

**STEBEN COUNTY ADMINISTRATION COMMITTEE**

*Tuesday, January 10, 2017*

*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	Carol A. Ferratella
<b>STAFF:</b>	Jack K. Wheeler Alan Reed Brenda Mori Nate Alderman	Mitchell Alger Jennifer Prossick Jennifer MacPhail Wendy Jordan	Scott Sprague Ken Peaslee Judy Hunter
<b>LEGISLATORS:</b>	Joseph J. Hauryski <b>John V. Malter</b>	Kelly H. Fitzpatrick Gary B. Roush	K. Michael Hanna
<b>ABSENT:</b>	Robin K. Lattimer		
<b>OTHERS:</b>	Mary Perham		

**I. CALL TO ORDER**

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

**II. APPROVAL OF MINUTES**

**MOTION: APPROVING THE MINUTES OF THE DECEMBER 13, 2016, MEETING MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**III. DEPARTMENT REQUESTS**

A. Risk Manager

1. **Property/Casualty Insurance Renewal** – Mr. Sprague informed the committee that they have a contract with Rose & Kiernan to provide property and casualty insurance coverage. The contract is for five years and requires a yearly renewal. He requested authorization to renew the insurance coverage for 2017 for a total cost of \$304,351.35. Mr. Sprague stated the premiums are going down as we paid \$320,543 in 2015 and \$307,920 in 2016. Within the next few months, we will be looking to put out an RFP for broker services.

Mr. Van Etten asked does this insurance cover all our properties? Mr. Sprague replied the insurance covers all property locations, all vehicles, all equipment and liability coverage.

**MOTION: AUTHORIZING THE RISK MANAGER TO RENEW THE PROPERTY AND CASUALTY INSURANCE COVERAGE FOR 2017 WITH ROSE & KIERNAN FOR A TOTAL COST OF \$304,351.35 MADE BY MR. VAN ETTEN. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

2. **PERMA Contract Renewal** – Mr. Sprague stated we have a contract with PERMA as our workers compensation carrier. This is a five-year contract with annual renewals. He requested authorization to renew the contract for 2017 with the County's contribution being \$665,117 and the NYS WC assessment cost of \$136,498. In 2015 our contribution was \$659,400 with a NYS WC assessment cost of \$178,000. We are working

hard with PERMA to keep our losses down and we have saved quite a bit of money. In 2012 our deductible was \$750,000 and now it is down to \$500,000. We anticipate next year that it will be well under \$500,000.

Mr. Hanna asked are you still doing training with the towns? Mr. Sprague replied yes and we are planning to do more. The towns have been very responsive to this.

**MOTION: AUTHORIZING THE RISK MANAGER TO RENEW THE CONTRACT WITH PERMA FOR \$665,117 MADE BY MRS. LANDO. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

B. Personnel

1. **Reclassification – Information Technology** – Mr. Alderman requested authorization to reclassify a vacant Computer Programmer position, Grade XIII, to a Computer Systems Analyst position, Grade XV, in the Information Technology Department. They reviewed the duties of a Computer Programmer and found them to be more appropriate for a Computer Systems Analyst. The range is \$39,510 - \$55,777.

**MOTION: AUTHORIZING THE RECLASSIFICATION OF A VACANT COMPUTER PROGRAMMER POSITION, GRADE XIII, TO A COMPUTER SYSTEMS ANALYST POSITION, GRADE XV, WITHIN THE INFORMATION TECHNOLOGY DEPARTMENT MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.**

C. County Clerk

1. **Awarding RFP for Integrated County Clerk Records Management System** – Mrs. Hunter stated they issued the RFP and emailed the results to the committee for review. Mr. Wheeler stated the responses back were not as plentiful as we had hoped, but after review, we are comfortable with making a recommendation. The proposals were reviewed by a large group including the Law Department and Information Technology.

Mr. Van Etten stated the handout shows two columns; year one and total contract. What is the length of the contract? Mrs. Hunter replied 5 years. Mr. Wheeler commented with IQS the price per year does not change. Cott did not respond appropriately to the RFP as they just sent in their renewal documents. If you awarded to Cott, we would still need IQS to continue to operate the pistol permit system. Mr. Wheeler stated changing systems is never an easy conversation to have. Based on the cost differential, if you go with IQS, there would be an annual increase of \$15,000 over what we currently pay. We also would need to spend up to \$8,000 to purchase a server and potentially a few label printers. With IQS, we have the experience of other counties, along with our own in using pistol permit system.

Mr. Malter asked what will be the total cost? Mr. Van Etten replied \$295,660 for five years. Mr. Schu asked what alternative systems are there? Mr. Wheeler replied we only received responses from Cott and IQS. Mr. Van Etten asked who else is using IQS? Mrs. MacPhail replied there are 27 counties currently using IQS, including Allegany, Cattaraugus, Niagara and Chautauqua. Mr. Van Etten asked Mr. Alger about Allegany County's experience. Mr. Alger replied it is a pretty good product and worked well.

Mr. Van Etten stated that he talked to Mr. Wheeler about this last week. A number of us here last year heard from Mark Alger that switching over would be a \$500,000 undertaking and a huge task. He stated that is why he was always against it. It seems as though IQS has a good record of conversions and that it should not be a problem. Mrs. Hunter commented IQS has indicated that they could convert our system within a month. She stated that IQS most recently converted Jefferson County from the Cott system and everything went smoothly.

Mrs. Lando asked will there be training? Mrs. Hunter replied there will be unlimited training. Mrs. Lando asked is IQS hosting the data? Mr. Peaslee replied the data will be on site and will be shipped to IQS on a nightly basis so they can put it up on the web. Mrs. Hunter stated that when we do go to the web, IQS will maintain everything.

**MOTION: AWARDING THE RFP FOR AN INTEGRATED COUNTY CLERK RECORDS MANAGEMENT SYSTEM TO IQS INTEGRATED SYSTEMS FOR A TOTAL COST OF \$295,660 FOR FIVE YEARS MADE BY MRS. FERRATELLA. SECONDED BY MRS. LANDO FOR DISCUSSION.**

Mr. Van Etten stated we are voting to award the RFP to a bidder that has the highest cost. Mr. Wheeler explained this is an RFP and not a bid, so we can take into consideration experience, references and customization of our needs. Taking all of those factors into consideration, the award points to IQS. We have a good rationale, and documentable basis for our choice. Mrs. Lando asked when will the next system start? Mr. Wheeler replied once the contract documents are finalized, they will be able to start. Most likely it will be the beginning of February. Mrs. Lando asked when does the current contract with Cott expire? Mrs. Hunter replied the Cott contract expires January 31, 2017.

**VOTE ON PREVIOUS MOTION: ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

2. **Pistol Permit Recertification** – Mr. Van Etten stated that he just recently learned about the recertification process and found the link on the website. Is there any other way that we should disseminate this information to pistol permit holders. How many people in the County have pistol permits? Mrs. Hunter replied it is a huge number; at least 15,000. We received information that the New York State Police started sending out letters on January 3, 2017. Anyone that received their pistol permit prior to January 15, 2013 is required to recertify. However, if a person had a change of address and did not do an amendment, they will not receive a letter. Individuals have until January 2018 to recertify. Individuals can recertify on the state's website. For those that do not have access to the internet, we are making copies of the applications and those will be available on site at our office.

Mrs. Lando asked what happens if you do not recertify? Mrs. Hunter replied they say the pistol permit will be revoked, but the question is who will be doing the revocation. Mr. Van Etten stated there also is no fee to recertify. Mr. Malter asked what is the criteria for having to recertify? Mr. Wheeler replied all individuals who received a pistol permit prior to January 15, 2013 will need to recertify. Mr. Peaslee stated we can also put a link on the main County webpage.

D. County Manager

1. **Fleet Management RFP** – Mr. Alger reviewed the summary of responses relative to the Fleet Management RFP. In our motor pool, we currently have nine vehicles which on average are about eight years old and have 100,000 miles. We received three responses to the RFP. The least costly and most responsive was received from Enterprise Fleet Management. Mr. Alger stated currently our process is we purchase two new vehicles per year and spend about \$40,000 and then an additional \$20,000 annually on maintenance for the entire fleet. If we go with Enterprise, we will get nine new vehicles and spend \$41,000. He would not recommend pursuing the maintenance option as Public Works does a good job with that aspect. Using fleet management, we will go from spending \$60,000 per year to \$41,000 per year, plus we will have newer vehicles and less maintenance costs.

Mrs. Lando asked can we do maintenance on a leased vehicle? Mr. Wheeler replied yes. We would be doing basic oil changes, tire rotations and other similar general maintenance. Enterprise will work with us to determine resale value of our vehicles. Currently, we only have the County auction to sell our vehicles. If we want Enterprise to sell our vehicles, we would pay them approximately \$400 per vehicle. There are many counties who use Enterprise. Chemung County uses Enterprise for their Public Works light duty vehicles and they have had a really good experience. Mrs. Ferratella asked if the vehicles are new, are they under a manufacturer's warranty? Mr. Wheeler replied yes. Mrs. Lando asked who carries the auto insurance? Mr. Wheeler replied we do.

Mr. Schu asked what is the term of the contract? Mr. Alger replied it is one year with an option to renew. They refer to it as an open-ended lease. Mrs. Ferratella asked will they keep the current motor pool fleet in service? Mr. Wheeler replied it depends. The ones that have more value, we would have Enterprise take to a private

auction. Mrs. Lando asked when will this start? Mr. Wheeler replied when we get the contract finalized. This should be up and running within a few weeks. We should see some vehicle turnover within a month.

**MOTION: AWARDING THE RFP FOR FLEET LEASING AND MANAGEMENT SERVICES TO ENTERPRISE FLEET MANAGEMENT FOR AN ANNUAL COST OF \$41,671.56 MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA FOR DISCUSSION.**

Mrs. Lando asked what happens if we don't like the arrangement? Mr. Wheeler replied we could purchase the vehicles from Enterprise at market rate, or dispose of them all. It would not be easy to extract ourselves from the contract, but we could do it over a period of time.

**VOTE ON PREVIOUS MOTION: ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

2. **Conflict Defender** – Mr. Wheeler stated when we created the Conflict Defender Office, we created two part-time positions. We currently have a vacancy in the part-time Assistant Conflict Defender position. In the course of discussion with Mr. Roche, we felt that we may get more benefit out of making the Conflict Defender position full-time. The Conflict Defender, Brenda Aston, is currently paid part-time but receives full-time benefits. The new salary would be \$75,000. By moving this to a full-time position, she will be able to assume a larger number of felony cases. We currently are receiving \$71,000 in State grant reimbursement, with the potential to receive more. Ms. Aston is willing to remain with us and has indicated she is willing to give up her private practice. We also have located some space in the Corning Courthouse until the new building is constructed.

