

STEBEN COUNTY ADMINISTRATION COMMITTEE

Tuesday, January 10, 2017

9:00 a.m.

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

****MINUTES****

COMMITTEE: Brian C. Schu, Chair Scott J. Van Etten, Vice Chair Carol A. Ferratella
Hilda T. Lando

STAFF: Jack K. Wheeler Mitchell Alger Scott Sprague
Alan Reed Jennifer Prossick Ken Peaslee
Brenda Mori Jennifer MacPhail Judy Hunter
Nate Alderman Wendy Jordan

LEGISLATORS: Joseph J. Hauryski Kelly H. Fitzpatrick K. Michael Hanna
John V. Malter Gary B. Roush

ABSENT: Robin K. Lattimer

OTHERS: Mary Perham

I. CALL TO ORDER

Mr. Schu 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 DECEMBER 13, 2016, MEETING MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

III. DEPARTMENT REQUESTS

A. Risk Manager

1. **Property/Casualty Insurance Renewal** – Mr. Sprague informed the committee that they have a contract with Rose & Kiernan to provide property and casualty insurance coverage. The contract is for five years and requires a yearly renewal. He requested authorization to renew the insurance coverage for 2017 for a total cost of \$304,351.35. Mr. Sprague stated the premiums are going down as we paid \$320,543 in 2015 and \$307,920 in 2016. Within the next few months, we will be looking to put out an RFP for broker services.

Mr. Van Etten asked does this insurance cover all our properties? Mr. Sprague replied the insurance covers all property locations, all vehicles, all equipment and liability coverage.

MOTION: AUTHORIZING THE RISK MANAGER TO RENEW THE PROPERTY AND CASUALTY INSURANCE COVERAGE FOR 2017 WITH ROSE & KIERNAN FOR A TOTAL COST OF \$304,351.35 MADE BY MR. VAN ETTEN. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

2. **PERMA Contract Renewal** – Mr. Sprague stated we have a contract with PERMA as our workers compensation carrier. This is a five-year contract with annual renewals. He requested authorization to renew the contract for 2017 with the County’s contribution being \$665,117 and the NYS WC assessment cost of \$136,498. In 2015 our contribution was \$659,400 with a NYS WC assessment cost of \$178,000. We are working

hard with PERMA to keep our losses down and we have saved quite a bit of money. In 2012 our deductible was \$750,000 and now it is down to \$500,000. We anticipate next year that it will be well under \$500,000.

Mr. Hanna asked are you still doing training with the towns? Mr. Sprague replied yes and we are planning to do more. The towns have been very responsive to this.

MOTION: AUTHORIZING THE RISK MANAGER TO RENEW THE CONTRACT WITH PERMA FOR \$665,117 MADE BY MRS. LANDO. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

B. Personnel

1. **Reclassification – Information Technology** – Mr. Alderman requested authorization to reclassify a vacant Computer Programmer position, Grade XIII, to a Computer Systems Analyst position, Grade XV, in the Information Technology Department. They reviewed the duties of a Computer Programmer and found them to be more appropriate for a Computer Systems Analyst. The range is \$39,510 - \$55,777.

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

C. County Clerk

1. **Awarding RFP for Integrated County Clerk Records Management System** – Mrs. Hunter stated they issued the RFP and emailed the results to the committee for review. Mr. Wheeler stated the responses back were not as plentiful as we had hoped, but after review, we are comfortable with making a recommendation. The proposals were reviewed by a large group including the Law Department and Information Technology.

Mr. Van Etten stated the handout shows two columns; year one and total contract. What is the length of the contract? Mrs. Hunter replied 5 years. Mr. Wheeler commented with IQS the price per year does not change. Cott did not respond appropriately to the RFP as they just sent in their renewal documents. If you awarded to Cott, we would still need IQS to continue to operate the pistol permit system. Mr. Wheeler stated changing systems is never an easy conversation to have. Based on the cost differential, if you go with IQS, there would be an annual increase of \$15,000 over what we currently pay. We also would need to spend up to \$8,000 to purchase a server and potentially a few label printers. With IQS, we have the experience of other counties, along with our own in using pistol permit system.

