

**STEBEN COUNTY ADMINISTRATION COMMITTEE**

*Tuesday, January 12, 2016*

*9:00 a.m.*

*Legislative Committee Room  
Steuben County Office Building  
Bath, New York*

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

<b>COMMITTEE:</b>	Brian C. Schu, Chair Robin K. Lattimer	Scott J. Van Etten, Vice Chair Carol A. Ferratella	Hilda T. Lando
<b>STAFF:</b>	Jack K. Wheeler Nancy Smith Pat Donnelly Judy Hunter	Mitch Alger Shawn Corey Tammy Hurd-Harvey Andy Morse	Scott Sprague Wendy Flaitz Alan Reed Brooks Baker
<b>LEGISLATORS:</b>	Joseph J. Hauryski Gary B. Roush	Kelly H. Fitzpatrick	John V. Malter
<b>OTHERS:</b>	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 DECEMBER 8, 2015, MEETING MADE BY MRS. FERRATELLA. SECONDED BY MR. VAN ETTEN. MOTION CARRIES 5-0.**

**III. DEPARTMENTAL REQUESTS**

A. Personnel

1. **Reclassification – District Attorney’s Office** - Ms. Smith requested authorization to transfer and reclassify one vacant Staff Social Worker position, Grade 15, in the Office of Community Services to two part-time Assistant District Attorneys in the District Attorney’s Office. Each part-time Assistant District Attorney will be paid \$37,000 annually. Mr. Wheeler commented this was discussed during the preparation of the 2016 budget and they are funded. This request was approved by the Public Safety & Corrections Committee.

**MOTION: AUTHORIZING THE TRANSFER AND RECLASSIFICATION OF ONE VACANT STAFF SOCIAL WORKER POSITION, GRADE 15, IN THE OFFICE OF COMMUNITY SERVICES, TO TWO (2) PART-TIME ASSISTANT DISTRICT ATTORNEY POSITIONS IN THE DISTRICT ATTORNEY’S OFFICE MADE BY MS. LANDO. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

2. **Family Medical Leave Policy** – Ms. Smith asked if there were any questions on the proposed amendments to the policy? Ms. Lando asked had we previously required employees to use accrued paid leave while taking FMLA leave? Ms. Smith replied no and we were putting the employees at risk for being ineligible to take FMLA as they can only count hours worked. Mr. Wheeler explained for years we thought we were providing leave beyond federal requirements and this was identified during an audit. If an employee has sick leave, then on their leave slip they will mark both sick leave and FMLA. Mr. Reed stated statute requires that employers must not interfere with an application for FMLA. If an employee is eligible, an employer cannot say that they have to use their accruals first.

**MOTION: APPROVING THE CHANGES TO THE FAMILY MEDICAL LEAVE POLICY AS PRESENTED AND AUTHORIZING AN AMENDMENT TO THE ADMINISTRATIVE CODE REFLECTING THIS CHANGE MADE BY MS. LATTIMER. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.**

B. Commissioner of Finance

1. **Amendment to Investment Policy** – Mr. Donnelly informed the committee that the State has changed the Adoption Subsidy Account to Key Bank. He requested authorization to correct the name of the bank to Key Bank, N.A. and to raise their limit from 15 percent to 35 percent.

**MOTION: APPROVING AN AMENDMENT TO THE INVESTMENT POLICY AS PRESENTED BY THE COMMISSIONER OF FINANCE MADE BY MR. VAN ETTEN. SECONDED BY MS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.**

2. **Request to Consolidate Two County-Owned Properties** – Mr. Donnelly informed the committee that in 2005 they acquired a two-acre parcel in the Town of Hartsville by tax foreclosure and retained it as authorized by the Finance Committee in May 2005. There is a larger adjacent parcel that was acquired by deed in July 1932. He requested authorization to combine the two parcels as one.

**MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO COMBINE PARCEL #232.00-01-039.000 WITH PARCEL #250.00-01-028.000 IN THE TOWN OF HARTSVILLE MADE BY MR. VAN ETTEN. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

C. Risk Manager

1. **Insurance Waivers** – Mr. Sprague stated pursuant to the *Administrative Code*, any insurance waivers for contracts exceeding \$10,000 must be brought to the committee for approval. He requested insurance waivers for the Greater Corning Chamber of Commerce, the Greater Hammondsport Chamber of Commerce, Finger Lakes Performing Provider System (FLPPS) and James Gallagher.

**MOTION: AUTHORIZING A WAIVER OF THE COUNTY'S INSURANCE REQUIREMENTS FOR THE GREATER CORNING CHAMBER OF COMMERCE, THE GREATER HAMMONDSPORT CHAMBER OF COMMERCE, FINGER LAKES PERFORMING PROVIDER SYSTEM (FLPPS) AND JAMES GALLAGHER MADE BY MRS. FERRATELLA. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

D. County Clerk

1. **Major Equipment** – Mrs. Hunter informed the committee that in 2015 they had allocated \$14,500 in the Major Equipment budget to replace a high capacity scanner. We did replace that scanner and it came in much lower than we had anticipated, and we still have \$8,300 in the 2015 Major Equipment line item. She stated that they currently have an old reader/printer that is used for reading maps that was purchased in 2005. This machine is available on State contract through Biel's for \$8,189. She requested authorization to purchase the map reader/scanner with the remaining funds in the 2015 Major Equipment line item.

Mr. Wheeler explained this is a capital equipment item that she would be requesting in 2017, but she has excess funds remaining in the 2015 Major Equipment line. He believes it is good idea to purchase it now and there does seem to be a need for this machine. Mr. Van Etten asked is there any equipment budgeted for 2016? Mr. Wheeler replied he does not believe there is anything budgeted for Major Equipment, but there is some for Small Equipment.

**MOTION: AUTHORIZING THE COUNTY CLERK TO PURCHASE A MAP SCANNER/PRINTER FROM BIEL'S FOR A TOTAL COST OF \$8,189 TO BE PAID FOR OUT OF THE 2015 MAJOR EQUIPMENT BUDGET MADE BY MS. LATTIMER. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

2. **Pistol Permits** – Mrs. Hunter informed the committee that in December 2015 they had received 489 new applications and had 591 requests to add to or amend existing permits. Revenues for 2015 are up about \$6,000 from 2014. She commented that from January 4<sup>th</sup> through January 11<sup>th</sup>, they have had 86 applications and 154 purchase amendments.

3. **Motor Vehicles** -Mrs. Ferratella commented that she saw that Broome County has a mobile DMV unit. She thought that was rather interesting. Mrs. Hunter stated Monroe County has had a mobile unit for several years. It is very costly, however, it does provide a great service by traveling to various areas of the County. Mr. Wheeler commented that if we did not have our Hornell and Corning offices, then it might be worth looking into.

E. County Manager

1. **Risk Manager Appointment** – Mr. Wheeler recommended appointing Scott Sprague as part-time Risk Manager. For most of the past year and a half, Mr. Sprague has been working 10 hours per week. He has agreed to come on staff working part-time at 20 hours per week and this has been working well. He will be salaried at \$32,500 annually and will receive benefits.

**MOTION: CONFIRMING THE APPOINTMENT OF SCOTT SPRAGUE AS PART-TIME RISK MANAGER MADE BY MR. VAN ETTEN. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.**

2. **County Office Fiber Project** – Mr. Wheeler informed the committee that with the fiber optic project, there are actually two separate projects through STN. The first is the public safety piece and linking up the towers. The second is the last mile connection to connect the County Office Building, the Seneca Street Building in Hornell, the Corning and Hornell Office of Mental Health and the Corning Courthouse. By doing this we will no longer need individual internet connections. Additionally, we will also be able to provide four-digit dialing for those offices.

Mr. Wheeler stated the cost for the fiber is \$53,000. Equipment is \$23,000 and installation and connection by ECC is \$7,600, bringing the total cost to \$90,000. He requested approval to spend \$90,000 out of the Fiber Capital Project for this project. He also requested waiving the RFP process and to contract with ECC to connect everything.

**MOTION: AUTHORIZING THE COUNTY MANAGER TO SPEND \$90,000 OUT OF THE FIBER CAPITAL PROJECT FOR THE INSTALLATION OF THE LAST MILE OF FIBER TO VARIOUS COUNTY OFFICE LOCATIONS, AND THE PURCHASE OF NECESSARY EQUIPMENT; WAIVING THE RFP PROCESS AND AUTHORIZING A CONTRACT WITH ECC TECHNOLOGIES TO CONNECT THE FIBER MADE BY MRS. FERRATELLA. SECONDED BY MS. LATTIMER FOR DISCUSSION.**

Mr. Van Etten asked why are we waiving the RFP process? Mr. Wheeler explained ECC designed and did the specifications for the equipment and we have had experience with them in the past. STN also has a relationship with ECC. Mr. Van Etten stated 911 is already connected, but what about the Jail? Mr. Wheeler replied there is fiber across the parking lot that is available.

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

Mr. Hauryski stated that he would like to thank the committee for this effort. We were promoting fiber to small business and it is important that we are in the lead to doing this.

