

**ULSTER COUNTY LEGISLATURE  
COMMITTEE MEETING MINUTES**

**NAME OF COMMITTEE:** Administrative Services Committee

**DATE:** February 20, 2008

**TIME:** 4:46 P.M.

**PLACE:** Information Services, 25 S. Manor Avenue, Kingston, NY

**LEGISLATORS PRESENT:** Chairman Jeanette Provenzano, Legislators Alan Lomita, Ken Ronk, Brian Cahill, Jim Maloney

**LEGISLATORS ABSENT:** Legislator Peter Kraft, Legislator Frank Felicello

**OTHERS ATTENDING:** Sylvia Wohlfahrt, Director Information Services, Dorothy Martin, Director Real Property, Diane Beitzl, Safety Officer, Robin Peruso, Purchasing Officer, Bonnie Szpulecki, Insurance Officer, Randy Geuss, Chris Fiore and Peter Yaple of Information Services, Treasurer Lew Kirschner, Deputy Treasurer Adele Reiter and Soni O'Bryan, Deputy Insurance officer (taking minutes of meeting)

The meeting was called to order by Chairman Provenzano.

Treasurer Lew Kirschner and Deputy Adele Reiter attended the meeting to discuss a Grant that they would like the Committee to take a look at to do a Resolution. The Grant is for a \$25,000 study for a countywide data base for taxes which would be for town tax collectors and schools. The study will also be designed to include a plan for managing the database at the County level. This grant will allow the County to work with our local municipalities to determine how we can best serve our common tax payers. As a result of the study the majority of the towns are in favor and they would like to do this in-house and get an additional \$25,000. Real Property Director, Dorothy Martin, spoke about the assessors' part of it. Legislator Chairman Dave Donaldson must apply for the grant. Any grant would have to be accepted through resolution. Per Sylvia Wohlfahrt, Information Services Director, the County already has a tax collecting system.

Chairman Provenzano next had a discussion about a Resolution with regards to the Town of Marbletown and GIS (Pilot) - this would result in \$12,000 Revenue. All were in favor to pass this Resolution.

Chairman Provenzano next asked Sylvia Wohlfahrt about an issue with a vendor over a payment. Sylvia explained that she wrote to County Administrator Michael Hein regarding contracts and the problems that she has and is having with Contract Management, mostly getting the contracts moving so payments are made. She advised that a 2007 contract still has not been resolved - it is in auditing and a 2008 contract

is in Contract Management. She indicated that Schedule B was a problem for the vendor - as most all of her vendors have their own contract - they are boilerplate agreements - and they are not just with IS. Her contracts are so backed up this it is creating multiple payment problems. Service Contracts need to be looked at way ahead of schedule. Chairman Provenzano advised that she will be setting up a meeting with County Administrator Michael Hein, and include herself, Legislator Lomita, Information Services, Purchasing, and Auditing.

