

STEBEN COUNTY ADMINISTRATION COMMITTEE

Tuesday, January 10, 2017

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	Carol A. Ferratella
STAFF:	Jack K. Wheeler Alan Reed Brenda Mori Nate Alderman	Mitchell Alger Jennifer Prossick Jennifer MacPhail Wendy Jordan	Scott Sprague Ken Peaslee Judy Hunter
LEGISLATORS:	Joseph J. Hauryski John V. Malter	Kelly H. Fitzpatrick Gary B. Roush	K. Michael Hanna
ABSENT:	Robin K. Lattimer		
OTHERS:	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 DECEMBER 13, 2016, MEETING MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

III. DEPARTMENT REQUESTS

A. Risk Manager

1. **Property/Casualty Insurance Renewal** – Mr. Sprague informed the committee that they have a contract with Rose & Kiernan to provide property and casualty insurance coverage. The contract is for five years and requires a yearly renewal. He requested authorization to renew the insurance coverage for 2017 for a total cost of \$304,351.35. Mr. Sprague stated the premiums are going down as we paid \$320,543 in 2015 and \$307,920 in 2016. Within the next few months, we will be looking to put out an RFP for broker services.

Mr. Van Etten asked does this insurance cover all our properties? Mr. Sprague replied the insurance covers all property locations, all vehicles, all equipment and liability coverage.

MOTION: AUTHORIZING THE RISK MANAGER TO RENEW THE PROPERTY AND CASUALTY INSURANCE COVERAGE FOR 2017 WITH ROSE & KIERNAN FOR A TOTAL COST OF \$304,351.35 MADE BY MR. VAN ETTEN. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

2. **PERMA Contract Renewal** – Mr. Sprague stated we have a contract with PERMA as our workers compensation carrier. This is a five-year contract with annual renewals. He requested authorization to renew the contract for 2017 with the County’s contribution being \$665,117 and the NYS WC assessment cost of \$136,498. In 2015 our contribution was \$659,400 with a NYS WC assessment cost of \$178,000. We are working

hard with PERMA to keep our losses down and we have saved quite a bit of money. In 2012 our deductible was \$750,000 and now it is down to \$500,000. We anticipate next year that it will be well under \$500,000.

Mr. Hanna asked are you still doing training with the towns? Mr. Sprague replied yes and we are planning to do more. The towns have been very responsive to this.

MOTION: AUTHORIZING THE RISK MANAGER TO RENEW THE CONTRACT WITH PERMA FOR \$665,117 MADE BY MRS. LANDO. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

B. Personnel

1. **Reclassification – Information Technology** – Mr. Alderman requested authorization to reclassify a vacant Computer Programmer position, Grade XIII, to a Computer Systems Analyst position, Grade XV, in the Information Technology Department. They reviewed the duties of a Computer Programmer and found them to be more appropriate for a Computer Systems Analyst. The range is \$39,510 - \$55,777.

MOTION: AUTHORIZING THE RECLASSIFICATION OF A VACANT COMPUTER PROGRAMMER POSITION, GRADE XIII, TO A COMPUTER SYSTEMS ANALYST POSITION, GRADE XV, WITHIN THE INFORMATION TECHNOLOGY DEPARTMENT MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.

C. County Clerk

1. **Awarding RFP for Integrated County Clerk Records Management System** – Mrs. Hunter stated they issued the RFP and emailed the results to the committee for review. Mr. Wheeler stated the responses back were not as plentiful as we had hoped, but after review, we are comfortable with making a recommendation. The proposals were reviewed by a large group including the Law Department and Information Technology.

Mr. Van Etten stated the handout shows two columns; year one and total contract. What is the length of the contract? Mrs. Hunter replied 5 years. Mr. Wheeler commented with IQS the price per year does not change. Cott did not respond appropriately to the RFP as they just sent in their renewal documents. If you awarded to Cott, we would still need IQS to continue to operate the pistol permit system. Mr. Wheeler stated changing systems is never an easy conversation to have. Based on the cost differential, if you go with IQS, there would be an annual increase of \$15,000 over what we currently pay. We also would need to spend up to \$8,000 to purchase a server and potentially a few label printers. With IQS, we have the experience of other counties, along with our own in using pistol permit system.