V. **NEW BUSINESS**

A. *Setting the 2016 Meeting Schedule*

**MOTION: SETTING THE 2016 MEETING SCHEDULE FOR THE ADMINISTRATION COMMITTEE FOR THE SECOND TUESDAY OF EACH MONTH AT 9:00 A.M. MADE BY MRS. FERRATELLA. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

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

**MOTION: DENYING THE REQUEST OF AN EMPLOYEE RELATIVE TO ACCRUED SICK LEAVE MADE BY MR. VAN ETTEN. SECONDED BY MS. LATTIMER. MOTION CARRIES 4-1. (MRS. LANDO OPPOSED)**

**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 MRS. LANDO. 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, February 9, 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, February 3, 2016.**

**STEBEN COUNTY ADMINISTRATION COMMITTEE**

*Tuesday, February 9, 2016*

*10:00 a.m.*

*Legislative Chambers*

*Steuben County Office Building*

*Bath, New York*

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

<b>COMMITTEE:</b>	Brian C. Schu, Chair	Carol A. Ferratella	Scott J. Van Etten
<b>STAFF:</b>	Jack K. Wheeler Shawn Corey Wendy Flaitz Alan Reed Jennifer McPhail	Mitch Alger Brenda Mori Nancy Smith Judy Hunter Jim Gallagher	Kelly Penziul Ken Peaslee Andy Morse Nathan Alderman Tammy Hurd-Harvey
<b>LEGISLATORS:</b>	Joseph J. Hauryski Aaron I. Mullen	Kelly H. Fitzpatrick Gary B. Roush	K. Michael Hanna
<b>ABSENT:</b>	Hilda T. Lando	Robin K. Lattimer	
<b>OTHERS:</b>	Youth In Government Interns		

**I. CALL TO ORDER**

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

**II. APPROVAL OF MINUTES**

**MOTION: APPROVING THE MINUTES OF THE JANUARY 12, 2016, MEETING MADE BY MRS. FERRATELLA. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 3-0.**

**III. DEPARTMENT REQUESTS**

A. Real Property Tax Service Agency

1. **Data Collection Services RFP** – Mrs. Flaitz informed the committee they had put out an RFP for Data Collection Services, however, they came back higher than we thought they would. She would like to make some clarifications with the specifications and reissue. Mrs. Ferratella asked when would the RFP's be due back? Mr. Wheeler replied the standard is about a month. Mr. Schu asked how high were the proposals? Mrs. Flaitz replied they came in at a wide range.

**MOTION: REJECTING THE REQUESTS FOR PROPOSAL FOR DATA COLLECTION SERVICES AND AUTHORIZING THE DIRECTOR OF THE REAL PROPERTY TAX SERVICE AGENCY, IN CONJUNCTION WITH THE PURCHASING DIRECTOR, TO REISSUE THE REQUEST FOR PROPOSALS MADE BY MRS. FERRATELLA. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 3-0.**

2. **Gas Production** – Mrs. Flaitz commented that they have seen gas production in the County decrease 2 percent. However, oil production increased 2 percent.

B. Law Department

1. **Legal Services RFP** – Mr. Reed stated he had requested authorization to procure requests for proposals for a wide range of legal services to help supplement his department, the County Manager and Personnel, specifically with negotiation services, grievances, etc. We received seven responses and the rates were

uniform, at or above \$200 per hour. In our RFP we indicated that we would need no less than 20 hours per month. Mr. Reed recommended awarding the RFP to the law firm of Roemer Wallens Gold.

Mr. Wheeler commented with regard to negotiating services, we have two units whose contracts will be up this year and there will be a lot of work with negotiations. The ability of having a retainer fee with no cap is another benefit of this law firm.

Mr. Van Etten asked do you use different firms for different legal work? Mr. Reed replied we do. Historically we have used Barclay Damon for tort claims, Underberg Kessler for medical claims at the Jail and Philips Lytle for human rights violations. Mr. Wheeler stated we have used Roemer in the past for labor issues. This RFP provides us with pre-litigation services and helps us in routine matters that may require specific attention. Mr. Van Etten asked awarding this RFP will not limit you? Mr. Reed replied no. Mr. Wheeler stated Roemer does this type of work for many counties and we are currently using them.

**MOTION: AWARDING THE REQUEST FOR PROPOSAL FOR LEGAL SERVICES TO THE LAW FIRM OF ROEMER WALLENS GOLD FOR A RETAINER FEE OF \$42,000 PER YEAR AND AUTHORIZING THE COUNTY ATTORNEY TO SIGN A RETAINER AGREEMENT MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 3-0.**

2. **Amending Local Law No. Two of 1978 Relative to Notice of Written Defect** – Mr. Reed informed the committee that Local Law No. Two of 1978 specifically addresses the conditions of county highways. It would appear that the County has broader authority on defective conditions on its premises. We can require, and be given, notice in writing. Requiring written notice establishes a record of when the County was notified of the defect, the process, and how it was taken care of. He requested an amendment to the Local Law that notice of written defect shall apply to county highways and any premises of the County, including sidewalks. He also would like to change to whom the written notice of defect is to be filed. The previous local law states that it is filed with the County Clerk, however, he believes that it may be more effective to have the filing come to the Clerk of the Legislature, who would then pass it on to Public Works. The Local Law would also allow notification to be provided directly to Public Works, or in the case of buildings and sidewalks, to Buildings & Grounds.

Mr. Hanna asked who gives notice? Mr. Reed replied any person or entity who becomes aware of a defect. Mr. Wheeler replied we do this now, but prior written notice was really just for the highways. The amendment extends the requirement to all premises and gives the County a little more protection. Mrs. Ferratella asked does this impact the properties that we lease? Mr. Reed replied it would be applicable to those as well.

Mr. Van Etten asked does each municipality have to draft their own local law with regard to the roads? Mr. Reed replied it is the municipality's duty, in State law, to maintain their highways. It is recognized that municipalities be provided written notice if we elect to do so.

**MOTION: AMENDING LOCAL LAW NO. TWO OF 1978 RELATIVE TO THE NOTICE OF WRITTEN DEFECT TO INCLUDE ALL PREMISES OF THE COUNTY, INCLUDING SIDEWALKS, AND REQUIRING NOTICE BE FILED WITH THE CLERK OF THE LEGISLATURE MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 3-0. *Resolution Required.***

3. **Universal Settlement** – Mr. Reed informed the committee that the Universal Settlement for health care facilities' Medicaid rate appeals was filed with the State and remains unsettled. The State offered a universal settlement to various counties and public/private health care facilities on reimbursements. There was a release that the County needed to sign in order for the State to make the funds available. Mr. Corey reviewed the release that was required and had an issue with that release. We secured counsel from Harter Secrest & Emery to assist in the review. They also had issues with the release, as did other counties. The release required that the County Manager provide personal exposure/liability if there was a claim against the State in reference to Steuben

County. A number of counties did not review the release and just signed it. We were required to submit the signed release to the State by Friday, February 5, 2016.

Mr. Wheeler commented the release also falls upon heirs as well. It is important to sign so that we can lay claim to approximately \$750,000. Some of that amount is in question with the counties, but if you did not sign the release, then we would not be eligible for any.

Mr. Reed stated we have a local law which indemnifies public officials, and Mr. Wheeler's action is within the scope of his duties. In light of the exposure, he is requesting that the County ratify and confirm Mr. Wheeler's action and provide indemnification under the Local Law in signing the release on the universal settlement. This means that in the event of a claim, Mr. Wheeler will not be held personally liable.

**MOTION: RATIFYING AND CONFIRMING THE ACTIONS OF COUNTY MANAGER, JACK WHEELER, AND PROVIDING INDEMNIFICATION UNDER THE LOCAL LAW RELATIVE TO THE SIGNING OF THE RELEASE ON THE UNIVERSAL SETTLEMENT MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 3-0. Resolution Required**

C. Information Technology

1. **Phone Maintenance Renewal** – Mr. Peaslee informed the committee that Ronco installed the new SYSCO phone system. He requested authorization to extend the maintenance contract with Ronco for a three year term, at a rate of \$42,449.76 annually.

**MOTION: AUTHORIZING THE DIRECTOR OF INFORMATION TECHNOLOGY TO EXTEND THE PHONE MAINTENANCE CONTRACT WITH RONCO FOR THREE YEARS AT A RATE OF \$42,449.76 PER YEAR MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 3-0.**

D. Purchasing

1. **Copy Paper Bid** – Mr. Morse recommended awarding the quarterly copy paper bid to the low bidder, Contract Paper Group, at a rate of \$24.90 per case.

**MOTION: AWARDING THE QUARTERLY COPY PAPER BID TO THE LOW BIDDER, CONTRACT PAPER GROUP, AT A RATE OF \$24.90 PER CASE MADE BY MRS. FERRATELLA. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 3-0.**

2. **Copier Maintenance Contract Renewal** – Mr. Morse requested authorization to renew the copier maintenance contract with Ricoh for an annual cost of \$47,250.

**MOTION: AUTHORIZING THE PURCHASING DIRECTOR TO RENEW THE COPIER MAINTENANCE CONTRACT WITH RICOH AT A RATE OF \$47,250 PER YEAR MADE BY MRS. FERRATELLA. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 3-0.**

E. Personnel

1. **RFP for Civil Service Software Project** – Ms. Smith requested authorization to put out a Request for Proposal for the Civil Service Software Project. Our current software, PSTek, is no longer supported.

**MOTION: AUTHORIZING THE PERSONNEL DIRECTOR, IN CONJUNCTION WITH THE PURCHASING DIRECTOR, TO ISSUE A REQUEST FOR PROPOSALS FOR CIVIL SERVICE SOFTWARE MADE BY MRS. FERRATELLA. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 3-0.**

F. County Manager

1. **Revisions to Administrative Code** – Mr. Wheeler stated the committee received the proposed changes to the *Administrative Code*. Many of the changes reference changes to State Law and updated policies.

Part 4 – Finance, involves clarification regarding transfers within salary lines and equipment. One change of note is to increase the unbudgeted contract threshold to \$10,000 with Standing and Finance Committee approvals. Any contract in excess of that would require approval of the Full Board. Currently the threshold is \$5,000 and any new contracts have to go to the Full Board.

Mr. Wheeler stated we made many edits to the Purchasing Policy to clarify current statutes and regulations. We have put a \$100 minimum on assets that we track and report. Mr. Van Etten commented that \$100 is significantly low compared to the corporate world where items are not tracked until they are \$3,000 or more. He would be in favor of increasing that to \$500 or \$1,000. Mr. Wheeler stated we had a discussion about that. By moving it to \$100, we are able to capture 80 percent of our assets. If we move it to \$250, then we are only capturing 70 percent. We will keep an eye on this and if we need to change it, we will bring it back for review.

**MOTION: APPROVING THE ADMINISTRATIVE CODE REVISIONS AS PRESENTED BY THE COUNTY MANAGER MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 3-0.**

2. **Fiber Project** – Mr. Wheeler stated Mr. Peaslee has been working with ECC and we feel that we can get a significant price reduction if we bid out the equipment. This will not slow down the timeframe for the completion of the project. He requested authorization to issue a request for proposal for fiber equipment.

