

STEBEN COUNTY ADMINISTRATION COMMITTEE

Tuesday, August 8, 2017

9:00 a.m.

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

****MINUTES****

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| 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 Wendy Jordan Nate Alderman Jennifer McPhail | Mitchell Alger Jennifer Prossick Andy Morse Jennifer Demonstoy | Hank Chapman Jim Allard Brenda Mori Judy Hunter |
| LEGISLATORS: | Joseph J. Hauryski Gary B. Roush | Kelly H. Fitzpatrick | John V. Malter |
| OTHERS: | Mary Perham | | |

I. CALL TO ORDER

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

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE JULY 11, 2017, MEETING MADE BY MS. LATTIMER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

III. DEPARTMENT REQUESTS

A. Personnel

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

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

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

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

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

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

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

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

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

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

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

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

B. Real Property Tax Service Agency

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

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

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

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

C. Purchasing

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

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

D. Sheriff's Office

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

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

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

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

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

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

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

E. Law Department

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

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

F. County Manager

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Tuesday, September 12, 2017

Legislative Committee Room

9:00 a.m.

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

NO LATER THAN NOON

Wednesday, September 6, 2017.