STEUBEN COUNTY ADMINISTRATION COMMITTEE
Tuesday, August 13, 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
Christopher Brewer
Vicki Olin

Kelly Penziul
Brenda Mori
Nate Alderman

Jennifer DeMonstoy
James Allard
Andy Morse

Scott Sprague
Wendy Jordan
Craig Patrick

Jennifer Prossick
Tammy Hurd-Harvey

LEGISLATORS: Joseph J. Hauryski
Kelly H. Fitzpatrick
K. Michael Hanna

John V. Malter
Robert V. Nichols
Frederick G. Potter

Gary B. Roush
Gary D. Swackhamer

ABSENT: Hilda T. Lando

OTHERS: Mary Perham
James Post, The Leader

I. CALL TO ORDER

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

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE JULY 9, 2019, MEETING MADE BY MRS. FERRATELLA.
SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

III. DEPARTMENT REQUESTS

A. Real Property Tax Service Agency

1. RPSV4 Annual License Fee – Mrs. Jordan stated this is the program that the assessors use. The amount of the license fee has remained the same and is based on parcel count.

MOTION: APPROVING THE ANNUAL RPS 45 CHARGEBACK TO THE TOWNS AND CITIES FOR LICENSE AND SUPPORT FEES MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

B. Purchasing

1. Award Quarterly Copy Paper Bid – Mr. Morse stated they received four bids. He recommended awarding to the second lowest bidder, W.B. Mason for $28.77 per case. He noted the low bidder has not bid in the past and their product is recycled and the color degenerates over time and does not stay white.

MOTION: AWARDING THE QUARTERLY COPY PAPER BID TO W.B. MASON FOR $28.77 PER CASE MADE BY MS. LATTIMER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.
C. Personnel

1. Contract Renewal – Mr. Alderman requested authorization to renew the contract with Employee Network, Inc. for the Employee Assistance Program. The renewal is for one year at the same price, which was just over $10,000.

MOTION: AUTHORIZING THE PERSONNEL OFFICER TO RENEW THE CONTRACT WITH EMPLOYEE NETWORK, INC. FOR THE EMPLOYEE ASSISTANCE PROGRAM FOR ONE YEAR UNDER THE SAME TERMS AND CONDITIONS MADE BY MR. VAN ETten. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

Mr. Van Etten asked is the Employee Assistance Program used much? Mr. Alderman replied it is something that we have to have and the program is used more than you may think. Employee Network, Inc. does more than just counseling; they also provide legal and financial services.

2. Reclassification – Sheriff’s Office - Mr. Alderman requested the reclassification of three vacant, part-time Security Officer positions, Grade X, to three part-time Special Patrol Officer positions within the Sheriff’s Office. He noted there is no grade for the Special Patrol Officer positions as they are actually considered temporary positions. Mr. Van Etten asked will this affect your ability to fill these positions? Sheriff Allard replied no. We are filling with retired State Corrections Officers.

MOTION: AUTHORIZING THE RECLASSIFICATION OF THREE VACANT PART-TIME SECURITY OFFICER POSITIONS, GRADE X, TO THREE PART-TIME SPECIAL PATROL OFFICER POSITIONS WITHIN THE SHERIFF’S OFFICE MADE BY MRS. FERRATELLA. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

D. Risk Manager

1. CDL Drug Testing – Mr. Sprague informed the committee that a couple of months ago we discovered that we were out of compliance with respect to the fact that the County’s CDL holders had not had the proper pre-employment drug and alcohol test as required by federal DOT. We have 104 employees that we need to get into compliance. He noted his office handles the pre-employment and random drug testing for all of the municipalities, but only the random drug testing for County CDL holders. This testing should occur within the next month for all of our current CDL holders, no matter how long they have worked for the County. The cost will be $50.00 per CDL holder and Occustar will do the testing. We found money in the Public Works budget to do this.

Mr. Wheeler clarified we are asking for authorization to contract with Occustar to perform these pre-employment drug tests and to authorize a transfer from the Public Works Highway Administration Consultants and Professional line items to cover the cost.

MOTION: AUTHORIZING THE RISK MANAGER TO CONTRACT WITH OCCUSTAR TO PERFORM PRE-EMPLOYMENT DRUG TESTS ON ALL CDL HOLDERS CURRENTLY EMPLOYED BY STEUBEN COUNTY AT A COST OF $50.00 PER CDL HOLDER, AND AUTHORIZING A TRANSFER OF $6,000 FROM THE PUBLIC WORKS HIGHWAY ADMINISTRATION CONSULTANTS AND PROFESSIONALS LINE ITEM TO COVER THE COST MADE BY MR. VAN ETten. SECONDED BY MS. LATTIMER FOR DISCUSSION.

Mr. Van Etten asked so after we do these 104 tests and change the process, any new hires from this point forward will be tested correctly? Mr. Sprague replied yes. We are moving the pre-employment drug testing for CDL holders to his office. All pre-employment testing for non-CDL holders will remain in Personnel.

Mr. Potter asked will this affect the towns? Mr. Sprague replied no, as the testing for the municipalities has been in compliance. The only tests that were not in compliance were the pre-employment drug/alcohol tests for
Steuben County employees that hold CDL’s. Mr. Malter asked will this be done annually? Mr. Sprague replied no, pre-employment testing is just one-time at the time of hire. Our plan is to do this testing on one day and set up testing in the four quadrants.