**MOTION: AUTHORIZING THE COUNTY MANAGER IN CONJUNCTION WITH THE PURCHASING DIRECTOR, TO ISSUE A REQUEST FOR PROPOSALS FOR EQUIPMENT FOR THE FIBER PROJECT MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 3-0.**

**MOTION: TO ADJOURN MADE BY MRS. FERRATELLA. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 3-0.**

Respectfully Submitted by

Amanda L. Chapman  
Deputy Clerk  
Steuben County Legislature

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

**Tuesday, March 8, 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, March 2, 2016.**



**STEBEN COUNTY ADMINISTRATION COMMITTEE MEETING**

*Tuesday, March 8, 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 Nancy Smith Ken Peaslee Andy Morse	Mitch Alger Jennifer McPhail Shawn Corey	Kelly Penziul Wendy Flaitz Brooks Baker
<b>LEGISLATORS:</b>	Joseph J. Hauryski	Gary B. Roush	Gary D. Swackhamer
<b>OTHERS:</b>	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 FEBRUARY 9, 2016, MEETING MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**III. DEPARTMENT REQUESTS**

A. Information Technology

1. **Sendio Spam Filter License** – Mr. Peaslee informed the committee that Sendio is the company we purchased our spam blocker software from. In 2014 the committee approved a three-year contract for maintenance at a cost of \$10,633 per year. This contract expires in 2017. He recently received an offer from Sendio to extend the contract for one year at a rate of \$8,744. They are the only company that we can purchase this product from. He requested authorization to extend the contract.

**MOTION: AUTHORIZING THE DIRECTOR OF INFORMATION TECHNOLOGY TO EXTEND THE MAINTENANCE CONTRACT WITH SENDIO FOR SPAM BLOCKING SOFTWARE FOR AN ADDITIONAL YEAR AT A COST OF \$8,744.00 MADE BY MRS. FERRATELLA. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

2. **Modification to Cisco Phone System** – Mr. Peaslee informed the committee that when we installed the new phone system, we had a couple of video phones installed in Probation and the Public Defender's Office to allow them to communicate with inmates at the Jail. When they installed those phones, we had received some extra video phones. Our system needs to be updated to provide better quality of use for these phones. He requested authorization to contract with Ronco to improve the system and install additional video phones in the Hornell and Corning Probation offices. The total cost is \$6,840 and he has money available in the phone system capital project.

**MOTION: AUTHORIZING THE DIRECTOR OF INFORMATION TECHNOLOGY TO CONTRACT WITH RONCO TO IMPROVE THE VIDEO PHONE SYSTEM AND INSTALL ADDITIONAL VIDEO PHONES IN THE HORNELL AND CORNING PROBATION OFFICES FOR A TOTAL COST OF \$6,840.00, TO BE PAID FOR OUT OF THE PHONE SYSTEM CAPITAL PROJECT MADE BY MRS. LANDO. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

B. Law Department

1. **Tax Certiorari Proceedings** – Mr. Corey informed the committee that they have received a request from the City of Corning to participate in two Tax Certiorari proceedings. The first is relative to Stewart Park Apartments and the second is relative to Mountainbrow Village Townhouses. Both properties appear to be within our \$2 million, single owner limit. Our portion would be 20 percent which equates to approximately \$800 per property for an appraisal or \$2,000 per property for a court-ready appraisal.

**MOTION: AUTHORIZING THE COUNTY TO PARTICIPATE IN TAX CERTIORARI PROCEEDINGS RELATIVE TO STEWART PARK APARTMENTS AND MOUNTAINBROW VILLAGE TOWNHOUSES, BOTH SITUATE IN THE CITY OF CORNING MADE BY MS. LATTIMER. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

C. Personnel

1. **Reclassification – District Attorney’s Office** - Ms. Smith requested authorization to reclassify a Typist position within the District Attorney’s Office, to a Senior Typist position. Her office conducted a desk audit and believes that the duties are consistent with that of a Senior Typist. Additionally, the District Attorney is in the process of converting the Driver Diversion Program from a contracted program to an in-house program and this position would be utilized for that. Mr. Baker stated he does have money in his budget and reminded the committee that his office has been short-staffed since last May.

**MOTION: AUTHORIZING THE RECLASSIFICATION OF A TYPIST, GRADE IV POSITION IN THE DISTRICT ATTORNEY’S OFFICE, TO A SENIOR TYPIST, GRADE VI POSITION MADE BY MRS. LANDO. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.**

D. County Manager

1. **Corning Community College** – Mr. Wheeler requested the committee consider adopting a memorializing resolution urging the Governor and State Legislature to increase base aid to Corning Community College. The request is for the State to support a \$285.00 per FTE (full-time equivalent) for all community colleges and leaving counties fiscally harmless for increases.

**MOTION: MEMORIALIZING THE GOVERNOR AND THE NEW YORK STATE LEGISLATURE IN SUPPORT OF A BASE AID INCREASE FOR CORNING COMMUNITY COLLEGE MADE BY MR. VAN ETTEN. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.**

**MOTION: TO ADJOURN REGULAR SESSION AND RECONVENE IN EXECUTIVE SESSION PURSUANT TO PUBLIC OFFICERS’ LAW, ARTICLE 7§ 105.1.A. MATTERS WHICH WILL IMPERIL THE PUBLIC SAFETY IF DISCLOSED, AND 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 MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. 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: AUTHORIZING THE DIRECTOR OF INFORMATION TECHNOLOGY TO PURCHASE 250 PAGING SOFTWARE LICENSES FROM RONCO, SAID SOFTWARE TO BE INSTALLED IN THE COUNTY OFFICE BUILDING AND BATH MENTAL HEALTH OFFICES FOR A TOTAL COST OF \$12,745.00, TO BE PAID FOR OUT OF PHONE SYSTEM CAPITAL PROJECT, MADE BY MS. LATTIMER. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION: TO ADJOURN MADE BY MR. VAN ETEN. 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, April 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, April 6, 2016.**

**STEBEN COUNTY ADMINISTRATION COMMITTEE**

*Tuesday, April 12, 2016*

*9:00 a.m.*

*Legislative Committee Room  
Steuben County Office Building  
Bath, New York*

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

**COMMITTEE:** Brian C. Schu, Chair                      Scott J. Van Etten, Vice Chair                      Hilda T. Lando  
Carol A. Ferratella

**STAFF:** Jack Wheeler                      Mitchell Alger                      Patty Baroody  
Ken Peaslee                      Scott Sprague                      Wendy Flaitz  
Brenda Mori                      Andy Morse                      Pat Donnelly  
Judy Hunter                      Shawn Corey                      Nancy Smith  
Alan Reed

**LEGISLATORS:** Joseph J. Hauryski                      K. Michael Hanna                      John V. Malter  
Gary B. Roush                      Gary D. Swackhamer

**ABSENT:** Robin K. Lattimer

**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 MARCH 8, 2016, MEETING MADE BY MRS. FERRATELLA. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**III. DEPARTMENT REQUESTS**

A. Purchasing

1. **Purchase of Fax Board for Central Copier** – Mr. Morse informed the committee that the fax machine they used no longer is functional. To replace that machine would cost between \$700 - \$750. If we purchase a fax board for the central copier, the cost would be \$518.40 and he has money available in the copier capital project for this purpose.

**MOTION: AUTHORIZING THE PURCHASING DIRECTOR TO PURCHASE A FAX BOARD FOR THE CENTRAL COPIER FOR A COST OF \$518.40, TO BE PAID FOR OUT OF THE COPIER CAPITAL PROJECT MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

2. **Contract Renewal** – Mr. Morse requested authorization to renew their contract with Greater Southern Tier BOCES to provide printing services. They typically process 60 – 75 percent of our printing jobs.

**MOTION: AUTHORIZING THE PURCHASING DIRECTOR TO RENEW THE CONTRACT WITH GREATER SOUTHERN TIER BOCES TO PROVIDE PRINTING SERVICES MADE BY MRS. FERRATELLA. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

B. Information Technology

1. **Bid Award – Fiber Optic Equipment for STN Network Install**

**MOTION: AWARDING THE BID FOR FIBER OPTIC EQUIPMENT STN NETWORK INSTALL AS FOLLOWS: SECTION 1 – ALDO RAY FOR \$1,967.00; SECTION 2 – FINGER LAKES TECHNOLOGY GROUP FOR \$944.00; SECTION 3 – RONCO FOR \$186.23; AND SECTION 4 – ON POINT FOR \$5,635.00 MADE BY MRS. FERRATELLA. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

2. **OFA Phone Replacement Project** – Mr. Peaslee informed the committee that the satellite offices of the Office for the Aging were not included in the most recent phone upgrade. He has received a quote of \$9,293 to replace the phone systems in the Corning and Hornell offices. There is money available in the Phone Replacement Project to do this. Additionally, the Office for the Aging has some grant funds in the amount of \$2,605 that they can utilize to offset some of the costs. He requested authorization to spend up to \$10,000 out of the Phone Replacement Capital Project. Mr. Peaslee stated the upgrade will be beneficial to these offices as they will be able to do four-digit dialing between the offices and cut down on their long-distance calls.

**MOTION: AUTHORIZING THE DIRECTOR OF INFORMATION TECHNOLOGY TO SPEND UP TO \$10,000 OUT OF THE PHONE REPLACEMENT PROJECT FOR THE OFFICE FOR THE AGING PHONE REPLACEMENT PROJECT AT THE CORNING AND HORNELL SATELLITE OFFICES MADE BY MRS. FERRATELLA. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

C. County Clerk

1. **Increasing County Share of DMV Revenues** – Mrs. Hunter requested the committee to support a resolution asking for an increase in the County share of DMV revenue for providing State DMV services. Right now 87.3 percent of everything we collect goes to the State. We are reimbursed 12.7 percent and we have the responsibility of maintaining offices and staffing.

Mr. Van Etten asked when was the last time this changed? Mrs. Hunter replied in 1999. We get about 2 percent for online transactions. Mrs. Lando commented we need to let the public know to come in person to do their transactions. Mr. Wheeler stated we do a press release each year reminding the public to support their local DMV. Mrs. Hunter commented they have a line item for other expenses and she plans to do additional advertising.

