

STEBEN COUNTY ADMINISTRATION COMMITTEE

Tuesday, March 12, 2019

9:00 a.m.

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

****MINUTES****

COMMITTEE: Brian C. Schu, Chair Scott J. Van Etten, Vice Chair Carol A. Ferratella
Robin K. Lattimer

STAFF: Jack K. Wheeler Amy Dlugos Brenda Aston
Tim Marshall Hank Chapman Scott Sprague
Brenda Mori Andy Morse Jennifer DeMonstoy
Jennifer Prossick Rob Wolverton Cody Ryan
Nate Alderman Wendy Jordan Judy Hunter
Sue Cranmer

LEGISLATORS: Kelly H. Fitzpatrick **John V. Malter** Robert V. Nichols
Frederick G. Potter Gary B. Roush

ABSENT: Hilda T. Lando

OTHERS: Alison Hunt
Mary Perham

I. CALL TO ORDER

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

II. DEPARTMENT REQUESTS

A. Risk Manager

1. **Renewal of Contract for Drug/Alcohol Testing Program** – Mr. Sprague informed the committee they have a contract with Occustar/Occustar Workplace Compliance for the County’s drug/alcohol testing program. They administer the program for us and have for a number of years. Occustar provides random testing for our CDL holders as well as all of the municipalities, with the exception of two. This contract also includes pre-employment and post-accident testing. The annual amount is approximately \$18,000 although less than \$7,000 is for Steuben County. Mr. Sprague requested authorization to renew the contract for one year. After this renewal, he would like to do an RFP to see what other providers there are.

MOTION: AUTHORIZING THE RISK MANAGER TO RENEW THE CONTRACT WITH OCCUSTAR/OCCUSTAR WORKPLACE COMPLIANCE FOR THE COUNTY’S DRUG/ALCOHOL TESTING PROGRAM MADE BY MR. VAN ETTEN. SECONDED BY MS. LATTIMER FOR DISCUSSION.

Mr. Van Etten asked what will happen if the State legalizes marijuana? Mr. Sprague replied that could create some issues. Mr. Wheeler commented the requirements for CDL holders are regulated by the Federal Government. For drug testing for employees without a CDL, if they test positive, then that could be a gray area.

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

2. **Insurance Waiver** – Mr. Sprague requested authorization to waive the insurance requirements for the Hornell Area Chamber of Commerce. Since their contract is over \$10,000, this requires the committee’s approval.

MOTION: WAIVING THE INSURANCE REQUIREMENTS FOR THE HORNELL HORNELL AREA CHAMBER OF COMMERCE MADE BY MRS. FERRATELLA. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

Secretary’s Note: During the meeting, Mr. Sprague misspoke and stated the insurance waiver was for the Hornell Area Concern for Youth. The waiver is actually for the Hornell Area Chamber of Commerce as they receive a room tax allocation in the amount of \$15,000.

B. Purchasing

1. **Authorization to Bid Polyethylene Bags and Custodial Paper Products** – Mr. Morse requested authorization to bid the polyethylene bags and custodial paper products.

MOTION: AUTHORIZING THE PURCHASING DIRECTOR TO SOLICIT BIDS FOR POLYETHYLENE BAGS AND CUSTODIAL PAPER PRODUCTS MADE BY MR. VAN ETEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

2. **Contract Renewal** – Mr. Morse requested authorization to renew the contract with GST BOCES for printing services. Last year we spent \$12,000.

MOTION: AUTHORIZING THE PURCHASING DIRECTOR TO RENEW THE CONTRACT WITH GST BOCES FOR PRINTING SERVICES MADE BY MR. VAN ETEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

C. Information Technology

1. **Deputy Director** – Mr. Wolverton introduced the new Deputy Director, Cody Ryan.

2. **Approval to Issue RFP for Internet Services** – Mr. Wolverton requested authorization to issue an RFP for internet services for the County Office Building. We are in year two of a five year contract, but our bandwidth is 20 megabits x 20 megabits. He would like to get the bandwidth expanded to 100 megabits up to 1 gigabyte and would like to put out an RFP to see what comes back. We have been having problems with our current bandwidth with online trainings and now will need more with the new timekeeping system.

Mr. Wheeler stated we had talked about increasing the speed with the current contract through Empire, but we will need to bid this out. Mr. Wolverton stated we have a contract with Empire for the County Office Building and one with Finger Lakes Technology Group for 15 megabits at the Public Safety Building.

MOTION: AUTHORIZING THE DIRECTOR OF INFORMATION TECHNOLOGY, IN CONJUNCTION WITH THE PURCHASING DIRECTOR, TO ISSUE AN RFP FOR INTERNET SERVICES FOR THE COUNTY OFFICE BUILDING MADE BY MR. VAN ETEN. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

D. Personnel

1. **Reclassification and Transfer – Emergency Management Office** – Mr. Alderman requested authorization to reclassify and transfer one zero-based Landfill Recycling Manager Position, Grade XIII from the Public Works Department, to one Radio Technician Position, Grade XII in the Emergency Management Office.

