

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 Deputyies Bargaining Unit. He requested authorization to enter into a

memorandum of agreement with the Deputyies 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**