

STEBEN COUNTY ADMINISTRATION COMMITTEE

Tuesday, May 9, 2023

9:00 a.m.

*Legislative Chambers, 3rd Floor, Annex Building
Bath, New York*

****MINUTES****

- COMMITTEE:** Brian C. Schu, Chair Kelly H. Fitzpatrick Hilda T. Lando
Gary D. Swackhamer
- STAFF:** Jack K. Wheeler Christopher Brewer Jennifer Prossick
Brenda Scotchmer Lynn Lewis Auralee Jefferds
Rob Wolverton Judy Hunter Sue Cleland
Vicky Olin Jennifer Galvan Wendy Jordan
Joan Merry Nate Alderman Andy Morse
Tim Marshall
- LEGISLATORS:** Scott J. Van Etten Carol A. Ferratella K. Michael Hanna
Jeffrey P. Horton Wendy Lozo John V. Malter
Nicholas D. Pelham Frederick G. Potter
- ABSENT:** Robert V. Nichols, Vice Chair
- OTHERS:** Mary Perham

I. CALL TO ORDER

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

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE APRIL 11, 2023, MEETING MADE BY MRS. LANDO. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

III. DEPARTMENT REQUESTS

A. County Clerk

1. **Semi-Annual Mortgage Tax Distribution** – Mrs. Hunter reported mortgage taxes collected from October 31, 2022 through March 31, 2023 were \$895,697.81.

MOTION: APPROVING THE SEMI-ANNUAL MORTGAGE TAX DISTRIBUTION AS PRESENTED MADE BY MRS. LANDO. SECONDED BY MS. FITZPATRICK.

Ms. Fitzpatrick asked since we have been talking about eliminating the additional mortgage tax, what amount would that be? Mrs. Hunter replied column 9 of the report represents the local tax and we collected \$446,353.46 for the six month period, so you would double that. Mr. Wheeler commented we had estimated that it would be about \$1 million. Ms. Fitzpatrick asked do we share the money that is collected? Mrs. Hunter replied the amount allocated to the municipalities is reflected in column 8 of the report. Ms. Fitzpatrick asked are you recording the office expenses to your department? Mrs. Hunter replied yes and we turn that amount over every month to the Commissioner of Finance.

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

B. Information Technology

1. **Microsoft 365 and Exchange Online** – Mr. Wolverton requested authorization to purchase the licensing, training and professional services for Microsoft 365 and Exchange Online. With approval, we would be moving from Office 2010 to Microsoft 365 and from Exchange 2017 to Exchange Online which will provide more security. To transition to Exchange Online we have opted to go with a company to assist with that for a cost of \$30,100 along with \$5,990 for training services for our staff. Microsoft 365 will be the online version and the licensing is \$250 per user, per year. Based on our calculations we would need 1,200 licenses and that is based on the number of emails that we have. He requested authorization to spend \$300,000 for 1,200 licenses, but anticipates that they will be able to reduce the number required to 1,000.

Mr. Wheeler explained we have budgeted for this over the years in the EDP Capital Project. He noted most organizations are moving to Microsoft 365. Mr. Wolverton commented our concern is that everything Microsoft has for Exchange is all end of life in 2025 with no other solution and we believe they will be going to online. Mr. Wheeler stated there are operational efficiencies that we will see including shared documents and better access. We have been talking about this for a number of years. Mr. Wolverton explained for all of the Office programs; Word, Excel, etc., we will get the download version and those will be able to work offline.

Mr. Swackhamer asked what is the difference in cost? Mr. Wolverton replied currently we have a perpetual license for Office 2010 and that has not gone end of life. We will need to upgrade if we do not go to this. Mr. Wheeler stated last time we had to do this the one-time cost was \$500,000. We are looking at an annual cost of \$200,000 out of the software maintenance line.

Ms. Fitzpatrick asked is the \$300,000 cost for the licenses a one-time cost? Mr. Wolverton replied yes, as well as the training cost. Mr. Wheeler stated the company they are purchasing through is on State contract. Mr. Wolverton clarified they are on the national cooperative through Sourcewell. We will be purchasing through SHI.

Mr. Malter asked are we budgeting for this every year and will we continue to budget \$200,000 annually? Mr. Wheeler replied we very likely will put that into the software maintenance line item. We will reduce the allocation to the capital project; we have been putting in \$50,000 - \$100,000 each year. The net increase to do this will be about \$100,000.

