I. CALL TO ORDER

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

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE APRIL 9, 2019, MEETING MADE BY MRS. LANDO, SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

III. DEPARTMENT REQUESTS

A. Risk Manager

1. Renewal of Drug and Alcohol Testing Program Agreements – Mr. Sprague requested authorization to renew the contracts with the municipalities for the drug and alcohol testing program. These are typically renewed every five years. The only change is that we more clearly spelled out the pricing for various tests. Drug and alcohol testing is mandatory for individuals holding CDL licenses as well as post-accident.

MOTION: AUTHORIZING THE RISK MANAGER TO RENEW, FOR FIVE YEARS, THE INTER-MUNICIPAL AGREEMENTS WITH THE MUNICIPALITIES FOR THE DRUG AND ALCOHOL TESTING PROGRAM MADE BY MRS. FERRATELLA. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 4-0. (MR. HAURYSKI VOTED AS MEMBER OF COMMITTEE)

B. Law Department

1. Barclay Damon Retainer – Ms. Prossick informed the committee that Barclay Damon will be pulling out of Elmira, however, Attorney Brian Maggs will be continuing on his own with an associate. The question is what to do with all of the torts that we have with Barclay Damon. Mr. Maggs has indicated that he
will be able to handle those cases or we can continue to let Barclay Damon handle them out of their Syracuse office.

Mr. Schu asked did Mr. Maggs handle a lot of those cases? Ms. Prossick replied he handled some of them. She commented Barclay Damon does not traditionally do this type of work. Most of the matters we had were 1983 Federal actions that were handled in Rochester. An additional option would be to go with someone else that we already have on retain. She commented that Underberg & Kessler is out of Rochester and has handled issues relative to the Jail for us. Ms. Prossick stated she thinks a mix of the above options would be most appropriate. Several of the torts are at a stage of monitoring and she would look to take those back. There are a number of cases that are further along and it would make sense to have Mr. Maggs retain those. We do also have one or two brand new Federal actions and it may make sense to send those up to the Underberg & Kessler firm in Rochester.

Mr. Schu commented this has always been done on an ad hoc basis and left to the discretion of the Law Department. Mr. Hauryski commented he is not in favor of transferring all of the cases to Mr. Maggs. He asked how many cases are there? Ms. Prossick replied there are 11 total cases; she would propose that 5 remain with Mr. Maggs, 3 would be returned to the Law Department and the remaining 3 would be sent to Underberg & Kessler.

MOTION: AUTHORIZING THE LAW DEPARTMENT TO ASSIGN CERTAIN TORT CLAIMS FROM BARCLAY DAMON TO BRIAN MAGGS, ESQ. AND AUTHORIZING THE ASSIGNMENT OF THE REMAINING TORT CLAIMS WITH BARCLAY DAMON TO BE AT THE DISCRETION OF THE LAW DEPARTMENT MADE BY MRS. LANDO. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0. (MR. HAURYSKI VOTED AS MEMBER OF COMMITTEE)

2. Ratification of Amicus Brief Regarding 2020 Census – Ms. Prossick explained that she, Mr. Hauryski and Mr. Wheeler were included in a letter for a pro-bono matter; a friend of the court brief with the Supreme Court regarding one of the census questions for 2020. The question is “Are you a citizen?” Two lower courts have ruled that this question is inappropriate. The brief we were presented with focuses solely on what that question would do to the State’s federal funding. There is over $900 billion in federal funds distributed based on the census results. Studies have demonstrated that New York State would stand to lose hundreds of millions of dollars if that question was left in; in particular funding for education. Ms. Prossick stated she has read the brief and we agreed to sign on. There are 190 bipartisan counties, cities, etc. that have signed on. She is asking for ratification of the decision that she, Mr. Hauryski and Mr. Wheeler made to join. Mr. Wheeler stated the concern is that people will just not answer that question and then we will lose federal funds.