Mr. Malter asked what will be the total cost? Mr. Van Etten replied \$295,660 for five years. Mr. Schu asked what alternative systems are there? Mr. Wheeler replied we only received responses from Cott and IQS. Mr. Van Etten asked who else is using IQS? Mrs. MacPhail replied there are 27 counties currently using IQS, including Allegany, Cattaraugus, Niagara and Chautauqua. Mr. Van Etten asked Mr. Alger about Allegany County's experience. Mr. Alger replied it is a pretty good product and worked well.

Mr. Van Etten stated that he talked to Mr. Wheeler about this last week. A number of us here last year heard from Mark Alger that switching over would be a \$500,000 undertaking and a huge task. He stated that is why he was always against it. It seems as though IQS has a good record of conversions and that it should not be a problem. Mrs. Hunter commented IQS has indicated that they could convert our system within a month. She stated that IQS most recently converted Jefferson County from the Cott system and everything went smoothly.

Mrs. Lando asked will there be training? Mrs. Hunter replied there will be unlimited training. Mrs. Lando asked is IQS hosting the data? Mr. Peaslee replied the data will be on site and will be shipped to IQS on a nightly basis so they can put it up on the web. Mrs. Hunter stated that when we do go to the web, IQS will maintain everything.

MOTION: AWARDING THE RFP FOR AN INTEGRATED COUNTY CLERK RECORDS MANAGEMENT SYSTEM TO IQS INTEGRATED SYSTEMS FOR A TOTAL COST OF \$295,660 FOR FIVE YEARS MADE BY MRS. FERRATELLA. SECONDED BY MRS. LANDO FOR DISCUSSION.

Mr. Van Etten stated we are voting to award the RFP to a bidder that has the highest cost. Mr. Wheeler explained this is an RFP and not a bid, so we can take into consideration experience, references and customization of our needs. Taking all of those factors into consideration, the award points to IQS. We have a good rationale, and documentable basis for our choice. Mrs. Lando asked when will the next system start? Mr. Wheeler replied once the contract documents are finalized, they will be able to start. Most likely it will be the beginning of February. Mrs. Lando asked when does the current contract with Cott expire? Mrs. Hunter replied the Cott contract expires January 31, 2017.

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

2. **Pistol Permit Recertification** – Mr. Van Etten stated that he just recently learned about the recertification process and found the link on the website. Is there any other way that we should disseminate this information to pistol permit holders. How many people in the County have pistol permits? Mrs. Hunter replied it is a huge number; at least 15,000. We received information that the New York State Police started sending out letters on January 3, 2017. Anyone that received their pistol permit prior to January 15, 2013 is required to recertify. However, if a person had a change of address and did not do an amendment, they will not receive a letter. Individuals have until January 2018 to recertify. Individuals can recertify on the state's website. For those that do not have access to the internet, we are making copies of the applications and those will be available on site at our office.

Mrs. Lando asked what happens if you do not recertify? Mrs. Hunter replied they say the pistol permit will be revoked, but the question is who will be doing the revocation. Mr. Van Etten stated there also is no fee to recertify. Mr. Malter asked what is the criteria for having to recertify? Mr. Wheeler replied all individuals who received a pistol permit prior to January 15, 2013 will need to recertify. Mr. Peaslee stated we can also put a link on the main County webpage.

D. County Manager

1. **Fleet Management RFP** – Mr. Alger reviewed the summary of responses relative to the Fleet Management RFP. In our motor pool, we currently have nine vehicles which on average are about eight years old and have 100,000 miles. We received three responses to the RFP. The least costly and most responsive was received from Enterprise Fleet Management. Mr. Alger stated currently our process is we purchase two new vehicles per year and spend about \$40,000 and then an additional \$20,000 annually on maintenance for the entire fleet. If we go with Enterprise, we will get nine new vehicles and spend \$41,000. He would not recommend pursuing the maintenance option as Public Works does a good job with that aspect. Using fleet management, we will go from spending \$60,000 per year to \$41,000 per year, plus we will have newer vehicles and less maintenance costs.

