stated for those towns that exceed the cap, that amount will not count towards the six percent.

Mr. Hauryski asked with regard to the property tax freeze, have you heard from any of the towns yet? Mr. Alger replied the State keeps changing the rules and there are some counties that will not submit a plan. Mr. Wheeler stated we have

had a handful of towns reply and have received information from about five towns. We have not heard that any are not participating. We gave them until March 2, 2015.

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

****NEXT MEETING SCHEDULED FOR**
Tuesday, March 10, 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, March 4, 2015.**

STEBEN COUNTY ADMINISTRATION COMMITTEE

Tuesday, March 10, 2015

9:00 a.m.

Legislative Chambers

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 Brenda Mori
Wendy Flaitz Jim Gallagher Dick McCandless
Vicki Olin Kelly Penziul Nancy Smith
Pat Donnelly Bryce Foster Judy Hunter
Jennifer Bailey Vince Spagnoletti Alan Reed
Shawn Corey

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

OTHERS: Mary Perham
Youth-In-Government Interns

I. CALL TO ORDER

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

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE FEBRUARY 10, 2015, MEETING MADE BY MRS. FERRATELLA. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

III. DEPARTMENT REQUESTS

A. Personnel

1. **Reclassification – Public Works** – Ms. Smith requested authorization to reclassify a vacant CAD Specialist, Grade X to an Auto Mechanic, Grade X, within the Public Works Department.

MOTION: AUTHORIZING THE RECLASSIFICATION OF A VACANT CAD SPECIALIST, GRADE X POSITION, TO AN AUTO MECHANIC, GRADE X POSITION WITHIN THE PUBLIC WORKS DEPARTMENT MADE BY MRS. FERRATELLA. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

B. Purchasing

1. **Contract Extension – Ricoh** – Mr. Wheeler requested authorization to extend their contract with Ricoh for copier maintenance. The consideration has increased 2.9 percent to \$46,000.

MOTION: AUTHORIZING THE DIRECTOR OF PURCHASING TO EXTEND THE CONTRACT WITH RICOH FOR COPIER MAINTENANCE FOR A TOTAL COST OF \$46,000 MADE BY MR. VAN ETEN. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

2. **Contract Extension – Vehicle Maintenance** – Mr. Wheeler requested authorization to extend the contract with Dave’s Colonial Motors and Bath Express Lube to cover vehicle maintenance in the Bath area. We have added an Auto Mechanic position to Public Works and are hopeful that will decrease the number of times we have to take vehicles out for repair.

MOTION: AUTHORIZING THE DIRECTOR OF PURCHASING TO EXTEND THE CONTRACTS WITH DAVE’S COLONIAL MOTORS AND BATH EXPRESS LUBE FOR VEHICLE MAINTENANCE UNDER THE SAME TERMS AND CONDITIONS MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

3. **Authorization to Purchase New Duplicator from Copier Capital Project** – Mr. Wheeler informed the committee that the duplicator in the Purchasing Department is used by numerous departments for high volume copying and envelope printing. He requested authorization to purchase a new machine out of the Copier Capital Project. The cost is \$4,000 which is \$2,000 less than when we purchased the current machine in 2005.

MOTION: AUTHORIZING THE PURCHASING DIRECTOR TO PURCHASE A NEW DUPLICATOR FROM THE COPIER CAPITAL PROJECT IN THE AMOUNT OF \$4,000 MADE BY MR. SCHU. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

C. Finance

1. **Board of Assessment Review Fee Discussion** – Mr. Donnelly informed the committee that State law requires each assessing unit appoint of Board of Assessment Review. The Real Property Tax Law, Section 527, establishes the procedure whereby the acting Board of Assessment Review must meet to hear assessment complaints when the local Board of Assessment Review fails to meet on normal Grievance Day. The members of the acting Board of Assessment Review are the Commissioner of Finance, the Chairman of the Legislature, and the Clerk of the Legislature. In 1995, this Committee amended the *Administrative Code* and subsequently set a fee for \$1,000 for this service. It may be time to look at this. He would suggest increasing the fee to \$2,500.

Mr. Van Etten asked have we ever had to perform this function? Mr. Alger replied, yes, we have had to do this in the past. Mr. Donnelly commented it is the town’s responsibility to appoint these boards. Mr. Schu commented if we increase the fee, it may be an incentive for the towns to appoint those boards. Mr. Donnelly stated if there is a townwide revaluation taking place, that could take up a lot of time.

Mr. McAllister asked have you looked at what other surrounding counties are doing? Mr. Donnelly replied he has not checked. He stated that the Board of Assessment Review is required to meet for at least four hours from 3pm – 7pm. Additionally, they also spend time as necessary to adjudicate the matters presented. Mr. Peoples asked is there any training? Mr. Donnelly replied yes, training is provided by the Real Property Tax Service Agency. Discussion followed.

MOTION: AMENDING THE ADMINISTRATIVE CODE, SECTION 24, RELATIVE TO THE STEUBEN COUNTY POLICY ON ACTING BOARD OF ASSESSMENT REVIEW TO REFLECT THAT MUNICIPALITIES MAY BE CHARGED \$2,500.00 PLUS EXPENSES INCURRED IF THE COUNTY BECOMES THE ACTING BOARD OF ASSESSMENT REVIEW MADE BY MR. VAN ETTEN. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

D. Law Department

1. **Review of Term Limits** – Mr. Reed stated that he has completed a review of the process that would need to be undertaken to change terms limits from three full terms, to four full terms. He stated that he emailed his opinion to the Legislators. The process would be that we could do a Local Law without a referendum, amending the Charter, as authorized under Municipal Home Rule Law, Section 33, and that it would not be subject to any restrictions as set forth in Municipal Home Rule Law, Sections 33 and 34.

Mr. Alger stated we wanted to present you with the result of Mr. Reed's research for your consideration. Mr. McAllister asked is this something that comes to this committee for consideration, or directly to the Legislature? Mr. Alger replied based upon our rules, it would come to the committee.

Mr. Schu asked if we wanted to do this, when would it take effect? Mr. Reed replied the effective date of a Local Law can be upon its passage. As an additional point, those Legislators who would be impacted by the term limit are not conflicted out to participate in the discussion.

Mr. McAllister suggested the committee take this under consideration and address at the April meeting. He stated that he thinks it is a good idea if other Legislators would like to be present for the discussion. Mr. Van Etten commented legislators would have an opportunity to discuss this at the Full Board meeting.

Mrs. Lando stated that for the people who are running, we should do this as soon as possible so they can make a decision. Mr. Van Etten replied he agrees with Mrs. Lando. We are just extending the ability to serve. Mrs. Ferratella commented this topic has been on the table for a number of meetings. She sees no reason to prolong it.

Mr. Van Etten asked Mr. Reed, for the benefit of the Youth Interns, to explain what a referendum is? Mr. Reed replied a referendum essentially is putting a proposal on the ballot for the voters of the County to vote on. Mr. Schu asked if we wanted to eliminate term limits altogether, would we follow the same process? Mr. Reed replied yes. You could also do that by repealing your Local Law. The Charter Law supercedes any inconsistencies.

MOTION: RECOMMENDING AMENDING THE COUNTY CHARTER TO EXTEND TERM LIMITS TO FOUR, FULL TERMS MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.

Secretary's Note: Mr. McAllister excused himself from the meeting due to an appointment. Mr. Hauryski assumed the Chair.

E. County Manager

1. **Fire Districts** – Mr. Wheeler stated that quite awhile ago we had a discussion regarding our Workers' Compensation Plan and fire districts. The way our plan is currently structured, if the town is included in the plan, then the fire department is also included. With regard to those fire agencies that cover multiple jurisdictions, if one of the jurisdictions is a member of the plan, then they are allowed to also be a member. The fire districts are incorporated and can levy taxes. The question on the table for your consideration, is how do we treat them? We do have instances where a fire district has asked to be included in the plan, however, the towns they cover are not part of the plan. How do you want to handle that? If we let the fire districts in, keep in mind that claims for volunteer firefighters are the highest claims you pay. Last year the Arkport Joint Fire District asked us to give them a rate if they were to join our plan. We calculated a rate and they wanted to join. We have not yet officially charged them. In the meantime, we have received requests from a couple of other fire districts that are interested in joining.

Mr. Alger explained our previous Risk Manager, Mr. Isaman, had brought this up because in the town they had an organized fire district. We came up with a rate if they were to join. In the past we have had fire districts that we do not bill separately because they came in under the town. There is no rationale to bill one district. Are they considered a separate entity or would they still be covered under the town? He reminded the committee that fire districts have an elected board and have the ability to raise taxes. You do not have to let them into the plan. Our plan is a municipal plan.

Mr. Alger stated his suggestion is to withdraw the bill for the Arkport Fire District as they are participating under the town. Going forward, the question is whether you want to look at fire districts differently.

Mr. Donnelly stated one issue they wrestle with is payroll. The volunteer firefighters do not get paid, however, if they get hurt, they get paid. Mr. Alger stated he would ask the committee to repeal their previous decision to bill the Arkport Fire District for 2015 for participation in the Workers' Compensation Plan.

MOTION: AMENDING THE MOTION FROM THE JULY 8, 2014 ADMINISTRATION COMMITTEE MEETING TO ALLOW THE ARKPOINT JOINT FIRE DISTRICT TO JOIN THE COUNTY'S WORKERS' COMPENSATION PLAN AT NO ADDITIONAL COST TO THE TOWN OF HORNELLSVILLE MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA FOR DISCUSSION.

Mr. Van Etten commented the fire district could go out and get Workers' Compensation coverage somewhere else, but it is better for the taxpayers to come in under the municipal plan. Mr. Alger stated there is a fairness issue. Do we want to view the fire districts differently from the fire companies? Can we hold the fire districts as separate entities under the plan with their own experience?

Mr. Wheeler stated because of our payroll, we still retain a substantial piece of the overall plan. Having a fire department with higher than normal claims affects us. Mr. Alger explained fire districts are different because they do not follow town boundaries. If they cover one of, or a portion of a town that is included in our plan, do we let them in?

Mrs. Lando asked how many fire districts are in the County? Mr. Alger replied there are eight or ten districts. Mr. Swackhamer asked how are the fire districts assessed with regard to the plan? Mr. Alger replied the factors are the same. It depends on their claims history. Discussion followed.

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

2. **Digitization RFP** – Mr. Wheeler informed the committee that for the past few years we have renewed our contract with PMI for up to \$35,000 to do scanning, microfilming and microfiche. It has been about five years since the initial award, and it is time to issue a new RFP. About nine months ago we had a discussion with the Real Property Tax Service Agency about scanning their books. PMI looked at the backlog and the books that need to be scanned are very labor intensive, so the price valued the contract out. We will include that scanning backlog in the new RFP.

MOTION: AUTHORIZING THE COUNTY MANAGER, IN CONJUNCTION WITH THE PURCHASING DIRECTOR, TO ISSUE AN RFP FOR THE DIGITIZATION OF RECORDS MADE BY MR. SCHU. SECONDED BY MR. VAN ETTEN FOR DISCUSSION.

Mr. Van Etten commented we have purchased a lot of scanning equipment. Are you going to look at hiring a temp? Mr. Wheeler replied we have had discussion about that specifically with Mrs. Flaitz. We have done the scanning in projects and staff in various departments are being trained. With Real Property, because of the nature of the scanning, a temporary hire would be a good solution and that has been talked about.