MOTION: RATIFYING THE ACTION TAKEN BY THE COUNTY ATTORNEY, THE COUNTY MANAGER AND THE CHAIRMAN OF THE LEGISLATURE TO JOIN THE AMICUS BRIEF RELATIVE TO THE 2020 CENSUS MADE BY MRS. LANDO. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 4-0. (MR. HAURYSKI VOTED AS MEMBER OF COMMITTEE) Resolution Required.

C. Real Property Tax Service Agency

1. Tax Certiorari – Mrs. Jordan informed the committee that the County has been asked to participate in two tax certiorari’s in the Town of Erwin. She requested authorization to participate in both, at a combined cost not to exceed $4,300.

MOTION: AUTHORIZING THE DIRECTOR OF THE REAL PROPERTY TAX SERVICE AGENCY TO PARTICIPATE IN TWO TAX CERTIORARIS IN THE TOWN OF ERWIN, NOT TO EXCEED $4,300 MADE BY MR. HAURYSKI. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0. (MR. HAURYSKI VOTED AS MEMBER OF COMMITTEE)

2. County Assessing – Mrs. Jordan stated today she is looking for recommendation regarding county assessing options. Last month it seemed as though the general consensus was moving forward with 1537 agreements.
MOTION: AUTHORIZING THE COUNTY MANAGER AND REAL PROPERTY TAX DIRECTOR TO PROCEED WITH THE IMPLEMENTATION OF 1537 AGREEMENTS WITH MUNICIPALITIES INTERESTED IN SHARED COUNTY ASSESSING SERVICES MADE BY MR. HAURYSKI. SECONDED BY MRS. LANDO FOR DISCUSSION.

Mr. Wheeler stated since the last discussion, we have been working to try to model out which municipalities have expressed interest. Once we have direction, for next month we will be getting down the road of authorizing 1537 agreements with a list of municipalities for staffing and then authorizing the creation of one or two Assessor positions. Mrs. Ferratella commented there were two very viable scenarios presented.

Ms. Lattimer stated last evening she attended the Bath Town Board meeting and the Town is saying no at this point, but you never know what will happen in the future. She stated she tried to convey to the Bath Town Board that the County is trying to offer assistance for data collection, etc.

Mr. Hauryski asked what about Corning? Mr. Wheeler replied their assessor is retiring in October and they are going through the recruitment process. We are having active discussions with the City Manager. If we can show savings, we have a number of municipalities that are willing to look at this. Mrs. Jordan commented some of the municipalities have given feedback that the cost savings now are good, but what about the future? They are unwilling to commit. Ms. Lattimer stated the municipalities have the option to pull out. Mrs. Ferratella stated there are not a lot of assessors available and they are difficult to recruit. Discussion followed.

VOTE ON PREVIOUS MOTION: ALL BEING IN FAVOR. MOTION CARRIES 4-0. (MR. HAURYSKI VOTED AS MEMBER OF COMMITTEE)

Mrs. Ferratella asked has there been any feedback on the Data Collection position? Mrs. Jordan replied from the assessors, they are all very pleased. Mrs. Ferratella commented some towns did not sign on for the Data Collector and we could go back and provide them with this feedback.

Mrs. Lando asked what happens now? Mr. Wheeler replied next month we will firm up the list of municipalities that are willing to do 1537 agreement and start the process for creating the Assessor position. At the next meeting, we will ask you for authorization to enter into the 1537 agreements with municipalities.

Mr. Malter asked will this be effective immediately or in 2020? Mr. Wheeler replied it might be effective by the end of the year. Mrs. Jordan stated the appointed assessors will be up for reappointment at the end of September. Mr. Wheeler stated this would not go into effect immediately.

D. County Clerk
   1. Semi-Annual Mortgage Tax Distribution – Mrs. Hunter informed the committee that total collections for the period October – May are $505,902.96.

MOTION: APPROVING AND ACCEPTING THE SEMI-ANNUAL MORTGAGE TAX DISTRIBUTION AS PRESENTED MADE BY MRS. FERRATELLA. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 4-0. (MR. HAURYSKI VOTED AS MEMBER OF COMMITTEE) Resolution Required.

