

STEBEN COUNTY ADMINISTRATION COMMITTEE

Tuesday, June 12, 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 Alan Reed Jim Allard	Mitchell Alger Jennifer Prossick	Brenda Mori Andy Morse
LEGISLATORS:	Joseph J. Hauryski John V. Malter	Kelly H. Fitzpatrick Frederick G. Potter	K. Michael Hanna
OTHERS:	Mary Perham		

I. CALL TO ORDER

Mr. Van Etten called the meeting to order at 9:00 a.m. and asked Mr. Potter to lead the Pledge of Allegiance.

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE MAY 8, 2018, MEETING MADE BY MRS. LANDO. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

III. DEPARTMENT REQUESTS

A. Clerk of Legislature

1. **Retirement Reporting** – Ms. Mori stated this is the annual retirement requirement from the NYS Comptroller. This will require approval by the Full Board.

MOTION: APPROVING THE STANDARD WORK DAY AND RETIREMENT REPORTING RESOLUTION AS REQUIRED BY THE NEW YORK STATE COMPTROLLER MADE BY MS. LATTIMER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

B. Purchasing

1. **Contract Renewal** – Mr. Morse requested authorization to renew the contract with PIRRUNG Auctioneers, Inc. to conduct the annual County surplus auction. This is third renewal of five and the terms and conditions will remain the same.

MOTION: AUTHORIZING THE PURCHASING DIRECTOR TO RENEW THE CONTRACT WITH PIRRUNG AUCTIONEERS, INC. UNDER THE SAME TERMS AND CONDITIONS MADE BY MR. VAN ETTEN. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. **Setting the Date for the County Surplus Auction** – Mr. Morse requested authorization to set the date for the annual County surplus auction for Thursday, September 27, 2018.

MOTION: SETTING THE DATE FOR THE ANNUAL COUNTY SURPLUS AUCTION FOR THURSDAY, SEPTEMBER 27, 2018 MADE BY MRS. LANDO. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

C. Personnel

1. **Contract Renewal** – Mr. Wheeler requested authorization for the Personnel Officer to renew the contract with Catalog & Commerce, LLC for the personnel and civil service software. The annual cost is \$30,000. This is the third of three renewal options.

MOTION: AUTHORIZING THE PERSONNEL OFFICER TO RENEW THE CONTRACT WITH CATALOG & COMMERCE, LLC FOR THE PERSONNEL AND CIVIL SERVICE SOFTWARE AT AN ANNUAL COST OF \$30,000 MADE BY MS. LATTIMER. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. **Reclassification – Sheriff’s Office** – Mr. Wheeler stated the committee should have received a memo from the Sheriff regarding court security. We had a solution before the Governor, but it was vetoed. Sheriff Allard explained he is requesting the reclassification of a Court Security Corporal position to a Corrections Sergeant position and we will change the duties of a Correction Officer to include courtroom security. This is in line with what Yates, Ontario and Wayne counties have done. We will also be in line with the requirements of our reimbursement contract with the Office of Court Administration (OCA) along with the court security accreditation through the New York State Sheriff’s Association.

Mr. Wheeler stated the request is to reclassify a Grade XI Court Security Officer position to a Grade XII Corrections Officer position. This will result in a difference of \$1,500 and the position will remain in the same bargaining unit.

MOTION: AUTHORIZING THE RECLASSIFICATION OF A GRADE XI COURT SECURITY CORPORAL POSITION TO A GRADE XII CORRECTIONS SERGEANT POSITION WITHIN THE SHERIFF’S OFFICE MADE BY MR VAN ETTEN. SECONDED BY MRS. FERRATELLA FOR DISCUSSION.

Mr. Reed stated we may need to make sure this position is listed in the bargaining agreement.

