

**STEBEN COUNTY ADMINISTRATION COMMITTEE**

*Tuesday, March 13, 2018*

*9:00 a.m.*

*Legislative Committee Room  
Steuben County Office Building  
Bath, New York*

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

<b>COMMITTEE:</b>	Brian C. Schu, Chair Hilda T. Lando	Scott J. Van Etten, Vice Chair	Carol A. Ferratella
<b>STAFF:</b>	Jack K. Wheeler Jennifer Prossick Jennifer DeMonstoy Shawn Sauro Pat Donnelly	James Allard Nate Alderman Andy Morse Brooks Baker Tammy Hurd-Harvey	Brenda Mori Alan Reed Wendy Jordan Craig Pomplas Karen Monroe
<b>LEGISLATORS:</b>	Joseph J. Hauryski Frederick G. Potter	Kelly H. Fitzpatrick Gary B. Roush	John V. Malter Gary D. Swackhamer
<b>ABSENT:</b>	Robin K. Lattimer		
<b>OTHERS:</b>	Mary Perham James Post, <i>The Leader</i>		

**I. CALL TO ORDER**

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

**II. APPROVAL OF MINUTES**

**MOTION: APPROVING THE MINUTES OF THE FEBRUARY 13, 2018, MEETING MADE BY MRS. LANDO. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**III. GRIEVANCE**

Mr. Alderman reported he had no grievances. Mr. Van Etten asked if the committee could be provided with an update on grievances at least quarterly. Mr. Wheeler replied we do not have any at this time to report on. Mr. Reed commented we do have some disciplines that are open, but they are different. Mr. Wheeler stated if you want information on the disciplines, let us know and we will put something together.

**IV. DEPARTMENT REQUESTS**

A. Purchasing

1. **Bids** – Mr. Morse requested authorization to award the bids for polyethylene bags and custodial paper products on a line item basis. He also requested authorization to reject the bids for stationery products as they only received one bid. He believes at this point there is no need to rebid as he has other options available to purchase stationery supplies.

**MOTION: AWARDING THE BID FOR POLYETHYLENE BAGS TO THE FOLLOWING BIDDERS ON A LINE ITEM BASIS: CENTRAL POLY CORP., ECONOMY PRODUCTS AND SOLUTIONS, AND SANICO, INC.; AWARDING THE BID FOR CUSTODIAL PAPER PRODUCTS TO THE FOLLOWING BIDDERS ON A LINE ITEM BASIS: ALL AMERICAN POLY AND CENTRAL POLY CORP.; AND REJECTING THE BID FOR STATIONERY SUPPLIES MADE BY MRS. FERRATELLA. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

2. **Contract Renewal** – Mr. Morse requested authorization to renew the contract with Greater Southern Tier BOCES to provide printing services under the same terms and conditions.

**MOTION: AUTHORIZING THE PURCHASING DIRECTOR TO RENEW THE CONTRACT WITH GREATER SOUTHERN TIER BOCES TO PROVIDE PRINTING SERVICES UNDER THE SAME TERMS AND CONDITIONS MADE BY MR. VAN ETTEN. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

B. Personnel

1. **Transfer & Reclassification – Probation** – Mr. Alderman requested authorization to transfer and reclassify a zero-based Registered Professional Nurse position, Grade XII from Public Health to a Probation Assistant position, Grade IX. Mr. Pomplas explained this position will perform two duties. One quarter of their time will be spent overseeing ignition interlock supervision from the Sheriff's Office. The remaining three quarters of their time will be targeted toward administrative duties relative to the new raise the age legislation.

Mr. Wheeler commented with raise the age, we can start documenting costs and this would be one of the first documented costs. We will receive 75 percent reimbursement from the State. Next year we will look at STOP-DWI funds to see if we can reallocate some funding to cover the remaining 25 percent cost of the position. Mr. Reed commented that the State reimbursement would also apply to the new paralegal position in his office that will be working on raise the age.

