

**STEUBEN COUNTY ADMINISTRATION COMMITTEE**

*Tuesday, January 14, 2020*

*9:00 a.m.*

*Steuben County Office Building  
Bath, New York*

**\*\*MINUTES\*\***

**COMMITTEE:** Brian C. Schu, Chair Carol A. Ferratella Kelly H. Fitzpatrick

**STAFF:** Jack K. Wheeler Christopher Brewer Scott Sprague  
Noel Terwilliger Jennifer DeMonstoy Rob Wolverton  
Brenda Mori Vicki Olin Jennifer Prossick  
Andy Morse Nate Alderman Craig Patrick  
Wendy Jordan

**LEGISLATORS:** Scott J. Van Etten K. Michael Hanna Jeffrey P. Horton  
John V. Malter Robert V. Nichols Frederick G. Potter

**ABSENT:** Robin K. Lattimer, Vice Chair Gary D. Swackhamer

**OTHERS:** Mary Perham

**I. CALL TO ORDER**

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

**II. APPROVAL OF MINUTES**

**MOTION: APPROVING THE MINUTES OF THE DECEMBER 10, 2019, MEETING MADE BY MRS. FERRATELLA. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 3-0.**

**III. DEPARTMENT REQUESTS**

A. Risk Manager

1. ***Administrative Code Revision*** - Mr. Sprague explained there is a process for CDL holders relative to positive alcohol/drug test results and our process in the past has not been well detailed. During the past year we have worked hard to come up with a process to explain what a positive test result means and how that impacts the employee. He had sent out for review a draft revision of the *Administrative Code* relative to Rehabilitation/Employee Assistance/Reinstatement, along with the DOT SAP Process for Steuben County. This follows the New York State DOT policy.

**MOTION: AUTHORIZING A REVISION TO THE ADMINISTRATIVE CODE RELATIVE TO REHABILITATION/EMPLOYEE ASSISTANCE/REINSTATMENT TO INCLUDE THE DOT SAP PROCESS FOR STEUBEN COUNTY MADE BY MRS. FERRATELLA. SECONDED BY MS. FITZPATRICK FOR DISCUSSION.**

Mrs. Ferratella asked how is the Union with this? Ms. Prossick explained in our agreement we have reserved our rights to do this at any point in time and just need to inform them. We did send this to Roemer and they reviewed it. Mr. Wheeler stated we have made changes based on the Federal requirements.

Ms. Fitzpatrick asked how many departments have employees with CDL's? Mr. Sprague replied we have a total of 152 drivers, mostly in Public Works and a couple in Buildings & Grounds. We do administer pre-employment

and random drug testing for the municipalities in the County, but this has nothing to do with the municipalities. This is just our internal process.

Mr. Van Etten asked is the NYS DOT process new? Mr. Sprague replied no, this has been in place for quite a long time, however, we need to make improvements. We just put the SAP (Substance Abuse Professional) portion in place this past year and are now getting the process more streamlined. Mr. Van Etten commented that we should make sure that the municipalities at least have this information. Mr. Sprague stated Thursday, January 16, 2020, there is a meeting with the municipalities and Occustar to review the new drug testing clearinghouse. If there is a positive test, that individual's name goes into a DOT database. We will be meeting with all of the municipalities and Occustar to take them through that process and what the County will be doing. We will also be holding an internal meeting with all of our CDL drivers as well. Mr. Sprague explained we will still do the drug program as we always have, but with the new clearinghouse, that will be up to each municipality to set up.

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

Ms. Fitzpatrick asked are there other areas that we should be concerned about involving non-CDL drivers? Mr. Sprague replied with any new hires we run the license and we also subscribe to NYS LENS and we get a daily activity report that we check. Ms. Prossick commented we have also cleaned up the policy relative to accidents. Mr. Van Etten stated previously with our alcohol and drug testing services we were not meeting the Federal standards and we have corrected that.

B. Elections

1. **Budget Transfer** – Mrs. Olin requested authorization to transfer a total of \$109,000 from various 2019 accounts into the Voting Machines Capital Project for the future purchase of voting machines. She explained they did not have a full primary last year and there was some extra money.

**MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO TRANSFER A TOTAL OF \$109,000 FROM VARIOUS 2019 BOARD OF ELECTIONS OPERATING ACCOUNTS INTO THE VOTING MACHINES CAPITAL PROJECT MADE BY MRS. FERRATELLA. SECONDED BY MS. FITZPATRICK FOR DISCUSSION.**

Ms. Fitzpatrick commented there was a significant amount left over in the budget. The printing line was in excess of \$55,000. Is that all from not having a full primary? Mrs. Olin replied we never know what will happen in our budget. We have to plan for a complete, full roll out. We don't know if we will end up with a special election and that is what we have to try to figure out. This year we had 209 offices up for re-election and we also had a couple of countywide offices up. Mr. Wheeler stated this is not typical. The Board of Elections has done a good job managing their finances. This is not a continual issue.

