**MINUTES**

<table>
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<tr>
<th>COMMITTEE:</th>
<th>Robin K. Lattimer, Vice Chair</th>
<th>Kelly H. Fitzpatrick</th>
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<tr>
<td>Brian C. Schu, Chair</td>
<td>Gary D. Swackhamer</td>
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<td>Hilda T. Lando</td>
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<tr>
<th>STAFF:</th>
<th>Brenda Scotchmer</th>
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<tr>
<td>Jack K. Wheeler</td>
<td>Jennifer Prossick</td>
<td>Dave Wallace</td>
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<td>Noel Terwilliger</td>
<td>Kelly Penziul</td>
<td>Wendy Jordan</td>
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<td>Jennifer Galvan</td>
<td>Nate Alderman</td>
<td>Judy Hunter</td>
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<td>Andy Morse</td>
<td>Tammy Hurd-Harvey</td>
<td>Tim Marshall</td>
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<td>Sue Cranmer</td>
<td>Craig Patrick</td>
<td>Rob Wolverton</td>
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<td>Patty Baroody</td>
<td>Mitch Alger</td>
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<td>Darlene Smith</td>
<td>Vicky Olin</td>
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<th>LEGISLATORS:</th>
<th>Carol A. Ferratella</th>
<th>Steven P. Maio</th>
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<tr>
<td>Scott J. Van Etten</td>
<td>Robert V. Nichols</td>
<td>Frederick G. Potter</td>
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<td>John V. Malter</td>
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<td>Gary B. Roush</td>
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<th>OTHERS:</th>
<th>Mary Perham</th>
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I. **CALL TO ORDER**

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

II. **APPROVAL OF MINUTES**

MOTION: **APPROVING THE MINUTES OF THE JULY 13, 2021, MEETING MADE BY MS. FITZPATRICK. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

III. **DEPARTMENT REQUESTS**

A. **Commissioner of Finance**

1. **GASB75 Actuarial Services** – Mrs. Hurd-Harvey requested authorization to enter into an agreement with Armory Associates for GASB74 actuarial services. The total cost for four years is $16,800.

MOTION: **AUTHORIZING THE COMMISSIONER OF FINANCE TO ENTER INTO A CONTRACT WITH ARMORY ASSOCIATES FOR GASB75 ACTUARIAL SERVICES FOR A TOTAL COST OF $16,800 FOR FOUR YEARS MADE BY MRS. LANDO. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

2. **Retainer Agreement** – Mrs. Hurd-Harvey requested authorization to sign a retainer agreement with Gary Bowitch, Esq. relative to DEC environmental issues. The terms and conditions remain the same with an hourly rate of $210.00. She noted the only difference is that he is no longer in a partnership and is working on his own.

MOTION: **AUTHORIZING THE COMMISSIONER OF FINANCE TO SIGN A RETAINER AGREEMENT WITH GARY BOWITCH, ESQ. RELATIVE TO DEC ENVIRONMENTAL ISSUES MADE BY MRS. LANDO. SECONDED BY MS. FITZPATRICK FOR DISCUSSION.**
Ms. Fitzpatrick asked how many of these cases do we typically have? Ms. Prossick replied we previously had four. Mr. Bowitch does the consent orders and negotiates with the DEC. He also assists us with other issues.

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

B. **Purchasing**

1. **Award Quarterly Copy Paper Bid** – Mr. Morse recommended awarding the quarterly copy paper bid to the low bidder, W.B. Mason at $28.12 per case. He noted the bid from Contract Paper was $29.95 per case. Mr. Swackhamer asked how does the price compare to last year? Mr. Morse replied there has been less than a 10 percent variance, however, this bid represents a 17 percent increase.

**MOTION: AWARDS THE QUARTERLY COPY PAPER BID TO THE LOW BIDDER, W.B. MASON FOR $28.12 PER CASE MADE BY MS. LATTIMER. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

2. **Authorization to Bid** – Mr. Morse requested authorization to bid polyethylene bags and custodial paper products.

