

STEBEN COUNTY ADMINISTRATION COMMITTEE

Tuesday, April 12, 2016

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 Hilda T. Lando
Carol A. Ferratella

STAFF: Jack Wheeler Mitchell Alger Patty Baroody
Ken Peaslee Scott Sprague Wendy Flaitz
Brenda Mori Andy Morse Pat Donnelly
Judy Hunter Shawn Corey Nancy Smith
Alan Reed

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

ABSENT: Robin K. Lattimer

I. CALL TO ORDER

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

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE MARCH 8, 2016, MEETING MADE BY MRS. FERRATELLA. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

III. DEPARTMENT REQUESTS

A. Purchasing

1. **Purchase of Fax Board for Central Copier** – Mr. Morse informed the committee that the fax machine they used no longer is functional. To replace that machine would cost between \$700 - \$750. If we purchase a fax board for the central copier, the cost would be \$518.40 and he has money available in the copier capital project for this purpose.

MOTION: AUTHORIZING THE PURCHASING DIRECTOR TO PURCHASE A FAX BOARD FOR THE CENTRAL COPIER FOR A COST OF \$518.40, TO BE PAID FOR OUT OF THE COPIER CAPITAL PROJECT MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

2. **Contract Renewal** – Mr. Morse requested authorization to renew their contract with Greater Southern Tier BOCES to provide printing services. They typically process 60 – 75 percent of our printing jobs.

MOTION: AUTHORIZING THE PURCHASING DIRECTOR TO RENEW THE CONTRACT WITH GREATER SOUTHERN TIER BOCES TO PROVIDE PRINTING SERVICES MADE BY MRS. FERRATELLA. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

B. Information Technology

1. **Bid Award – Fiber Optic Equipment for STN Network Install**

MOTION: AWARDING THE BID FOR FIBER OPTIC EQUIPMENT STN NETWORK INSTALL AS FOLLOWS: SECTION 1 – ALDO RAY FOR \$1,967.00; SECTION 2 – FINGER LAKES TECHNOLOGY GROUP FOR \$944.00; SECTION 3 – RONCO FOR \$186.23; AND SECTION 4 – ON POINT FOR \$5,635.00 MADE BY MRS. FERRATELLA. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

2. **OFA Phone Replacement Project** – Mr. Peaslee informed the committee that the satellite offices of the Office for the Aging were not included in the most recent phone upgrade. He has received a quote of \$9,293 to replace the phone systems in the Corning and Hornell offices. There is money available in the Phone Replacement Project to do this. Additionally, the Office for the Aging has some grant funds in the amount of \$2,605 that they can utilize to offset some of the costs. He requested authorization to spend up to \$10,000 out of the Phone Replacement Capital Project. Mr. Peaslee stated the upgrade will be beneficial to these offices as they will be able to do four-digit dialing between the offices and cut down on their long-distance calls.

MOTION: AUTHORIZING THE DIRECTOR OF INFORMATION TECHNOLOGY TO SPEND UP TO \$10,000 OUT OF THE PHONE REPLACEMENT PROJECT FOR THE OFFICE FOR THE AGING PHONE REPLACEMENT PROJECT AT THE CORNING AND HORNELL SATELLITE OFFICES MADE BY MRS. FERRATELLA. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

C. County Clerk

1. **Increasing County Share of DMV Revenues** – Mrs. Hunter requested the committee to support a resolution asking for an increase in the County share of DMV revenue for providing State DMV services. Right now 87.3 percent of everything we collect goes to the State. We are reimbursed 12.7 percent and we have the responsibility of maintaining offices and staffing.

Mr. Van Etten asked when was the last time this changed? Mrs. Hunter replied in 1999. We get about 2 percent for online transactions. Mrs. Lando commented we need to let the public know to come in person to do their transactions. Mr. Wheeler stated we do a press release each year reminding the public to support their local DMV. Mrs. Hunter commented they have a line item for other expenses and she plans to do additional advertising.

MOTION: REQUESTING THE GOVERNOR AND THE STATE LEGISLATURE TO INCREASE THE SHARE OF REVENUE COUNTIES RETAIN FOR PROVIDING STATE DMV SERVICES MADE BY MRS. LANDO. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

2. **Pistol Permits** – Mr. Schu asked what is the time frame for processing pistol permits? Mrs. Hunter replied nothing has changed. State statute requires they be processed within six months. We currently are at about three to four months. Mr. Wheeler stated it has been closer to six months. The issue has been with the investigations. The Sheriff is down three Road Patrol Deputies as they are going to the Academy. Once they complete their training, he will be back up to full staff. Mr. Swackhamer commented there are 700 backlogged applications in Steuben County.