Mr. Van Etten asked have we done this in previous years? Mrs. Olin replied probably four or five years ago we had \$50,000 that we had transferred over to the capital project. We know that the life expectancy of the voting machines is five years and we are now on year ten. Mr. Van Etten commented he does not know what the capital account currently has. You cannot do department budgeting by hedging funds; you need to put a line item in the budget for that purpose and know that's what it is for. In your printing line, in 2018 you budgeted \$50,000; in 2019 you budgeted \$100,000. My concern is that for 2020 you budgeted \$140,000 and is that amount legitimate? Mrs. Olin replied that amount is absolutely legitimate. We will have two Presidential and one Federal election. We have an idea that there will be 27 days of early voting. We have gotten eight or nine legislative bills that have already passed the Senate and the State is looking to change early voting and put it in as many places as they can. We do not know what is coming. What is budgeted for this year is based on the last Presidential election.

Mrs. Olin commented this also factors in that we increased the rate of pay for inspectors from \$160 for a full day to \$200 for a full day. The primary has gone from a half day to a full day and the inspectors are making approximately \$12.50 per hour. Mr. Van Etten commented if we are building a capital account, then we should know that. To do that through department budgeting is not the correct way to do it. Mrs. Olin replied no, we

always look at the previous election and never look at our budget as a way to put money away. Mr. Van Etten commented your real dollar amount has not been spent yet in September when we are beginning to look at the budget. Mr. Malter stated the unexpended funds are calculated into the 2020 budget and you are short-changing the 2020 scenario.

Mrs. Ferratella commented one of the towns she represents is concerned about having WiFi available as their WiFi is so sporadic that they feel it will go in and out. Mr. Wolverton explained the electronic poll books are what require the WiFi. We can preload the electronic poll books prior to taking them to the voting site, however that is not the best way to do it. We are getting Verizon Hotspots and will take the electronic poll books to those locations. We went out and tested each site to make sure that the Hotspots will work. Mrs. Olin clarified by doing it this way we will not be using the towns WiFi.

Mr. Malter asked what did we put into this capital project last year? Mr. Wheeler replied last year we put in \$100,000. The total amount in the project is \$295,000. Ms. Fitzpatrick asked what is the estimated replacement cost of the machines? Mr. Van Etten replied \$750,000. Mrs. Olin explained the cost will depend on the machine and what is certified by the State. We are looking at trying to consolidate districts to cut our costs. Ms. Fitzpatrick asked how many machines do we have? Mrs. Olin replied we have 70 machines. We have 54 poll sites and some of those sites get two machines. We also have to have a couple of machines available for early voting. This year we will have the school elections on top of the June primary.

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

C. District Attorney

1. **Contract Addendum – Part-Time Victims’ Advocate** – Mr. Terwilliger informed the committee that they currently have a contract through the Department of Social Services and the Institute for Human Services for part-time Victims’ Advocate services. The VOCA Grant allowed for funding for two part-time advocate services. He requested authorization to amend the contract with the Institute for Human Services to include additional part-time Victims’ Advocate services.

**MOTION: AUTHORIZING THE DISTRICT ATTORNEY TO AMEND AND EXTEND THE CONTRACT THROUGH THE DEPARTMENT OF SOCIAL SERVICES AND THE INSTITUTE FOR HUMAN SERVICES FOR ADDITIONAL PART-TIME VICTIMS’ ADVOCATE SERVICES TO BE PAID FOR WITH VOCA GRANT FUNDS MADE BY MS. FITZPATRICK. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 3-0.**

D. Purchasing

1. **Request Authorization to Purchase Copiers from Copier Capital Project** – Mr. Morse informed the committee that he is in the third year of a four year project to replace all of the Ricoh copiers with Toshiba copiers. He requested authorization to purchase 14 copiers for a total cost of \$54,841. He stated there is \$169,000 available in the Copier Capital Project. The final phase will be purchasing another 14 copiers next year.

**MOTION: AUTHORIZING THE PURCHASING DIRECTOR TO PURCHASE 14 TOSHIBA COPIERS OUT OF THE COPIER CAPITAL PROJECT FOR A TOTAL COST OF \$54,841 MADE BY MRS. FERRATELLA. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 3-0.**

2. **Authorization to Issue Bid for Printing** – Mr. Morse requested authorization to issue a bid for printing services. We have not done this in the past as we had utilized BOCES. Last year we spent \$55,000 on printing.

**MOTION: AUTHORIZING THE PURCHASING DIRECTOR TO SOLICIT BIDS FOR PRINTING SERVICES MADE BY MRS. FERRATELLA. SECONDED BY MS. FITZPATRICK FOR DISCUSSION.**

Ms. Fitzpatrick asked what did we send out for printing? Mr. Morse replied the printing is for department needs for business cards, brochures. If we do a multiple award that will fit our needs better. Mr. Van Etten asked what changed with BOCES? Mr. Morse replied their priority has been to service the schools more.

