I. CALL TO ORDER

Mr. Schu called the meeting to order and asked Mr. Ryan to lead the Pledge of Allegiance. Following the Pledge of Allegiance, Mr. Schu welcomed the student interns to the meeting.

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE SEPTEMBER 8, 2021, MEETING MADE BY MRS. LANDO. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

III. DEPARTMENT REQUESTS

A. Real Property Tax Service Agency
   1. Authorization to Correct Terms of Contract with SDG – Mrs. Jordan stated it was brought to her attention that the term of the contract with SDG was incorrect. The contract should be for a term of four years beginning January 1, 2019 and expiring December 31, 2022.

MOTION: AUTHORIZING THE DIRECTOR OF THE REAL PROPERTY TAX SERVICE AGENCY TO AMEND THE CONTRACT WITH SDG TO REFLECT A CORRECTED TERM OF FOUR YEARS COMMENCING JANUARY 1, 2019 AND EXPIRING DECEMBER 31, 2022 MADE BY MR. SWACKHAMER, SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

B. Purchasing
   1. Custodial Paper Products – Mr. Morse recommended awarding the bid for custodial paper products to all bidders on a line item basis.

MOTION: AWARDING THE BID FOR CUSTODIAL PAPER PRODUCTS TO THE FOLLOWING BIDDERS ON A LINE ITEM BASIS: CENTRAL POLY BAG CORPORATION, PYRAMID SCHOOL PRODUCTS, REGIONAL DISTRIBUTORS, INC.; AND SANICO, INC. MADE BY MRS. LANDO. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.
2. **Polyethylene Bags** – Mr. Morse recommended awarding the bid for polyethylene bags to Interboro for low-density bags and Central Poly for high-density bags.

**MOTION:** **AWARDING THE BID FOR POLYETHYLENE BAGS TO INTERBORO FOR LOW-DENSITY BAGS AND TO CENTRAL POLY BAG CORPORATION FOR HIGH-DENSITY BAGS MADE BY MRS. LANDO.** **SECONDED BY MS. FITZPATRICK.** **ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

3. **Printing Services** – Mr. Morse recommended awarding the bid for printing services to all bidders on a line item basis.

**MOTION:** **AWARDING THE BID FOR PRINTING SERVICES TO THE FOLLOWING BIDDERS ON A LINE ITEM BASIS: IMAGE NOW AND STRATEGIC FACTORY MADE BY MRS. LANDO.** **SECONDED BY MS. FITZPATRICK.** **ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

C. **Personnel**

1. **Reclassification – Department of Community Services** – Mr. Alderman requested authorization to reclassify a vacant Senior Stenographer position, Grade VIII to a Principal Clerk position, Grade VIII. This title more accurately describes the duties of this position. Mr. Schu asked will you be filling this position? Mr. Alderman replied that is the intent.

**MOTION:** **AUTHORIZING THE RECLASSIFICATION OF A VACANT SENIOR STENOGRAPHER POSITION, GRADE VIII TO A PRINCIPAL CLERK POSITION, GRADE VIII IN THE DEPARTMENT OF COMMUNITY SERVICES MADE BY MS. FITZPATRICK.** **SECONDED BY MS. LATTIMER.** **ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

2. **Conflict Defender – 16B Waiver** – Mr. Alderman requested authorization to waive Rule 16B of the Rules of Procedure to create an additional full-time Assistant Conflict Defender position. Mr. Wheeler stated at the Public Safety & Corrections Committee meeting there was discussion regarding a grant from ILS that will fund this position. Mr. Swackhamer asked what will be the salary? Mr. Wheeler replied we would set the salary at the mid-point at $75,000.

**MOTION:** **APPROVING A 16B WAIVER TO CREATE A FULL-TIME ASSISTANT CONFLICT DEFENDER POSITION IN THE CONFLICT DEFENDER'S OFFICE MADE BY MS. FITZPATRICK.** **SECONDED BY MS. FITZPATRICK.** **ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.**

3. **2022 Management Salaries** – Mr. Wheeler requested this topic be discussed in Executive Session.

4. **Bonadio Audit of Elections** – Mr. Wheeler stated he just wanted to highlight the findings of the audit. They did a great job. This was a very clean audit in terms of our controls. The audit did show that we have difficulty in attracting poll workers. Their recommendations included looking at consolidating poll sites and to look at ballot storage. They also conducted spot testing of the 2020 elections numbers. There was also discussion about comparable counties and staffing. The audit shows that Elections is doing a great job with controls.

Mr. Van Etten commented I thought Bonadio was coming in to validate the accuracy of the election and the process. Their intent was to just look at the entire process and analyze and compare our process to what other counties are doing, and that is not what I thought we were paying for. I had asked Mr. Wheeler why it was not based on accuracy and validating the election. I didn’t catch that. Mr. Wheeler explained obviously that was a lot of the sampling, but in the overall report it was clear that was not the focus of the report. They did what they said they would do, but it was not a majority of the report.
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 MS. FITZPATRICK. SECONDED BY MRS. LANDO. 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. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: APPROVING A TWO-STEP INCREASE FOR MANAGEMENT EMPLOYEES, INCLUSIVE OF THE COUNTY MANAGER, BASED ON EVALUATION, EFFECTIVE JANUARY 1, 2022 MADE BY MRS. LANDO. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING THE COUNTY MANAGER, IN CONJUNCTION WITH THE PURCHASING DIRECTOR, TO ISSUE AN RFP FOR PUBLIC RELATIONS OFFICER MADE BY MS. FITZPATRICK. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

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

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

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

Please send agenda items to the Clerk of the Legislature’s Office
NO LATER THAN NOON
Wednesday, November 3, 2021