E. Purchasing
   1. Award Custodial Paper Products Bid – Mr. Morse recommended awarding the bid for Custodial Paper Products on a line item basis to Central Poly, Economy, Sanico and United.

MOTION: AWARDED THE BID FOR CUSTODIAL PAPER PRODUCTS ON A LINE ITEM BASIS TO THE FOLLOWING BIDDERS: CENTRAL POLY, ECONOMY, SANICO AND UNITED MADE BY MS. LATTIMER. SECONDED BY MR. HAURYSKI. ALL BEING IN FAVOR. MOTION CARRIES 4-0. (MR. HAURYSKI VOTED AS MEMBER OF COMMITTEE)
2. **Award Quarterly Copy Paper Bid** – Mr. Morse recommended awarding the quarterly copy paper bid to the low bidder, W.B. Mason for $29.17 per case.

**MOTION:** AWARDING THE QUARTERLY COPY PAPER BID TO THE LOW BIDDER, W.B. MASON AT $29.17 PER CASE MADE BY MS. LATTIMER. SECONDED BY MR. HAURYSKI. ALL BEING IN FAVOR. MOTION CARRIES 4-0. (MR. HAURYSKI VOTED AS MEMBER OF COMMITTEE)

3. **Copy Paper Bid** – Mr. Morse requested authorization to issue a new bid for quarterly copy paper.

**MOTION:** AUTHORIZING THE PURCHASING DIRECTOR TO SOLICIT BIDS FOR COPY PAPER MADE BY MS. LATTIMER. SECONDED BY MR. HAURYSKI. ALL BEING IN FAVOR. MOTION CARRIES 4-0. (MR. HAURYSKI VOTED AS MEMBER OF COMMITTEE)

4. **Annual Surplus Auction** – Mr. Morse requested authorization to set the date of the annual surplus auction for Thursday, September 26, 2019.

**MOTION:** SETTING THE DATE OF THE ANNUAL SURPLUS AUCTION FOR THURSDAY, SEPTEMBER 26, 2019 MADE BY MR. HAURYSKI. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 4-0. (MR. HAURYSKI VOTED AS MEMBER OF COMMITTEE)

F. **Information Technology**

1. **RFP for Internet Service Provider** – Mr. Wheeler requested authorization to reject and reissue the RFP for Internet Service Provider. In the original RFP we had only referenced a single provider and one site here, but we also have the redundancy at the Public Safety Building.

**MOTION:** REJECTING THE RFP FOR INTERNET SERVICE PROVIDER AND AUTHORIZING THE DIRECTOR OF INFORMATION TECHNOLOGY, IN CONJUNCTION WITH THE PURCHASING DIRECTOR, TO ISSUE A NEW RFP FOR INTERNET SERVICE PROVIDER MADE BY MS. LATTIMER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0. (MR. HAURYSKI VOTED AS MEMBER OF COMMITTEE)

2. **FY2018 Cyber Security Grant Program** – Mr. Wheeler requested authorization to apply for the FY2018 Cyber Security Grant Program. This grant, if awarded, would provide up to $50,000 for cyber security for upgrading the County’s firewall.

**MOTION:** AUTHORIZING THE DIRECTOR OF INFORMATION TECHNOLOGY TO APPLY FOR A $50,000 FY2018 CYBER SECURITY GRANT MADE BY MR. HAURYSKI. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 4-0. (MR. HAURYSKI VOTED AS MEMBER OF COMMITTEE)

G. **Elections**

1. **Early Voting Sites and State Reimbursement** – Mrs. Olin informed the committee that early voting is an unfunded State mandate. We are currently on year 10 or 11 of the voting machines which had a life expectancy of five years. One of the machines is certified and one is still in the process of certification. The NYS Board of Elections has two sources of funding available; the first is $14 million and the second is $10 million.