Mrs. Lando asked can we do maintenance on a leased vehicle? Mr. Wheeler replied yes. We would be doing basic oil changes, tire rotations and other similar general maintenance. Enterprise will work with us to determine resale value of our vehicles. Currently, we only have the County auction to sell our vehicles. If we want Enterprise to sell our vehicles, we would pay them approximately \$400 per vehicle. There are many counties who use Enterprise. Chemung County uses Enterprise for their Public Works light duty vehicles and they have had a really good experience. Mrs. Ferratella asked if the vehicles are new, are they under a manufacturer's warranty? Mr. Wheeler replied yes. Mrs. Lando asked who carries the auto insurance? Mr. Wheeler replied we do.

Mr. Schu asked what is the term of the contract? Mr. Alger replied it is one year with an option to renew. They refer to it as an open-ended lease. Mrs. Ferratella asked will they keep the current motor pool fleet in service? Mr. Wheeler replied it depends. The ones that have more value, we would have Enterprise take to a private

auction. Mrs. Lando asked when will this start? Mr. Wheeler replied when we get the contract finalized. This should be up and running within a few weeks. We should see some vehicle turnover within a month.

MOTION: AWARDING THE RFP FOR FLEET LEASING AND MANAGEMENT SERVICES TO ENTERPRISE FLEET MANAGEMENT FOR AN ANNUAL COST OF \$41,671.56 MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA FOR DISCUSSION.

Mrs. Lando asked what happens if we don't like the arrangement? Mr. Wheeler replied we could purchase the vehicles from Enterprise at market rate, or dispose of them all. It would not be easy to extract ourselves from the contract, but we could do it over a period of time.

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

2. **Conflict Defender** – Mr. Wheeler stated when we created the Conflict Defender Office, we created two part-time positions. We currently have a vacancy in the part-time Assistant Conflict Defender position. In the course of discussion with Mr. Roche, we felt that we may get more benefit out of making the Conflict Defender position full-time. The Conflict Defender, Brenda Aston, is currently paid part-time but receives full-time benefits. The new salary would be \$75,000. By moving this to a full-time position, she will be able to assume a larger number of felony cases. We currently are receiving \$71,000 in State grant reimbursement, with the potential to receive more. Ms. Aston is willing to remain with us and has indicated she is willing to give up her private practice. We also have located some space in the Corning Courthouse until the new building is constructed.

MOTION: AUTHORIZING THE RECLASSIFICATION OF THE PART-TIME CONFLICT DEFENDER POSITION TO FULL-TIME MADE BY MRS. FERRATELLA. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

3. **Public Relations Services Contract Renewal** – Mr. Wheeler stated that we currently contract with Mary Perham for these services. The original contract term expires in June, but he is doing it sooner so that it follows the calendar year. He is recommending increasing the contract from \$18,000 to \$20,000. Ms. Perham is doing a great job. Mrs. Ferratella commented that Ms. Perham is out attending various functions. Mr. Wheeler stated there has been a lot of activity on the County's Facebook page.

MOTION: AUTHORIZING THE COUNTY MANAGER TO RENEW THE CONTRACT WITH MARY PERHAM TO PROVIDE PUBLIC RELATIONS SERVICES FOR AN ANNUAL COST NOT TO EXCEED \$20,000 MADE BY MR. VAN ETTEN. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

V. OTHER BUSINESS

A. *Goals* – Mr. Hauryski stated that he is working on goals for the coming year. He asked this committee to come up with at least one goal they would like to see achieved this year that will improve county government. Next month Mr. Wheeler will ask you for that goal. Mr. Van Etten replied the goal for the Finance Committee would be fixing the sales tax issue with the towns.

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 4-0.

MOTION: AUTHORIZING THE COUNTY ATTORNEY TO SERVE AS HEARING OFFICER FOR THE CITY OF CANANDAIGUA FOR UP TO THREE DAYS IN EXCHANGE FOR SIMILAR SERVICE MADE BY MRS. LANDO. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

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

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

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

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

**Tuesday, February 14, 2017
Legislative Committee Room
9:00 a.m.**

**Please send agenda items to the Clerk of the Legislature's Office
NO LATER THAN NOON
Wednesday, February 8, 2017.**

STEBEN COUNTY ADMINISTRATION COMMITTEE

Tuesday, February 14, 2017

9:00 a.m.

