

**ULSTER COUNTY LEGISLATURE  
COMMITTEE MEETING MINUTES**

**NAME OF COMMITTEE:** Administrative Services Committee

**DATE:** July 15, 2008

**TIME:** 4:50 P.M.

**PLACE:** UCOB, 6<sup>th</sup> Floor Library

**LEGISLATORS PRESENT:** Chairman Jeanette Provenzano, Legislators Alan Lomita, Ken Ronk, and Paul Hansut

**LEGISLATORS ABSENT:** Legislators Peter Kraft, Frank Felicello, and Brian Cahill

**OTHERS ATTENDING:** County Auditor, Bob Wenzel, Deputy Purchasing Officer, Bob DiBella, Deputy Insurance Officer, Dorraine Whitney, Information Services Director, Sylvia Wohlfahrt, Real Property Director, Dorothy Martin, and Soni O'Bryan, Deputy Insurance Officer (attending to take minutes of meeting)

The meeting was called to order by Chairman Provenzano. A motion to accept the minutes from the May meeting was made by Chairman Provenzano, Legislator Lomita made a motion to accept the minutes, seconded by Legislator Ronk, all in favor, minutes were approved.

Deputy Purchasing Agent Bob DiBella gave a report on the take home vehicles. Bob and Fleet manger, Tony Gallo met with DPW Commissioner Dave Sheeley and Building and Grounds Commissioner, Vic Work, and questioned them about some of the vehicles that were being taken home, since the mileage and call out statistics did not seem to warrant a take home vehicle. Based on this information they are recommending that one vehicle from Buildings and Grounds and two vehicles from Highways and Bridges be pulled for use by the department. A fourth vehicle from UCAT is being used by one of their employees to travel back and forth to work each day at a usage of approximately 18,000 miles annually. Bob indicated that this vehicle should also be pulled from the department, as it is not used for call outs or emergencies. They are sending out letters to each department involved and their recommendations will also go before each of the respective department's Committees to advise of the vehicle changes being made. A motion to accept these recommendations was made by Legislator Hansut and seconded by Legislator Ronk, all in favor, motion was accepted. Bob then presented a cost analysis he did comparing the cost of an employee taking a County vehicle home versus just paying an employee a mileage reimbursement. Bob used a 3  $\frac{1}{2}$  month period (approx.) from 3/31/08-7/14/08. It would cost about \$23,368.00 if the County were to reimburse employee's mileage compared to a cost of \$33,340.00 or more for an employee to take a vehicle home. His recommendation is for the County to move on a course of limiting take home vehicles to special equipment only and reimburse employees for time and mileage on emergency call outs. Chairman Provenzano and other Legislators present thanked Bob for the work and time in providing them with these numbers and found it to be very helpful. Bob also briefly updated all on some of the projects Central Auto was doing with regards to the vehicle maintenance and also sign and lettering they have done throughout the County, both for buildings and vehicles.

The next department update was by Information Services Director, Sylvia Wohlfahrt. Chairman Provenzano questioned Sylvia about some concerns that were expressed to her by Public Works Director Lynda Bertling. Sylvia asked Chairman Provenzano if she could delay speaking about this subject until she

