

STEBEN COUNTY ADMINISTRATION COMMITTEE

Tuesday, January 9, 2018

9:00 a.m.

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

****MINUTES****

COMMITTEE:	Brian C. Schu, Chair Hilda T. Lando	Scott J. Van Etten, Vice Chair Robin K. Lattimer	Carol A. Ferratella
STAFF:	Jack K. Wheeler Wendy Jordan Jennifer DeMonstoy	Mitchell Alger Andy Morse Brenda Mori	Jim Allard Nate Alderman Jennifer Prossick
LEGISLATORS:	Joseph J. Hauryski John V. Malter	Kelly H. Fitzpatrick Thomas J. Ryan	K. Michael Hanna
OTHERS:	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 DECEMBER 12, 2017, MEETING MADE BY MS. LATTIMER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

III. PERSONNEL

A. Sheriff's Office

1. **Reclassification – Sheriff's Office** – Mr. Alderman requested authorization to reclassify a zero-based Building Security Deputy position in the Sheriff's Office to a Deputy Sheriff position. We no longer use the Building Security Deputy title. Sheriff Allard explained there will be two vacancies; one due to a disability retirement and the other due to a disciplinary action. One of those positions will be zero-based in the future, so there is no cost increase with this request.

MOTION: AUTHORIZING THE ACTIVATION AND RECLASSIFICATION OF A ZERO-BASED BUILDING DEPUTY POSITION, GRADE XI TO A DEPUTY SHERIFF POSITION, GRADE XI WITHIN THE SHERIFF'S OFFICE MADE BY MR. VAN ETTEN. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

B. Purchasing

1. **Authorization to Purchase 16 Copiers** – Mr. Morse requested authorization to purchase 16 copiers from the Copier Capital Project. He is recommending purchasing all from Toshiba for a total price of \$52,707. Mr. Van Etten asked is there a benefit to standardization? Mr. Morse replied from a maintenance standpoint it has been difficult as we have 64 copiers in our fleet.

Mrs. Lando asked are all the copiers networked? Mr. Morse replied most are with the exception of those for Social Services as there are issues with security. All copiers have the copying, scanning and faxing capabilities.

Mrs. Ferratella asked will there be a maintenance contract? Mr. Morse replied it will be similar to what we negotiated for our Ricoh copier fleet. Toshiba is bound to provide service at a preset rate for five years. Mrs. Lando asked is it better to purchase or lease the machines? Mr. Morse replied for us it is better to purchase as we can get them for the State contract price. Mrs. Ferratella asked what will happen to the old machines? Mr. Morse replied they will be put into the auction.

MOTION: AUTHORIZING THE PURCHASING DIRECTOR TO PURCHASE 16 TOSHIBA COPIERS FROM THE COPIER CAPITAL PROJECT FOR A TOTAL COST OF \$52,707.00 MADE BY MR. VAN ETTEN. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. **Best Value Legislation** – Mr. Morse informed the committee the State passed a law relative to best value that municipalities can use to expand purchasing options. Mr. Wheeler stated the New York State Association of Counties helped broker relationships with state and national cooperatives for purchasing, but we have not been able to capitalize on it as we do not have best value legislation.

Mr. Van Etten asked why do this? Mr. Wheeler replied this is something we have talked about for years. We had felt that we were getting the best value on State bid. Ms. Prossick explained everyone is not using the State bid for the intended purpose of best value. They are using it for piggybacking purposes. Mr. Morse stated with best value you are not necessarily awarding to the lowest bidder, it is more like an RFP rather than a bid.

MOTION: PRESENTING A LOCAL LAW AUTHORIZING PURCHASE AND SERVICE CONTRACTS TO BE AWARDED ON THE BASIS OF BEST VALUE METHODOLOGY PURSUANT TO NEW YORK STATE'S GENERAL MUNICIPAL LAW AND FINANCE LAW MADE BY MS. LATTIMER. SECONDED BY MRS. FERRATELLA FOR DISCUSSION.

Mr. Wheeler stated you just need to be very judicious with this. It gives you a lot of flexibility and more options. More and more counties are going to this. Mr. Malter asked will there be a review of this done on an annual basis? Mr. Wheeler replied this will probably be done on a case by case basis. You will know every time we use it.

Mrs. Ferratella asked will the towns and villages be able to piggyback off us? Ms. Prossick replied the towns and villages would have to pass their own local laws. Mr. Malter asked will you be notifying the towns and villages that they should be doing this? Mr. Morse replied some of the towns are already aware.

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

C. Real Property Tax Service Agency

1. **Tax Certiorari** – Ms. Jordan stated the Town of Erwin has asked the County to participate in a tax certiorari proceeding regarding Econo Lodge. The current invoice is \$322 and she requested approval to spend up to \$2,500 for any future expenses.

MOTION: AUTHORIZING THE COUNTY TO PARTICIPATE IN TAX CERTIORARI PROCEEDINGS RELATIVE TO SAI SAI, LLC (ECONO LODGE), SITUATE IN THE TOWN OF ERWIN; CONTRIBUTION NOT TO EXCEED \$2,500 MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

MOTION: TO ADJOURN MADE BY MS. LATTIMER. SECONDED BY MR. VAN ETEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

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

**Tuesday, February 13, 2018
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 7, 2018**

STEBEN COUNTY ADMINISTRATION COMMITTEE

Special Meeting

Monday, January 22, 2018

9:45 a.m.

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

****MINUTES****

COMMITTEE:	Brian C. Schu, Chair Hilda T. Lando	Scott J. Van Etten, Vice Chair	Carol A. Ferratella
STAFF:	Jack K. Wheeler Jennifer DeMonstoy	Mitchell Alger Alan Reed	Nate Alderman
LEGISLATORS:	Kelly H. Fitzpatrick Aaron I. Mullen Thomas J. Ryan	K. Michael Hanna Robert V. Nichols Randolph J. Weaver	John V. Malter Frederick G. Potter
ABSENT:	Robin K. Lattimer		

I. CALL TO ORDER

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

II. GENERAL BUSINESS

- A. County Manager
1. **Collective Bargaining**

MOTION: TO ADJOURN REGULAR SESSION AND RECONVENE IN EXECUTIVE SESSION PURSUANT TO PUBLIC OFFICERS LAW, ARTICLE 7§ 105.1. E. COLLECTIVE NEGOTIATIONS PURSUANT TO ARTICLE FOURTEEN OF THE CIVIL SERVICE LAW MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

MOTION: APPROVING THE PROPOSED COLLECTIVE BARGAINING AGREEMENT FOR THE CSEA MAIN UNIT AS PRESENTED BY THE COUNTY MANAGER AND THE PERSONNEL OFFICER MADE BY MR. VAN ETTEN. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

MOTION: APPROVING THE PROPOSED COLLECTIVE BARGAINING AGREEMENT FOR THE CSEA DEPUTIES UNIT AS PRESENTED BY THE COUNTY MANAGER AND THE PERSONNEL OFFICER MADE BY MR. VAN ETTEN. 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. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

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

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

STEBEN COUNTY ADMINISTRATION COMMITTEE

Tuesday, February 13, 2018

9:00 a.m.

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

****MINUTES****

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

STAFF: Jack K. Wheeler Mitchell Alger Scott Sprague
 Jim Gallagher Ken Peaslee Rob Wolverton
 Vicki Olin Kelly Penziul Andy Morse
 Eric Rose Jennifer DeMonstoy Brenda Mori
 Brooks Baker Alan Reed Lise Reynolds
 Jennifer Prossick Wendy Jordan

LEGISLATORS: Joseph J. Hauryski Kelly H. Fitzpatrick John V. Malter
 Gary B. Roush

ABSENT: Robin K. Lattimer

OTHERS: Youth-in-Government Students
 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 JANUARY 8, 2018, AND JANUARY 22, 2018, MEETINGS MADE BY MRS. LANDO. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

III. DEPARTMENT REQUESTS

A. Risk Manager

1. **Request to Renew Insurance Coverage for 2018** – Mr. Sprague requested authorization to extend the insurance coverage with Rose & Kiernan through December 31, 2018. He stated there is an increase over last year. We originally did a five-year contract in 2012 and he is requesting a one-year extension.

MOTION: AUTHORIZING THE RISK MANAGER TO EXTEND INSURANCE COVERAGE WITH ROSE & KIERNAN THROUGH DECEMBER 31, 2018 MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA FOR DISCUSSION.

Mr. Van Etten asked do we bid this? Mr. Sprague replied the last time it was bid was 2012. He would also like to request authorization to issue a Request for Proposals this year for brokerage services for 2019. He would anticipate putting this out in April or May and being prepared to have a recommendation to the committee in June or July.

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

MOTION: AUTHORIZING THE RISK MANAGER, IN CONJUNCTION WITH THE PURCHASING DIRECTOR, TO ISSUE A REQUEST FOR PROPOSALS FOR INSURANCE BROKERAGE SERVICES FOR 2019 MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

B. Information Technology

1. **Purchase SAN Servers/Software** – Mr. Peaslee requested authorization to purchase SAN (Storage Area Network) Servers and Software for the upgrade of the County network storage infrastructure for the County Office Building and the Public Safety Building. This project is being supported by many departments. The Department of Social Services transferred \$300,000 into a Capital Project for this project. They need this upgrade for their casework project.

Mr. Baker stated there has been a huge change in how we collect evidence and with the use of body cameras and police car cameras. As the prosecutor's office, we need to maintain these records and have access to them. Without this project, we will not be able to continue to prosecute cases. This is a viable way for our office to maintain and access our records.

Mr. Peaslee stated they looked at four vendors, all of who were on State contract. Given our budget, he is recommending contracting with Network Technologies for \$532,539. This cost includes installing the servers and the storage enhancing network. They will set up network storage at both the County Office Building and Public Safety Building which will make the system redundant. The servers will be set up with virtual machines and will be clustered together. If we lose power in one location, everything will still be working at the other location and this will provide better reliability. The system will include full disk encryption. The current process is if there is a HIPAA breach, we have to report that to State and Federal agencies. With full disk encryption, we will not be required to report anything and this will save us money. Mr. Peaslee stated after reviewing the four vendors, he feels that Network Technologies will provide the best solution for the County. All of the references came back very positive. He requested approval to spend up to \$545,000 out of the EDP Equipment Capital Project.

MOTION: AUTHORIZING THE DIRECTOR OF INFORMATION TECHNOLOGY TO CONTRACT WITH NETWORK TECHNOLOGIES TO PURCHASE STORAGE AREA NETWORK (SAN) SERVERS AND SOFTWARE FOR THE UPGRADE OF THE COUNTY NETWORK STORAGE INFRASTRUCTURE FOR THE COUNTY OFFICE BUILDING AND PUBLIC SAFETY BUILDING FOR \$532,539 AND AUTHORIZING THE DIRECTOR OF INFORMATION TECHNOLOGY TO SPEND UP TO \$545,000 OUT OF THE EDP EQUIPMENT CAPITAL PROJECT FOR THIS PURPOSE MADE BY MRS. LANDO. SECONDED BY MRS. FERRATELLA FOR DISCUSSION.

Mr. Malter asked do you have a copy of the specs that were sent out to the vendors? Mr. Peaslee replied yes, he will share those. He noted that this was not done through a bid or an RFP. These vendors are all on State contract.

Mrs. Ferratella asked does the Department of Social Services need to have their information separate? Mr. Peaslee replied yes. We can segment the storage so that only certain departments have access.

Mrs. Lando asked what about training? Mr. Peaslee replied this will be a turnkey system. Network Technologies will come in, set the system up, train staff and have it operational before they walk out the door. This should take three to four months to complete.

Mr. Van Etten asked will there be an annual maintenance cost? Mr. Peaslee replied the price includes three years of maintenance. After that, the annual maintenance cost will be \$25,000 - \$40,000.

Mrs. Lando asked will the storage be expandable? Mr. Peaslee replied yes. Ms. Fitzpatrick asked if a department uses up their storage, can you add more on? Mr. Peaslee replied yes. Network Technologies includes Infosight software. This is intuitive software and will contact HP and send a notice to us before we even know there is problem. He noted that because of this software we will not require additional staff to maintain it.

Mrs. Lando asked when will this take effect? Mr. Peaslee replied if the committee approves today, he will send out the contract tomorrow. There is usually about a two-week turnaround, so he expects they could start as early as March 1st.

Mr. Wheeler explained we transferred the Department of Social Services' share and the remainder was budgeted in the capital project. Mr. Peaslee stated we had been adding to the capital project in anticipation of this happening.

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

2. **Purchase of Network Switches and Fiber Converters for New Construction Projects** – Mr. Peaslee requested authorization to purchase network switches and fiber converters for the New Office Building and Records Storage Facility. The total cost is \$21,000 and he requested authorization to take that out of the County Telephone System Capital Project.

MOTION: AUTHORIZING THE DIRECTOR OF INFORMATION TECHNOLOGY TO PURCHASE NETWORK SWITCHES AND FIBER CONVERTERS FOR THE NEW OFFICE BUILDING AND RECORDS STORAGE FACILITY FOR A TOTAL COST OF \$21,000 TO BE PAID OUT OF THE COUNTY TELEPHONE SYSTEM CAPITAL PROJECT MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

C. Real Property Tax Service Agency

1. **Approval of 1537 Agreement with Town of Lindley** – Mrs. Jordan informed the committee that in December, the Town of Lindley adopted a Local Law to transition from a three-person board of assessors to a sole appointed assessor. They have not yet been able to recruit an individual as assessor. We have offered to perform some of those assessing services for them until they hire someone. She requested authorization to enter into a 1537 agreement with the Town of Lindley to provide assessing services at a rate of \$37.86 per hour, which will be charged back to the town. She stated this is similar to the agreement we had with the City of Corning.

MOTION: AUTHORIZING THE DIRECTOR OF THE REAL PROPERTY TAX SERVICE AGENCY TO ENTER INTO A 1537 AGREEMENT WITH THE TOWN OF LINDLEY TO ASSIST WITH ASSESSOR FUNCTIONS UNTIL THEY HIRE AN ASSESSOR, AT A RATE OF \$37.86 PER HOUR TO BE CHARGED BACK TO THE TOWN MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA FOR DISCUSSION.

Mrs. Ferratella asked will data collector services be incorporated into this agreement? Mrs. Jordan replied no, that is a separate agreement, however, they will be signing both. Mrs. Lando asked is this a permanent thing? Mrs. Jordan replied no, this agreement is just until they hire an assessor.

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

D. Law Department

1. **Legal Research Services** – Ms. Prossick informed the committee that all departments, with the exception of the Department of Social Services, use Lexis Nexis to perform legal research. The Department of Social Services uses West Law. She requested authorization to contract with West Law for all departments. With all departments using the same company, the total cost will be \$100 less and the Department of Social Services

will save \$1,200. This would be a three-year contract with the first year cost at \$1,800 and then an increase of \$100 per month for each of the subsequent years.

MOTION: AUTHORIZING THE LAW DEPARTMENT TO ENTER INTO A THREE-YEAR CONTRACT WITH WEST LAW FOR LEGAL RESEARCH SERVICES FOR ALL DEPARTMENTS AT A RATE OF \$1,800 FOR THE FIRST YEAR WITH AN INCREASE OF \$100 PER MONTH FOR EACH OF THE SUBSEQUENT YEARS MADE BY MRS. FERRATELLA. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

E. Personnel

1. **Reclassification – Law Department** – Ms. DeMonstoy requested authorization to reclassify and fund a zero-based Social Work Assistant position, Grade XII in the Office of Community Services, to a Paralegal Assistant position, Grade XI in the Law Department.

Mr. Wheeler explained Mr. Pelych, the Assigned Counsel Administrator, has indicated that he does not wish to renew his contract to administer the Assigned Counsel Program. We did put out an RFP and received one proposal from Kathleen Foster, who is the staff person that does work for Mr. Pelych. She is not an attorney and after talking with individuals in the legal community, they have indicated that supervision by an attorney is vital. The internal solution is to reclassify this vacant position and by doing so we will realize a cost benefit as well as operational efficiencies as this position will be able to help in other areas.

MOTION: AUTHORIZING THE RECLASSIFICATION AND FUNDING OF A ZERO-BASED SOCIAL WORK ASSISTANT POSITION, GRADE XII, IN THE OFFICE OF COMMUNITY SERVICES TO A PARALEGAL ASSISTANT POSITION, GRADE XI IN THE LAW DEPARTMENT MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

2. **Memorandum of Agreement – Public Health** – Ms. DeMonstoy requested authorization for a Memorandum of Agreement with the CSEA with regard to reclassifying three titles within Public Health. Those titles are Registered Professional Nurse, Grade XII to Grade XV, Public Health Nurse, Grade XIII to Grade XVI and Public Health Coordinator, Grade XVI to Grade XVII. Mr. Wheeler explained this increase in grade is necessary due to recruitment issues.

MOTION: AUTHORIZING THE PERSONNEL OFFICER TO ENTER INTO A MEMORANDUM OF AGREEMENT WITH THE CSEA MAIN UNIT FOR THE RECLASSIFICATION OF THE FOLLOWING TITLES WITHIN PUBLIC HEALTH: REGISTERED PROFESSIONAL NURSE, GRADE XII TO GRADE XV, PUBLIC HEALTH NURSE, GRADE XIII TO GRADE XVI AND PUBLIC HEALTH COORDINATOR, GRADE XVI TO GRADE XVII MADE BY MRS. LANDO. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

F. Purchasing

1. **Authorization to Bid** – Mr. Morse requested authorization to solicit bids for Polyethylene Bags, Custodial Paper Products and Stationery Supplies.

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

2. **Quarterly Copy Paper Bid** – Mr. Morse recommended awarding the quarterly copy paper bid to the low bidder, W.B. Mason for \$22.83 per case. Mr. Van Etten asked how much paper do we use? Mr. Morse replied we go through 90 cases per month.