**MOTION: AUTHORIZING THE RECLASSIFICATION OF THE PART-TIME CONFLICT DEFENDER POSITION TO FULL-TIME MADE BY MRS. FERRATELLA. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

3. **Public Relations Services Contract Renewal** – Mr. Wheeler stated that we currently contract with Mary Perham for these services. The original contract term expires in June, but he is doing it sooner so that it follows the calendar year. He is recommending increasing the contract from \$18,000 to \$20,000. Ms. Perham is doing a great job. Mrs. Ferratella commented that Ms. Perham is out attending various functions. Mr. Wheeler stated there has been a lot of activity on the County's Facebook page.

**MOTION: AUTHORIZING THE COUNTY MANAGER TO RENEW THE CONTRACT WITH MARY PERHAM TO PROVIDE PUBLIC RELATIONS SERVICES FOR AN ANNUAL COST NOT TO EXCEED \$20,000 MADE BY MR. VAN ETTEN. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

## **V. OTHER BUSINESS**

A. *Goals* – Mr. Hauryski stated that he is working on goals for the coming year. He asked this committee to come up with at least one goal they would like to see achieved this year that will improve county government. Next month Mr. Wheeler will ask you for that goal. Mr. Van Etten replied the goal for the Finance Committee would be fixing the sales tax issue with the towns.

**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. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**MOTION: AUTHORIZING THE COUNTY ATTORNEY TO SERVE AS HEARING OFFICER FOR THE CITY OF CANANDAIGUA FOR UP TO THREE DAYS IN EXCHANGE FOR SIMILAR SERVICE MADE BY MRS. LANDO. SECONDED BY MRS. FERRATELLA. 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.**

**MOTION: TO ADJOURN MADE BY MR. VAN ETTEN. 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, February 14, 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, February 8, 2017.**

**STEBEN COUNTY ADMINISTRATION COMMITTEE**

*Tuesday, February 14, 2017*

*9:00 a.m.*

*Legislative Chambers*

*Steuben County Office Building*

*Bath, New York*

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

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

**STAFF:** Jack K. Wheeler                      Mitchell Alger                      Ken Peaslee  
Jennifer Prossick                      Wendy Jordan                      Jim Gallagher  
Kelly Penziul                      Vicki Olin                      Alan Reed  
Nate Alderman                      Judy Hunter

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

**OTHERS:** Youth In Government Interns

**I. CALL TO ORDER**

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

**II. APPROVAL OF MINUTES**

**MOTION: APPROVING THE MINUTES OF THE JANUARY 10, 2017, MEETING MADE BY MRS. FERRATELLA. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**III. DEPARTMENT REQUESTS**

A. Purchasing

1. **Quarterly Copy Paper Bid Award** – Mr. Morse informed the committee that they received one bid from Contract Paper Group. He recommended awarding to Contract Paper Group for \$24.37 per case.

**MOTION: AWARDING THE QUARTERLY COPY PAPER BID TO CONTRACT PAPER GROUP AT A COST OF \$24.37 PER CASE MADE BY MR. VAN ETTEN. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

2. **Authorization to Purchase Finisher for Mental Health Copier** – Mr. Morse requested authorization to purchase a finisher for the copier at Mental Health. The total cost is \$832.40 and he has money available in the Copier Capital Project.

**MOTION: AUTHORIZING THE PURCHASING DIRECTOR TO PURCHASE A FINISHER FOR THE MENTAL HEALTH COPIER OUT OF THE COPIER CAPITAL PROJECT FOR A TOTAL COST OF \$832.40 MADE BY MRS. FERRATELLA. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

3. **Authorization to Bid** – Mr. Morse requested authorization to put out bids for custodial paper products, polyethylene bags, stationery supplies and copy paper.

**MOTION: AUTHORIZING THE PURCHASING DIRECTOR TO SOLICIT BIDS FOR CUSTODIAL PAPER PRODUCTS, POLYETHYLENE BAGS, STATIONERY SUPPLIES, AND COPY PAPER MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

Mrs. Ferratella commented that she would like to emphasize that the towns are eligible to purchase office supplies from our bid. She encouraged the Legislators to pass that information to their towns. Mrs. Lando asked can a notice be sent to all of the towns? Mr. Morse replied we do have a list of supplies that are available for purchase by the towns. We also have a system that allows outside agencies, on a limited basis, to order items that we do not stock.

B. County Manager

1. **Finance Mission Statement** – Mr. Wheeler distributed the Finance Office Mission Statement for information.

2. **NYSAC Update** – Mr. Wheeler informed the committee that one of the topics discussed at the NYSAC conference was the Governor’s proposal for shared services. The Governor talks as though we do not share services. The Governor’s plan is for the County to convene a meeting with the municipalities to discuss shared services. Mr. Wheeler stated that what he has seen in writing so far has been very vague. Under the proposal, the County and the municipalities will need to come up with a plan that will be placed before the voters in the Fall in the form of a referendum. We will need to adopt a plan by August 1<sup>st</sup>. The Governor also wants to give the Chief Executive Officer the authority to add things to the plan, even if the municipalities do not agree. This puts us in the position where we are now the State and could mandate things to the municipalities. Mr. Wheeler stated we want to maintain our relationship with the municipalities and not force things upon them that would not jointly work for us. The Governor is also proposing that unless the State Legislature passes a consolidation plan, that the funding that the municipalities receive will not be distributed. The State Legislature has been pushing back. Everyone is for shared services, and it is not a bad idea to meet with the municipalities and talk about what we can do.

Mr. Schu asked is the next step to consolidate or eliminate governments? Mr. Wheeler replied that is what the Governor is trying to force. There have been a handful of successful consolidations throughout the State, with many more voted down. Mrs. Lando commented the goal is to reduce taxes so that we are not the highest taxed State, but there has been no discussion on reducing mandates. Mr. Wheeler stated 92 percent of county property taxes pay for 9 State mandates. The Governor has made the argument that he has mandates as well. The State needs to assume some of the cost of their programs, or eliminate them.

V. **OTHER BUSINESS**

A. *Early Voting* – Mr. Hauryski asked for an update on proposed early voting. Mrs. Olin replied there was a recent bill in the Senate which had reduced some of the requirements that they had originally come out with. They want early voting open 7 days prior to the election. Early voting would start 10 days prior to the election and run until the following Saturday. For every 50,000 voters you have, you have to have 1 poll site open. You have the ability to open more if you want, but are not required to. The maximum number of early voting sites is 7. Mrs. Olin stated if we had to do early voting, we would do it within our office and that would reduce the costs of needing election inspectors and other related expenses. If this bill passes, we will need to go to electronic poll books in order to stay on top of the voting every day. By going to electronic poll books, you would eliminate the cost of the ballots. With the primary dates that are not combined, if you have a year like this year, there will be 4 elections and 4 early sessions. We are looking to see if they will combine the primary dates. Mrs. Olin stated the State is also pushing for same day registration and that opens us up to fraud. We will not have a way to check drivers’ licenses or Social Security numbers to determine if a voter is already registered somewhere else, or if they are even a resident.

Mr. Hauryski asked about the schools contracting with the County for the use of our voting machines. Mrs. Olin replied last year we did a pilot program with the City of Corning and Bath. We also have had some interest from Canisteo and the City of Hornell. She does not know how many others may reach out to us to do this.

B. *DMV Revenue* – Mrs. Hunter informed the committee that last Thursday they received information that a bill to increase the County share of DMV revenues from 12.7 percent to 25 percent has been introduced in both the Senate and the Assembly. She requested a memorializing resolution urging support of this bill.

Mr. Malter asked how much additional revenue would this generate? Mrs. Hunter replied it would double the revenue, but she does not have an actual figure. Mr. Wheeler stated conservatively, we would be looking at hundreds of thousand of dollars.

Mrs. Ferratella asked have you been doing public relations to urge residents to renew their licenses locally? Mrs. Hunter replied we did a series of radio ads from August to December last year and staff in all three locations did notice an increase. We will continue to advertise. Mr. Wheeler stated we have also utilized Facebook and the County newsletter. Additionally, there is a message on the back of the tax bills.

**MOTION: MEMORIALIZING THE GOVERNOR AND STATE LEGISLATURE TO INCREASE THE COUNTY SHARE OF DMV REVENUES FROM 12.7 PERCENT TO 25 PERCENT MADE BY MRS. LANDO. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.**

C. *County Clerk IQS System* – Mrs. Lando asked how the new system is working? Mrs. Hunter replied they are currently in training. Next week is our go live date and the conversion has been completed.

**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 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 MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**MOTION: AUTHORIZING THE DIRECTOR OF INFORMATION TECHNOLOGY TO PURCHASE ANTI-VIRUS, MALWARE AND INTERCEPT X SOFTWARE, INCLUDING AN IN-HOUSE ANTI-PHISHING TRAINING COMPONENT FROM SOPHOS FOR A THREE YEAR TOTAL COST OF \$47,515.29 MADE BY MRS. LANDO. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**MOTION: TO ADJOURN MADE BY MRS. FERRATELLA. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

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

**\*\*NEXT MEETING SCHEDULED FOR\*\*  
Tuesday, March 14, 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, March 8, 2017.**



**STEBEN COUNTY ADMINISTRATION COMMITTEE**

*Tuesday, March 21, 2017*

*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. Feratella
<b>STAFF:</b>	Jack K. Wheeler Kelly Penziul Andy Morse	Mitchell Alger Alan Reed Nate Alderman	Vicki Olin Jennifer Prossick Judy Hunter
<b>LEGISLATORS:</b>	Joseph J. Hauryski Gary B. Roush	Kelly H. Fitzpatrick Gary D. Swackhamer	John V. Malter
<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 Ms. Lattimer to lead the Pledge of Allegiance.

**II. APPROVAL OF MINUTES**

**MOTION: APPROVING THE MINUTES OF THE FEBRUARY 14, 2017, MEETING MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**III. DEPARTMENTAL REQUESTS**

A. Law Department

1. **Contract Renewal – Barclay Damon** – Mr. Reed requested authorization to extend the contract with Barclay Damon under the same terms and conditions. He also requested authorization to include three, one-year renewals as long as the rates remain the same. He commented that Barclay Damon handles some of our tort claims.