Mr. Malter asked what will be the total cost? Mr. Van Etten replied \$295,660 for five years. Mr. Schu asked what alternative systems are there? Mr. Wheeler replied we only received responses from Cott and IQS. Mr. Van Etten asked who else is using IQS? Mrs. MacPhail replied there are 27 counties currently using IQS, including Allegany, Cattaraugus, Niagara and Chautauqua. Mr. Van Etten asked Mr. Alger about Allegany County's experience. Mr. Alger replied it is a pretty good product and worked well.

Mr. Van Etten stated that he talked to Mr. Wheeler about this last week. A number of us here last year heard from Mark Alger that switching over would be a \$500,000 undertaking and a huge task. He stated that is why he was always against it. It seems as though IQS has a good record of conversions and that it should not be a problem. Mrs. Hunter commented IQS has indicated that they could convert our system within a month. She stated that IQS most recently converted Jefferson County from the Cott system and everything went smoothly.

Mrs. Lando asked will there be training? Mrs. Hunter replied there will be unlimited training. Mrs. Lando asked is IQS hosting the data? Mr. Peaslee replied the data will be on site and will be shipped to IQS on a nightly basis so they can put it up on the web. Mrs. Hunter stated that when we do go to the web, IQS will maintain everything.

MOTION: AWARDING THE RFP FOR AN INTEGRATED COUNTY CLERK RECORDS MANAGEMENT SYSTEM TO IQS INTEGRATED SYSTEMS FOR A TOTAL COST OF \$295,660 FOR FIVE YEARS MADE BY MRS. FERRATELLA. SECONDED BY MRS. LANDO FOR DISCUSSION.

Mr. Van Etten stated we are voting to award the RFP to a bidder that has the highest cost. Mr. Wheeler explained this is an RFP and not a bid, so we can take into consideration experience, references and customization of our needs. Taking all of those factors into consideration, the award points to IQS. We have a good rationale, and documentable basis for our choice. Mrs. Lando asked when will the next system start? Mr. Wheeler replied once the contract documents are finalized, they will be able to start. Most likely it will be the beginning of February. Mrs. Lando asked when does the current contract with Cott expire? Mrs. Hunter replied the Cott contract expires January 31, 2017.

VOTE ON PREVIOUS MOTION: ALL BEING IN FAVOR. MOTION CARRIES 4-0.

2. **Pistol Permit Recertification** – Mr. Van Etten stated that he just recently learned about the recertification process and found the link on the website. Is there any other way that we should disseminate this information to pistol permit holders. How many people in the County have pistol permits? Mrs. Hunter replied it is a huge number; at least 15,000. We received information that the New York State Police started sending out letters on January 3, 2017. Anyone that received their pistol permit prior to January 15, 2013 is required to recertify. However, if a person had a change of address and did not do an amendment, they will not receive a letter. Individuals have until January 2018 to recertify. Individuals can recertify on the state's website. For those that do not have access to the internet, we are making copies of the applications and those will be available on site at our office.

Mrs. Lando asked what happens if you do not recertify? Mrs. Hunter replied they say the pistol permit will be revoked, but the question is who will be doing the revocation. Mr. Van Etten stated there also is no fee to recertify. Mr. Malter asked what is the criteria for having to recertify? Mr. Wheeler replied all individuals who received a pistol permit prior to January 15, 2013 will need to recertify. Mr. Peaslee stated we can also put a link on the main County webpage.

D. County Manager

1. **Fleet Management RFP** – Mr. Alger reviewed the summary of responses relative to the Fleet Management RFP. In our motor pool, we currently have nine vehicles which on average are about eight years old and have 100,000 miles. We received three responses to the RFP. The least costly and most responsive was received from Enterprise Fleet Management. Mr. Alger stated currently our process is we purchase two new vehicles per year and spend about \$40,000 and then an additional \$20,000 annually on maintenance for the entire fleet. If we go with Enterprise, we will get nine new vehicles and spend \$41,000. He would not recommend pursuing the maintenance option as Public Works does a good job with that aspect. Using fleet management, we will go from spending \$60,000 per year to \$41,000 per year, plus we will have newer vehicles and less maintenance costs.