**MOTION: REQUESTING THE GOVERNOR AND THE STATE LEGISLATURE TO INCREASE THE SHARE OF REVENUE COUNTIES RETAIN FOR PROVIDING STATE DMV SERVICES MADE BY MRS. LANDO. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

2. **Pistol Permits** – Mr. Schu asked what is the time frame for processing pistol permits? Mrs. Hunter replied nothing has changed. State statute requires they be processed within six months. We currently are at about three to four months. Mr. Wheeler stated it has been closer to six months. The issue has been with the investigations. The Sheriff is down three Road Patrol Deputies as they are going to the Academy. Once they complete their training, he will be back up to full staff. Mr. Swackhamer commented there are 700 backlogged applications in Steuben County.

D. Real Property Tax Service Agency

1. **Veterans Exemption** – Mrs. Flaitz stated that Mr. White, a property owner in the Town of Campbell brought up some concerns regarding veterans' exemptions in the Town of Campbell. In 2015, the Town of Campbell did a revaluation project which changed the equalization rate from 2.5 percent to 100 percent, which also raised everyone's assessment, resulting in a significant increase in Mr. White's property taxes. The eligible funds veterans' exemption was originally created in 1958 with a \$5,000 maximum limit regardless of the equalization rate. There was an option that if there was a revaluation, the municipalities could opt in and ratio up. When the County did the countywide revaluation in 1983, only two municipalities adopted that option. That exemption was done away with in 1985. In 1994, the State offered an option to pro-rate the exemption. At that point in time, there were 13 municipalities who adopted that option. That option ran from 1994 – 2001. The County never adopted either of those options.

Mrs. Flaitz stated Mr. White is campaigning for the County to adopt the option that changes the ratio upon revaluation. At this point, only 8 municipalities would benefit from the County opting in. The municipalities that would see the most benefit would be Jasper, Lindley and Tuscarora. Countywide, there are 322 veterans who would benefit from us adopting this option. Most of the municipalities have opted for the alternative veterans' exemption. If we adopt the option, the cost would be spread countywide, to the detriment of the veterans receiving the alternative veterans' exemption. She stated her recommendation is to not adopt that countywide.

Mr. Wheeler commented we tried to explain to Mr. White that he and other veterans in a similar situation were receiving a significantly higher proportional benefit than other veterans in the County. Mrs. Ferratella asked could Mr. White change to the alternative veterans' exemption? Mrs. Flaitz replied he could, but he is receiving more of a benefit under the eligible funds veterans' exemption. Mr. Wheeler explained he is still getting a significant break on his town taxes, but not on the County taxes.

Mr. Van Etten commented if it is not beneficial across the County, then it is not fair. Mrs. Flaitz stated that is why the County did not opt in originally.

**MOTION: DENYING THE REQUEST TO ALLOW ELIGIBLE FUNDS VETERANS' EXEMPTION TO BE OFFERED COUNTYWIDE MADE BY MRS. FERRATELLA. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

Mrs. Ferratella commented at the April 11<sup>th</sup> Youth-In-Government simulated session, one of the students talked about the cold war veterans' exemption ending in 2017. Mrs. Flaitz stated there was a 10-year limit on the cold war veterans' exemption and she is hoping the State will come up with something that will allow it to continue. Mr. Van Etten commented it is interesting how many people are not aware of it.

2. **Star Exemption** – Mrs. Flaitz informed the committee that in the State's Budget, in 2016 the Star Exemption is going to go to an income tax credit. Mr. Wheeler stated this is a cash flow issue. The Star exemption was an expense on the State books, and now it will not be. This allows them to meet their tax cap projections. Mrs. Flaitz stated that she will be attending a webinar tomorrow to find out more information about this. Any property owners who currently receive this exemption will continue. Additionally, a property owner can go from the basic exemption to the enhanced. This affects new property owners, as they will have to report this on their income tax in order to get the refund.

E. **Risk Manager**

1. **Contract** – Mr. Sprague requested authorization to renew, for one year, the contract with Rose & Kiernan to provide property and casualty insurance. We have had a contract with them since 2011. Last year our premium was \$321,593. This year, they found new coverage and our premium is \$299,581. Last year we paid Rose & Kiernan a commission of \$32,159 and this year the commission will be \$29,331. In addition to providing property and casualty insurance, they also provide services to the Law Department and provide a risk program for us. They also do a lot of work with the Landfill. An RFP was put out in 2010 for a five-year program with Rose & Kiernan.

Mr. Wheeler stated that for 2017 they will be requesting to reissue an RFP as there are more options available. We found out that the approval to continue the contract with Rose & Kiernan has not happened since the transition from the previous Risk Manager. He commented that we also added additional riders to our coverage in recent years. Mr. Reed stated that when you look to rebid, Rose & Kiernan are actually working to advocate for the County for lower rates. You will not just simply be putting this out for rebid.

**MOTION: AUTHORIZING THE RISK MANAGER TO RENEW, FOR ONE YEAR, THE CONTRACT WITH ROSE & KIERNAN FOR THE PROVISION OF THE COUNTY'S PROPERTY AND CASUALTY INSURANCE MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

V. **OTHER BUSINESS**

A. *Health Insurance* – Mrs. Ferratella commented that when she first started with the County, it was decided that we would pay a 5 percent increase per year for insurance. She stated that she has the dental and vision coverage. Over the past several years she has noticed that her share has increased dramatically from 5 percent in 2012-2013 and 2013-2014 to 49 percent during 2014-2015 and 45 percent for 2015-2016. Mr. Wheeler explained the premium percent increase was approved by the Legislature. The overall cost of the premium increases every year. We have raised the premiums less than 10 percent. This past year the increase was 3 percent. The percentages seem really high and he will talk with Mrs. Hurd-Harvey about that.

**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 4-0.**

**MOTION: TO ADJOURN EXECUTIVE SESSION AND RECONVENE IN REGULAR SESSION MADE BY MRS. LANDO. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

Respectfully Submitted by:

Amanda L. Chapman  
Deputy Clerk  
Steuben County Legislature

**\*\*NEXT MEETING SCHEDULED FOR\*\*  
Tuesday, May 10, 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, May 4, 2016.**

**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: AWARDING 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 A 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.**

**STEBEN COUNTY ADMINISTRATION COMMITTEE**

*Tuesday, June 14, 2016*

*9:00 a.m.*

*Legislative Committee Room  
Steuben County Office Building  
Bath, New York*

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

<b>COMMITTEE:</b>	Brian C. Schu, Chair Robin K. Lattimer	Scott J. Van Etten, Vice Chair Carol A. Ferratella	Hilda T. Lando
<b>STAFF:</b>	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
<b>LEGISLATORS:</b>	Joseph J. Hauryski Gary B. Roush	Kelly J. Fitzpatrick John V. Malter	K. Michael Hanna Gary D. Swackhamer
<b>OTHERS:</b>	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 ETTEN. 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 ETTEN. 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.**

**STEBEN COUNTY ADMINISTRATION COMMITTEE**

*Tuesday, July 12, 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 Scott Sprague Alan Reed Wendy Flaitz Tammy Hurd-Harvey	Mitchell Alger Vicki Olin Nate Alderman Andy Morse Brenda Mori	Ken Peaslee Kelly Penziul Jennifer McPhail Shawn Corey
<b>LEGISLATORS:</b>	Joseph J. Hauryski John V. Malter	Kelly H. Fitzpatrick Gary B. Roush	K. Michael Hanna
<b>OTHERS:</b>	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 JUNE 14, 2016, MEETING MADE BY MS. LATTIMER. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**III. DEPARTMENTAL REQUESTS**

A. Personnel

1. **Contract** – Mr. Alderman requested authorization to enter into a contract with E-Gov for the Catalog and Commerce software program. Our current personnel software has been in place since 1996, however, they are no longer offering technical support. Many other counties are experiencing the same issue and some are moving to the Catalog and Commerce software. The cost for the software is \$30,000 with an annual maintenance fee of \$6,000 - \$7,000.

**MOTION: AUTHORIZING THE PERSONNEL DIRECTOR TO ENTER INTO A CONTRACT WITH E-GOV FOR THE CATALOG AND COMMERCE SOFTWARE PROGRAM FOR A COST OF \$30,000 PLUS AN ANNUAL MAINTENANCE FEE OF \$6,000 - \$7,000 MADE BY MS. LATTIMER. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

B. Information Technology

1. **Phone/Internet Service** – Mr. Peaslee stated that last month he had requested authorization to switch the phone service to Empire, however, after discussing with the Law Department, they have determined that we need to issue an RFP. He requested authorization to issue an RFP for both phone and internet service.



**MOTION: AUTHORIZING THE DIRECTOR OF INFORMATION TECHNOLOGY, IN CONJUNCTION WITH THE PURCHASING DIRECTOR, TO ISSUE A REQUEST FOR PROPOSALS FOR PHONE AND INTERNET SERVICE MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

2. **Firewall** – Mr. Peaslee informed the committee that the current firewall needs to be replaced. He has money budgeted in the capital project for this. We can purchase a new firewall on GSA Schedule 70 contract for \$13,707.17. He requested authorization to expend money out of the computer capital project.

**MOTION: AUTHORIZING THE DIRECTOR OF INFORMATION TECHNOLOGY TO EXPEND \$13,707.17 FROM THE COMPUTER CAPITAL PROJECT TO PURCHASE A NEW FIREWALL FROM THE GSA SCHEDULE 70 CONTRACT MADE BY MR. VAN ETTEN. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.**

3. **Southern Tier Network** – Mr. Peaslee informed the committee that there needs to be programming done on the network switches. He requested authorization to contract with Ronco to perform this service and to expend \$1,943.50 out of the Southern Tier Fiber Capital Project.

**MOTION: AUTHORIZING THE DIRECTOR OF INFORMATION TECHNOLOGY TO CONTRACT WITH RONCO TO PERFORM PROGRAMMING ON NETWORK SWITCHES FOR A TOTAL COST OF \$1,943.50, AND AUTHORIZING THE EXPENDITURE OF \$1,943.50 FROM THE SOUTHERN TIER FIBER CAPITAL PROJECT FOR THIS PURPOSE MADE BY MRS. FERRATELLA. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.**

C. Finance

1. **Merchant Credit Card Service Fee** – Ms. Hurd-Harvey requested authorization to charge transactions fees to users of credit or debit cards, ACH payments or E-checks in payment for various taxes and/or fees. She stated the departments that will more than likely charge a transaction fee are Finance, Personnel, Jail, Sheriff, Probation and the County Clerk. The departments that have opted to absorb those fees are Public Works, Community Services and the District Attorney.