Legislative Chambers

Steuben County Office Building

Bath, New York

****MINUTES****

COMMITTEE: Brian C. Schu, Chair Scott J. Van Etten, Vice Chair Carol A. Ferratella
Hilda T. Lando

STAFF: Jack K. Wheeler Mitchell Alger Ken Peaslee
Jennifer Prossick Wendy Jordan Jim Gallagher
Kelly Penziul Vicki Olin Alan Reed
Nate Alderman Judy Hunter

LEGISLATORS: Joseph J. Hauryski K. Michael Hanna John V. Malter
Gary B. Roush

OTHERS: Youth In Government Interns

I. CALL TO ORDER

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

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE JANUARY 10, 2017, MEETING MADE BY MRS. FERRATELLA. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

III. DEPARTMENT REQUESTS

A. Purchasing

1. **Quarterly Copy Paper Bid Award** – Mr. Morse informed the committee that they received one bid from Contract Paper Group. He recommended awarding to Contract Paper Group for \$24.37 per case.

MOTION: AWARDING THE QUARTERLY COPY PAPER BID TO CONTRACT PAPER GROUP AT A COST OF \$24.37 PER CASE MADE BY MR. VAN ETTEN. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

2. **Authorization to Purchase Finisher for Mental Health Copier** – Mr. Morse requested authorization to purchase a finisher for the copier at Mental Health. The total cost is \$832.40 and he has money available in the Copier Capital Project.

MOTION: AUTHORIZING THE PURCHASING DIRECTOR TO PURCHASE A FINISHER FOR THE MENTAL HEALTH COPIER OUT OF THE COPIER CAPITAL PROJECT FOR A TOTAL COST OF \$832.40 MADE BY MRS. FERRATELLA. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

3. **Authorization to Bid** – Mr. Morse requested authorization to put out bids for custodial paper products, polyethylene bags, stationery supplies and copy paper.

MOTION: AUTHORIZING THE PURCHASING DIRECTOR TO SOLICIT BIDS FOR CUSTODIAL PAPER PRODUCTS, POLYETHYLENE BAGS, STATIONERY SUPPLIES, AND COPY PAPER MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

Mrs. Ferratella commented that she would like to emphasize that the towns are eligible to purchase office supplies from our bid. She encouraged the Legislators to pass that information to their towns. Mrs. Lando asked can a notice be sent to all of the towns? Mr. Morse replied we do have a list of supplies that are available for purchase by the towns. We also have a system that allows outside agencies, on a limited basis, to order items that we do not stock.

B. County Manager

1. **Finance Mission Statement** – Mr. Wheeler distributed the Finance Office Mission Statement for information.

2. **NYSAC Update** – Mr. Wheeler informed the committee that one of the topics discussed at the NYSAC conference was the Governor’s proposal for shared services. The Governor talks as though we do not share services. The Governor’s plan is for the County to convene a meeting with the municipalities to discuss shared services. Mr. Wheeler stated that what he has seen in writing so far has been very vague. Under the proposal, the County and the municipalities will need to come up with a plan that will be placed before the voters in the Fall in the form of a referendum. We will need to adopt a plan by August 1st. The Governor also wants to give the Chief Executive Officer the authority to add things to the plan, even if the municipalities do not agree. This puts us in the position where we are now the State and could mandate things to the municipalities. Mr. Wheeler stated we want to maintain our relationship with the municipalities and not force things upon them that would not jointly work for us. The Governor is also proposing that unless the State Legislature passes a consolidation plan, that the funding that the municipalities receive will not be distributed. The State Legislature has been pushing back. Everyone is for shared services, and it is not a bad idea to meet with the municipalities and talk about what we can do.

Mr. Schu asked is the next step to consolidate or eliminate governments? Mr. Wheeler replied that is what the Governor is trying to force. There have been a handful of successful consolidations throughout the State, with many more voted down. Mrs. Lando commented the goal is to reduce taxes so that we are not the highest taxed State, but there has been no discussion on reducing mandates. Mr. Wheeler stated 92 percent of county property taxes pay for 9 State mandates. The Governor has made the argument that he has mandates as well. The State needs to assume some of the cost of their programs, or eliminate them.

