

STEBEN COUNTY ADMINISTRATION COMMITTEE

Tuesday, July 10, 2018

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 Robin K. Lattimer	Carol A. Ferratella
STAFF:	Jack K. Wheeler Noel Terwilliger Alan Reed Jennifer Prossick Pat Donnelly	Mitchell Alger Brenda Mori Andy Morse Nate Alderman Tammy Hurd-Harvey	Scott Sprague Rob Wolverton Judy Hunter Jennifer DeMonstoy Sue Cranmer
LEGISLATORS:	Joseph J. Hauryski John V. Malter	Kelly H. Fitzpatrick Frederick G. Potter	K. Michael Hanna Gary D. Swackhamer
OTHERS:	Mary Perham Dustin Rogers		

I. CALL TO ORDER

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

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE JUNE 12, 2018, MEETING MADE BY MRS. LANDO. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Mr. Schu stated that before we commence with the agenda, Mrs. Hunter has an announcement. Mrs. Hunter stated she just wanted to introduce her new Deputy, Susan Cranmer.

III. DEPARTMENTAL REQUESTS

A. Clerk of Legislature

1. **Designation of Official Newspaper** – Ms. Mori stated the Evening Tribune and the Wellsville Daily Reporter have merged and are now known as The Spectator. We had originally thought we would need to change the official newspaper designation, but after discussions with the Law Department, we do not need to do this at this time.

B. Risk Manager

1. **2019 Workers' Compensation Budget** – Mr. Sprague stated that the overall budget is down over last year by about \$16,000. With that, there were some slight increases in a few of the line items. He noted that the Village of Bath has rejoined the plan. Mr. Van Etten asked what is the line item for reimbursement of expenses? Mr. Sprague replied that pertains to those towns that left the plan. He stated with the holiday last week, he does not have the final Table of Apportionment to present today. Mr. Wheeler requested the committee hold a special meeting prior to the Board meeting to review and approve the Table of Apportionment.

MOTION: ADOPTING THE 2019 WORKERS' COMPENSATION BUDGET AS PRESENTED BY THE RISK MANAGER MADE BY MR. VAN ETTEN. SECONDED BY MRS. LANDO FOR DISCUSSION.

Mr. Van Etten asked is there any risk with this budget? Mr. Sprague replied we are anticipating hopefully not having claims. The indemnity line and assessment lines are basically setting aside money in case we need it. We are in good shape and over the course of last year we have reduced our claims.

Mr. Sprague stated that with the committee's approval, he would like to look at talking to the municipalities that had previously left the plan and discussing the current plan. We have changed a lot with the new allocation and that may make more sense to the municipalities, or may not. Mrs. Lando asked could that potentially hurt us?

Mr. Wheeler replied adding the Village of Bath back into the plan does not hurt us. We are moving essentially to a market-based allocation and we are phasing that in over 7 years as there were a number of municipalities who were able to get better rates elsewhere. We do have some risk, but if the municipalities come back in, they will be at the market-based rate. We are protected more when a new member comes in. Adding more members to the pool is a benefit. Do you want us to go out and have those conversations with the municipalities who left the plan last time?

Mrs. Ferratella asked do we assess their safety plans? Mr. Sprague replied yes. He had thought about bringing PERMA in to see how they may be able to help the municipalities. Mrs. Lando asked if the municipalities come back, will they be bringing their old claims? Mr. Sprague replied no. Whoever they are leaving will take care of those claims and we will start with a new date.

Mr. Swackhamer asked can the fire departments come in? Mr. Wheeler replied the fire departments, if they are a non-taxing entity, and all the municipalities that they cover are in our plan, then technically, yes. Fire districts are different, but we have not been doing those.

VOTE ON PREVIOUS MOTION: ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

2. **Cohocton Fire** – Mr. Hauryski asked did we finalize the claim on the fire at the Cohocton Shop? Mr. Sprague replied they have our tool and equipment list that they are in the process of reviewing. Public Works is in the process of putting out an RFP for repairs to the building and Rose & Kiernan are waiting for that information. The trucks are taken care of and Jerry Miller has been doing a phenomenal job.

