

STEBEN COUNTY ADMINISTRATION COMMITTEE

Tuesday, May 10, 2016

9:00 a.m.

Legislative Committee Room
Steuben County Office Building
Bath, New York

****MINUTES****

COMMITTEE: Brian C. Schu, Chairman Scott J. Van Etten, Vice Chairman Carol A. Ferratella
 Hilda T. Lando Robin K. Lattimer

STAFF: Jack Wheeler Mitchell Alger Judy Hunter
 Nancy Smith Phil Roche Cheryl Crocker
 Andy Morse Shawn Corey Hank Chapman, Psy.D.
 Brenda Mori Wendy Flaitz Tammy Hurd-Harvey
 Jennifer McPhail

LEGISLATORS: Joseph J. Hauryski K. Michael Hann John V. Malter
 Gary B. Roush

OTHERS: Mary Perham

I. CALL TO ORDER

Mr. Schu called the meeting to order ta 9:00 a.m. and asked Mr. Roche to lead the Pledge of Allegiance.

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE APRIL 12, 2016, MEETING MADE BY MS. LATTIMER. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

III. DEPARTMENT REQUESTS

A. County Clerk

1. **Semi-Annual Mortgage Tax Distribution** – Mrs. Hunter informed the committee collections were up \$80,000 from the same period last year and were up \$50,000 from November 2015.

MOTION: APPROVING AND ACCEPTING THE SEMI-ANNUAL MORTGAGE TAX DISTRIBUTION AS PRESENTED MADE BY MRS. LANDO. SECONDED BY MS. LATTIMER. MOTION CARRIES 4-1. (MR. VAN ETTEN OPPOSED) Resolution Required.

2. **DMV Revenue Retention** – Mrs. Hunter reported that the Senate bill now has a same as bill in the Assembly and is on the docket to be presented to the Assembly Transportation Committee.

3. **Real ID's** – Mrs. Hunter informed the committee that New York State has submitted to the Federal Office of Homeland Security, a plan that DMV's would begin issuing Real ID's no later than January 1, 2019, and be fully compliant by October 1, 2020. With this new regulation, a regular driver's license will be issued for driving; an enhanced license will be valid ID for land and sea travel and Real ID will be a recognized ID for federal purposes as well as domestic flights.

4. **Audit** – Mrs. Hunter stated recently they underwent an audit for **passport services. They have not yet received the final report, but the audit went well.**

B. Law Department

1. **Application for Permission to Appeal as a Poor Person and Assignment of Counsel** – Mr. Corey reported one of the things the Law Department is responsible for is the applications for permission to appeal as a poor person. We respond when there are defects in the paperwork. If everything on the application is completed correctly we do not oppose the application. The County cost for each application is approximately \$4,000. Our department successfully opposed 14 applications last year which resulted in a savings to the County of \$56,000.

Mr. Roche commented previously the applications were completed by the individuals. Now there is a requirement that an attorney complete the applications. Due to this, he expects that the work load related to this will increase significantly.

C. Finance

1. **Acceptance of Online Payments** – Mrs. Hurd-Harvey presented a proposed resolution authorizing the County to accept online payments. Most of the language in the proposed resolution was taken directly from General Municipal Law, which governs this and defines all of the components. One of the requirements is that the Legislature adopt a resolution. She commented that they did issue an RFP for this service and will be interviewing three vendors tomorrow. Fees for this service will be assessed to the taxpayer. Mrs. Hurd-Harvey commented they are also looking for other departments to utilize this as well, such as Personnel, Mental Health, Probation and the Jail.

MOTION: AUTHORIZING THE ACCEPTANCE OF ONLINE PAYMENTS FOR VARIOUS COUNTY FEES MADE BY MS. LATTIMER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

D. Purchasing

1. **Bid Award – Xerographic Copy Paper** – Mr. Morse requested authorization to award the quarterly copy paper bid. They received three bids and he recommended awarding to the low bidder, Veritiv, for \$25.00 per case.

MOTION: AWARDING THE BID FOR XEROGRAPHIC COPY PAPER TO THE LOW BIDDER, VERITIV, FOR \$25.00 PER CASE MADE BY MR. VAN ETTEN. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

E. Real Property Tax Service Agency

1. **Rejection of Data Collection RFP** – Mrs. Flaitz stated that after reissuing the RFP for Data Collection, the proposals still came in high. The exam for a Data Collection position will be held in June and we already have 7 or 8 applications. Mr. Wheeler stated at this point, you would be paying a lot if you went with the RFP and would only have them for a few months, versus having a position.

