

STEBEN COUNTY ADMINISTRATION COMMITTEE

Tuesday, June 14, 2016

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. Ferratella	Hilda T. Lando
STAFF:	Jack Wheeler Kelly Penziul Tammy Hurd-Harvey Nancy Smith	Mitchell Alger Brooks Baker Alan Reed Judy Hunter	Ken Peaslee Vicki Olin Shawn Corey Brenda Mori
LEGISLATORS:	Joseph J. Hauryski Gary B. Roush	Kelly J. Fitzpatrick John V. Malter	K. Michael Hanna Gary D. Swackhamer
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 MAY 10, 2016, MEETING MADE BY MS. LATTIMER. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

III. DEPARTMENT REQUESTS

A. Information Technology

1. **Request to Bid New, Used and Service Repair of Cisco Equipment** – Mr. Peaslee requested authorization to bid for new, used and service repair of Cisco network equipment and phone equipment.

MOTION: AUTHORIZING THE DIRECTOR OF INFORMATION TECHNOLOGY, IN CONJUNCTION WITH THE PURCHASING DIRECTOR, TO ISSUE A BID FOR NEW, USED AND SERVICE REPAIR OF CISCO EQUIPMENT MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. **Phone Service Provider Change for County Facilities** – Mr. Peaslee stated that we have used Verizon, Windstream, Empire and Armstrong telephone providers for various county facilities. About ten years ago we switched from Verizon to Windstream as there was a cost savings at the time. Empire Telephone has indicated that they can now offer services for the entire county. Mr. Peaslee recommended switching phone service providers from Windstream to Empire to provide phone service the majority of the county's facilities. This would be a three-year contract and over that period of time, we will save \$79,335. Mr. Wheeler commented this is a good example of the ancillary services that are possible because of your investment in the STN fiber network. Mr. Peaslee explained under OGS, utility services do not need to be bid. We will continue to use Verizon at the 911 Center. Phone services will remain as they are at the Bath Landfill and Leachate Treatment Plant, as well as the Caton, Curtis, Cameron and Howard shops.

MOTION: AUTHORIZING THE DIRECTOR OF INFORMATION TECHNOLOGY TO ENTER INTO A THREE-YEAR CONTRACT WITH EMPIRE TELEPHONE TO PROVIDE TELEPHONE SERVICES TO THE MAJORITY OF COUNTY FACILITIES MADE BY MRS. FERRATELLA. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

B. Purchasing

1. **Bid Awards**

a. *Polyethylene Bags* – Mr. Alger recommended awarding the bid for low-density bags to the low bidder, All American and for high-density bags to the low bidder, Central Poly.

MOTION: AWARDING THE BID FOR LOW-DENSITY BAGS TO THE LOW BIDDER, ALL AMERICAN FOR A TOTAL PRICE OF \$10,511.03 AND AWARDING THE BID FOR HIGH-DENSITY BAGS TO THE LOW BIDDER, CENTRAL POLY FOR A TOTAL COST OF \$1,724.80 MADE BY MRS. FERRATELLA. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

b. *Custodial Paper Products* – Mr. Alger recommended awarding the bid for custodial paper products to the low bidder on a line item basis.

MOTION: AWARDING THE BID FOR CUSTODIAL PAPER PRODUCTS TO THE FOLLOWING BIDDERS ON A LINE ITEM BASIS: PETERS; CENTRAL POLY AND WESTCOTT MADE BY MS. LATTIMER. SECONDED BY MR. VAN ETEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

c. *Stationery Supplies* – Mr. Alger recommended awarding the bid for stationery supplies to the low bidder on a line item basis.

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

2. **Copier Purchase – Copier Capital Project** – Mr. Alger requested authorization to purchase a copier out of the copier capital project for the County Clerk’s Office. The cost of the copier is \$5,956.05. The current copier is 7 years old and has had multiple maintenance issues over the past six months.

MOTION: AUTHORIZING THE PURCHASING DIRECTOR TO PURCHASE A COPIER OUT OF THE COPIER CAPITAL PROJECT FOR THE COUNTY CLERK’S OFFICE FOR A TOTAL COST OF \$5,956.05 MADE BY MRS. FERRATELLA. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

3. **Contract Renewal** – Mr. Alger requested authorization to renew the contract with Pirrung Auctioneers for auctioneering services for the County Surplus Auction on the same terms and conditions. This would be the first renewal of four possible under the current bid award.

MOTION: AUTHORIZING THE PURCHASING DIRECTOR TO RENEW THE CONTRACT WITH PIRRUNG AUCTIONEERS TO PROVIDE AUCTIONEERING SERVICES AT THE ANNUAL COUNTY SURPLUS AUCTION ON THE SAME TERMS AND CONDITIONS MADE BY MS. LATTIMER. SECONDED BY MR. VAN ETEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

C. Finance

1. **Award RFP for Acceptance of Electronic Payments** – Mrs. Hurd-Harvey informed the committee they received seven proposals. One of the major objectives is to limit or eliminate the number of calls our office takes from people that wish to make payments over the phone. We interviewed two vendors; M&T partnered with Hamer of Texas and Value Payment Systems of Tennessee. She recommended awarding to Value Payment Systems. They are able to accept online payments and have a system in place to accept payments by

phone. There is a minimum fee, charged to the consumer, of \$2.95 per transaction for tax payments and \$1.95 per transaction for non-tax payments. Additionally there is a 1 percent fee for the use of a debit card and a 2.45 percent fee for the use of a credit card.