Mrs. Lando asked can we do maintenance on a leased vehicle? Mr. Wheeler replied yes. We would be doing basic oil changes, tire rotations and other similar general maintenance. Enterprise will work with us to determine resale value of our vehicles. Currently, we only have the County auction to sell our vehicles. If we want Enterprise to sell our vehicles, we would pay them approximately \$400 per vehicle. There are many counties who use Enterprise. Chemung County uses Enterprise for their Public Works light duty vehicles and they have had a really good experience. Mrs. Ferratella asked if the vehicles are new, are they under a manufacturer's warranty? Mr. Wheeler replied yes. Mrs. Lando asked who carries the auto insurance? Mr. Wheeler replied we do.

Mr. Schu asked what is the term of the contract? Mr. Alger replied it is one year with an option to renew. They refer to it as an open-ended lease. Mrs. Ferratella asked will they keep the current motor pool fleet in service? Mr. Wheeler replied it depends. The ones that have more value, we would have Enterprise take to a private

auction. Mrs. Lando asked when will this start? Mr. Wheeler replied when we get the contract finalized. This should be up and running within a few weeks. We should see some vehicle turnover within a month.

MOTION: AWARDING THE RFP FOR FLEET LEASING AND MANAGEMENT SERVICES TO ENTERPRISE FLEET MANAGEMENT FOR AN ANNUAL COST OF \$41,671.56 MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA FOR DISCUSSION.

Mrs. Lando asked what happens if we don't like the arrangement? Mr. Wheeler replied we could purchase the vehicles from Enterprise at market rate, or dispose of them all. It would not be easy to extract ourselves from the contract, but we could do it over a period of time.

VOTE ON PREVIOUS MOTION: ALL BEING IN FAVOR. MOTION CARRIES 4-0.

2. **Conflict Defender** – Mr. Wheeler stated when we created the Conflict Defender Office, we created two part-time positions. We currently have a vacancy in the part-time Assistant Conflict Defender position. In the course of discussion with Mr. Roche, we felt that we may get more benefit out of making the Conflict Defender position full-time. The Conflict Defender, Brenda Aston, is currently paid part-time but receives full-time benefits. The new salary would be \$75,000. By moving this to a full-time position, she will be able to assume a larger number of felony cases. We currently are receiving \$71,000 in State grant reimbursement, with the potential to receive more. Ms. Aston is willing to remain with us and has indicated she is willing to give up her private practice. We also have located some space in the Corning Courthouse until the new building is constructed.

MOTION: AUTHORIZING THE RECLASSIFICATION OF THE PART-TIME CONFLICT DEFENDER POSITION TO FULL-TIME MADE BY MRS. FERRATELLA. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

3. **Public Relations Services Contract Renewal** – Mr. Wheeler stated that we currently contract with Mary Perham for these services. The original contract term expires in June, but he is doing it sooner so that it follows the calendar year. He is recommending increasing the contract from \$18,000 to \$20,000. Ms. Perham is doing a great job. Mrs. Ferratella commented that Ms. Perham is out attending various functions. Mr. Wheeler stated there has been a lot of activity on the County's Facebook page.

MOTION: AUTHORIZING THE COUNTY MANAGER TO RENEW THE CONTRACT WITH MARY PERHAM TO PROVIDE PUBLIC RELATIONS SERVICES FOR AN ANNUAL COST NOT TO EXCEED \$20,000 MADE BY MR. VAN ETTEN. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

V. OTHER BUSINESS

A. *Goals* – Mr. Hauryski stated that he is working on goals for the coming year. He asked this committee to come up with at least one goal they would like to see achieved this year that will improve county government. Next month Mr. Wheeler will ask you for that goal. Mr. Van Etten replied the goal for the Finance Committee would be fixing the sales tax issue with the towns.

MOTION: TO ADJOURN REGULAR SESSION AND RECONVENE IN EXECUTIVE SESSION PURSUANT TO PUBLIC OFFICERS' LAW, ARTICLE 7§ 105.1.F. THE MEDICAL, FINANCIAL, CREDIT OR EMPLOYMENT HISTORY OF A PARTICULAR PERSON, OR MATTERS LEADING TO THE APPOINTMENT, EMPLOYMENT, PROMOTION, DEMOTION, DISCIPLINE, SUSPENSION, DISMISSAL OR REMOVAL OF A PARTICULAR PERSON MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

MOTION: AUTHORIZING THE COUNTY ATTORNEY TO SERVE AS HEARING OFFICER FOR THE CITY OF CANANDAIGUA FOR UP TO THREE DAYS IN EXCHANGE FOR SIMILAR SERVICE MADE BY MRS. LANDO. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

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

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, February 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, February 8, 2017.**