I. CALL TO ORDER

Mr. Schu called the meeting to order and asked Mr. Ryan to lead the Pledge of Allegiance.

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE APRIL 13, 2021, MEETING MADE BY MRS. LANDO, SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

III. DEPARTMENT REQUESTS

A. County Clerk

1. Semi-Annual Mortgage Tax Distribution – Mrs. Hunter presented the Semi-Annual Mortgage Tax Distribution for approval. She stated for the period October 1, 2020 through March 31, 2021 they distributed $814,503.97. Mr. Van Etten commented this is the highest distribution in ten years. Was there anything driving that? Mrs. Hunter replied we did have some large mortgages. There was $2 million in Bath, $3 million in the City of Corning, $1 million in Hornellsville, $7.5 million in Troupsburg and nearly $4 million for Wayne and Urbana combined. There were also a couple of private sales in Pulteney and Urbana.

MOTION: APPROVING AND ACCEPTING THE SEMI-ANNUAL MORTGAGE TAX DISTRIBUTION AS PRESENTED MADE BY MS. FITZPATRICK. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0, Resolution Required.

B. Real Property Tax Service Agency

1. Award Bid for Tax Bill Printing and Mailing – Mrs. Jordan informed the committee they received two bids from Applied Business Systems, Inc. (ABS) out of Batavia, NY and Cathedral Corporation out of Rome, NY. Cathedral is a little cheaper, however, we are more familiar with ABS as they are currently printing in more counties in New York than Cathedral. Livingston, Genesee and Greene counties are very pleased with ABS. We also received a referral from Hamilton County who is using Cathedral and are pleased.
Mrs. Jordan stated we did a test run of bills with ABS for the Village of South Corning and the City of Hornell and that went smoothly. She stated with Cathedral there may be an issue with addressing where they may come back with more work on our end if the addresses are not verified prior to mailing. She stated she would recommend awarding the bid to ABS. Mrs. Lando asked will there not be as much work with ABS if mailings come back? Mrs. Jordan replied correct. I have been to their facility and they can handle 2,500 – 3,000 pieces of mail per hour. Any addressing issues will go back to the tax collectors.

Ms. Fitzpatrick asked what is the price differential between the two companies? Mrs. Jordan replied that is still up in the air. Typically we have bills that are coded and if those bills are going to the bank, ABS would only print one side rather than the back side and that would result in a $0.10 per mailing savings. We currently have 11,000 bank bills. The freight is still undetermined. The bank bills are mailed back to the tax collectors to complete, so they would need to send out as one packet and then there would be freight either way. If we had Cathedral mail all the bank codes, then with the difference in postage and the cost of the bill it would be a couple of thousand dollars. We do not have any concrete numbers on shipping as that cost will be determined by weight.

Mr. Malter asked based on the old way, what will the cost differential be for savings or cost by doing this? Mrs. Jordan replied the cost for us to prepare and print the tax bills is $0.07 per piece. Then it takes the IT staff an entire day to print and compile the bills. As an example, for the Town of Bath, it takes one day to print bills for 5,000 parcels. That doesn’t take into account the other person that works with us to get the bills stuffed and sealed. IT charges $250 to each municipality for printing the bills and then our cost is about $36,000 for a total cost of $44,000. She explained with ABS there will be a savings on postage and IT would then waive their $250 fee, so that would save $10,000. Mr. Malter asked if by doing this is saving time, what will staff in IT be doing? Mr. Wheeler replied they will do their normal functions with the help desk, support, etc.

Ms. Fitzpatrick stated if we don’t know the total cost of the contract we are approving then we don’t know what the total savings will be. Mrs. Jordan replied there are some details that are still up in the air; mainly shipping costs. Ms. Lattimer asked can you give us an apples to apples comparison? Mrs. Jordan stated the cost for Cathedral including postage is $28,588 and ABS would be $35,000. Mr. Malter commented that is about where we currently are right now and we would just be saving time basically. Mrs. Jordan stated the taxpayers will get their bills in a more timely manner as they will be mailed directly from the company. We wouldn’t have to go through and find multiple bills as the company will compile them together.

Ms. Ferratella asked do you chargeback the $250? Mrs. Jordan replied IT charges back $250 and our office charges for paper and any binders. Mrs. Ferratella asked with this contract how will the chargebacks work? Mrs. Jordan replied the binders and the IT costs would be waived. We would have to pay the postage and that will be charged back to the municipalities. Mrs. Ferratella asked will that be bulk rate postage? Mrs. Jordan replied yes and that is about $0.10 - $0.11.

Mr. Malter asked if you are billing that back to the municipalities, how much cost will there be to the County? Mr. Wheeler explained the actual cost is what we will charge back to the municipalities. I would venture that we are not capturing the entire cost, however, we will be getting the majority. It is really the personnel savings that we will have and the ability to do the printing and mailing in a more efficient way.