**MOTION: AUTHORIZING THE COUNTY ATTORNEY TO EXTEND THE CONTRACT WITH BARCLAY DAMON UNDER THE SAME TERMS AND CONDITIONS FOR AN ADDITIONAL YEAR, WITH THE OPTION FOR THREE, ONE-YEAR RENEWALS MADE BY MS. LATTIMER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

2. **Sheriff's Indemnification** – Mr. Reed explained presently the State statute does not list the Sheriff as one of the officers under the indemnification resolution from the County. The language was removed in 1989, but the statute did not change. However, there is recent case law that allows counties to indemnify Sheriffs. We do have insurance coverage for the actions of the Sheriff, but it does not provide indemnification. He requested authorization to present a local law to identify the Sheriff as one of the officers recognized for indemnification. This will put the Sheriff and the County on notice if there is a contemplated suit against the Sheriff or the County.

**MOTION: PROVIDING INDEMNIFICATION FOR THE STEUBEN COUNTY SHERIFF MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. FOR DISCUSSION.**

Mr. Reed clarified, if the actions of a Sheriff are outside of the scope of what we have defined, then we do not have to provide indemnification. Mr. Van Etten asked will this cover all future Sheriff's, or will we have to do this each time? Mr. Reed replied it covers the office.

Ms. Lattimer asked is there a downside to doing this? Mr. Reed replied there is only one, which is relative to the technicality of having the right to have notice of a claim filed within the first 90 days of an incident. With this indemnification, it extends the time from one year to one year, 90 days.

**VOTE ON PREVIOUS MOTION. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.**

B. Elections

1. **Contract Renewal – NTS Data Services** – Mrs. Olin requested authorization to renew their contract with NTS Data Services for five years. There is an increase of \$2,943 from the previous contract; all other terms and conditions remain the same. We do have money in the budget to cover the increase.

Mr. Van Etten asked are there other software options? Mrs. Olin replied there is only one other vendor, ES&S, however, usually in order to use that software you need to have the ES&S voting machines. Mr. Van Etten asked what is the annual cost? Mrs. Olin replied the annual cost is \$34,925.

**MOTION: AUTHORIZING THE BOARD OF ELECTIONS TO RENEW THE CONTRACT WITH NTS DATA SERVICES FOR FIVE YEARS AT A COST OF \$34,925 PER YEAR FOR FIVE YEARS MADE BY MR. VAN ETTEN. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

2. **School Contract** – Mrs. Olin informed the committee that last year a couple of schools, Bath and Corning-Painted Post, came and asked to use our voting machines for their elections. We agreed because we want to form a good working relationship with the schools and we also want everyone to vote the same way, every time. Those contracts worked very well. We are not allowed to charge the districts for the use of the machines since federal funds were used to purchase them. However, we can charge for supplies and other incidentals. Last year the Bath School District paid \$210 and the Corning-Painted Post School District paid us \$720. We have now received requests from Addison, Canisteo-Greenwood, Hornell and Avoca to use our machines.

Mr. Wheeler commented we want to be compensated for our time and costs, and this strikes a good balance.

Mr. Schu asked do we provide staff? Mrs. Olin replied we only provide the equipment. They have to use our inspectors and those individuals are paid directly by the school. We do ballot design for them and they have to use a printer of our choice and pay for the ballot printing. We do the delivery and upkeep of the machines. We will charge for gas and staff time to do that.

Mr. Van Etten asked is there a requirement that the machines be kept in a secure location? Are the schools responsible for that? Mrs. Penziul replied the schools are required to secure the machines while they are in their possession. We usually deliver the machines the day prior.

Mrs. Ferratella asked do the schools have to use our machines? Mrs. Olin replied they can do paper ballots; however, they cannot use the lever machines. Mrs. Ferratella commented that is very inexpensive for the schools. Mrs. Olin commented last year we charged \$50.00 per machine, all-inclusive. This year we have increased that to \$100 per machine. Mr. Schu commented if that is covering our costs then we are providing the service at cost.

Mr. Van Etten asked what are the options for the schools if we opt not to contract with them? Mrs. Olin replied they would have to do paper ballots and hand count, or they would need to purchase their own machines.

**MOTION: AUTHORIZING THE BOARD OF ELECTIONS TO ENTER INTO ELECTION SERVICES AGREEMENTS WITH THE SCHOOL DISTRICTS MADE BY MS. LATTIMER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

3. **Machine Warranty Extension** – Mrs. Olin stated three years ago we did an extended warranty for the voting machines and that warranty expired December 31, 2016. The warranty is with Dominion and they provided a three-year extension or a five-year extension. We have money in our budget to cover the three-year extension which totals \$78,097.50.

Mr. Malter asked what is the useful life of the voting machines? Mrs. Olin replied we have had the machines for nine years and some would say that maybe we would get a couple more years. Mr. Van Etten asked what goes wrong with the machines? Mr. Wheeler replied they are essentially rolling computers and could experience wear and tear.

Mr. Van Etten asked why extend the warranty if we will be purchasing new machines in the future? Mr. Wheeler replied the three-year extension gives you time to save money toward the purchase of new machines.

Mrs. Ferratella asked is the cost of the machines going down? Mrs. Olin replied no. Mr. Malter asked do you have any backup machines? Mrs. Oline replied yes and we have had to use them. She stated the cost of a new BMD is \$11,500 and the scanner only is \$8,500. Then you have to purchase all of the attachments.

Mr. Van Etten asked do any of the new machines have touch screen voting? Mrs. Olin replied ES&S has a model that is somewhat of a touch screen. She will look into that further. We are open to looking at another company, but the question is do we purchase for all sites, or mix and match? Mr. Van Etten commented it would be interesting to know if you would save money by going with the touch screens.

**MOTION: AUTHORIZING THE BOARD OF ELECTIONS TO ENTER INTO AN AGREEMENT WITH DOMINION FOR A THREE-YEAR EXTENDED WARRANTY FOR 60 BMD MACHINES AND 9 SCANNER ONLY MACHINES FOR A TOTAL THREE YEAR COST OF \$78,097.50 MADE BY MS. LATTIMER. MOTION FAILS DUE TO A LACK OF A SECOND.**

Mr. Van Etten commented for a difference of \$22,000 per year for two additional years, it would be better to look at the five-year extended warranty. Mr. Wheeler commented that if you go with the five year warranty, we will need to fund the additional cost out of the Contingent Fund.

**MOTION: AUTHORIZING THE BOARD OF ELECTIONS TO ENTER INTO AN AGREEMENT WITH DOMINION FOR A FIVE-YEAR EXTENDED WARRANTY FOR 60 BMD MACHINES AND 9 SCANNER ONLY MACHINES FOR A TOTAL FIVE YEAR COST OF \$122,931.25 MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

C. Purchasing

1. **Bid Awards – Custodial Paper Products, Stationery Supplies and Polyethylene Bags** – Mr. Morse requested authorization to award the bids for Custodial Paper Products, Stationery Supplies and Polyethylene Bags to the low bidder on a line item basis.

**MOTION: AWARDING THE BID FOR POLYETHYLENE BAGS TO THE FOLLOWING BIDDERS ON A LINE ITEM BASIS: CENTRAL POLY AND INTERBOROR; AWARDING THE BID FOR CUSTODIAL PAPER PRODUCTS TO THE FOLLOWING BIDDERS ON A LINE ITEM BASIS: CENTRAL POLY, VENDOR ECONOMY PRODUCTS, SANICO, AND VASCO; AWARDING THE BID FOR STATIONERY SUPPLIES TO THE FOLLOWING BIDDERS ON A LINE ITEM BASIS: EATON AND STANDARD MADE BY MRS. FERRATELLA. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

2. **GST BOCES Printing Contract Renewal** – Mr. Morse requested authorization to renew the contract with GST BOCES for printing services under the same terms and conditions.

**MOTION: AUTHORIZING THE PURCHASING DIRECTOR TO RENEW THE CONTRACT WITH GST BOCES FOR PRINTING SERVICES UNDER THE SAME TERMS AND CONDITIONS MADE BY MR. VAN ETTEN. 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.D. DISCUSSIONS REGARDING PROPOSED, PENDING, OR CURRENT LITIGATION MADE BY MS. LATTIMER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**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 4-0.**

**V. OTHER BUSINESS**

A. *Cyber Security Presentation* – Mr. Van Etten commented that he is asking a contact at Corning, Inc., if they would be willing to come in and give a presentation on Cyber Security and how they are addressing those issues.

**MOTION: TO ADJOURN MADE BY MS. LATTIMER. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

Respectfully Submitted by

Amanda L. Chapman  
Deputy Clerk  
Steuben County Legislature

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

**Tuesday, April 11, 2017  
Legislative Committee Room  
9:00 a.m.**

**Please send agenda items to the Clerk of the Legislature's Office  
NO LATER THAN NOON  
Wednesday, April 5, 2017.**

**STEBEN COUNTY ADMINISTRATION COMMITTEE**

*Tuesday, April 11, 2017*

*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 Lise Reynolds Jennifer Prossick Wendy Jordan Judy Hunter	Mitchell Alger Vince Spagnoletti Alan Reed Nate Alderman	Kathy Muller Ken Peaslee Andy Morse Jennifer Demonstoy
<b>LEGISLATORS:</b>	Joseph J. Hauryski Gary D. 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 Mrs. Ferratella to lead the Pledge of Allegiance.

**II. APPROVAL OF MINUTES**

**MOTION: APPROVING THE MINUTES OF THE MARCH 21, 2017, MEETING MADE BY MS. LATTIMER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**III. DEPARTMENT REQUESTS**

A. Personnel

1. **Request to Issue RFP for EAP Services** – Mr. Alderman informed the committee that they will be at the end of their contract in June and they have been told that the current vendor will no longer provide this service. He requested authorization to issue an RFP for EAP services.

**MOTION: AUTHORIZING THE PERSONNEL OFFICER, IN CONJUNCTION WITH THE PURCHASING DIRECTOR, TO ISSUE A REQUEST FOR PROPOSALS FOR EAP (EMPLOYEE ASSISTANCE PROGRAM) SERVICES MADE BY MS. LATTIMER. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

2. **Reclassification – Public Works** – Mr. Alderman stated the Commissioner of Public Works is requesting the reclassification of a Grade 14 Assistant Landfill Supervisor, to a Grade 16 Environmental Project Coordinator. Mr. Spagnoletti explained over the last couple of years, he has had to have John Emo, Rich Bills and Steve Orcutt oversee operations at the Leachate Plant due to staff turnover. Mr. Bills is currently overseeing the Leachate Plant as well as the gas well field, environmental regulations and recycling. He requested authorization to reclassify his position from an Assistant Landfill Supervisor, Grade 14 to an Environmental Project Coordinator, Grade 16.