Mr. Van Etten asked about the progress of scanning in the Board of Elections. Ms. Olin replied we are now into the "M's". This also includes scanning all new documentation for every new voter or changes for existing voters. We have a good handle on this. We are also looking at starting with the information that is currently on microfilm.

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

3. **Data Collector Position** – Mr. Alger informed the committee that the AdHoc Municipal Coordination Committee met last week and made a recommendation to look into the creation of a data collector position that will be shared with municipalities working on revals. He stated that they do have a vacant Assistant Tax Map Technician position that they could reclassify and he recommended going forward with that.

Mrs. Ferratella commented the committee has worked hard to come up with a decision that would be beneficial to both the towns and the County. In our discussions, we learned that data collection is the most burdensome process. She would recommend that we proceed with this recommendation. She believes this will encourage the towns to do the revals.

Mr. Van Etten asked will we be charging the towns for the use of this position? Mr. Alger replied his recommendation is no. We want to encourage the municipalities to do the revals and it is an investment on the part of the County to do them as well. One person will not be enough to do a reval, however, it will help to reduce the town's cost. This is a shared services contribution to assist them.

Mrs. Flaitz commented one goal is to have this individual also do sales verifications across the county, as all municipalities will be able to use that data. Mr. Van Etten asked do the towns still receive payment from the State for doing revals? Mrs. Flaitz replied they do offer some money. There is a pool of funding and that is divided by how many participate. It used to be \$5.00 per parcel, but now is about \$2.00 per parcel.

MOTION: AUTHORIZING THE RECLASSIFICATION OF A VACANT ASSISTANT TAX MAP TECHNICIAN, GRADE X, TO A DATA COLLECTOR POSITION, GRADE X, WITHIN THE REAL PROPERTY TAX SERVICE AGENCY MADE BY MR. SCHU. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

4. **NYS Sparkler Law** – Mr. Alger informed the committee the State changed the law last year to allow counties and cities to pass local laws allowing for the sale of sparkler devices during two short windows of time; June 1st – July 5th and December 26th – January 2nd, and legalizing the use of those devices. He stated that you will hear pros and cons of this. He has been led to believe that the fire companies are very much opposed to implementing this at the local level. This information was also presented to the Public Safety & Corrections Committee. That committee requested we look at a local law that would allow for the sale of those items. He stated that he is just bringing this to your attention for general discussion.

5. **Fiber Network** – Mr. Wheeler informed the committee that they have been working with ECC Technologies on the fiber network. Now that the fiber backbone is in place, the question is how do we use that for government purposes. We will need to talk with them and scope out what electronics we will need to purchase to utilize the fiber. He requested authorization to contract with ECC Technologies to determine what type of network equipment we will need to purchase to use the fiber optic for government purposes at the County Office Building, and the Corning and Hornell locations. The cost would be \$125.00 per hour, not to exceed \$15,000 total. We will pay for the contract using funds in the Fiber Optic Capital Project.

Mr. Hauryski commented that this has been his benchmark, and he has wanted to see Steuben County out in front with this and not the last to venture into this realm. He is hopeful to see great benefits from this.

MOTION: AUTHORIZING THE COUNTY MANAGER TO ENTER INTO A CONTRACT WITH ECC TECHNOLOGIES TO SCOPE OUT THE EQUIPMENT REQUIREMENTS TO CONNECT COUNTY GOVERNMENT OPERATIONS IN BATH, CORNING AND HORNELL AT A RATE OF \$125.00 PER HOUR, NOT TO EXCEED \$15,000 IN TOTAL; SAID AMOUNT TO BE PAID FOR OUT OF THE FIBER OPTIC CAPITAL PROJECT MADE BY MRS. FERRATELLA. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.

6. **STAR Exemption** – Mrs. Flaitz informed the committee that in the proposed State Budget, there is a proposal to change the STAR Exemption to a Real Property Tax Credit. The Governor is asking that this be applied to the 2015 exemptions. This means that individuals receiving the STAR Exemptions would pay the full amount of their school taxes and then next year would apply for a credit on their income tax. The assessors have already done the work for the 2015 tax roll. The Real Property Directors' Association and the Assessors Association are in favor of having the State take over the Star Exemption. In the meantime, we are asking that they postpone this requirement for one year, making it effective for the 2016 roll.

MOTION: MEMORIALIZING THE GOVERNOR AND THE STATE LEGISLATURE TO POSTPONE MOVING THE STAR EXEMPTION TO A REAL PROPERTY TAX CREDIT EFFECTIVE WITH THE 2016 TAX ROLLS MADE BY MR. SCHU. SECONDED BY MR. VAN ETTEN. 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 MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

MOTION: AUTHORIZING THE CLERK OF THE LEGISLATURE TO PROCESS TWO LEGISLATOR EXPENSE VOUCHERS FOR 2014 MADE BY MR. SCHU. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

MOTION: TO AMEND THE MANAGEMENT SALARY PLAN TO MOVE THE COUNTY MANAGER POSITION FROM GRADE "J" TO GRADE "L", AND THE COMMISSIONER OF FINANCE POSITION FROM GRADE "H" TO GRADE "I", IN RECOGNITION OF THE PASSAGE OF THE COUNTY CHARTER MADE BY MR. VAN ETTEN. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.

MOTION: TO ESTABLISH A STIPEND OF \$5,000.00 FOR THE RESPONSIBILITIES OF PRIMARY RECORDS ACCESS OFFICER FOR THE CLERK OF THE LEGISLATURE IN LIEU OF ADJUSTING THE GRADE OF THE POSITION; SAID STIPEND WILL APPEAR ON THE MANAGEMENT SALARY SCHEDULE AS A SEPARATE PAYMENT MADE BY MR. SCHU. 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 MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

MOTION: TO ADJOURN MADE BY MRS. FERRATELLA. 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, April 14, 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, April 1, 2015.**

STEBEN COUNTY ADMINISTRATION COMMITTEE

Tuesday, April 14, 2015

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 Ken Peaslee Matt Whitmore Kelly Penziul Jillian Knapp Jennifer Bailey	Jack K. Wheeler David Cole Wendy Flaitz Vicki Olin Shawn Gardiner Nancy Smith	Jim Gleason Jim Allard Alan Reed Shawn Corey Judy Hunter
LEGISLATORS:	Joseph J. Hauryski	William A. Peoples	Gary B. Roush
OTHERS:	Robert Leonard, CSEA Mary Perham		

I. CALL TO ORDER

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

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE MARCH 10, 2015, MEETING MADE BY MR. SCHU. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

III. GRIEVANCES

- A. CSEA CO/Dispatcher Unit
 - 1. **Sheriff's Office**

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 MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

MOTION: DENYING THE GRIEVANCE RELATIVE TO THE REINSTATEMENT OF LEAVE TIME IN THE SHERIFF'S OFFICE MADE BY MR. VAN ETTEN. SECONDED BY MR. SCHU. 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. DEPARTMENT REQUESTS

A. Information Technology

1. **Renewal of Encryption Software/Hardware** – Mr. Peaslee requested authorization to renew their maintenance agreement on the Proof Point encryption software and hardware for an additional three years. The total cost is \$43,334.11

MOTION: AUTHORIZING THE DIRECTOR OF INFORMATION TO RENEW A MAINTENANCE CONTRACT FOR PROOF POINT ENCRYPTION SOFTWARE AND HARDWARE FOR A THREE-YEAR TERM FOR A TOTAL COST OF \$43,334.11 MADE BY MRS. FERRATELLA. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

2. **Award of Network Security Audit RFP** – Mr. Peaslee recommended awarding the RFP for the Network Security Audit to Network Institute of Technology out of Marlboro, MD for a total price of \$16,000.

MOTION: AUTHORIZING THE DIRECTOR OF INFORMATION TECHNOLOGY TO AWARD THE RFP FOR THE NETWORK SECURITY AUDIT TO NETWORK INSTITUTE OF TECHNOLOGY OUT OF MARLBORO, MD, FOR A TOTAL PRICE OF \$16,000 MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

B. Personnel

1. **Reclassification – Information Technology** – Ms. Smith requested authorization to reclassify a vacant Computer Systems Analyst, Grade XV to a Computer Programmer, Grade XIV in the Information Technology Department.

MOTION: AUTHORIZING THE RECLASSIFICATION OF A VACANT GRADE XV, COMPUTER SYSTEMS ANALYST, TO A GRADE XIV, COMPUTER PROGRAMMER, IN THE INFORMATION TECHNOLOGY DEPARTMENT MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

C. Purchasing

1. **GST BOCES Printing Contract** – Mr. Gleason requested authorization to extend their existing agreement with GST BOCES for printing services. This is done on a job-by-job basis, based on quotes.

MOTION: AUTHORIZING THE PURCHASING DIRECTOR TO EXTEND THE EXISTING AGREEMENT WITH GST BOCES FOR PRINTING SERVICES ON A JOB-BY-JOB BASIS, BASED ON QUOTES MADE BY MR. VAN ETTEN. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

2. **Authorization to Issue RFP for Auction Services** – Mr. Gleason requested authorization to issue an RFP for auction services relative to the sale of surplus equipment.

MOTION: AUTHORIZING THE PURCHASING DIRECTOR TO ISSUE AN RFP FOR AUCTION SERVICES RELATIVE TO THE SALE OF SURPLUS EQUIPMENT MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

MOTION: TO ADJOURN REGULAR SESSION AND RECONVENE IN EXECUTIVE SESSION PURSUANT TO PUBLIC OFFICERS' LAW, ARTICLE 7§ 105.1.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: AUTHORIZING THE TRANSFER AND RECLASSIFICATION OF A VACANT REGISTERED PROFESSIONAL NURSE POSITION, GRADE XII, IN THE PUBLIC HEALTH DEPARTMENT, TO AN ASSISTANT SEALER OF WEIGHTS & MEASURES, GRADE XII, IN THE WEIGHTS & MEASURES DEPARTMENT 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. SCHU. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

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 12, 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, May 6, 2015**

STEBEN COUNTY ADMINISTRATION COMMITTEE

Tuesday, May 12, 2015

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 Jim Gleason
 Nancy Smith Kathy Muller Alan Reed
 Pat Donnelly Shawn Corey Tammy Hurd-Harvey
 Judy Hunter Jennifer Bailey

LEGISLATORS: Joseph J. Hauryski, Chair Steven Maio William A. Peoples
 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. Maio to lead the Pledge of Allegiance.

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE APRIL 14, 2015, MEETING MADE BY MR. SCHU. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

III. DEPARTMENT REQUESTS

A. Personnel

1. **Request to Issue RFP** – Ms. Smith informed the committee that currently they have separate contracts to administer the Deputy Sheriff medical exams and for the new hire drug screenings. She requested authorization to issue an RFP to combine the services. Mr. Alger commented that we have had issues with the drug and alcohol screenings. Anytime there is an accident, we send the driver to get tested. That is our general policy and we try to get that done as quickly as we can.

