

STEBEN COUNTY ADMINISTRATION COMMITTEE

Wednesday, February 13, 2019

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
STAFF:	Jack K. Wheeler Vicki Olin Brenda Mori Nate Alderman Andy Morse	Amy Dlugos Kelly Penziul Jennifer Prossick Jennifer DeMonstoy Shawn Sauro	Tina Goodwin Wendy Jordan Craig Patrick Brooks Baker James Allard
LEGISLATORS:	Joseph J. Hauryski Robert V. Nichols	Kelly H. Fitzpatrick Frederick G. Potter	K. Michael Hanna
ABSENT:	Hilda T. Lando	Robin K. Lattimer	
OTHERS:	Mary Perham		

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 9, 2019, MEETING MADE BY MRS. FERRATELLA. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

III. DEPARTMENT REQUESTS

A. Purchasing

1. **Quarterly Copy Paper Award** – Mr. Morse stated he received two bids, however, one was received late. He recommended awarding W.B. Mason for \$28.81 per case.

MOTION: AWARDING THE QUARTERLY COPY PAPER BID TO W.B. MASON FOR \$28.81 PER CASE MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

B. Real Property Tax Service Agency

1. **Contract Renewal** – Mrs. Jordan requested authorization to renew the contract with SDG for the ImageMate Online assessment and tax information software for three years. The annual rate is \$5,800 and the cost is shared with the Finance Office.

MOTION: AUTHORIZING THE DIRECTOR OF THE REAL PROPERTY TAX SERVICE AGENCY TO RENEW FOR THE CONTRACT WITH SDG FOR THE IMAGEMATE ONLINE ASSESSMENT AND TAX INFORMATION SOFTWARE FOR THREE YEARS AT AN ANNUAL COST OF \$5,800 MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

C. Personnel

1. **Reclassification – Public Defender** – Mr. Alderman requested authorization to reclassify a 1st Assistant Public Defender position, Grade E to a Senior Assistant Public Defender position, Grade G. Mr. Sauro explained that Attorney Stutzman took a job with Chemung County. He was in the 1st Assistant Public Defender position which entailed managing all of the felony cases in Steuben County as well as organizing and managing the other public defenders. He is requesting authorization to move Attorney Rogers into this position at the same pay while looking toward the future for retaining her. Mr. Wheeler commented they have a similar position on the Family Court side.

MOTION: AUTHORIZING THE RECLASSIFICATION OF ONE 1ST ASSISTANT PUBLIC DEFENDER POSITION, GRADE E TO A SENIOR ASSISTANT PUBLIC DEFENDER POSITION, GRADE G IN THE PUBLIC DEFENDER'S OFFICE MADE BY MRS. FERRATELLA. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 3-0. Resolution Required.

2. **Stipends for District Attorney's Office** – Mr. Baker stated he is requesting stipends for eight attorneys and his Investigator who will be covering the needs of CAP. He is repurposing a new attorney position that was originally slated for the 370.15 mandate until we get a better idea of the CAP requirements. He is requesting a total of \$45,000 which will be divided equally among the attorneys to cover off-hour arraignments.

Mr. Alderman clarified this is an increase in pay. Civil Service Law does not look well on bonuses or per diem. This is really a \$5,000 raise. Mr. Schu asked what happens to the salaries if there is a change? Mr. Baker replied we can always come back and reconfigure the salaries. This request is budget neutral this year as we have not filled some positions. This amount of money is less than hiring an Assistant District Attorney.

MOTION: AUTHORIZING THE DISTRICT ATTORNEY TO PAY STIPENDS, NOT TO EXCEED \$45,000 TO PAY FOR NINE ATTORNEYS, INCLUDING THE DISTRICT ATTORNEY, WHO WILL BE ROTATING CAP COVERAGE, SAID AMOUNT TO BE PRORATED BASED UPON THE ACTUAL START OF CAP MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA FOR DISCUSSION.

Mr. Van Etten asked if you hired attorneys to cover CAP, how many would you need? Mr. Baker replied that would require 1.6 attorneys; 1.4 to cover CAP and 1/5 to cover the preliminary hearing piece. It is better to do this with a stipend rather than trying to find a part-time Assistant District Attorney who would be willing to work nights, weekends and holidays to cover off-hour arraignments.

VOTE ON PREVIOUS MOTION: ALL BEING IN FAVOR. MOTION CARRIES 3-0.

