

**STEBEN COUNTY ADMINISTRATION COMMITTEE**

*Tuesday, January 12, 2016*

*9:00 a.m.*

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

**\*\*MINUTES\*\***

<b>COMMITTEE:</b>	Brian C. Schu, Chair Robin K. Lattimer	Scott J. Van Etten, Vice Chair Carol A. Ferratella	Hilda T. Lando
<b>STAFF:</b>	Jack K. Wheeler Nancy Smith Pat Donnelly Judy Hunter	Mitch Alger Shawn Corey Tammy Hurd-Harvey Andy Morse	Scott Sprague Wendy Flaitz Alan Reed Brooks Baker
<b>LEGISLATORS:</b>	Joseph J. Hauryski Gary B. Roush	Kelly H. Fitzpatrick	John V. Malter
<b>OTHERS:</b>	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 DECEMBER 8, 2015, MEETING MADE BY MRS. FERRATELLA. SECONDED BY MR. VAN ETTEN. MOTION CARRIES 5-0.**

**III. DEPARTMENTAL REQUESTS**

A. Personnel

1. **Reclassification – District Attorney’s Office** - Ms. Smith requested authorization to transfer and reclassify one vacant Staff Social Worker position, Grade 15, in the Office of Community Services to two part-time Assistant District Attorneys in the District Attorney’s Office. Each part-time Assistant District Attorney will be paid \$37,000 annually. Mr. Wheeler commented this was discussed during the preparation of the 2016 budget and they are funded. This request was approved by the Public Safety & Corrections Committee.

**MOTION: AUTHORIZING THE TRANSFER AND RECLASSIFICATION OF ONE VACANT STAFF SOCIAL WORKER POSITION, GRADE 15, IN THE OFFICE OF COMMUNITY SERVICES, TO TWO (2) PART-TIME ASSISTANT DISTRICT ATTORNEY POSITIONS IN THE DISTRICT ATTORNEY’S OFFICE MADE BY MS. LANDO. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

2. **Family Medical Leave Policy** – Ms. Smith asked if there were any questions on the proposed amendments to the policy? Ms. Lando asked had we previously required employees to use accrued paid leave while taking FMLA leave? Ms. Smith replied no and we were putting the employees at risk for being ineligible to take FMLA as they can only count hours worked. Mr. Wheeler explained for years we thought we were providing leave beyond federal requirements and this was identified during an audit. If an employee has sick leave, then on their leave slip they will mark both sick leave and FMLA. Mr. Reed stated statute requires that employers must not interfere with an application for FMLA. If an employee is eligible, an employer cannot say that they have to use their accruals first.

**MOTION: APPROVING THE CHANGES TO THE FAMILY MEDICAL LEAVE POLICY AS PRESENTED AND AUTHORIZING AN AMENDMENT TO THE ADMINISTRATIVE CODE REFLECTING THIS CHANGE MADE BY MS. LATTIMER. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.**

B. Commissioner of Finance

1. **Amendment to Investment Policy** – Mr. Donnelly informed the committee that the State has changed the Adoption Subsidy Account to Key Bank. He requested authorization to correct the name of the bank to Key Bank, N.A. and to raise their limit from 15 percent to 35 percent.

**MOTION: APPROVING AN AMENDMENT TO THE INVESTMENT POLICY AS PRESENTED BY THE COMMISSIONER OF FINANCE MADE BY MR. VAN ETTEN. SECONDED BY MS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.**

2. **Request to Consolidate Two County-Owned Properties** – Mr. Donnelly informed the committee that in 2005 they acquired a two-acre parcel in the Town of Hartsville by tax foreclosure and retained it as authorized by the Finance Committee in May 2005. There is a larger adjacent parcel that was acquired by deed in July 1932. He requested authorization to combine the two parcels as one.

**MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO COMBINE PARCEL #232.00-01-039.000 WITH PARCEL #250.00-01-028.000 IN THE TOWN OF HARTSVILLE MADE BY MR. VAN ETTEN. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

C. Risk Manager

1. **Insurance Waivers** – Mr. Sprague stated pursuant to the *Administrative Code*, any insurance waivers for contracts exceeding \$10,000 must be brought to the committee for approval. He requested insurance waivers for the Greater Corning Chamber of Commerce, the Greater Hammondsport Chamber of Commerce, Finger Lakes Performing Provider System (FLPPS) and James Gallagher.

**MOTION: AUTHORIZING A WAIVER OF THE COUNTY'S INSURANCE REQUIREMENTS FOR THE GREATER CORNING CHAMBER OF COMMERCE, THE GREATER HAMMONDSPORT CHAMBER OF COMMERCE, FINGER LAKES PERFORMING PROVIDER SYSTEM (FLPPS) AND JAMES GALLAGHER MADE BY MRS. FERRATELLA. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

D. County Clerk

1. **Major Equipment** – Mrs. Hunter informed the committee that in 2015 they had allocated \$14,500 in the Major Equipment budget to replace a high capacity scanner. We did replace that scanner and it came in much lower than we had anticipated, and we still have \$8,300 in the 2015 Major Equipment line item. She stated that they currently have an old reader/printer that is used for reading maps that was purchased in 2005. This machine is available on State contract through Biel's for \$8,189. She requested authorization to purchase the map reader/scanner with the remaining funds in the 2015 Major Equipment line item.