MOTION: AUTHORIZING THE PERSONNEL OFFICER, IN CONJUNCTION WITH THE PURCHASING DIRECTOR, TO ISSUE A REQUEST FOR PROPOSAL FOR THE ADMINISTERING OF DEPUTY SHERIFF MEDICAL EXAMS AND NEW HIRE DRUG SCREENINGS MADE BY MRS. FERRATELLA. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

B. Purchasing

1. **Bids**

a. *Xerographic Copy Paper* – Mr. Gleason recommending awarding to the low bidder, Contract Paper Group for \$25.63 per case.

MOTION: AWARDING THE BID FOR XEROGRAPHIC COPY PAYER TO THE LOW BIDDER, CONTRACT PAPER GROUP, FOR \$25.63 PER CASE MADE BY MR. VAN ETTEN. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

b. *Stationery Supplies* – Mr. Gleason recommended awarding on a line item basis to Eaton Office Supply and Standard Stationery.

MOTION: AWARDING THE BID FOR STATIONERY SUPPLIES ON A LINE ITEM BASIS TO EATON OFFICE SUPPLIES AND STANDARD STATIONERY MADE BY MRS. FERRATELLA. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

c. *Garbage Bags* – Mr. Gleason recommended awarding the bid for high-density and low-density garbage bags to Central Poly.

MOTION: AWARDING THE BID FOR HIGH-DENSITY AND LOW-DENSITY GARBAGE BAGS TO CENTRAL POLY MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

d. *Custodial Paper Products* – Mr. Gleason recommended awarding the bid for custodial paper products to Westcott Paper Group.

MOTION: AWARDING THE BID FOR CUSTODIAL PAPER PRODUCTS TO WESTCOTT PAPER GROUP MADE BY MR. SCHU. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

C. County Manager

1. **Transformer Replacement** – Mr. Alger informed the committee that they have an emergency with the transformer at the 911 Center, as it is leaking. They have received three quotes, the lowest from Bath Electric, Gas & Water for \$10,124.48. They will also provide a three-year warranty. He requested the committee declare this an emergency purchase.

MOTION: DECLARING THE PURCHASE OF A REPLACEMENT TRANSFORMER FOR THE 911 CENTER AN EMERGENCY MADE BY MR. VAN ETTEN. SECONDED BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Mr. Alger requested authorization to contract with Bath Electric, Gas & Water for the purchase and replacement of the transformer. He suggested appropriating money from the Repairs & Renovations Reserve for this purpose.

MOTION: AUTHORIZING THE COUNTY MANAGER TO ENTER INTO A CONTRACT WITH BATH ELECTRIC, GAS & WATER FOR THE PURCHASE AND REPLACEMENT OF THE TRANSFORMER AT THE 911 CENTER, AND AUTHORIZING A TRANSFER OF \$10,500.00 FROM THE REPAIRS & RENOVATIONS RESERVE TO A NEW CAPITAL PROJECT ENTITLED “TRANSFORMER REPLACEMENT” MADE BY MR. VAN ETTEN. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 4-1-0. (MR. McALLISTER ABSTAINED AS HE IS THE ATTORNEY FOR BATH ELECTRIC, WATER & GAS) Resolution Required.

D. 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, 2014 – March 31, 2015 they collected \$488,514.05.

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

2. **DMV Update** – Mrs. Hunter informed the committee that the Feds have increased their standards for CDL's and CDP's. Along with that, they are now requiring that any staff that are issuing the CDL's or

CDP's, or are affiliated with any part of that process, need to be fingerprinted. She commented that she has a conference call later today to discuss this. In addition, we will also be required to get new equipment. With the fingerprinting requirement, she is hoping that the State will receive a grant and that they will be able to cover the cost of that for us.

E. Commissioner of Finance

1. **Approval of Purchasing Card Provider** – Mrs. Hurd-Harvey recommended awarding the Request for Proposals for the Purchasing Card Provider, to M & T Bank. We currently use them. The rebate they offer is higher and they have a local presence within the County. Mr. Van Etten asked how much volume do we do? Mrs. Hurd-Harvey replied we have \$25,000 - \$30,000 per month.

MOTION: AUTHORIZING THE AWARD OF THE REQUEST FOR PROPOSALS FOR PROCUREMENT CARD SERVICES TO M & T BANK MADE BY MR. SCHU. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

V. **OTHER BUSINESS**

A. *Vacant Property in Wayland* – Mr. McAllister asked Mr. Donnelly to provide an update on the status of some vacant property located within the Village of Wayland. Mr. Donnelly stated that back in 2010 the Mayor of the Village of Wayland approached us. The Village was interested in this parcel. This property used to be a gas station and was situated on a point on Route 15 and Main Street. This recently came back up when we received a letter from Marion Crawford who is a member of the Wayland Area Revitalization Committee. We did receive, in August 2013, a letter from the Department of Environmental Conservation stating that the source of pollution was removed and that no further remediation was needed. Mr. Donnelly stated we then discussed the option of having an inter-municipal agreement with the Village of Wayland. The County Attorney contacted the Village Attorney. Mr. Reed stated that he was contacted by the Village Attorney about a month ago. He resent the letter he had done in 2013 which outlined the process of the village retaining the tax lien. Pursuant to Article 11, we can have an agreement between taxing districts. We can have an agreement in next year's in rem process; the Village will just need to retain the tax lien.

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

MOTION: APPOINTING LISE REYNOLDS AS DEPUTY COMMISSIONER OF THE DEPARTMENT OF SOCIAL SERVICES AND SETTING HER SALARY AT \$78,302.90 MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: ACCEPTING COUNTY MANAGER MARK ALGER'S LETTER OF RETIREMENT AND APPOINTING DEPUTY COUNTY MANAGER, JACK WHEELER, AS COUNTY MANAGER EFFECTIVE JUNE 30, 2015, MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: TO ADJOURN EXECUTIVE SESSION MADE BY MR. SCHU. SECONDED BY MR. VAN ETTEN. 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, June 9, 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, June 3, 2015.

STEBEN COUNTY ADMINISTRATION COMMITTEE

Tuesday, June 9, 2015

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 Ken Peaslee Shawn Corey Kelly Penziul	Jack K. Wheeler Jim Gleason Jennifer Bailey Pat Donnelly	Alan Reed Wendy Flaitz Vicki Olin Tammy Hurd-Harvey
LEGISLATORS:	Joseph J. Hauryski Gary B. Roush	K. Michael Hanna Gary D. Swackhamer	Steven Maio
OTHERS:	Mary Perham		

I. CALL TO ORDER

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

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE MAY 12, 2015, MEETING MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

III. DEPARTMENT REQUESTS

A. Information Technology

1. **Approval to Purchase Mobile Device Management Software** – Mr. Peaslee stated that they are looking at expanding the use of tablets. However, before they do that, he would like to purchase mobile device management software that will help make the tablets easier to use. The software he would like to purchase is Air Watch and the cost for 50 licenses is \$15,137.67. They are on New York State contract. There would be an annual maintenance cost of \$1,323. This software will also make it easier to access email on the tablets. County employees would have access to their I, O and P drives which they currently cannot get to using their tablets. We also would be able to set up a marketplace to download apps that are pre-approved for use.

Mrs. Ferratella asked who uses the tablets other than the Legislators? Mr. Peaslee replied Probation, 911, Public Works and the Law Department. Mr. Alger stated the Public Defender is also looking to use tablets. Mr. Peaslee stated the first step is to get the software, and then we will get the tablets. He stated that they do have money available in their capital project. Mrs. Ferratella asked how much are the tablets? Mr. Wheeler replied they budgeted \$500 per tablet, but in some cases, that cost could be higher.

MOTION: AUTHORIZING THE DIRECTOR OF INFORMATION TECHNOLOGY TO PURCHASE THE AIR WATCH MOBILE DEVICE MANAGEMENT SOFTWARE FOR A COST OF \$15,137.67 FOR 50 LICENSES, PLUS AN ADDITIONAL \$1,323.00 PER YEAR FOR SOFTWARE MAINTENANCE, SAID PURCHASE TO BE MADE OUT OF THE INFORMATION TECHNOLOGY CAPITAL PROJECT MADE BY MR. VAN ETTEN. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

B. Purchasing

1. **Authorization to Purchase Three Copy Machines from Copier Capital Project** – Mr. Gleason requested authorization to purchase three new copier machines from New York State contract. The total cost is \$18,350.60 and money is available in the copier capital project. He stated that these are replacement machines for the County Manager’s Office, District Attorney’s Office, and the Emergency Management Office.

MOTION: AUTHORIZING THE DIRECTOR OF PURCHASING TO PURCHASE THREE COPIER MACHINES FROM NEW YORK STATE CONTRACT FOR A TOTAL OF \$18,350.60, SAID PURCHASE TO BE MADE OUT OF THE COPIER CAPITAL PROJECT MADE BY MR. CROSSETT. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. **Award of RFP for Professional Auction Services** – Mr. Gleason recommended awarding the RFP for Professional Auction Services to Pirrung Auctioneers, Inc. with a 10 percent buyer’s premium.

MOTION: AWARDING THE RFP FOR PROFESSIONAL AUCTION SERVICES TO PIRRUNG AUCTIONEERS, INC. WITH A 10 PERCENT BUYER’S PREMIUM MADE BY MR. VAN ETEN. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

C. Commissioner of Finance

1. **Review and Approve County Investment Policy** – Mr. Donnelly informed the committee that the County investment policy had not been reviewed in quite some time. They used the State Comptroller’s model and made some changes. He reviewed the most notable changes with the committee.

Mr. Van Etten commented that on Appendix A, it shows the maximum percentage for Bank of America at 355 percent. Mr. Donnelly stated that should be 35 percent and they will make that change.

Mr. McAllister commented that he is concerned about checks and balances going forward. The policy references that you are required to keep records and that you will be establishing internal controls. However, it does not specify who has the checks and balances. Should something be included in the policy to that effect? Mr. Wheeler commented the *Administrative Code* as a whole requires the approval of the County Manager and the Commissioner of Finance for a number of different things such as budget transfers and insurance settlements. There is a check and balance in place. The County Charter also, to a certain extent, establishes a checks and balances.

Mr. Alger stated we can talk with other counties and see how they do it. Mr. Donnelly commented that the obvious requirement would be to have two signatures on every check. Mr. Alger stated this is a good question to ask Bonadio, who conducts our yearly audit.

MOTION: APPROVING THE COUNTY INVESTMENT POLICY AS PRESENTED BY THE COMMISSIONER OF FINANCE MADE BY MR. VAN ETEN. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

D. County Manager

1. **Contracts**

a. *Public Information Officer* – Mr. Wheeler informed the committee that originally we bid this as a one-year contract with four renewals. The contract specifies \$30.00 per hour up to 500 hours. He suggested that they look at increasing the hours, making the maximum annual amount not to exceed \$17,000. As the year is coming to a close, we have had to slow down a lot over the past month or so. We are getting a great service from Ms. Perham and we still review all of the press releases. Mr. Alger commented you could authorize up to \$20,000, and you would only spend what you had available in the budget.

