

STEBEN COUNTY ADMINISTRATION COMMITTEE

Tuesday, July 12, 2016

9:00 a.m.

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

****MINUTES****

COMMITTEE:	Brian C. Schu, Chair Hilda T. Lando	Scott J. Van Etten, Vice Chair Robin K. Lattimer	Carol A. Ferratella
STAFF:	Jack K. Wheeler Scott Sprague Alan Reed Wendy Flaitz Tammy Hurd-Harvey	Mitchell Alger Vicki Olin Nate Alderman Andy Morse Brenda Mori	Ken Peaslee Kelly Penziul Jennifer McPhail Shawn Corey
LEGISLATORS:	Joseph J. Hauryski John V. Malter	Kelly H. Fitzpatrick Gary B. Roush	K. Michael Hanna
OTHERS:	Mary Perham		

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 JUNE 14, 2016, MEETING MADE BY MS. LATTIMER. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

III. DEPARTMENTAL REQUESTS

A. Personnel

1. **Contract** – Mr. Alderman requested authorization to enter into a contract with E-Gov for the Catalog and Commerce software program. Our current personnel software has been in place since 1996, however, they are no longer offering technical support. Many other counties are experiencing the same issue and some are moving to the Catalog and Commerce software. The cost for the software is \$30,000 with an annual maintenance fee of \$6,000 - \$7,000.

MOTION: AUTHORIZING THE PERSONNEL DIRECTOR TO ENTER INTO A CONTRACT WITH E-GOV FOR THE CATALOG AND COMMERCE SOFTWARE PROGRAM FOR A COST OF \$30,000 PLUS AN ANNUAL MAINTENANCE FEE OF \$6,000 - \$7,000 MADE BY MS. LATTIMER. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

B. Information Technology

1. **Phone/Internet Service** – Mr. Peaslee stated that last month he had requested authorization to switch the phone service to Empire, however, after discussing with the Law Department, they have determined that we need to issue an RFP. He requested authorization to issue an RFP for both phone and internet service.

MOTION: AUTHORIZING THE DIRECTOR OF INFORMATION TECHNOLOGY, IN CONJUNCTION WITH THE PURCHASING DIRECTOR, TO ISSUE A REQUEST FOR PROPOSALS FOR PHONE AND INTERNET SERVICE MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. **Firewall** – Mr. Peaslee informed the committee that the current firewall needs to be replaced. He has money budgeted in the capital project for this. We can purchase a new firewall on GSA Schedule 70 contract for \$13,707.17. He requested authorization to expend money out of the computer capital project.

MOTION: AUTHORIZING THE DIRECTOR OF INFORMATION TECHNOLOGY TO EXPEND \$13,707.17 FROM THE COMPUTER CAPITAL PROJECT TO PURCHASE A NEW FIREWALL FROM THE GSA SCHEDULE 70 CONTRACT MADE BY MR. VAN ETTEN. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

3. **Southern Tier Network** – Mr. Peaslee informed the committee that there needs to be programming done on the network switches. He requested authorization to contract with Ronco to perform this service and to expend \$1,943.50 out of the Southern Tier Fiber Capital Project.

MOTION: AUTHORIZING THE DIRECTOR OF INFORMATION TECHNOLOGY TO CONTRACT WITH RONCO TO PERFORM PROGRAMMING ON NETWORK SWITCHES FOR A TOTAL COST OF \$1,943.50, AND AUTHORIZING THE EXPENDITURE OF \$1,943.50 FROM THE SOUTHERN TIER FIBER CAPITAL PROJECT FOR THIS PURPOSE MADE BY MRS. FERRATELLA. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

C. Finance

1. **Merchant Credit Card Service Fee** – Ms. Hurd-Harvey requested authorization to charge transactions fees to users of credit or debit cards, ACH payments or E-checks in payment for various taxes and/or fees. She stated the departments that will more than likely charge a transaction fee are Finance, Personnel, Jail, Sheriff, Probation and the County Clerk. The departments that have opted to absorb those fees are Public Works, Community Services and the District Attorney.

MOTION: AUTHORIZING TRANSACTION FEES TO USERS OF CREDIT OR DEBIT CARDS, ACH PAYMENT OR E-CHECKS IN PAYMENT FOR VARIOUS TAXES AND/OR FEES AND AUTHORIZING THE FOLLOWING DEPARTMENTS TO CHARGE A TRANSACTION FEE: FINANCE, PERSONNEL, JAIL, SHERIFF, PROBATION AND COUNTY CLERK; AND AUTHORIZING THE FOLLOWING DEPARTMENTS TO ABSORB TRANSACTION FEES: PUBLIC WORKS, OFFICE OF COMMUNITY SERVICES AND DISTRICT ATTORNEY MADE BY MR. VAN ETTEN. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

D. Board of Elections

1. **Contract Extension – NTS Data Services** – Mrs. Olin stated last year the committee authorized them to contract with NTS Data Services to print and distribute the mail check cards. Our estimate to do that in-house was \$18,000 and the actual cost for NTS to do it was \$16,845. She requested authorization to extend the contract with NTS for one year, for an estimated cost of \$19,124.17. They estimate sending out approximately 1,000 more cards this year. Also, voter registration increased by 400, compared to last year. The cost per card has increased 1 cent to \$.20.

