

STEBEN COUNTY ADMINISTRATION COMMITTEE

Tuesday, June 13, 2017

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 Andy Morse Wendy Jordan Brenda Mori	Mitchell Alger Jennifer Demonstoy Alan Reed Nate Alderman	Scott Sprague Jennifer Prossick Tammy Hurd-Harvey
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 Mr. Wheeler to lead the Pledge of Allegiance.

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE MAY 9, 2017, AND MAY 22, 2017, MEETINGS MADE BY MRS. FERRATELLA. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

III. DEPARTMENTAL REQUESTS

A. Purchasing

1. **Contract Renewal – Professional Auction Services** – Mr. Morse requested authorization to renew the contract with Pirrung Auctioneers for the annual surplus auction under the same terms and conditions. This is the first of four renewal options.

MOTION: AUTHORIZING THE PURCHASING DIRECTOR TO RENEW THE CONTRACT WITH PIRRUNG AUCTIONEERS FOR THE ANNUAL SURPLUS AUCTION UNDER THE SAME TERMS AND CONDITIONS MADE BY MR. VAN ETTEN. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. **Authorization to Bid Copy Paper** – Mr. Morse requested authorization to reissue the bid for copy paper. He explained this is a one-year bid that is awarded quarterly due to the volatility of the market.

MOTION: AUTHORIZING THE PURCHASING DIRECTOR TO REISSUE THE BID FOR COPY PAPER MADE BY MRS. FERRATELLA. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

B. Personnel

1. **Reclassification – Public Works** – Mr. Alderman requested authorization to reclassify a vacant Account Clerk-Typist position, Grade VI to a Typist position, Grade IV. He commented that Mr. Spagnoletti has

indicated that he does not need an Account Clerk-Typist as he is looking for someone to answer phones and do typing. The Typist position is appropriate for that.

MOTION: AUTHORIZING THE RECLASSIFICATION OF A VACANT ACCOUNT CLERK-TYPIST POSITION, GRADE VI, TO A TYPIST POSITION, GRADE IV IN THE PUBLIC WORKS DEPARTMENT MADE BY MS. LATTIMER. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

C. Risk Manager

1. **Workers' Compensation Local Law** – Mr. Sprague informed the committee that they have been working on the Workers' Compensation apportionment schedule to change how we apportion costs to the participants. We started this process two to three years ago and hired a consultant to look at our plan and come up with options for moving to a market-based plan. In order to do that, we will need to change our current local law where the apportionment is based on a formula.

Mr. Wheeler stated next month we will talk about the cost allocation and share the proposed plan for the allocation. Our consultant market rated our plan and by moving from a formula based plan to a market rate based plan, we will see significant savings. One participant, the Town of Wheeler, is paying a couple of percent more than they should. The other participants are looking at a average 40 percent savings. We want our participants to be in the plan, and having a savings of 15 percent is more realistic. They are getting a 40 percent cut in their rate, and that is subsidized by the County taxpayers. The new plan, if you approve, will be phased in and will make it more equitable for the County.

Ms. Fitzpatrick asked how many participants are there? Mr. Wheeler replied there are 32, including the County. The process for participants to leave the plan will remain the same. They will pay us the value of their claims.

Mr. Van Etten commented if all of the municipalities in the County are in the plan, then it is a moot point that the County is subsidizing. The problem is that some of the big municipalities are not in our plan, but the taxpayers in those municipalities are still subsidizing our plan. If market base is that much more in savings, then why aren't those municipalities that got out coming back in? Mr. Wheeler replied it comes down to claims. If their claims history is stable, they will continue to get the steady rate. Mr. Reed stated this makes it easier for municipalities to compare plans as ours will be similar to what is on the open market. Mr. Van Etten asked what will be the process if a new municipality wants to join? Mr. Wheeler replied we will refresh this document every year or two.

Mr. Malter asked when would the new formula take effect? Mr. Wheeler replied that will be determined by this committee and the Full Board next month. We probably would start the phase in minimally; we are talking starting in 2018. Mr. Malter asked for the first year, what will be the percent increase? Mr. Wheeler replied that will be up to the County, but we are talking a few percent. There would be a minimal phase in this first year. The municipalities will not have the ability to opt out for 2018 as the deadline to do that has already passed. Mr. Reed explained with this process we will establish a local law that is actuarially based and then by the budget process, determine the unilateral impact on the municipalities.

Mr. Malter asked will we have a formula? Mr. Wheeler replied no, it will be actuarially based. We will present the plan next month. Mrs. Ferratella asked will there be a public hearing on this Local Law? Mr. Wheeler replied yes. Mrs. Ferratella asked will you notify each municipality prior to publishing in the paper? Mr. Wheeler replied we will be doing the budget portion next month and will coordinate that with the payments for next year. Mr. Sprague had indicated that we may have a meeting with the municipalities and potentially bring the consultant in. We want to be able to capture the municipalities' risk more accurately.

Mr. Van Etten stated it is beneficial to have as many participants as possible, but we do not have the volunteer fire issues that other participants have. Why is it our goal to save them 15 percent? Mr. Wheeler replied this is a

concern, particularly because of cancer presumption coverage proposals at the State level. Our highest cost claims have been firefighters. If the State adds the cancer presumption, then you will see us have a much larger increase in rates. If the landscape changes, you will see us passing that cost along to the participants. Mr. Malter asked do you have an estimate of how much changing this plan will save the County? Mr. Wheeler replied when the changes are fully implemented, we could see a savings of \$300,000 to \$350,000.

MOTION: AMENDING LOCAL LAW NO. THREE OF 2010 RELATIVE TO THE ADMINISTRATION AND OPERATION OF THE STEUBEN COUNTY WORKERS' COMPENSATION SELF-INSURANCE PLAN AND PROVIDING FOR THE APPORTIONMENT OF COSTS AND OPERATION OF THE STEUBEN COUNTY SELF-INSURANCE PLAN MADE BY MR. VAN ETTEN. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

D. Commissioner of Finance

1. **Inter-Municipal Shared Services Agreements – County Tax Collection Software** – Mrs. Hurd-Harvey requested authorization to enter into inter-municipal shared services agreements with Towns who use our tax collection software and would like to offer credit card services. There are six Towns who have indicated they would like to do this. The taxpayer will pay the associated fees relative to payment with a credit card.

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO ENTER INTO INTER-MUNICIPAL SHARE SERVICES AGREEMENTS WITH TOWNS WHO USE THE COUNTY'S TAX COLLECTION SOFTWARE AND WOULD LIKE TO OFFER CREDIT CARD SERVICES FOR PAYMENT MADE BY MS. LATTIMER. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

E. County Manager

1. **Broadband Study** – Mr. Wheeler explained in working with Southern Tier Network (STN), one of the tools available is the use of a broadband survey, which is an online study. A company, yet to be determined, will host an online survey where residents can go in and test their internet speed and the company will map it. The maps that we have from Federal and State agencies are not really accurate. This will give us better mapping and data, which we can use when we apply for grants. There is also some small cell technology that is emerging and we could take a look at lighting those up. We are also talking with Schuyler and Yates Counties to see if we could realize a savings by doing this regionally. For those residents who do not have internet, there is a mailed survey that can be sent out. He stated that we will be using the newsletter and press releases to encourage residents to participate. He will have more information to share with the committee next month.

MOTION: TO ADJOURN MADE BY MRS. LANDO. 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, July 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, July 5, 2017.**