Mrs. Olin explained how this funding would be distributed. There is $15,000 available for every early voting site, up to seven, that a county can use to cover the cost of poll books, on-demand printing, etc. We are required by law to have one early voting site. She stated one thing she was concerned with is that depending on what we decide to do this year will dictate how much money we get going forward. Next year we have three elections. She stated if you decide later to open two additional early voting sites, you will lose the opportunity for this funding. We already had to file the paperwork for one site by May 1st. Whatever we decide to do, this is it and
how it will get funded. We have until the end of May to decide on the number of early voting sites. Mrs. Olin stated the money that is left over is going to be disbursed based upon the number of registered votes in the county. It averages out to between $.50 - $.60 per voter, depending on what they have for registered poll sites.

Mr. Schu stated if we do three early voting sites, we will get $45,000. What does it cost to do this? Mrs. Olin replied it depends on whether we are looking at going with electronic poll books. Mr. Hauryski asked what is the cost for the electronic poll book? Mrs. Olin replied an estimate from one of the vendors came in at $130,000. Ms. Lattimer asked if we do just one early voting site then we would not need an electronic poll book? Mrs. Olin replied correct. Ms. Lattimer stated but if there is push back from the voters and then we decide to go to three early voting sites the following year, the cost for those would be on us.

Mrs. Lando commented she has never been a fan of early voting. Mr. Wheeler commented in the grand scheme of things, $15,000 is not a lot of funding, if you stick with one early voting site. Ms. Lattimer commented she thinks we should go with the one site. We do not know how much it is going to be used. This is a huge cost to the county if only a couple hundred voters come in.

Mrs. Olin explained early voting has to be done ten days before the election, but there is nine days of voting. If you are going with paper ballots we have to have all of the voter history for early voting in the system on Sunday and then pick everything up for use two days later for the regular voting. We will be using the same polling books and ballot books. At the end of every early voting day, we will have to do a ballot accounting. There will be a lot of additional hours for staff and overtime. We want to make sure that we still have good morale. Everything has to be ready to roll over at 7:30 a.m. on that Monday before Election Day.

Ms. Lattimer stated the bigger question is we really need to consolidate election districts. We have to be prepared to do it and come up with a plan. Mrs. Olin commented when we consolidate, it affects the parties and the committees.

MOTION: AUTHORIZING THE DESIGNATION OF ONE EARLY VOTING SITE IN THE COUNTY MADE BY MS. LATTIMER. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 4-0. (CHAIRMAN HAURSYKI VOTED AS MEMBER OF COMMITTEE)

Ms. Lattimer asked how much are absentee ballots utilized? Mrs. Olin replied it depends on what is on the ballot. In a Presidential year, it is possible to have up to 3,000 absentee ballots on 60,000 voters. Right now you have to have a reason for an absentee ballot.

H. Department of Social Services
   1. Salary Adjustment – Social Services Attorney – Ms. Muller requested a salary adjustment for a Social Services Attorney. Currently they are paid at $66,027 and she would like to move them to $68,104, which is a difference of $2,077 over the midpoint. Mr. Wheeler explained this individual was offered a position in another department for midpoint salary and the Commissioner would like the employee to remain in Social Services. The Commissioner is allowed to hire up to the midpoint, but not adjust the salary midyear, without your approval.

MOTION: AUTHORIZING THE COMMISSIONER OF SOCIAL SERVICES TO ADJUST THE SALARY OF A SOCIAL SERVICES ATTORNEY FROM $66,027 TO $68,104 MADE BY MRS. LANDO. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0. (MR. HAURYSKI VOTED AS MEMBER OF COMMITTEE)