Ms. Fitzpatrick asked will we transition to Teams instead of Zoom? Mr. Wolverton explained with the conferencing portion, Mental Health has a new program that includes a video conferencing program. Our new phone system has video conferencing software and Microsoft has Teams. We will have a lot of options to look at. Ms. Fitzpatrick asked how much are we paying for Zoom? Mr. Wheeler replied I believe we are paying \$30,000 per year. Ms. Fitzpatrick commented that could be a potential savings. Mr. Wheeler stated there would still be some departments that would continue to utilize Zoom, but the number would decrease.

MOTION: AUTHORIZING THE DIRECTOR OF INFORMATION TECHNOLOGY TO PURCHASE LICENSING, TRAINING AND PROFESSIONAL SERVICES FOR MICROSOFT 365 AND EXCHANGE ONLINE FROM SHI FOR A TOTAL COST NOT TO EXCEED \$336,090, SAID AMOUNT TO BE PAID FOR OUT OF THE EDP CAPITAL PROJECT MADE BY MS. FITZPATRICK. SECONDED BY MRS. LANDO.

Mrs. Lando asked if we are moving to the Cloud, will there be a potential for hackers to hack our system more frequently? Mr. Wolverton replied over the past couple of years the on-premise solutions have had their share of problems. There should be less concerns with the online versions, but that is what the hackers are targeting.

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

C. Purchasing

1. **Quarterly Copy Paper Bid Award** – Mr. Morse stated he received three responses from Economy Products - \$42.80, Contract Paper - \$39.05 and W.B. Mason - \$35.81. He recommended awarding to the low bidder, W.B. Mason for \$35.81 per case.

MOTION: AWARDING THE QUARTERLY COPY PAPER BID TO THE LOW BIDDER, W.B. MASON FOR \$35.81 PER CASE MADE BY MRS. LANDO. SECONDED BY MS. FITZPATRICK.

Mr. Swackhamer asked what was the price last year? Mr. Morse replied it was \$41.00 per case.

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

2. **Authorize Annual Copy Paper Bid** – Mr. Morse requested authorization to issue the annual copy paper bid. He noted the bid will be awarded quarterly.

MOTION: AUTHORIZING THE DIRECTOR OF PURCHASING TO ISSUE THE ANNUAL COPY PAPER BID TO BE AWARDED ON A QUARTERLY BASIS MADE BY MS. FITZPATRICK. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

D. Personnel

1. **Real Property** – Mr. Alderman requested authorization to reclassify one vacant Assessment Data Supervisor, CSEA Grade J to Deputy Director of Real Property, Management Grade G. Mr. Schu commented this falls in line with the County's succession planning.

MOTION: AUTHORIZING THE RECLASSIFICATION OF ONE VACANT ASSESSMENT DATA SUPERVISOR, CSEA GRADE J TO DEPUTY DIRECTOR OF REAL PROPERTY, MANAGEMENT GRADE G IN THE REAL PROPERTY TAX SERVICE AGENCY MADE BY MS. FITZPATRICK. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.

2. **District Attorney's Office** – Mr. Alderman requested authorization to set the salary for two part-time Assistant District Attorneys at Management Grade J, Step 11, which will be \$50,637. Mr. Baker stated he has hired Chris Barton and Paul Barton to fill these spots.

MOTION: SETTING THE SALARY FOR TWO PART-TIME ASSISTANT DISTRICT ATTORNEYS; CHRIS BARTON AND PAUL BARTON, AT MANAGEMENT GRADE J, STEP 11 (\$50,637) IN THE DISTRICT ATTORNEY'S OFFICE MADE BY MRS. LANDO. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

3. **Public Defender – 16B Waiver** – Mr. Alderman requested authorization to waive Rule 16B and create one full-time Assistant Public Defender position, Management Grade J and one Paralegal Assistant position, CSEA Grade J in the Public Defender's Office. Mr. Sauro explained this is in response to the year 5 rollout of the Hurrell-Harring process. Mr. Wheeler stated we have state funding to cover these positions. Mr. Sauro commented we have added this to the budget for this year. Mrs. Lando asked what is the likelihood of filling these positions? Mr. Sauro replied it is much better. Cornell Law is sending one law student and one undergraduate student to spend the summer. We have been really successful and last summer the student we had has indicated that he would like to move to Steuben County and work here.

MOTION: WAIVING RULE 16B AND CREATING ONE FULL-TIME ASSISTANT PUBLIC DEFENDER POSITION, MANAGEMENT GRADE J AND ONE PARALEGAL ASSISTANT POSITION, CSEA GRADE J IN THE PUBLIC DEFENDER'S OFFICE MADE BY MRS. LANDO. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.

MOTION: TO ADJOURN MADE BY MR. SWACKHAMER. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR
Tuesday, June 13, 2023 at 9:00 a.m.**

**Agenda items due to the Clerk of the Legislature's Office
NO LATER THAN NOON
Wednesday, June 7, 2023**