**MOTION: AUTHORIZING TRANSACTION FEES TO USERS OF CREDIT OR DEBIT CARDS, ACH PAYMENT OR E-CHECKS IN PAYMENT FOR VARIOUS TAXES AND/OR FEES AND AUTHORIZING THE FOLLOWING DEPARTMENTS TO CHARGE A TRANSACTION FEE: FINANCE, PERSONNEL, JAIL, SHERIFF, PROBATION AND COUNTY CLERK; AND AUTHORIZING THE FOLLOWING DEPARTMENTS TO ABSORB TRANSACTION FEES: PUBLIC WORKS, OFFICE OF COMMUNITY SERVICES AND DISTRICT ATTORNEY MADE BY MR. VAN ETTEN. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.**

D. Board of Elections

1. **Contract Extension – NTS Data Services** – Mrs. Olin stated last year the committee authorized them to contract with NTS Data Services to print and distribute the mail check cards. Our estimate to do that in-house was \$18,000 and the actual cost for NTS to do it was \$16,845. She requested authorization to extend the contract with NTS for one year, for an estimated cost of \$19,124.17. They estimate sending out approximately 1,000 more cards this year. Also, voter registration increased by 400, compared to last year. The cost per card has increased 1 cent to \$.20.

Mr. Van Etten asked is there another vendor that can provide these services? Mrs. Olin replied no. Mr. Van Etten commented volume has increased 2 percent, yet the cost has increased 13 percent.

Ms. Lattimer asked if there are problems with addresses, is NTS doing a comparison and purging? Mrs. Olin replied they send us a list of any addresses that are bad so that we can fix the information, however, that is done

after they do the mailing. Ms. Lattimer asked with regard to the year 2014 comparison of doing this in-house, did those numbers include staff time, etc.? Mrs. Olin replied no, that was done after the fact.

Mr. Van Etten commented the employees are there working anyway, so that is not an incremental cost. They are not doing overtime and it is part of their regular routine. It does not make sense why the costs for 2015 and 2016 are going up 13 percent when the volume is only going up 2 percent. Mrs. Olin replied NTS increased their fee for processing by 1 cent and we did an estimate of the postage. Mr. Wheeler commented the majority of the increase you see is due to the 1-cent increase. Discussion followed.

**MOTION: AUTHORIZING THE BOARD OF ELECTIONS TO EXTEND THE CONTRACT WITH NTS DATA SERVICES TO PROVIDE THE MAIL CHECK CARDS AT AN ESTIMATED COST FOR 2016 OF \$19,124.17 MADE BY MRS. LANDO. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-1 (MR. VAN ETTEN OPPOSED).**

E. Risk Manager

1. **2017 Workers' Compensation Budget and Apportionment** – Mr. Sprague presented his 2017 Workers' Compensation Budget and Apportionment for the committee's review and approval. In preparing the budget, he did a five-year history of all of the line items and determined there were some line items we did not need to budget as much since they fall under our PERMA contract and costs. As an example, we cut the line item for Court Appearances significantly, as that is something that we pay PERMA for. Mr. Wheeler commented the tail claims are covered under Corvel and you are not paying that to PERMA, so we do have extra costs related to those.

Mr. Sprague stated that we did propose an increase to the safety training line item from **\$2,500 to \$7,500**. We use that money to pay for internal trainings such as Defensive Driving and CPR. He believes this is money well worth spent. PERMA also provides a wide variety of training.

Mr. Sprague commented we reduced participants' fees from \$3,300,000 in 2016 to \$3,150,000 in 2015. The apportionment formula is based 20 percent on claims, 60 percent on payroll and 20 percent on property values. A few towns did see increases. Notably, the Town of Campbell saw an increase due to the increase in the number of claims they had, as well as a town wide revaluation of property values. Many municipalities saw a decrease or stayed relatively flat.

Mrs. Ferratella asked what about those municipalities that are not currently participating in the plan? Mr. Sprague stated he would like to approach those municipalities again, and feels that it is worth looking into. A lot of things have changed since those municipalities left the plan. We now have PERMA administering the plan and Corvel is handling the tail claims. Mr. Wheeler commented that we may look at possibly changing the formula for 2018. Discussion followed.

**MOTION: APPROVING THE 2017 WORKERS' COMPENSATION BUDGET AS PRESENTED AND FORWARDING TO THE FULL LEGISLATURE FOR APPROVAL MADE BY MS. LATTIMER. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION: APPROVING THE 2017 WORKERS' COMPENSATION TABLE OF APPORTIONMENT AS PRESENTED AND FORWARDING TO THE FULL LEGISLATURE FOR APPROVAL MADE BY MS. LATTIMER. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

F. Clerk of the Legislature

1. **Retirement Reporting** – Ms. Mori stated that she would like to postpone this until October due to appointing the Conflict Defenders after the first of the year. The State Comptroller's Office has changed who is required to report. It used to be that we had to report everyone who was appointment or elected, both full-time and part-time. Now, those individuals no longer have to be reported if they fill out a time sheet or accrue leave

time. This means that only full-time elected officials and part-time elected and appointed officials need to be reported.

G. County Manager

1. **Appointment of Purchasing Director** – Mr. Wheeler recommended the appointment of Andrew Morse as Purchasing Director. He has been doing a great job. He also recommended setting his salary at \$60,000 annually.

**MOTION: CONFIRMING THE APPOINTMENT OF ANDREW MORSE AS PURCHASING DIRECTOR AND SETTING HIS SALARY AT \$60,000 ANNUALLY MADE BY MRS. FERRATELLA. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.**

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

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

**MOTION: SETTING THE SALARY FOR JACK K. WHEELER, COUNTY MANAGER, AT \$120,000 ANNUALLY MADE BY MS. LATTIMER. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION: TO ADJOURN MADE BY MRS. FERRATELLA. 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, August 9, 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, August 3, 2016.**

**STEBEN COUNTY ADMINISTRATION COMMITTEE**

*Tuesday, August 9, 2016*

*9:00 a.m.*

*Legislative Committee Room  
Steuben County Office Building  
Bath NY 14810*

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

**COMMITTEE:** Brian C. Schu, Chair Carol A. Ferratella Hilda T. Lando  
Robin K. Lattimer

**STAFF:** Jack K. Wheeler Mitchell Alger Wendy Flaitz  
Andy Morse Nancy Smith Nathan Alderman  
Alan Reed Judy Hunter Brenda Mori

**LEGISLATORS:** Joseph J. Hauryski Kelly H. Fitzpatrick K. Michael Hanna  
John V. Malter Gary B. Roush

**ABSENT:** Scott J. Van Etten, Vice Chair

**OTHERS:** 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 JULY 12, 2016, MEETING MADE BY MS. LATTIMER. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**III. DEPARTMENT REQUESTS**

A. Real Property Tax Service Agency

1. **Review of Annual Tax Resolutions Report for 2016 County/Town Tax Levy** – Mrs. Flaitz provided a list of tax resolutions that will be presented to the Legislature for approval over the course of the next few months.

2. **RPSV4 Annual License Fee** – Mrs. Flaitz informed the committee that the license fee has remained unchanged for the past three years.

**MOTION: APPROVING THE ANNUAL RPSV4 ANNUAL CHARGEBACK TO THE TOWNS AND CITIES FOR LICENSE AND SUPPORT FEES MADE BY MS. LATTIMER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.**

B. Purchasing

1. **Quarterly Bid Award of Copy Paper** – Mr. Morse informed the committee that they received three responses to the quarterly bid for copy paper from Contract Paper Group, Veritiv and Staples. He recommended awarding to the low bidder, Contract Paper Group at a price of \$24.85 per case.

**MOTION: AWARDING THE QUARTERLY BID FOR XEROGRAPHIC COPY PAPER TO THE LOW BIDDER, CONTRACT PAPER GROUP, AT A PRICE OF \$24.85 PER CASE MADE BY MS. LATTIMER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

2. **Fax Board Purchase** – Mr. Morse requested authorization to purchase a fax board from the Copier Capital Project. The total cost is \$550.80.

**MOTION: AUTHORIZING THE DIRECTOR OF PURCHASING TO PURCHASE A FAX BOARD FOR \$550.80, SAID AMOUNT TO BE PAID OUT OF THE COPIER CAPITAL PROJECT MADE BY MRS. LANDO. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

3. **Setting the Date for the Annual County Surplus Auction** – Mr. Morse requested authorization to set the date for the annual County surplus auction on Thursday, September 29, 2016.

**MOTION: SETTING THE DATE FOR THE ANNUAL COUNTY SURPLUS AUCTION ON THURSDAY, SEPTEMBER 29, 2016 MADE BY MRS. FERRATELLA. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.**

C. Personnel

1. **Contract for Workplace Violence Prevention Presenter** – Ms. Smith requested authorization to contract with Tom Hoffman to provide the annual training on Workplace Violence Prevention. The cost for 15 sessions is \$2,000.

**MOTION: AUTHORIZING THE PERSONNEL OFFICER TO CONTRACT WITH TOM HOFFMAN TO PROVIDE THE ANNUAL TRAINING ON WORKPLACE VIOLENCE PREVENTION FOR 15 SESSIONS FOR A TOTAL COST OF \$2,000 MADE BY MRS. LANDO. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

2. **Request for Local Law to Support Medical Director of Public Health** – Ms. Smith stated Special Children’s Services had a part-time medical director. Now that they have merged under Public Health, the medical director title needs to be moved to Public Health. When you change a title it automatically becomes competitive under Civil Service. She requested either a local law or a resolution to designate this position as non-competitive in order to send it to the State Civil Service Office.

Mr. Reed commented it is up to the State Civil Service Office whether they will accept a local law or a resolution. Ms. Smith stated they have said they will accept a resolution.

