

STEBEN COUNTY ADMINISTRATION COMMITTEE

Tuesday, September 11, 2018

9:00 a.m.

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

****MINUTES****

COMMITTEE:	Brian C. Schu, Chair Robin K. Lattimer	Scott J. Van Etten, Vice Chair Carol A. Ferratella	Hilda T. Lando
STAFF:	Jack K. Wheeler Lise Reynolds Sue Cranmer Pat Donnelly Alan Reed	Mitchell Alger Brenda Mori Jennifer Prossick Vince Spagnoletti James Allard	Tim Marshall Wendy Jordan Andy Morse Nate Alderman Jennifer DeMonstoy
LEGISLATORS:	Joseph J. Hauryski Gary D. Swackhamer	John V. Malter	Gary B. Roush
OTHERS:	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. Ryan to lead the Pledge of Allegiance.

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE AUGUST 14, 2018, AND AUGUST 27, 2018, MEETINGS MADE BY MS. LATTIMER. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

III. DEPARTMENT REQUESTS

A. Clerk of the Legislature

1. **Retirement Reporting** – Ms. Mori reported they have three individuals who missed the deadline for the previous resolution submission. Two of those individuals have submitted their records of activity and another resolution is required to capture those records.

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

B. Purchasing

1. **Quarterly Copy Paper Bid Award** – Mr. Morse stated they received three bids and he recommended awarding to the low bidder, W. B. Mason for \$27.19 per case. This represents a \$.28 decrease from the last quarter. Mr. Schu asked can we bid the purchase of paper every six months? Mr. Morse replied we could, but logistically that would create problems with regard to storage.

MOTION: AWARDING THE QUARTERLY COPY PAPER BID TO THE LOW BIDDER, W. B. MASON FOR \$27.19 PER CASE MADE BY MRS. FERRATELLA. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

C. Emergency Management Office

1. **Coroners and Coroners Aide Salary Increase** – Mr. Marshall informed the committee that while they were making changes to their contract with the medical examiner’s office, they had a chance to meet with the Coroners to discuss various issues, one of them being salary. It has been eight years since the Coroners have had a raise. After discussing with Mr. Wheeler, he is proposing increasing the Coroners pay from \$200 per case to \$225 per case. The Coroners average about 260 cases per year.

Mr. Wheeler replied this will equate to about a \$6,000 increase in the budget. If approved, the raise would be effective January 2019.

MOTION: APPROVING AN INCREASE IN THE CORONERS PAY FROM \$200 PER CASE TO \$225 PER CASE MADE BY MRS. LANDO. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

Mr. Marshall stated the Coroners Aides drive the van and transport bodies to the medical examiner’s office. With the changes made to the medical examiner’s contract and the issues we are having with the number of aides that are able to respond, he is recommending an increase to their pay. Currently they are paid \$100 per trip. In looking at the budget, he is requesting an increase to \$150 per trip. This is more of a recruitment and retention issue. Some of the aides will also be traveling some extra miles now that they are traveling to Binghamton instead of Rochester. If you approve the increase to \$150 per trip, they are averaging about five hours per trip which equates to \$30.00 per hour. There is money in our budget and does not represent a change as we have enough money to cover this increase.

Mr. Wheeler commented there is \$8,000 in that line item and we would not need to increase the budget. This is a less expensive option to having funeral homes doing as they are significantly more expensive.

Ms. Lattimer asked would this be effective immediately? Mr. Marshall replied he would like to see if they could do that. It would allow him to encourage those individuals already on our list to continue to take calls.

MOTION: APPROVING AN INCREASE IN CORONERS AIDE PAY FROM \$100 TO \$150 PER TRIP MADE BY MS. LATTIMER. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

D. Personnel

1. **Public Works Upgrade (Grade XIII to Grade XV)** – Mr. Alderman stated that Mr. Spagnoletti is requesting an upgrade of a **Machinery** Shop Supervisor from a Grade XIII to a Grade XV. This will require the approval of the union.