**MOTION: AUTHORIZING THE RECLASSIFICATION OF AN ASSISTANT LANDFILL SUPERVISOR, GRADE 14, TO AN ENVIRONMENTAL PROJECT COORDINATOR, GRADE 16, WITHIN THE PUBLIC WORKS DEPARTMENT MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.**

3. **Reclassification – Department of Social Services** – Mr. Alderman stated the Commissioner of Social Services is requesting the creation of a second Senior Social Services Attorney. Ms. Muller explained that she is looking at staff retention. We are experiencing an increase in the number of difficult cases and we need senior level people to supervise our entry-level staff. Mr. Van Etten asked what is the difference between the positions? Ms. Muller replied it is based on years of experience and level of responsibility. The Senior Social Services Attorney does more supervision. Mr. Alderman commented in order to be a Senior Social Services Attorney, they need to have three years of experience.

**MOTION: AUTHORIZING THE RECLASSIFICATION OF A SOCIAL SERVICES ATTORNEY, MANAGEMENT GRADE E, TO A SENIOR SOCIAL SERVICES ATTORNEY, MANAGEMENT GRADE G, WITHIN THE DEPARTMENT OF SOCIAL SERVICES MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.**

4. **Deputy Personnel Officer** – Mr. Alderman introduced the new Deputy Personnel Officer, Jennifer Demonstoy.

B. Information Technology

1. **Authorization to Issue RFP for HIPAA Audit and Optional PCI Audit** – Mr. Peaslee stated he has money in his budget this year to do a HIPAA audit. He stated he received a request from the Finance Office to include a credit card reader on the network. If we do that, then we would have to become PCI compliant. Every quarter we would need to have a HIPAA authorized agent do a scan on our network, and we do not have the budget for that. If we did this, it would be an ongoing cost. He has budgeted \$21,000 for the HIPAA audit and would guess that the PCI audit would be between \$5,000 - \$20,000. Mr. Wheeler stated we would like to include the option for a PCI audit in the RFP in order to get a better idea of the cost. Mr. Peaslee stated if you decide to include a credit card reader on the network, he expects that he would be coming back to request an additional Network Administrator just to do the PCI compliance work. If we stay with our current dial-up system, there is no cost.

Mrs. Ferratella asked what are other counties doing? Mr. Peaslee replied he does not know.

Mr. Van Etten commented in his business, they accept credit cards, but the PCI compliance is managed by the credit card processor. They use the internet and the credit card processor selects the company that does the compliance. When he logs in, he has to answer numerous questions. Then monthly, the company remotely scans the system and you get a pass or fail. This is all done for no additional cost. It is amazing that it would cost us thousands of dollars. Mr. Peaslee stated we have a complex network and there are multiple devices on the network. Mrs. Lando asked could each card reader be stand alone? Mr. Peaslee replied you would pay a separate cost for a separate internet connection.

**MOTION: AUTHORIZING THE DIRECTOR OF INFORMATION TECHNOLOGY, IN CONJUNCTION WITH THE PURCHASING DIRECTOR, TO SOLICIT REQUESTS FOR PROPOSALS FOR THE HIPAA AUDIT, AND INCLUDING AN OPTION FOR A PCI (PAYMENT CARD INDUSTRY) AUDIT MADE BY MR. VAN ETTEN. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

C. County Manager

1. **Budget Transfer** – Mr. Alger stated when we prepared the 2017 budget, we included the purchase of two new cars for the motor pool. We are working with Enterprise and rather than having money in our major equipment line, he requested authorization to transfer \$37,400 into the vehicle rent/lease line item.

Mrs. Ferratella asked what is the status of the lease program? Mr. Alger replied there is one vehicle ready for delivery. During the course of the next several months, we will be getting more deliveries. Mr. Wheeler commented that Mr. Alger and Mr. Morse have been doing a good job with this.

**MOTION: AUTHORIZING THE COUNTY MANAGER TO TRANSFER \$37,400 FROM THE MAJOR EQUIPMENT LINE ITEM TO THE VEHICLE RENT/LEASE LINE ITEM MADE BY MRS. LANDO. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

2. **Shared Services Plan** – Mr. Wheeler informed the committee that the Governor wants to take over the field on shared services and thinks the counties do not do anything. The plan has gotten worse and Mr. Wheeler stated he is disappointed that the Legislature is going along with it. The State is requiring the organization of shared services primarily chaired by the County Manager. The chief executive officer from every municipality will be required to participate. School districts and BOCES will be invited, but they are not required to participate. Then we need to develop a plan. We also need to take recommendations from all of the bargaining units of any municipality that participates, and we have to take recommendations from the public. The recommendations from the public will come through a minimum of three public hearings that need to be held. We have to adopt a plan by the end of July. The plan must include new and recurring savings and there needs to be an elimination of duplicative services.

Mr. Wheeler stated he and Mr. Alger will develop a plan and the municipalities have to come to the table. If a municipality backs out, they have to provide that in writing. We then have to say to the public in writing, why. If the majority of the parties approve, then the plan can be submitted to the County Legislature for approval by August 1, 2017. There is no longer a public referendum. Any municipality's chief executive officer has the right to withdraw their municipality from the shared services plan. However, action that included that municipality must be taken out of the plan. There is no threshold or requirements for savings. Mr. Wheeler stated if the County Legislature approves the plan, then he has to certify to the State and provide an estimate to the homeowners and businesses as to what they would save. That needs to go to the State Director of Budget by September 15, 2017, and the presentation of the plan to the public is October 15, 2017.

Mrs. Lando asked what happened to last year's plan? Mr. Wheeler stated we could recycle that, and the municipalities have already agreed to that plan. At the time we went through that, there was an incentive to do it; the rebate checks for the property owners. At the time, a lot of the municipalities had concerns and now that there is no incentive, his feeling is that the majority may not want to participate. The benefit for the County doing this is that we would be eligible for potential State funding for the estimated savings if money is available. In his view, this is an exercise in bureaucratic nonsense. We are already doing these things. This is just a public show by the Governor to line his hat.

Mr. Wheeler stated if the County Legislature does not approve the plan this year, then you have to go through this entire exercise again next year. Mr. Malter asked how many people would be involved in the preliminary meeting? Mr. Wheeler stated with the municipalities, you have 46. It will be a challenge to get everyone together, including the unions. When you add them, that is another 100 people, at least.

Mr. Hauryski stated that Mr. Wheeler had asked him if we should even go through with this. The question is can we afford to ignore and not do anything. It is worth at least having a meeting with the municipalities. The deadline is August 1, 2017, and there is no way we can do that.

Mrs. Lando asked what was NYSAC's response? Mr. Wheeler replied they are frustrated, although they have been relatively quiet. He stated that anything that the shared services panel comes up with does not supersede State law. He stated that he agrees with Mr. Hauryski, that you go through the exercise. Having three public hearings and getting feedback in a three month time period is ridiculous. Ms. Lattimer stated you will have to use last year's plan as a jumping off point. Mr. Wheeler stated that he is going to include in the plan the takeover of Medicaid and other unfunded mandates. In the public hearings, he will start out with talking about the burdens

the State has put upon us, and make it about the State. He also will talk about the shared services that we have already done. Mrs. Lando stated we should invite our State representatives to the meeting with the municipalities as well as all of the public hearings.

Mrs. Ferratella asked originally, was this to go to a public vote? Mr. Wheeler replied that is no longer a requirement. He stated that he is going to keep the public hearings positive and will highlight all of the shared services we do. Mr. Malter asked is there a dollar factor of savings we have in place? Mr. Wheeler replied yes, the government efficiency plan showed a savings of \$3 million, with \$1.5 million from the Health Care Facility. In his view, it is about cost avoidance. We are not eliminating anything, just avoiding costs.

3. **Budget Update** – Mr. Wheeler stated that the budget bills are nothing great for counties. We will get hurt in the Department of Social Services due to the \$80 million cuts in Foster Care. Ms. Lattimer stated there are also cuts in infrastructure. Mr. Wheeler stated they targeted water infrastructure and clean water. There may be some projects that could benefit us. Indigent Defense is not a total loss. Over the course of five years, the State will reimburse us for any additional costs related to caseload caps and counsel at arraignment. However, eligibility standards will not be reimbursed. The State passed raise the age legislation and there will be costs associated with that. On the positive side, we did get the ability to extend our surcharge for prepaid cellular devices; we will now get \$.30.

**MOTION: TO ADJOURN REGULAR SESSION AND RECONVENE IN EXECUTIVE SESSION PURSUANT TO PUBLIC OFFICERS' LAW, ARTICLE 7§ 105.1.D. DISCUSSIONS REGARDING PROPOSED, PENDING OR CURRENT LITIGATION MADE BY MR. VAN ETEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION: TO ADJOURN EXECUTIVE SESSION AND RECONVENE IN REGULAR SESSION MADE BY MS. LATTIMER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 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, May 9, 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, May 3, 2017.**



STEUBEN COUNTY ADMINISTRATION COMMITTEE  
STEUBEN COUNTY FINANCE COMMITTEE

*Joint Special Meeting*

*Monday, April 24, 2017*

*9:45 a.m.*

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

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

<b>COMMITTEE:</b>	Brian C. Schu, Chair Robin K. Lattimer	Hilda T. Lando	Carol A. Ferratella
	Scott J. Van Etten, Chair Gary B. Roush	Gary D. Swackhamer, Vice Chair	Kelly H. Fitzpatrick
<b>STAFF:</b>	Jack K. Wheeler Pat Donnelly Andy Morse	Mitchell Alger Tammy Hurd-Harvey	Jennifer Prossick Eric Rose
<b>LEGISLATORS:</b>	Joseph J. Hauryski K. Michael Hanna John V. Malter	Eric T. Booth Steven Maio Randolph J. Weaver	Dan C. Farrand Aaron I. Mullen

**I. CALL TO ORDER**

Mr. Schu called the meeting to order

**II. GENERAL BUSINESS**

A. Commissioner of Finance

1. **Award Bid for Auction Services** – Mr. Donnelly informed the committee they solicited bids for auction services and received five responses. He recommended rejecting all bids and rebidding. He would like to tighten up the specifications. With the committee's approval, they will rebid for next year and in the meantime, develop a plan for this year.