Legislator Brian Cahill next requested an update from Information Services on past projects that were requested. Per Sylvia she has requested that the Committee get together to look at the County's Webpage and identify problems and make suggestions to re-design. The next project is Legislator e-mails - they are ready to roll out this project March 2008. They have packets ready to be mailed out to the Legislators on how to set up their e-mail accounts to access them from home. Legislator Cahill expressed his disappointment that the last time they tried to get this done only two legislators signed on for this. He advised that e-mail is a major means of communication and felt it was important that legislators take the time to set up their accounts. Sylvia advised that the County Attorney, County Clerk and IS are getting together on County Record policy as e-mails are a part of County Law and need to be put in records management in the Document Management System. Another project is Legislative Committee meeting Agendas--minutes, and calendar functions on the webpage. This was an action that came out of the Jail Commission Study for which there is a standard for minutes, posting them, and getting them to the Clerk of the Legislature, who should be responsible for setting them up and getting the minutes. This project is currently in progress. Her next project is for Secure WiFi on the sixth floor to be able to use laptops to get on the internet-for press use, Legislators and department heads. They currently have hard wired, but not wireless services. The cost with Time Warner is \$100.00 month approximately. The concern of the press being able to use the county server was brought up and the press would have a separate server. Next, she is working on a daily trip log for Central Auto on the internet webpage. They did a demo today and this will be ready for April. This would allow Central Auto to go from a hard copy log to an intranet based log. The next project is on-line department stats (Capstats). This was an initiative for departments to display accountability within the County and track the outcome of a department and gauging if they are meeting their goal or not to see if there is any improvement. This project was basically dropped as they did not get a response from departments - they requested that each department give them five outcomes of their departments. The project only included departments within Administrative Committee Departments as a test group. Next, is a project for a Server Closet in DPW - right now the contract is in Contract Management and is being held up there. In addition the next project is an FM Desktop which DPW will work on a new DPW server - once all the testing is done they will run FM from the DPW server. Next are copier machines at DSS. DSS requested 35 copiers and after doing an evaluation this was cut down to five printer's scanners, and copiers. Sylvia's last project is to find a Liaison for the Sheriff's Office. IS met with the Sheriffs' Office in December 2007 to iron out problems where the Sheriff pulled staff out of a Liaison Position. She needs to know who the one (1) person from the Sheriffs' Office is to work with IS. She met with the Sheriff to resolve and Sylvia just needs to put her report and stuff together and she should have this in place by the end of the week. She will outline what the job scope will be. This was worked out verbally but not put in writing.

Chairman Provenzano next asked for approval of the January 15, 2008 Administrative Services Committee meeting minutes. Legislator Maloney made a motion to approve, seconded by Legislator Ronk. All in favor, minutes were approved.

Bonnie Szpulecki, Insurance Officer, advised all present that it was "pot-hole season". The reason for this was so that Legislators were aware that there is a Local Law #6 of 1980 (Prior Written Notice) on the books. Bonnie gave everyone a copy of the Local Law and advised that they may receive a call from one of their constituents after being denied coverage when they hit a pot-hole and do damage to their vehicle. This law is in place because it is impossible for the County to know every hazard there is out there and this is a written procedure that must be followed in order for this law to become effective. The law states that if there is any hazardous condition that is out there must be reported in writing (ONLY) to the Clerk of the Legislature. The Clerk of the Legislature will then notify the Insurance Officer, Highway Commissioner and County Attorney of the hazardous condition. The law allows the County 48 hours with which to fix or repair the hazardous condition. If it is not done within that time frame then we must pay any claims that arise out of that hazardous condition after prior written notice is given. This applies to many conditions out there besides pot-holes, but Bonnie felt she should make the committee aware of this. Bonnie then brought up the new financial system that is being put in place. She wanted the committee to know that it will impact her department in particular when this change is put in place. There was discussion at to what new systems are currently in place, which is Munis that went live two years ago. Bonnie also reviewed all of the Insurance Coverage's, presented the various quotes she received and advised that we able to go from a \$100,000 deductible on last year's policy to a \$50,000 deductible this year, which is better for the County. The overall difference was an additional \$40,000 than last year, but also with increased coverage. She presented newspaper clippings she had found from a 1997 Freeman that show the County's premium was \$690,000. , and the current premium is at \$747,368., which is not that much of an increase over a period of 11 years and they all agreed was true.

Robin Peruso, Purchasing Agent, next presented her list of projects that are pending in the Purchasing Department. They are working on the RFP Process for the new financial system. Robin gave everyone in attendance the projected timeline schedule. They are also working on an RFP for a GPS system for Public Works. IS is working on grants for funding and they have had several meetings with Public Works, Buildings & Grounds and Information Services. Also they are working on an RFP for a Half-Way House for Mental Health - there is a meeting scheduled on 2/25/08. Robin explained that there is a state requirement for UC Mental Health to have a half-way house and by purchasing it rather than leasing it will save money. There is an RFP out for a Telephone System for Emergency Management and Art Snyder is working on the specs with Purchasing. There also a BID for a Card Access System for the gate at Public Works and they are just waiting for the specs from the department - currently there is no security at UC Highway Quarry. Public Works would need to provide a list of how to allow entry and to whom. Also, there is a BID for a "Queuing" System for the County Clerks DMV and IS is reviewing the specifications on this - this is for software indicating "Next Window Available". There is a Capital BID for a cooling Tower at GHHCC which Contract Management is reviewing the specs for - this will provide air conditioning at GHHCC. There is also another Capital BID for construction at UCCC and a meeting is schedule for 2/20/08 - this is for Phase IV of the construction. Her final pending project is a BID for AED (defibrillators) - this is pending approval of a resolution and will require bid specs from the department. Robin advised that these were approved and she will be doing the specs. In addition to pending projects, Robin advised that Fleet