MOTION: AWARDING THE QUARTERLY COPY PAPER BID TO THE LOW BIDDER, W. B. MASON, FOR A PRICE OF \$22.83 PER CASE MADE BY MRS. FERRATELLA. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

G. Elections

1. **Central Count System** – Mrs. Olin requested authorization to purchase a Central Count Scanner System. Dominion, the manufacturer of our voting machines, came out with this system about four or five years ago and at that time, the cost was \$45,000. Recently they came out with a newer version that is a much smaller system at a reduced price of \$15,000. This has been certified by the State. She stated they still have some funding in their Shoebox (HAVA) Grant and she would like permission to transfer \$16,750 from the Shoebox Grant to their major equipment in order to purchase.

Mrs. Lando asked if it is helping you count, what is your volume? Mrs. Olin replied it depends on the election. If it is a Presidential election, it would be 3,000 ballots compared to an off election which would be 1,000 – 2,000. Mr. Van Etten asked could we not manually count them now? Mrs. Penziul replied yes, we do count them manually, but it is very time consuming and we have to meet the certification deadlines.

Mrs. Ferratella asked what would be the maintenance cost for the machine. Mrs. Olin replied the system includes maintenance for three years.

Mr. Malter asked what the Shoebox Grant is. Mrs. Olin replied this is federal grant money that we have remaining from when we purchased the voting machines. We have approximately \$27,000 and there are only specific things that this funding can be used for. Mr. Schu asked how long can you carry the funding? Mr. Wheeler replied until the federal government cuts it off. This is a reimbursable grant.

Mrs. Olin stated the total cost for the scanner and software is \$16,750 and includes a five-year hardware warranty and a five-year software warranty.

MOTION: AUTHORIZING THE COMMISSIONERS OF ELECTIONS TO PURCHASE A CENTRAL COUNT SYSTEM FOR \$16,750 USING SHOEBOX GRANT FUNDS AND AMENDING THE MAJOR EQUIPMENT LIST TO REFLECT THIS PURCHASE MADE BY MRS. LANDO. SECONDED BY MRS. FERRATELLA FOR DISCUSSION.

Mr. Van Etten commented his issue is that how many years ago we changed from part-time to full-time Commissioners and since then you continue to bring requests for things that would require you to hire work out, or purchase equipment to do things rather than do things in-house. That leaves a lot of extra time in your office. Mrs. Olin replied there is no extra time in our office. Mr. Van Etten asked don't these things create extra time for staff? Mrs. Olin replied it allows us to not have to bring staff in on overtime. Mr. Van Etten stated now you want to purchase a machine to do your work. Mrs. Olin replied we bring this to you and if you decide not to approve, then we will have to hand count, as we have been doing. This machine will allow us to more easily meet the certification deadlines to the State Board of Elections. Mr. Van Etten asked have we ever missed a deadline? Mrs. Olin replied no. She has stayed many hours after 5pm to make sure that the work got done.

VOTE ON PREVIOUS MOTION: MOTION CARRIES 3-1. (MR. VAN ETTEN OPPOSED)

2. **Extending Contracts with Schools to Use Voting Machines** – Mrs. Olin stated last year the Legislature approved allowing the Addison, Avoca, Bath Haverling, Canisteo-Greenwood, Hornell City and Corning City schools to use our voting machines as they no longer can use lever machines. She requested authorization to extend those contracts for one year. Mr. Malter asked are we reimbursed? Mrs. Olin replied yes. Mrs. Lando asked what about inspectors? Mrs. Olin replied they have to use our inspectors, but the school pays us. Mrs. Ferratella asked how are you able to cover those locations? Mrs. Olin replied the school elections occur in May, and there are fewer polling sites.

MOTION: AUTHORIZING THE COMMISSIONERS OF ELECTIONS TO EXTEND FOR ONE YEAR, THE CONTRACTS WITH THE FOLLOWING SCHOOL DISTRICTS TO USE THE COUNTY VOTING MACHINES FOR SCHOOL ELECTIONS: ADDISON CENTRAL SCHOOL, AVOCA CENTRAL SCHOOL, BATH CENTRAL SCHOOL, CANISTEO-GREENWOOD SCHOOL DISTRICT, CORNING CITY SCHOOL DISTRICT AND HORNEILL CITY SCHOOL DISTRICT MADE BY MRS. LANDO. SECONDED BY MR. VAN ETTEN FOR DISCUSSION.

Mrs. Ferratella asked will you designate the locations for school voting so that you know ahead of time for delivery of the machines? Mrs. Olin replied yes. One of our inspectors actually works for the Corning School District and has a truck, so he will deliver the machines to them and bring them back. We will deliver the machines to the other schools and the staff and mileage costs are included in the rate we charge them.

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

3. **Approval to Add Vehicle to Major Equipment List** – Mrs. Olin informed the committee they have been using the Old Health Care Facility bus which is really on its last leg. Last year the City of Corning had sent two buses to auction and we were not able to bid on them as we did not have money in the budget. She requested authorization to transfer \$5,000 of the Shoebox Grant into the Major Equipment line item so that if something comes up, whether at auction or elsewhere, they can be prepared. She explained they use the bus to deliver voting machines to the schools so they do not have to rent a U-Haul. We also transport machines to the schools to provide education to the students.

Mrs. Lando asked what do you use for the regular election? Mrs. Olin replied we rent four Penske trucks. Mr. Wheeler commented if we can find a good deal, it is worth it.

MOTION: AUTHORIZING THE COMMISSIONERS OF ELECTIONS TO TRANSFER \$5,000 FROM THE SHOEBOX GRANT TO THE MAJOR EQUIPMENT LINE ITEM FOR THE PURCHASE OF A VEHICLE TO TRANSPORT VOTING MACHINES MADE BY MRS. LANDO. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

Mrs. Ferratella commented her only concern with using the grant funds is to make sure there are no extra costs involved for things that have already been purchased.

4. **Update on New Voting Machines** – Mrs. Olin stated when they attended their annual conference earlier this year they were able to look at the new machines, which are in the certification process. We were able to set some money aside last year into the voting machine capital project. With our current machines we did a five-year warranty extension to get us through.

Mrs. Olin stated the new machines are made of heavy-duty rubber plastic and include a laptop for voting purposes along with a large monitor screen. When a voter scans their ballot and there is an error, they will be able to more easily see the message on the full screen. The new machine includes a ballot marking device. The cost for the new machines is \$12,000 and the nice thing is that they stayed with the same handicap accessible devices so the headphones and other equipment we have now will be compatible. She stated the only issue is that with our current machines, we can place the ballot bags inside and they are locked and sealed. With the new machines we will not be able to do that and we would have to figure out a new way to transport the ballots securely. Other than that, it seems that the new machines are a vast improvement over the current ones.

Mrs. Lando asked are you looking at purchasing the new machines five years from now? Mrs. Olin replied we have five-year extended warranties. We have had the machines for nine years and are starting to have to replace batteries and other items. Mrs. Lando asked will they cost less by the time we order them? Mrs. Olin replied no. That's the price we paid for the machines we have now. Mr. Hauryski asked what is the cost to replace all the machines? Mrs. Olin replied we have 70 machines. Mr. Wheeler replied it will be about \$1 million. Mr.

Hauryski asked are you allocating money toward this? Mrs. Olin replied we have put money aside into the capital project. Mr. Wheeler commented we will continue to set money aside.

Mrs. Lando commented with the schools using our machines it is creating more wear and tear. Will the new machines require new training? Mrs. Olin replied she thinks it will be better as the new machines will be more like the ICP's. We will be able to just plug them in and start up without having to input a lot of codes. They should be easier for the inspectors to use. We are hoping that it will be a better system.

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, March 13, 2018
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 28, 2018

STEBEN COUNTY ADMINISTRATION COMMITTEE

Tuesday, March 13, 2018

9:00 a.m.

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

****MINUTES****

COMMITTEE:	Brian C. Schu, Chair Hilda T. Lando	Scott J. Van Etten, Vice Chair	Carol A. Ferratella
STAFF:	Jack K. Wheeler Jennifer Prossick Jennifer DeMonstoy Shawn Sauro Pat Donnelly	James Allard Nate Alderman Andy Morse Brooks Baker Tammy Hurd-Harvey	Brenda Mori Alan Reed Wendy Jordan Craig Pomplas Karen Monroe
LEGISLATORS:	Joseph J. Hauryski Frederick G. Potter	Kelly H. Fitzpatrick Gary B. Roush	John V. Malter Gary D. Swackhamer
ABSENT:	Robin K. Lattimer		
OTHERS:	Mary Perham James Post, <i>The Leader</i>		

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 FEBRUARY 13, 2018, MEETING MADE BY MRS. LANDO. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

III. GRIEVANCE

Mr. Alderman reported he had no grievances. Mr. Van Etten asked if the committee could be provided with an update on grievances at least quarterly. Mr. Wheeler replied we do not have any at this time to report on. Mr. Reed commented we do have some disciplines that are open, but they are different. Mr. Wheeler stated if you want information on the disciplines, let us know and we will put something together.

IV. DEPARTMENT REQUESTS

A. Purchasing

1. **Bids** – Mr. Morse requested authorization to award the bids for polyethylene bags and custodial paper products on a line item basis. He also requested authorization to reject the bids for stationery products as they only received one bid. He believes at this point there is no need to rebid as he has other options available to purchase stationery supplies.

MOTION: AWARDING THE BID FOR POLYETHYLENE BAGS TO THE FOLLOWING BIDDERS ON A LINE ITEM BASIS: CENTRAL POLY CORP., ECONOMY PRODUCTS AND SOLUTIONS, AND SANICO, INC.; AWARDING THE BID FOR CUSTODIAL PAPER PRODUCTS TO THE FOLLOWING BIDDERS ON A LINE ITEM BASIS: ALL AMERICAN POLY AND CENTRAL POLY CORP.; AND REJECTING THE BID FOR STATIONERY SUPPLIES MADE BY MRS. FERRATELLA. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

2. **Contract Renewal** – Mr. Morse requested authorization to renew the contract with Greater Southern Tier BOCES to provide printing services under the same terms and conditions.

MOTION: AUTHORIZING THE PURCHASING DIRECTOR TO RENEW THE CONTRACT WITH GREATER SOUTHERN TIER BOCES TO PROVIDE PRINTING SERVICES UNDER THE SAME TERMS AND CONDITIONS MADE BY MR. VAN ETTEN. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

B. Personnel

1. **Transfer & Reclassification – Probation** – Mr. Alderman requested authorization to transfer and reclassify a zero-based Registered Professional Nurse position, Grade XII from Public Health to a Probation Assistant position, Grade IX. Mr. Pomplas explained this position will perform two duties. One quarter of their time will be spent overseeing ignition interlock supervision from the Sheriff's Office. The remaining three quarters of their time will be targeted toward administrative duties relative to the new raise the age legislation.

Mr. Wheeler commented with raise the age, we can start documenting costs and this would be one of the first documented costs. We will receive 75 percent reimbursement from the State. Next year we will look at STOP-DWI funds to see if we can reallocate some funding to cover the remaining 25 percent cost of the position. Mr. Reed commented that the State reimbursement would also apply to the new paralegal position in his office that will be working on raise the age.

MOTION: AUTHORIZING THE TRANSFER AND RECLASSIFICATION OF ONE ZERO BASED REGISTERED PROFESSIONAL NURSE POSITION, GRADE XII FROM PUBLIC HEALTH TO A PROBATION ASSISTANT POSITION, GRADE IX MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA FOR DISCUSSION.

Mrs. Ferratella asked the first year of the raise the age program is targeted at 16 year olds. Will the costs continue to be documented and reimbursed as the 17 year olds are integrated into the program? Mr. Wheeler replied the costs would still be there regardless of whether they are 16 or 17 year olds. We are going to document the costs when we do the operational plan. The first year will be the 16 year olds and then we will ramp up the plan and staff costs as the program is implemented.

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

2. **Reclassification – Sheriff's Office** – Mr. Alderman requested authorization to reclassify a Sheriff's Deputy position, Grade XI to a Sheriff's Deputy Corporal position, Grade XII. Sheriff Allard explained we have four shifts with three trained supervisors and this reclassification will give us another trained supervisor. The other three supervisors are Sergeants. Mr. Wheeler explained there will be an additional initial cost of \$3,500 for the reclassification.

MOTION: AUTHORIZING THE RECLASSIFICATION OF A DEPUTY SHERIFF POSITION, GRADE XI TO A DEPUTY SHERIFF CORPORAL POSITION, GRADE XII MADE BY MRS. LANDO. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

3. **Transfer & Reclassification – Sheriff’s Office** – Mr. Alderman requested authorization to transfer a total of four positions from Public Health, Community Services and the Youth Bureau and reclassify them to Deputy Sheriff’s positions. Sheriff Allard stated this was discussed in depth at last week’s Public Safety & Corrections Committee. With these reclassifications, we would fund two of the positions and they would be trained to do drug interdictions in a program similar to what Livingston County is doing. These positions will be used for the express purpose of dealing with the opioid crisis.

MOTION: AUTHORIZING THE TRANSFER AND RECLASSIFICATION OF ONE PUBLIC HEALTH NURSE POSITION, GRADE XV FROM PUBLIC HEALTH; ONE STAFF SOCIAL WORKER POSITION, GRADE XV FROM OFFICE OF COMMUNITY SERVICES; ONE SENIOR ALCOHOL & SUBSTANCE ABUSE COUNSELOR POSITION, GRADE XIV FROM OFFICE OF COMMUNITY SERVICES; AND ONE ASSISTANT YOUTH PROGRAM ADMINISTRATOR POSITION, GRADE XVI TO FOUR DEPUTY SHERIFF POSITIONS, GRADE XI MADE BY MRS. LANDO. SECONDED BY MR. VAN ETTEN FOR DISCUSSION.

Mrs. Lando commented it looks like the State Police are not happy with our comments. Sheriff Allard replied it was a bit disappointing to see how that played out, but if the initial effort is more interdiction, then that is good for our residents. Mr. Wheeler stated we have seen ebbs and flows in our relationship with the State Police. They work so well together now and it is not about who gets the credit. Mr. Baker commented this was a response from Albany, not from the local barracks.

Mr. Van Etten stated at last week’s meeting the committee approved the reclassification of the four positions, but you are hiring two of those and, based upon whether you are awarded the COPS grant, then the other two would be filled. If the grant is not awarded, then we would have to make a decision about filling the remaining two. Mr. Wheeler stated if the grant is not approved, they will come back in the summer with a recommendation.

Mrs. Lando asked when would these positions start? Mr. Wheeler replied we can sign the vacancies today. Sheriff Allard replied we can get everything in process by April 9th.

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

C. Public Defender

1. **Request to Set Salary Above Mid-Point for 1st Assistant Public Defender** – Mr. Sauro stated effective April 9th, our office will be back to full staff with the addition of Casey Rodgers who will be working full-time covering Bath. He has also moved Mackenzie Stutzman to First Assistant Public Defender. Mr. Sauro requested authorization to increase Mr. Stutzman’s salary above the mid-point. Currently he is making \$66,769 and he would like to increase that to \$72,000 which is what he made when he made the transition to First Assistant. Mr. Stutzman will be responsible for more case management and reaching out to the attorneys that are handling the local courts. Mr. Wheeler commented because he is requesting hiring above the mid-point, it requires committee approval.

MOTION: SETTING THE SALARY FOR MACKENZIE STUTZMAN, FIRST ASSISTANT PUBLIC DEFENDER, AT \$72,000 MADE BY MRS. FERRATELLA. SECONDED BY MRS. LANDO FOR DISCUSSION.

Mr. Van Etten asked does Mr. Stutzman have the same experience you had when reaching that salary? Mr. Sauro replied he is getting close. He worked in the Public Defender’s Office in Chemung County and was involved in a number of misdemeanor and felony trials. He also still does contract work.

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

D. County Manager

1. **Authorization for RFP for Time Keeping System** – Mr. Wheeler requested authorization to issue an RFP for a time keeping system. We currently are using an antiquated system and we want to find something to best track and record time. He stated they included a placeholder during contract negotiations to allow them to do this. We just want to see what is out there. Mr. Hauryski commented he brought this up three or four years ago. It is time for us to get on board with technology for time and attendance keeping. Mr. Wheeler commented we do have an electronic time keeping system with the other bargaining units, but not in the main unit. However, that is not necessarily a straightforward process.

Mr. Malter asked what enhancements are you looking for? Mr. Wheeler replied we are looking for something that supervisors can manage and anything that records time. Mrs. Hurd-Harvey commented we have had some issues with the Sheriff's Office with regard to being able to get the necessary data for payroll processing. If we had a way to directly capture that from the field that would be helpful. Sheriff Allard stated our time keeping is all paper based. Mr. Donnelly stated we are required to meet a deposit deadline date and time.

Mr. Van Etten asked so this is actually just time and attendance, not a system to gain access? Mr. Wheeler replied that is correct. With our next access system through Day Automation, we can leverage that type of technology.

MOTION: AUTHORIZING THE COUNTY MANAGER, IN CONJUNCTION WITH THE PURCHASING DIRECTOR, TO ISSUE A REQUEST FOR PROPOSALS FOR A TIME KEEPING SYSTEM MADE BY MRS. FERRATELLA. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

2. **State Forest Land** – Mr. Wheeler informed the committee that the Governor has included a proposal in his Executive Budget to take State owned forest land and exclude them from paying property taxes and move them to a PILOT system. There is no budget bill in the Senate or the Assembly. Mr. Wheeler stated Schuyler and Chenango counties have both done resolutions opposing this. It is up to you if you would want to do the same.