V. **OTHER BUSINESS**

A. *Early Voting* – Mr. Hauryski asked for an update on proposed early voting. Mrs. Olin replied there was a recent bill in the Senate which had reduced some of the requirements that they had originally come out with. They want early voting open 7 days prior to the election. Early voting would start 10 days prior to the election and run until the following Saturday. For every 50,000 voters you have, you have to have 1 poll site open. You have the ability to open more if you want, but are not required to. The maximum number of early voting sites is 7. Mrs. Olin stated if we had to do early voting, we would do it within our office and that would reduce the costs of needing election inspectors and other related expenses. If this bill passes, we will need to go to electronic poll books in order to stay on top of the voting every day. By going to electronic poll books, you would eliminate the cost of the ballots. With the primary dates that are not combined, if you have a year like this year, there will be 4 elections and 4 early sessions. We are looking to see if they will combine the primary dates. Mrs. Olin stated the State is also pushing for same day registration and that opens us up to fraud. We will not have a way to check drivers’ licenses or Social Security numbers to determine if a voter is already registered somewhere else, or if they are even a resident.

Mr. Hauryski asked about the schools contracting with the County for the use of our voting machines. Mrs. Olin replied last year we did a pilot program with the City of Corning and Bath. We also have had some interest from Canisteo and the City of Hornell. She does not know how many others may reach out to us to do this.

B. *DMV Revenue* – Mrs. Hunter informed the committee that last Thursday they received information that a bill to increase the County share of DMV revenues from 12.7 percent to 25 percent has been introduced in both the Senate and the Assembly. She requested a memorializing resolution urging support of this bill.

Mr. Malter asked how much additional revenue would this generate? Mrs. Hunter replied it would double the revenue, but she does not have an actual figure. Mr. Wheeler stated conservatively, we would be looking at hundreds of thousand of dollars.

Mrs. Ferratella asked have you been doing public relations to urge residents to renew their licenses locally? Mrs. Hunter replied we did a series of radio ads from August to December last year and staff in all three locations did notice an increase. We will continue to advertise. Mr. Wheeler stated we have also utilized Facebook and the County newsletter. Additionally, there is a message on the back of the tax bills.

MOTION: MEMORIALIZING THE GOVERNOR AND STATE LEGISLATURE TO INCREASE THE COUNTY SHARE OF DMV REVENUES FROM 12.7 PERCENT TO 25 PERCENT MADE BY MRS. LANDO. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.

C. *County Clerk IQS System* – Mrs. Lando asked how the new system is working? Mrs. Hunter replied they are currently in training. Next week is our go live date and the conversion has been completed.

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 MADE BY MR. VAN ETTEN. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

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

MOTION: AUTHORIZING THE DIRECTOR OF INFORMATION TECHNOLOGY TO PURCHASE ANTI-VIRUS, MALWARE AND INTERCEPT X SOFTWARE, INCLUDING AN IN-HOUSE ANTI-PHISHING TRAINING COMPONENT FROM SOPHOS FOR A THREE YEAR TOTAL COST OF \$47,515.29 MADE BY MRS. LANDO. SECONDED BY MRS. FERRATELLA. 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, March 14, 2017
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 8, 2017.**

STEBEN COUNTY ADMINISTRATION COMMITTEE

Tuesday, March 21, 2017

9:00 a.m.

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

****MINUTES****

COMMITTEE:	Brian C. Schu, Chair Robin K. Lattimer	Scott J. Van Etten, Vice Chair	Carol A. Feratella
STAFF:	Jack K. Wheeler Kelly Penziul Andy Morse	Mitchell Alger Alan Reed Nate Alderman	Vicki Olin Jennifer Prossick Judy Hunter
LEGISLATORS:	Joseph J. Hauryski Gary B. Roush	Kelly H. Fitzpatrick Gary D. Swackhamer	John V. Malter
ABSENT:	Hilda T. Lando		
OTHERS:	Mary Perham		

I. CALL TO ORDER

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

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE FEBRUARY 14, 2017, MEETING MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

III. DEPARTMENTAL REQUESTS

A. Law Department

1. **Contract Renewal – Barclay Damon** – Mr. Reed requested authorization to extend the contract with Barclay Damon under the same terms and conditions. He also requested authorization to include three, one-year renewals as long as the rates remain the same. He commented that Barclay Damon handles some of our tort claims.