Management report was finally running and Chairman Provenzano commented on how wonderful Robin's report was - it was very detailed and gives all the information needed in it. Legislator Cahill was concerned as to why they do not have the same report for UC Highway vehicles and that they should have the same standards for Highway as they do for Central Auto. Legislator Cahill felt this may be the opportunity for consolidation of these departments and then they would both be utilizing the same software and the mechanics' would be managed by one person and all reportable information would be handled by one person. This will be brought to the attention of the Public Works and Capital Projects committee members.

Dorothy Martin next reported that she had sent an e-mail to all Administrative Service Committee members and Legislators regarding the tax exemption for seniors. Dorothy explained how to change the calculations to determine different amounts. She advised that the Legislature can pass the tax rate assessing initiative in 2008 for it to take effect for the 2009 assessment rolls and 2010 taxes. Dorothy explained that the UC Sr. Citizen Exemption was a local law and the law itself has not changed since the '90's. It is just that the last few years it has never been updated. Dorothy explained the maximum amounts and the percentages associated with various amount, but that by using the figures she e-mailed to everyone they could easily re-figure rates themselves, as they are based on a sliding scale on the computer. The maximum for the assessment roll after 7/1/09 will be raised to \$29,000. The majority of the committee feels that they want more information before voting on this exemption and didn't feel there was a rush and are working on this. They would like to know what other Counties do with this and what would be the cost in lost revenue on paper. It does require a local law, but it cannot take effect until 2010. The Veteran's Exemption was brought up and Dorothy explained that this was different as it is a Resolution and was raised a couple of years ago. As of January 28, 2009 a new Cold War Veterans Exemption will take effect. This has not been adopted by the County yet as it is still too complicated.

Diane Beitzl, Safety Officer, presented Committee members with photos of several different accidents that Safety has had to respond to in the past month. She explained that by going to the scene of the accident the accident is reviewed immediately. Safety has their own digital cameras so they can do their own pictures rather than having to take them out for developing which they had to do in the past. She also indicated that her department currently has three (3) vehicles and they really need to bring these vehicles home as they have their cameras and other equipment that they need when responding to an accident scene. She explained that if they had to leave the vehicles at the office they would need to take all of the cameras and equipment out for security purposes. It would take longer for them when they responded to an accident to have to come all the way into Safety, go into the building, get their cameras and equipment, and then their vehicle. Diane justifies her need to take the vehicles home not in the number of calls, but in the need to respond quickly and the extra miles. Chairman Provenzano requested Purchasing Agent Robin Peruso provide her with some kind of report on take home policy. It was indicated that the take home vehicle policy passed in the fall does not match the SOP and needs to be amended. Purchasing will be the authorized department that allows vehicles to go home. There are only twelve (12) authorized vehicles at this time that are allowed to be taken home. There needs to be responsibility for who should administer the SOP Policy on take home vehicle policy. Robin should have a report in place and will have it for the March meeting. Diane advised that Area Transit recently got a new UCAT lift which requires OSHA training and Safety will be doing that training. Diane also advised that they provide Public Safety training for all departments.

All business was concluded at this time and the Administrative Services Committee Legislators present were to be being taken on a tour of the Information Services building.

A motion to adjourn was made by Legislator Brian Cahill, seconded by Legislator Ronk, all in favor, meeting adjourned at 6:50 p.m.

**Respectfully submitted,**

**Jeanette Provenzano, Chairman  
Administrative Services Committee**