

**STEUBEN COUNTY AGRICULTURE, INDUSTRY & PLANNING COMMITTEE**

Wednesday, May 3, 2017

10:00 a.m.

Legislative Committee Room  
Steuben County Office Building  
Bath, New York

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

<b>COMMITTEE:</b>	Robin K. Lattimer, Chair John V. Malter	K. Michael Hanna, Vice Chair Robert V. Nichols	Dan C. Farrand
<b>STAFF:</b>	Jack Wheeler Amy Dlugos	Jennifer Prossick Eric Rose	Jim Allard
<b>LEGISLATORS:</b>	Carol A. Ferratella	Kelly H. Fitzpatrick	Steven P. Maio
<b>OTHERS:</b>	Mary Perham Donald B. Creath		

**I. CALL TO ORDER**

Ms. Lattimer called the meeting to order at 10:00 a.m. and asked Sheriff Allard to lead the Pledge of Allegiance.

**II. APPROVAL OF MINUTES**

**MOTION: APPROVING THE MINUTES OF THE APRIL 5, 2017, MEETING MADE BY MR. FARRAND. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**III. DEPARTMENTAL REQUESTS**

A. Planning

1. **Declaring Lead Agency Status and Issue Negative Declaration for Woodlands Project** – Mrs. Dlugos requested authorization to issue a Negative Declaration with regard to SEQR for the Woodlands Project and declaring Steuben County as the lead agency.

**MOTION: DECLARING STEUBEN COUNTY THE LEAD AGENCY AND ISSUING A NEGATIVE DECLARATION FOR SEQR PURPOSES FOR THE WOODLANDS WATER/SEWER IMPROVEMENT PROJECT MADE BY MR. NICHOLS. SECONDED BY MR. FARRAND. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.**

2. **Contract Approval – Woodlands Community, Inc.** – Mrs. Dlugos requested authorization to enter into a contract with The Woodlands Community, Inc. for the purpose of administering CDBG grant funds for the water/sewer improvement project.

**MOTION: AUTHORIZING THE PLANNING DIRECTOR TO ENTER INTO A CONTRACT WITH THE WOODLANDS COMMUNITY, INC. FOR THE PURPOSE OF ADMINISTERING CDBG GRANT FUNDS FOR THE WATER/SEWER IMPROVEMENT PROJECT MADE BY MR. FARRAND. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

3. **Contract Extension – Mobility Management Services** – Mrs. Dlugos requested authorization to extend the contract with the Institute for Human Services for Mobility Management Services. The extension will

be one year. Mr. Nichols asked what do they do? Mrs. Dlugos replied they do trip planning, coordination of various services and the 2-1-1 Helpline.

**MOTION: AUTHORIZING THE PLANNING DIRECTOR TO EXTEND THE CONTRACT WITH THE INSTITUTE FOR HUMAN SERVICES FOR MOBILITY MANAGEMENT SERVICES FOR ONE YEAR MADE BY MR. MALTER. SECONDED BY MR. FARRAND. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

Mrs. Dlugos commented they will be putting in another application for funding for the next two years of the Mobility Management Program.

C. County Manager

1. **Card Access System** – Mr. Wheeler informed the committee that they have been investigating options for a couple of years. The Jail has been operating on the Windows XP system. We were hoping to get to the end of this year and be able to budget for the Jail card system replacement next year. With the pricing we received, we have an opportunity to do more with a little from the Fund Balance. If we purchase the system now, our larger buildings would be on the same system through Day Automation. They are the experts in this field. We are looking to replace the card access systems at the County Office Building, 911, Civil Defense, Public Safety Building, and the Jail.

Mr. Wheeler stated they budgeted \$225,000 in a capital project for the County Office Building, 911 and Civil Defense buildings. They budgeted \$25,000 for the Jail and the Department of Social Services has included \$75,000 in reimbursement toward the replacement in the County Office Building. That leaves us with a difference of \$125,000 which we would propose taking from the Unrestricted Fund Balance. Mr. Wheeler stated the total cost of the project is \$447,000. He thinks the pricing is good and we have looked at a few different products.

**MOTION: AWARDING THE CARD ACCESS SYSTEM REPLACEMENT PROJECT FOR THE COUNTY OFFICE BUILDING, 911, CIVIL DEFENSE, AND JAIL, VIA STATE CONTRACT, TO DAY AUTOMATION FOR A TOTAL COST OF \$447,000 AND AUTHORIZING THE TRANSFER OF \$125,000 FROM THE UNRESTRICTED FUND BALANCE FOR THIS PURPOSE MADE BY MR. MALTER FOR DISCUSSION.**

Mr. Hanna asked how long will the system last? Mr. Wheeler replied the current system is about 20 years old. The new system will be more software dependent. Mr. Rose explained the platform of the new system is very advanced. There will be no software maintenance fee charged. The one-year warranty does not start until everyone is completely satisfied with the system. There will be an \$18,000 annual maintenance fee after the initial one-year warranty period. This system is much more hands on and the vendor is great to work with. Mr. Rose commented that 95 percent of all of the buildings will be done within four weeks. This system will also interface with the Sheriff's Black Creek System. Sheriff Allard commented at the Jail we use a proximity system which reads and records. Without a viable system, our liability is huge. Discussion followed.

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

2. **Access Lift** – Mr. Rose stated they put out a bid for the access lift between the County Office Building and Courthouse. They received four responses back. The low bidder, Access Elevator & Lifts came in at \$14,9450; however, they have been deemed unresponsive as they did not meet bid specifications. Mr. Rose recommended awarding to the second lowest bidder, Kolt Access and Lifts for \$18,750. We do have money available in the capital project.

**MOTION: DECLARING ACCESS ELEVATOR & LIFTS A NON-RESPONSIVE BIDDER AND AWARDING THE BID FOR THE HYDRAULIC VERTICAL PLATFORM LIFT TO THE SECOND LOWEST BIDDER, KOLT ACCESS AND LIFTS FOR \$18,750.00 MADE BY MR. FARRAND. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION: TO ADJOURN MADE BY MR. FARRAND. SECONDED BY MR. MALTER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

Respectfully Submitted by

Amanda L. Chapman  
Deputy Clerk  
Steuben County Legislature

**\*\*NEXT MEETING SCHEDULED FOR\*\*  
Wednesday, June 7, 2017  
10:00 a.m.**

**Please send your agenda items to the Clerk of the Legislature's Office  
NO LATER THAN NOON  
Wednesday, May 31, 2017.**