**MOTION: AUTHORIZING THE PURCHASING DIRECTOR TO SOLICIT BIDS FOR POLYETHYLENE BAGS AND CUSTODIAL PAPER PRODUCTS MADE BY MR. SWACKHAMER. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

C. **Elections**

1. **Approval of Technology Innovation & Elections Resources “TIER” Grant** – Ms. Olin requested authorization to accept the TIER grant in the amount of $93,639.66. This is a non-matching grant from the State. We can go back to April 2021 and we have to spend the grant before the end of January 2023. She stated these funds can be used to purchase voting machines, ballot tracking software, etc.

**MOTION: AUTHORIZING THE ACCEPTANCE OF THE TECHNOLOGY INNOVATION & ELECTIONS RESOURCES “TIER” GRANT IN THE AMOUNT OF $93,639.66 MADE BY MRS. LANDO. SECONDED BY MS. LATTIMER FOR DISCUSSION.**

Mrs. Lando asked what do you plan to use the funds for? Ms. Olin replied we do not yet know. We wanted to talk with the committee because as of this point we do not have a five year plan. Our current voting machines are 12 years old and we have done everything we can to keep them functioning. There is only one machine that has been certified by the State, and we are not thrilled with that machine. If we decide to purchase that machine we would have to buy large rolling lockers, which would be an additional cost. There would also be the issue of finding the space to store everything. Ms. Olin stated right now the State wants to force us into an all-mail ballot system. Do we want to spend money on new voting machines to find out later that we will not be using them? We have not received any guidance from the State.

Mr. Swackhamer asked what is your proposal? Ms. Olin replied we tried something new last year with the primaries and early voting. When you do the early voting, an individual can go to any inspector and check in and they print out a ballot for your district. It was very successful. It reduces the number of ballots that we have to pre-order. Normally when we have pre-ordered a significant amount we did not have good voter turnout. With this option we would have to buy printers, which are $500 each. We would also have to come up with something to deliver them out to the poll sites. If we are doing that, then we need to order other things to make sure the machines are secured at the poll site.

Ms. Olin stated one of the bills that is awaiting the Governor’s signature is early voting. If this bill passes, it would require us to have two early voting sites in the County; one of which needs to be in a city, which would be Corning. The question is would you put the other site in Bath? We could put one in each city or we could do...
early voting in the two cities and Bath. Every early voting site we have will cost money. Mrs. Lando asked how many early voters did you have last year? Ms. Olin replied we had over 8,000 and it went very well.

Ms. Lattimer commented I don’t see how we can put an early voting machine in Bath and Corning and not put one in Hornell. If we are required to have two sites, then we must have three, in my opinion. With regard to the voting machines, I would be very reluctant to replace because we don’t know if we will end up mailing out everything and that would be a waste. Ms. Olin commented our extended warranty on our machines will run out next year. Mr. Van Etten asked after next year they will no longer support it? Ms. Olin replied correct; the company has a new machine they are selling. There are a couple more machines that we may see at our conference, but they will need to go through the State certification process.

Ms. Lattimer commented I would put the money into purchasing printers. Mr. Swackhamer asked what will be the cost if we have three early voting sites with printers? Ms. Olin replied we currently have 10 printers. We could probably cover all three sites with what we have; with three printers at each site and three inspectors. If we purchase five additional printers that would be another $2,500. The coverage for inspectors for two elections next year is around $34,000 for the three sites.

Ms. Fitzpatrick stated then we will need to find a site in Corning and Hornell for nine days that will be secure. Ms. Olin stated we will also have to have things come back to our office at the end of each day. The law states that on the weekends we have to have the polls open for eight hours. Last year our early voting ended at 2pm and in order to do everything that needed to be done after the polls closed, we were here until 11pm on Sunday night so that we could have everything ready for Monday morning. Ms. Fitzpatrick asked do you have to have staff available every day? Ms. Olin replied we have to have staff every day to process.

Ms. Olin stated in the other bill that is awaiting the Governor’s signature, they want us to start counting absentee votes before the early voting starts. There have been 100 laws passed in the last two years that affect us. The bills that passed this year include the no excuse absentee voting and voter registration on the day of the elections.