Mrs. Lando asked if this is in line with what other counties are doing, what issue does the Governor have? Sheriff Allard replied a Court Security Officer position by itself, could receive a peace officer designation. Each individual entity has to have an amendment to the Corrections Law and Steuben County never did that. We have tried but are now unable to get that designation. Mr. Reed explained there is not a general rule, it is a list. The Governor is saying it should be a rule and not a list. We are not on the list for Court Security Officers, but the Corrections Officers are. Mr. Wheeler stated this reclassification will give us more flexibility and options.

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

Sheriff Allard informed the committee that two days ago one of his Court Security Officers transferred to DMV. He requested authorization to reclassify a Grade X Court Security Officer position to a Grade X Corrections Officer position. This will also require the approval of the Public Safety & Corrections Committee.

MOTION: AUTHORIZING THE RECLASSIFICATION OF A GRADE X FULL-TIME COURT SECURITY OFFICER POSITION TO A GRADE X FULL-TIME CORRECTIONS OFFICER POSITION MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Secretary’s Note: *A special meeting of the Public Safety & Corrections Committee will be scheduled on Monday, June 25, 2018 prior to the Legislative Meeting.*

D. County Manager

1. **Contract Renewal** – Mr. Wheeler requested authorization to renew the contract with ProAct. We have endorsed them as our official prescription discount card. We make these cards available in our offices. Since the start of the program, 400 prescriptions per month have been filled utilizing this card. This has resulted in a savings of \$17,000 per month to our County residents. Wegmans no longer accepts these cards. Since 2008, a savings of a \$4.2 million to residents has been realized. He stated they will do a press release this year. This card is provided at no cost to the County. He requested authorization to renew, with an option for four additional one-year renewals.

MOTION: AUTHORIZING THE COUNTY MANAGER TO RENEW THE CONTRACT WITH PROACT TO PROVIDE PRESCRIPTION DISCOUNT CARDS TO ELIGIBLE COUNTY RESIDENTS AT NO COST TO THE COUNTY MADE BY MR. VAN ETEN. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

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, OR MATTERS LEADING TO THE APPOINTMENT, EMPLOYMENT, PROMOTION, DEMOTION, DISCIPLINE, SUSPENSION, DISMISSAL OR REMOVAL OF A PARTICULAR PERSON OR CORPORATION MADE BY MRS. FERRATELLA. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: SETTING THE SALARY FOR THE DIRECTOR OF THE REAL PROPERTY TAX SERVICE AGENCY AT \$66,463.00 ANNUALLY MADE BY MRS. FERRATELLA. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: SETTING THE SALARY FOR THE DEPUTY PERSONNEL OFFICER AT \$69,530.00 ANNUALLY MADE BY MRS. FERRATELLA. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: SETTING THE SALARY FOR SALLY MADIGAN, SENIOR ASSISTANT PUBLIC DEFENDER, AT \$73,620.00 ANNUALLY MADE BY MRS. FERRATELLA. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: SETTING THE SALARY FOR JENNIFER GALVAN, SOCIAL SERVICES ATTORNEY, AT \$64,418.00 ANNUALLY MADE BY MRS. FERRATELLA. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: SETTING THE SALARY FOR DRINALD BILCARI, SOCIAL SERVICES ATTORNEY, AT \$66,463.00 ANNUALLY MADE BY MRS. FERRATELLA. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: SETTING THE SALARY FOR THE COUNTY HISTORIAN AT \$14,315.00 ANNUALLY MADE BY MRS. FERRATELLA. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: SETTING THE SALARY FOR THE PUBLIC HEALTH DIRECTOR AT \$87,539.00 ANNUALLY MADE BY MR. VAN ETEN. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: SETTING THE SALARY FOR THE RISK MANAGER AT \$36,173.00 ANNUALLY MADE BY MR. VAN ETEN. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: SETTING THE SALARY FOR THE CORRECTIONS LIEUTENANT AT \$54,356.00 ANNUALLY MADE BY MR. VAN ETEN. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: TO ADJOURN EXECUTIVE SESSION MADE BY MRS. FERRATELLA. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: TO ADJOURN MADE BY MR VAN ETEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

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

**Tuesday, July 10, 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, July 3, 2018**