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

E. **Elections**

1. **Accept and Appropriate NYS Grant for Early Voting** – Ms. Olin informed the committee that the State budget set aside two pots of funding; one for $14 million and one for $10 million. We have just received paperwork for one of the grants. She requested authorization to accept and appropriate $64,017.01 in State grant funds for the purchase of electronic poll books and ballot on demand printers. This funding has to be spent by next year if we accept the funding.

Ms. Lattimer asked will the next grant be for a different purpose? Ms. Olin replied she thinks so, but has not been given any information on it yet. Ms. Penziul stated she believes it will tie into this grant and allow a little more flexibility for what it can be used for. That will be the aid to localities grant.

Mrs. Ferratella asked how much will this grant go toward the total cost of the electronic poll books? Ms. Olin replied OGS has not come out with specifications for the poll books. There are three companies that were certified and all have given us quotes which range between $110,000 to $130,000. There are some different features and we have involved IT with this to get their opinion. She thinks we will be able to cover the cost of the books with this grant and the remaining Shoebox funds.

**MOTION: AUTHORIZING THE COMMISSIONERS OF ELECTIONS TO ACCEPT AND APPROPRIATE $64,017.01 NYS GRANT FUNDS FOR EARLY VOTING MADE BY MS. LATTIMER. SECONDED BY MRS. FERRATELLA FOR DISCUSSION.**

Mr. Van Etten asked how many poll books and printers would we be purchasing? Ms. Olin replied 85; one for each district and then probably about 5 extra. Ms. Penziul stated with the printers, we would expect two to three tops and those will only be used for early voting. Mr. Van Etten asked are the electronic poll books for signatures? Ms. Olin replied yes.

Mr. Malter asked are there any personnel costs associated with these grants because of early voting? Ms. Olin replied this funding is pretty much just for equipment. It will cover training for staff and election inspectors. Mr. Malter asked do you have a cost for staffing for early voting? Ms. Olin replied no. This year we are hoping to use our staff and see how busy we are. We also will train a couple of our inspectors. We are hoping to minimize costs for personnel as much as possible. Next year will be more difficult as it will be the presidential election. Ms. Penziul commented down the road we don’t know what it will look like; it may become busier as more people become aware of early voting and utilize it more.

Mr. Van Etten asked is there any data transfer between the polling sites and your office? Ms. Olin replied there can be. We can hook the poll books up with wireless. Mr. Potter commented if they can talk to each other, there is a potential for hackers. Ms. Olin replied our understanding is it is all secure and encrypted. The only information that will be on the electronic polling books will be whether individuals voted.

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

2. **Elections Inspector Compensation** – Ms. Olin stated one of the bills that was passed has changed primary day to a full day which means that the compensation for election inspectors will go from $100 for the day to $160. Right now election inspectors are making $10.00 per hour. She would like to think about giving them a raise as they put in 16 long hours and we are losing people. We may need to look at increasing the compensation to $200 per inspector in order to recruit people.
Mrs. Ferratella asked have you had any luck in recruiting people from the schools? Ms. Olin replied no. Mr. Van Etten commented that is a 25 percent increase. How many inspectors do we have? Ms. Olin replied we need 340.

Mr. Van Etten asked do you think that will improve retention? Ms. Olin replied yes; with the increase to $200 per day, they would be making $12.50 per hour.

Mr. Potter asked is that cost passed on to the local municipalities? Ms. Olin replied yes. We would let them know that ahead of time so they could budget for it. Mr. Malter asked are they paid as contractors? Ms. Olin replied they are considered vendors.

Mr. Wheeler stated his recommendation would be to do this for 2020 and do it during the budget process. Ms. Lattimer commented this speaks to the number of voting districts within the County. Ms. Olin stated we are working on that and are looking at where we could reduce districts.

F. County Manager

1. Request to Waive Partial Mortgage Tax Re: Purchase of Property from Yunis Realty – Mr. Brewer requested authorization to waive a portion of the required mortgage tax relative to the purchase of property from Yunis Realty. There is a mortgage tax of $1.25 per $100 on mortgages which is split with 50¢ going to the State, 50¢ going to the County and 25¢ to the town/city. The County has the ability to waive the County and town/city share of this tax, which would equate to $26,250.

MOTION: AUTHORIZING A WAIVER OF THE COUNTY AND TOWN/CITY SHARE OF THE MORTGAGE TAX RELATIVE TO THE PURCHASE OF PROPERTY FROM YUNIS REALTY WHICH EQUIATES TO $26,250.00 MADE BY MR. VAN ETтен. SECONDED BY MRS. FERRATELLA FOR DISCUSSION.

Mr. Brewer explained Yunis Realty is essentially the bank and is loaning us the money on the three properties. Ms. Fitzpatrick asked is the $26,250 the buyer’s responsibility or shared with the seller? Mr. Brewer replied it is 100 percent by the County.

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

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. VAN ETтен. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

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

MOTION: SETTING THE SALARY FOR THE DEPUTY SUPERINTENDENT OF BUILDINGS AND GROUNDS AT $61,392.00 EFFECTIVE JULY 1, 2019 MADE BY MR. VAN ETтен. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

MOTION: SETTING THE SALARY FOR THE DEPUTY PROBATION DIRECTOR II AT $70,213.00 EFFECTIVE JULY 1, 2019 MADE BY MR. VAN ETтен. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

MOTION: SETTING THE SALARY FOR THE SOCIAL SERVICES DIRECTOR OF FINANCE AT $65,600.00 EFFECTIVE JULY 1, 2019 MADE BY MR. VAN ETтен. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.
MOTION: TO ADJOURN MADE BY MS. LATTIMER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR**
Tuesday, September 10, 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, September 4, 2019