Mr. Malter asked what is the reasoning behind the change? Mr. Donnelly replied this takes the assessed value out of the process. Mrs. Ferratella commented PILOTs usually have an end date. Will these be continuous PILOTs? Mr. Wheeler replied we did not see an end date. They want an assurance of the price and assessment. Mr. Hauryski asked will this affect the tax cap? Mr. Wheeler replied in some way it will. It will be based on the overall assessed value.

Mrs. Lando asked how does this benefit us? Mr. Wheeler replied it does not. Mr. Potter commented PILOTs in the first year get noted on the tax cap. It is a loss of revenue to an extent. Mr. Wheeler commented it certainly could be. If the school districts have large parcels of State forest land, it could be a big hit to them.

Mr. Van Etten commented it does not hurt to send a memorializing resolution.

MOTION: MEMORIALIZING THE GOVERNOR AND THE STATE LEGISLATURE IN OPPOSITION TO THE PROPOSAL IN THE GOVERNOR'S EXECUTIVE BUDGET TO REMOVE STATE FOREST LAND FROM THE TAX ROLLS AND MOVING THEM INTO A PILOT BASED SYSTEM MADE BY MRS. LANDO. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.

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

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

STEBEN COUNTY ADMINISTRATION COMMITTEE

Special Meeting

Monday, March 26, 2018

9:45 a.m.

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

****MINUTES****

COMMITTEE:	Brian C. Schu, Chair Hilda T. Lando	Scott J. Van Etten, Vice Chair Robin K. Lattimer	Carol A. Ferratella
STAFF:	Jack K. Wheeler Rob Wolverton	Mitchell Alger Andy Morse	Ken Peaslee Shawn Sauro
LEGISLATORS:	Joseph J. Hauryski Aaron I. Mullen Thomas J. Ryan	Kelly H. Fitzpatrick Robert V. Nichols Randolph J. Weaver	John V. Malter Frederick G. Potter Scott J. Van Etten
OTHERS:	Patrick Wood, Law Intern		

I. CALL TO ORDER

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

II. GENERAL BUSINESS

A. Information Technology

1. **Email Encryption Contract Award** – Mr. Peaslee informed the committee that six years ago they installed ProofPoint, which is email encryption software. It scans emails for medical and/or financial information and automatically encrypts it. We did an initial three-year contract and renewed it in 2015 for \$43,000. We just received the notification for renewal for 2018 and the price for three years is now \$53,000. He did a little research and found two other companies that would provide similar software. Sophos offers email encryption for \$27,800 for three years. We are currently working with Network Technologies on the SANS project and they recommended Fortimail. Fortimail would provide email encryption for a three year cost of \$22,725. If we contracted with Fortimail, it would save us \$31,000 over the course of three years. Mr. Peaslee stated the reason for the special meeting is that the ProofPoint contract runs out at the end of April. He commented that if you choose to go with Fortimail, Network Technologies will help us get the software installed and running.

MOTION: AUTHORIZING THE DIRECTOR OF INFORMATION TECHNOLOGY TO CONTRACT WITH FORTIMAIL FOR EMAIL ENCRYPTION SOFTWARE FOR A THREE-YEAR PRICE OF \$22,725.00 MADE BY MR. VAN ETTEN. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

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

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

STEBEN COUNTY ADMINISTRATION COMMITTEE

Tuesday, April 10, 2018

9:00 a.m.

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

****MINUTES****

COMMITTEE:	Brian C. Schu, Chair Hilda T. Lando	Scott J. Van Etten, Vice Chair Robin K. Lattimer	Carol A. Ferratella
STAFF:	Jack K. Wheeler Andy Morse Jennifer Prossick Nate Alderman	Mitchell Alger Vince Spagnoletti Wendy Jordan Jennifer DeMonstoy	Pat Donnelly Brenda Mori Tammy Hurd-Harvey Judy Hunter
LEGISLATORS:	Joseph J. Hauryski Frederick G. Potter	Kelly H. Fitzpatrick Gary B. Roush	John V. Malter Gary D. Swackhamer
OTHERS:	James Post, <i>The Leader</i> Mary Perham		

I. CALL TO ORDER

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

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE MARCH 13, 2018, AND MARCH 26, 2018, MEETINGS MADE BY MS. LATTIMER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

III. DEPARTMENT REQUESTS

A. Real Property Tax Service Agency

1. **Tax Certiorari – Town of Erwin** – Ms. Jordan informed the committee that they received a request from the Town of Erwin for our participation on a tax certiorari on the Three Rivers Nursing Facility. She requested authorization up to \$3,500. Our portion of the appraisal is estimated at \$2,037.55. Mr. Van Etten asked what is the property assessed at and who is the owner? Ms. Jordan replied the owner is 101 Creekside Drive, LLC. The property is assessed for \$5.5 million and they are asking for a reduction to \$550,000. Mr. Donnelly commented it is not unusual to see this type of request for nursing homes.

MOTION: AUTHORIZING THE COUNTY TO PARTICIPATE IN TAX CERTIORARI PROCEEDINGS RELATED TO THE THREE RIVERS NURSING FACILITY SITUATE IN THE TOWN OF ERWIN MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

B. Purchasing

1. **Issuance of Annual Copy Paper Bid** – Mr. Morse requested authorization to solicit bids for copy paper. He explained this is a yearly bid, however, they award it on a quarterly basis.

MOTION: AUTHORIZING THE PURCHASING DIRECTOR TO SOLICIT BIDS FOR COPY PAPER MADE BY MRS. LANDO. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

C. Personnel

1. **Upgrade – Public Works** – Mr. Alderman requested authorization to upgrade the Motor Equipment Operator Supervisor position from a Grade XII to a Grade XIII. He stated if the committee approves, they will need to do a memorandum of agreement with the Union. Mr. Spagnoletti explained this affects ten positions; one supervisor in each of the eight county highway shops; one in Parks and one in Landfill. The average pay raise is \$2,300 per position for a total cost of \$23,000. Mr. Wheeler stated he would like to highlight one of the reasons for this upgrade is we have had a hard time recruiting candidates.

Mrs. Ferratella asked how many positions are they supervising? Mr. Spagnoletti replied between seven and ten. Mr. Van Etten asked are they exempt or do they get overtime? Mr. Wheeler replied they are not exempt and they do get overtime.

MOTION: AUTHORIZING THE UPGRADE OF THE MOTOR EQUIPMENT OPERATOR SUPERVISOR POSITION FROM A GRADE XII TO A GRADE XIII CONTINGENT UPON APPROVAL OF A MEMORANDUM OF AGREEMENT WITH THE CSEA MAIN UNIT MADE BY MR. VAN ETTEN. SECONDED BY MRS. LANDO FOR DISCUSSION.

Mr. Van Etten stated at last week's Public Works Committee meeting, Mr. Spagnoletti had made the comment that by reducing positions, those people saved the department \$5 million. They have not saved us, that is just math and it was a cost avoidance. **The people did not save money; we reduced the cost in order to be fiscally responsible. Mr. Spagnoletti stated I do not disagree in a technical sense, however, the tax levy is \$5.6 million less this year had we not made the cuts; perhaps** it would have been more appropriate for him to say that if he would not have reduced staff, then we would not have seen a reduction in the budget. **These MEO Supervisors are the backbone of the new system that is enabling this to work.**

Mr. Hauryski asked what was the feeling of the Public Works Committee? Mr. Swackhamer replied the committee had good discussion and felt that the position should be upgraded. Mr. Wheeler replied the committee voted unanimously in favor.

Mr. Malter asked why was this not brought up during the budget process? Why are we doing it now? Mr. Spagnoletti replied he had brought it up twice last year, but it was outside the timeframe allowed by 16B.

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

D. Commissioner of Finance

1. **Contract Extension – PMI Document Solutions** – Mrs. Hurd-Harvey informed the committee that their contract with PMI expired December 31, 2017. We are currently using them to convert our microfilm into PDF documents so they will be searchable. She requested authorization to extend the contract through 2019 at the same rate.

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO EXTEND THE CONTRACT WITH PMI DOCUMENT SOLUTIONS THROUGH DECEMBER 21, 2019 AT THE SAME RATE MADE BY MR. VAN ETTEN. SECONDED BY MS. LATTIMER FOR DISCUSSION.

Mr. Van Etten asked what is the annual cost? Mrs. Hurd-Harvey replied they have \$85,000 in the capital project. Mr. Wheeler replied the cost varies depending on the project. This contract is also used by Real Property and Records.

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

2. **Approval of Agreement with M & T Bank** – Mrs. Hurd-Harvey requested authorization to enter into an agreement with M & T Bank to expand their ability to do online wire transfers. With your approval, they will send us documentation that will say that we are eligible to sign documents and will require two people be authorized to do the wire transfers.

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO ENTER INTO AN AGREEMENT WITH M & T BANK TO AUTHORIZE ONLINE WIRE TRANSFERS MADE BY MRS. LANDO. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Mrs. Hurd-Harvey we will be doing an annual review of our investment policy and will bring that to committee within the next few months.

3. **RFP for Audit and Accounting Services** – Mr. Donnelly stated we have reached the end of our agreement term with Bonadio to do auditing and accounting services, with the exception of the bridge audits. We have expanded the scope of service to include a review of the Tobacco Asset Securitization Corporation (TASC), the Steuben County Land Bank Corporation, Deferred Compensation and Room Tax. We are proposing a three-year agreement with an option for two, one-year renewals. Bonadio has indicated there will be a 2.6 percent increase per year to retain them. The contract for 2018 will start at \$92,575 and at the conclusion of five years, will be at \$99,675. Mr. Donnelly requested the committee waive the RFP process as this is a professional service and authorize them to engage Bonadio for another term.

MOTION: WAIVING THE RFP PROCESS AND AUTHORIZING THE COMMISSIONER OF FINANCE TO RETAIN THE SERVICES OF BONADIO FOR AUDITING AND ACCOUNTING SERVICES FOR A TOTAL COST OF \$99,675 FOR FIVE YEARS MADE BY MRS. LANDO. SECONDED BY MS. LATTIMER FOR DISCUSSION.

Mr. Malter asked are the other entities reimbursing the County? Mr. Donnelly replied TASC, the Land Bank and Deferred Compensation will pay for their portion. The cost for the Room Tax audit will be paid for out of room tax funds. The total cost to the County will be approximately \$68,000.

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

E. County Manager

1. **Use of Vehicle – Buildings & Grounds** – Mr. Wheeler stated under the *Administrative Code*, the Administration Committee must approve any long-term use of a County vehicle for commuting. He stated the Superintendent of Buildings & Grounds has been using a vehicle and there have been a number of instances over the year when he has had to be called in due to power outages, late night work on the access control system, or other emergencies. Those have required him to respond at different hours, or early hours. He stated he has allowed him to use an aging department vehicle to commute with in lieu of paying mileage.

Mr. Wheeler commented he thinks that as long as this vehicle is running, it makes sense. This multi-use vehicle is used by Buildings & Ground staff when it is on site. Mr. Schu asked is Mr. Rose on call 24/7? Mr. Wheeler replied yes. There are also a few individuals in Public Works and EMO that are on call and have a commute vehicle.

MOTION: AUTHORIZING THE ASSIGNMENT OF AN EXISTING BUILDINGS & GROUNDS DEPARTMENT VEHICLE AS A COMMUTING VEHICLE FOR THE SUPERINTENDENT OF BUILDINGS & GROUNDS, AS LONG AS A VEHICLE CONTINUES TO BE AVAILABLE MADE BY MR. VAN ETTEN. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. **Memorandum of Agreement** – Mr. Alderman stated this committee had previously approved adding the Corporal position back into the Deputies Bargaining Unit. He requested authorization to enter into a

memorandum of agreement with the Deputies Association to include the Corporal position and salary back into the bargaining agreement.

MOTION: AUTHORIZING A MEMORANDUM OF AGREEMENT WITH THE DEPUTIES ASSOCIATION TO PUT THE CORPORAL POSITION AND SALARY BACK INTO THE BARGAINING AGREEMENT MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

Mr. Alderman stated the Sheriff has been recruiting good candidates and has had a difficult time getting good people to come back to the department. He requested authorization for a memorandum of agreement with the Deputies Association to allow the Sheriff to hire former Deputy Sheriffs' who left and came back, and place them in the step they would have been had they not left service. If they are hiring someone who was not a former Deputy Sheriff, but they are coming from another law enforcement agency, they will be hired commensurate to their experience, but only up to a Step 5. Mr. Wheeler commented after the contract was ratified, we realized the contract grades/steps did not necessarily go high enough before the cap. If a former Deputy Sheriff was making \$65,000 when they left and took another position at \$55,000, when they come back to the Sheriff's Office, we want to be able to hire them where they last were, if the committee approves.

Mr. Schu asked how often is this happening? Mr. Wheeler replied right now it is happening more and more. We have a couple of new hires from outside agencies and it saves you the training cost of a new to the agency employee. We are compensating for the amount of experience. The maximum for rehires would now be step 8.

Mr. Swackhamer asked didn't we train the deputies originally? Mr. Wheeler replied you would have trained the ones that are coming back to the department. If they are coming from an outside agency, then we did not train them. Right now we have about a 50/50 mix. If they were a former Deputy, then we had already paid for their training. Mrs. Ferratella commented hiring former Deputies, you already know their background.

Mrs. Lando asked how will you handle the salary of those deputies that are already on board? Will they be paid retroactively? Mr. Alderman stated he does not believe there is an issue with retroactive pay. Mr. Wheeler stated you can set that in your motion.

Mr. Van Etten asked is this only for Deputies? Mr. Wheeler replied yes. Mr. Van Etten asked do we have an issue with the Corrections Officers? Mr. Wheeler replied no. Mr. Van Etten asked what is the cost? Mr. Wheeler replied the total cost for the ones we are bringing in is maybe \$15,000 total. Mr. Van Etten commented this is good for us in order to bring in good talent. However, for those that leave, there is no penalty for leaving. Mr. Wheeler stated the Sheriff is doing a good job of recruiting.

MOTION: AUTHORIZING A MEMORANDUM OF AGREEMENT WITH THE DEPUTIES ASSOCIATION ALLOWING THE SHERIFF TO HIRE FORMER DEPUTY SHERIFFS AT THE GRADE COMMENSURATE TO YEARS OF SERVICE, ONLY UP TO THE TOP OF STEP 8, NOT TO BE RETROACTIVE TO WHEN THEY LEFT ORIGINAL EMPLOYMENT AND THE HIRING OF INDIVIDUALS WHO WERE NOT FORMERLY A DEPUTY SHERIFF BASED ON THEIR EXPERIENCE, BUT ONLY UP TO THE TOP OF STEP 5 MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BE IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

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

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

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

**Tuesday, May 8, 2018
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 2, 2018**

STEBEN COUNTY ADMINISTRATION COMMITTEE

Special Meeting

Monday, April 23, 2018

9:30 a.m.

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

****MINUTES****

COMMITTEE:	Brian C. Schu, Chair Carol A. Ferratella	Scott J. Van Etten, Vice Chair	Robin K. Lattimer
STAFF:	Jack K. Wheeler Jennifer DeMonstoy	Mitchell Alger Alan Reed	Nate Alderman
LEGISLATORS:	Joseph J. Hauryski Steven Maio Robert V. Nichols Thomas J. Ryan	Kelly H. Fitzpatrick John V. Malter Frederick G. Potter Gary D. Swackhamer	K. Michael Hanna Aaron I. Mullen Gary B. Roush Randolph J. Weaver
ABSENT:	Hilda T. Lando		

I. CALL TO ORDER

Mr. Schu called the meeting to order at 9:30 a.m.

II. GENERAL BUSINESS

A. County Manager

1. **District Attorney Salary** – Mr. Wheeler informed the committee that the District Attorney’s salary is tied to the judicial pay raises. We were paying the Supreme Court Judge rate as we had two standing Acting Supreme Court Judges. Now we only have one Acting Supreme Court Judge, so you can pay the District Attorney at the County Court Judge rate which is \$197,600 effective April 1, 2018. He stated that we do not need a resolution to do this, but we do need committee approval to pay the District Attorney this rate. This is a requirement of State law and we do not have a choice.

Mr. Schu asked we do not have a choice to do it, but we can choose which salary? Mr. Wheeler replied you do have a choice on whether to pay the County Court Judge rate of \$197,600, or something higher. Mr. Reed explained the law is clear as mud on this topic. By the unconsolidated laws, the State created a commission that reviewed the salaries of the judges and tied the State wages to that of the Federal bench. Under Judiciary Law, the District Attorney’s salary is connected to the County Court Judge salary of the County. The Legislature could elect to pay more if they wanted to. Three years ago we had adopted a Local Law which put the salary above the amount set by the commission to account for additional compensation related to use of the District Attorney’s county vehicle and fuel expenses. The additional compensation set by the commission is not in effect and approval must be done through Committee. He stated today you are ratifying the personnel change form setting the new salary at \$197,600.

MOTION: RATIFYING THE 2018 SALARY OF THE DISTRICT ATTORNEY AT \$197,600 MADE BY MRS. FERRATELLA. SECONDED BY MS. LATTIMER. 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

STEBEN COUNTY ADMINISTRATION COMMITTEE

Tuesday, May 8, 2018

9:00 a.m.