**MOTION: DESIGNATING THE MEDICAL DIRECTOR POSITION IN PUBLIC HEALTH AS UNCLASSIFIED FOR CIVIL SERVICE PURPOSES MADE BY MRS. LANDO. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.**

3. **Review and Approval of New Policy for Reasonable Accommodations** – Ms. Smith asked if the committee had a chance to review the policy for Reasonable Accommodations. If the committee approves the policy, it will be incorporated into the *Administrative Code*.

**MOTION: APPROVING THE NEW POLICY ON REASONABLE ACCOMMODATIONS AS PRESENTED BY THE PERSONNEL OFFICER MADE BY MS. LATTIMER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**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 CORPORATION, OR MATTERS LEADING TO THE APPOINTMENT, EMPLOYMENT, PROMOTION, DEMOTION, DISCIPLINE, SUSPENSION, DISMISSAL OR REMOVAL OF A PARTICULAR PERSON OR CORPORATION MADE BY MRS. FERRATELLA. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**MOTION: AUTHORIZING THE SHERIFF TO HIRE THE NURSE PRACTITIONER AT THE JAIL ABOVE THE MIDPOINT MADE BY MRS. FERRATELLA. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**MOTION: TO ADJOURN EXECUTIVE SESSION AND RECONVENE IN REGULAR SESSION MADE BY MS. LATTIMER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**MOTION: TO ADJOURN MADE BY MS. LATTIMER. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

Respectfully Submitted by

Amanda L. Chapman  
Deputy Clerk  
Steuben County Legislature

**\*\*NEXT MEETING SCHEDULED FOR\*\*  
Tuesday, September 13, 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, September 7, 2016.**

**STEBEN COUNTY ADMINISTRATION COMMITTEE**

*Tuesday, September 13, 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 Wendy Flaitz Alan Reed Andy Morse	Mitchell Alger Wendy Jordan Nathan Alderman Judy Hunter	Ken Peaslee Nancy Smith Jennifer Prossick Jennifer MacPhail
<b>LEGISLATORS:</b>	Joseph J. Hauryski Steven Maio	Kelly H. Fitzpatrick Gary D. Swackhamer	John V. Malter
<b>OTHERS:</b>	Mary Perham		

**I. CALL TO ORDER**

Mr. Schu called the meeting to order at 9:00 a.m. and asked Mr. Van Etten to lead the Pledge of Allegiance.

**II. APPROVAL OF MINUTES**

**MOTION: APPROVING THE MINUTES OF THE AUGUST 9, 2016, MEETING MADE BY MRS. LANDO. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**III. DEPARTMENTAL REQUESTS**

A. Information Technology

1. **Bid Award for Telephone Equipment and Repair** – Mr. Peaslee recommended awarding to all bidders on a line item basis. He explained with the new phone system, we did not carry maintenance on the phones. This bid represents a 60 percent discount off the manufacturer's list price and is much better than the State contract. We will save a significant amount of money as we go forward. This bid is for both used and new equipment. He stated this is a one-year bid with two, one-year renewals.

**MOTION: AWARDING THE BID FOR TELEPHONIC EQUIPMENT AND REPAIR ON A LINE ITEM BASIS TO THE FOLLOWING BIDDERS: SYNERGY TELCOM, INC.; TELESOURCE, INC.; ONPOINT HARDWARE, AND CMS COMMUNICATIONS MADE BY MRS. FERRATELLA. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

2. **Request RFP for Fiber Optic Cable Maintenance** – Mr. Peaslee requested authorization to put out an RFP for fiber optic cable maintenance. We currently have a contract with a company in Pennsylvania to do maintenance. We pay a minimal fee to have access to their help desk. Our current contract ends in December.

**MOTION: AUTHORIZING THE DIRECTOR OF INFORMATION TECHNOLOGY, IN CONJUNCTION WITH THE PURCHASING DIRECTOR, TO SOLICIT RFP'S FOR FIBER OPTIC CABLE MAINTENANCE MADE BY MR. VAN ETTEN. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

B. Real Property Tax Service Agency

1. **1537 Agreement for Data Collection Services** – Mrs. Flaitz presented a draft of the 1537 agreements for data collection services that they would like to use with the municipalities for review. She stated this has been approved by the Law Department.

**MOTION: APPROVING AS TO FORM, THE 1537 AGREEMENT WITH MUNICIPALITIES FOR DATA COLLECTION SERVICES MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

C. Personnel

1. **Plan for Permanent Part-Time Positions within the Sheriff's Office** – Ms. Smith informed the committee the Sheriff has a number of part-time positions that are temporary but not permanent. Making these positions permanent would give the Sheriff more flexibility to do training at a lower rate, and would also help us meet some of the civil service requirements. We should not be keeping people in a temporary position longer than six months. We can make some part-time positions permanent and keep them working less than 20 hours per week. She stated that specifically they are looking at three Corrections Officer positions. We could also do this with Court Security Officer positions. Mr. Wheeler commented there is no impact on the budget. This is a different way to more properly classify the positions under Civil Service.

**MOTION: AUTHORIZING THE RECLASSIFICATION OF THREE TEMPORARY, PART-TIME CORRECTION OFFICER POSITIONS TO PERMANENT, PART-TIME CORRECTION OFFICER POSITIONS MADE BY MRS. LANDO. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

2. **Public Works – Reclassification** – Ms. Smith requested authorization to reclassify a vacant Heavy Motor Equipment Operator, Grade X, to a Junior Bridge Worker, Grade IX within the Public Works Department. This request has been approved by the Public Works committee.

**MOTION: AUTHORIZING THE RECLASSIFICATION OF A VACANT, HEAVY MOTOR EQUIPMENT OPERATOR, GRADE X POSITION TO A JUNIOR BRIDGE WORKER, GRADE IX POSITION WITHIN PUBLIC WORKS MADE BY MRS. LANDO. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

D. County Manager

1. **Title VI Policy** – Mr. Alger explained the Title VI policy is part of the Civil Service Act of 1964 which prohibits discrimination. This policy is required for County governments like us, who accept federal assistance. This policy mirrors the federal statutes. Mr. Wheeler commented this is a requirement and something that we already do. We are requesting approval to incorporate it into our *Administrative Code*.

**MOTION: ADDING THE TITLE VI POLICY INTO THE ADMINISTRATIVE CODE 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 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 CORPORATION, OR MATTERS LEADING TO THE APPOINTMENT, EMPLOYMENT, PROMOTION, DEMOTION, DISCIPLINE, SUSPENSION, DISMISSAL OR REMOVAL OF A PARTICULAR PERSON OR CORPORATION MADE BY MRS. LANDO. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

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



**MOTION: TO ADJOURN MADE BY MRS. FERRATELLA. 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, October 11, 2016**

**\*\*PLEASE NOTE CHANGE\*\* Legislative Chambers \*\*PLEASE NOTE CHANGE\*\*  
9:00 a.m.**

**Please send agenda items to the Clerk of the Legislature's Office  
NO LATER THAN NOON  
Wednesday, October 5, 2016.**

**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**

**STEBEN COUNTY ADMINISTRATION COMMITTEE**

Wednesday, November 9, 2016

9:00 a.m.

Legislative Committee Room  
Steuben County Office Building  
Bath, New York

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

<b>COMMITTEE:</b>	Brian C. Schu, Chair	Scott J. Van Etten, Vice Chair	Carol A. Ferratella
<b>STAFF:</b>	Jack Wheeler Pat Donnelly Alan Reed Nate Alderman	Mitchell Alger Nancy Smith Wendy Jordan	Ken Peaslee Andy Morse Judy Hunter
<b>LEGISLATORS:</b>	Joseph J. Hauryski John V. Malter	Kelly H. Fitzpatrick Gary B. Roush	K. Michael Hanna
<b>ABSENT:</b>	Hilda T. Lando	Robin K. Lattimer	
<b>OTHERS:</b>	Wendy Flaitz Mary Perham		

**I. CALL TO ORDER**

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

**II. APPROVAL OF MINUTES**

**MOTION: APPROVING THE MINUTES OF THE OCTOBER 11, 2016, MEETING MADE BY MRS. FERRATELLA. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**III. DEPARTMENT REQUESTS**

A. Clerk of the Legislature

1. **Retirement Reporting** – Mrs. Chapman informed the committee that similar to last month, they have an individual, Pat McAllister, Assistant District Attorney, that needs to be reported on the State form 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 MRS. FERRATELLA. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 3-0. Resolution Required.**

B. Information Technology

1. **RFP Award – Telephony Service** – Mr. Peaslee recommended awarding the RFP for Telephony Service to Empire Access for 19 locations.

**MOTION: AWARDING THE RFP FOR TELEPHONY SERVICE TO EMPIRE ACCESS MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 3-0.**

C. County Clerk

1. **Semi-Annual Mortgage Tax** – Mrs. Hunter informed the committee that they have collected \$652,843.36 for the period April 1<sup>st</sup> – September 30<sup>th</sup>.

**MOTION: ACCEPTING AND FORWARDING TO THE FULL LEGISLATURE THE SEMI-ANNUAL MORTGAGE TAX DISTRIBUTION MADE BY MRS. FERRATELLA. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 3-0. Resolution Required.**

D. Purchasing

1. **Quarterly Copy Paper Bid Award** – Mr. Morse recommended awarding the quarterly copy paper bid award to Contract Paper for a cost of \$24.72 per case.

**MOTION: AWARDING THE QUARTERLY COPY PAPER BID TO CONTRACT PAPER FOR A COST OF \$24.72 PER COST MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 3-0.**

Mr. Van Etten asked would we get better pricing if we did this yearly? Mr. Morse replied many of the vendors would not bid it out for a year. The price is dictated by the paper mills. This is also a commodity based on fuel prices.

2. **RFP – Fleet Leasing and Management Services** – Mr. Wheeler stated we have been working on this for quite some time. There are a number of counties working with one vendor for fleet management. Some include maintenance. The counties purchase their vehicles through the vendor and the vendor does the buying and selling on their behalf. Those counties that currently do this have had good experience. Mr. Wheeler stated that we would like to see what the pricing would look like for a similar program. The main benefit is we are doing our own maintenance and we are doing it cheaper. The vendor has access to the market for buying and selling. We are talking specifically about the motor pool and would also look at vehicles for Probation, DSS and Mental Health. This would get us into new vehicles sooner with a lifespan of 3 – 5 years. We estimate that we could save \$30,000 per year by going with a fleet management service. He requested authorization to issue a RFP.

