

**STEBEN COUNTY ADMINISTRATION COMMITTEE**

Tuesday, October 11, 2016

9:00 a.m.

Legislative Committee Room  
Steuben County Office Building  
Bath, New York

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

<b>COMMITTEE:</b>	Brian C. Schu, Chair Hilda T. Lando	Scott J. Van Etten, Vice Chair Robin K. Lattimer	Carol A. Ferratella
<b>STAFF:</b>	Jack K. Wheeler Brenda Mori Wendy Flaitz Judy Hunter Tammy Hurd-Harvey	Mitchell Alger Ken Peaslee Wendy Jordan Nancy Smith Alan Reed	Jim Gallagher Bill Caudill Andy Morse Nate Alderman Jennifer Prossick
<b>LEGISLATORS:</b>	Joseph J. Hauryski	K. Michael Hanna	John V. Malter
<b>OTHERS:</b>	Youth-In-Government Interns 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 SEPTEMBER 13, 2016, MEETING MADE BY MR. VAN ETTEN. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**III. DEPARTMENT REQUESTS**

A. Clerk of the Legislature

1. **Retirement Reporting** – Ms. Mori distributed copies of the State’s form, which includes those individuals that need to be reported this year. She requested authorization to forward to the Full Legislature for approval.

**MOTION: APPROVING AND FORWARDING THE STANDARD WORKDAY AND RETIREMENT RESOLUTION FOR ELECTED AND APPOINTED OFFICIALS MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.**

B. Information Technology

1. **Award of Internet for the County Office Building and Public Safety Building** – Mr. Peaslee informed the committee that it is a State requirement that we need to provide two internet sources for the County. Our primary location is the County Office Building and the secondary location is the Public Safety Building, which is interconnected with the County Office Building via the fiber. Currently we are using AT&T for the County Office Building and Time Warner for the Public Safety Building.

Mr. Peaslee stated they put out an RFP and received five responses from AT&T, Empire, Finger Lakes, Time Warner and Verizon. Three vendors, AT&T, Time Warner and Verizon had exceptions. He recommended awarding to Empire for a 20Mbps service for the County Office Building for a monthly cost of \$420 per month, plus \$40 per month for 20 IP addresses and an installation cost of \$250. He recommended awarding the RFP for

the Public Safety Building to Finger Lakes for a 15Mbs service for a monthly cost of \$350 per month, plus \$75 per month for 20 IP addresses and an installation cost of \$500. Mr. Peaslee stated this will be a five-year contract with two, one-year renewals. We will see a net savings of \$1,283 per month.

Mrs. Lando asked what will be the downtime when this change is made? Mr. Peaslee replied there should not be any downtime. Email is currently through AT&T and will be changed to Empire. There may be a little disruption with that.

Mr. Van Etten asked why do you need so many IP addresses? Mr. Peaslee replied we have a number of vendors that service their equipment through IP addresses. We also need IP addresses for email. Additionally, we need to have a mirror image between both locations. The Public Safety Building is our backup location.

Mr. Wheeler commented this provides the ability to reduce our costs and increase internet speed. This is largely driven by the Southern Tier Network and that was one of the goals; to give residents and businesses more competition and choice. Mr. Peaslee stated the changeover should be complete by the end of the year.

**MOTION: AWARDING THE RFP FOR INTERNET FOR THE COUNTY OFFICE BUILDING TO EMPIRE FOR A 20MBS SERVICE AT A RATE OF \$420 PER MONTH, PLUS 20 IP ADDRESSES AT A RATE OF \$40 PER MONTH, PLUS AN INSTALLATION FEE OF \$250; AND AWARDING THE RFP FOR INTERNET FOR THE PUBLIC SAFETY BUILDING TO FINGER LAKES OR A 15MBS SERVICE AT A RATE OF \$350 PER MONTH, PLUS 20 IP ADDRESSES AT A RATE OF \$75 PER MONTH, PLUS AN INSTALLATION FEE OF \$500 MADE BY MS. LATTIMER. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

C. County Clerk

1. **Request RFP for Integrated County Clerk Records Management System** – Mrs. Hunter stated in 2003 we accepted the RFP for our current indexing, imaging and integrated system. In order to keep moving forward, she is proposing submitting an RFP this year to see what else is out there. She has checked with several counties and 15 counties have done follow-up RFP's. As a result of the follow-up RFP, some counties have changed their systems. She stated the committee is aware of the issues we have had. Some vendors now add modules at no additional cost. She is proposing issuing an RFP for a total turnkey system including the lease of equipment. She is also proposing an RFP where the County would provide the equipment.

Mr. Wheeler stated we are looking to see what kind of prices are out there. You do not have to change, but this gives you an idea of what is available.

Mr. Schu asked how many vendors are there? Mrs. Hunter replied there are several vendors. Mrs. Ferratella asked have you budgeted anything for this? Mr. Wheeler replied no. Mrs. Hunter stated our contract for the current system is up in February 2017. Mr. Wheeler stated we have budgeted for the current system and did include an increase for next year. If we were to buy equipment with a turnkey system, we did not include that.

Mr. Van Etten stated the last time we looked at this, it was going to cost \$500,000 to purchase a system and equipment. The only thing in the budget is the renewal of the current contract. Mr. Wheeler stated if you saw a proposal you like, you would very likely have to look at paying for it from the Contingent Fund.