Mr. Marshall explained our Radio Technician, Fred Marvin, will be retiring at the end of the year and this is a critical position. Our intent is to get someone in to train prior to Mr. Marvin’s retirement and then we will not backfill that vacant position.

MOTION: AUTHORIZING THE RECLASSIFICATION AND TRANSFER OF ONE ZERO-BASED LANDFILL RECYCLING MANAGER POSITION, GRADE XIII FROM THE PUBLIC WORKS DEPARTMENT TO ONE RADIO TECHNICIAN POSITION, GRADE XII IN THE EMERGENCY MANAGEMENT OFFICE MADE BY MRS. FERRATELLA. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.

2. **Reclassification – Public Defender** – Mr. Alderman requested authorization to reclassify one Part-Time Assistant Conflict Defender Position, Management Grade E to one Full-Time Assistant Conflict Defender Position, Management Grade E. Mr. Wheeler explained we applied for an amendment to a grant that called for the hiring of an additional part-time conflict defender to create a full-time position which will actually be cheaper.

MOTION: AUTHORIZING THE RECLASSIFICATION OF ONE PART-TIME ASSISTANT CONFLICT DEFENDER POSITION, MANAGEMENT GRADE E TO ONE FULL-TIME ASSISTANT CONFLICT DEFENDER POSITION, MANAGEMENT GRADE E MADE BY MRS. FERRATELLA. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.

3. **Reclassification – Office of Community Services** – Mr. Alderman requested authorization to reclassify one zero-based Staff Social Worker Position, Grade XV to one Alcohol & Substance Abuse Counselor, Grade XIII. Dr. Chapman explained we originally had funded this position with local dollars, but they recently received notification that the State will be providing us with \$60,000 to help fund this position.

MOTION: AUTHORIZING THE RECLASSIFICATION OF ONE ZERO-BASED STAFF SOCIAL WORKER POSITION, GRADE XV TO ONE ALCOHOL & SUBSTANCE ABUSE COUNSELOR, GRADE XIII IN THE OFFICE OF COMMUNITY SERVICES MADE BY MS. LATTIMER. SECONDED BY MR. VAN ETEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

Mr. Van Etten commented after last week's meetings, a couple of Legislators said to him that it seems like we are adding a lot of people over time. He stated that he does not feel like we are adding positions that are not very well justified or explained. We have needed the positions to either meet State requirements or due to retirements. Could we get a summary list of the positions that we have added over the past couple of years? Mr. Wheeler asked do you want that break down per year? Mr. Van Etten replied yes.

Mr. Wheeler explained our vacancies are up right now. We track those by month and we are currently at 89. From that standpoint, we are always in flux. Mr. Van Etten stated it would just be helpful to see the numbers year over year and to look to see if we are incrementally up and the reasons why. There is the feeling with some Legislators that we are just back to adding jobs.

Mr. Wheeler stated 2019 is the first year in about ten that we actually added net positions. The actual number of bodies is always in flux. We have done a significant amount of reclassifications. Mr. Swackhamer stated he would also like to see the upgrade costs. Last year we were almost at \$500,000. Mr. Wheeler explained a lot of that cost was due to adding the Sheriff's positions; they were incremental positions. Mr. Swackhamer stated the cost of upgrading positions affects us as much as the number of people. Mr. Wheeler stated there have been a number of times when we upgraded positions but did not backfill. We will work on getting that report to you.

Mr. Malter asked for a statement of where we were two years ago versus today. Mrs. Ferratella stated she would also like to have the report show which positions were the result of a State mandate. Mr. Wheeler stated he would include that as well.

E. County Manager

1. **Memorializing Resolution Re: AIM Funding** – Mr. Wheeler requested the Legislature adopt a resolution memorializing the Governor and the State Legislature in opposition to the proposed and amended 2020 Executive State Budget impacting AIM funding. The proposal will result in a \$250,000 cost to us. The Senate

and Assembly have both indicated they are not in favor. He commented most counties are adopting resolutions opposing this.

MOTION: MEMORIALIZING THE GOVERNOR AND THE STATE LEGISLATURE IN OPPOSITION TO THE PROPOSED AND AMENDED 2020 EXECUTIVE STATE BUDGET IMPACTING AIM FUNDING MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.

MOTION: ADJOURNING 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 MR. VAN ETTEN. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

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

MOTION: APPROVING A \$10,000 STIPEND FOR AMY DLUGOS, PLANNING DIRECTOR, TO ACT AS DEPUTY COUNTY MANAGER MADE BY MS. LATTIMER. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

MOTION: APPROVING THE MINUTES OF THE FEBRUARY 13, 2019, MEETING MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

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

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

****NEXT MEETING SCHEDULED FOR**
Tuesday, April 9, 2019
Legislative Committee Room
9:00 a.m.**

**Please send agenda items to the Clerk of the Legislature's Office
NO LATER THAN NOON
Wednesday, April 3, 2019**