**MOTION: REJECTING ALL BIDS FOR AUCTION SERVICES AND AUTHORIZING THE COMMISSIONER OF FINANCE, IN CONJUNCTION WITH THE PURCHASING DIRECTOR, TO ISSUE A NEW BID FOR NEXT YEAR MADE BY MR. VAN ETTEN. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0 ADMINISTRATION; 4-0 FINANCE. (MR. SWACKHAMER ABSENT FOR VOTE)**

**MOTION: TO ADJOURN REGULAR SESSION AND RECONVENE IN EXECUTIVE SESSION PURSUANT TO PUBLIC OFFICERS' LAW, ARTICLE 7§ 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 MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0 ADMINISTRATION; 4-0 FINANCE. (MR. SWACKHAMER ABSENT FOR VOTE)**

**MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO ACCEPT A NON-REFUNDABLE UNDERTAKING OF \$15,000, INCLUSIVE OF PENALTIES, RELATIVE TO PARCEL #197.11-01-019.122, SITUATE IN THE VILLAGE OF CANISTEO, TO DEFER THE ENFORCEMENT OF SALE UNTIL MARCH 30, 2018, SAID UNDERTAKING TO BE PAID WITHIN THIRTY DAYS MADE BY MR. ROUSH. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0 ADMINISTRATION; 5-0 FINANCE.**

**MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO ACCEPT A NON-REFUNDABLE UNDERTAKING OF \$10,000, INCLUSIVE OF PENALTIES, RELATIVE TO PARCEL #299.20-02-066.000, SITUATE IN THE CITY OF CORNING, TO DEFER THE ENFORCEMENT OF SALE UNTIL MARCH 30, 2018, SAID UNDERTAKING TO BE PAID WITHIN THIRTY DAYS MADE BY MR. ROUSH. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0 ADMINISTRATION; 5-0 FINANCE.**

**MOTION: AUTHORIZING A HARDSHIP DEFERRAL RELATIVE TO PARCEL #003.17-02-033.000, SITUATE IN THE VILLAGE OF WAYLAND, EXPIRING MARCH 30, 2018 MADE BY MR. ROUSH. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0 ADMINISTRATION; 5-0 FINANCE.**

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

**MOTION: TO ADJOURN MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0 ADMINISTRATION; 5-0 FINANCE.**

Respectfully Submitted by

Amanda L. Chapman  
Deputy Clerk  
Steuben County Legislature

**STEBEN COUNTY ADMINISTRATION COMMITTEE**

*Tuesday, May 9, 2017*

*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 Vicki Jones Jennifer Prossick Nate Alderman Tammy Hurd-Harvey Brenda Mori	Mitchell Alger Vicki Olin Darlene Smith Jennifer Demonstoy Eric Rose	Scott Sprague Kelly Penziul Andy Morse Alan Reed Pat Donnelly
<b>LEGISLATORS:</b>	Joseph J. Hauryski Gary B. Roush	Kelly H. Fitzpatrick Gary 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 APRIL 11, 2017, AND APRIL 24, 2017, MEETINGS MADE BY MS. LATTIMER. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**III. DEPARTMENT REQUESTS**

A. Risk Manager

1. **Motor Pool Guidelines** – Mr. Sprague introduced his Secretary, Vicki Jones, who has put a lot of work into updating the Motor Pool Guidelines. This was a good time to update since we are bringing new vehicles into the pool. The proposed changes have been reviewed and approved by Personnel and the Law Department. Mrs. Ferratella stated that she noticed now if someone is riding with you, that needs to be approved? Mr. Sprague replied that has always been in there. Mr. Wheeler stated this is more for outside agencies. We encourage employees to let us know if non-employees will be riding with them. Mr. Donnelly asked what about a spouse? Mr. Wheeler replied it would be good to let us know.

Mrs. Lando asked is the motor pool getting bigger with more cars? Mr. Wheeler replied we are switching to a lease program. We noticed that with some of the departments like Probation and DSS, when they weren't using some of their cars, they were being shifted more for general use, so we are using more cars. Mr. Sprague stated we have already received delivery of one new vehicle to our fleet and we are expecting delivery of a second vehicle within the next couple of weeks.

**MOTION: APPROVING THE CHANGES TO THE MOTOR POOL GUIDELINES AS PRESENTED AND AUTHORIZING AN AMENDMENT TO THE ADMINISTRATIVE CODE REFLECTING THIS CHANGE MADE BY MRS. LANDO. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

2. **Contract Approval – Corvel** – Mr. Sprague requested approval of the Corvel contract. He explained that Corvel used to handle our Workers’ Compensation cases and now those are handled by PERMA. Corvel handles our tail claims and older claims. The contract is yearly, ongoing and the annual cost is \$25,000. That cost is included in the Workers’ Compensation budget and is passed along to those municipalities in the plan. For those municipalities not still in the plan, they are charged every six months for any of their tail claims. Corvel has done a fantastic job this year and is really working to close claims. Currently we have approximately 70 claims and about one-third of those will just continue as they are death claims and such. Some we have been able to close. Mr. Wheeler commented we closed about six cases this past year. We have talked about moving tail claims to PERMA to make things more streamlined. He stated they are requesting the committee ratify and approve this contract as it had come to our attention that it had not been approved.

**MOTION: RATIFYING AND APPROVING THE CONTRACT WITH CORVEL FOR \$25,000 ANNUALLY TO HANDLE TAIL CLAIMS MADE BY MRS. FERRATELLA. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

B. Commissioner of Finance

1. **Tax Auction 2017** – Mr. Donnelly requested authorization to waive the RFP process and extend their contract with Pirrung Auctioneers to conduct the annual tax sale auction through December 31, 2017, under the same terms and conditions.

**MOTION: WAIVING THE RFP PROCESS AND AUTHORIZING THE COMMISSIONER OF FINANCE TO EXTEND THE CONTRACT WITH PIRRUNG AUCTIONEERS TO CONDUCT THE ANNUAL TAX SALE AUCTION, THROUGH DECEMBER 31, 2017, UNDER THE SAME TERMS AND CONDITIONS MADE BY MRS. FERRATELLA. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

Mr. Donnelly requested authorization to solicit RFP’s for the annual tax foreclosure sale. The term will commence January 1, 2018 and will be a one year contract with the option for four, one-year renewals.

**MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE, IN CONJUNCTION WITH THE PURCHASING DIRECTOR, TO SOLICIT REQUESTS FOR PROPOSALS FOR THE ANNUAL TAX FORECLOSURE SALE, COMMENCING JANUARY 1, 2018 MADE BY MR. VAN ETTEN. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

2. **RFP for Health Insurance Consultant Services** – Mrs. Hurd-Harvey informed the committee they received six responses. They interviewed three, and are recommending awarding the RFP to Gallagher for an annual cost of \$50,000. This will be a one-year contract with the option for four, one-year renewals.

**MOTION: AWARDED THE RFP FOR HEALTH BENEFIT CONSULTANT SERVICES TO GALLAGHER AT AN ANNUAL RATE OF \$50,000 MADE BY MRS. FERRATELLA. SECONDED BY MS. LATTIMER FOR DISCUSSION.**

Mr. Van Etten asked what do they do? Mrs. Hurd-Harvey replied they will negotiate with Excellus on our behalf, evaluate claims, issue an RFP for a Third Party Administrator and make recommendations for how to structure new benefits, as well as how to structure the employer/employee share. Mr. Wheeler commented they will also help to negotiate and implement wellness initiatives.

Mr. Van Etten asked how long were we with Relph? Mr. Wheeler replied about five years. We believe the \$50,000 proposed by Gallagher is more in line with the service level. Mrs. Hurd-Harvey commented the references for Gallagher were very good. Mr. Wheeler stated this is a good recommendation. Ms. Lattimer asked how is their responsiveness? Mrs. Hurd-Harvey replied nobody that we spoke to had any complaints.

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

3. **Audit Services** – Mrs. Hurd-Harvey stated nine years ago we put out an RFP for audit services and at the time it was awarded to Bonadio. It has come to our attention that we never did a formal contract; we just had an engagement letter. It was suggested by the Law Department to have this committee ratify this contract back to 2008. We did the original RFP in 2008 and extended it for five years. Over time, we have asked them to do special projects as we have gone along. Examples include audits for highway bridge projects and room tax audit. Mr. Donnelly commented the room tax audit, tobacco securitization and land bank are separate.

**MOTION: RATIFYING THE CONTRACT WITH BONADIO FOR AUDIT SERVICES FROM 2008 THROUGH 2017 MADE BY MR. VAN ETTEN. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

4. **Access to Delinquent Tax Collection System** – Mrs. Hurd-Harvey informed the committee that the Director of Information Technology, Mr. Peaslee, received a request from the Villages of Arkport and Cohocton to use the County's delinquent tax collection system. She requested authorization for the Director of Information Technology to enter into an Inter-Municipal Agreement with the Villages of Arkport and Cohocton to utilize the County's delinquent tax collection system at an annual rate of \$500.00 each for 2017.

**MOTION: AUTHORIZING AN INTER-MUNICIPAL AGREEMENT BETWEEN INFORMATION TECHNOLOGY AND THE VILLAGES OF ARKPORT AND COHOCTON TO UTILIZE THE COUNTY'S DELINQUENT TAX COLLECTION SYSTEM AT AN ANNUAL RATE OF \$500.00 EACH FOR 2017 MADE BY MS. LATTIMER. SECONDED BY MR. VAN ETTEN FOR DISCUSSION.**

Mrs. Lando asked for an explanation. Mr. Donnelly replied the tax bills are printed in Real Property and this will facilitate the payment of delinquent taxes and automatically upload updates to our system. Mrs. Lando commented if this is a shared service, we should work to get more of the villages signed up. Mr. Wheeler stated it is a shared service. Mrs. Hurd-Harvey stated education will need to happen as the villages will need to do daily uploads and downloads.

Mr. Malter asked are the villages utilizing this because they cannot utilize the County to collect these taxes? Mr. Donnelly replied we have an agreement with the villages and the delinquent taxes are relieved on the County tax bill. This agreement will allow them to issue receipts, etc. Mrs. Hurd-Harvey clarified that this will not do the reconciliation portion for the villages.

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

5. **Petty Cash Adjustments** – Mrs. Hurd-Harvey informed the committee that the County Auditor has spent time auditing the petty cash accounts. She distributed a handout depicting the adjustments and commented this will require approval of the Full Legislature. She requested authorization to approve the recommended values for various departments as presented. Mrs. Lando commented it sounds like the County Auditor is doing a great job.