MOTION: AUTHORIZING THE COUNTY MANAGER TO RENEW THE CONTRACT FOR PUBLIC INFORMATION OFFICER WITH MARY PERHAM AT A RATE OF \$30.00 PER HOUR AND INCREASING THE MAXIMUM ANNUAL AMOUNT NOT TO EXCEED \$18,000 MADE BY MR. VAN ETTEN. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Mrs. Ferratella stated that NYSAC has a template for a county newsletter. She asked if Ms. Perham could do something with a newsletter that could be sent out to the towns? Mr. Wheeler replied that is something we should definitely look at. Mr. Alger commented time is really the issue. Mrs. Ferratella stated that we would just be sending them information. We need to have more communication with the towns.

b. *Risk Management Services* – Mr. Alger stated that we have not yet made a final determination on the direction we want to go. In the meantime, we have a contract with Scott Sprague of the Keuka Insurance Group and he requested authorization to extend that agreement through October 2015, under the same terms and conditions. He commented that his inclination is that with the daily activities, you may not need a full-time position, but you do need to have someone who is available. Mr. Wheeler commented Mr. Sprague is doing a great job.

MOTION: AUTHORIZING THE COUNTY MANAGER TO EXTEND THE CONTRACT FOR RISK MANAGEMENT SERVICES WITH KEUKA INSURANCE GROUP THROUGH OCTOBER 2015, UNDER THE SAME TERMS AND CONDITIONS MADE BY MR. SCHU. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. **Document Imaging** – Mr. Wheeler stated they put out an RFP for Document Imaging Services, and it was more difficult than we had expected. Purchasing did an excellent job putting this together. We received a number of responses and he recommended awarding to the low bidder, PMI Document Solutions.

MOTION: AWARDING THE RFP FOR DOCUMENT IMAGING SERVICES TO THE LOW BIDDER, PMI DOCUMENT SOLUTIONS MADE BY MR. VAN ETTEN. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

3. **Sheriff's Position Reclassifications** – Mr. Alger informed the committee that the Sheriff will need to add two Correction Officer positions in June, per a State requirement. He is recommending using two existing vacant positions and reclassifying them. This is something we need to do in order to continue to house in out-of-county inmates and Federal inmates. We will identify those vacant positions have them listed on the resolution before the Legislature in June.

MOTION: AUTHORIZING THE COUNTY MANAGER TO PURSUE THE TRANSFER AND RECLASSIFICATION OF TWO VACANT POSITIONS TO CORRECTION OFFICER POSITIONS IN THE JAIL MADE BY MRS. FERRATELLA. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

4. **Salary Grid RFP** – Mr. Wheeler stated that they issued a RFP to have a consultant review the salary grid and positions for the main CSEA Unit. We received two responses; one from the Center for Governmental Research and the second from DIJ Consulting of Massachusetts. He recommended awarding the RFP to DIJ Consulting for \$20,000. He also requested authorization to transfer a total of \$25,000 from the Contingent Fund to pay for the study.

Mr. Alger explained we are looking for a comprehensive review of the salary schedule, the positions and where they belong on the salary schedule. The last salary grid study was done in 1978.

MOTION: AWARDING THE RFP FOR THE SALARY GRID STUDY TO DIJ CONSULTING OUT OF MASSACHUSETTS FOR A TOTAL OF \$20,000 AND AUTHORIZING THE TRANSFER OF \$25,000 OUT OF THE CONTINGENT FUND FOR THIS PURPOSE 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.F THE MEDICAL, FINANCIAL, CREDIT OR EMPLOYMENT HISTORY OF A PARTICULAR PERSON OR CORPORATION, OR MATTERS LEADING TO THE APPOINTMENT, EMPLOYMENT, PROMOTION, DEMOTION, DISCIPLINE, SUSPENSION, DISMISSAL OR REMOVAL OF A PARTICULAR PERSON OR CORPORATION MADE BY MR. CROSSETT. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: APPROVING THE MID-YEAR SALARY ADJUSTMENTS FOR THE FOLLOWING MANAGEMENT EMPLOYEES: NATHAN ALDERMAN, DEPUTY PERSONNEL OFFICER; JENNIFER PROSSICK, ASSISTANT PUBLIC DEFENDER; DARLENE SMITH, ASSISTANT DIRECTOR OF SOCIAL SERVICES; JACQUELINE MOHRMAN, SOCIAL SERVICES ATTORNEY; AND NICHOLE SMITH, SENIOR SOCIAL SERVICES ATTORNEY MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: ADJUSTING THE SALARY OF TIMOTHY MARSHALL, DIRECTOR OF THE EMERGENCY MANAGEMENT OFFICE, TO THE MID-POINT AT \$63,227.00 MADE BY MR. SCHU. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: APPROVING THE PRESENTATION OF A LOCAL LAW DESIGNATING THE POSITION OF SUPERINTENDENT OF BUILDINGS AND GROUNDS AS UNCLASSIFIED FOR CIVIL SERVICE PURPOSES MADE BY MR. SCHU. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0. *Resolution Required.*

MOTION: APPROVING THE GRADE ADJUSTMENT OF THE SUPERINTENDENT OF BUILDINGS AND GROUNDS FROM A MANAGEMENT GRADE D TO A MANAGEMENT GRADE E AND ADJUSTING THE SALARY FROM \$55,000.00 TO \$60,000.00 EFFECTIVE IMMEDIATELY MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. 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 MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

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

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

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

**Tuesday, July 14, 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, July 8, 2015.**

MOTION: AUTHORIZING THE BOARD OF ELECTIONS TO CONTRACT WITH NTS DATA SERVICES TO PRINT 4.25" X 6" BI-FOLD MAIL CHECK CARDS ANNUALLY TO VOTERS AND TO MAIL THEM AT THE NONPROFIT POSTAGE RATE FOR A TOTAL ANNUAL COST OF \$18,468.05 MADE BY MR. CROSSETT. SECONDED BY MRS. FERRATELLA FOR DISCUSSION.

Mr. Van Etten commented that on the handout, the \$3,500 for staff time is a fixed cost. If you compare the \$1,300 in costs plus the postage for doing it yourself, compared to paying NTS for the bi-fold cards plus postage, you would still be money ahead. He questions whether the office is busy enough anyway. Mrs. Olin replied we are busy in our office and taking a full-time staff person away from their other work to do this is very time consuming. Mr. Van Etten stated according to the fixed cost you listed, that would mean you are paying one staff person \$85.50 per hour for five days of work.

Mr. Crossett stated his argument for doing this is the card itself. Mr. McAllister commented the information on the bi-fold card would be more informative for the voters. Mrs. Olin explained when these cards come back to our office, we have to check them for changes and perform data entry. On the new cards, we are going to try to make sure that all address information is in one place so that we can just scan one side. We also will include bar codes. Mr. McAllister stated that he does not mind trying it to see how it works.

Mr. Schu stated using Mr. Van Etten's argument, it would cost us about \$800 more to do the bi-fold cards. If you feel that the product will be better, then that justifies the switch over. Mrs. Ferratella stated that Mr. Van Etten's question about the \$3,500 for five days of staff time is legitimate and she would like to have an answer on that. Discussion followed.

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

B. Clerk of the Legislature

1. **Retirement Reporting** – Ms. Mori presented the proposed Retirement Reporting resolution for approval. She commented that this resolution encompasses the changes relative to the Charter, along with the appointment of Mr. Wheeler as the County Manager. This resolution includes all of the department heads that would essentially be reappointed by Mr. Wheeler. She commented that there was one Assistant Public Defender who did not submit their time and reporting information, and pursuant to the *Administrative Code*, will be denied their salary increase until they comply.

MOTION: APPROVING THE STANDARD WORKDAY AND RETIREMENT REPORTING RESOLUTION FOR ELECTED AND APPOINTED OFFICIALS MADE BY MR. SCHU. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

2. **Ethics** – Ms. Mori stated the Chairman discussed with her that it may be time to have the Ethics Board review our old Ethics local law, which was initially written in 1990, to make it more consistent with changes at the State level. Our original Ethics Local Law shadows the State law. The members of our Board of Ethics are Brian Ketchum, Kathy Green, Eric Schults and Richard Rossetti, Michael Ingalls, Rhonda Sweet and Ms. Mori. We meet about once a year. When she discussed the Chairman's request with the Board, they did not feel that it was their place to initiate the review without official direction from the Legislature.

MOTION: DIRECTING THE STEUBEN COUNTY ETHICS BOARD TO REVIEW THE ETHICS LOCAL LAW ORIGINALLY ADOPTED IN 1990 MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

C. Information Technology

1. **Update Sungard Pentamation Software** – Mr. Peaslee stated in the 2014 budget they had budgeted for a software upgrade to the Sungard Pentamation Program. They did not update the software in 2014, and he requested authorization to use that funding of \$21,400 to move forward with that upgrade. This software upgrade will allow us to move to a current Microsoft SQL database. It is very important to keep this software

updated and running as it is used by Finance, Personnel and the Budget Officer. He stated \$9,000 of that will be used to purchase a new server. Mr. Wheeler commented we have viewed the new system and it looks good. The money is available in the capital project.

MOTION: AUTHORIZING THE DIRECTOR OF INFORMATION TECHNOLOGY TO USE \$21,400 ORIGINALLY BUDGETED IN THE 2014 COMPUTER CAPITAL PROJECT TO UPGRADE THE SUNGARD PENTAMATION SOFTWARE MADE BY MR. CROSSETT. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. **Fiber** – Mr. Hauryski asked what is the status of having fiber at the County Office Building? Mr. Wheeler replied we are close. They have scoped the electrical and the last mile run we would need. They should be coming to us within the next couple of weeks with a more revised budget. Mr. Peaslee commented their original proposal did not include the radio towers and we have asked them to provide those.

D. County Manager

1. **Office Space Committee** – Mr. Wheeler informed the committee that the AdHoc Office Space Committee has begun meeting. In talking with Mr. Alger, one of the things we should do is formally establish the authority for the AdHoc Committee to take certain actions. He proposed recognizing and ratifying the creation of the AdHoc Office Space Committee and authorizing them to approve change orders in accordance with what is outlined in the *Administrative Code*.

MOTION: RECOGNIZING AND RATIFYING THE CREATION OF THE ADHOC OFFICE SPACE COMMITTEE AND AUTHORIZING SAID COMMITTEE TO AUTHORIZE ANY NECESSARY CHANGE ORDERS, IN ACCORDANCE WITH THE GUIDELINES SET FORTH IN THE ADMINISTRATIVE CODE MADE BY MR. SCHU. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

2. **Reclassification – Information Technology** – Mr. Wheeler informed the committee that they are having difficulty recruiting Systems Analysts. We have been able to recruit for Computer Programmer and do have a list for that title. The Computer Programmer is a grade lower. He requested authorization to reclassify a vacant, Grade XV Computer Systems Analyst to a Grade XIV Computer Programmer within the Information Technology Department. He commented this will help with succession planning in the department.

Mr. Van Etten asked why are we having trouble recruiting? Is it because of the salary? Mr. Wheeler replied the salary is probably the main issue. We are doing a salary study and have asked the consultants to look at options for addressing this issue.

MOTION: AUTHORIZING THE RECLASSIFICATION OF A VACANT GRADE XV COMPUTER SYSTEMS ANALYST POSITION TO A GRADE XIV COMPUTER PROGRAMMER POSITION IN THE INFORMATION TECHNOLOGY DEPARTMENT MADE BY MR. CROSSETT. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Secretary's Note: Mr. McAllister excused himself from the meeting, as he needed to be at court. Mr. Crossett resumed chairing the meeting.