first presented two requests she is asking the Committee for. Chairman Provenzano was agreeable to table this discussion at that time. Sylvia's first request was for an additional vehicle. She indicated that they have been using fleet car since January, when their vehicle was totaled in an accident. Central Auto has now advised her that they needed to have the fleet vehicle they have been using back. She was told that there are only five-six back-up pool cars and the fleet was coming up short on pool cars to loan to departments. She indicated that they have techs that travel each day to buildings throughout the County responding to tech repairs and other computer related problems and the car necessary to do this. They received approximately \$6,000.00 for the vehicle settlement and she would like to look at vehicle prices when the new vehicle list for bids comes out in August. Chairman Provenzano expressed concern that Sylvia's department has been without their vehicle since January and did not realize that they were without their vehicle and wished she had spoken up sooner. The Chairman also questioned why the employee's could not use their own vehicles, however, Sylvia and others present agreed that requiring employees belonging to a union will create more problems and did not feel we could make them do this. Bob DiBella will work with Sylvia on getting another vehicle and she will get back to the Committee with her intentions. Sylvia then returned to the VHB matter previously brought up by the Chairman. She indicated that she was familiar with the problem and the VHB equipment maintenance project for DPW. Sylvia advised that the vendor stopped supporting the project and IS has been looking for a new project, but the department wanted to keep the product even though it was not supported. IS then tried to arrange to get a source code from the vendor and then contact a small group of former employees who had started a business, to have them utilize the source code and provide the support for the product, but in between this, the group dissolved. IS has now started to design a program using their own language for DPW and Central Auto and are working on this in-house and it will probably take at least to the end of this year and partially into early next year to do this. Sylvia tried to explain to the Committee that it may sound simple to say what they are going to do, but it doesn't always happen as fast as it sounds and there are numerous other projects that IS has in the works as well. Sylvia presented an update on the IS/Central Services move. Their meeting has been changed until next week and they did a walk through of sites and submitted a recommendation to the Committee that C & S do a facility review of all tentative locations and also do an air quality review. IS will have their own department consultant go in and check out the wiring at the various locations. IS wants to make a recommendation, but not until after the C & S study is done. Legislator Lomita suggested that Sylvia contact Rich Parete who is head of the Space Committee to help her move the project along. Sylvia indicated that Robin Peruso, Purchasing Agent, is handling the details of what the Central Services needs are and also will be doing all of the RFP's and coordinating all bids and whatever else is needed for them. Sylvia next gave an update on her GIS employee hurt who was seriously injured and has been out of work since the May 2008 accident. She advised that he is recovering and now has upper body movement, his brain is totally fine, his fingers move and they are working on strengthening them. He still cannot move his lower body, but he can get around in a wheelchair. She is hoping to get him back in to some part-time work which will help to fill in the gaps in GIS and he will also be able to help them train the new GIS position. Sylvia will do a request to fill the new GIS position and indicated that she has two very good candidates. Next, Sylvia advised that the demo for the new financial system went well and the project is going along smoothly. They are looking at some really outstanding systems that are also user friendly and the graphics are excellent. Chairman Provenzano asked Sylvia if this Committee could get a list of projects showing when they were requested, how they are moving along, what departments have requested equipment, when they requested and when the project is done. She also would like to know if there are complications with the project and do a simple monthly report so the members could just review to help keep them abreast of what is happening and how projects are progressing. Sylvia advised that this would not be a problem and will focus on the big projects for now within a five year window. Sylvia reviewed her list of equipment over \$3,000.00 and all equipment was approved.

Safety Officer, Diane Beitzl, was on vacation; however she did leave Chairman Provenzano two items for discussion. The first item was to sign off on a request for a file cabinet that Safety needs. The other is a request to fill a position as soon as possible as Diane had someone suddenly resign on July 11, 2008. The

vacancy is for a Building Examiner Safety Inspection position. Chairman Provenzano signed the request to fill this position.

Deputy Insurance Officer Dorraine Whitney really did not have anything new, but advised that premium notices have been sent out to all participants. She indicated that these were notifications' for 2009 only and the premiums were not due until next year. The overall budget was up about 3%, but it was based only on the loss experience of the participants'.

Dorothy Martin, Real Property director, passed out copies of three proposed exemptions for Senior Citizens', Cold War Veterans and SSI Disability recipients'. Dorothy indicated that she included figures for a Disability Exemption even though this was never previously discussed as the other two exemptions had been. She indicated that this exemption usually went hand in hand with the Senior Exemption so she wanted to at least address it with the Committee to decide whether we should keep the disability at the current rates or increase them as well. All of the members agreed that it would be the right thing to also increase the rates for this exemption while they were doing the other two. Dorothy will have resolutions done for the August meeting so a Public Hearing can be held in September. Dorothy next handed out copies of her proposed budget and reviewed it briefly. Her budget now goes to the County Administrator.

In relation to the budgets, Chairman Provenzano advised that the County has been told that NYS has cut back all County budgets this year by two percent and will also do this for next year as well. The Chairman of the Ways and Means Committee has formed a committee to look at all department budgets carefully so she just wants everyone to be aware of this. Sylvia Wohlfahrt advised that she has already been requested to give back two percent of their budget (with things they can postpone), to help out with the County's budget, and was understands that they are doing thing with the bigger departments in the County.

County Auditor, Bob Wenzel, reported that they are up to date with all vendor changes. They have also had another go around with the Sheriff's department and are working on getting things squared away with them. He also advised that they are having a real problem with departments who are lagging in their contracts. They don't seem to get the contracts until months after the contract actually starts and it then leads to other problems, one is that payments are not getting done timely. This started a lengthy discussion on the problems contract management, auditing and insurance are having with the departments and how the delay in getting contracts done effectively has affected workflow and payments for everyone involved. It was resolved that there needs to be some further work done to iron out problems and work on solutions. Bob also said that they are pushing for the 104-B policy, which is a procurement policy, as some departments are trying to circumvent the system. They are still working on meeting with departments and developing relationships with them. Bob is also involved in the County Charter Committee and is working with Deputy County Administrator, Art Smith, on developing the new Comptroller position and setting up how it will work. He indicated that the changes in the Charter will be costly.

A motion to adjourn was made by Legislator Lomita, seconded by Legislators Ronk and Hansut at 5:55 p.m.

**Respectfully submitted,**

**Jeanette Provenzano, Chairman  
Administrative Services Committee**