MOTION: AUTHORIZING THE COUNTY ATTORNEY TO EXTEND THE CONTRACT WITH BARCLAY DAMON UNDER THE SAME TERMS AND CONDITIONS FOR AN ADDITIONAL YEAR, WITH THE OPTION FOR THREE, ONE-YEAR RENEWALS MADE BY MS. LATTIMER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

2. **Sheriff's Indemnification** – Mr. Reed explained presently the State statute does not list the Sheriff as one of the officers under the indemnification resolution from the County. The language was removed in 1989, but the statute did not change. However, there is recent case law that allows counties to indemnify Sheriffs. We do have insurance coverage for the actions of the Sheriff, but it does not provide indemnification. He requested authorization to present a local law to identify the Sheriff as one of the officers recognized for indemnification. This will put the Sheriff and the County on notice if there is a contemplated suit against the Sheriff or the County.

MOTION: PROVIDING INDEMNIFICATION FOR THE STEUBEN COUNTY SHERIFF MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. FOR DISCUSSION.

Mr. Reed clarified, if the actions of a Sheriff are outside of the scope of what we have defined, then we do not have to provide indemnification. Mr. Van Etten asked will this cover all future Sheriff's, or will we have to do this each time? Mr. Reed replied it covers the office.

Ms. Lattimer asked is there a downside to doing this? Mr. Reed replied there is only one, which is relative to the technicality of having the right to have notice of a claim filed within the first 90 days of an incident. With this indemnification, it extends the time from one year to one year, 90 days.

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

B. Elections

1. **Contract Renewal – NTS Data Services** – Mrs. Olin requested authorization to renew their contract with NTS Data Services for five years. There is an increase of \$2,943 from the previous contract; all other terms and conditions remain the same. We do have money in the budget to cover the increase.

Mr. Van Etten asked are there other software options? Mrs. Olin replied there is only one other vendor, ES&S, however, usually in order to use that software you need to have the ES&S voting machines. Mr. Van Etten asked what is the annual cost? Mrs. Olin replied the annual cost is \$34,925.

MOTION: AUTHORIZING THE BOARD OF ELECTIONS TO RENEW THE CONTRACT WITH NTS DATA SERVICES FOR FIVE YEARS AT A COST OF \$34,925 PER YEAR FOR FIVE YEARS MADE BY MR. VAN ETTEN. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

2. **School Contract** – Mrs. Olin informed the committee that last year a couple of schools, Bath and Corning-Painted Post, came and asked to use our voting machines for their elections. We agreed because we want to form a good working relationship with the schools and we also want everyone to vote the same way, every time. Those contracts worked very well. We are not allowed to charge the districts for the use of the machines since federal funds were used to purchase them. However, we can charge for supplies and other incidentals. Last year the Bath School District paid \$210 and the Corning-Painted Post School District paid us \$720. We have now received requests from Addison, Canisteo-Greenwood, Hornell and Avoca to use our machines.

Mr. Wheeler commented we want to be compensated for our time and costs, and this strikes a good balance.

Mr. Schu asked do we provide staff? Mrs. Olin replied we only provide the equipment. They have to use our inspectors and those individuals are paid directly by the school. We do ballot design for them and they have to use a printer of our choice and pay for the ballot printing. We do the delivery and upkeep of the machines. We will charge for gas and staff time to do that.

Mr. Van Etten asked is there a requirement that the machines be kept in a secure location? Are the schools responsible for that? Mrs. Penziul replied the schools are required to secure the machines while they are in their possession. We usually deliver the machines the day prior.

Mrs. Ferratella asked do the schools have to use our machines? Mrs. Olin replied they can do paper ballots; however, they cannot use the lever machines. Mrs. Ferratella commented that is very inexpensive for the schools. Mrs. Olin commented last year we charged \$50.00 per machine, all-inclusive. This year we have increased that to \$100 per machine. Mr. Schu commented if that is covering our costs then we are providing the service at cost.

Mr. Van Etten asked what are the options for the schools if we opt not to contract with them? Mrs. Olin replied they would have to do paper ballots and hand count, or they would need to purchase their own machines.