Mr. Horton asked do the early voting sites in the cities have to be inside city limits? Ms. Olin replied yes because the law requires that we put a site in one of the cities. Mrs. Lando asked what happens if you do not use the money? Ms. Olin replied it goes back to the State.

Mr. Malter stated so for the early voting sites you are proposing, anyone from the County can go to those sites and receive a ballot for their district. Will that be at all of the polling sites? Ms. Olin replied that is what we are looking at doing. Mr. Malter asked how many polling sites do we have? Ms. Olin replied we have 54 sites. Mr. Malter asked what will be the cost for getting printers for all the sites? Ms. Olin replied right now the printers are difficult to get, but the cost is $500 per printer.

Ms. Olin stated we are also looking for Election Day in Bath, Corning City and Hornell City, incorporating multiple districts at one poll site. If we are printing the ballots, then when people come into those sites they don’t have to wait for the inspector for their district; they can just go to the next available inspector and get their ballot printed for their district. It helps move things along. Ms. Lattimer asked will you keep the same number of inspectors? Ms. Olin replied yes, for now.

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

2. Approval of Early Voting Expansion Grant – Ms. Olin requested authorization to accept the Early Voting Expansion Grant in the amount of $20,009.72. We have a short window as the funds have to be spent by January 2022. Mr. Malter asked will this supplement the costs for early voting? Mr. Wheeler replied yes. It will not offset the existing budget, but the expansion of early voting. Ms. Fitzpatrick asked could this funding be used for the printers? Ms. Olin replied yes.
MOTION: AUTHORIZING THE ACCEPTANCE OF THE EARLY VOTING EXPANSION GRANT IN THE AMOUNT OF $20,009.72 MADE BY MS. FITZPATRICK, SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

Mrs. Lando asked will you come back to tell us your plan for the funds? Ms. Olin replied yes. If the consensus is to go to three sites for early voting, then that gives us an idea of what we need to do with our budget and what we need to purchase.

Mr. Maio asked with early voting last year only being held in Bath, where were most of the people from? Ms. Penziul replied we had a lot from Corning, Hornell and Woodhull. Ms. Olin stated I see that happening next year and that will be a larger turnout. The voters liked being able to come in and vote early. With the local elections I don’t think you will see that as much. We are trying to get the State to allow smaller counties like ours more flexibility.

Mrs. Lando asked do you have a plan to be up and running by November? Ms. Olin replied it is not a requirement until next year. We will have no problem spending the money. Mr. Van Etten asked is the plan this year for early voting to stay in Bath? Ms. Olin replied yes.

Mr. Malter asked with regard to the voting machines, you stated there was only one machine that had been certified. Are there other machines out there that need to be certified? Ms. Olin replied yes; the machine that we looked at has not been certified. She clarified the printers we are talking about are just for the ballots, not the voting machines.

Mrs. Lando asked how many electronic poll books do you have? Ms. Olin replied we have 90.

3. Early Voting Chargebacks – Ms. Olin stated we currently charge back to the towns for ballots and inspector fees. Now we have early voting and we will be moving that into three sites. Is this something we should be charging back, and if so, how much? Ms. Lattimer asked how would you do that? Ms. Olin stated we can charge back for paper and ink based on the number of voters per district that come to the sites. How you charge for the inspectors is more difficult. Mr. Wheeler commented the process of charging back to the municipalities will be difficult. My opinion would be to wait and see what happens at the Bath site. As this expands we will want to seriously consider it.

D. Real Property Tax Service Agency
1. RPSV4 Annual License Fee – Mrs. Jordan requested authorization to do the annual chargeback to the municipalities for the RPSV4 annual license fee which is based on parcel count. This fee has not changed and the State fee will not change until they convert to their new system in the next couple of years.

MOTION: APPROVING THE ANNUAL RPSV4 CHARGEBACK TO THE TOWNS AND CITIES FOR LICENSE AND SUPPORT FEES MADE BY MR. SWACKHAMER. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

2. Renewal of 1537 Agreements – Mrs. Jordan requested authorization to renew the 1537 agreement with municipalities for data collector services. Ms. Lattimer asked how many municipalities have an agreement? Mrs. Jordan replied we have agreements with all but six.