3. **2016 Workers' Compensation Budget and Apportionment** – Mr. Sprague stated that he has been the interim Risk Manager since last fall. He reviewed the 2016 Workers' Compensation Budget and Apportionment with the committee. Our costs for PERMA went down and are a little over \$30,000. Mr. Wheeler commented PERMA has been very good.

Mr. Van Etten asked with regard to the Apportionment table, do you do a special notification to those towns that have a significant increase? Mr. Wheeler replied we generally send a letter, but we could send something more specific. Mr. Van Etten commented maybe by taking the time to explain why the claims went up, the towns may

not be so liable to leave the plan. Mr. Sprague commented that he would like to go out and visit the municipalities.

Mr. Hanna asked is PERMA doing training? Mr. Sprague replied yes. We have reinstated that and trainings will resume in October for those municipalities that are in our plan. We are pushing PERMA to do more and more trainings. Mr. Wheeler commented Mr. Rose has also been working with us to get safety training for our staff as well as other municipalities at no cost. We are getting more aggressive with our training.

MOTION: APPROVING THE 2016 WORKERS' COMPENSATION BUDGET AS PRESENTED AND FORWARDING TO THE FULL LEGISLATURE FOR APPROVAL MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0. (MR. McALLISTER ABSENT FOR VOTE). Resolution Required.

MOTIN: APPROVING THE 2016 WORKERS' COMPENSATION TABLE OF APPORTIONMENT AS PRESENTED AND FORWARDING TO THE FULL LEGISLATURE FOR APPROVAL MADE BY MR. SCHU. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0. (MR. McALLISTER ABSENT FOR VOTE). Resolution Required.

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

MOTION: AUTHORIZING THE RECLASSIFICATION OF A GRADE V ACCOUNT-CLERK POSITION TO A GRADE V RECEPTIONIST POSITION IN THE DEPARTMENT OF SOCIAL SERVICES MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0. (MR. McALLISTER ABSENT FOR VOTE).

MOTION: RECOMMENDING THE APPOINTMENT OF ANDREW MORSE AS ACTING PURCHASING DIRECTOR EFFECTIVE JULY 20, 2015, AND AUTHORIZING A STIPEND OF \$5,000.00 MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0. (MR. McALLISTER ABSENT FOR VOTE).

MOTION: AUTHORIZING THE COUNTY MANAGER TO CONTRACT WITH MARK R. ALGER FOR CONSULTATION SERVICES AS NEEDED AT A RATE OF \$75.00 PER HOUR, NOT TO EXCEED \$7,500.00 FOR THE REMAINDER OF 2015 MADE BY MR. VAN ETTEN. SECONDED BY MR. SCHU. 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. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0. (MR. McALLISTER ABSENT FOR VOTE).

MOTION: TO ADJOURN MADE BY MR. SCHU. SECONDED BY MR. VAN ETTEN. 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, August 11, 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, August 5, 2015.**

STEBEN COUNTY ADMINISTRATION COMMITTEE

Tuesday, August 11, 2015

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 Nancy Smith Andrew Morse Judy Hunter	Wendy Flaitz Shawn Corey Alan Reed	Ken Peaslee Kelly Penziul Brenda Mori
LEGISLATORS:	Dan C. Farrand	K. Michael Hanna	William A. Peoples
OTHERS:	Mary Perham		

I. CALL TO ORDER

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

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE JULY 14, 2015, MEETING MADE BY MR. VAN ETTEN. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

III. DEPARTMENT REQUESTS

A. Information Technology

1. **Purchase Employee Access Center for SunGard Pentamation System** – Mr. Peaslee requested authorization to purchase an employee access center with a timesheet module for the SunGard Pentamation system. He reminded the committee that the Pentamation system is the system used by Finance and Personnel. The employee access center would allow for the standardization of timesheets and entries, as well as provide employees easy access to their leave accruals, leave usage and other related information.

Mr. Wheeler stated this would be an add on to the system you approved upgrading last month. This is not an exorbitant cost. With our time keeping system now, there is a difference between departments with regard to the type of timesheets that are used. This access center will make it much easier for the payroll clerks. Those employees without access to the network would still fill out a paper timesheet, but those forms would now be standardized.

Mr. Van Etten asked what is the cost? Mr. Peaslee replied the employee access center is \$18,683 with a 15 percent maintenance fee. They will pay for this using funds in the computer capital project. Mrs. Ferratella asked will the supervisors have access to employee information? Mr. Wheeler replied yes, the supervisors will be able to access summary details.

MOTION: AUTHORIZING THE DIRECTOR OF INFORMATION TECHNOLOGY TO PURCHASE AN EMPLOYEE ACCESS CENTER WITH TIMESHEET MODULE FOR THE SUNGARD PENTAMATION SYSTEM AT A COST OF \$18,683 WITH A 15 PERCENT MAINTENANCE FEE, SAID PURCHASE TO BE PAID FOR OUT OF THE COMPUTER CAPITAL PROJECT ACCOUNT MADE BY MR. VAN ETTEN. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

B. Purchasing

1. **Award of Copy Paper Bid** – Mr. Morse informed the committee they received two bids for copy paper. He recommended awarding to the low bidder, Contract Paper Group for \$25.07 per case.

MOTION: AWARDING THE BID FOR COPY PAPER TO THE LOW BIDDER, CONTRACT PAPER GROUP FOR \$25.07 PER CASE MADE BY MRS. FERRATELLA. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

C. Personnel

1. **Reclassification – Personnel Department** – Ms. Smith requested authorization to reclassify a vacant Personnel Clerk, Grade X, to a Confidential Secretary, Grade X. Mr. Wheeler explained the Personnel Clerk is a budgeted vacant position. It makes sense to reclassify to a Confidential Secretary as they can do the same tasks, if not more. Mrs. Ferratella asked will you be filling this position from within? Ms. Smith replied yes, they have a couple of employees on staff that they will interview.

MOTION: AUTHORIZING THE RECLASSIFICATION OF A VACANT PERSONNEL CLERK POSITION, GRADE X, TO A CONFIDENTIAL SECRETARY POSITION, GRADE X WITHIN THE PERSONNEL DEPARTMENT MADE BY MRS. FERRATELLA. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. **Contract for Biometric Screening** – Ms. Smith requested authorization to contract with Ignite Health to provide the annual biometric screening for employees. She does not anticipate the cost being more than \$32,000. Mr. Wheeler explained we do allow employees to have the screening done by their primary care physician, however, the employee still has to complete an online health assessment using the numbers from their screening in order to receive the reduction in their insurance premium. Mrs. Ferratella asked what is the participation rate? Ms. Smith replied last year they had 60 percent employee participation.

MOTION: AUTHORIZING THE PERSONNEL DIRECTOR TO CONTRACT WITH IGNITE HEALTH TO PROVIDE THE ANNUAL BIOMETRIC SCREENING FOR EMPLOYEES, FOR A TOTAL ANNUAL AMOUNT NOT TO EXCEED \$32,000 MADE BY MRS. FERRATELLA. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

D. Real Property Tax Service Agency

1. **Review Tax Resolutions Report for 2016 County/Town Tax Levy** – Mrs. Flaitz provided a list of upcoming resolutions that will be coming before the Legislature for approval.

2. **RPSV4 Annual License Fee** - Mrs. Flaitz informed the committee that the annual license fee has remained unchanged from last year.

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

3. **Update on County Tax Distribution Spreadsheet** – Mrs. Flaitz explained generally the County tax in the villages is higher than the towns. A town and a village within that town should be charged the same base rate so she took another look at their distribution report. She distributed copies of an example using

Canisteo. The overall amount to the taxpayer did change slightly. Mr. Wheeler commented the actual effect on the residents will be minimal, but this change does set the base rate for both villages and towns the same.

4. **Digitization Capital Project** – Mrs. Flaitz stated last year the committee had given approval for her to begin digitizing their books and microfilm. We did not start the process last year. Mr. Wheeler stated that we did bid the digitization of county records again and PMI was the successful bidder. The microfilming was approved in the 2014 budget, but not in the 2015 budget. He requested authorization to allow the Director to spend \$13,330 from the Digitization Capital Project for this purpose.

Mr. McAllister asked were any records digitized last year? Mrs. Flaitz replied no. Mr. Van Etten asked didn't we authorize the purchase of a scanner/reader last year? Mr. Wheeler replied yes. They are doing some internal work with their staff. We may put in some funds for temporary hires in the 2016 to continue to do that. With the microfilming it is very labor intensive and it would be beneficial to have an outside firm do that. As we become more proficient in this process, we will be able to do more of our own going forward. Mrs. Flaitz stated they will be able to scan 262 of their 700 books for \$13,330.

MOTION: AUTHORIZING THE DIRECTOR OF THE REAL PROPERTY TAX SERVICE AGENCY TO SPEND \$13,330 OUT OF THE DIGITIZATION CAPITAL PROJECT TO CONTRACT WITH PMI TO SCAN RECORDS MADE BY MR. CROSSETT. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

V. OLD BUSINESS

A. *NTS Printing* – Mrs. Ferratella asked Ms. Penziul if she and Mrs. Olin have a response to her and Mr. Van Etten's question regarding the \$3,500 in staff costs for five days? Ms. Penziul replied that Mrs. Olin did look into that and she will have her send that information to the Legislators.

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

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

****NEXT MEETING SCHEDULED FOR**
Tuesday, September 8, 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, September 2, 2015.**

STEBEN COUNTY ADMINISTRATION COMMITTEE

Tuesday, September 8, 2015

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: Jack K. Wheeler Nancy Smith Judy Hunter
 Andy Morse Wendy Flaitz Alan Reed

LEGISLATORS: Joseph J. Hauryski Hilda T. Lando

OTHERS: Mary Perham

I. CALL TO ORDER

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

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE AUGUST 11, 2015, MEETING MADE BY MR. SCHU. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

III. DEPARTMENT REQUESTS

A. Personnel

1. **Reclassification – Finance Department** – Ms. Smith requested authorization to reclassify a vacant Tax Clerk, Grade VIII to a Senior Account Clerk Typist, Grade X.

MOTION: AUTHORIZING THE RECLASSIFICATION OF A VACANT TAX CLERK, GRADE VIII POSITION IN THE FINANCE DEPARTMENT TO A SENIOR ACCOUNT CLERK TYPIST MADE BY MR. VAN ETTEN. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

2. **Reclassification – Department of Social Services** – Ms. Smith requested authorization to reclassify a vacant Resource Assistant, Grade VIII to a Building Maintenance Mechanic, Grade IX. The Department of Social Services utilizes Buildings & Grounds on a regular basis and if the position is on their payroll, they will be eligible to receive reimbursement. The individual would still report to Buildings & Grounds. Mr. Wheeler explained that Buildings & Grounds has been doing a lot of work for Social Services, and additionally they will be taking on the cleaning of the Mental Health facilities. By doing this reclassification, it will allow for a lower grade vacancy in the department to be filled to help pick up the additional cleaning. Mr. Van Etten asked is this funded in the budget? Mr. Wheeler replied the Resource Assistant was funded in this year's budget. We will be eligible to receive up to 62 percent reimbursement.