**MOTION: AUTHORIZING THE COUNTY MANAGER, IN CONJUNCTION WITH THE PURCHASING DIRECTOR, TO ISSUE A RFP FOR FLEET LEASING AND MANAGEMENT SERVICES MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA.**

Mr. Van Etten commented if you look at the total cost of ownership, including maintenance and there is a benefit over what we do now, that is a good thing. He would agree to holding onto the maintenance piece. Mr. Wheeler stated the goal would be to have them doing the basic maintenance such as oil changes and tire rotations. Mr. Malter asked how would this affect the bid process for vehicles? Mr. Wheeler replied the vendor can access State pricing on our behalf. In some cases, they may have access in their own markets for better pricing than the State contract.

**VOTE ON PREVIOUS MOTION: ALL BEING IN FAVOR. MOTION CARRIES 3-0.**

E. Commissioner of Finance

1. **RFP – Auction Services for Tax-Acquired Property** – Mr. Donnelly informed the committee that the contract they currently have expires at the end of this year. This is a one-year contract with the option for four, one-year renewals. He requested authorization to put out an RFP for auction services for tax-acquired properties.

**MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE, IN CONJUNCTION WITH THE PURCHASING DIRECTOR, TO ISSUE AN RFP FOR AUCTION SERVICES FOR TAX-ACQUIRED PROPERTY MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 3-0.**



F. Real Property Tax Service Agency

1. **Annual Resolutions** – Mrs. Jordan reviewed the Table of County Equalization Rates, County Equalization Report, 2015 Tax Impact Report Due to Changes in Equalization Rates and Valuation, and Exemption Impact Reports. Discussion followed.

**MOTION: APPROVING THE TABLE OF COUNTY EQUALIZATION RATES, THE COUNTY EQUALIZATION REPORT, THE 2015 TAX IMPACT REPORT DUE TO CHANGE IN EQUALIZATION RATES AND VALUATION, AND THE EXEMPTION IMPACT REPORT FOR THE COUNTY AND FORWARDING TO THE FULL LEGISLATURE MADE BY MRS. FERRATELLA. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 3-0. Resolution Required.**

2. **Data Collection 1537 Agreements** – Mrs. Jordan informed the committee that they have a Data Collector and she requested authorization to enter into 1537 agreements with municipalities for that service. Mr. Reed commented that based on 1537 of Real Property Tax Law, we will require a resolution. He suggested, that within the resolution, we give authorization to the committee to execute extensions.

**MOTION: AUTHORIZING THE ACTING DIRECTOR OF THE REAL PROPERTY TAX SERVICE AGENCY TO ENTER INTO 1537 DATA COLLECTION AGREEMENTS WITH MUNICIPALITIES MADE BY MRS. FERRATELLA. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 3-0. Resolution Required.**

G. County Manager

1. **Real Property Tax Office** – Mr. Wheeler stated with the retirement of Wendy Flaitz, we have had Wendy Jordan serving as acting director. In the interim, we are actively recruiting and hope to start interviews by the end of the month. He requested authorization to pay Mrs. Jordan a stipend of \$5,000 to her salary for serving as acting director.

**MOTION: AUTHORIZING A STIPEND OF \$5,000 FOR WENDY JORDAN TO SERVE AS ACTING DIRECTOR OF THE REAL PROPERTY TAX SERVICE AGENCY MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 3-0.**

2. **Contract** – Mr. Wheeler informed the committee that Wendy Flaitz has been helping with her retirement transition, as well as to get the new data collector on board. He requested authorization to contract with her for the remainder of the year at an hourly rate of \$36.00. She will be working approximately a day and a half per week.

**MOTION: AUTHORIZING THE COUNTY MANAGER TO CONTRACT WITH WENDY FLAITZ, FORMER DIRECTOR OF THE REAL PROPERTY TAX SERVICE AGENCY, TO ASSIST THE DEPARTMENT THROUGH THE END OF 2016, AT A RATE NOT TO EXCEED \$36.00 PER HOUR MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 3-0.**

**MOTION: TO ADJOURN REGULAR SESSION AND RECONVENE IN EXECUTIVE SESSION PURSUANT TO PUBLIC OFFICERS' LAW, ARTICLE 7§105.1.E. COLLECTIVE NEGOTIATIONS PURSUANT TO ARTICLE FOURTEEN OF THE CIVIL SERVICE LAW MADE BY MRS. FERRATELLA. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 3-0.**

**MOTION: TO ADJOURN EXECUTIVE SESSION AND RECONVENE IN REGULAR SESSION MADE BY MRS. FERRATELLA. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 3-0.**

**MOTION: TO ADJOURN MADE BY MRS. FERRATELLA. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 3-0.**

Respectfully Submitted by

Amanda L. Chapman  
Deputy Clerk  
Steuben County Legislature

**\*\*NEXT MEETING SCHEDULED FOR\*\*  
Tuesday, December 13, 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, December 7, 2016**

**STEBEN COUNTY ADMINISTRATION COMMITTEE**

*Tuesday, December 13, 2016*

*9:00 a.m.*

*Legislative Committee Room  
Steuben County Office Building  
Bath, New York*

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

<b>COMMITTEE:</b>	Brian C. Schu, Chair Carol A. Ferratella	Scott J. Van Etten, Vice Chair	Robin K. Lattimer
<b>STAFF:</b>	Jack K. Wheeler Vicki Olin Brenda Mori Andy Morse Judy Hunter	Mitchell Alger Kelly Penziul Wendy Jordan Nate Alderman Alan Reed	Scott Sprague Ken Peaslee Alan Reed Kathy Muller
<b>LEGISLATORS:</b>	Joseph J. Hauryski John V. Malter	Kelly H. Fitzpatrick Gary B. Roush	K. Michael Hanna
<b>ABSENT:</b>	Hilda T. Lando		
<b>OTHERS:</b>	Mary Perham		

**I. CALL TO ORDER**

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

**II. APPROVAL OF MINUTES**

**MOTION: APPROVING THE MINUTES OF THE NOVEMBER 9, 2016, MEETING MADE BY MS. LATTIMER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**III. DEPARTMENT REQUESTS**

A. Risk Manager

1. **Workers' Compensation Study** – Mr. Wheeler informed the committee last year we engaged Bob Poitras of One Group to study our Workers' Compensation Plan. We asked him to look at the market rate and evaluate our plan and all of our participants. The next step is to look at a transition plan and recommendation on how to potentially change our formula to get to more of a market rate driven system. Of course, that would be subject to the Legislature's approval. The study showed that the County holds a significant portion of municipalities and fire district liabilities, and that we pay more than our fair share for Workers' Compensation. There are ways to make changes to the rate while providing a really good rate to the municipalities and fire districts that they would otherwise not be able to get if they want to the open market on their own. Mr. Wheeler recommended waiving the RFP requirements and engaging One Group to develop a transition plan and recommendation for how to potentially change our formula for a cost of \$12,600. This will be paid for out of the Workers' Compensation Fund.

Ms. Lattimer asked are we basically cost shifting? Mr. Wheeler replied to a certain extent, but the cost shifting is in areas where the costs actually are. Some municipalities are getting a very good deal of 30 – 40 percent lower than they could get on the open market. At the same time, there are municipalities that are getting a worse deal. Ms. Lattimer asked are we striving for equality? Mr. Wheeler replied yes. Our goal has been to include more loss history than just assessed value and personnel costs. There are a number of counties that have gone this

direction. One example is Essex and they did it on a three to five year roll-in. That would be one of the options that we could look at.

Mr. Malter asked how is the allocation currently done? Mr. Wheeler replied it is a three-part formula based on total assessed value, payroll and loss history. The loss history has been the smallest portion. Mr. Van Etten commented with the fire districts, the loss history is a large component.

Mr. Sprague commented 10 percent of loss history is attributed to the fire department volunteers. There are changes coming from New York State regarding the fire departments, and one thing they are looking at is including a new cancer benefit. Mr. Wheeler stated we were successful in not having this pass the Assembly. The Senate passed it with no questions. In theory, it is a good idea to carry a cancer benefit, however, there is no service requirement attached to it.

**MOTION: WAIVING THE RFP REQUIREMENT AND AUTHORIZING THE RISK MANAGER TO CONTRACT WITH ONE GROUP TO FORMULATE A TRANSITION PLAN AND RECOMMENDATIONS FOR POTENTIALLY CHANGING OUR WORKERS' COMPENSATION FORMULA, FOR A TOTAL COST OF \$12,600, SAID AMOUNT TO BE PAID FOR OUT OF THE WORKERS' COMPENSATION FUND MADE BY MR. VAN ETTEN. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

B. Personnel

1. **EAP Contract Amendment** – Mr. Alderman informed the committee that they have a contract with Family Service Society for the EAP Program that runs July 1, 2016 – June 20, 2017. Somehow, we did not have a contract in place for the first half of the year, and they did have some use of the program, and when Family Service Society billed us, it was for significantly more than what we contracted for. He recommended doing a contract extension for the period January 1, 2016 through July 1, 2016 for the amount of \$3,500. Our annual contract amount is \$7,500 and we do have money in the budget. The original contract expired December 31, 2015 and we had put out an RFP for these services. During the course of that process, we never extended the contract.

**MOTION: AUTHORIZING AN AMENDMENT TO THE EAP CONTRACT EXTENDING THE 2015/2016 CONTRACT FROM JANUARY 1, 2016 THROUGH JULY 1, 2016 FOR THE AMOUNT OF \$3,500 MADE BY MS. LATTIMER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

2. **Reclassifications – Department of Social Services**

a. *Two Vacant Account Clerk-Typist, Grade VI Positions to Two Senior Account Clerk, Grade VIII Positions* – Mr. Alderman stated the Department of Social Services had three vacant Account Clerk-Typist positions in their Finance Unit. We did a desk audit and determined the duties required were of a higher level and are recommending reclassifying two of those vacant positions to two Senior Account Clerk positions. There will be a savings of \$20,000 realized from only reclassifying and filling two of the three positions.