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

E. County Manager

1. **Mortgage Tax Extension** – Mr. Wheeler informed the committee that we are required to request an extension of our Mortgage Tax. He is requesting approval to request the legislation.

**MOTION: REQUESTING AN EXTENSION OF THE MORTGAGE TAX UNDER TAX LAW SECTION 253-S MADE BY MRS. FERRATELLA. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 3-0. Resolution Required.**

2. **Broadband Expansion Study** – Mr. Wheeler explained a broadband expansion study would encompass the counties of Steuben, Schuyler, Yates and Tioga. He stated STN (Southern Tier Network) has done a good job for business to business connection. This has also allowed Empire and other carriers to expand their networks. The one area that still remains an issue is rural access and there is no easy way to solve that. All of the counties are having discussions on what options there are for rural broadband access. We really need to fund a study to show where the gaps are, where we can build, options to build, the costs and governance models. These types of discussions are going on throughout the nation. Fujitsu was evaluated and selected by STN as they can guarantee build costs within five percent. Schuyler County has adopted a resolution to fund a portion of this study. Yates and Tioga counties are in the process. Chemung County is doing their own study.

Mr. Wheeler requested authorization to enter into an inter-municipal agreement with Schuyler, Yates and Tioga counties for the broadband expansion study, contingent upon Law Department review and approval. This agreement is important because Fujitsu and STN want to see formal action that the municipalities are committing to the study.

**MOTION: AUTHORIZING THE COUNTY MANAGER TO ENTER INTO AN INTER-MUNICIPAL AGREEMENT WITH SCHUYLER, YATES AND TIOGA COUNTIES FOR A BROADBAND EXPANSION STUDY MADE BY MS. FITZPATRICK. SECONDED BY MRS. FERRATELLA FOR DISCUSSION.**

Mr. Schu asked is this due to the State's inability to expand broadband? Mr. Wheeler replied yes. We will still face a challenge with State funding. There are significant Federal grants and loans. The Governor considers all of the residents served. Ms. Fitzpatrick stated she would like to see this move forward. It is a hindrance when you do not have internet and it is a shame that we do not have internet everywhere. Mrs. Ferratella commented she hears this complaint every month at one the town meetings she attends.

**VOTE ON PREVIOUS MOTION. ALL BEING IN FAVOR. MOTION CARRIES 3-0. Resolution Required.**

Mr. Wheeler requested authorization to spend up to \$75,000 out of the Southern Tier Fiber Capital Project. This project currently has \$500,000. He explained our portion of the study is \$54,743. Mr. Malter asked if the other counties do not participate, will the cost come down? Mr. Wheeler replied yes it would. Yates and Schuyler are in. Tioga has never really bought into STN. The eastern expansion goes through Tioga and they have not been an active participant so their share of the cost is higher.

**MOTION: AUTHORIZING THE COUNTY MANAGER TO SPEND UP TO \$75,000 ON THE BROADBAND EXPANSION STUDY, THE COST TO BE PAID OUT OF THE SOUTHERN TIER FIBER CAPITAL PROJECT MADE BY MRS. FERRATELLA. SECONDED BY MS. FITZPATRICK. 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.F. THE MEDICAL, FINANCIAL, CREDIT OR EMPLOYMENT HISTORY OF A PARTICULAR PERSON OR CORPORATION MADE BY MS. FITZPATRICK. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 3-0.**

**MOTION: AMENDING THE MANAGEMENT SALARY GRID TO REFLECT THE FOLLOWING SALARY CORRECTIONS FOR 2020: JUDY HILLMAN (PARALEGAL ASSISTANT) - \$51,074; JOSETTE MORSE (PERSONNEL CLERK) - \$51,074; RYAN CARBONE (PERSONNEL TECHNICIAN TRAINEE) - \$51,307; DANA STRATTON (SENIOR TYPIST - PERSONNEL) - \$43,430; VICKI JONES (SENIOR TYPIST – RISK MANAGER) - \$45,871; ANGELIA CORNISH (ASSISTANT TO ELECTION COMMISSIONER) - \$46,647; COLLEEN HAURYSKI (ASSISTANT TO ELECTION COMMISSIONER) - \$48,123; SAMANTHA JAMISON (SENIOR CLERK) - \$37,329; AND CHAD CLELAND (SENIOR CLERK – ELECTIONS) - \$40,990 MADE BY MRS. FERRATELLA. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 3-0.**

**MOTION: TO ADJOURN EXECUTIVE SESSION AND RECONVENE IN REGULAR SESSION MADE BY MRS. FERRATELLA. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 3-0.**

**MOTION: TO ADJOURN MADE BY MS. FITZPATRICK. 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, February 11, 2020  
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 5, 2020**