**MOTION: AUTHORIZING THE TRANSFER AND RECLASSIFICATION OF ONE ZERO BASED REGISTERED PROFESSIONAL NURSE POSITION, GRADE XII FROM PUBLIC HEALTH TO A PROBATION ASSISTANT POSITION, GRADE IX MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA FOR DISCUSSION.**

Mrs. Ferratella asked the first year of the raise the age program is targeted at 16 year olds. Will the costs continue to be documented and reimbursed as the 17 year olds are integrated into the program? Mr. Wheeler replied the costs would still be there regardless of whether they are 16 or 17 year olds. We are going to document the costs when we do the operational plan. The first year will be the 16 year olds and then we will ramp up the plan and staff costs as the program is implemented.

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

2. **Reclassification – Sheriff's Office** – Mr. Alderman requested authorization to reclassify a Sheriff's Deputy position, Grade XI to a Sheriff's Deputy Corporal position, Grade XII. Sheriff Allard explained we have four shifts with three trained supervisors and this reclassification will give us another trained supervisor. The other three supervisors are Sergeants. Mr. Wheeler explained there will be an additional initial cost of \$3,500 for the reclassification.

**MOTION: AUTHORIZING THE RECLASSIFICATION OF A DEPUTY SHERIFF POSITION, GRADE XI TO A DEPUTY SHERIFF CORPORAL POSITION, GRADE XII MADE BY MRS. LANDO. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

3. **Transfer & Reclassification – Sheriff’s Office** – Mr. Alderman requested authorization to transfer a total of four positions from Public Health, Community Services and the Youth Bureau and reclassify them to Deputy Sheriff’s positions. Sheriff Allard stated this was discussed in depth at last week’s Public Safety & Corrections Committee. With these reclassifications, we would fund two of the positions and they would be trained to do drug interdictions in a program similar to what Livingston County is doing. These positions will be used for the express purpose of dealing with the opioid crisis.

**MOTION: AUTHORIZING THE TRANSFER AND RECLASSIFICATION OF ONE PUBLIC HEALTH NURSE POSITION, GRADE XV FROM PUBLIC HEALTH; ONE STAFF SOCIAL WORKER POSITION, GRADE XV FROM OFFICE OF COMMUNITY SERVICES; ONE SENIOR ALCOHOL & SUBSTANCE ABUSE COUNSELOR POSITION, GRADE XIV FROM OFFICE OF COMMUNITY SERVICES; AND ONE ASSISTANT YOUTH PROGRAM ADMINISTRATOR POSITION, GRADE XVI TO FOUR DEPUTY SHERIFF POSITIONS, GRADE XI MADE BY MRS. LANDO. SECONDED BY MR. VAN ETTEN FOR DISCUSSION.**

Mrs. Lando commented it looks like the State Police are not happy with our comments. Sheriff Allard replied it was a bit disappointing to see how that played out, but if the initial effort is more interdiction, then that is good for our residents. Mr. Wheeler stated we have seen ebbs and flows in our relationship with the State Police. They work so well together now and it is not about who gets the credit. Mr. Baker commented this was a response from Albany, not from the local barracks.

Mr. Van Etten stated at last week’s meeting the committee approved the reclassification of the four positions, but you are hiring two of those and, based upon whether you are awarded the COPS grant, then the other two would be filled. If the grant is not awarded, then we would have to make a decision about filling the remaining two. Mr. Wheeler stated if the grant is not approved, they will come back in the summer with a recommendation.

Mrs. Lando asked when would these positions start? Mr. Wheeler replied we can sign the vacancies today. Sheriff Allard replied we can get everything in process by April 9<sup>th</sup>.

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

C. Public Defender

1. **Request to Set Salary Above Mid-Point for 1<sup>st</sup> Assistant Public Defender** – Mr. Sauro stated effective April 9<sup>th</sup>, our office will be back to full staff with the addition of Casey Rodgers who will be working full-time covering Bath. He has also moved Mackenzie Stutzman to First Assistant Public Defender. Mr. Sauro requested authorization to increase Mr. Stutzman’s salary above the mid-point. Currently he is making \$66,769 and he would like to increase that to \$72,000 which is what he made when he made the transition to First Assistant. Mr. Stutzman will be responsible for more case management and reaching out to the attorneys that are handling the local courts. Mr. Wheeler commented because he is requesting hiring above the mid-point, it requires committee approval.