MOTION: AUTHORIZING THE DIRECTOR OF THE REAL PROPERTY TAX SERVICE AGENCY TO RENEW THE 1537 AGREEMENT FOR DATA COLLECTOR SERVICES WITH PARTICIPATING MUNICIPALITIES MADE BY MRS. LANDO. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.
E. Clerk of the Legislature

1. Retirement Reporting – Mrs. Scotchmer requested approval to forward the retirement reporting resolution to the Full Legislature

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

F. Personnel

1. Contract Renewal – Employee Network, Inc. – Mr. Alderman requested authorization to renew the contract with Employee Network, Inc. (ENI) for the employee assistance program. The annual rate is $8,160.00.

MOTION: AUTHORIZING THE PERSONNEL OFFICER TO RENEW THE CONTRACT WITH EMPLOYEE NETWORK, INC. (ENI) FOR THE EMPLOYEE ASSISTANCE PROGRAM FOR AN ANNUAL COST OF $8,160.00 MADE BY MR. SWACKHAMER. SECONDED BY MS. FITZPATRICK FOR DISCUSSION.

Ms. Fitzpatrick asked have you seen an increase in usage? Mr. Alderman replied usage has been pretty consistent and we saw a little uptick with the COVID shutdown.

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

2. Local Law – Director of Public Safety – Mr. Alderman explained after you adopted the Local Law creating the position of Director of Public Safety, I went to State Civil Service to request the removal of that position from the competitive class. State Civil Service came back and said no initially. They are requiring us to change some of the language in our Charter to include that the Director of Public Safety has the ability to appoint and remove people in their department; it needs to specifically state that. He requested a Local Law to specify that the Director of Public Safety has the authority to hire and fire subordinates.

MOTION: AMENDING LOCAL LAW NO. THREE OF 2021 TO SPECIFY THE ABILITY OF THE DIRECTOR OF PUBLIC SAFETY TO HIRE AND FIRE SUBORDINATE STAFF MADE BY MS. FITZPATRICK. SECONDED BY MRS. LANDO FOR DISCUSSION.

Mr. Maio asked are we amending the Charter? Mr. Alderman stated that is an option. Ms. Prossick explained we have a process for codifying Local Laws and that is the Charter. If we do the Charter change, we would have to do it department by department and then it would be subject to permissive referendum. Doing it by Local Law, it is not subject to permissive referendum.

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

3. Appointing Salary – County Clerk’s Office – Mr. Alderman explained the Deputy County Clerk will be retiring. Mrs. Hunter has selected an individual to appoint as the Deputy County Clerk and she is requesting authorization to hire above the mid-point of Grade F, Step 12 which is $68,940.

MOTION: AUTHORIZING THE COUNTY CLERK TO HIRE THE DEPUTY COUNTY CLERK ABOVE THE MID-POINT OF GRADE F, STEP 12 MADE BY MRS. LANDO. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

4. Salary Requests – District Attorney’s Office

a. Appointing Sr. ADA Above Mid-Point – Mr. Alderman stated the District Attorney is requesting authorization to appoint a Senior Assistant District Attorney above the mid-point at $89,376. Mr. Wheeler explained there is money in the budget and the salary grid is based upon years of experience. Mr. Alderman stated this individual has plenty of experience for this salary.
MOTION: AUTHORIZING THE DISTRICT ATTORNEY TO APPOINT A SENIOR DISTRICT ATTORNEY ABOVE THE MID-POINT AT $89,376 MADE BY MRS. LANDO. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

b. Salary Adjustment – Sr. ADA – Mr. Alderman explained the District Attorney is requesting a salary adjustment for Senior Assistant District Attorney, Amanda Chafee, as the result of a retirement. Mr. Wallace explained Ms. Chafee is taking over the responsibilities of Jim Miller who retired, specifically the Raise the Age calls. When Raise the Age started, Mr. Miller was given a stipend and then that was worked into his salary. We are asking for a salary adjustment of $2,500 for Ms. Chaffee, specifically for Raise the Age Work.