**MOTION: RATIFYING PETTY CASH ACCOUNTS FOR THE FOLLOWING: COMMISSIONER OF FINANCE - \$150.00; COUNTY CLERK - \$400.00; MOTOR VEHICLES – BATH - \$600.00; MOTOR VEHICLES – CORNING – \$600.00; MOTOR VEHICLES – HORNELL - \$550.00; ELECTIONS - \$100.00; CENTRAL MOTOR POOL - \$25.00; SHERIFF – CIVIL OFFICE - \$100.00; SHERIFF’S DEPARTMENT - \$1,500.00; PUBLIC WORKS ADMIN - \$150.00; OFFICE FOR THE AGING - \$100.00 AND STC REGIONAL PLANNING & DEVELOPMENT BOARD - \$50.00; APPROVING CORRECTIONS TO PETTY CASH ACCOUNTS FOR THE FOLLOWING: PUBLIC HEALTH NURSES - \$150.00; LANDFILL - \$100.00; DISTRICT ATTORNEY - \$1,700.00; ALCOHOL ABUSE CLINIC - \$50.00; MENTAL HEALTH CLINIC - \$300.00; DELETING THE ACCOUNTS FOR CHILD & YOUTH FAMILY SUPP AND FAMILY INTENSIVE CASE MGT; TRANSFERRING \$100.00 FROM THE CONTINUING DAY TREATMENT – CORNING PROGRAM TO THE CONTINUING DAY TREATMENT – BATH, BRINGING THE TOTAL FOR BATH TO \$200.00; COMBINING MENTAL HEALTH – ICM WRAP OF \$2,250.00 WITH THE \$2,000 FOR SUPPORTIVE CASE MGMT AND INCREASING TOTAL AMOUNT BY \$500.00 FOR A GRAND TOTAL OF \$4,750.00 AND RENAMING IT HEALTH HOME MADE BY MR. VAN ETEN. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.**

C. Elections

1. **Scan-Flow System** – Mrs. Olin informed the committee they use NTS as their voter registration system and is used by 90 percent of the Counties in New York. They have put together an update changing the way we do our voter registration. Currently when we receive a voter registration form, we do the data entry, scan and then recheck it. With the new system, the document will come in, be counted and auto scanned into the system into separate baskets. For example, there would be a basket for voter registration and a basket for absentee ballot applications. Mrs. Olin stated Broome County has this system and we had an opportunity to see it in use. We will be able to cultivate the system to work the way we want it to and will be able to set up our own files.

Mrs. Olin stated the law states that every document is supposed to be reviewed by a Democrat and Republican in the office. DMV Online is set up electronically so that if a Democrat did the original work, once it is approved it will move the document to the Republican’s file. There is a built-in double check in the system. The Scan-Flow kind of does the same thing. We will be able to pull information from one file to another without additional data entry. This will help prevent lost papers. Mrs. Ferratella asked how many lost files have you had? Ms. Penziul replied not a lot, but we have had files that are missing from previous years. Now those files will be scanned and can be moved electronically to the appropriate basket rather than transferring papers from desk to desk.

Mrs. Olin commented this will also make sure that everything is entered into the file in the correct date order. A number of counties have this system. We really feel this will help with office efficiency and the accountability for both offices checking the documents. She stated that they did apply to the State under the HAVA Shoebox grant for \$24,750.00 and received that funding. The cost for the new software is \$4,950.00 annually for five years. If we pay the \$24,750.00 up front, NTS will waive the installation and training fee and the maintenance and support fee. Mrs. Olin requested authorization to accept and appropriate the grant funding, and to purchase the Scan-Flow System for \$24,750.00.

**MOTION: AUTHORIZING THE BOARD OF ELECTIONS TO PURCHASE A NEW SCAN-FLOW SYSTEM FROM NTS FOR A TOTAL FIVE-YEAR COST OF \$24,750.00 TO BE PAID UP FRONT, AND AUTHORIZING THE ACCEPTANCE AND APPROPRIATION OF A \$24,750.00 HAVA SHOEBOX GRANT TO BE UTILIZED FOR THIS PURCHASE MADE BY MS. LATTIMER. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

Mrs. Olin informed the committee that NTS is in the process of updating their entire system and will be going to a .net system, which is supposed to be in a much easier format for us to work in. They are beta testing now in Niagara County. Some required upgrades may be necessary and the plan is to have every county on the new system by the end of next year.

D. Personnel

1. **Request for RFP – Employee Workplace Violence Prevention Training** – Mr. Alderman requested authorization to solicit requests for proposals for the annual employee training. This encompasses workplace violence and sexual harassment.

**MOTION: AUTHORIZING THE PERSONNEL OFFICER TO SOLICIT REQUESTS FOR PROPOSALS FOR THE ANNUAL EMPLOYEE WORKPLACE VIOLENCE PREVENTION TRAINING MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA FOR DISCUSSION.**

Mr. Van Etten asked what do we typically spend? Mr. Alderman replied the cost has varied. The first couple of years it was \$15,000.00 - \$18,000. Then the cost ranged from a few thousand. It depends what we did and who provided the training. Mr. Wheeler commented we try to find a different focus topic each year, in addition to the required topics.

Mrs. Lando asked could the Sheriff do the workplace violence training? Mr. Wheeler replied it depends. They operate under different rules and regulations. They could do the active shooter training. Mr. Alderman stated the Sheriff's Office does their own training as our annual training is not necessarily relevant to their operations.

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

E. Purchasing

1. **Setting Date for 2017 Annual Surplus Auction** – Mr. Morse requested authorization to set the date for the 2017 Annual Surplus Auction for Thursday, September 28, 2017 at 10:30 a.m.

**MOTION: SETTING THE DATE FOR THE ANNUAL SURPLUS AUCTION FOR THURSDAY, SEPTEMBER 28, 2017, AT 10:30 A.M. MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

F. County Clerk

1. **Semi-Annual Mortgage Tax Distribution** – Mr. Wheeler commented Mrs. Hunter and Mrs. MacPhail are attending a training on the new system. He stated there have been no significant changes other than the Town of Erwin decreased \$77,000 from the same period last year. Mr. Donnelly commented these numbers reflect the winter season. Ms. Lattimer commented that the date on the County Clerk's memo should have been October 1, 2016 through March 31, 2017.

**MOTION: APPROVING AND ACCEPTING THE SEMI-ANNUAL MORTGAGE TAX DISTRIBUTION AS PRESENTED MADE BY MRS. LANDO. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.**

Mr. Van Etten stated you mentioned they are at a training. How is the new system working? Mr. Wheeler replied from his understanding, it has been working well. There has been difficulty at times getting the users and departments up and running with what they need. Mr. Donnelly commented the new system is web-based, so it is slower.

G. County Manager

1. **Biometric Screening** – Mr. Wheeler informed the committee that Relph Benefits had a subsidiary, Ignite Health, who helped with the data input from the biometric screenings. Public Health staff is doing the actual screening. We do not want access to the data so that information needs to be collected by a third party, which has been Ignite Health. He requested authorization to extend the contract with Ignite Health from January 1, 2017 through August 31, 2017 for that purpose. This has already been budgeted for.

**MOTION: AUTHORIZING PUBLIC HEALTH TO RETROACTIVELY EXTEND THE CONTRACT WITH IGNITE HEALTH TO COLLECT EMPLOYEE BIOMETRIC SCREENING DATA FROM JANUARY 1, 2017 THROUGH AUGUST 31, 2017 UNDER THE SAME TERMS AND CONDITIONS MADE BY MRS. LANDO. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION: TO ADJOURN MADE BY MS. LATTIMER. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIS 5-0.**

Respectfully Submitted by,

Amanda L. Chapman  
Deputy Clerk  
Steuben County Legislature

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

**Tuesday, June 13, 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, June 7, 2017.**



STEUBEN COUNTY ADMINISTRATION COMMITTEE  
STEUBEN COUNTY FINANCE COMMITTEE

*Joint Special Meeting*

*Monday, May 22, 2017*

*9:45 a.m.*

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

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

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

                    Scott J. Van Etten, Chair                      Kelly H. Fitzpatrick                                      Gary B. Roush  
                    Brian C. Schu

**STAFF:** Jack K. Wheeler                                      Mitchell Alger                                      Pat Donnelly  
                    Jennifer Prossick

**LEGISLATORS:** Joseph J. Hauryski                                      Eric T. Booth                                      Dan C. Farrand  
                    K. Michael Hanna                                      Steven Maio                                      John V. Malter  
                    Robert V. Nichols

**ABSENT:** Gary D. Swackhamer, Vice Chair

**I. CALL TO ORDER**

Mr. Schu called the meeting to order at 9:45 a.m.

**II. GENERAL BUSINESS**

A. County Manager

1. **Mortgage Tax Extension** – Mr. Wheeler explained every three years we are required to request an extension of our mortgage tax. We are a month behind, so today he is asking for approval to both request and endorse the legislation.

**MOTION: REQUESTING AN EXTENSION OF THE MORTGAGE TAX UNDER TAX LAW SECTION 253-S AND REQUESTING THE ADOPTION OF SENATE BILL NO. S6284 AND ASSEMBLY BILL NO. A7721 EXTENDING THE EXPIRATION DATE OF THE MORTGAGE RECORDING TAX FOR STEUBEN COUNTY MADE BY MR. ROUSH. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0 ADMINISTRATION AND 4-0 FINANCE.**

**MOTION: AUTHORIZING A HARDSHIP DEFERRAL RELATIVE TO PARCEL #166.25-03-059.000,SITUATE IN THE CITY OF HORNELL, EXPIRING MARCH 30, 2018 MADE BY MR. VAN ETTEN. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0 FINANCE.**

**MOTION: TO ADJOURN MADE BY MRS. FERRATELLA. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0 ADMINISTRATION AND 4-0 FINANCE.**

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

**STEBEN COUNTY ADMINISTRATION COMMITTEE**

*Tuesday, June 13, 2017*

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

**II. APPROVAL OF MINUTES**

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

**III. DEPARTMENTAL REQUESTS**

A. Purchasing

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

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

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

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

B. Personnel

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

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

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

C. Risk Manager

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

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

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

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

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

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

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

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

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

D. Commissioner of Finance

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

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

E. County Manager

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

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

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

**\*\*NEXT MEETING SCHEDULED FOR\*\*  
Tuesday, July 11, 2017  
Legislative Committee Room  
9:00 a.m.**

**Please send agenda items to the Clerk of the Legislature's Office  
NO LATER THAN NOON  
Wednesday, July 5, 2017.**

**STEBEN COUNTY ADMINISTRATION COMMITTEE**

*Tuesday, July 11, 2017*

*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 Nate Alderman Wendy Jordan Jennifer McPhail Andy Morse	Mitchell Alger Jennifer Demonstoy Brenda Mori Vicky Olin	Ken Peaslee Tammy Hurd-Harvey Jennifer Prossick Kelly Penziul
<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 Mr. Malter to lead the Pledge of Allegiance.

**II. APPROVAL OF MINUTES**

**MOTION: APPROVING THE MINUTES OF THE JUNE 13, 2017, MEETING MADE BY MR. VAN ETTEN. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**III. DEPARTMENT REQUESTS**

A. Commissioner of Finance

1. **Approval to Contract with GASB 75 Actuary** – Mrs. Hurd-Harvey informed the committee that they issued a Request for Proposal for a GASB 75 Actuary. They received six responses. She recommended awarding to Jefferson Solutions out of Clifton Park for a total four-year contract price of \$14,004.