**MOTION: SETTING THE SALARY FOR MACKENZIE STUTZMAN, FIRST ASSISTANT PUBLIC DEFENDER, AT \$72,000 MADE BY MRS. FERRATELLA. SECONDED BY MRS. LANDO FOR DISCUSSION.**

Mr. Van Etten asked does Mr. Stutzman have the same experience you had when reaching that salary? Mr. Sauro replied he is getting close. He worked in the Public Defender’s Office in Chemung County and was involved in a number of misdemeanor and felony trials. He also still does contract work.

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

D. County Manager

1. **Authorization for RFP for Time Keeping System** – Mr. Wheeler requested authorization to issue an RFP for a time keeping system. We currently are using an antiquated system and we want to find something to best track and record time. He stated they included a placeholder during contract negotiations to allow them to do this. We just want to see what is out there. Mr. Hauryski commented he brought this up three or four years ago. It is time for us to get on board with technology for time and attendance keeping. Mr. Wheeler commented we do have an electronic time keeping system with the other bargaining units, but not in the main unit. However, that is not necessarily a straightforward process.

Mr. Malter asked what enhancements are you looking for? Mr. Wheeler replied we are looking for something that supervisors can manage and anything that records time. Mrs. Hurd-Harvey commented we have had some issues with the Sheriff's Office with regard to being able to get the necessary data for payroll processing. If we had a way to directly capture that from the field that would be helpful. Sheriff Allard stated our time keeping is all paper based. Mr. Donnelly stated we are required to meet a deposit deadline date and time.

Mr. Van Etten asked so this is actually just time and attendance, not a system to gain access? Mr. Wheeler replied that is correct. With our next access system through Day Automation, we can leverage that type of technology.

**MOTION: AUTHORIZING THE COUNTY MANAGER, IN CONJUNCTION WITH THE PURCHASING DIRECTOR, TO ISSUE A REQUEST FOR PROPOSALS FOR A TIME KEEPING SYSTEM MADE BY MRS. FERRATELLA. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

2. **State Forest Land** – Mr. Wheeler informed the committee that the Governor has included a proposal in his Executive Budget to take State owned forest land and exclude them from paying property taxes and move them to a PILOT system. There is no budget bill in the Senate or the Assembly. Mr. Wheeler stated Schuyler and Chenango counties have both done resolutions opposing this. It is up to you if you would want to do the same.

Mr. Malter asked what is the reasoning behind the change? Mr. Donnelly replied this takes the assessed value out of the process. Mrs. Ferratella commented PILOTs usually have an end date. Will these be continuous PILOTs? Mr. Wheeler replied we did not see an end date. They want an assurance of the price and assessment. Mr. Hauryski asked will this affect the tax cap? Mr. Wheeler replied in some way it will. It will be based on the overall assessed value.

Mrs. Lando asked how does this benefit us? Mr. Wheeler replied it does not. Mr. Potter commented PILOTs in the first year get noted on the tax cap. It is a loss of revenue to an extent. Mr. Wheeler commented it certainly could be. If the school districts have large parcels of State forest land, it could be a big hit to them.

Mr. Van Etten commented it does not hurt to send a memorializing resolution.

**MOTION: MEMORIALIZING THE GOVERNOR AND THE STATE LEGISLATURE IN OPPOSITION TO THE PROPOSAL IN THE GOVERNOR'S EXECUTIVE BUDGET TO REMOVE STATE FOREST LAND FROM THE TAX ROLLS AND MOVING THEM INTO A PILOT BASED SYSTEM MADE BY MRS. LANDO. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.**

**MOTION: TO ADJOURN MADE BY MRS. LANDO. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

Respectfully Submitted by

Amanda L. Chapman  
Deputy Clerk  
Steuben County Legislature