Mr. Van Etten asked is there another vendor that can provide these services? Mrs. Olin replied no. Mr. Van Etten commented volume has increased 2 percent, yet the cost has increased 13 percent.

Ms. Lattimer asked if there are problems with addresses, is NTS doing a comparison and purging? Mrs. Olin replied they send us a list of any addresses that are bad so that we can fix the information, however, that is done

after they do the mailing. Ms. Lattimer asked with regard to the year 2014 comparison of doing this in-house, did those numbers include staff time, etc.? Mrs. Olin replied no, that was done after the fact.

Mr. Van Etten commented the employees are there working anyway, so that is not an incremental cost. They are not doing overtime and it is part of their regular routine. It does not make sense why the costs for 2015 and 2016 are going up 13 percent when the volume is only going up 2 percent. Mrs. Olin replied NTS increased their fee for processing by 1 cent and we did an estimate of the postage. Mr. Wheeler commented the majority of the increase you see is due to the 1-cent increase. Discussion followed.

MOTION: AUTHORIZING THE BOARD OF ELECTIONS TO EXTEND THE CONTRACT WITH NTS DATA SERVICES TO PROVIDE THE MAIL CHECK CARDS AT AN ESTIMATED COST FOR 2016 OF \$19,124.17 MADE BY MRS. LANDO. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-1 (MR. VAN ETTEN OPPOSED).

E. Risk Manager

1. **2017 Workers' Compensation Budget and Apportionment** – Mr. Sprague presented his 2017 Workers' Compensation Budget and Apportionment for the committee's review and approval. In preparing the budget, he did a five-year history of all of the line items and determined there were some line items we did not need to budget as much since they fall under our PERMA contract and costs. As an example, we cut the line item for Court Appearances significantly, as that is something that we pay PERMA for. Mr. Wheeler commented the tail claims are covered under Corvel and you are not paying that to PERMA, so we do have extra costs related to those.

Mr. Sprague stated that we did propose an increase to the safety training line item from **\$2,500 to \$7,500**. We use that money to pay for internal trainings such as Defensive Driving and CPR. He believes this is money well worth spent. PERMA also provides a wide variety of training.

Mr. Sprague commented we reduced participants' fees from \$3,300,000 in 2016 to \$3,150,000 in 2015. The apportionment formula is based 20 percent on claims, 60 percent on payroll and 20 percent on property values. A few towns did see increases. Notably, the Town of Campbell saw an increase due to the increase in the number of claims they had, as well as a town wide revaluation of property values. Many municipalities saw a decrease or stayed relatively flat.

Mrs. Ferratella asked what about those municipalities that are not currently participating in the plan? Mr. Sprague stated he would like to approach those municipalities again, and feels that it is worth looking into. A lot of things have changed since those municipalities left the plan. We now have PERMA administering the plan and Corvel is handling the tail claims. Mr. Wheeler commented that we may look at possibly changing the formula for 2018. Discussion followed.

MOTION: APPROVING THE 2017 WORKERS' COMPENSATION BUDGET AS PRESENTED AND FORWARDING TO THE FULL LEGISLATURE FOR APPROVAL MADE BY MS. LATTIMER. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: APPROVING THE 2017 WORKERS' COMPENSATION TABLE OF APPORTIONMENT AS PRESENTED AND FORWARDING TO THE FULL LEGISLATURE FOR APPROVAL MADE BY MS. LATTIMER. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

F. Clerk of the Legislature

1. **Retirement Reporting** – Ms. Mori stated that she would like to postpone this until October due to appointing the Conflict Defenders after the first of the year. The State Comptroller's Office has changed who is required to report. It used to be that we had to report everyone who was appointment or elected, both full-time and part-time. Now, those individuals no longer have to be reported if they fill out a time sheet or accrue leave

time. This means that only full-time elected officials and part-time elected and appointed officials need to be reported.

G. County Manager

1. **Appointment of Purchasing Director** – Mr. Wheeler recommended the appointment of Andrew Morse as Purchasing Director. He has been doing a great job. He also recommended setting his salary at \$60,000 annually.

MOTION: CONFIRMING THE APPOINTMENT OF ANDREW MORSE AS PURCHASING DIRECTOR AND SETTING HIS SALARY AT \$60,000 ANNUALLY MADE BY MRS. FERRATELLA. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

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

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

MOTION: SETTING THE SALARY FOR JACK K. WHEELER, COUNTY MANAGER, AT \$120,000 ANNUALLY MADE BY MS. LATTIMER. SECONDED BY MRS. LANDO. 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, August 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, August 3, 2016.**