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

****MINUTES****

COMMITTEE:	Brian C. Schu, Chair Hilda T. Lando	Scott J. Van Etten, Vice Chair Robin K. Lattimer	Carol A. Ferratella
STAFF:	Jack K. Wheeler Brenda Mori Jennifer DeMonstoy Tammy Hurd-Harvey	Mitchell Alger Wendy Jordan Judy Hunter Alan Reed	Vince Spagnoletti Nate Alderman Andy Morse
LEGISLATORS:	Joseph J. Hauryski John V. Malter Gary D. Swackhamer	Kelly H. Fitzpatrick Frederick G. Potter	K. Michael Hanna Gary B. Roush
OTHERS:	Mary Perham James Post, <i>The Leader</i>		

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 APRIL 10, 2018, AND APRIL 23, 2018, MEETINGS MADE BY MRS. LANDO. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

III. DEPARTMENT REQUESTS

A. Commissioner of Finance

1. **Petty Cash** – Mrs. Hurd-Harvey informed the committee that they have been working for several years to get individual cash drawers for their office. In order to do so, they need to establish a separate case account for each drawer. Currently they have one cash drawer with \$150.00. She requested authorization to have three cash drawers totaling \$450.00. There will now be four cash drawers, with only three having cash.

MOTION: AUTHORIZING AN INCREASE IN THE PETTY CASH FOR THE COMMISSIONER OF FINANCE FROM \$150.00 FOR ONE CASH DRAWER, TO THREE CASH DRAWERS FOR A TOTAL OF \$450.00 MADE BY MR. VAN ETTEN. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

B. County Clerk

1. **Semi-Annual Mortgage Tax Distribution** – Mrs. Hunter informed the committee that collections are up about \$100,000 over the same period last year.

Mr. Van Etten asked can we change the law to allow first-time homebuyers an exemption? Mrs. Hunter replied that would have to be a change to State legislation. Ms. Lattimer commented we would need to ask for enabling legislation. Mr. Van Etten stated he understands that we get \$1 million in revenue, however, it seems to him that

it is a penalty, especially for a young couple purchasing a house for the first time. He requested that we look into this.

Ms. Lattimer commented you would need to be very specific with the qualifications for the exemption and it would have to be carefully crafted to make sure you are only getting the first time homebuyer. Mr. Van Etten stated first time homebuyers often are eligible for discount programs and have to meet a set of qualifications. Mr. Wheeler stated the federal government usually tracks that. We can look at how it would be done and if it is possible. Mr. Reed stated we can see if other counties have done something similar.

MOTION: APPROVING AND ACCEPTING THE SEMI-ANNUAL MORTGAGE DISTRIBUTION AS PRESENTED MADE BY MS. LATTIMER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

2. **Organ Donor Month** – Mrs. Hunter stated April was Organ Donor Month and all three of our DMV offices participated and worked hard to promote this. Staff did a great job.

3. **Audit** – Mrs. Hunter informed the committee that U.S. Department of State came in yesterday to conduct an audit of our passport program. We do not have an official letter yet, but they indicated we received 100 percent compliance. Staff did a great job.

C. Purchasing

1. **Quarterly Copy Paper Bid Award** – Mr. Morse informed the committee they received four bids. He recommended awarding to the low bidder, Contract Paper Group for \$27.47 per case.

MOTION: AWARDING THE QUARTERLY COPY PAPER BID TO THE LOW BIDDER, CONTRACT PAPER GROUP FOR \$27.47 PER CASE MADE BY MR. VAN ETTEN. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. **Copier Purchase** – Mr. Morse requested authorization to purchase a multifunction copier for the Conflict Defender's Office. Mr. Wheeler explained they have been moved from the Corning Courthouse to the Balcom House and we need to outfit the office. Mr. Morse explained he has not yet gotten a price from Toshiba, but in the past the multifunction copiers have been \$1,986. He requested authorization to spend up to \$2,500 from the Copier Capital Project for this purchase.

MOTION: AUTHORIZING THE DIRECTOR OF PURCHASING TO SPEND UP TO \$2,500.00 FROM THE COPIER CAPITAL PROJECT TO PURCHASE A MULTIFUNCTION COPIER FOR THE CONFLICT DEFENDER'S OFFICE MADE BY MS. LATTIMER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

D. Personnel

1. **RFP – Employee Workplace Violence Prevention Training** – Mr. Alderman requested authorization to put out an RFP for the Annual Employee Workplace Violence Prevention Training. Mr. Wheeler commented the State Budget included language to expand the requirements for sexual harassment training and that will be included in this.

MOTION: AUTHORIZING THE PERSONNEL OFFICER, IN CONJUNCTION WITH THE PURCHASING DIRECTOR, TO ISSUE A REQUEST FOR PROPOSALS FOR THE PROVISION OF THE ANNUAL EMPLOYEE WORKPLACE VIOLENCE PREVENTION TRAINING MADE BY MS. LATTIMER. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. **16B Request – Law Department** – Mr. Alderman explained under the Rules of the Legislature, a 16B is any new position that is created for the next budget year.

Mr. Reed stated his request is a result of the Raise the Age legislation. There is an exception under Rule 16B that speaks to the position being the result of changes in State or Federal law. Through the process of Mr. Treahy's examination of County costs involved with Raise the Age, he inquired as to impact in my office. We will have to see how it goes over the next year. We are already pressed on the JD implementation.

Mr. Reed stated we cannot utilize the local jail facility to secure defendants that may be a public safety risk. He stated his thought for next year is to look at getting a Senior Assistant County Attorney, primarily to perform the functions of the JD work. Additionally, Mr. McCartney who was part-time in our office, is now working for the District Attorney's Office. This request is for the next budget cycle. With the new paralegal handling the Assigned Counsel program, we anticipate assigning some JD work to that position. Mr. Reed explained with the JD's, if there is an incident, a determination is made if they will immediately go to Probation. In a public safety risk case, we will let law enforcement know not to go to Probation first and will likely ask for detention from the court. Law enforcement has the discretion to take the child to a detention center without a petition, but the detention centers are hesitant to take a child without a court order. With the Raise the Age legislation, there is a presumption against detention.

Mr. Reed stated for the upcoming year, he is requesting one Senior Assistant County Attorney. For the second year, he is anticipating needing another professional staff and paralegal. He would suggest having the position established so it can be budgeted for if we need it.

MOTION: AUTHORIZING THE CREATION OF A ZERO-BASED SENIOR ASSISTANT COUNTY ATTORNEY POSITION WITHIN THE LAW DEPARTMENT UNDER RULE 16B MADE BY MRS. LANDO. SECONDED BY MRS. FERRATELLA FOR DISCUSSION.

Mrs. Lando commented I thought we were only going to see a slight increase in caseloads of 5 or 6 kids. Mr. Wheeler replied that number refers to specialized secure detention cases; the Law Department's caseload will increase no matter what. More of those will be considered JD's and will go through Family Court, which is under the auspices of the Law Department. They will not be able to handle that increase with their current staffing. Mr. Reed explained that 5 – 6 subset are those cases that the District Attorney will prosecute as adolescent offenders. The impact on the Law Department will be far greater than for the District Attorney. We expect to be tripling the number of cases we have from 30 cases per year to 100 – 120 cases per year. Mr. Wheeler stated we do anticipate the cost of this position being reimbursed by the State.

Ms. Lattimer asked what is the salary range for the position? Mr. Alderman replied the salary range for a Senior Assistant County Attorney is \$62,411.00 - \$96,752.00. The mid-range would be around \$70,000.00. Mr. Wheeler stated from his perspective, we do not like adding positions, but the reality with the Raise the Age legislation is we will be adding positions to the Law Department and Probation.

Mr. Van Etten asked didn't we create new positions in the Public Defender's Office without going through 16B? Mr. Wheeler replied we created those positions with reclassifications. This is an entirely new position that is being added to the roster. Our reclassification pool is limited because we eliminated a number of positions when we sold the Health Care Facility. We only fund positions that are within the budget. This position would be considered for funding in the 2019 budget.

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

E. County Manager

1. **Contract Renewal – Enterprise** – Mr. Alger stated we have been with Enterprise for the past year and replaced 9 vehicles in the motor pool, 3 vehicles combined for Probation and Mental Health and 1 vehicle for Social Services. We have had a pretty good experience overall. He requested authorization to renew the contract under the first of four renewal options.

MOTION: AUTHORIZING THE COUNTY MANAGER TO RENEW THE VEHICLE LEASE AGREEMENT WITH ENTERPRISE FOR ONE YEAR UNDER THE SAME TERMS AND CONDITIONS MADE BY MRS. FERRATELLA. SECONDED BY MRS. LANDO FOR DISCUSSION.

Mrs. Ferratella asked did you find any downsides to doing this? Mr. Alger replied not really; we did have some growing pains, but the Risk Manager's Office has done a good job administering the motor pool vehicles.

Mr. Van Etten stated we financially justified this with numbers a year ago. He stated that he is used to seeing post-audits and he asked that we see what the numbers were. Mr. Alger replied we did have an annual follow-up with Enterprise. For the year 2016/2017 we saw a decrease of \$7,000 in our maintenance and repair costs. We also saw a decrease in our fuel costs as we have more fuel efficient vehicles. The big thing about the whole concept is previously we were looking at replacing a couple of cars per year in the motor pool for a cost of \$50,000 and now we have 9 new vehicles at a cost of \$42,000. That does not take into consideration what we get for trade-ins. Financially, this is a pretty good program.

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

2. *Administrative Code Revisions* –

- *Cancer Screening Leave* – Mr. Wheeler informed the committee that the State Civil Service Law broadened the scope of cancer leave from breast and prostate to all cancer screenings. We are amending the *Administrative Code* to reflect that change.

- *Purchasing Policy Revisions for Best Value* – Mr. Wheeler stated we are codifying the changes in the *Administrative Code* so that we can utilize Best Value. Mr. Morse explained part of the legislation that allows this action requires us to make sure it is outlined in our procurement policy. Mr. Reed commented the *Administrative Code* should reflect what is stated in the Local Law.

Mr. Wheeler commented one of the other changes to the Purchasing Policy is we expanded the dollar amount for phone and written quotes from \$6,000 to \$10,000. This will provide us with more flexibility. Mr. Swackhamer asked is that really needed? Mr. Morse replied this change put it more in accordance with the State Association and also reflects today's buying power.

MOTION: AMENDING THE ADMINISTRATIVE CODE TO REFLECT CHANGES TO THE CANCER SCREENING LEAVE POLICY AND THE PURCHASING POLICY MADE BY MR. VAN ETTEN. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

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

Mr. Hauryski requested an Executive Session to discuss personnel matters.

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

MOTION: TO ADJOURN REGULAR SESSION AND RECONVENE IN EXECUTIVE SESSION PURSUANT TO PUBLIC OFFICERS' LAW, ARTICLE 7§ 105.1F. THE MEDICAL, FINANCIAL, CREDIT OR EMPLOYMENT HISTORY OF A PARTICULAR PERSON OR CORPORATION, OR MATTERS LEADING TO THE APPOINTMENT, EMPLOYMENT, PROMOTION, DEMOTION, DISCIPLINE, SUSPENSION, DISMISSAL OR REMOVAL OF A PARTICULAR PERSON OR CORPORATION MADE BY MS. LATTIMER. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

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

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

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

****NEXT MEETING SCHEDULED FOR**
Tuesday, June 12, 2018
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 6, 2018**

STEBEN COUNTY ADMINISTRATION COMMITTEE

Tuesday, June 12, 2018

9:00 a.m.

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

****MINUTES****

COMMITTEE:	Brian C. Schu, Chair Hilda T. Lando	Scott J. Van Etten, Vice Chair Robin K. Lattimer	Carol A. Ferratella
STAFF:	Jack K. Wheeler Alan Reed Jim Allard	Mitchell Alger Jennifer Prossick	Brenda Mori Andy Morse
LEGISLATORS:	Joseph J. Hauryski John V. Malter	Kelly H. Fitzpatrick Frederick G. Potter	K. Michael Hanna
OTHERS:	Mary Perham		

I. CALL TO ORDER

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

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE MAY 8, 2018, MEETING MADE BY MRS. LANDO. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

III. DEPARTMENT REQUESTS

A. Clerk of Legislature

1. **Retirement Reporting** – Ms. Mori stated this is the annual retirement requirement from the NYS Comptroller. This will require approval by the Full Board.

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

B. Purchasing

1. **Contract Renewal** – Mr. Morse requested authorization to renew the contract with Pirrung Auctioneers, Inc. to conduct the annual County surplus auction. This is third renewal of five and the terms and conditions will remain the same.

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

2. **Setting the Date for the County Surplus Auction** – Mr. Morse requested authorization to set the date for the annual County surplus auction for Thursday, September 27, 2018.

MOTION: SETTING THE DATE FOR THE ANNUAL COUNTY SURPLUS AUCTION FOR THURSDAY, SEPTEMBER 27, 2018 MADE BY MRS. LANDO. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

C. Personnel

1. **Contract Renewal** – Mr. Wheeler requested authorization for the Personnel Officer to renew the contract with Catalog & Commerce, LLC for the personnel and civil service software. The annual cost is \$30,000. This is the third of three renewal options.

MOTION: AUTHORIZING THE PERSONNEL OFFICER TO RENEW THE CONTRACT WITH CATALOG & COMMERCE, LLC FOR THE PERSONNEL AND CIVIL SERVICE SOFTWARE AT AN ANNUAL COST OF \$30,000 MADE BY MS. LATTIMER. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. **Reclassification – Sheriff’s Office** – Mr. Wheeler stated the committee should have received a memo from the Sheriff regarding court security. We had a solution before the Governor, but it was vetoed. Sheriff Allard explained he is requesting the reclassification of a Court Security Corporal position to a Corrections Sergeant position and we will change the duties of a Correction Officer to include courtroom security. This is in line with what Yates, Ontario and Wayne counties have done. We will also be in line with the requirements of our reimbursement contract with the Office of Court Administration (OCA) along with the court security accreditation through the New York State Sheriff’s Association.

Mr. Wheeler stated the request is to reclassify a Grade XI Court Security Officer position to a Grade XII Corrections Officer position. This will result in a difference of \$1,500 and the position will remain in the same bargaining unit.

MOTION: AUTHORIZING THE RECLASSIFICATION OF A GRADE XI COURT SECURITY CORPORAL POSITION TO A GRADE XII CORRECTIONS SERGEANT POSITION WITHIN THE SHERIFF’S OFFICE MADE BY MR VAN ETEN. SECONDED BY MRS. FERRATELLA FOR DISCUSSION.

Mr. Reed stated we may need to make sure this position is listed in the bargaining agreement.

Mrs. Lando asked if this is in line with what other counties are doing, what issue does the Governor have? Sheriff Allard replied a Court Security Officer position by itself, could receive a peace officer designation. Each individual entity has to have an amendment to the Corrections Law and Steuben County never did that. We have tried but are now unable to get that designation. Mr. Reed explained there is not a general rule, it is a list. The Governor is saying it should be a rule and not a list. We are not on the list for Court Security Officers, but the Corrections Officers are. Mr. Wheeler stated this reclassification will give us more flexibility and options.

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

Sheriff Allard informed the committee that two days ago one of his Court Security Officers transferred to DMV. He requested authorization to reclassify a Grade X Court Security Officer position to a Grade X Corrections Officer position. This will also require the approval of the Public Safety & Corrections Committee.

MOTION: AUTHORIZING THE RECLASSIFICATION OF A GRADE X FULL-TIME COURT SECURITY OFFICER POSITION TO A GRADE X FULL-TIME CORRECTIONS OFFICER POSITION MADE BY MR. VAN ETEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Secretary’s Note: *A special meeting of the Public Safety & Corrections Committee will be scheduled on Monday, June 25, 2018 prior to the Legislative Meeting.*

D. County Manager

1. **Contract Renewal** – Mr. Wheeler requested authorization to renew the contract with ProAct. We have endorsed them as our official prescription discount card. We make these cards available in our offices. Since the start of the program, 400 prescriptions per month have been filled utilizing this card. This has resulted in a savings of \$17,000 per month to our County residents. Wegmans no longer accepts these cards. Since 2008, a savings of a \$4.2 million to residents has been realized. He stated they will do a press release this year. This card is provided at no cost to the County. He requested authorization to renew, with an option for four additional one-year renewals.

MOTION: AUTHORIZING THE COUNTY MANAGER TO RENEW THE CONTRACT WITH PROACT TO PROVIDE PRESCRIPTION DISCOUNT CARDS TO ELIGIBLE COUNTY RESIDENTS AT NO COST TO THE COUNTY MADE BY MR. VAN ETTEN. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: TO ADJOURN REGULAR SESSION AND RECONVENE IN EXECUTIVE SESSION PURSUANT TO PUBLIC OFFICERS' LAW, ARTICLE 7§ 105.1.F. THE MEDICAL, FINANCIAL, CREDIT OR EMPLOYMENT HISTORY OF A PARTICULAR PERSON OR CORPORATION, OR MATTERS LEADING TO THE APPOINTMENT, EMPLOYMENT, PROMOTION, DEMOTION, DISCIPLINE, SUSPENSION, DISMISSAL OR REMOVAL OF A PARTICULAR PERSON OR CORPORATION MADE BY MRS. FERRATELLA. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: SETTING THE SALARY FOR THE DIRECTOR OF THE REAL PROPERTY TAX SERVICE AGENCY AT \$66,463.00 ANNUALLY MADE BY MRS. FERRATELLA. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: SETTING THE SALARY FOR THE DEPUTY PERSONNEL OFFICER AT \$69,530.00 ANNUALLY MADE BY MRS. FERRATELLA. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: SETTING THE SALARY FOR SALLY MADIGAN, SENIOR ASSISTANT PUBLIC DEFENDER, AT \$73,620.00 ANNUALLY MADE BY MRS. FERRATELLA. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: SETTING THE SALARY FOR JENNIFER GALVAN, SOCIAL SERVICES ATTORNEY, AT \$64,418.00 ANNUALLY MADE BY MRS. FERRATELLA. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: SETTING THE SALARY FOR DRINALD BILCARI, SOCIAL SERVICES ATTORNEY, AT \$66,463.00 ANNUALLY MADE BY MRS. FERRATELLA. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: SETTING THE SALARY FOR THE COUNTY HISTORIAN AT \$14,315.00 ANNUALLY MADE BY MRS. FERRATELLA. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: SETTING THE SALARY FOR THE PUBLIC HEALTH DIRECTOR AT \$87,539.00 ANNUALLY MADE BY MR. VAN ETTEN. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: SETTING THE SALARY FOR THE RISK MANAGER AT \$36,173.00 ANNUALLY MADE BY MR VAN ETTEN. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR MOTION CARRIES 5-0.