MOTION: AWARDING THE RFP FOR THE ACCEPTANCE OF ONLINE PAYMENTS TO VALUE PAYMENTS SYSTEMS AND AUTHORIZING THE COMMISSIONER OF FINANCE TO ENTER INTO A CONTRACT WITH VENDOR FOR A MINIMUM FEE OF \$2.95 PER TRANSACTION FOR TAX PAYMENTS, \$1.95 PER TRANSACTION FOR NON-TAX PAYMENTS; 1 PERCENT FOR THE USE OF A DEBIT CARD AND 2.45 PERCENT FOR THE USE OF A CREDIT CARD MADE BY MRS. LANDO. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. **Internship Policy** – Mr. Wheeler stated that we do support the use of interns as it provides an educational opportunity for the student and also is beneficial to us. He stated that he has talked with SUNY Geneseo and they are very interested in working with us. There would be other local colleges that we could also work with. Mr. Alger did a great job of putting a draft policy together. This would provide for both paid and unpaid internships, however, by and large, they would be unpaid. Mrs. Ferratella asked is there a particular area where there would be an interest? Mr. Wheeler replied he will be working with the department heads. We have talked about using interns in Information Technology as well as his office. They could be utilized almost anywhere.

Mr. Wheeler apologized for not having sent these by email, however, did distribute hard copies for review. The committee agreed to recommend adoption of the policy contingent upon review of the committee.

MOTION: RECOMMENDING THE INCLUSION AND ADOPTION OF AN INTERNSHIP POLICY INTO THE ADMINISTRATIVE CODE, CONTINGENT UPON THERE BEING NO CHANGES AFTER REVIEW BY THE ADMINISTRATION COMMITTEE MADE BY MRS. FERRATELLA. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

3. **Management Salary Plan Edits** – Mr. Wheeler reviewed the proposed changes to the Management Salary Plan. In essence, we just put into writing what we currently do. For example, setting salaries for anything up to the midpoint can be approved by the County Manager. Anything above the midpoint needs to be approved by the Legislature. On page 1, the main change reflects the adjustment of management salary ranges to coincide with the CSEA main unit salary grid. In the event no raise is given to the main unit of the CSEA, the management salary ranges will remain frozen for that given year. Also, with regard to salary adjustments, once a management employee has been in their position for three years, they can be considered to be moved up to the midpoint of their grade, however, the Administration Committee sets those adjustments.

Mr. Wheeler commented another area references evaluations for the Sheriff, District Attorney and County Clerk. We do not do evaluations for them, however, that can be discussed. The evaluations for the Commissioner of Finance, County Attorney and Clerk of the Legislature will be done by both the County Manager and the Chairman of Legislature. With regard to the salary grid, we removed the Health Care Facility positions and also adjusted the attorneys so that they are in the same category. The evaluation forms have remained the same as the process seems to be working well.

Mrs. Ferratella asked with the evaluations for elected officials, she views the evaluations as a way to help people grow. Is it an option to evaluate them? Mr. Wheeler replied he thinks you could. If an elected official did not want to participate, we could not make them. The elected officials do not report to the County Manager. Discussion followed.

MOTION: RECOMMENDING THE PROPOSED AMENDMENTS TO THE MANAGEMENT SALARY PLAN AS PRESENTED BY THE COUNTY MANAGER MADE BY MR. VAN ETTEN. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

MOTION: TO ADJOURN EXECUTIVE 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 AND 105.1.H. THE PROPOSED ACQUISITION, SALE OR LEASE OF REAL PROPERTY OR THE PROPOSED ACQUISITION OF SECURITIES, OR SALE OR EXCHANGE OF SECURITIES HELD BY SUCH PUBLIC BODY, BUT ONLY WHEN PUBLICITY WOULD SUBSTANTIALLY AFFECT THE VALUE THEREOF MADE BY MS. LANDO. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING THE COUNTY MANAGER TO AMEND THE LEASE AGREEMENT FOR THE OLD HEALTH CARE FACILITY WITH THE CENTERS FOR QUALITY CARE TO REFLECT THAT THE COUNTY WILL PAY CENTERS \$8,650.60 FOR 2016 TAXES AND INSURANCE MADE BY MS. LATTIMER. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

MOTION: RECOMMENDING THE LEGISLATURE AUTHORIZE THE CHAIRMAN OF THE LEGISLATURE TO ENTER INTO A WRITTEN EMPLOYMENT AGREEMENT WITH JACK K. WHEELER, COUNTY MANAGER MADE BY MRS. FERRATELLA. SECONDED BY MS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

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 MS. LATTIMER. 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, July 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, July 6, 2016.**