**MOTION: AWARDING THE REQUEST FOR PROPOSAL FOR A GASB 75 ACTUARY TO JEFFERSON SOLUTIONS OF CLIFTON PARK, NY FOR A FOUR-YEAR TOTAL CONTRACT PRICE OF \$14,004.00 MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

B. Personnel

1. **Designation of EAP Services** – Mr. Alderman informed the committee they issued a Request for Proposal for EAP services. They received three responses. He recommended awarding to ENI of Vestal, NY for an annual cost of \$7,140.00.

**MOTION: AWARDING THE REQUEST FOR PROPOSAL FOR THE PROVISION OF EAP SERVICES TO ENI OUT OF VESTAL, NY FOR AN ANNUAL COST OF \$7,140.00 MADE BY MS. LATTIMER. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

Mr. Van Etten asked do we get a report on how active the program is? Mr. Alderman replied yes.

C. Elections

1. **Election Inspector Training** – Mrs. Lando stated that she recently attended election inspector training and it was very good.

2. **Approval to Print Mail Check** – Mrs. Olin stated that mail check is the yearly yellow cards that are sent out for address verification. Image Now can provide outsourcing for printing as well as mail the cards for us. The price quoted does not include postage. Mr. Van Etten asked how much is the postage? Mrs. Olin replied about \$10,000. She requested authorization to contract with Image Now to print and mail the mail check cards.

**MOTION: AUTHORIZING THE BOARD OF ELECTION TO CONTRACT WITH IMAGE NOW TO PRINT AND MAIL THE MAIL CHECK CARDS FOR A COST OF \$5,301.00 PLUS \$120.00 TO SET THE CARD, PLUS POSTAGE MADE BY MRS. LANDO. SECONDED BY MS. LATTIMER FOR DISCUSSION.**

Mr. Malter asked have you looked at the possibility of doing this in-house? Mrs. Penziul replied we used to do that in the past and there were too many problems. Mr. Malter asked do you provide the data? Mrs. Olin replied yes.

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

D. Information Technology

1. **Award RFP for Security Audit** – Mr. Peaslee informed the committee that they issued a Request for Proposal for a security audit. They received twelve responses that ranged from \$12,000 to \$149,000. He recommended awarding to Enterprise Risk Management for a total price of \$15,000, which includes both HIPPA and PCI.

**MOTION: AWARDING THE REQUEST FOR PROPOSAL FOR A SECURITY AUDIT TO ENTERPRISE RISK MANAGEMENT FOR A TOTAL COST OF \$15,000.00 MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

2. **Staff** – Mr. Peaslee announced that Sue Golden, a 31-year employee in his department recently passed away. She was an excellent employee and a kind person.

E. Risk Manager

1. **2018 Workers' Compensation Budget** – Mr. Wheeler informed the committee this year they are proposing a flat budget, which is a good thing. The significant changes in the budget were changing the Risk Manager position from full-time to part-time, which also affected benefits. We also decreased anticipated revenues and slightly increased the safety training line.

**MOTION: ADOPTING THE 2018 WORKERS' COMPENSATION BUDGET AS PRESENTED MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**  
*Resolution Required.*

2. **2018 Workers' Compensation Apportionment Schedule** – Mr. Wheeler informed the committee that they have had discussion about potentially being able to reduce the budget by \$100,000, but we would like to keep that in the budget as there is a lot of discussion regarding volunteer firefighter coverage, which will be expensive. We have been getting quotes for that and they are in the range of \$100,000.

Mr. Wheeler stated with regard to moving to a market-based allocation plan, he would recommend an eight-year transition. This would encompass a one year increase spread over the next two years and then go to more of the standard parity, which saves the municipalities 15 percent by the end of implementation. The Table of

Apportionment includes parity year one. After it is adopted, Mr. Sprague will schedule meetings with the municipalities and PERMA to talk about why we are doing this.

Mrs. Hurd-Harvey commented everything after year one is just based on what year one was. This plan will get re-evaluated each year and will get the market rate every year.

Ms. Lattimer commented none of the municipalities will see a marked increase. Mrs. Ferratella asked with the PERMA training, are we seeing claims going down? Mr. Wheeler replied, yes, knock on wood, our claims have been good.

**MOTION: ADOPTING THE 2018 WORKERS' COMPENSATION TABLE OF APPORTIONMENT AS PRESENTED MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.**

3. **PERMA Contract Renewal** – Mr. Wheeler stated Mr. Sprague met with PERMA and our broker. We are recommending extending the current contract with PERMA for an additional two years. The proposed structure is if we do not have any catastrophic claims, we should see about a 2 percent reduction. If we have one catastrophic claim, we will see a 4 percent increase and if there are two catastrophic claims, that increases to 8 percent. The renewal also changes our self-insured retention from \$525,000 in 2017 to \$500,000 by 2019. We keep reducing that which is a good thing. The lower we can get that, the better.

**MOTION: AUTHORIZING THE RISK MANAGER TO EXTEND THE CONTRACT WITH PERMA THROUGH DECMEBER 31, 2019, MADE BY MS. LATTIMER. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

F. Law Department

1. **Tax Certiorari** – Ms. Prossick stated the Town of Erwin has asked the County to participate in a tax certiorari proceeding regarding Aldi's. The amount of our contribution will not exceed \$3,000 and is estimated at \$1,264.03 for the pretrial appraisal.

**MOTION: AUTHORIZING THE COUNTY TO PARTICIPATE IN TAX CERTIORARI PROCEEDINGS RELATIVE TO ALDI'S SITUATE IN THE TOWN OF ERWIN MADE BY MRS. LANDO. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.**

2. **Land Bank Contract** – Ms. Prossick requested authorization to contract with the Steuben County Land Bank Corporation to provide legal services. She commented they are willing to provide legal services to the extent that we can to help keep costs down.

**MOTION: AUTHORIZING THE LAW DEPARTMENT TO ENTER INTO A CONTRACT WITH THE STEUBEN COUNTY LAND BANK CORPORATION TO PROVIDE LEGAL SERVICES MADE BY MRS. LANDO. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

G. Clerk of the Legislature

1. **Retirement Reporting Resolution** – Ms. Mori presented the annual retirement reporting resolution.

**MOTION: APPROVING THE STANDARD WORK DAY AND RETIREMENT REPORTING RESOLUTION AS REQUIRED BY THE NEW YORK STATE COMPTROLLER MADE BY MR. VAN ETTEN. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.**

2. **Retirement Reporting Policy Amendment** – Ms. Mori informed the committee the State made amendments to retirement reporting in 2015. We previously had to report all management employees and assign

a term. Now the State no longer requires us to report those individuals who participate in the County's time keeping system. We only need to report part-time elected and appointed officials and full-time elected officials. Another change is that the Legislature, if you choose to, can review the ROA's and if an activity listed does not apply to their job duties, you would have ability to remove that from the ROA. She stated that it is now a requirement to provide the average number of work days to Personnel, however that is something that she has always done.

**MOTION: APPROVING AMENDMENTS TO THE ADMINISTRATIVE CODE RELATIVE TO THE STEUBEN COUNTY RETIREMENT REPORTING POLICY AS PRESENTED MADE BY MRS. FERRATELLA. SECONDED BY MS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

E. County Manager

1. **Meeting Expense** – Mr. Wheeler stated currently in the *Administrative Code*, he is authorized to approve meeting expenses up to \$50.00. He requested authorization to increase the limit to \$350.00.

**MOTION: AUTHORIZING AN AMENDMENT TO THE ADMINISTRATIVE CODE RELATIVE TO SETTING THE LIMIT AT WHICH THE COUNTY MANAGER CAN APPROVE MEETING EXPENSES UP TO \$350.00 MADE BY MS. LATTIMER. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION: TO ADJOURN MADE BY MRS. LANDO. 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, August 8, 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, August 2, 2017.**



**STEBEN COUNTY ADMINISTRATION COMMITTEE**

*Tuesday, August 8, 2017*

*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 Alan Reed Wendy Jordan Nate Alderman Jennifer McPhail	Mitchell Alger Jennifer Prossick Andy Morse Jennifer Demonstoy	Hank Chapman Jim Allard Brenda Mori Judy Hunter
<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 JULY 11, 2017, MEETING MADE BY MS. LATTIMER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**III. DEPARTMENT REQUESTS**

A. Personnel

1. **Reclassification – Office of Community Services** – Mr. Alderman stated that a Receptionist position in the Office of Community Services, over time, has morphed and that individual is involved with more significant duties. He recommended reclassifying a Receptionist, Grade V position to a Senior Account Clerk-Typist, Grade X position. Dr. Chapman commented with the changes to managed care, it has changed the way we provide and bill for services. There is significantly more data collection and reporting that goes to the health home before we can bill for services rendered.

Mrs. Ferratella asked how often are positions reviewed? Mr. Alderman replied we review positions at the request of the Department Head or employee. We also, when vacancies occur, automatically review the duties of those positions. Mrs. Lando asked will the Receptionist position be backfilled? Mr. Alderman replied no, this is a reclassification of the actual position. Dr. Chapman stated that he has a contract through ProAction that will help with staffing the front office.

**MOTION: AUTHORIZING THE RECLASSIFICATION OF A GRADE V RECEPTIONIST POSITION TO A GRADE X SENIOR ACCOUNT CLERK TYPIST POSITION IN THE OFFICE OF COMMUNITY SERVICES MADE BY MRS. LANDO. SECONDED BY MRS. FERRATELLA FOR DISCUSSION.**

Mr. Van Etten asked has the current individual in this position taken on additional responsibilities, or is this to fill a need? Dr. Chapman replied this has taken place over the past couple of years. The individual in the position has taken on the additional duties and continues to fulfill her responsibilities as a Receptionist. Mr. Van Etten asked why not let the individual continue in the current title? Dr. Chapman replied the individual cannot attend to all the detail that is required. Due to the amount of data collection and reporting that is required to bill, we are falling behind on our front office duties and billing. Mr. Wheeler commented the individual is also working out of title. The only other option would be to reclassify a different position. We cannot continue to have that individual working out of title.

Mr. Van Etten asked with the reclassification, what is the cost? Mr. Alderman replied for this individual it will be a \$1,000 difference between the current salary of \$39,429 and the new salary of \$40,506. The difference between the top of the grade is \$9,000. Mr. Van Etten asked this is in addition to the contract? Dr. Chapman replied the budget already includes the contract position.

Ms. Lattimer asked will this require that individual to take a test? Mr. Alderman replied the individual has already tested and is reachable on the list.

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

Mrs. Ferratella asked how far behind are you on billing? Dr. Chapman replied our billing in general is current. The new software has helped immensely.

