

**ULSTER COUNTY LEGISLATURE
COMMITTEE MEETING MINUTES**

NAME OF COMMITTEE: Administrative Services Committee

DATE: March 18, 2008

TIME: 5:50 P.M.

PLACE: UCOB, 6th Floor Library

LEGISLATORS PRESENT: Vice-Chairman Frank Felicello, Legislators Alan Lomita and Brian Cahill

LEGISLATORS ABSENT: Chairman Jeanette Provenzano, Legislator Peter Kraft, Legislator James Maloney, Legislator Ken Ronk

OTHERS ATTENDING: Sylvia Wohlfahrt, Director Information Services, Dorothy Martin, Director Real Property, Diane Beitzl, Safety Officer, Bob DiBella, Deputy Purchasing Officer, Bonnie Szpulecki, Insurance Officer, and Robert Wenzel, County Auditor and Soni O'Bryan, Deputy Insurance officer (taking minutes of meeting)

The meeting was called to order by Vice Chairman Felicello, however, since there was not a quorum of Legislators present, last month's minutes were not reported or approved.

Frank requested that since there was not a quorum he would like to keep the meeting simple and asked that each department provide a brief update of what they have going on, as follows:

County Insurance Officer, Bonnie Szpulecki. Bonnie presented a conference request to two people to attend the bi-annual NYSASIC at Alexandria Bay, which was approved. She had no other business. Legislator Cahill, however, did bring up that he thought it would be a great idea to do a press release for the newspaper comparing the cost of insurance premiums 30 years ago to the current premiums to show how closely the cost is today as it was then, especially since we have much more coverage and higher limits. Legislator Felicello made a motion to have Bonnie write something up and give it to Kathy Mihm to send out.

Bob DiBella, Deputy Purchasing Agent, advised that the Sheriffs' would like Central Auto to tow their impounded vehicles for them. Due to the overtime costs, Central Auto cannot afford to do this. The Sheriff's office indicated that the tow companies are currently billing at \$300.00 per car to tow them away and the Sheriff's office is willing to pay the overtime involved for Central Auto to do this. They believe that this could save the County a large amount of money. Before making any decisions, Legislator Cahill wants to be certain we would really be seeing a savings since they would be putting an additional liability on the County for damages' that might be caused to the cars they are towing away. Bob needs to get some more facts from the Sheriff's Department and will also include figures for comparison to that the committee can look at this better. The request was put on hold. Bob also advised that the vehicle take home policy was finished, the software was complete and it will be rolled out on Wednesday March 26, 2008.

Dorothy Martin, Director of Real Property had only two things to discuss. The first was an update on the Sr. Citizen Tax Exemption. The last time the committee met Jeanette asked for an estimate of the impact on an average bill and legislator Lomita asked what level the surrounding counties were using-this

information was sent via e-mail and Jeannette asked for a comparison on what we have now to what if we raised it - the information was sent via e-mail. Dorothy is also required by law to do an annual report and would like to request that this report be put on the Web, which the committee agreed to do. Her second item is that the County was awarded grant monies for the study for county assessing consolidation and a county tax collection program. Each grant was for \$25,000 initially. The Town Clerk's Association is very concerned about having a Countywide Assessor and they have drawn up a resolution backed by the assessors that they are going to send to the state opposing having One (1) County Assessor. Legislator Felicello advised that there needs to be a better way to inform the public on the 100% assessment. Dorothy feels there really needs to be legislation for a cycle bill for at least every three (3) years regarding assessments. Per Legislator Lomita, people just don't understand what the assessments really are - they open their bills up and get upset and frustrated not knowing how or why their assessment was arrived at. He would like Dorothy to think about going on a radio show April 18th with him and Chairman Provenzano to possibly do a Q & A session on air.

Safety Officer, Diane Beitzl, next advised that she has numerous training sessions coming up in the spring. The Health Department and maybe some other departments are required to have training done with regards to the need to go into confined spaces for inspections and per the law need specific equipment that is mandated by the state. Diane advised that we currently do not have the proper equipment and would need between \$3,000.00 and \$4,000.00 to purchase it, as Diane does not have it in her budget. Legislator Lomita advised Diane to come up with a specific amount that is needed to purchase the proper equipment and get in touch with Deputy Administrator Sheldon Quimby to do up a Resolution. Diane indicated that she has done up a memo to inform departments of the training that is to be done for the upcoming season. One of the priorities is the need to do Flagger Training with UC Highways and Bridges, Right to Know Training and Drug & Alcohol Supervisory Training. They have seen many of the flaggers using cell phones while acting as Flagmen. She is in touch with UC DPW Commissioner Dave Sheeley and indicated to him that there is a lot of trainings that they need to go to this as soon as possible this spring.

Information Services Director, Sylvia Wohlfahrt submitted a list of equipment over \$3,000.00 to Chairman Provenzano previously to tonight which was already approved by her, however, Chairman Provenzano wanted her to also bring it up at the committee meeting. Sylvia advised that all of the equipment was funded by grant money. Sylvia also presented a conference request to attend for NYS Local Government IT Directors to be held in Saratoga, NY in May. The cost is \$346.00 for two (2) people to attend the conference. Request to attend was approved.

Legislator Felicello next introduced new County Auditor Robert Wenzel. Legislator Cahill spoke of Bob's qualifications and was welcomed aboard by all present.

A motion to adjourn was made to adjourn at 5:10 p.m.

Respectfully submitted,

**Jeanette Provenzano, Chairman
Administrative Services Committee**