MOTION: REJECTING THE PROPOSALS FOR THE DATA COLLECTION RFP MADE BY MS. LATTIMER. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

F. Personnel

1. **Reclassification – Community Services**

MOTION: AUTHORIZING THE RECLASSIFICATION OF A SENIOR ACCOUNT CLERK TYPIST POSITION, GRADE X TO A SUPERVISING CLERK POSITION, GRADE XI IN THE OFFICE OF COMMUNITY SERVICES MADE BY MRS. FERRATELLA. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

2. **Reclassification – Probation**

MOTION: AUTHORIZING THE RECLASSIFICATION OF A TYPIST, GRADE IV POSITION, TO A SENIOR TYPIST, GRADE VI POSITION, IN THE PROBATION DEPARTMENT MADE BY MRS. FERRATELLA. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.
Resolution Required.

3. **Reclassification – Public Defender**

MOTION: AUTHORIZING THE RECLASSIFICATION OF A TYPIST, GRADE IV POSITION, TO A SENIOR TYPIST, GRADE VI POSITION, IN THE PUBLIC DEFENDER'S OFFICE MADE BY MRS. FERRATELLA. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.
Resolution Required.

4. **Reclassification – Sheriff's Office**

MOTION: AUTHORIZING THE RECLASSIFICATION OF A DEPUTY SHERIFF, CORPORAL POSITION, GRADE XII TO A DEPUTY SHERIFF, SERGEANT POSITION, GRADE XIII, IN THE SHERIFF'S OFFICE MADE BY MRS. FERRATELLA. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0. *Resolution Required.*

5. **Bid Award – EAP Contract** – Ms. Smith stated for the past 30 years they have had a contract with the Family Service Society to provide EAP services. We recently put this contract out to bid. Three bids were received and she recommended awarding the bid to the low bidder, Family Service Society, for an annual cost of \$7,500. Mr. Van Etten asked how does this price compare to what we had been paying? Ms. Smith replied it is lower as we had been paying \$11,000 per year.

MOTION: AWARDED THE BID FOR EMPLOYEE ASSISTANCE PROGRAM SERVICES TO THE LOW BIDDER, FAMILY SERVICE SOCIETY FOR AN ANNUAL COST OF \$7,500 MADE BY MR. VAN ETTEN. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

G. **County Manager**

1. **Assistant Public Defender Salary** – Mr. Wheeler informed the committee that he and Ms. Smith received a request from Mr. Roche to hire an Assistant Public Defender above the mid-point of Management Grade E. The mid-point is \$64,492 and Mr. Roche is requesting authorizing to hire at \$70,000. He stated that he and Ms. Smith support this.

MOTION: AUTHORIZING THE PUBLIC DEFENDER TO HIRE AN ASSISTANT PUBLIC DEFENDER ABOVE THE MID-POINT OF MANAGEMENT GRADE E, AT A SALARY OF \$70,000 PER YEAR MADE BY MRS. LANDO. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. **Contract Renewal** – Mr. Wheeler requested authorization to renew the contract with Mary C. Perham, d/b/a Perham Communications, at an annual amount not to exceed \$18,000. He stated that she has been doing a great job for us. Mr. Hauryski commented in addition to issuing press releases, Ms. Perham also has some ideas for doing more with Facebook and Twitter.

MOTION: AUTHORIZING THE COUNTY MANAGER TO RENEW THE CONTRACT WITH MARY C. PERHAM, D/B/A PERHAM COMMUNICATIONS, AT AN ANNUAL AMOUNT NOT TO EXCEED \$18,000 MADE BY MRS. LANDO. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

3. **County Newsletter** – Mr. Hauryski stated that he would like this committee's perspective on the County Newsletter. Mrs. Ferratella commented that the Town of Caton puts the newsletter on their website. There also was a request from a Town of Corning councilman to receive the newsletter on his personal email. It

has been a hit. Mrs. Lando commented that she also has heard positive comments. Mr. Hauryski commented the towns he represents all copied the newsletter and distributed it to the town board members.

Mr. Wheeler commented the newsletter is sent to all municipalities, stakeholder agencies and non-profit agencies that we coordinate with. It is also available on the County website and on Facebook.

MOTION: TO ADJOURN MADE BY MRS. FERRATELLA. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

****NEXT MEETING SCHEDULED FOR****

**Tuesday, June 7, 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, June 1, 2016.**