MOTION: AUTHORIZING THE RECLASSIFICATION OF A VACANT RESOURCE ASSISTANT, GRADE VIII POSITION IN THE DEPARTMENT OF SOCIAL SERVICES TO A BUILDING MAINTENANCE MECHANIC, GRADE IX MADE BY MRS. FERRATELLA. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

B. County Manager

1. **Conflict Defender's Office** – Mr. Wheeler stated that Mr. Roche is here to provide a brief overview of the proposed Conflict Defender's Office. The Public Safety & Corrections Committee viewed the presentation and did make a recommendation. We wanted to bring this before the Administration Committee as we are technically creating another office.

Mr. Roche explained our caseloads are going up. We currently contract with an Assigned Counsel Administrator to manage cases that the Public Defender cannot take due to conflicts. This year we are projecting that there will be 198 felony cases assigned out. Additionally, our misdemeanor cases are also increased and we are projecting 250 cases this year. The three scenarios that he is proposing range from \$100,000 - \$137,000 in savings to the County. With a Conflict Defender's Office, we can be much more efficient with our caseloads. We also have a \$70,000 ILS Grant, which is a three-year grant and is typically rolled over every three years.

Mr. Roche stated that he has been very conservative with his estimates. The three options are 1 full-time Defender, 1 full-time and 1 part-time Defender or 2 part-time Defenders. The Public Safety & Corrections Committee recommended creating the office with 2 part-time Defenders to start, with the understanding that we probably will need to expand the office within the next year or two and go to either 1 full-time Defender, or 1 full-time and 1 part-time Defender. With a Conflict Defender's Office you really will save money on the criminal court side. Mr. Schu asked how difficult will it be to recruit 2 part-time attorneys? Mr. Roche replied that he thinks he could get 2 part-time attorneys that could also continue with their private practice. It will be more difficult to find one full-time attorney and then additionally, to find office space for them.

Mr. Crossett asked does this need the approval of the Bar Association? Mr. Roche replied it does and the Bar Association approved the plan, but only for criminal court. Discussion followed.

MOTION: RECOMMENDING THE CREATION OF A CONFLICT DEFENDER'S OFFICE MADE BY MRS. FERRATELLA. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

MOTION: TO ADJOURN MADE BY MR. VAN ETEN. 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 13, 2015

****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
Wednesday, October 7, 2015.**

STEBEN COUNTY ADMINISTRATION COMMITTEE

Special Meeting

Monday, September 28, 2015

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	Carol A. Ferratella
STAFF:	Jack K. Wheeler Shawn Corey	Pat Donnelly Andy Morse	Tammy Hurd-Harvey
LEGISLATORS:	Joseph J. Hauryski Hilda T. Lando Gary B. Roush	Eric T. Booth Steven Maio Gary D. Swackhamer	K. Michael Hanna William A. Peoples

I. CALL TO ORDER

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

II. GENERAL BUSINESS

A. Finance

1. **Contract** – Mr. Donnelly informed the committee they are required by the Affordable Care Act to report eligibility and coverage information with respect to health insurance coverage for employees and eligible dependents. Full reporting regulations have not yet been issued; however, the data collection period is January 1, 2015 through December 31, 2015. The electronic reporting required submission date is March 31, 2016. We currently have a contract with Relph Benefit Advisors. He requested approval to waive the RFP process and amend their current contract with Relph Benefit Advisors to include IRS reporting services required by the Affordable Care Act. The additional contract amount will be \$7,634.00.

MOTION: WAIVING THE RFP PROCESS AND AUTHORIZING THE COMMISSIONER OF FINANCE TO AMEND THEIR CURRENT CONTRACT WITH RELPH BENEFIT ADVISORS TO INCLUDE IRS REPORTING SERVICES REQUIRED BY THE AFFORDABLE CARE ACT, FOR AN ADDITIONAL \$7,634.00 MADE BY MR. SCHU. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

MOTION: TO ADJOURN MADE BY MR. CROSSETT. 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, October 13, 2015

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: Jack K. Wheeler Jim Gallagher Andy Morse
Nancy Smith Shawn Corey Alan Reed
Tammy Hurd-Harvey Judy Hunter Jennifer MacPhail
Pat Donnelly Brenda Mori

LEGISLATORS: Joseph J. Hauryski K. Michael Hanna Robin K. Lattimer
Gary D. Swackhamer

OTHERS: Mary Perham
Dick McCandless
Youth In Government Interns

I. CALL TO ORDER

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

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE SEPTEMBER 8, 2015, AND SEPTEMBER 28, 2015, MEETINGS MADE BY MRS. FERRATELLA. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

III. DEPARTMENT REQUESTS

A. Personnel

1. **Position Transfer and Reclassification – Conflict Defender’s Office** – Ms. Smith requested authorization to transfer and reclassify a vacant Senior Social Worker position in the Office of Community Services to one part-time Conflict Defender, Management Grade E, and one part-time Assistant Conflict Defender, Management Grade E in the Conflict Defender’s Office.

MOTION: AUTHORIZING THE TRANSFER AND RECLASSIFICATION OF A SENIOR SOCIAL WORKER, GRADE XVII POSITION IN THE OFFICE OF COMMUNITY SERVICES TO ONE PART-TIME CONFLICT DEFENDER, MANAGEMENT GRADE E, AND ONE PART-TIME ASSISTANT CONFLICT DEFENDER, MANAGEMENT GRADE E, WITHIN THE CONFLICT DEFENDER’S OFFICE MADE BY MR. CROSSETT. SECONDED BY MRS. FERRATELLA FOR DISCUSSION.

Mr. Schu asked what will happen with regard to health insurance costs for these employees? Mr. Wheeler replied they will be eligible for full-time benefits as are our other part-time attorneys. They will still pay the management rate.

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

B. Purchasing

1. **Authorization to Purchase Four Copy Machines and One Duplicator** – Mr. Morse requested authorization to purchase four copy machines and one duplicator from the Copier Capital Project. The total cost is \$22,111.62. Mr. Van Etten asked where are these machines going? Mr. Morse replied the duplicator is going to the Department of Social Services and one of the copy machines is going to Mental Health. We currently have 11 machines that are approaching 7 years old. These machines have the highest number of copies and are the most used. Mr. Van Etten commented there are quite a few included in the budget. Mr. Wheeler replied yes. Some of those are not included in the Copier Capital Project. We have enough funding in that Capital Project to purchase about 10 per year. Mrs. Ferratella asked how are the old ones disposed? Mr. Morse replied we remove and destroy the hard drives and then machines are sent to the surplus County auction.

MOTION: AUTHORIZING THE PURCHASING DIRECTOR TO PURCHASE FOUR COPY MACHINES AND ONE DUPLICATOR FOR A TOTAL COST OF \$22,111.62 FROM THE COPIER CAPITAL PROJECT MADE BY MR. VAN ETTEN. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

C. Real Property Tax Service Agency –

1. **RFP for Data Collection Services** - Mr. Wheeler stated that the AdHoc Municipal Coordination Committee had suggested that the County sponsor or hire a data collector to help the municipalities. The civil service test for Data Collector will be held next Fall and we would not get the results until the end of 2016, beginning of 2017. He requested authorization to put out a Request for Proposal for Data Collection Services. The maximum length of time would be one year, and once we hired an individual, we would discontinue the RFP.

MOTION: AUTHORIZING THE DIRECTOR OF THE REAL PROPERTY TAX SERVICE AGENCY, ALONG WITH THE PURCHASING DIRECTOR, TO PUT OUT A REQUEST FOR PROPOSALS FOR DATA COLLECTION SERVICES MADE BY MR. SCHU. SECONDED BY MR. CROSSETT FOR DISCUSSION.

Mr. Van Etten asked since the test is on the State's schedule, we have to leave the position vacant or get an outside service? Could we bring in someone on a temporary basis? Mr. Wheeler replied probably not. The challenge with some positions we have is the ability to know the eligibility for the test and how small the list is. Typically, we would interview and offer the position provisionally, based on passing the test. Because we have no clue who or how many would apply, it would be difficult to hire someone on a provisional or temporary basis.

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

D. Commissioner of Finance

1. **Review of 2016 Retiree Health Insurance** – Mrs. Hurd-Harvey informed the committee that currently we offer our over 65 retirees two options for health insurance; Excellus Plan 3 and MVP GoldAnywhere PPO. We have 196 retirees that are enrolled in MVP and 100 are enrolled in Excellus Plan 3. The monthly premium for Excellus Plan 3 is currently \$283 and is slated to increase to \$331 in 2016. This would be comparable to the MVP plan. She requested authorization to drop the Excellus Plan 3 as it is no longer less expensive. The County's share remains the same, regardless of the plan.

Mr. McAllister asked are there any big differences between Excellus Plan 3 and MVP? Mrs. Hurd-Harvey replied the out-of-pocket maximum expense under Plan 3 is \$2,500 and under Plan 4 is \$4,000. The biggest risk to retirees is that they are paying more at the onset. If they are hospitalized one time, they will pay \$400 more under Excellus Plan 3. Mr. Wheeler commented the MVP benefits appeared better. We have checked the provider network and the network is pretty much the same as what they currently have. Mrs. Hurd-Harvey requested authorization to switch to Excellus Plan 4, which keeps the cost more closely to what they have been paying under Excellus Plan 3. We would also continue to carry MVP.

Mr. Van Etten asked of the 300 retirees, do most of them bump up against the out-of-pocket maximum? The Excellus Plan 3 was going up 15 percent and that was still less than Excellus Plan 4 or MVP. Mrs. Hurd-Harvey

replied that she does not know. In most cases, an individual would have to be in and out of the hospital frequently to meet that out-of-pocket maximum.

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO DISCONTINUE EXCELLUS PLAN 3 HEALTH INSURANCE FOR RETIREES AND TO OFFER EXCELLUS PLAN 4 AND MVP GOLDANYWHERE TO RETIREES MADE BY MR. SCHU. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

E. County Manager

1. **Worker's Compensation Study** – Mr. Wheeler stated that he would like to postpone this item until next month as they are waiting on cost estimates from PERMA. We have been working with Mr. Sprague and the Finance Office on getting the market rate for our plan and more details on the rates that we offer. He stated that what we are looking for is a contract with PERMA to market rate to see what the rates would be for the individual municipalities and fire districts if they went off the plan.

V. **NEW BUSINESS**

A. *Solar Exemptions* – Mr. Van Etten stated that he became aware of a topic by a resident in the Town of Caton. This individual used USDA grant funding to put in a \$45,000 solar system on his farm. He was slated to save \$2,500 per year on utilities. The assessor assessed his equipment at \$22,000 - \$25,000. His taxes reflect an increase of \$2,000, which eats up the savings that he was supposed to realize. Mr. Van Etten stated that he has talked to Mrs. Flaitz about an exemption. In 2005, the Legislature passed a local law providing no exemption from taxation on wind farms or solar farms. That was related more to industrial use and there was no consideration for residential or farm application. The individual filed a grievance and the board sided with the assessor. The next step is an Article 7. The State has provided no guidance for valuing solar and the municipalities are all over the board. He thinks this is something that we should think about. The federal subsidy for this program will be going away next year.

Mr. Crossett asked is there an authorization in State law that provides for an exemption? Mr. Van Etten replied yes. Mrs. Ferratella asked are there other counties that provide this exemption? Mr. Van Etten replied that he is not sure. He would just like the Legislators to start thinking about it.