MOTION: SETTING THE SALARY FOR THE CORRECTIONS LIEUTENANT AT \$54,356.00 ANNUALLY MADE BY MR. VAN ETTEN. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

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

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

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

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

**Tuesday, July 10, 2018
Legislative Committee Room
9:00 a.m.**

**Please send agenda items to the Clerk of the Legislature's Office
NO LATER THAN NOON
Tuesday, July 3, 2018**

STEBEN COUNTY ADMINISTRATION COMMITTEE

Tuesday, July 10, 2018

9:00 a.m.

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

****MINUTES****

COMMITTEE:	Brian C. Schu, Chair Hilda T. Lando	Scott J. Van Etten, Vice Chair Robin K. Lattimer	Carol A. Ferratella
STAFF:	Jack K. Wheeler Noel Terwilliger Alan Reed Jennifer Prossick Pat Donnelly	Mitchell Alger Brenda Mori Andy Morse Nate Alderman Tammy Hurd-Harvey	Scott Sprague Rob Wolverton Judy Hunter Jennifer DeMonstoy Sue Cranmer
LEGISLATORS:	Joseph J. Hauryski John V. Malter	Kelly H. Fitzpatrick Frederick G. Potter	K. Michael Hanna Gary D. Swackhamer
OTHERS:	Mary Perham Dustin Rogers		

I. CALL TO ORDER

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

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE JUNE 12, 2018, MEETING MADE BY MRS. LANDO. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Mr. Schu stated that before we commence with the agenda, Mrs. Hunter has an announcement. Mrs. Hunter stated she just wanted to introduce her new Deputy, Susan Cranmer.

III. DEPARTMENTAL REQUESTS

A. Clerk of Legislature

1. **Designation of Official Newspaper** – Ms. Mori stated the Evening Tribune and the Wellsville Daily Reporter have merged and are now known as The Spectator. We had originally thought we would need to change the official newspaper designation, but after discussions with the Law Department, we do not need to do this at this time.

B. Risk Manager

1. **2019 Workers' Compensation Budget** – Mr. Sprague stated that the overall budget is down over last year by about \$16,000. With that, there were some slight increases in a few of the line items. He noted that the Village of Bath has rejoined the plan. Mr. Van Etten asked what is the line item for reimbursement of expenses? Mr. Sprague replied that pertains to those towns that left the plan. He stated with the holiday last week, he does not have the final Table of Apportionment to present today. Mr. Wheeler requested the committee hold a special meeting prior to the Board meeting to review and approve the Table of Apportionment.

MOTION: ADOPTING THE 2019 WORKERS' COMPENSATION BUDGET AS PRESENTED BY THE RISK MANAGER MADE BY MR. VAN ETTEN. SECONDED BY MRS. LANDO FOR DISCUSSION.

Mr. Van Etten asked is there any risk with this budget? Mr. Sprague replied we are anticipating hopefully not having claims. The indemnity line and assessment lines are basically setting aside money in case we need it. We are in good shape and over the course of last year we have reduced our claims.

Mr. Sprague stated that with the committee's approval, he would like to look at talking to the municipalities that had previously left the plan and discussing the current plan. We have changed a lot with the new allocation and that may make more sense to the municipalities, or may not. Mrs. Lando asked could that potentially hurt us?

Mr. Wheeler replied adding the Village of Bath back into the plan does not hurt us. We are moving essentially to a market-based allocation and we are phasing that in over 7 years as there were a number of municipalities who were able to get better rates elsewhere. We do have some risk, but if the municipalities come back in, they will be at the market-based rate. We are protected more when a new member comes in. Adding more members to the pool is a benefit. Do you want us to go out and have those conversations with the municipalities who left the plan last time?

Mrs. Ferratella asked do we assess their safety plans? Mr. Sprague replied yes. He had thought about bringing PERMA in to see how they may be able to help the municipalities. Mrs. Lando asked if the municipalities come back, will they be bringing their old claims? Mr. Sprague replied no. Whoever they are leaving will take care of those claims and we will start with a new date.

Mr. Swackhamer asked can the fire departments come in? Mr. Wheeler replied the fire departments, if they are a non-taxing entity, and all the municipalities that they cover are in our plan, then technically, yes. Fire districts are different, but we have not been doing those.

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

2. **Cohocton Fire** – Mr. Hauryski asked did we finalize the claim on the fire at the Cohocton Shop? Mr. Sprague replied they have our tool and equipment list that they are in the process of reviewing. Public Works is in the process of putting out an RFP for repairs to the building and Rose & Kiernan are waiting for that information. The trucks are taken care of and Jerry Miller has been doing a phenomenal job.

C. Personnel

1. **Contract Renewal** – Mr. Alderman requested authorization to renew the contract with ENI, Inc. for the Employee Assistance Program. The annual rate is not to exceed \$7,104.00; however, we recently have been billed \$595.00 per quarter. The rate is based on usage.

MOTION: AUTHORIZING THE PERSONNEL OFFICER TO RENEW THE CONTRACT ENI, INC. FOR THE EMPLOYEE ASSISTANCE PROGRAM AT AN ANNUAL RATE NOT TO EXCEED \$7,104.00 MADE BY MS. LATTIMER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

D. County Manager

1. **Deferred Compensation RFP Award** – Mr. Wheeler informed the committee Deferred Compensation is a voluntary program that employees can participate in. We recently issued an RFP and received five responses. Ms. Hurd-Harvey did a great job of vetting the responses. The Deferred Compensation Committee met and is recommending staying with the current provider, ICMA. The rates of return are good and they hold quarterly on-site meetings with employees. The customer service is really fantastic and they also have an on-line portal.

MOTION: AWARDING THE RFP FOR THE ADMINISTRATION OF THE DEFERRED COMPENSATION PROGRAM TO ICMA MADE BY MR. VAN ETEN. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. **Insurance Waiver for Treahy Consultation Services** – Mr. Wheeler requested an insurance waiver for Treahy Consultation Services who is helping us with the Raise the Age Plan. This is a professional contract. Due to fact that the contract is over \$10,000, it requires committee approval.

MOTION: WAIVING THE INSURANCE REQUIREMENTS FOR TREAHY CONSULTATION SERVICES MADE BY MS. LATTIMER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

3. **Contract Extension – Commissioner of Finance** – Mrs. Hurd-Harvey requested authorization to extend the contract with Gallagher Benefits, who is our health insurance consultant. She requested a one-year extension for an annual rate of \$50,000.

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO RENEW THE CONTRACT WITH GALLAGHER BENEFITS FOR ONE YEAR AT AN ANNUAL COST OF \$50,000.00 MADE BY MRS. FERRATELLA. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

4. **Swipe Cards** – Mr. Hauryski asked for a status on the RFP for the swipe card system. Mr. Wheeler replied the RFP closes July 19th. We have received numerous calls and emails with questions about the RFP. We will need to review the responses, as well as meet with the Union. This will most likely come to committee in September.

5. **New Email** – Mr. Wheeler stated Mr. Wolverton from IT is here to discuss the change to a new email address. Mr. Wolverton explained the emails will not change right now, however, everyone in the County will receive another email address. The new email format will be first initial, last name, then steubencountyny.gov. When someone receives an email from you, it will look like it is coming from the .gov address. Any emails that are sent to you will still come through both emails extensions. We are leaving it that way so that everyone will not have to change their business cards.

Mr. Van Etten asked what is the purpose of changing to .gov? Mr. Wolverton replied several people in the County have needed to have a .gov address in order to access Federal websites. Mr. Wheeler stated it is primarily for grant purposes. We are also going to be transitioning our domain name for the website to steubencountyny.gov. We need to be very methodical for how we communicate this to employees and create the least amount of disruptions as possible.

Ms. Lattimer asked when do you anticipate this happening? Mr. Wolverton replied they would like to do it before the end of July.

6. **Copier Purchase** – Mr. Wheeler stated yesterday they received a request from the Sheriff's Office for a new copier. The current copier is shared by the Jail Lieutenants and Captain. Right now anything they are copying is being done in Dispatch, Civil or Road Patrol. For confidentiality purposes, a copier for the Jail makes sense. The cost is \$1,986.00 and he requested authorization to purchase it out of the Copier Capital Project.

MOTION: AUTHORIZING THE PURCHASING DIRECTOR TO PURCHASE A COPY MACHINE FOR THE JAIL FOR A TOTAL COST OF \$1,986.00 TO BE PAID FOR OUT OF THE COPIER CAPITAL PROJECT MADE BY MRS. FERRATELLA. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: TO ADJOURN MADE BY MR. VAN ETTEN. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

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

**Tuesday, August 14, 2018
Legislative Committee Room
9:00 a.m.**

**Please send agenda items to the Clerk of the Legislature's Office
NO LATER THAN NOON
Tuesday, August 7, 2018**

**STEUBEN COUNTY ADMINISTRATION COMMITTEE
STEUBEN COUNTY FINANCE COMMITTEE**

Special Meeting

Monday, July 23, 2018

9:40 a.m.

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

****MINUTES****

COMMITTEES:	Brian C. Schu, Chair Hilda T. Lando	Scott J. Van Etten, Vice Chair Robin K. Lattimer	Carol A. Ferratella
	Scott J. Van Etten, Chair	Gary B. Roush	Brian C. Schu
STAFF:	Jack K. Wheeler Pat Donnelly	Mitchell Alger Tammy Hurd-Harvey	Scott Sprague
LEGISLATORS:	Joseph J. Hauryski Robert V. Nichols Randolph J. Weaver	Steven P. Maio Frederick G. Potter	John V. Malter Thomas J. Ryan
ABSENT:	Gary D. Swackhamer, Vice Chair		Kelly H. Fitzpatrick
OTHERS:	James Post, <i>The Leader</i> Dustin Rogers		

I. CALL TO ORDER

Mr. Van Etten called the meeting to order at 9:40 a.m.

II. DEPARTMENTAL REQUESTS

A. Risk Manager

1. **2019 Workers' Compensation Apportionment Schedule** – Mr. Sprague distributed the proposed 2019 Workers' Compensation Apportionment Schedule. He reminded the committee that the new formula is based on losses and payroll. We are also on a 7 ½ year transition plan and are currently in year 2. The County's cost went down about 3 percent. In part this is a result of some claims from the Health Care Facility that are starting to drop off. Across the board, some of the participants stayed the same while others went down. There are some municipalities where the cost went up.

Mr. Wheeler explained the maximum amount of increase that any municipality might see is 14 percent. We feel, based on actuarial and consultant calculations, the municipalities would be paying significantly more than they would on this plan.

Mr. Van Etten asked if Mr. Sprague had the Town Totals from 2018 to compare? Mr. Sprague replied he does not have those figures with him, but will provide that to the Legislature following this meeting. Mrs. Ferratella asked if next year Mr. Sprague could provide current and previous year comparisons. Mr. Sprague stated he would.

Mrs. Ferratella asked are we going back to those municipalities that had opted out of the plan? Mr. Sprague stated we had talked about that at the last Administration meeting and we feel this would be a good time to do that.

Mr. Wheeler commented the Volunteer Firefighter Cancer policy is totally separate from Workers' Compensation and does not factor into the apportionment schedule.

MOTION: ADOPTING THE 2019 WORKERS' COMPENSATION TABLE OF APPORTIONMENT AS PRESENTED MADE BY MRS. LANDO. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 5-0 ADMINISTRATION AND 3-0 FINANCE. Resolution Required.

MOTION: TO ADJOURN MADE BY MR. ROUSH. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0 ADMINISTRATION AND 3-0 FINANCE.

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

STEBEN COUNTY ADMINISTRATION COMMITTEE

Tuesday, August 14, 2018

9:00 a.m.

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

****MINUTES****

COMMITTEE:	Brian C. Schu, Chair Hilda T. Lando	Scott J. Van Etten, Vice Chair Robin K. Lattimer	Carol A. Ferratella
STAFF:	Jack K. Wheeler Jennifer Prossick Alan Reed Brenda Mori Andy Morse	Mitchell Alger Nate Alderman Eric Rose Wendy Jordan Judy Hunter	Rob Wolverton Kathy Muller Jennifer DeMonstoy Tammy Hurd-Harvey Susan Cranmer
LEGISLATORS:	Joseph J. Hauryski John V. Malter	Kelly H. Fitzpatrick Frederick G. Potter	K. Michael Hanna Gary D. Swackhamer
OTHERS:	James Post, <i>The Leader</i> 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 JULY 10, 2018, AND JULY 23, 2018, MEETINGS MADE BY MRS. LANDO. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

III. DEPARTMENT REQUESTS

A. Real Property Tax Service Agency

1. **RPS V4 Annual License Fee** – Mrs. Jordan stated there is no change in the license fee from last year.

MOTION: APPROVING THE ANNUAL RPS V4 CHARGEBACK TO THE TOWNS AND CITIES FOR LICENSE AND SUPPORT FEES MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

B. Commissioner of Finance

1. **2019 Retiree Health Care** – Mrs. Hurd-Harvey stated we are offering a high-deductible plan to current employees and retirees under 65. They will continue to get a county contribution toward their premium. We anticipate the people who would be most interested would be the spouses. She explained that for those retirees over 65, several years ago we wanted to offer more choices and went to two offerings through MVP and Excellus. When we originally did that, there was a premium difference of \$100 per month between those two offerings. The 2018 premium difference is only about \$20 per month however the coverage is significantly different. She requested approval to revert back to a single group Medicare Advantage Plan offering should there be only a small difference in premium for 2019. We will not know what the rates will be until October when the 2019 rates come out.

Mrs. Hurd-Harvey stated we are holding educational sessions with MVP and Excellus about the options available on the individual market. The Excellus Individual Medicare Advantage Plan premiums range from \$0 - \$155 per month. For this year, our group plan was \$362 per month. Depending on the retiree's health situation, switching to an individual plan could potentially save them a lot of money. We would like to offer retirees the option of moving to an individual Medicare Advantage Plan, and, if the retiree receives a County subsidy, they would receive the subsidy via a health reimbursement account (HRA). The subsidy is \$176 per month for a person receiving a 50 % County subsidy and \$88 per month for a 25% County subsidy. They could use that toward their premiums, co-pays, dental costs and vision costs. This would be very similar to a health savings account, however, they cannot contribute to it. The money in that account does carry over year to year, but it is not their money. In the event that a person leaves the plan, any balance remaining would come back to the County to offset administrative costs. The proposed 2019 County contribution to retiree HRAs would be increased each subsequent year by the same percentage as the Social Security Cost of Living Adjustment.

Ms. Lattimer asked do the retirees have the opportunity to re-examine their choice? Mrs. Hurd-Harvey replied we are proposing giving them one full plan year and then they can switch back if they choose. If they go more than one plan year, they will not have the ability to switch back. If anyone converts now, they could come back during the next open enrollment for plan year 2020. Part of the intention of doing this is that we want to start to do things that control our insurance costs. Mr. Wheeler commented we are doing that in an optional fashion. Mrs. Hurd-Harvey stated anyone newly turning 65, they could have up to 23 months to come back to the group plan, dependent on when they turn 65.

Mrs. Hurd-Harvey stated if you approve of these changes, we would need to have a third-party administrator to administer the Health Reimbursement Accounts. Our consultant, Gallagher, solicited proposals and we are recommending Benefit Resources, Inc. She requested approval of the proposed changes to the retiree health insurance and to enter into a one year contract with Benefit Resources, Inc.

MOTION: APPROVING THE PROPOSED CHANGES IN THE HEALTH INSURANCE PLAN OFFERINGS FOR RETIREES AND AUTHORIZING THE COMMISSIONER OF FINANCE TO ENTER INTO A ONE-YEAR AGREEMENT WITH BENEFIT RESOURCES, INC. TO ACT AS THIRD-PARTY ADMINISTRATOR FOR THE HEALTH REIMBURSEMENT ACCOUNTS MADE BY MS. LATTIMER. SECONDED BY MRS. LANDO FOR DISCUSSION.

Mr. Van Etten asked with combining the two plans if the rates are good, does that limit us from going back to two separate plans if the rates are higher? Mrs. Hurd-Harvey replied you would always have the option to offer a cheaper plan. We would have to look at it each year to see if it would be worth offering.

Mrs. Lando asked how will you tell the retirees about the changes? Mrs. Hurd-Harvey replied we are rolling out the educational sessions today and will probably hold additional meetings. We are holding three separate sessions with about 150 attending.

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

Mr. Van Etten asked what will be the costs for the County for health insurance? Mr. Wheeler explained with guidance, we are able to set the premium rates for all insurance coverage. Usually we will know the rates by September and our premiums are based on previous claims.

2. **Employee Health Savings Accounts** – Mrs. Hurd-Harvey explained we are offering an optional high-deductible plan for current employees. We will be making a Health Savings Account contribution each month on the employees' behalf as an incentive to move them to that plan. The amount of that contribution has not yet been determined. In order to set up the Health Savings Accounts, we need to establish a relationship with a bank at which the employee Health Savings Accounts will be held. We have to make the deposits into those accounts and the employee will not have a choice in bank. We received several proposals. Most of the local

banks will open the Health Savings Accounts for free and there are no fees to write checks or to have a debit card. She recommended Steuben Trust who is offering an interest rate of .1 percent.

Mrs. Lando asked how do the employees get the money out of their account? Mrs. Hurd-Harvey replied they can use a debit card or write a check. Mr. Malter asked will the employees have the ability to make contributions to these accounts? Mrs. Hurd-Harvey replied yes. The annual amount of contribution can be \$3,000 tax free.