Ms. Fitzpatrick stated part of the cost of the contract will be charged back to the municipalities. There is a $7,000 - $8,000 differential between the two companies. Should we be considering the lower cost one? Mr. Van Etten asked do you have to have a reason to go with the higher cost company? Mr. Wheeler replied yes.

Mr. Wheeler asked is there any other substantial difference between the two companies? Mrs. Jordan replied there are not a lot of counties in the State that have experience with Cathedral. They will charge $75.00 for up to 25 pieces if there is an addressing error and then $38.00 per piece over that number. They also have a programming fee after implementation which might not come into play, but there may be an instance when you may find that something was sent to print but there was an error, and there is no extra cost for that with ABS.
MOTION: AWARDING THE BID FOR TAX BILL PRINTING AND MAILING TO APPLIED BUSINESS SYSTEMS, INC. OUT OF BATAVIA, NEW YORK MADE BY MR. SWACKHAMER. SECONDED BY MRS. LANDO FOR DISCUSSION.

Mr. Potter asked the town clerks will no longer be mailing out the tax bills? Mrs. Jordan replied correct. Mr. Schu asked is this a one-year contract? Mrs. Jordan replied yes, I believe they will give a price per year. Mrs. Lando asked should we look for additional details before we actually approve? I would like to see it in writing.

Mr. Schu stated we can bring this back in June.

Mr. Van Etten asked can a municipality decide not to do this? Will they push back on this saying they want to do their own mailing? Mr. Wheeler replied theoretically they could. Mr. Van Etten stated we are the responsible entity that sends out the tax bills. They really shouldn’t have the ability to say no.

Mrs. Ferratella stated the village fiscal year is June – May and their tax bills will be due. Will we be doing their bills under the old system? Mrs. Jordan replied ABS had offered to do the village cycle with no charge. There is a $250 implementation fee so we were hoping to do those this time. Mr. Malter stated if that’s the case we cannot really postpone it. Mr. Wheeler stated you could do it at a Special Administration meeting before the Legislative meeting. Mr. Swackhamer stated we could also do the contract for one year and then look at it. Ms. Fitzpatrick stated we need more details and clearer information between the two vendors.

Mr. Schu stated we will postpone action pending a Special Administration meeting prior to the May Legislative meeting. Mr. Wheeler stated we will get the information out to you a week before the meeting. In the meantime we will use the same IT process for the village bills. Mr. Potter asked in the information you send out could you also include a cost comparison for what we do currently and what the costs to the municipalities will be with this new system?

C. Purchasing
   1. Quarterly Copy Paper Award – Mr. Morse stated they received three bids. He recommended awarding to the low bidder, W.B. Mason for $24.06 per case. This represents an $0.89 increase over what we paid last quarter.

   MOTION: AWARDING THE QUARTERLY COPY PAPER BID TO THE LOW BIDDER, W.B. MASON FOR $24.06 PER CASE MADE BY MS. LATTIMER. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

   2. Authorize New One-Year Copy Paper Bid – Mr. Morse requested authorization to put out a one-year bid for the period July 2021 through June 2022.

   MOTION: AUTHORIZING THE PURCHASING DIRECTOR TO ISSUE A ONE-YEAR COPY PAPER BID FOR THE PERIOD JULY 2021 THROUGH JUNE 2022 MADE BY MS. FITZPATRICK. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

   3. Authorize Online Auction of Surplus Office Furniture – Mr. Morse stated we have an abundance of file cabinets, office chairs, etc. at the County Barn and we are at capacity. He requested authorization to hold an online auction through Teitsworth (RTI Auctions) for surplus office furniture.

   MOTION: AUTHORIZING THE PURCHASING DIRECTOR TO HOLD AN ONLINE AUCTION WITH RTI AUCTIONS FOR SURPLUS OFFICE FURNITURE MADE BY MR. SWACKHAMER. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Mrs. Lando asked when will you have this auction? Mr. Morse replied it will depend on the auctioneer’s schedule. It will probably be next month.
D. Personnel

1. Reclassification – Sheriff’s Office – Mr. Alderman requested authorization to reclassify one Deputy Sheriff position, Grade XI to one Criminal Investigator position, Grade XIII. We have had a Criminal Investigator in 207-c for nearly five years and it appears that individual will not be coming back. There is currently a Deputy Sheriff at the top of the list. Unfortunately the Village of Bath has called for a new Criminal Investigator list and the current list will be defunct once the new list comes out. The Sheriff would like to put the qualified individual into this position. Pending the retirement of the individual on 207-c that position will be reclassified back to a Deputy Sheriff position.