**MOTION: AUTHORIZING THE COUNTY CLERK, IN CONJUNCTION WITH THE PURCHASING DIRECTOR, TO ISSUE A REQUEST FOR PROPOSALS FOR AN INTEGRATED COUNTY CLERK RECORDS MANAGEMENT SYSTEM MADE BY MRS. FERRATELLA. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

Ms. Lattimer asked what will be the turn around on the RFP? Mr. Wheeler replied it will take one month to get it together and then one month to allow the vendors to respond. Mrs. Lando asked when will you have to renew the contract? Mrs. Hunter replied the contract is up for renewal on February 1, 2017, but we could do an extension if

necessary. Mr. Wheeler stated we will get the process going as soon as we can. It will be the end of the year or January before it will come back to the committee.

D. Finance

1. **RFP for Actuarial Services – GASB45 Reporting Requirements** – Mrs. Hurd-Harvey requested authorization to put out an RFP for Actuarial Services for GASB45 reporting requirements.

**MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE, IN CONJUNCTION WITH THE PURCHASING DIRECTOR, TO ISSUE A REQUEST FOR PROPOSALS FOR ACTUARIAL SERVICES RELATIVE TO THE GASB45 REPORTING REQUIREMENTS MADE BY MR. VAN ETTEN. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

2. **RFP for Health and Wellness Consulting Services** – Mrs. Hurd-Harvey requested authorization to put out an RFP for Health and Wellness Consulting Services. This will include the preparation of the ACA required reports. Currently we are using Relph Benefits and have been using them for the past five years. We just want to look to see what else is available.

**MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE, IN CONJUNCTION WITH THE PURCHASING DIRECTOR, TO ISSUE A REQUEST FOR PROPOSALS FOR HEALTH AND WELLNESS CONSULTING, TO INCLUDE THE PREPARATION OF THE ACA REQUIRED REPORTS MADE BY MS. LATTIMER. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

E. Personnel

1. **Reclassification** – Ms. Smith requested authorization to reclassify a vacant Staff Social Worker, Grade XV position to a Personnel Technician, Grade XIII position.

**MOTION: AUTHORIZING THE RECLASSIFICATION OF A VACANT STAFF SOCIAL WORKER, GRADE XV POSITION, TO A PERSONNEL TECHNICIAN, GRADE XIII POSITION MADE BY MRS. FERRATELLA. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**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 MATTERS LEADING TO THE APPOINTMENT, EMPLOYMENT, PROMOTION, DEMOTION, DISCIPLINE, SUSPENSION, DISMISSAL OR REMOVAL OF A PARTICULAR PERSON MADE BY MR. VAN ETTEN. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

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

**MOTION: APPROVING MANAGEMENT SALARY INCREASES OF 1.5 PERCENT, 1.75 PERCENT, AND 2 PERCENT BASED ON EVALUATION AS PRESENTED MADE BY MR. VAN ETTEN. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION: SETTING THE SALARY FOR THE COUNTY CLERK AT \$66,065 MADE BY MRS. FERRATELLA. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION: SETTING THE SALARY FOR THE ELECTIONS COMMISSIONERS AT \$52,131 MADE BY MRS. FERRATELLA. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

MOTION: SETTING THE SALARY FOR THE SHERIFF AT \$84,797 MADE BY MRS. FERRATELLA. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: SETTING THE SALARY FOR THE COMMISSIONER OF SOCIAL SERVICES AT \$103,928 MADE BY MS. LATTIMER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: SETTING THE SALARY FOR THE COMMISSIONER OF FINANCE AT \$94,726 MADE BY MR. VAN ETTEN. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: SETTING THE SALARY FOR THE JAIL SUPERINTENDENT AT \$71,102 MADE BY MR. VAN ETTEN. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: SETTING THE SALARY FOR THE ADMINISTRATIVE OFFICER OF SPECIAL CHILDRENS SERVICES AT \$58,865 MADE BY MR. VAN ETTEN. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: SETTING THE SALARY FOR THE SUPERINTENDENT OF BUILDINGS & GROUNDS AT \$65,621 MADE BY MR. VAN ETTEN. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: SETTING THE SALARY FOR THE OFFICE OF COMMUNITY SERVICES DIRECTOR OF ADMINISTRATIVE SERVICES AT \$68,271 MADE BY MR. VAN ETTEN. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: SETTING THE SALARY FOR TODD CASELLA, ASSISTANT DISTRICT ATTORNEY AT \$62,853 MADE BY MR. VAN ETTEN. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: SETTING THE SALARY FOR THE DEPUTY DIRECTOR OF THE EMERGENCY MANAGEMENT OFFICE AT \$52,583 MADE BY MR. VAN ETTEN. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: SETTING THE SALARY FOR RYAN LAROSE, ASSISTANT PUBLIC DEFENDER AT \$62,907 MADE BY MR. VAN ETTEN. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: SETTING THE SALARY FOR DAVID SUTTON, CORRECTION LIEUTENANT AT \$51,772 MADE BY MR. VAN ETTEN. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: SETTING THE SALARY FOR THE COUNTY ATTORNEY AT \$125,964 MADE BY MRS. LANDO. SECONDED BY MS. LATTIMER. MOTION CARRIES 4-1. (MR. VAN ETTEN OPPOSED)

MOTION: SETTING THE SALARY FOR THE COUNTY MANAGER AT \$126,000 MADE BY MS. LATTIMER. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

**MOTION: TO ADJOURN MADE BY MR. VAN ETTEN. 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\*\***  
**\*\*PLEASE NOTE CHANGE\*\*** Wednesday, November 9, 2016 **\*\*PLEASE NOTE CHANGE\*\***  
Legislative Committee Room  
9:00 a.m.

**Please send agenda items to the Clerk of the Legislature's Office**  
**NO LATER THAN NOON**  
**Wednesday, November 2, 2016**