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO ESTABLISH HEALTH SAVINGS ACCOUNTS THROUGH STEUBEN TRUST FOR THOSE EMPLOYEES WHO OPT INTO THE HIGH-DEDUCTIBLE INSURANCE PLAN MADE BY MS. LATTIMER. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

3. **Inter-Municipal Agreements with Towns/Villages/Cities to Collect Taxes** – Mrs. Hurd-Harvey requested authorization to enter into inter-municipal agreements with those municipalities who are using the Real Property Tax collection system. This would allow taxpayers within those participating tax districts to pay their town and county taxes during the collection period via credit card, debit card or e-check.

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO ENTER INTO INTER-MUNICIPAL AGREEMENTS WITH THOSE MUNICIPALITIES THAT CURRENTLY UTILIZE THE COUNTY'S TAX SOFTWARE TO ENABLE THEIR RESIDENTS TO PAY TOWN AND COUNTY TAXES DURING THE COLLECTION PERIOD VIA CREDIT CARD, DEBIT CARD OR E-CHECK MADE BY MRS. FERRATELLA. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

C. Personnel

1. **Annual Fall Workplace Violence Prevention Training** – Mr. Alderman informed the committee there is a new State law requiring new items that employees need to be trained on. We have had Roemer, Wallens, Gold & Mineaux in to provide a couple of management trainings and they did a fantastic job. He requested authorization to contract with Roemer, Wallens, Gold & Mineaux to provide the annual employee training at a rate of \$1,300 per day for six days. Additionally, he requested extending the existing contract with them for legal services through December 31, 2019.

MOTION: AUTHORIZING THE PERSONNEL OFFICER TO ENTER INTO A CONTRACT WITH ROEMER, WALLENS, GOLD & MINEAUX TO PROVIDE THE ANNUAL EMPLOYEE WORKPLACE VIOLENCE PREVENTION TRAINING AND EXTENDING THE CURRENT CONTRACT FOR LEGAL SERVICES THROUGH DECEMBER 31, 2019 MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. **Reclassification – Department of Social Services** – Mr. Alderman requested authorization to reclassify a vacant Principal Social Welfare Examiner, Grade XVI, to an Assistant Director of Temporary and Disability Assistance position, Grade XVII. Ms. Muller explained Lisa Baker recently retired and was the Director of Temporary and Disability Assistance. We hired Jennifer MacPhail. In anticipate of Ms. Baker's retirement, we had done a reorganization of that unit to consolidate our Fraud Unit with a portion of the Temporary and Disability Assistance Unit. We had not filled a Principal Social Welfare Examiner position in order to create some efficiencies and offer more accountability encompassing all units. This structure has been working well and we think that the duties of the position have increased as a result of combining the two units. By reclassifying the Principal Social Welfare Examiner position to an Assistant Director of Temporary and Disability Assistance, we are providing that position more ability to work closely with the Director of Temporary and Disability Assistance.

MOTION: AUTHORIZING THE RECLASSIFICATION OF A VACANT PRINCIPAL SOCIAL WELFARE EXAMINER POSITION, GRADE XVI, TO AN ASSISTANT DIRECTOR OF TEMPORARY AND DISABILITY ASSISTANCE POSITION, GRADE XVII, WITHIN THE DEPARTMENT OF SOCIAL SERVICES MADE BY MRS. LANDO. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

3. **Memorandum of Agreement – CSEA Main Bargaining Unit** – Mr. Alderman stated that currently the Deputy Superintendent of Buildings and Grounds and the Deputy Probation Director II, are listed in the collective bargaining unit. The CSEA has agreed to move those two positions out of the main unit and into Management. He requested authorization to execute a memorandum of agreement for this purpose.

MOTION: APPROVING A MEMORANDUM OF AGREEMENT WITH THE CSEA MAIN COLLECTIVE BARGAINING UNIT TO REMOVE THE DEPUTY SUPERINTENDENT OF BUILDINGS & GROUNDS AND THE DEPUTY PROBATION DIRECTOR II FROM THE COLLECTIVE BARGAINING UNIT TO MANAGEMENT MADE BY MS. LATTIMER. SECONDED BY MRS. LANDO FOR DISCUSSION.

Secretary's Note: A Special Administration Committee meeting will be held at 9:45 a.m. on Monday, August 27, 2018, to amend the Management Salary Plan to include the Deputy Superintendent of Buildings & Grounds and the Deputy Probation Director II, and setting their grades.

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

D. County Manager

1. **16B Request – County Attorney** – Mr. Wheeler informed the committee that the County Attorney has submitted a 16B request to create a position relative to Raise the Age. This request is supported by him and the Personnel Officer. They will submit a plan for reimbursement under Raise the Age. The request is to create an Assistant County Attorney, Management Grade E position. The midpoint for that position would be at \$67,000. If you approve, the next step in the process is presentation to the Finance Committee for review and approval. We will include this position in our draft budget.

Mr. Reed stated in addition, he would also like to add a Senior Typist position under Raise the Age and he would submit that under a request for reimbursement. Because we have not done a lot of 16B requests, under the Legislature's rules, when a new position is necessitated by law, etc., that gives you greater flexibility. We are following that process. He wanted to make a record of that for the future. Mr. Wheeler commented this will not be the last Raise the Age position request you will see. He stated Mr. Reed is submitting the Senior Typist position under this request. We are taking a cautious phased in approach to rolling out what we would for Raise the Age. The County Attorney, Probation, District Attorney, Public Defender and Social Services all will be stressed with this and will potentially need additional staff.

Mr. Swackhamer asked what is the total cost for these two positions? Mr. Wheeler replied it will be \$110,000 - \$120,000 for the Assistant Attorney and the Senior Typist would be \$70,000 - \$80,000.

Mr. Malter asked how secure is the reimbursement funding from the State? Mr. Wheeler replied the State has \$100 million set aside for Raise the Age in the State budget. If we comply with the tax cap, then 100 percent of the Raise the Age costs will be paid. The budget that we submit to you will show the full reimbursement. Mr. Potter commented so you will meet the tax cap by budgeting the cost and anticipating the revenues from the State.

MOTION: APPROVING A 16B REQUEST TO CREATE AN ADDITIONAL COUNTY ATTORNEY POSITION AND WAIVING RULE 16B OF THE RULES OF PROCEDURE TO CREATE AN ADDITIONAL SENIOR TYPIST POSITION WITHIN THE LAW DEPARTMENT MADE BY MRS. LANDO. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. **Acting IT Director** – Mr. Wheeler informed the committee that Ken Peaslee has retired and they have received applications for IT Director. In the interim, they are working with Mr. Wolverton and staff on a transition plan. Mike Flint is the current Deputy IT Director and a long-time employee. He would like to appoint him as Acting IT Director. Mr. Wolverton is very capable and we will go through this interim process which will give Mr. Flint time to coach Mr. Wolverton and do some on-the-job training. He asked that the committee ratify the appointment of Mike Flint as Acting IT Director with an increase in salary of \$10,000, which would bring his

total annual salary to \$87,119. Mr. Wheeler commented Mr. Flint has indicated that he will be retiring at the end of September. He anticipates coming back to committee in October to appoint a permanent IT Director.

MOTION: APPOINTING MIKE FLINT AS INTERIM INFORMATION TECHNOLOGY DIRECTOR THROUGH SEPTEMBER 30, 2018, AND INCREASING HIS SALARY TO \$87,119 MADE BY MS. LATTIMER. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: TO ADJOURN REGULAR SESSION AND RECONVENE IN EXECUTIVE SESSION PURSUANT TO PUBLIC OFFICERS' LAW, ARTICLE 7§ 105.1.F. THE MEDICAL, FINANCIAL, CREDIT OR EMPLOYMENT HISTORY OF A PARTICULAR PERSON OR CORPORATION, OR MATTERS LEADING TO THE APPOINTMENT, EMPLOYMENT, PROMOTION, DEMOTION, DISCIPLINE, SUSPENSION, DIMISSAL OR REMOVAL OF A PARTICULAR PERSON OR CORPORATION MADE BY MS. LATTIMER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

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

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

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

****NEXT MEETING SCHEDULED FOR**
Tuesday, September 11, 2018
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 5, 2018**

STEBEN COUNTY ADMINISTRATION COMMITTEE

Special Meeting

Monday, August 27, 2018

9:45 a.m.

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

****MINUTES****

COMMITTEE:	Brian C. Schu, Chair Robin K. Lattimer	Scott J. Van Etten, Vice Chair	Carol A. Ferratella
STAFF:	Jack K. Wheeler Cheryl Crocker	Mitchell Alger	Nate Alderman
LEGISLATORS:	Joseph J. Hauryski Steven P. Maio Robert V. Nichols Thomas J. Ryan	K. Michael Hanna John V. Malter Frederick G. Potter Gary D. Swackhamer	Kelly H. Fitzpatrick Aaron I. Mullen Gary B. Roush Randolph J. Weaver
ABSENT:	Hilda T. Lando		

I. CALL TO ORDER

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

II. GENERAL BUSINESS

A. **Amendment to Management Salary Plan** – Mr. Alderman stated earlier this month, the Administration Committee discussed, and approved, removing the Deputy Superintendent of Buildings & Grounds and the Deputy Probation Director II from the union and placing them in management grades. The Deputy Superintendent of Buildings and Grounds would be a Management Grade D, and the Deputy Probation Director II would be a Management Grade F.

Mr. Wheeler commented the resolution on today’s agenda shows the salary grades for both. The mid-point for Grade D is \$60,000 and Grade F is \$72,000. The department head can appoint up to the midpoint. Both of these positions will result in increases to their current salary. The increase for the Deputy Superintendent of Buildings and Grounds will be a more significant bump to get parity with the employees he supervises. Mr. Van Etten asked for a clarification of “bump”. Mr. Alderman stated the Deputy Superintendent of Buildings and Grounds will probably be an increase of about \$10,000 and the Deputy Probation Director II would be between a \$3,000 - \$4,000 increase.

Mr. Van Etten asked why is this an issue now and what has changed? Mr. Wheeler replied this has always been an issue. We have been trying to get the deputy positions out of the bargaining unit for a number of years.

MOTION: AMENDING THE MANAGEMENT SALARY PLAN TO INCLUDE THE DEPUTY SUPERINTENDENT OF BUILDINGS AND GROUNDS AT A GRADE D, AND THE DEPUTY PROBATION DIRECTOR II AT A GRADE F MADE BY MRS. FERRATELLA. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.

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

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

STEBEN COUNTY ADMINISTRATION COMMITTEE

Tuesday, September 11, 2018

9:00 a.m.

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

****MINUTES****

COMMITTEE:	Brian C. Schu, Chair Robin K. Lattimer	Scott J. Van Etten, Vice Chair Carol A. Ferratella	Hilda T. Lando
STAFF:	Jack K. Wheeler Lise Reynolds Sue Cranmer Pat Donnelly Alan Reed	Mitchell Alger Brenda Mori Jennifer Prossick Vince Spagnoletti James Allard	Tim Marshall Wendy Jordan Andy Morse Nate Alderman Jennifer DeMonstoy
LEGISLATORS:	Joseph J. Hauryski Gary D. Swackhamer	John V. Malter	Gary B. Roush
OTHERS:	Mary Perham James Post, <i>The Leader</i>		

I. CALL TO ORDER

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

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE AUGUST 14, 2018, AND AUGUST 27, 2018, MEETINGS MADE BY MS. LATTIMER. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

III. DEPARTMENT REQUESTS

A. Clerk of the Legislature

1. **Retirement Reporting** – Ms. Mori reported they have three individuals who missed the deadline for the previous resolution submission. Two of those individuals have submitted their records of activity and another resolution is required to capture those records.

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

B. Purchasing

1. **Quarterly Copy Paper Bid Award** – Mr. Morse stated they received three bids and he recommended awarding to the low bidder, W. B. Mason for \$27.19 per case. This represents a \$.28 decrease from the last quarter. Mr. Schu asked can we bid the purchase of paper every six months? Mr. Morse replied we could, but logistically that would create problems with regard to storage.

MOTION: AWARDING THE QUARTERLY COPY PAPER BID TO THE LOW BIDDER, W. B. MASON FOR \$27.19 PER CASE MADE BY MRS. FERRATELLA. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

C. Emergency Management Office

1. **Coroners and Coroners Aide Salary Increase** – Mr. Marshall informed the committee that while they were making changes to their contract with the medical examiner's office, they had a chance to meet with the Coroners to discuss various issues, one of them being salary. It has been eight years since the Coroners have had a raise. After discussing with Mr. Wheeler, he is proposing increasing the Coroners pay from \$200 per case to \$225 per case. The Coroners average about 260 cases per year.

Mr. Wheeler replied this will equate to about a \$6,000 increase in the budget. If approved, the raise would be effective January 2019.

MOTION: APPROVING AN INCREASE IN THE CORONERS PAY FROM \$200 PER CASE TO \$225 PER CASE MADE BY MRS. LANDO. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

Mr. Marshall stated the Coroners Aides drive the van and transport bodies to the medical examiner's office. With the changes made to the medical examiner's contract and the issues we are having with the number of aides that are able to respond, he is recommending an increase to their pay. Currently they are paid \$100 per trip. In looking at the budget, he is requesting an increase to \$150 per trip. This is more of a recruitment and retention issue. Some of the aides will also be traveling some extra miles now that they are traveling to Binghamton instead of Rochester. If you approve the increase to \$150 per trip, they are averaging about five hours per trip which equates to \$30.00 per hour. There is money in our budget and does not represent a change as we have enough money to cover this increase.

Mr. Wheeler commented there is \$8,000 in that line item and we would not need to increase the budget. This is a less expensive option to having funeral homes doing as they are significantly more expensive.

Ms. Lattimer asked would this be effective immediately? Mr. Marshall replied he would like to see if they could do that. It would allow him to encourage those individuals already on our list to continue to take calls.

MOTION: APPROVING AN INCREASE IN CORONERS AIDE PAY FROM \$100 TO \$150 PER TRIP MADE BY MS. LATTIMER. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

D. Personnel

1. **Public Works Upgrade (Grade XIII to Grade XV)** – Mr. Alderman stated that Mr. Spagnoletti is requesting an upgrade of a **Machinery** Shop Supervisor from a Grade XIII to a Grade XV. This will require the approval of the union.

Mr. Spagnoletti explained the **Machinery** Shop Operator is in charge of all equipment in all of the highway shops and also helps with the equipment maintenance at the Landfill. The District Supervisor overseeing the County Highway Shops are a Grade XV. He feels that a Grade XV corresponds to the duties of the **Machinery** Shop Supervisor. If approved, this would represent a \$4,235 increase. The Grade XIII is \$53,653 and the Grade XV is \$57,888. This would become effective in 2019.

MOTION: AUTHORIZING THE UPGRADE OF A **MACHINERY SHOP SUPERVISOR FROM A GRADE XIII TO A GRADE XV IN THE PUBLIC WORKS DEPARTMENT, CONTINGENT UPON UNION APPROVAL MADE BY MRS. LANDO. SECONDED BY MRS. FERRATELLA FOR DISCUSSION.**

Mr. Van Etten stated this request was approved by the Public Works Committee. The question that he did not ask at the Public Works meeting is are we doing this for the position itself, or for the individual? Mr. Spagnoletti replied it is for the position. Mr. Van Etten asked is there any likelihood that the union will not approve? Mr. Alderman replied it is possible, but he assumes they will approve it.

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

2. **Transfer – Office of Community Services** – Mr. Alderman requested authorization to transfer a vacant Social Work Assistant position, Grade XII from the Office of Community Services to the Department of Social Services. Ms. Reynolds explained we currently fund this position, which is our Disability Assistant who specifically assists people with their applications for Social Security Disability. The individual in that position is retiring and it makes sense, upon their retirement, to transfer the position to our department. Mr. Wheeler commented Dr. Chapman is in agreement with this.

MOTION: AUTHORIZING THE TRANSFER OF A VACANT STAFF SOCIAL WORKER POSITION, GRADE XII, FROM THE OFFICE OF COMMUNITY SERVICES TO THE DEPARTMENT OF SOCIAL SERVICES MADE BY MS. LATTIMER. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

3. **Sheriff – Reclassification** – Sheriff Allard requested authorization to reclassify six full-time Court Security Officers to full-time Corrections Officers. This reclassification is beneficial to both divisions and we have met with the union who are in agreement. This reclassification will result in the same grade and same pay, with no additional cost. There will be a slight change to the hours of work going from 37.5 hours to 40 hours.

MOTION: AUTHORIZING THE RECLASSIFICATION OF SIX FULL-TIME COURT SECURITY OFFICERS TO FULL-TIME CORRECTIONS OFFICERS IN THE SHERIFF'S OFFICE, CONTINGENT UPON UNION APPROVAL, MADE BY MR. VAN ETEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

E. Commissioner of Finance

1. **Hornell Courthouse** – Mr. Donnelly stated in October 2017, the Administration Committee authorized a quit claim deed to the City of Hornell relative to the Hornell Courthouse, which was then approved by the Legislature. That was rescinded by the Legislature on July 23, 2018. Mr. Donnelly requested authorization to dispose of the Hornell Courthouse via a public auction sale and also requested authorization to issue an RFP for auctioneering services for non-tax acquired properties.

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO DISPOSE OF THE HORNELL COURTHOUSE VIA A PUBLIC AUCTION SALE AT A DATE TO BE DETERMINED, AND AUTHORIZING, IN CONJUNCTION WITH THE PURCHASING DIRECTOR, THE ISSUANCE OF A REQUEST FOR PROPOSALS FOR AUCTIONEERING SERVICES FOR NON-TAX ACQUIRED PROPERTIES MADE BY MR. VAN ETEN. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

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

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

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

**Tuesday, October 9, 2018
Legislative Committee Room
9:00 a.m.**

**Please send agenda items to the Clerk of the Legislature's Office
NO LATER THAN NOON
Wednesday, October 3, 2018.**

STEBEN COUNTY ADMINISTRATION COMMITTEE

Tuesday, October 9, 2018

9:30 a.m.