C. Personnel

1. **Contract Renewal** – Mr. Alderman requested authorization to renew the contract with ENI, Inc. for the Employee Assistance Program. The annual rate is not to exceed \$7,104.00; however, we recently have been billed \$595.00 per quarter. The rate is based on usage.

MOTION: AUTHORIZING THE PERSONNEL OFFICER TO RENEW THE CONTRACT ENI, INC. FOR THE EMPLOYEE ASSISTANCE PROGRAM AT AN ANNUAL RATE NOT TO EXCEED \$7,104.00 MADE BY MS. LATTIMER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

D. County Manager

1. **Deferred Compensation RFP Award** – Mr. Wheeler informed the committee Deferred Compensation is a voluntary program that employees can participate in. We recently issued an RFP and received five responses. Ms. Hurd-Harvey did a great job of vetting the responses. The Deferred Compensation Committee met and is recommending staying with the current provider, ICMA. The rates of return are good and they hold quarterly on-site meetings with employees. The customer service is really fantastic and they also have an on-line portal.

MOTION: AWARDING THE RFP FOR THE ADMINISTRATION OF THE DEFERRED COMPENSATION PROGRAM TO ICMA MADE BY MR. VAN ETEN. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. **Insurance Waiver for Treahy Consultation Services** – Mr. Wheeler requested an insurance waiver for Treahy Consultation Services who is helping us with the Raise the Age Plan. This is a professional contract. Due to fact that the contract is over \$10,000, it requires committee approval.

MOTION: WAIVING THE INSURANCE REQUIREMENTS FOR TREAHY CONSULTATION SERVICES MADE BY MS. LATTIMER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

3. **Contract Extension – Commissioner of Finance** – Mrs. Hurd-Harvey requested authorization to extend the contract with Gallagher Benefits, who is our health insurance consultant. She requested a one-year extension for an annual rate of \$50,000.

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO RENEW THE CONTRACT WITH GALLAGHER BENEFITS FOR ONE YEAR AT AN ANNUAL COST OF \$50,000.00 MADE BY MRS. FERRATELLA. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

4. **Swipe Cards** – Mr. Hauryski asked for a status on the RFP for the swipe card system. Mr. Wheeler replied the RFP closes July 19th. We have received numerous calls and emails with questions about the RFP. We will need to review the responses, as well as meet with the Union. This will most likely come to committee in September.

5. **New Email** – Mr. Wheeler stated Mr. Wolverton from IT is here to discuss the change to a new email address. Mr. Wolverton explained the emails will not change right now, however, everyone in the County will receive another email address. The new email format will be first initial, last name, then steubencountyny.gov. When someone receives an email from you, it will look like it is coming from the .gov address. Any emails that are sent to you will still come through both emails extensions. We are leaving it that way so that everyone will not have to change their business cards.

Mr. Van Etten asked what is the purpose of changing to .gov? Mr. Wolverton replied several people in the County have needed to have a .gov address in order to access Federal websites. Mr. Wheeler stated it is primarily for grant purposes. We are also going to be transitioning our domain name for the website to steubencountyny.gov. We need to be very methodical for how we communicate this to employees and create the least amount of disruptions as possible.

Ms. Lattimer asked when do you anticipate this happening? Mr. Wolverton replied they would like to do it before the end of July.

6. **Copier Purchase** – Mr. Wheeler stated yesterday they received a request from the Sheriff's Office for a new copier. The current copier is shared by the Jail Lieutenants and Captain. Right now anything they are copying is being done in Dispatch, Civil or Road Patrol. For confidentiality purposes, a copier for the Jail makes sense. The cost is \$1,986.00 and he requested authorization to purchase it out of the Copier Capital Project.

MOTION: AUTHORIZING THE PURCHASING DIRECTOR TO PURCHASE A COPY MACHINE FOR THE JAIL FOR A TOTAL COST OF \$1,986.00 TO BE PAID FOR OUT OF THE COPIER CAPITAL PROJECT MADE BY MRS. FERRATELLA. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: TO ADJOURN MADE BY MR. VAN ETTEN. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

****NEXT MEETING SCHEDULED FOR****

**Tuesday, August 14, 2018
Legislative Committee Room
9:00 a.m.**

**Please send agenda items to the Clerk of the Legislature's Office
NO LATER THAN NOON
Tuesday, August 7, 2018**