I. Personnel
   1. Contract Renewal – Mr. Alderman requested authorization to renew the contract, under the same terms and conditions, with Catalog & Commerce Solutions for their personnel software system.
MOTION: AUTHORIZING THE PERSONNEL OFFICER TO RENEW THE CONTRACT, UNDER THE SAME TERMS AND CONDITION, WITH CATALOG & COMMERCE SOLUTIONS FOR THEIR PERSONNEL SOFTWARE SYSTEM MADE BY MS. LATTIMER. SECONDED BY MR. HAURYSKI. ALL BEING IN FAVOR. MOTION CARRIES 4-0. (MR. HAURYSKI VOTED AS MEMBER OF COMMITTEE)

2. Amending the Management Salary Plan Relative to District Attorney’s Office – Mr. Alderman requested authorization to amend the Management Salary Plan relative to one Assistant District Attorney position, Grade E to one Senior Assistant District Attorney, Grade G.

Mr. Baker explained Amanda Chaffee has been in the office for eleven years and among other duties runs the Drug Court. He is in need of another Senior Assistant District Attorney to do more management tasks. He is requesting authorization to move Ms. Chaffee above midpoint as she has received a job offer from another county. He commented that she also receives a $5,000 stipend to do CAP (Counsel at Arraignment).

MOTION: AMENDING THE MANAGEMENT SALARY PLAN TO REFLECT A CHANGE OF ONE ASSISTANT DISTRICT ATTORNEY POSITION, GRADE E TO ONE SENIOR ASSISTANT DISTRICT ATTORNEY, GRADE G IN THE DISTRICT ATTORNEY’S OFFICE MADE BY MR. HAURYSKI. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 4-0. (MR. HAURYSKI VOTED AS MEMBER OF COMMITTEE) Resolution Required.

3. Amending the Management Salary Plan Relative to Sheriff’s Office – Mr. Alderman requested authorization to amend the Management Salary Plan relative to the Nurse Practitioner in the Sheriff’s Office from a Grade F to a Grade G.

MOTION: AMENDING THE MANAGEMENT SALARY PLAN RELATIVE TO THE NURSE PRACTITIONER IN THE SHERIFF’S OFFICE FROM A GRADE F TO A GRADE G MADE BY MRS. FERRATELLA. SECONDED BY MR. HAURYSKI. ALL BEING IN FAVOR. MOTION CARRIES 4-0. (MR. HAURYSKI VOTED AS MEMBER OF COMMITTEE) Resolution Required.

J. County Manager

1. Deputy County Manager – Mr. Wheeler announced Christopher Brewer of Hornell has accepted the offer to serve as Deputy County Manager effective June 3, 2019. He requested a motion from the committee as recognition of this appointment.

MOTION: RECOGNIZING THE APPOINTMENT OF CHRISTOPHER BREWER AS DEPUTY COUNTY MANAGER EFFECTIVE JUNE 3, 2019 MADE BY MS. LATTIMER. SECONDED BY MR. HAURYSKI. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Mrs. Lando stated she would like to thank Mrs. Dlugos for the work she has done during this time.

Mr. Haursky excused Mr. Wheeler, Ms. Mori, Ms. Prossick, Mr. Patrick and Mrs. Chapman from the meeting.

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 MRS. FERRATELLA. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 4-0. (MR. HAURYSKI VOTED AS MEMBER OF COMMITTEE)

MOTION: TO ADJOURN EXECUTIVE SESSION AND RECONVENE IN REGULAR SESSION MADE BY MS. LATTIMER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0. (MR. HAURYSKI VOTED AS MEMBER OF COMMITTEE)
MOTION: DIRECTING THE PERSONNEL OFFICER TO MOVE FORWARD WITH NEGOTIATIONS TO ACCEPT THE PROPOSED AGREEMENT WITH STEUBEN COUNTY ATTORNEY, ALAN P. REED MADE BY MS. LATTIMER. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 4-0. (MR. HAURYKI VOTED AS MEMBER OF COMMITTEE)

MOTION: TO ADJOURN MADE BY MR. HAURYSKI. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 4-0. (MR. HAURYSKI VOTED AS MEMBER OF COMMITTEE)

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR**
Tuesday, June 11, 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, June 5, 2019.