Mr. Wheeler stated an email was sent out to the County Administrators group about this issue. Mr. Crossett asked if we did this, what would happen to the PILOTS? Mr. Wheeler replied that is something that we would have to look at. Mr. Hauryki stated Mr. Van Etten makes a good point. He serves on the Board of Steuben Rural Electric and more members are going to the installation of solar panels on residential homes. He foresees this as being something that will become more prevalent.

Mr. McAllister stated he seems to recall dealing with this issue and the concern at the time was about the industrial windmill farms. Are we going to be proactive and address alternative energy? You need to look at whether you can differentiate between industrial and smaller uses so that possibly you could have an exemption. Mr. Reed stated this is a great topic to look at. The Public Service Commission put out a white paper regarding residential small business development. He will examine this. 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 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 5-0.

MOTION: AUTHORIZING THE COUNTY MANAGER TO AMEND THE CONTRACT WITH SCOTT SPRAGUE FOR RISK MANAGEMENT CONSULTING SERVICES TO INCREASE THE MAXIMUM NUMBER OF HOURS TO 20 PER WEEK AT A RATE OF \$50.00 PER HOUR MADE BY MR. VAN ETTEN. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING THE COUNTY MANAGER TO HIRE A DEPUTY COUNTY MANAGER ABOVE THE MID-POINT AT \$78,000 MADE BY MR. VAN ETTEN. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: APPROVING MANAGEMENT SALARY INCREASES OF 1.5 PERCENT, 1.75 PERCENT, AND 2 PERCENT BASED ON EVALUATION AS PRESENTED MADE BY MR. CROSSETT. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: ADJUSTING THE 2016 SALARY FOR PATRICK F. DONNELLY, COMMISSIONER OF FINANCE, TO \$91,272.00 MADE BY MR. VAN ETTEN. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: ADJUSTING THE 2016 SALARY FOR TODD CASELLA, ASSISTANT DISTRICT ATTORNEY, TO \$58,906 MADE BY MRS. FERRATELLA. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: ADJUSTING THE 2016 SALARY FOR KAREN MONROE, DIRECTOR OF ADMINISTRATIVE SERVICE, OFFICE OF COMMUNITY SERVICES, TO \$65,952 MADE BY MR. SCHU. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: ADJUSTING THE 2016 SALARY FOR LINDA HERRINGTON, SENIOR TYPIST, RISK MANAGER'S OFFICE, TO \$43,489 MADE BY MR. CROSSETT. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: ADJUSTING THE 2016 SALARY FOR ALAN REED, COUNTY ATTORNEY, TO \$117,654 MADE BY MR. VAN ETTEN. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: APPROVING A 2 PERCENT INCREASE IN THE 2016 SALARY FOR JACK K. WHEELER, COUNTY MANAGER, EFFECTIVE JUNE 1, 2016 MADE BY MRS. FERRATELLA. 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. SCHU. SECONDED BY MR. CROSSETT. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

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

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

Tuesday, November 10, 2015

Legislative Chambers

9:00 a.m.

Please send agenda items to the Clerk of the Legislature's Office

NO LATER THAN NOON

Wednesday, November 4, 2015.

STEBEN COUNTY ADMINISTRATION COMMITTEE

Special Meeting

Monday, October 26, 2015

9:45 a.m.

Legislative Committee Room
Steuben County Office Building
Bath, New York

****MINUTES****

COMMITTEE:	Patrick F. McAllister, Chair Scott J. Van Etten	Lawrence P. Crossett, Vice Chair	Carol A. Ferratella
STAFF:	Jack K. Wheeler Karen Monroe	Tim Marshall Nancy Smith	Shawn Corey Kathryn Muller
LEGISLATORS:	Joseph J. Hauryski K. Michael Hanna Steven Maio Gary D. Swackhamer	Eric T. Booth Hilda T. Lando Aaron I. Mullen Randolph J. Weaver	Dan C. Farrand Robin K. Lattimer William A. Peoples

I. CALL TO ORDER

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

II. GENERAL BUSINESS

- A. County Manager
1. **Personnel**

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

MOTION: AUTHORIZING THE COUNTY MANAGER TO HIRE LESLIE DRUM AS COUNTY AUDITOR WITH A SALARY ABOVE THE MID-POINT AT \$58,000 ANNUALLY MADE BY MRS. FERRATELLA. 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. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

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, November 10, 2015

9:00 a.m.

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

****MINUTES****

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

STAFF: Jack K. Wheeler Shawn Corey Andy Morse
Wendy Flaitz Wendy Jordan Nancy Smith
Ken Peaslee Judy Hunter Jennifer McPhail
Tammy Hurd-Harvey Alan Reed

LEGISLATORS: Joseph J. Hauryski Hilda T. Lando

ABSENT: Patrick F. McAllister, Chair

OTHERS: Mary Perham
James Johnson, Executive Director, Steuben County Industrial Development Agency
Ed Childs, National Institute of Technology

I. CALL TO ORDER

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

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE OCTOBER 13, 2015, AND OCTOBER 26, 2015, MEETINGS MADE BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 3-0. (MR. McALLISTER AND MR. SCHU ABSENT FOR VOTE)

III. DEPARTMENTAL REQUESTS

A. Information Technology

1. **Presentation of HIPAA Security Audit** – Mr. Peaslee requested an Executive Session to discuss the results of the security audit. Mr. Crossett stated they would do that at the conclusion of the meeting.

B. Purchasing

1. **Bid Award – Xerographic Copy Paper** – Mr. Morse recommended awarding the quarterly bid for copy paper to the low bidder, Contract Paper Group for \$25.07 per case.

MOTION: AWARDING THE BID FOR XEROGRAPHIC COPY PAPER TO THE LOW BID, CONTRACT PAPER GROUP FOR \$25.07 PER CASE MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 3-0. (MR. McALLISTER AND MR. SCHU ABSENT FOR VOTE)

C. County Clerk

1. **Semi-Annual Mortgage Tax Distribution** – Mrs. Hunter informed the committee that they have distributed \$523,108.11 to 33 municipalities. This is down from the same period last year.

MOTION: ACCEPTING AND FORWARDING TO THE FULL LEGISLATURE THE SEMI-ANNUAL MORTGAGE TAX DISTRIBUTION MADE MRS. FERRATELLA. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 3-0. (MR. McALLISTER AND MR. SCHU ABSENT FOR VOTE)

Resolution Required.

2. **Online Motor Vehicle Transactions** – Mrs. Ferratella commented that she recently saw an article in the newspaper regarding online motor vehicle transactions. Have we done any work to promote County residents to conduct their business in person? Mrs. Hunter replied they have, and continue to run radio ads. Mr. Wheeler stated we could also have Ms. Perham do another press release. Mr. Van Etten commented it is inevitable that online motor vehicle transactions will continue with the younger generation. Mrs. Hunter stated the State requires us to maintain a certain amount of transactions and we are trying to increase our retention. Once we reach a certain threshold, we will get two percent of any online transactions. Our state association is working on legislation to increase that percentage.

D. **Real Property Tax Service Agency**

1. **Annual Resolutions** – Mrs. Flaitz reviewed the Table of County Equalization Rates, County Equalization Report, 2015 Tax Impact Report Due to Changes in Equalization Rates and Valuation, and Exemption Impact Reports. Discussion followed.

MOTION: APPROVING THE TABLE OF COUNTY EQUALIZATION RATES, THE COUNTY EQUALIZATION REPORT, THE 2015 TAX IMPACT REPORT DUE TO CHANGE IN EQUALIZATION RATES AND VALUATION, AND THE EXEMPTION IMPACT REPORT FOR THE COUNTY AND FORWARDING TO THE FULL LEGISLATURE MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 3-0. (MR. McALLISTER AND MR. SCHU ABSENT FOR VOTE) *Resolution Required.*

2. **Digitization of Microfilm** – Mrs. Flaitz informed the committee they had \$13,000 in their budget and they had received a quote from PMI of \$52,000. We started with what we had and sent 262 books of film to PMI in August. They have requested more film because they will be under our \$13,000. This has cost less than what we had thought because they are counting two pages as one. When we originally were determining the number of pages we were counting each individual page. Mr. Wheeler commented we have the capital project and the 2016 budget also includes money in the temporary hire line item for us to do some scanning on our own with the machine we have.

3. **Solar Exemptions** – Mr. Wheeler stated they met last week to discuss this issue. We did hear from a resident in Wayland who challenged their assessment and won. Essentially there is an opt out and Steuben County did opt out. Our thought was can we put something in the books that opts us in, but limits the size of the system so we do not have to worry about PILOTS. The answer from the State is that nothing says that we can, but it has not been tested in court. The other issue is there is a subsection in Real Property Tax Law from the 1970's, 487-a, that provides an exemption for renewable activities on residences. Homeowners have the opportunity to do that independent of our opt in or opt out. Mrs. Flaitz stated currently there are 1,530 parcels listed under Article 487 statewide. Under article 487-a there are 14 parcels statewide and 12 of those are located in one municipality. Mr. Wheeler commented Article 487-a is pretty clear and lists solar and wind.

Mr. Johnson commented the Baron Winds Project is a 300-megawatt project. Without the PILOT, the tax would be \$5,200 per regular megawatt, plus a three-percent increase once the project is up and running. The total lost revenue on that project would be \$29 million over 15 years. Without a clear direction on whether you can or cannot exempt solar or wind, you have the risk of the wind project coming back and taking other exemptions that the County provides. There is a substantial financial risk in doing this if there is no clarification. Mrs. Flaitz explained with the opt out exemption they do not get the exemption in those municipalities who have opted out. With the PILOT under Article 487 they can request an exemption, and each taxing jurisdiction would have to do their own PILOT.

Mr. Reed stated Article 487-a on its own is a significant and separate item altogether. The question is applicability and he wonders why use has been limited. One of the qualification features that goes to the program is no longer in place at the State. However, the legal qualification is still valid law. That puts us in a bit of a quagmire. It gives a great option to homeowners to use and makes it a permanent exemption. Mr. Wheeler commented that he had heard of a couple of counties that had crossed that threshold. One of the counties was Madison and they were limiting the size of the infrastructure. He will follow-up to see how that is working. If we can get a firm answer on Article 487-a, that would be more beneficial to us. Mrs. Flaitz stated there is not really a market yet to determine whether a solar panel adds value to the property, but they are taxable. Mr. Wheeler stated we will continue to work on this and provide more information.

E. County Manager

1. **Worker's Compensation Study** – Mr. Wheeler informed the committee that they have received quotes to do a market rate study on each of the participants in our plan. This study will also give you a better understanding of the value and point of the fire districts as well. He recommended contracting with Signal Risk Management for \$8,000 to complete this study. This will be paid for out of the Worker's Compensation Fund.

MOTION: WAIVING THE RFP PROCESS AND AUTHORIZING THE COUNTY MANAGER TO CONTRACT WITH SIGNAL RISK MANAGEMENT TO PERFORM A WORKER'S COMPENSATION MARKET RATE STUDY FOR \$8,000 MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA FOR DISCUSSION.

Mr. Van Etten asked so they are going to market rate each participant and then follow-up with changes in how we allocate the charges? Mr. Wheeler replied potentially. This study will give you information to have that discussion. The information from the study will also go to PERMA.