MOTION: AUTHORIZING THE RECLASSIFICATION OF ONE DEPUTY SHERIFF POSITION, GRADE XI TO ONE CRIMINAL INVESTIGATOR POSITION, GRADE XIII IN THE SHERIFF’S OFFICE MADE BY MRS. LANDO. SECONDED BY MS. FITZPATRICK FOR DISCUSSION.

Mr. Malter asked is the individual on 207-c paid through Workers’ Comp? Mr. Wheeler replied no. Mr. Malter asked is the individual currently on the list a desirable candidate? Mr. Alderman replied yes. Mr. Malter asked shouldn’t the cost for the individual on 207-c be coming out of Workers’ Comp? Mr. Wheeler explained 207-c is different. When they are under medical treatment it comes under Workers’ Comp but the salary is paid directly as 207-c; we pay the full share.

Mr. Maio asked do we get any reimbursement for that? Mr. Wheeler replied we are self-funded. I don’t think we actually move money to make up for that. Mr. Alderman explained the individual has been out and deserves it. The individual has tried to get back and has tried numerous times to get disability retirement, which is not easy to get.

Mr. Potter asked with the State offering early retirement, is that something that could be a resolution to this? Mr. Alderman replies it depends on what the State would do for an incentive. This is police retirement, so I am not sure. Mr. Wheeler commented what we are hearing is the State is offering an early retirement to State employees and also only locally for New York City. The other levels of government are not under that bill.

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

2. Reclassification – Public Works – Mr. Alderman requested authorization to reclassify a CAD Specialist position, Grade X to a Senior Engineering Aide position, Grade XIV. This is due to multiple retirements in the department and the realignment of duties. We feel this is a good plan.

MOTION: AUTHORIZING THE RECLASSIFICATION OF A CAD SPECIALIST POSITION, GRADE X TO A SENIOR ENGINEERING AIDE POSITION, GRADE XIV IN THE PUBLIC WORKS DEPARTMENT MADE BY MR. SWACKHAMER. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

3. Salary Adjustment - Risk Management Office – Mr. Alderman stated last month you approved the reclassification of a Senior Typist position to a Senior Account Clerk Typist position. This is a very responsible position in the office. We would like to reassign the current employee to that higher grade until such time that they retire. He requested approval of a $1.15 per hour raise for the current employee until the end of July.

MOTION: AUTHORIZING THE REASSIGNMENT OF THE CURRENT EMPLOYEE IN THE SENIOR TYPIST POSITION IN THE RISK MANAGER’S OFFICE TO THE SENIOR ACCOUNT CLERK TYPIST POSITION UNTIL THE END OF JULY MADE BY MRS. LANDO. SECONDED BY MS. LATTIMER FOR DISCUSSION.

Mr. Van Etten commented if they are doing the work they should be getting paid. Mrs. Lando asked why was this not done sooner? Mr. Alderman replied it was a union issue with the title that we had to work through. This is a
non-union position. Mr. Wheeler explained the duties have evolved over time. In that time period we have gone from a full-time Risk Manager to now having a part-time Risk Manager. The responsibilities are such that timing was the other issue. Mr. Malter asked how long has this employee been with the County? Mr. Alderman replied she has been in a couple of different departments and is a fairly long-time employee.

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

4. **Public Defender Staffing** – Mr. Alderman commented the Public Defender has a staffing issue that he would like to present to committee. Mr. Sauro stated I am asking for assistance with staffing. I have been the Public Defender for about three years and over the past three years the turnover rate in our office is five per year. That is a lot. It is harder and harder to keep folks and stay above water. He stated he has a particular individual that he would like to discuss. Mr. Schu asked for an Executive Session to discuss the employment of a particular person.

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 MR. SWACKHAMER. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: TO ADJOURN EXECUTIVE SESSION AND RECONVENE IN REGULAR SESSION MADE BY MR. SWACKHAMER. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING THE PUBLIC DEFENDER TO HIRE PETER DEGNAN AS A FULL-TIME SENIOR ASSISTANT PUBLIC DEFENDER AND SETTING THE SALARY AT $91,753 MADE BY MR. SWACKHAMER. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

E. **County Manager**

1. **District Attorney Personnel Issue**

MOTION: TO ADJOURN REGULAR SESSION AND RECONVENE IN EXECUTIVE SESSION PURSUANT TO PUBLIC OFFICERS’ LAW, ARTICLE 7 § 105.1.H. 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. LANDO. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

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

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

Respectfully Submitted by Amanda L. Chapman, Deputy Clerk, Steuben County Legislature

**NEXT MEETING SCHEDULED FOR**
Tuesday, June 8, 2021
9:00 a.m.

Please send agenda items to the Clerk of the Legislature’s Office
NO LATER THAN NOON
Wednesday, June 2, 2021