Legislative Chambers

Steuben County Office Building

Bath, New York

****MINUTES****

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

STAFF: Jack K. Wheeler Mitchell Alger Scott Sprague
Nate Alderman Jim Gallagher Vicki Jones
Jennifer Prossick Rob Wolverton Alan Reed
Wendy Jordan Brenda Mori Judy Hunter
Brooks Baker Tammy Hurd-Harvey Andy Morse

LEGISLATORS: Joseph J. Hauryski Kelly H. Fitzpatrick K. Michael Hanna
John V. Malter Frederick G. Potter

ABSENT: Brian C. Schu, Chair

OTHERS: Youth-In-Government Interns
Mary Perham

I. CALL TO ORDER

Mr. Van Etten called the meeting to order at 9:30 a.m. and led the Pledge of Allegiance.

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE SEPTEMBER 11, 2018, MEETING MADE BY MRS. FERRATELLA. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

III. DEPARTMENT REQUESTS

A. Information Technology

1. **RFP for Phone System Maintenance and Monitoring** – Mr. Wolverton requested authorization to put out requests for proposals for phone system maintenance. We have been using Ronco and are paying \$41,321 annually. That contract will be up in February.

MOTION: AUTHORIZING THE INTERIM DIRECTOR OF INFORMATION TECHNOLOGY, IN CONJUNCTION WITH THE PURCHASING DIRECTOR, TO ISSUE AN RFP FOR PHONE SYSTEM MAINTENANCE AND MONITORING MADE BY MRS. LANDO. SECONDED BY MRS. FERRATELLA FOR DISCUSSION.

Mr. Van Etten asked how many potential vendors are out there that could respond? Mr. Wolverton replied last time we put this out to bid, we had four responses. Mr. Van Etten asked how long was the contract with Ronco? Mr. Wolverton replied 5 years. Mrs. Lando asked will there be any additional costs because of the new building? Mr. Wolverton replied there should not be anything extra over what we currently have.

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

2. **Contract Renewal** – Mr. Wolverton informed the committee that they have a contract with Instream for the Filebound Scanning software. That contract has expired and he requested authorization to extend it for one year. The cost of the contract is for the licensing. We pay an annual licensing fee up to 1 million pages at a rate of \$10,235. We currently have seven departments utilizing this software with 565,000 pages scanned. Within those seven departments, there are 88 different projects. Mr. Van Etten asked what about storage capacity? Mr. Wolverton replied we will have plenty of storage.

MOTION: AUTHORIZING THE INTERIM DIRECTOR OF INFORMATION TECNOLOGY TO EXTEND THE CONTRACT WITH INSTREAM FOR THE FILEBOUND SCANNING SOFTWARE FOR A LICENSING FEE OF \$10,235 FOR UP TO 1 MILLION PAGES MADE BY MRS. LANDO. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

B. District Attorney

1. **Raise the Age Funding** – Mr. Baker stated he is looking for funding to cover on-call services for Senior Assistant District Attorney James Miller relative to Raise the Age. He is requesting to compensate Mr. Miller at a rate of \$50.00 per hour for on-call duty, not to exceed \$2,300 for the remainder of 2018 and \$9,100 for 2019.

MOTION: APPROVING THE DISTRICT ATTORNEY'S REQUEST TO COMPENSATE SENIOR ASSISTANT DISTRICT ATTORNEY JAMES MILLER \$50.00 PER DAY FOR ON-CALL DUTY RELATIVE TO RAISE THE AGE FOR THE REMAINDER OF 2018, NOT TO EXCEED \$2,300, AND FOR 2019 NOT TO EXCEED \$9,100 MADE BY MRS. FERRATELLA. SECONDED BY MS. LATTIMER FOR DISCUSSION.

Mr. Wheeler explained if approved, he and the Commissioner of Finance are authorized to sign the transfer. Most likely this would come out of the overall personal services line overage. Mr. Baker commented he may have some funds available in his budget due to an unused Assistant District Attorney position. Mr. Wheeler stated we will be seeking reimbursement from the State for this. Mrs. Lando asked if the committee could get a report of how this is going at the end of this year? Mr. Baker replied yes. The new regulations took effect October 1st and we are already on-call now and he is splitting that time with Mr. Miller.

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

C. Risk Manager

1. **Insurance RFP** – Mr. Sprague informed the committee that they put out a request for proposals for brokerage services in early July and we received five responses which included our current agent and four other companies. The RFP was very detailed around brokerage services and what they can do for the County. We met with four of the five vendors; we did not meet with our current broker. The review committee consisted of himself, Mr. Wheeler, Mr. Alger, Mr. Reed, Ms. Prossick and Mrs. Jones. We talked with a number of references and there were two companies that we felt were most qualified; Haylor, Freyer & Coon and One Group. Both of these companies have an online program called Succeed. This program is very detailed and will do a lot for us including tracking incident reports and MSDS on-line. He recommended awarding the RFP to Haylor, Freyer & Coon for a five year contract. If approved, he would recommend immediate appointment of them as our new agent effective now so that we can do the broker change from the current carrier. Next year we will then look at exploring full insurance renewals.

Ms. Lattimer asked after review by the review committee and checking references, what tipped you toward Haylor, Freyer & Coon? Mr. Sprague replied he knows both companies very well and they are both great. One Group is a large organization and he felt that Haylor, Freyer & Coon may be a better fit since they are a smaller organization. Mrs. Lando asked you checked references? Mr. Sprague replied yes and they were all very happy with them.

Mr. Van Etten asked how long have we been with Rose & Kiernan? Mr. Sprague replied we have been with them since 2012 with a one year extension. They have done well for us, but the process was to put out an RFP to see

what we could find. Mr. Van Etten commented it is interesting that the RFP has no cost associated with it. Hopefully the cost will be equal to or less than what we are paying Rose & Kiernan. Mr. Sprague explained the broker gets paid from the carriers. All of the extra programs are not added costs. We went out to market about three years ago for insurance coverage and it is time to do that again.

Mrs. Ferratella asked with this new program, will you be eliminating the company that is currently providing the MSDS? Mr. Sprague replied possibly; we have another year with them. We are hoping that we will see that the Succeed option will do the same thing and it may save us some money.

MOTION: AWARDING THE RFP FOR INSURANCE BROKERAGE SERVICES TO HAYLOR, FREYER & COON MADE BY MRS. LANDO. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

D. Personnel

1. **Administrative Code Amendment** – Mr. Alderman requested authorization to amend the *Administrative Code* relative to the policy on Sex Discrimination and Sexual Harassment in response to a new State Law. We did have Roemer modify our policy and believe that it complies with the requirements of the new State law which takes effect October 9th.

Mr. Van Etten asked what has changed? Mr. Alderman replied the most significant change relates to the personal liability aspect. Also, if an employee allows sex discrimination or sexual harassment to occur without taking appropriate action, the County may not be able to indemnify them. Initially the State said everyone had to be trained by January 1, 2019. In addition to our annual employee training, we have to expand who we train as we are now responsible for ensuring that vendors, volunteers, etc. are trained. That portion is very significant. They have now extended the deadline to complete training to October 2019. He explained the State has put together a model training and model policy.

Mrs. Lando asked can we email that to employees and managers. Mr. Wheeler stated if you approve the changes, our policy will be updated tomorrow. Our annual trainings start next week and will be occurring over the course of the next couple of months.

Mr. Reed commented there is a requirement of reporting that goes to if the employee knows or should have known. One of the key components of training is to identify when you should know when something should be reported. We have already starting working on the contract template to address this. We need to make sure our vendors are aware they need to train their employees too. Mr. Van Etten stated some County officials are already indemnified; does this supersede that? Mr. Reed replied yes. If they are involved in this type of conduct and are not acting within the scope of their duties, they will no longer be indemnified. However, the County may still have to pay for that defense.

Mrs. Lando commented this is a hot topic across the country and the more people we can let know about this, the better. We cannot communicate this enough. Mr. Alderman stated everyone who attends the annual training will receive a copy of the new policy. We will try to get word out there the best we can. The biggest key is to make sure the policy is in place. Mr. Reed commented we want to have a careful culture. This deals with safety and it is important to be proactive. Hopefully that is the culture that is created. We need to be careful of fellow employees and perform our duties in a safe environment.

MOTION: AMENDING THE ADMINISTRATIVE CODE TO REFLECT UPDATES TO THE POLICY AGAINST SEX DISCRIMINATION AND SEXUAL HARRASSMENT MADE BY MRS. FERRATELLA. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

2. **Informational** – Mr. Alderman informed the committee that they received a letter from the ServeU Federal Credit Union that now makes County employees eligible to join. Our employees already are eligible for membership at the VAC Federal Employees Credit Union.

MOTION: TO ADJOURN REGULAR SESSION AND RECONVENE IN EXECUTIVE SESSION PURSUANT TO PUBLIC OFFICERS' LAW, ARTICLE 7§ 105.1.F. THE MEDICAL, FINANCIAL, CREDIT OR EMPLOYMENT HISTORY OF A PARTICULAR PERSON OR CORPORATION, OR MATTERS LEADING TO THE APPOINTMENT, EMPLOYMENT, PROMOTION, DEMOTION, DISCIPLINE, SUSPENSION, DISMISSAL OR REMOVAL OF A PARTICULAR PERSON OR CORPORATION MADE BY MRS. FERRATELLA. SECONDED BY MS. LATTIMER. 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: APPROVING MANAGEMENT SALARY INCREASES OF 2 PERCENT, 2.25 PERCENT AND 2.5 PERCENT, BASED ON EVALUATION AS PRESENTED, EFFECTIVE JANUARY 1, 2019 MADE BY MRS. LANDO. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

MOTION: SETTING THE SALARY FOR THE DIRECTOR OF WEIGHTS & MEASURES AT \$66,769.00, EFFECTIVE JANUARY 1, 2019, MADE BY MRS. LANDO. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

MOTION: SETTING THE SALARY FOR THE DIRECTOR OF PURCHASING AT \$66,769.00, EFFECTIVE JANUARY 1, 2019, MADE BY MRS. LANDO. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

MOTION: SETTING THE SALARY FOR THOMAS HILLMAN, SOCIAL SERVICES ATTORNEY, AT \$66,769.00, EFFECTIVE JANUARY 1, 2019, MADE BY MRS. LANDO. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

MOTION: SETTING THE SALARY FOR THE COUNTY CLERK AT \$69,070.00, EFFECTIVE JANUARY 1, 2019, MADE BY MRS. LANDO. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

MOTION: SETTING THE SALARY FOR THE SHERIFF AT \$90,000.00, EFFECTIVE JANUARY 1, 2019, MADE BY MRS. LANDO. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

MOTION: SETTING THE SALARY FOR THE COUNTY ATTORNEY AT \$131,695.00, EFFECTIVE JANUARY 1, 2019, MADE BY MRS. LANDO. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

MOTION: SETTING THE SALARY FOR THE COUNTY MANAGER AT \$134,316.00, EFFECTIVE JANUARY 1, 2019, MADE BY MRS. LANDO. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

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

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

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

Tuesday, November 13, 2018

Legislative Committee Room

9:00 a.m.

Please send agenda items to the Clerk of the Legislature's Office

NO LATER THAN NOON

Wednesday, November 7, 2018.

STEBEN COUNTY ADMINISTRATION COMMITTEE

Tuesday, November 13, 2018

9:00 a.m.

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

****MINUTES****

COMMITTEE:	Brian C. Schu, Chair	Robin K. Lattimer	Carol A. Ferratella
STAFF:	Jack K. Wheeler Andy Morse Jennifer DeMonstoy Jennifer Prossick	Mitch Alger Tim Marshall Nate Alderman Brenda Mori	Alan Reed Judy Hunter Wendy Jordan
LEGISLATORS:	Joseph J. Hauryski Frederick G. Potter	Kelly H. Fitzpatrick Gary B. Roush	John V. Malter Gary D. Swackhamer
ABSENT:	Scott J. Van Etten, Vice Chair	Hilda T. Lando	

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 OCTOBER 9, 2018, MEETING MADE BY MS. LATTIMER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

III. DEPARTMENTAL REQUESTS

A. County Clerk

1. **Semi-Annual Mortgage Tax Distribution** – Mrs. Hunter informed the committee that they have collected \$598,345.12 for the period April 1st – September 30th.

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

B. Purchasing

1. **Quarterly Copy Paper Bid Award** – Mr. Morse informed the committee they received two bids from Contract Paper for \$29.24 per case and W.B. Mason for \$28.33 per case. He recommended awarding to the low bidder, W.B. Mason. This represents an increase of \$1.14 per case from last quarter.

MOTION: AWARDING THE QUARTERLY COPY PAPER TO THE LOW BIDDER, W.B. MASON AT A COST OF \$28.33 PER CASE MADE BY MRS. FERRATELLA. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

2. **Contract Renewal – Ricoh Copier Fleet** – Mr. Morse requested authorization to renew their contract with Dynamic Advantage for maintenance and service for the Ricoh Copier Fleet. This is the first renewal of four. Using this vendor, we have saved \$18,840 from last year. He commented over the course of the next four years we will be phasing out the Ricoh machines and going to Toshiba.

MOTION: AUTHORIZING THE PURCHASING DIRECTOR TO RENEW THE CONTRACT WITH DYNAMIC ADVANTAGE FOR THE MAINTENANCE AND SERVICE OF THE RICOH COPIER FLEET UNDER THE SAME TERMS AND CONDITIONS MADE BY MS. LATTIMER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

3. **Security Services** – Mr. Morse informed the committee that in the past we had to put out an RFP for security services, however, this is now available on State contract. We currently use Securitas and they are now on the State contract. He requested authorization to award the contract to Securitas at prevailing wage with 23.6 percent to cover administration. That administrative fee will increase to 25.01 percent after January 1st.

MOTION: AWARDING THE SECURITY SERVICES CONTRACT TO SECURITAS VIA STATE CONTRACT AT PREVAILING WAGE PLUS 23.6 PERCENT TO COVER ADMINISTRATION MADE BY MRS. FERRATELLA. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

C. Real Property Tax Service Agency

1. **Adopting the Table of Equalization Rates** – Mrs. Jordan presented the Table of Equalization Rates for review and approval. She noted the following municipalities have gone to 100 percent: Addison, Bath, Town of Corning, Dansville and Hornby. Bradford is at 77 percent and there were also changes for Cohocton, Jasper, Tuscarora and Woodhull. Mrs. Ferratella asked is Lindley going through a reval? Mrs. Jordan replied they are planning to go to 100 percent for the 2019 roll.

MOTION: APPROVING THE TABLE OF EQUALIZATION RATES AND FORWARDING TO THE FULL LEGISLATURE MADE BY MRS. FERRATELLA. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 3-0. Resolution Required.

2. **Filing the Report of County Equalization for Spread and Levy of the County Tax** – Mrs. Jordan distributed the LA22 report for review. She noted that there were issues with the Town of Bath as there was a large error on the former Health Care Facility assessed value. The assessed value was put in as \$34 million too high. That error was found and corrected, but the school had already issued the school tax bill. This report reflects the corrected amounts. The assessor had entered the incorrect sales price in 2014 and apparently that incorrect number was used to set the assessed value.

Mr. Swachamer asked how does this compare to last year? Mr. Wheeler replied there were a few hundred million increase. The 2019 average county tax rate is going down about 2 percent.

MOTION: APPROVING THE REPORT OF COUNTY EQUALIZATION FOR THE SPREAD AND LEVY OF THE COUNTY TAX AND FORWARDING TO THE FULL LEGISLATURE MADE BY MS. LATTIMER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 3-0. Resolution Required.

3. **Review Report % of Change Due to Equalization and Valuation Change** – The most notable increases in distribution were Bath, Bradford and Addison. The Town of Corning had a large decrease. In the Town of Caton, the Corning Natural Gas Company Station has three engines that are no longer in use and the assessed value decreased. There was also a decrease in Campbell due to the sale of the former Kraft plant and the issuance of a new PILOT. Mr. Reed commented with regard to the compressors for Corning Natural Gas, there is an exception for inclusion and it was his understanding that Caton had previously removed those compressors. That is something that we want to look into. Mrs. Jordan stated there were also changes in Hornby, Hartsville and Tuscarora.

Mrs. Ferratella asked who should be reviewing the issue with Caton? Mrs. Jordan replied there were discussions beforehand with the assessor and the State Office of Real Property Utility Advisement Unit. The State advised them to not value those engines. Mrs. Ferratella asked where they not valued previously? Mrs. Jordan replied she can look into that and see what was being assessed. Mrs. Ferratella commented that is a big issue for them. Mr.

Reed stated there was a case that came up in the 4th Appellate Judicial Department that said compressors are not assessable and that is why the State suggested not including it. It is very significant that the decision is split in the State.

MOTION: APPROVING THE REPORT OF PERCENT CHANGES DUE TO EQUALIZATION AND VALUATION CHANGE AND FORWARDING TO THE FULL LEGISLATURE MADE BY MRS. FERRATELLA. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 3-0. Resolution Required.

4. **Filing the Exemption Impact Report** – Mrs. Jordan reviewed the Exemption Impact Report. This shows the equalized value of all exemptions and is required to be attached to the budget.

MOTION: APPROVING THE EXEMPTION IMPACT REPORT AND FORWARDING TO THE FULL LEGISLATURE MADE BY MS. LATTIMER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 3-0. Resolution Required.