2. **Workplace Violence Training RFP** – Mr. Alderman informed the committee they put out an RFP for the annual Workplace Violence Training. They received seven responses ranging from \$12,750 to \$72,000. He recommended awarding to the low bidder, Employee Network, Inc. They will provide 17 sessions. Each session is 3 hours.

**MOTION: AWARDING THE REQUEST FOR PROPOSALS FOR ANNUAL WORKPLACE VIOLENCE TRAINING TO THE LOW BIDDER, EMPLOYEE NETWORK, INC., OUT OF VESTAL, NY FOR A TOTAL PRICE OF \$12,750.00 MADE BY MRS. LANDO. SECONDED BY MR. VAN ETTEN FOR DISCUSSION.**

Mr. Van Etten asked is this a one-year contract? Mr. Alderman replied yes. Mrs. Lando asked can Legislators attend? Mr. Alderman replied yes. Mrs. Ferratella asked is there an option to renew? Mr. Alderman replied we have not normally done that, although we certainly could. We generally look for different topics each year.

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

B. Real Property Tax Service Agency

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

Ms. Jordan stated they will have two forest land penalties this year that will be added. This is an exemption that is available for property owners that have a certain number of acres. In order to receive the exemption, they have to agree to a ten year plan of forest management. If they don't keep up with the plan, or they sell acreage, they incur a penalty.

2. **RPSV4 Annual License Fee** – Ms. Jordan informed the committee that the license fee schedule has not changed. There are two towns, Hornby and Urbana, who did get additional parcels and they saw a slight increase.

**MOTION: APPROVING THE ANNUAL RPSV4 CHARGEBACK TO THE TOWNS AND CITIES FOR LICENSE AND SUPPORT FEES MADE BY MRS. FERRATELLA. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.**

C. Purchasing

1. **Quarterly Copy Paper Award** – Mr. Morse informed the committee that they received four bids and they ranged in price from \$23.18 to \$42.00 per case. He recommended awarding to the low bidder, W.B. Mason for \$23.18 per case.

**MOTION: AWARDING THE QUARTERLY COPY PAPER BID TO THE LOW BIDDER, W.B. MASON FOR \$23.18 PER CASE MADE BY MRS. FERRATELLA. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

D. Sheriff's Office

1. **Reclassifications to Lieutenant** – Sheriff Allard asked if everyone received his memo outlining the request. He is requesting authorization to reclassify three positions to the rank of Lieutenant. With retirements, this is a good time to do that. The Undersheriff has been working hard on an assessment of the business workings of our department and is coming up with a five and ten year strategic plan. This restructuring of the chain of command is part of that. Sheriff Allard explained the new proposal will reclassify one non-commissioned officer in the Road Patrol Unit, one Senior Investigator in the Criminal Investigations Unit and one Court Security Deputy Sergeant to Lieutenants. All three Lieutenants will report directly to the Undersheriff and the Major in the Jail. In the future, he would also like to look at the reinstatement of a Captain or Chief Deputy to complete the three-tier system and then it will mirror what they have in the Jail.

Mr. Van Etten asked what is the cost increase to reclassify these positions? Sheriff Allard replied it will cost \$2,200 per year to the County. One position is in court security and that cost will be reimbursed by the Office of Court Administration.

**MOTION: AUTHORIZING THE RECLASSIFICATION OF ONE NON-COMMISSIONED OFFICER IN THE ROAD PATROL UNIT TO A LIEUTENANT; ONE SENIOR INVESTIGATOR IN THE CRIMINAL INVESTIGATIONS UNIT TO A LIEUTENANT AND ONE COURT SECURITY DEPUTY SERGEANT TO A LIEUTENANT IN THE SHERIFF'S OFFICE MADE BY MRS. LANDO. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.**

2. **Reclassification of RN Position** – Mr. Alderman stated the Sheriff is requesting authorization to upgrade the Nurse title at the Jail. Sheriff Allard explained, based on the Commission of Corrections staffing analysis, we should have three full-time and two part-time RN's on staff. We currently have two full-time RN's. We have interviewed several for the current salary and the job offers have been turned down and we are competing for positions with the VA. The two RN's on staff came from the Health Care Facility to complete their time for retirement purposes. When they retire, we will need to be able to recruit. We are currently about \$12,000 - \$15,000 below the market rate. We have been doing continuous recruitment for about a year now. Sheriff Allard requested authorization to upgrade the RN position to a Grade XVII. He commented that they have also contacted a staffing company that provides nursing services in jail to get a cost analysis.

Mr. Schu asked would we be moving all three? Sheriff Allard replied yes. Ms. Lattimer asked what is the salary range? Sheriff Allard replied the new range would be \$55,000 - \$65,000. This would allow us to appoint at around \$60,000.

**MOTION: AUTHORIZING THE UPGRADE OF THREE JAIL RN POSITIONS TO GRADE XVII, SUBJECT TO A MEMORANDUM OF UNDERSTANDING WITH THE UNION MADE BY MRS. LANDO. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.**

Mrs. Lando asked what about LPN's? Sheriff Allard replied we have two part-time RN positions that we can downgrade to LPN because they can then work with the Nurse Practitioner. That is the plan at this point.

E. Law Department

1. **Contract Renewal** – Mr. Reed requested authorization to renew the contract with Phillips Lytle, LLP to provide professional services relative to EEOC and human rights. The hourly rate is \$300.00, which is an increase from the previous contract which was \$290.00. This would be a one-year contract with the option for three renewals.

**MOTION: AUTHORIZING THE COUNTY ATTORNEY TO RENEW THE CONTRACT WITH PHILLIPS LYTLE, LLP AT AN INCREASED RATE OF \$300.00 PER HOUR FOR ONE YEAR WITH THE OPTION FOR THREE, ONE-YEAR RENEWALS MADE BY MRS. LANDO. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

F. County Manager

1. **Records Grant** – Mr. Alger requested authorization accept and appropriate a \$74,400 Local Government Records Management Improvement Grant from the NYS Department of Education (Archives). They will be appropriating to the Capital Project entitled "Records Digitization". He explained the purpose of these grant funds is to digitize Probation records which will improve department access to the records, as well as decrease space needed to store them. As part of this, he also requested authorization to contract with Paper Alternative Solutions, who has partnered with the NYS Industries for the Disabled to serve as a preferred source vendor for this project. The approval of this contract will also be contingent upon the approval of the NYS Office of General Services.

Mr. Van Etten asked is there a local cost? Mr. Alger replied no. Mrs. Lando asked when would this happen? Mr. Alger replied the project needs to be completed by June 2018.

**MOTION: AUTHORIZING THE COUNTY MANAGER TO ACCEPT A \$74,400 LOCAL GOVERNMENT RECORDS MANAGEMENT IMPROVEMENT GRANT FROM THE NEW YORK STATE DEPARTMENT OF EDUCATION (ARCHIVES), APPROPRIATE TO THE CAPITAL PROJECT ENTITLED "RECORDS DIGITIZATION" AND AUTHORIZE A CONTRACT WITH PAPER ALTERNATIVE SOLUTIONS TO SERVE AS A PREFERRED SOURCE VENDOR MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

2. **Broadband Demand Aggregation Assessment RFP** – Mr. Alger stated this is a joint effort by Southern Tier Network (STN) and Steuben, Schuyler and Yates counties to improve broadband coverage. Current mapping from the State and Federal government overstate the coverage in our area. We discussed having a company conduct a broadband survey for residents to test their internet speed. This would give us a more accurate picture of the coverage in the county when we are applying for grant funding. Mr. Alger stated they received one response from ECC Technology. He requested authorization to award the RFP to ECC for \$10,000 for our share. It will be up to the other contiguous counties if they would like to piggyback on the RFP. There may also be some ancillary mailing costs not to exceed \$2,000.

Mr. Schu asked how many homes would they check? Mr. Alger replied as many as possible. We will use our media outlets to get the word out. Mr. Wheeler stated we will also be working with the libraries. Mrs. Ferratella commented the Town of Hornby has a terrible time with the lack of broadband service. Will you be notifying the municipalities? Mr. Alger replied yes. Mr. Van Etten commented he would be surprised if the other counties did this as they are smaller. Mr. Wheeler stated Chemung County has already done this.

**MOTION: AWARDING THE REQUEST FOR PROPOSAL FOR A BROADBAND DEMAND AGGREGATION ASSESSMENT TO ECC TECHNOLOGIES, INC., FOR \$10,000 FOR STEUBEN COUNTY, \$20,000 FOR STEUBEN COUNTY AND ONE CONTIGUOUS COUNTY AND \$30,000 FOR STEUBEN COUNTY AND TWO CONTIGUOUS COUNTIES MADE BY MR. VAN ETTEN. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

Mrs. Lando asked what will they do with the information once they collect the data? Mr. Alger replied ECC will give it to us and we can use the information to apply for funding. Mrs. Ferratella asked is there a minimum number of responses that you are looking for? Mr. Alger replied no. The more numbers we get, the better.

Mr. Van Etten asked what account will be used to pay for this? Mr. Wheeler replied we have a Broadband Capital Project. Mrs. Lando asked what is the timeframe for getting this completed? Mr. Alger replied six months.

3. **Finger Lakes Community College Contract** – Mr. Wheeler informed the committee that we received a contract from Finger Lakes Community College in June. The college is providing some courses in our County and they thought it was proper to have a contract with the County. There is no cost to us and we are held harmless. They are offering the courses in the Corning Community College region, but Corning Community College is not offering those courses so the County has to approve it. He requested authorization for the Chairman to sign the contract.

**MOTION: AUTHORIZING THE CHAIRMAN OF THE LEGISLATURE TO SIGN A CONTRACT WITH FINGER LAKES COMMUNITY COLLEGE TO PROVIDE COURSES IN STEUBEN COUNTY MADE BY MS. LATTIMER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

4. **Residential Solar Energy** – Mr. Wheeler requested proposing a memorializing resolution urging the State to open up 47A of the Real Property Tax Law for residential solar. We will continue to look at options here as well.

**MOTION: URGING THE GOVERNOR AND THE NEW YORK STATE LEGISLATURE TO OPEN UP RPTL 47A FOR RESIDENTIAL SOLAR ENERGY MADE BY MS. LATTIMER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.**

5. **Appointment of Real Property Tax Director** – Mr. Wheeler informed the committee that they interviewed two candidates. He is recommending Wendy Jordan for appointment at a salary of \$65,000, which is below midpoint.

**MOTION: CONFIRMING THE APPOINTMENT OF WENDY JORDAN AS REAL PROPERTY TAX SERVICE AGENCY DIRECTOR MADE BY MRS. LANDO. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.**

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

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

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

**Tuesday, September 12, 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, September 6, 2017.**