**MOTION: AUTHORIZING THE RECLASSIFICATION OF TWO VACANT ACCOUNT CLERK-TYPIST, GRADE VI POSITIONS TO TWO SENIOR ACCOUNT CLERK, GRADE VIII POSITIONS WITHIN THE DEPARTMENT OF SOCIAL SERVICES MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.**

b. *Personal Computer Coordinator, Grade VI to Computer Systems Analyst, Grade XV* – Mr. Alderman stated the Personal Computer Coordinator in the Department of Social Services is retiring at the end of the month. After looking at the job duties, we have determined that this was a very outdated title. It would be more appropriate, given the duties, to reclassify this position to a Computer Systems Analyst.

Mr. Hauryski asked what is the difference in duties between the two positions? Ms. Muller replied the Personal Computer Coordinator has worked for the department for 30 years. We have six different State IT programs that need to be managed. The State is also changing our Public Welfare System program, which will affect Food Stamps and Temporary Assistance and we need someone who can come in and do network applications, as well as work on computers. We have 250 computers each with multiple programs and we need to have someone with the knowledge to keep our systems up and running.

Ms. Lattimer asked what is the salary for a Grade XV position? Ms. Muller replied the starting salary is \$39,510.

**MOTION: AUTHORIZING THE RECLASSIFICATION OF A PERSONAL COMPUTER COORDINATOR, GRADE VI, TO A COMPUTER SYSTEMS ANALYST, GRADE XV, WITHIN THE DEPARTMENT OF SOCIAL SERVICES MADE BY MR. VAN ETTEN. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.**

C. Real Property Tax Service Agency

1. **Review Completed Report of Percent Change with 2016 County Budget Included** – Ms. Jordan distributed for review the completed report of percent change with the 2016 County budget included. This report shows the percent change in the levy to be raised by taxes after the omitted taxes and sales tax. We saw a decrease in the sales tax credit of \$314,000 from last year. There was also a decrease in the pro rata omitted taxes of \$30,000 this year from \$45,000 last year. Mr. Van Etten commented it would be nice to have another column showing the percent change in the rate. Mr. Wheeler stated the vast majority are dropping.

Mr. Malter asked how are the rates determined? Ms. Jordan replied it is due to the sales tax credit. Mr. Malter asked are exempt properties a factor? Ms. Jordan stated not necessarily. We add certain exemptions back in for the distribution of the levy. Mr. Malter asked what about equalization? Mr. Van Etten replied that is the biggest driver. Mr. Wheeler stated the Town of Wayland saw a bit of an increase as they opted to take more cash, which resulted in an impact of \$.20 per thousand. The Town of Corning also saw a significant increase.

**MOTION: ACCEPTING THE COMPLETED REPORT OF PERCENT CHANGE WITH THE 2016 COUNTY BUDGET INCLUDED AS PRESENTED MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

2. **Budget Transfer – Digitization Capital Project** – Ms. Jordan informed the committee that they have been working on the digitization of deeds on microfilm as well as looking into scanning and digitizing the assessment rolls that are on microfiche. The deed scanning is complete and there is \$18,600 remaining in the Digitization Capital Project. We received an updated quote from PMI for scanning the assessment rolls for \$27,700. We had previously put \$5,000 into the Temporary Hire line item as we had anticipated contracting for data collection, however, we decided not to do that. She requested authorization to transfer \$5,000 from the Temporary Hire line item into the Digitization Capital Project. This will give us \$23,600 toward the quote, so we will start with the most recent assessment rolls and work our way back.

**MOTION: AUTHORIZING THE INTERIM DIRECTOR OF THE REAL PROPERTY TAX SERVICE AGENCY TO TRANSFER \$5,000 FROM THE TEMPORARY HIRE LINE ITEM INTO THE DIGITIZATION CAPITAL PROJECT TO BEGIN THE PROCESS OF SCANNING THE MICROFICHED ASSESSMENT ROLLS MADE BY MRS. FERRATELLA. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.**

3. **Data Collector** – Mrs. Ferratella asked Ms. Jordan to update the committee on the status of the Data Collector. Ms. Jordan stated that they have hired Michael Ryan who started on December 5, 2016. The goal is for him to verify sales within the entire County. He will be verifying the data that is attached to a parcel at the time of sale and making sure the sale record is complete for all of the assessors throughout the County.

D. Information Technology

1. **Award Fiber Optic Maintenance Bid** – Mr. Peaslee recommended awarding the bid for Fiber Optic Maintenance to Empire for a five-year contract at a rate of \$1,200 per year.

**MOTION: AWARDING THE BID FOR FIBER OPTIC MAINTENANCE TO EMPIRE FOR A FIVE-YEAR CONTRACT AT A RATE OF \$1,200 PER YEAR MADE BY MR. VAN ETTEN. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

E. Purchasing

1. **Ricoh Copier Maintenance Contract Renewal** – Mr. Morse requested authorization to renew their contract with Ricoh for copier maintenance. This is the final year of renewal. The annual cost is \$48,300 which is \$1,050 higher than last year.

Mrs. Ferratella asked does this include toner? Mr. Morse replied yes. We have a number of machines that will be aging out by next year. We currently have 74 copiers. He stated that he is looking into other options, including leasing.

**MOTION: AUTHORIZING THE PURCHASING DIRECTOR TO RENEW THE CONTRACT WITH RICOH FOR COPIER MAINTENANCE AT AN ANNUAL COST OF \$48,300 MADE BY MRS. FERRATELLA. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

2. **Authorization to Purchase Copier out of Copier Capital Project** – Mr. Morse requested authorization to purchase a copier for Community Services out of the Copier Capital Project. The cost is \$4,950.17 and will be replacing a 2008 copier.

**MOTION: AUTHORIZING THE PURCHASING DIRECTOR TO PURCHASE A COPIER FOR THE OFFICE OF COMMUNITY SERVICES FOR \$4,950.17 OUT OF THE COPIER CAPITAL PROJECT MADE BY MRS. FERRATELLA. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

F. County Manager

1. **Reappointment of Elections Commissioners** – Mr. Wheeler informed the committee that the Republican and Democratic parties for the County have recommended the reappointments of Veronica Olin and Kelly Penziul as Elections Commissioners.

**MOTION: RECOMMENDING THE REAPPOINTMENTS OF VERONICA OLIN AND KELLY PENZIUL AS THE REPUBLICAN AND DEMOCRAT ELECTIONS COMMISSIONERS MADE BY MRS. FERRATELLA. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.**

2. **Contract Renewal – Securitas** – Mr. Wheeler requested authorization to renew the contract with Securitas to provide after-hours security. He noted that we do pay prevailing wages, which means that anytime there is a change in prevailing wage, the hourly rate will change, however, the contract will not exceed \$196,418.40.

Mr. Van Etten asked do you have any guess as to what will happen with the construction of the new building? Mr. Wheeler replied no, but we will need to look at that. If there is significant after-hours activity with the conference center, then we may need to look at doing things differently.

**MOTION: AUTHORIZING THE COUNTY MANAGER TO RENEW THE CONTRACT WITH SECURITAS FOR AFTER-HOURS SECURITY FOR AN ANNUAL AMOUNT NOT TO EXCEED \$196,418.40 MADE BY MS. LATTIMER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

3. **Open Gov Software** – Mr. Wheeler stated last month he presented the committee with a proposal to purchase a data analytics software package from OpenGov. They have approached us and in order to meet

fourth quarter targets for their company, have offered us a 25 percent discount if we sign a contract before the end of the year. With this price reduction, we will now be able to include Budget Builder software. The total cost of the software is \$40,000 annually for three years. After numerous discussions with Purchasing and the Law Department, he would also like to declare them a sole source vendor.

Mr. Wheeler explained this software does a number of things. It will take a chart of accounts in our current software so that we can run reports that our current software cannot. We will be able to do benchmarking against municipalities in various categories. It also has a notifications component which allows notations to be made. With our budget process, this software would allow us to interactively share and track who is making updates, what departments are requesting, etc. There is a very high level of functionality.

Mr. Van Etten asked does the software come with a training component? Mr. Wheeler replied yes, they will provide a technician for two days of in-house training. Mr. Malter asked is there a video presentation that we could look at? Mr. Wheeler replied he has a number of PDF documents that he could share. We did do a couple of live demos with a representative. We did including funding in the County Manager's budget, however, would not be spending anything until after the first of the year. Mr. Van Etten asked are their support fees? Mr. Wheeler replied the cost is all-inclusive.

**MOTION: DECLARING A SOLE SOURCE AND AUTHORIZING THE COUNTY MANAGER TO ENTER INTO A SIGNED CONTRACT, PRIOR TO DECEMBER 31, 2016, WITH OPENGOV FOR THE PURCHASE OF A SOFTWARE PACKAGE, TO INCLUDE BUDGET BUILDER SOFTWARE, FOR AN ANNUAL COST OF \$40,000 PER YEAR FOR THREE YEARS MADE BY MS. LATTIMER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

4. **Confirming Appointment of Personnel Officer** – Mr. Wheeler informed the committee that they recently conducted interviews for Personnel Officer. They received a number of applications and, with the help of Nancy Smith, narrowed the field down to three. He recommended appointing Nathan Alderman as Personnel Officer, at the mid—point. Mr. Malter asked what is the position budgeted for? Mr. Wheeler replied \$90,000. Mr. Alderman would be starting at \$82,895. Mr. Hanna asked will you be backfilling Mr. Alderman's current position? Mr. Wheeler replied yes.

**MOTION: CONFIRMING THE APPOINTMENT OF NATHAN ALDERMAN AS PERSONNEL OFFICER AND HIRING HIM AT THE MID-POINT MADE BY MR. VAN ETTEN. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.**

**V. OTHER BUSINESS**

A. *Saving America* – Mrs. Ferratella commented that when she attended the Fall NYSAC Conference, one of the speakers gave everyone a book entitled "Saving America". This book had some interesting ideas. She suggested for those that received the book, that if they have a chance, they should skim through it.

**MOTION: TO ADJOURN MADE BY MS. LATTIMER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

Respectfully Submitted by Amanda L. Chapman, Deputy Clerk, Steuben County Legislature

**\*\*NEXT MEETING SCHEDULED FOR\*\*  
Tuesday, January 10, 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, January 4, 2017.**