

STEBEN COUNTY ADMINISTRATION COMMITTEE

Tuesday, February 14, 2017

9:00 a.m.

Legislative Chambers

Steuben County Office Building

Bath, New York

****MINUTES****

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

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

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

OTHERS: Youth In Government Interns

I. CALL TO ORDER

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

II. APPROVAL OF MINUTES

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

III. DEPARTMENT REQUESTS

A. Purchasing

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

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

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

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

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

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

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

B. County Manager

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

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

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

V. **OTHER BUSINESS**

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

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

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

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

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

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

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

MOTION: TO ADJOURN REGULAR SESSION AND RECONVENE IN EXECUTIVE SESSION PURSUANT TO PUBLIC OFFICERS' LAW, ARTICLE 7§105.1.A. MATTERS WHICH WILL IMPERIL THE PUBLIC SAFETY IF DISCLOSED MADE BY MR. VAN ETTEN. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

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

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

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

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

****NEXT MEETING SCHEDULED FOR**
Tuesday, March 14, 2017
Legislative Committee Room
9:00 a.m.**

**Please send agenda items to the Clerk of the Legislature's Office
NO LATER THAN NOON
Wednesday, March 8, 2017.**