D. Real Property Tax Service Agency

1. **Veterans Exemption** – Mrs. Flaitz stated that Mr. White, a property owner in the Town of Campbell brought up some concerns regarding veterans' exemptions in the Town of Campbell. In 2015, the Town of Campbell did a revaluation project which changed the equalization rate from 2.5 percent to 100 percent, which also raised everyone's assessment, resulting in a significant increase in Mr. White's property taxes. The eligible funds veterans' exemption was originally created in 1958 with a \$5,000 maximum limit regardless of the equalization rate. There was an option that if there was a revaluation, the municipalities could opt in and ratio up. When the County did the countywide revaluation in 1983, only two municipalities adopted that option. That exemption was done away with in 1985. In 1994, the State offered an option to pro-rate the exemption. At that point in time, there were 13 municipalities who adopted that option. That option ran from 1994 – 2001. The County never adopted either of those options.

Mrs. Flaitz stated Mr. White is campaigning for the County to adopt the option that changes the ratio upon revaluation. At this point, only 8 municipalities would benefit from the County opting in. The municipalities that would see the most benefit would be Jasper, Lindley and Tuscarora. Countywide, there are 322 veterans who would benefit from us adopting this option. Most of the municipalities have opted for the alternative veterans' exemption. If we adopt the option, the cost would be spread countywide, to the detriment of the veterans receiving the alternative veterans' exemption. She stated her recommendation is to not adopt that countywide.

Mr. Wheeler commented we tried to explain to Mr. White that he and other veterans in a similar situation were receiving a significantly higher proportional benefit than other veterans in the County. Mrs. Ferratella asked could Mr. White change to the alternative veterans' exemption? Mrs. Flaitz replied he could, but he is receiving more of a benefit under the eligible funds veterans' exemption. Mr. Wheeler explained he is still getting a significant break on his town taxes, but not on the County taxes.

Mr. Van Etten commented if it is not beneficial across the County, then it is not fair. Mrs. Flaitz stated that is why the County did not opt in originally.

MOTION: DENYING THE REQUEST TO ALLOW ELIGIBLE FUNDS VETERANS' EXEMPTION TO BE OFFERED COUNTYWIDE MADE BY MRS. FERRATELLA. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

Mrs. Ferratella commented at the April 11th Youth-In-Government simulated session, one of the students talked about the cold war veterans' exemption ending in 2017. Mrs. Flaitz stated there was a 10-year limit on the cold war veterans' exemption and she is hoping the State will come up with something that will allow it to continue. Mr. Van Etten commented it is interesting how many people are not aware of it.

2. **Star Exemption** – Mrs. Flaitz informed the committee that in the State's Budget, in 2016 the Star Exemption is going to go to an income tax credit. Mr. Wheeler stated this is a cash flow issue. The Star exemption was an expense on the State books, and now it will not be. This allows them to meet their tax cap projections. Mrs. Flaitz stated that she will be attending a webinar tomorrow to find out more information about this. Any property owners who currently receive this exemption will continue. Additionally, a property owner can go from the basic exemption to the enhanced. This affects new property owners, as they will have to report this on their income tax in order to get the refund.

E. **Risk Manager**

1. **Contract** – Mr. Sprague requested authorization to renew, for one year, the contract with Rose & Kiernan to provide property and casualty insurance. We have had a contract with them since 2011. Last year our premium was \$321,593. This year, they found new coverage and our premium is \$299,581. Last year we paid Rose & Kiernan a commission of \$32,159 and this year the commission will be \$29,331. In addition to providing property and casualty insurance, they also provide services to the Law Department and provide a risk program for us. They also do a lot of work with the Landfill. An RFP was put out in 2010 for a five-year program with Rose & Kiernan.

Mr. Wheeler stated that for 2017 they will be requesting to reissue an RFP as there are more options available. We found out that the approval to continue the contract with Rose & Kiernan has not happened since the transition from the previous Risk Manager. He commented that we also added additional riders to our coverage in recent years. Mr. Reed stated that when you look to rebid, Rose & Kiernan are actually working to advocate for the County for lower rates. You will not just simply be putting this out for rebid.

MOTION: AUTHORIZING THE RISK MANAGER TO RENEW, FOR ONE YEAR, THE CONTRACT WITH ROSE & KIERNAN FOR THE PROVISION OF THE COUNTY'S PROPERTY AND CASUALTY INSURANCE MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

V. OTHER BUSINESS

A. *Health Insurance* – Mrs. Ferratella commented that when she first started with the County, it was decided that we would pay a 5 percent increase per year for insurance. She stated that she has the dental and vision coverage. Over the past several years she has noticed that her share has increased dramatically from 5 percent in 2012-2013 and 2013-2014 to 49 percent during 2014-2015 and 45 percent for 2015-2016. Mr. Wheeler explained the premium percent increase was approved by the Legislature. The overall cost of the premium increases every year. We have raised the premiums less than 10 percent. This past year the increase was 3 percent. The percentages seem really high and he will talk with Mrs. Hurd-Harvey about that.

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. LANDO. 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.

Respectfully Submitted by:

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

****NEXT MEETING SCHEDULED FOR**
Tuesday, May 10, 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, May 4, 2016.**