VOTE ON PREVIOUS MOTION: ALL BEING IN FAVOR. MOTION CARRIES 4-0. (MR. McALLISTER ABSENT FOR VOTE)

2. **Fiber Project** – Mr. Hauryski asked how is the progress on the installation of fiber to the County Complex coming? Mr. Wheeler replied they will be having a meeting within a week. He has asked Mr. Hopkins to take a look at this as there is so much interplay with the fiber runs to the towers. We have pretty good numbers now and we can get it down to the final numbers. We do have the capital project and he anticipates coming back to the committee in December with the final numbers.

MOTION: TO ADJOURN REGULAR SESSION AND RECONVENE IN EXECUTIVE SESSION PURSUANT TO PUBLIC OFFICERS' LAW, ARTICLE 7§ 105.1.A. MATTERS WHICH WILL IMPERIL THE PUBLIC SAFETY IF DISCLOSED AND 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. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0. (MR. McALLISTER ABSENT FOR VOTE)

MOTION: PRESENTING A LOCAL LAW SETTING THE ANNUAL SALARY OF THE DISTRICT ATTORNEY COMMENCING JANUARY 1, 2016, AT \$174,000 ANNUALLY PLUS A VEHICLE STIPEND, MADE BY MR. SCHU. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0. (MR. McALLISTER ABSENT FOR VOTE) Resolution Required.

MOTION: REAPPOINTING BRENDA K. MORI AS THE CLERK OF THE LEGISLATURE FOR A FIVE-YEAR TERM COMMENCING JANUARY 1, 2016, MADE BY MR. SCHU. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0. (MR. McALLISTER ABSENT FOR VOTE) Resolution Required.

MOTION: REAPPOINTING ALAN REED AS THE COUNTY ATTORNEY FOR A FIVE-YEAR TERM COMMENCING JANUARY 1, 2016, MADE BY MR. SCHU. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0. (MR. McALLISTER ABSENT FOR VOTE) Resolution Required.

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. (MR. McALLISTER ABSENT FOR VOTE)

MOTION: TO ADJOURN MADE BY MR. VAN ETTEN. SECONDED BY MR. SCHU. 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, December 8, 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, December 1, 2015.**

STEBEN COUNTY ADMINISTRATION COMMITTEE

Tuesday, December 8, 2015

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

STAFF: Jack K. Wheeler Shawn Corey Alan Reed
Brenda Mori Vicki Olin Kelly Penziul
Jennifer Mac Phail Wendy Flaitz Nancy Smith
Darlene Smith Andy Morse

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

ABSENT: Lawrence P. Crossett, Vice Chair Scott J. Van Etten

OTHERS: Mary Perham

I. CALL TO ORDER

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

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE NOVEMBER 10, 2015, MEETING MADE BY MRS. FERRATELLA. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

III. DEPARTMENT REQUESTS

A. Personnel

1. **Workplace Violence Prevention Training** – Ms. Smith requested authorization to contract with Family Service Society to provide fifteen sessions of Workplace Violence Prevention training. The rate is \$75 per hour and the total cost is \$3,000. She stated that she has money available in her budget for this.

MOTION: AUTHORIZING THE PERSONNEL OFFICER TO CONTRACT WITH FAMILY SERVICE SOCIETY TO PROVIDE FIFTEEN SESSIONS OF WORKPLACE VIOLENCE PREVENTION TRAINING AT A RATE OF \$75.00 PER HOUR, FOR A TOTAL COST OF \$3,000 MADE BY MRS. FERRATELLA. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

2. **EAP Contract** – Ms. Smith stated they currently have a contract with Family Service Society to provide EAP services to employees and we pay them \$11,000 annually. She requested authorization to put out a request for proposal for these services.

MOTION: AUTHORIZING THE PERSONNEL OFFICER, IN CONJUNCTION WITH THE PURCHASING DIRECTOR, TO PUT OUT A REQUEST FOR PROPOSAL FOR THE PROVISION OF EAP SERVICES TO COUNTY EMPLOYEES MADE BY MR. SCHU. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

3. **Reclassification – Public Health** – Nancy Smith stated that due to the reorganization of the department and reviewing desk audits, she is recommending reclassifying two positions within the Public Health department. The first is the reclassification of an Account Clerk-Typist, Grade VI, position to a Senior Account Clerk-Typist, Grade X. This reclassification will allow the position to perform more supervisory duties. The overall cost difference is about \$1,500 - \$1,800. The second is the reclassification of an Account Clerk-Typist, Grade VI to a Senior Clerk, Grade VI, which is a lateral reclassification. Ms. Smith commented the first reclassification will require a resolution since it is an upwards reclassification.

MOTION: AUTHORIZING THE RECLASSIFICATION OF AN ACCOUNT CLERK-TYPIST, GRADE VI POSITION TO A SENIOR ACCOUNT CLERK-TYPIST, GRADE X POSITION WITHIN THE PUBLIC HEALTH DEPARTMENT MADE BY MRS. FERRATELLA. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 3-0. Resolution Required.

MOTION: AUTHORIZING THE RECLASSIFICATION OF AN ACCOUNT CLERK-TYPIST, GRADE VI POSITION TO A SENIOR CLERK, GRADE VI POSITION WITHIN THE PUBLIC HEALTH DEPARTMENT MADE BY MR. SCHU. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

B. County Clerk

1. **Cott System Contract Extension** – Mrs. Mac Phail informed the committee that they are at the end of three-year contract with Cott. She requested authorization to extend the contract for one year. Mr. Wheeler explained we looked at the cost difference and it is very minimal. It is in our favor to extend for one year.

Mr. Schu asked are we looking at different programs? Mr. Wheeler replied we had looked and doing a one-year extension gives us the flexibility to continue looking. Mrs. Ferratella asked has the system not improved? Mrs. Mac Phail replied not tremendously. They did an upgrade, but we still have numerous help calls. Mr. Weaver asked how much is the contract? Mr. Wheeler replied the maintenance costs are \$1,880 per month. The system does work and Information Technology has been involved. A new system would cost hundreds of thousands of dollars. Discussion followed.

MOTION: AUTHORIZING THE COUNTY CLERK TO EXTEND THE CONTRACT WITH COTT SYSTEMS FOR MAINTENANCE FOR ONE YEAR AT A RATE OF \$1,880 PER MONTH MADE BY MR. McALLISTER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

C. Real Property Tax Service Agency

1. **Review of Completed Report of % Change with 2016 County Budget Included** – Mrs. Flaitz distributed the completed report of percent change with the 2016 County Budget included. The Town of Campbell's share increased 17.98 percent due to their revaluation project. She commented that for those municipalities who choose not to do anything with their revaluation, their rates also increase. Discussion followed.

D. Law Department

1. **Approval of Boundary Line Agreement** – Mr. Corey informed the committee there is a concern over where one of four boundary lines are located on a parcel that is up for sale on State Route 414 in the Town of Corning. In the 1920's the County held title to a neighboring parcel for highway purposes, prior to the State doing their own takings. We have contacted the New York State Department of Transportation and they have determined there is no encroachment and there may be no need to do anything. We are currently determining how to proceed.

Mr. Reed commented if the State is saying that the original survey was correct, then there is no interest in the County trying to extend the boundary. However, this may have a bad implication on the other end. He requested authorization to prepare a boundary line agreement if necessary.

Mrs. Ferratella stated that she would be abstaining, as her son is an interested party. Mr. Hauryski stated that he would vote on this issue.

MOTION: AUTHORIZING THE LAW DEPARTMENT TO PREPARE A BOUNDARY LINE AGREEMENT IF NECESSARY RELATIVE TO A PARCEL LOCATED ON ROUTE 414 IN THE TOWN OF CORNING MADE BY MR. SCHU. SECONDED BY MR. HAURYSKI. ALL BEING IN FAVOR. MOTION CARRIES 3-0-1. (MRS. FERRATELLA ABSTAINED AS HER SON IS AN INTERESTED PARTY)

E. County Manager

1. **Contract Renewal** – Mr. Wheeler requested authorization to renew the contract with Securitas to provide building security during off hours and holidays. The rate is \$23.05 per hour and is subject to prevailing wage. We have budgeted \$211,000 for this. He stated that we are reimbursed by the State and the Department of Social Services, so the local cost is \$35,000.

MOTION: AUTHORIZING THE COUNTY MANAGER TO RENEW THE CONTRACT WITH SECURITAS TO PROVIDE BUILDING SECURITY AT A RATE OF \$23.05 PER HOUR MADE BY MRS. FERRATELLA. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

2. **Legal Services RFP** – Mr. Wheeler informed the committee that he has had conversations with the Personnel Officer and the County Attorney about getting assistance in handling labor related issues. Our team does a good job, however, there are times when it is necessary to contract with independent firms to assist with investigations. Typically, we spend about \$10,000 per year. He requested authorization to put out a request for proposal for legal services. We would be looking for a retainer fee agreement with a law firm to provide guidance and investigative services. Additionally, we would look to them to provide training for our supervisors. He stated Ms. Smith does a good job of putting together the trainings, but could use more supervisory training. We also would be looking for assistance with contract negotiations.

Mr. Reed explained he has met with Mr. Morse and they have determined that they will need to put out a formal request for proposals. He has put together a draft that includes consultative/advisory services on labor matters, Human Rights Law, ADA Law, Family Medical Leave Act, bargaining unit negotiations, contract administration and enforcement and improper practices.

Mr. McAllister asked will this be a full retainer or an hourly rate? Mr. Reed replied it will be both. It will be a retainer and then we will ask them to provide an hourly rate for work outside the scope of services. Mr. Wheeler stated 99 percent of the work will be based on retainer. It would take something very extraordinary to go beyond that. Mr. Schu asked who has been doing this work? Mr. Reed replied mostly our office. We have had assistance from the Philips Lytle and Roemer firms. Mrs. Ferratella asked it seems as though some firms have a particular specialty. Mr. Wheeler stated he believes we will get a good pool of applicants.

MOTION: AUTHORIZING THE COUNTY ATTORNEY, IN CONJUNCTION WITH THE PURCHASING DIRECTOR, TO ISSUE A REQUEST FOR PROPOSAL FOR LEGAL SERVICES MADE BY MRS. FERRATELLA. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

3. **County Office Building Fiber** – Mr. Wheeler stated that he wanted to provide the committee with an update on the fiber project. The backbone of the project is constructed. We want to optimize and connect our facilities and are working with the vendor on that. We were hoping to have a completed estimate today. They are working on the estimates for the electronics and to build the fiber runs to connect the buildings. We have been working with ECC and need to clarify who we will be contracting with to get this done. We also are looking to contract directly with the Southern Tier Network for the last mile of the fiber build. The cost is reasonable and we hope to realize some efficiencies.

V. **OTHER BUSINESS**

A. *Recognition of Outgoing Legislator* – Mr. Hauryski stated that this is Mr. McAllister’s last official meeting as Chairman of the Administration Committee. He thanked Mr. McAllister personally as a friend, as well as a colleague. He is very proud of, and pleased with his performance on the board. Mr. McAllister thanked Mr. Hauryski for his confidence in him and for putting him in this position. It has been a pleasure working with everyone involved.

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

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

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

**Tuesday, January 12, 2016.
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 6, 2016.**