

**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 1<sup>st</sup>.

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 HORNELL 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**