Mr. Wheeler explained this is a capital equipment item that she would be requesting in 2017, but she has excess funds remaining in the 2015 Major Equipment line. He believes it is good idea to purchase it now and there does seem to be a need for this machine. Mr. Van Etten asked is there any equipment budgeted for 2016? Mr. Wheeler replied he does not believe there is anything budgeted for Major Equipment, but there is some for Small Equipment.

**MOTION: AUTHORIZING THE COUNTY CLERK TO PURCHASE A MAP SCANNER/PRINTER FROM BIEL'S FOR A TOTAL COST OF \$8,189 TO BE PAID FOR OUT OF THE 2015 MAJOR EQUIPMENT BUDGET MADE BY MS. LATTIMER. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

2. **Pistol Permits** – Mrs. Hunter informed the committee that in December 2015 they had received 489 new applications and had 591 requests to add to or amend existing permits. Revenues for 2015 are up about \$6,000 from 2014. She commented that from January 4<sup>th</sup> through January 11<sup>th</sup>, they have had 86 applications and 154 purchase amendments.

3. **Motor Vehicles** -Mrs. Ferratella commented that she saw that Broome County has a mobile DMV unit. She thought that was rather interesting. Mrs. Hunter stated Monroe County has had a mobile unit for several years. It is very costly, however, it does provide a great service by traveling to various areas of the County. Mr. Wheeler commented that if we did not have our Hornell and Corning offices, then it might be worth looking into.

E. County Manager

1. **Risk Manager Appointment** – Mr. Wheeler recommended appointing Scott Sprague as part-time Risk Manager. For most of the past year and a half, Mr. Sprague has been working 10 hours per week. He has agreed to come on staff working part-time at 20 hours per week and this has been working well. He will be salaried at \$32,500 annually and will receive benefits.

**MOTION: CONFIRMING THE APPOINTMENT OF SCOTT SPRAGUE AS PART-TIME RISK MANAGER MADE BY MR. VAN ETTEN. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.**

2. **County Office Fiber Project** – Mr. Wheeler informed the committee that with the fiber optic project, there are actually two separate projects through STN. The first is the public safety piece and linking up the towers. The second is the last mile connection to connect the County Office Building, the Seneca Street Building in Hornell, the Corning and Hornell Office of Mental Health and the Corning Courthouse. By doing this we will no longer need individual internet connections. Additionally, we will also be able to provide four-digit dialing for those offices.

Mr. Wheeler stated the cost for the fiber is \$53,000. Equipment is \$23,000 and installation and connection by ECC is \$7,600, bringing the total cost to \$90,000. He requested approval to spend \$90,000 out of the Fiber Capital Project for this project. He also requested waiving the RFP process and to contract with ECC to connect everything.

**MOTION: AUTHORIZING THE COUNTY MANAGER TO SPEND \$90,000 OUT OF THE FIBER CAPITAL PROJECT FOR THE INSTALLATION OF THE LAST MILE OF FIBER TO VARIOUS COUNTY OFFICE LOCATIONS, AND THE PURCHASE OF NECESSARY EQUIPMENT; WAIVING THE RFP PROCESS AND AUTHORIZING A CONTRACT WITH ECC TECHNOLOGIES TO CONNECT THE FIBER MADE BY MRS. FERRATELLA. SECONDED BY MS. LATTIMER FOR DISCUSSION.**

Mr. Van Etten asked why are we waiving the RFP process? Mr. Wheeler explained ECC designed and did the specifications for the equipment and we have had experience with them in the past. STN also has a relationship with ECC. Mr. Van Etten stated 911 is already connected, but what about the Jail? Mr. Wheeler replied there is fiber across the parking lot that is available.

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

Mr. Hauryski stated that he would like to thank the committee for this effort. We were promoting fiber to small business and it is important that we are in the lead to doing this.

V. **NEW BUSINESS**

A. *Setting the 2016 Meeting Schedule*

**MOTION: SETTING THE 2016 MEETING SCHEDULE FOR THE ADMINISTRATION COMMITTEE FOR THE SECOND TUESDAY OF EACH MONTH AT 9:00 A.M. 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 REGULAR 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 MRS. FERRATELLA. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION: DENYING THE REQUEST OF AN EMPLOYEE RELATIVE TO ACCRUED SICK LEAVE MADE BY MR. VAN ETTEN. SECONDED BY MS. LATTIMER. MOTION CARRIES 4-1. (MRS. LANDO OPPOSED)**

**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 MRS. LANDO. 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, February 9, 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, February 3, 2016.**