D. Elections

1. **Update on Early Voting** – Mrs. Olin stated they wanted to provide an update to the committee on early voting, but we do not know a lot at this point. There was a State Board of Elections meeting in January and there was disagreement as to whether they need to provide the county Boards of Election with a policy. We have to provide to the State Board, by May 1, 2019, our entire plan for early voting. They have said if they do not like what we propose, they will tell us no. Hopefully we can get more clarification at our next State Board meeting.

Mrs. Olin stated early voting will be held 10 days before the election. This year we only have one election, but next year we will have the Presidential, State/Federal and Local elections. She stated they have invited the Legislators to a mock early voting at their office on March 25th following the Legislative Meeting. This will give us all an opportunity to see what it will look like and give us a better handle on the information we have now.

Mrs. Olin stated right now it looks like we will be using paper poll books, paper ballots and the machines we currently have. We will be able to put 20 districts on a machine. It takes about 1.5 – 2 hours to get the machine started up in order to download all 20 districts on it. We do not know what kind of turnout we will have for early voting or how much backlog to expect if we use one machine. Additionally, we do not know if they will require

separate poll books for early voting and then if we will have to reprint without those that participated in early voting.

Mr. Van Etten asked why not use the same poll book? Mrs. Olin replied that is our thought process, but right now every County is trying to figure it all out. She is praying that we can use the same books. Otherwise, we will be doing a voter history with less than 24 hours to do that. There will be a very short window as we will have from 2:30 p.m. Sunday to 7:30 a.m. Monday to have everything ready to go out Monday. There has been some discussion about using electronic poll books, but the State would have to certify them.

Mrs. Ferratella asked is your State Association working with the counties to come up with a plan? Mrs. Olin replied a lot of counties are working together by region. There are 40 counties that will need one poll site and that is huge for us as we only are required to have one site. Monroe County will be required to have seven sites and they have only been able to find one site so far. As part of this, you have to find a site that will allow you to come in for ten days.

Mr. Van Etten commented we have a conflict with the Land Bank meeting which will be held on the same day at 11:00 a.m. to review our audit. He does not know how long that will take, but wanted to be able to attend the mock early voting. Ms. Penziul stated we can push back the time if needed.

Mr. Van Etten stated he also saw an email that announced there is now a reduction in the required number of signatures on a petition. Is this a given, or just a proposal? Mrs. Olin replied she is pretty sure the Governor will sign it as it has passed both houses. Mr. Van Etten asked why are they doing this? Mrs. Olin replied she believes it is due to the fast turnaround. Typically when you are getting signatures it is in June when there are parades, BBQ's and other events where you are able to circulate your petitions. With the changes with early voting, now you have to circulate your petitions in March and there are typically not as many public functions occurring. However, this reduction is only for this year. This will not be continued unless they decide to make it permanent.

Mrs. Olin stated another change is now you can transfer your registration through the State. So, if you move from Monroe County to Steuben County, you sign an affidavit at the time of voting. We have to figure out if you are registered somewhere else throughout the State. We will have to figure out how to make sure people are not double voting. She stated that she hopes you all can come to our office after the March Legislative Meeting.

E. County Manager

1. **Continuity of Government Local Law** – Mr. Wheeler commented this is something that Ms. Mori spearheaded in the course of doing her codification of local laws. This local law is codifying the order of succession for any purpose, but specifically for emergency purposes. This clears up and formalizes what we actually do.

MOTION: PRESENTING LOCAL LAW NO. ONE FOR THE YEAR 2019, REPEALING LOCAL LAW NO. ONE OF 1967 AND LOCAL LAW NO. SIX OF 1999, AS AMENDED BY LOCAL LAW NO. NINE OF 2007, PROVIDING FOR THE CONTINUITY OF STEUBEN COUNTY GOVERNMENT IN THE EVENT OF DISASTER OR EMERGENCY MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 3-0. Resolution Required.

MOTION: TO ADJOURN REGULAR SESSION AND RECONVENE IN EXECUTIVE SESSION PURSUANT TO PUBLIC OFFICERS' LAW, ARTICLE 7§ 105.1.D. DISCUSSIONS REGARDING PROPOSED, PENDING OR CURRENT LITIGATION MADE BY MRS. FERRATELLA. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

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

MOTION: TO ADJOURN MADE BY MR. VAN ETTEN. 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, March 12, 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, March 6, 2019