Mr. Spagnoletti explained the **Machinery** Shop Operator is in charge of all equipment in all of the highway shops and also helps with the equipment maintenance at the Landfill. The District Supervisor overseeing the County Highway Shops are a Grade XV. He feels that a Grade XV corresponds to the duties of the **Machinery** Shop Supervisor. If approved, this would represent a \$4,235 increase. The Grade XIII is \$53,653 and the Grade XV is \$57,888. This would become effective in 2019.

MOTION: AUTHORIZING THE UPGRADE OF A **MACHINERY SHOP SUPERVISOR FROM A GRADE XIII TO A GRADE XV IN THE PUBLIC WORKS DEPARTMENT, CONTINGENT UPON UNION APPROVAL MADE BY MRS. LANDO. SECONDED BY MRS. FERRATELLA FOR DISCUSSION.**

Mr. Van Etten stated this request was approved by the Public Works Committee. The question that he did not ask at the Public Works meeting is are we doing this for the position itself, or for the individual? Mr. Spagnoletti replied it is for the position. Mr. Van Etten asked is there any likelihood that the union will not approve? Mr. Alderman replied it is possible, but he assumes they will approve it.

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

2. **Transfer – Office of Community Services** – Mr. Alderman requested authorization to transfer a vacant Social Work Assistant position, Grade XII from the Office of Community Services to the Department of Social Services. Ms. Reynolds explained we currently fund this position, which is our Disability Assistant who specifically assists people with their applications for Social Security Disability. The individual in that position is retiring and it makes sense, upon their retirement, to transfer the position to our department. Mr. Wheeler commented Dr. Chapman is in agreement with this.

MOTION: AUTHORIZING THE TRANSFER OF A VACANT STAFF SOCIAL WORKER POSITION, GRADE XII, FROM THE OFFICE OF COMMUNITY SERVICES TO THE DEPARTMENT OF SOCIAL SERVICES MADE BY MS. LATTIMER. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

3. **Sheriff – Reclassification** – Sheriff Allard requested authorization to reclassify six full-time Court Security Officers to full-time Corrections Officers. This reclassification is beneficial to both divisions and we have met with the union who are in agreement. This reclassification will result in the same grade and same pay, with no additional cost. There will be a slight change to the hours of work going from 37.5 hours to 40 hours.

MOTION: AUTHORIZING THE RECLASSIFICATION OF SIX FULL-TIME COURT SECURITY OFFICERS TO FULL-TIME CORRECTIONS OFFICERS IN THE SHERIFF'S OFFICE, CONTINGENT UPON UNION APPROVAL, MADE BY MR. VAN ETEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

E. Commissioner of Finance

1. **Hornell Courthouse** – Mr. Donnelly stated in October 2017, the Administration Committee authorized a quit claim deed to the City of Hornell relative to the Hornell Courthouse, which was then approved by the Legislature. That was rescinded by the Legislature on July 23, 2018. Mr. Donnelly requested authorization to dispose of the Hornell Courthouse via a public auction sale and also requested authorization to issue an RFP for auctioneering services for non-tax acquired properties.

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO DISPOSE OF THE HORNELL COURTHOUSE VIA A PUBLIC AUCTION SALE AT A DATE TO BE DETERMINED, AND AUTHORIZING, IN CONJUNCTION WITH THE PURCHASING DIRECTOR, THE ISSUANCE OF A REQUEST FOR PROPOSALS FOR AUCTIONEERING SERVICES FOR NON-TAX ACQUIRED PROPERTIES MADE BY MR. VAN ETEN. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

MOTION: TO ADJOURN MADE BY MS. LATTIMER. 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, October 9, 2018
Legislative Committee Room
9:00 a.m.**

**Please send agenda items to the Clerk of the Legislature's Office
NO LATER THAN NOON
Wednesday, October 3, 2018.**