Mr. Malter asked do you have a listing, by district, of the total exemptions? Mrs. Jordan replied yes, we have a detailed report by municipality. Mr. Malter requested Mrs. Jordan to send him a copy of that.

MOTION: TO ADJOURN REGULAR SESSION AND RECONVENE IN EXECUTIVE SESSION PURSUANT TO PUBLIC OFFICERS' LAW, ARTICLE 7§ 105.1.F. THE MEDICAL, FINANCIAL, CREDIT OR EMPLOYMENT HISTORY OF A PARTICULAR PERSON OR CORPORATION, OR MATTERS LEADING TO THE APPOINTMENT, EMPLOYMENT, PROMOTION, DEMOTION, DISCIPLINE, SUSPENSION, DISMISSAL OR REMOVAL OF A PARTICULAR PERSON OR CORPORATION MADE BY MRS. FERRATELLA. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

MOTION: TO ADJOURN EXECUTIVE SESSION AND RECONVENE IN REGULAR SESSION MADE BY MS. LATTIMER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

MOTION: TO ADJOURN MADE BY MS. LATTIMER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

****NEXT MEETING SCHEDULED FOR**
Tuesday, December 11, 2018
Legislative Committee Room
9:00 a.m.**

**Please send agenda items to the Clerk of the Legislature's Office
NO LATER THAN NOON
Wednesday, December 5, 2018**

STEBEN COUNTY ADMINISTRATION COMMITTEE

Tuesday, December 11, 2018

9:00 a.m.

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

****MINUTES****

COMMITTEE:	Brian C. Schu, Chair Hilda T. Lando	Scott J. Van Etten, Vice Chair Robin K. Lattimer	Carol A. Ferratella
STAFF:	Jack K. Wheeler Scott Sprague Vicki Olin Jennifer DeMonstoy Andy Morse Vince Spagnoletti	Mitchell Alger Brenda Mori Kelly Penziul Alan Reed Sue Cranmer Tammy Hurd-Harvey	Tina Goodwin Nate Alderman Rob Wolverton Kathy Muller Wendy Jordan Pat Donnelly
LEGISLATORS:	Joseph J. Hauryski John V. Malter Thomas J. Ryan	Kelly H. Fitzpatrick Frederick G. Potter Gary D. Swackhamer	K. Michael Hanna Gary B. Roush
OTHERS:	Mary Perham		

I. CALL TO ORDER

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

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE NOVEMBER 13, 2018, MEETING MADE BY MRS. LANDO. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

III. DEPARTMENT REQUESTS

A. Risk Manager

1. **Transferring Tail Claims from Corvel to PERMA** – Mr. Sprague requested authorization to transfer tail claims from Corvel to PERMA. We have tail claims with Corvel going back to the 1990’s. PERMA provides good service with regard to their ability to close claims. He thinks that transferring these tail claims to PERMA will give us the same services that we currently get with our other claims.

Mr. Wheeler commented we can do that for essentially the same cost. When we first went with PERMA we had asked them to take over the original claims, and at that time they did not want to. Now they are telling us that transferring those tail claims to them would be to our benefit. The transfer would be effective January 1, 2019.

MOTION: AUTHORIZING THE RISK MANAGER TO TRANSFER COUNTY TAIL CLAIMS FROM CORVEL TO PERMA MADE BY MR. VAN ETEN. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

B. Information Technology

1. **RFP for IT Asset Recycling** – Mr. Wolverton requested authorization to issue a request for proposal for IT asset recycling. This would involve a company coming in and purchasing IT assets and paying us

for them. He would like to do an RFP to see if this is something we should do. Mrs. Lando asked what would we be recycling? Mr. Wolverton replied our hardware, computer monitors, etc.

MOTION: AUTHORIZING THE ACTING DIRECTOR OF INFORMATION TECHNOLOGY, IN CONJUNCTION WITH THE PURCHASING DIRECTOR, TO ISSUE A REQUEST FOR PROPOSALS FOR IT ASSET RECYCLING MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. **Request to Purchase Network Security Software/Hardware** – Mr. Wolverton stated he had sent out information to the Legislators on Darktrace, which would be a cyber defense for our network. We have been using Darktrace on a trial basis and it has been very good. We have looked at other security software/hardware. Darktrace monitors network traffic to see what the servers and network are doing. He received three quotes. He would recommend pursuing the purchase of Darktrace and paying for three years up front for a total cost of \$98,954.34. We do have \$120,000 available in our Network Security Capital Project.

Mr. Van Etten asked what are we currently using? Mr. Wolverton replied currently we get calls to the Help Desk when there is a problem and then we do the search manually. With Darktrace, it will alert us by email if it finds something abnormal. Mrs. Lando asked does it only do alerts? Mr. Wolverton replied no, you can do actions. If you set up rules, you can block things from happening.

MOTION: AUTHORIZING THE ACTING DIRECTOR OF INFORMATION TECHNOLOGY TO PURCHASE DARKTRACE NETWORK SECURITY SOFTWARE AND HARDWARE OFF STATE CONTRACT FOR A THREE YEAR UP FRONT COST OF \$98,954.34 MADE BY MRS. LANDO. SECONDED BY MR. VAN ETTEN FOR DISCUSSION.

Mrs. Ferratella asked will there be a maintenance contract with this? Mr. Wolverton replied this price includes maintenance for three years. We have a server that is already preconfigured and set up. Mr. Malter stated there is no cost to the system that you are currently using. Mr. Wolverton stated we do not have a system at this point.

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

C. Commissioner of Finance

1. **Appropriate Revenue from Insurance Proceeds Related to Cohocton Shop Fire** – Mrs. Hurd-Harvey informed the committee that they received \$424,254 from the insurance for the Cohocton Shop fire. We have spent \$82,338 for the repair and replacement of primarily equipment. All of that has been spent out of the Judgements and Claims line item. She requested authorization to appropriate \$82,338 of the insurance proceeds to the Judgements and Claims line item and to appropriate the remaining proceeds of \$341,916 into the Rebuild Cohocton Shop Capital Project.

Mrs. Lando asked will we have enough insurance money to rebuild the shop? Mr. Wheeler replied we have not finalized that. We are still working with the insurance company. We have been cautious to appropriate this as we feel that we are entitled to more.

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO APPROPRIATE INSURANCE PROCEEDS REVENUE IN THE AMOUNT OF \$82,338 INTO THE JUDGEMENT AND CLAIMS LINE ITEM AND APPROPRIATING THE REMAINING INSURANCE PROCEEDS OF \$341,916 INTO THE CAPITAL PROJECT ENTITLED “REBUILD COHOTON SHOP” MADE BY MS. LATTIMER. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

2. **RFP for Lien Searches in Connection to Real Property Foreclosure Process** – Mrs. Hurd-Harvey informed the committee that their title searcher is retiring in July. We would like to put out an RFP after the first of the year for this service. Mr. Reed commented this is a critical function in the in rem process.

Mr. Schu asked our title searcher is retiring and you will not be filling that position? Mrs. Hurd-Harvey replied we may still fill that position. We are going to see how this goes. Given the way our hiring process is, it is difficult to get people in and we do not know when the test will be given. Mr. Reed stated it is not unusual to contract out lien searches.

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE, IN CONJUNCTION WITH THE PURCHASING DIRECTOR, TO ISSUE A REQUEST FOR PROPOSAL FOR LIEN SEARCHES IN CONNECTION TO THE REAL PROPERTY FORECLOSURE PROCESS MADE BY MR. VAN ETTEN. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

3. **Stop Loss Coverage** – Mrs. Hurd-Harvey stated that Gallagher Benefits, on our behalf, solicited proposals for stop loss coverage on our health insurance plan. Seven quotes were received. She had sent out an email depicting the proposal from Sun Life who had the most reasonable premium at all deductible levels. Mr. Van Etten asked what is the annual cost? Mrs. Hurd-Harvey replied it is based on the stop loss level. For example, the annual cost for a stop loss level of \$200,000 would be \$624,800.

Mr. Wheeler explained our real risk is the catastrophic claim. We have put aside approximately \$3 million for health insurance high-cost claims. Having stop loss coverage of \$750,000 - \$1,000,000 seems like a good idea. He stated his preference would be to go with stop loss coverage of \$750,000 for an annual cost of \$111,800. The other option would be to take the \$111,000 you would be spending and put that into a reserve and build that up.

Mr. Van Etten commented looking at the high cost claims history, the most claims were in the \$100,000 - \$199,999 category, with an average of 7 claims per year. That is about \$1.4 million and it would cost us \$624,800 to have that coverage. Mr. Wheeler commented if you have a chronic individual with high cost claims, they will either not cover that individual, or cover them at a higher SIR.

Mr. Van Etten asked you are recommending the \$750,000 level? Mr. Wheeler replied that is his recommendation. They built in costs into our plan for stop loss at more of the \$200,000 - \$300,000 level. He stated his personal opinion is to go with the \$750,000 level.

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO CONTRACT WITH SUN LIFE TO PROVIDE STOP LOSS COVERAGE OF \$750,000 FOR AN ANNUAL COST OF \$111,800 MADE BY MR. VAN ETTEN. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

D. Purchasing

1. **Authorizing Bid for Maintenance of Ricoh Copier Fleet** – Mr. Morse stated last month the committee authorized the renewal for the copier maintenance and since then, the vendor has chosen not to renew their contract. He requested authorization to put out a bid for the maintenance of the Ricoh Copier Fleet.

MOTION: AUTHORIZING THE PURCHASING DIRECTOR TO SOLICIT BIDS FOR THE MAINTENANCE OF THE RICOH COPIER FLEET MADE BY MS. LATTIMER. SECONDED BY MRS. FERRATELLA FOR DISCUSSION.

Mr. Van Etten asked why do we have to authorize him to do this? Mr. Wheeler replied this is a gray area of authorizing an RFP. Mr. Morse stated he is doing this as a bid. Mr. Van Etten commented that is part of maintaining business and he thinks that he should be able to come back to the committee with the result of the bid, rather than having to come through this cycle.

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

E. County Manager

1. **Appointment of Elections Commissioners** – Mr. Wheeler recommended the reappointment of Vicki Olin and Kelly Penziul. In the salary resolution they were not listed as they were not mid-term, but their salary was reviewed by this committee in October and he recommended \$54,637 per Commissioner.

MOTION: APPOINTING THE ELECTIONS COMMISSIONERS FOR A TWO-YEAR TERM COMMENCING JANUARY 1, 2019 MADE BY MRS. LANDO. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Mr. Hauryski commented that he has not seen the Commissioners since the last Office Space Committee meeting, and he asked them to provide the status of early voting plans for New York State.

Ms. Olin stated she has reviewed the bills that are out there. The majority of everything that she has read about early voting, party changes, election requires, etc., indicates that if these bills are passed, the State wants it to happen now. Right now, the bill for Early Voting is 10 days before the election, Monday – Sunday. We would have Monday to get everything together to hold the election from 6am – 9pm on Election Day. We could have one poll site in the office. A lot of this is up in the air because the State Board of Elections has to make a decision. If early voting happens in our office, all of the information is confidential and we would have to secure everything and that will have to happen for ten days. The State wants to be able to have a party change up to 10 days before the election. They want New York State to do completely electronic registration. If someone is registered in Monroe County and moves to Steuben, that information would automatically come to us electronically and they would not have to register. Right now, if someone is registered in another county, depending on the information they include on the registration form, we get the name and date of birth. We do not always get the drivers' license, social security number or previous address.

Mrs. Lando asked if we can vote 10 days before the election, will you be able to get the poll books updated prior to the election? Ms. Olin replied we will have to go to electronic poll books.

Mr. Malter commented his understanding is that this is all at county cost. Ms. Olin replied there was something in one of the bills about what the State is covering. There are ten bills out there right now. Every one that she has read is from the Assembly and one was from the Senate. They are looking at combining Primary Day into one day. Currently they are looking at the 4th Tuesday in June. That will move everything up; petitioning, caucuses, mailing cards, etc.

Mrs. Lando commented one of the resolutions the Youth in Government Interns presented was to raise the pay for elections inspectors. Ms. Olin stated with all of these proposed changes, she thinks we will have to. We had hoped that if they approved early voting that they would reduce the number of hours on Election Day. The law says that the polls shall be open from 5am – 10pm. Our elections inspectors are working 16 hours. She stated she would like to look at paying the inspectors up to \$200 for the day. Mr. Potter commented the big problem is if the expense is passed to the towns; they will not have money budgeted for that and that will leave the County holding the bag. Discussion followed.

Mrs. Lando asked for an update on the new voting machines. Ms. Olin stated there are two machines that we are looking at. The first machine is a somewhat updated version of what we currently have and we have voiced our opinion with the company. The second machine is the one that they demonstrated at our conference and we were impressed with it. It has a large TV touchscreen and has a curtain that goes around it. There is no preprinted ballot for that machine and that is a cost savings. The ballot prints on paper and slides down the side of the machine in a clear plastic sleeve. The voter reviews the ballot and then pushes a button if they agree, then the ballot slides into the machine. We are waiting to see if the State will certify this machine and if so, then the vendor will come in and do demonstrations.

2. **Appointment of IT Director** – Mr. Wheeler recommended confirming the appointment of Rob Wolverton as IT Director at a salary of \$84,000, which is below the mid-point. Mr. Van Etten asked is there a term? Mr. Wheeler replied there is no term.

MOTION: CONFIRMING THE APPOINTMENT OF ROB WOLVERTON AS INFORMATION TECHNOLOGY DIRECTOR AT A SALARY OF \$84,000 MADE BY MRS. LANDO. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

3. **Appointment of Commissioner of Social Services** – Mr. Wheeler recommended confirming the reappointment of Kathryn Muller as Commissioner of Social Services for a five-year term commencing February 16, 2019.

MOTION: CONFIRMING THE APPOINTMENT OF THE KATHRYN MULLER AS COMMISSIONER OF SOCIAL SERVICES FOR A FIVE-YEAR TERM COMMENCING FEBRUARY 16, 2019 MADE BY MRS. FERRATELLA. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

4. **Deputy County Manager** – Mr. Wheeler announced that Mitch Alger will be leaving us. We are happy for him. In his service he has done a lot to advance the County. Mr. Wheeler commented that he wanted the committee's sense as to whether they would allow him to do a search and fill his position. The committee was in full agreement.

5. **Public Relations Contract Renewal** – Mr. Wheeler requested authorization to renew the contract for Public Relations services to Perham Communications. Last year the maximum was \$20,000. In the 2019 budget we have increased that to a maximum of \$22,000.

MOTION: AUTHORIZING THE COUNTY MANAGER TO RENEW THE CONTRACT WITH PERHAM COMMUNICATIONS FOR AN ANNUAL COST NOT TO EXCEED \$22,000 MADE BY MRS. FERRATELLA. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

6. **Timekeeping RFP** – Mr. Wheeler stated Mrs. Hurd-Harvey has done a great job of putting everything together. We had interviews with the vendors and viewed presentations along with representatives from the unions. We had five vendors and then narrowed it down. The group unanimously recommends NOVAtime. Monroe County has had a good experience using this vendor. There will be significant efficiencies from a timekeeping standpoint. We have so many processes in which the way time is kept now that is not as standardized as it should be. This software will make the back office functions more efficient. We currently have a couple of single points of failure and have a lot of homegrown systems.

Mr. Wheeler stated one question that remains is a policy decision for which we do not have a recommendation is the use of time clocks. We have a price with and without time clocks. We do have funding available in the IT capital project to pay for this.

Mrs. Lando asked will this fit into our payroll system? Mr. Wheeler replied yes. Mr. Reed stated employers are required to maintain and keep the hours of employees that are non-exempt. We are compliant, but it would be a push to confirm that we know where everyone is. Mr. Van Etten asked what counties have this? Mr. Wheeler replied Monroe and Cattaraugus.

MOTION: AWARDING THE TIMEKEEPING RFP TO ANDREWS TECHNOLOGY/NOVATIME FOR A FIVE-YEAR COST OF \$367,100, INCLUDING 40 TIME CLOCKS MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Mrs. Lando asked when will this become effective? Mr. Wheeler replied with regard to the contract and implementation timeframe, next week at the Legislative meeting there will be a resolution authorizing the transfer

of money and the contract. It will take a few months to integrate into our software. He expects it should be up and running by the second quarter of 2019.

Mrs. Lando commented one of the issues at Corning, Inc. was the maintenance of the time clocks. Mrs. Hurd-Harvey commented they will replace the entire time clock if there is a failure. Mr. Van Etten asked who is the keeper of this system? Mrs. Hurd-Harvey replied it is a shared responsibility. Mr. Wheeler stated the infrastructure and hardware system will be IT and the software will be our office and Personnel.

MOTION: TO ADJOURN REGULAR SESSION AND RECONVENE IN EXECUTIVE SESSION PURSUANT TO PUBLIC OFFICERS' LAW, ARTICLE 7§ 105.1.E. COLLECTIVE NEGOTIATIONS PURSUANT TO ARTICLE FOURTEEN OF THE CIVIL SERVICE LAW AND ARTICLE 7§ 105.1.F. THE MEDICAL, FINANCIAL, CREDIT OR EMPLOYMENT HISTORY OF A PARTICULAR PERSON OR CORPORATION, OR MATTERS LEADING TO THE APPOINTMENT, EMPLOYMENT, PROMOTION, DEMOTION, DISCIPLINE, SUSPENSION, DISMISSAL OR REMOVAL OF A PARTICULAR PERSON OR CORPORATION MADE BY MS. LATTIMER. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

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

MOTION: TO ADJOURN MADE BY MS. LATTIMER. 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, January 8, 2019
Legislative Committee Room
9:00 a.m.**

**Please send agenda items to the Clerk of the Legislature's Office
NO LATER THAN NOON
Wednesday, January 2, 2019**