MOTION: AUTHORIZING THE BOARD OF ELECTIONS TO ENTER INTO ELECTION SERVICES AGREEMENTS WITH THE SCHOOL DISTRICTS MADE BY MS. LATTIMER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

3. **Machine Warranty Extension** – Mrs. Olin stated three years ago we did an extended warranty for the voting machines and that warranty expired December 31, 2016. The warranty is with Dominion and they provided a three-year extension or a five-year extension. We have money in our budget to cover the three-year extension which totals \$78,097.50.

Mr. Malter asked what is the useful life of the voting machines? Mrs. Olin replied we have had the machines for nine years and some would say that maybe we would get a couple more years. Mr. Van Etten asked what goes wrong with the machines? Mr. Wheeler replied they are essentially rolling computers and could experience wear and tear.

Mr. Van Etten asked why extend the warranty if we will be purchasing new machines in the future? Mr. Wheeler replied the three-year extension gives you time to save money toward the purchase of new machines.

Mrs. Ferratella asked is the cost of the machines going down? Mrs. Olin replied no. Mr. Malter asked do you have any backup machines? Mrs. Oline replied yes and we have had to use them. She stated the cost of a new BMD is \$11,500 and the scanner only is \$8,500. Then you have to purchase all of the attachments.

Mr. Van Etten asked do any of the new machines have touch screen voting? Mrs. Olin replied ES&S has a model that is somewhat of a touch screen. She will look into that further. We are open to looking at another company, but the question is do we purchase for all sites, or mix and match? Mr. Van Etten commented it would be interesting to know if you would save money by going with the touch screens.

MOTION: AUTHORIZING THE BOARD OF ELECTIONS TO ENTER INTO AN AGREEMENT WITH DOMINION FOR A THREE-YEAR EXTENDED WARRANTY FOR 60 BMD MACHINES AND 9 SCANNER ONLY MACHINES FOR A TOTAL THREE YEAR COST OF \$78,097.50 MADE BY MS. LATTIMER. MOTION FAILS DUE TO A LACK OF A SECOND.

Mr. Van Etten commented for a difference of \$22,000 per year for two additional years, it would be better to look at the five-year extended warranty. Mr. Wheeler commented that if you go with the five year warranty, we will need to fund the additional cost out of the Contingent Fund.

MOTION: AUTHORIZING THE BOARD OF ELECTIONS TO ENTER INTO AN AGREEMENT WITH DOMINION FOR A FIVE-YEAR EXTENDED WARRANTY FOR 60 BMD MACHINES AND 9 SCANNER ONLY MACHINES FOR A TOTAL FIVE YEAR COST OF \$122,931.25 MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

C. Purchasing

1. **Bid Awards – Custodial Paper Products, Stationery Supplies and Polyethylene Bags** – Mr. Morse requested authorization to award the bids for Custodial Paper Products, Stationery Supplies and Polyethylene Bags to the low bidder on a line item basis.

MOTION: AWARDING THE BID FOR POLYETHYLENE BAGS TO THE FOLLOWING BIDDERS ON A LINE ITEM BASIS: CENTRAL POLY AND INTERBOROR; AWARDING THE BID FOR CUSTODIAL PAPER PRODUCTS TO THE FOLLOWING BIDDERS ON A LINE ITEM BASIS: CENTRAL POLY, VENDOR ECONOMY PRODUCTS, SANICO, AND VASCO; AWARDING THE BID FOR STATIONERY SUPPLIES TO THE FOLLOWING BIDDERS ON A LINE ITEM BASIS: EATON AND STANDARD MADE BY MRS. FERRATELLA. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

2. **GST BOCES Printing Contract Renewal** – Mr. Morse requested authorization to renew the contract with GST BOCES for printing services under the same terms and conditions.

MOTION: AUTHORIZING THE PURCHASING DIRECTOR TO RENEW THE CONTRACT WITH GST BOCES FOR PRINTING SERVICES UNDER THE SAME TERMS AND CONDITIONS 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.D. DISCUSSIONS REGARDING PROPOSED, PENDING, OR CURRENT LITIGATION MADE BY MS. LATTIMER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

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

V. OTHER BUSINESS

A. *Cyber Security Presentation* – Mr. Van Etten commented that he is asking a contact at Corning, Inc., if they would be willing to come in and give a presentation on Cyber Security and how they are addressing those issues.

MOTION: TO ADJOURN MADE BY MS. LATTIMER. 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 11, 2017
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 5, 2017.**