MOTION: AUTHORIZING A SALARY ADJUSTMENT OF $2,500.00 FOR SENIOR ASSISTANT DISTRICT ATTORNEY AMANDA CHAFEE MADE BY MRS. LANDO. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

5. Part-Time Position – Mr. Alderman stated the District Attorney is requesting authorization to hire a part-time attorney above the mid-grade at $41,708.

MOTION: AUTHORIZING THE DISTRICT ATTORNEY TO HIRE A PART-TIME ATTORNEY ABOVE THE MID-GRADE, AT $41,708 MADE BY MS. LATTIMER. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

G. County Manager

1. NTIA Broadband Grant Application – Mr. Wheeler stated no action is needed, but he just wanted to update the committee. There is an NTIA Broadband Grant application that is available for the new stimulus funds. This is the first one and is due this month. He stated that STC & STN are helping us take the lead on writing this grant. He shared his screen and showed a map coverage area. We are proposing to apply for areas 1, 2 and 3 on the map and that would be $25 million. We will also apply for area 5, but the County would have to consider paying for this with our Federal stimulus funds and that would be about $4 million. The NTIA Grant does not require a match, but in our view a match makes the application more favorable and we will feel much more comfortable if we apply. He noted area 5 on the map hits about 320 addresses and makes the application more competitive. We could apply for areas 1, 2 and 3 without any location match, but I am suggesting that the County build out area 5 if awarded, and we would pay for that with our federal stimulus funds which would be about $4 million.

Ms. Lattimer commented that would demonstrate that we have skin in the game. Mr. Wheeler replied yes. Mr. Swackhamer stated $4 million would be half of our grant and I don’t know if I am in favor of that. Ms. Fitzpatrick stated this project has the potential to expand our broadband infrastructure. Mr. Swackhamer stated I am thinking of other things that will affect more people.

Mr. Maio asked is area 5 just Steuben? Mr. Wheeler replied yes, that is just Steuben County. This is just a concept and if the application were awarded we would come back to you for approval. We would like to submit the grant with putting area 5 on the table.

Mrs. Lando asked if later we decide that the County can only do $2 million, does that change anything? Mr. Wheeler replied we would have to go back to them. Mr. Malter asked of the areas you are looking at serving, is $4 million the cheapest? Mr. Wheeler replied yes and it is closer to the route. Ms. Lattimer commented you are looking at an area that is underserved and will never be served. Mr. Horton asked how many addresses will the $4 million serve? Mr. Wheeler replied 2,400 addresses total.

Administration Committee
Tuesday, August 10, 2021
Mr. Swackhamer commented the money may be able to be used for something better than this, but we don’t know. I just hate to spend half of our funding on one project. Mr. Wheeler stated we will submit the application and keep you posted.

Mr. Van Etten stated last year we applied for a grant through the USDA and did not get it. Will that grant be coming up again? Mr. Wheeler replied we believe another round will come out and we will apply for that as well. Without the Federal or State government, your $9 million will not close the gap fully. Mrs. Ferratella commented the towns are also receiving ARPA fund and they are concerned about how they will spend it and broadband would be an option. Will the County work with the towns to help facilitate that? Mr. Wheeler replies yes and STC is reaching out to the towns about that.

V. OTHER BUSINESS
A. Setting Date of September Meeting

MOTION: SETTING THE DATE AND TIME FOR THE SEPTEMBER ADMINISTRATION COMMITTEE MEETING FOR TUESDAY, SEPTEMBER 7, 2021, AT 9:00 A.M. MADE BY MS. LATTIMER. SECONDED BY MS. FITZPATRICK. 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.D. DISCUSSIONS REGARDING PROPOSED, PENDING OR CURRENT LITIGATION MADE BY MS. LATTIMER. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: TO ADJOURN EXECUTIVE SESSION AND RECONVENE IN REGULAR SESSION MADE BY MS. FITZPATRICK. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: TO ADJOURN MADE BY MS. FITZPATRICK. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature