

Minutes

Administrative Services Committee

Monday, March 13, 2017, 5:00 pm, Room 331

Gerace Office Building, Mayville, NY

Members Present: Scudder, Vanstrom, Whitford, Starks, Muldowney

Others: Tampio, Dennison, Crow, Hemmer, Gerace, Brinkman, Caflisch, Gustafson, Porpiglia, Niebel, Bretl, Harvey, Horrigan, D. Parment

Chairman Scudder called the meeting to order at 5:00 p.m.

**Approval of Minutes (2/13/17)**

MOVED by Legislator Starks, SECONDED by Legislator Whitford

*Unanimously Carried*

**Privilege of the Floor**

My name is Fred Bretl, 2292 Bard Road, Cherry Creek, N.Y. 14723 and I'm here as a representative for the concerned citizens of the Cassadaga Wind Energy, a wind farm and the organization called PALS, which is the Preservation of Agricultural Land Serenity. I'm here to speak in recognition of its responsibilities. Chautauqua County has published a 20/20 comprehensive plan which states the importance of promoting the welfare of its citizens through preservation in support of rural property values for the benefit and enjoyment of residents and tourist alike. Chautauqua County is also responsible for the public health of its citizens through the oversight the County Health Department. Therefore the Chautauqua County Legislature having heard the concerns of citizens, who will be living in close proximity to the proposed wind farms, has adopted a non-binding resolution of support for residents who fear the possible negative impacts of the wind projects and their associated permitting processes. I have submitted through Mark Twitchell, a packet to you Mr. Scudder that contains documentation that shows the support of the resolution in three separate folders. That being noise and health, property values, and loss of local political representation. Each of the three folders is open for additional print form documents, if anybody had anything to put into it, and I just wanted to go on record as stating that, that submission of that packet had been previously given to you for your committees review and leave it at that. Thank you very much.

Chairman Scudder: Is there anyone else who wants to bring anything to us? Seeing no one, I will close the privilege of the floor.

Proposed Local Law Intro. 2-17 - A Local Law Authorizing County Assistance and Incentives to Municipalities for Consolidation and Dissolution

Legislator Niebel: It's a pleasure to be here. Mr. Chairman, this local law would give the County the authority to provide financial assistance to municipalities that might want to dissolve or to consolidate. It doesn't say that they have to. All it does is it gives the County the authority to provide some financial help. In order to actually provide the financial assistance, what we would have to do is, we would have to have resolutions later on that would actually specify a dollar amount. But, this resolution provides the framework for us to provide funds. Any questions?

Legislator Vanstrom: I think that this is a very forward thinking resolution and encourage our local municipalities to take a deeper look at cost sharing.

Legislator Niebel: Lisa, I do too and it kind of goes along with what the State is doing. The State is taking a look at consolidation and dissolution as a way to reduce the layers of government and ultimately reduce taxes. So this would go along with what the State is doing. It would kind of partner with what's already being done.

Chairman Scudder: Anyone else?

Legislator Niebel: I am sponsoring this Bob and if anybody would like to be a co-sponsor, all they have to do is call Kathy and sign on.

Chairman Scudder: I'm not going to call her, I'm going to tell her right here. You can put my name on there.

Legislator Vanstrom: You can put my name on there too.

Chairman Scudder: Anybody else?

Legislator Starks: You can put my name on there.

Legislator Vanstrom: Paul said yes.

Legislator Niebel: Thank you.

Chairman Scudder: Thank you Terry. All in favor of LL 2-17?

*Unanimously Carried*

Proposed Local Law Intro.3-17 - A Local Law Amending Local Law 7-90 Providing for a Management Salary Plan for County Officers and Employees (Re: Physician)

Mr. Porpiglia: I'll just give you a brief opening and Director Brinkman can speak to you about the position itself, the position of physician but in terms of the salary and what Human

Resource's has looked at in reviewing a salary request. It entailed looking at the market place and what prompted us to look there now and there was never a need prior to this is because of the title that has been used by the County in the physician position has not been a full time position as we've used it. We currently have Dr. Berke still on at 40%, salary is below \$40,000 so the current range always accommodated the needs of the County. Whether it was through an employee or through contract. Mrs. Brinkman has an opportunity to hire full time physician and that has prompted us to look at the market place. What we present to you is what we feel is the appropriate salary range. It's supported by Western New York and in particularly the Jamestown market place for physician and that is where we come up with our recommended salary range for you to amend the managers salary plan. With that, I'm just going to ask Pat to discuss the needs of the position and the program requirements.

Mrs. Brinkman: We have an exciting opportunity before us. As you know, we operate chemical dependency clinics and one of the requirements of the clinic is to have a medical director and we have been operating on a temporary waiver from the Office of Alcohol & Substance Abuse. Because we have been utilizing the psychiatrist from the Mental Health side of the equation to provide the supervision and to oversee the clinics and that is not an ideal situation. I've been before a number of the committees of the Legislature talking about the fact that our psychiatry staff is well above retirement age and they are just holding on hoping that we can continue to engage them and not let them think about retirement quite yet. So, our clinics are very vulnerable if we don't get a medical director and someone who takes that responsibility. We have the opportunity to hire a physician who has a specialty in chemical dependency, who very much wants to be here, has a home here and wants to relocate to Chautauqua County. Medication assisted treatment is really the wave of the future in substance abuse and this individual is on the cutting edge of that. So, we think that he will bring the new treatments, keep us moving forward in prescribing medications and so forth. Our psychiatry staff is not really as comfortable as we would like them to be prescribing medication for that arena because that is not their specialty. So this is an opportunity to really galvanize our programs with an individual that has that expertise and is really excited about coming here. Most times when we re recruiting, we not only have to engage them in terms of the work that we're doing but also sell them on the community and we're very fortunate that this person is already (*inaudible*) the community. An outdoorsman and really wants to be here and provide services. But, we need to be able to offer that individual a salary that is going to be competitive because I can tell you that in the 16 years that I have been doing this, this work here in Chautauqua County, we have not had the this opportunity but the salary has to be one that is attractive because they can go anywhere and they will be snapped up in an instant.

Legislator Whitford: Number one, this individual, you already have earmarked for this? He'll be full time dedicated to this position?

Mrs. Brinkman: Yes.

Legislator Whitford: Number two, will this alleviate the part timers that we have or will we still carry those part time positions? The 40% that you were talking about.

Mr. Porpiglia: Dr. Berke serves the requirements of the Health & Human Services Department separately. Its apples and oranges here.

Legislator Whitford: Is there any funding from the State for this program?

Mrs. Brinkman: The revenue for that is through the fees and insurance that we collect so the salary will be fully covered. There will be no local share for it.

Legislator Whitford: And obviously this should be attacking the demand side and not the supply side. (*Inaudible*) direction that this goes, as far as (*inaudible*...

Legislator Starks: The salary range needs to be very wide, from \$90,000 to \$205,000, why is that so wide – is it like stepped over time?

Mr. Porpiglia: Well, we left the low range at \$90,000 for the purpose of the percentage so we can still accommodate and not have to pay any more than we do currently for the part time. So it still falls in. At 40%, I think Dr. Burke is in that \$36,000 range so it allows us to still pay a percentage off the low end of the range. That is the only reason.

Legislator Starks: It's just a wide range.

Mr. Porpiglia: Right. Good question. Normally we like to tighten those because most of the manager salary range, the low end, we're nowhere near being competitive and we've been trying to pull them up. There is a good reason to leave this range in there.

Chairman Scudder: Anybody else? Thank you. All those in favor?

*Unanimously Carried*

Proposed Resolution - Accept New York State Voting Access for Individuals with Disabilities, Polling Place Access Improvement Grant Funds to Enhance Voting Opportunities to Persons with Disabilities

Ms. Parment: I was here to see if you would accept our grant. A portion of this grant was already budgeted in 2017 and I think the remainder, but I did not budget for. I anticipate using some of the grant funds last year and could not so, of course, the budget is (*inaudible*) during the year (*inaudible*) grant so we're asking for this grant to get approved.

Chairman Scudder: We sort of knew this was coming.

Ms. Parment: We have another one coming in probably a month or so too.

Chairman Scudder: Any questions, concerns, or comments?

*Unanimously Carried*

Proposed Resolution - Reallocating Salary Grade for Communications Systems Coordinator

Mr. Porpiglia: Let me begin by stating last month we had a reallocation that you entertained and approved and much appreciated. I was asked at the time if there were any more coming and I responded in the negative because we were unaware of any. I think I stated to the committee that it had been about 5 years since we really had any. Well, this particular situation and once again, you'll hear more from the Sheriff on the program aspect of it but we have had a very difficult time over the last several years in the recruitment and retention of our radio shop technicians. We've taken this opportunity because of the nature of it and you have approved the programs and grants and the advancement in this communication system in the County over a number of years now. We need to catch up with the personnel because we are finding ourselves without the expertise dealing with the new technology. So a couple of things that we're asking you to review today. Titles, really being more modernized titles. Going from radio tech, senior radio technician, radio officer, to communication technician trainee, communication technician, senior communication technician. This would remind us of what really, in a sense, took place back in 2000. The Y2K years, if you remember the big scare and we had a lot of changes and we followed suit here in the County where we modernized our titles, upgrade our job specs, looked for the talent we needed in a new technology field and offered appropriate salaries schedules. This is where we are at in the radio technology of today and the communication. So, that being said, we're asking for the reallocation of this title, new titles and reallocation of. They aren't real significant but we feel as though, once again, we study the marketplace. We went to the private sector that offers this kind of service and we think we are offering with our full benefit package in the County and these salaries, a competitive wage. What this is going to do is, give the Sheriff's Office an opportunity to train, you see we have the training title there. It's going to give the opportunity to recruit people that are interested in the field, qualified for the field of work, and retain them in a sense of they will have promotional opportunities. So the County will grow their own, if you will, and retain and not have this issue of retention in the future. We think that this is a very good program to put forth. So, being a technician, today's title, the radio technician, we're putting the trainee title on it. That would be our entry level. Keeping the same grade. We think that's a fair grade to bring somebody in at. We're just changing the title on that but we're showing a progression here. The communication technician is currently called Senior Radio Technician and we're asking for a one grade increase in that. So we have a two grade separation from the trainee to the technician.

Chairman Scudder: Joe, our first resolution – we're just trying to stay with you here. First we have the coordinator.

Mr. Porpiglia: And I'm going to get to it.

Chairman Scudder: Then we have the technician.

Mr. Porpiglia: I'm sorry. I didn't have control of what went on there.

Chairman Scudder: That's fine. We're trying to be on the page that you are talking about. So, we're actually talking about the communication technician was the entry level?

Mr. Porpiglia: Yes.

Chairman Scudder: O.k. that is the second resolution.

Mr. Porpiglia: I'm trying to lead up to the progression here on where we need to get to. I apologize. I didn't take note of the order they were in.

Legislator Vanstrom: There is a rate change though right? There is a rate change on the technician?

Mr. Porpiglia: Yes, there are three grade changes. The Senior Radio Technician, that's currently called, is a grade change from 13 to 14 and that is the Communication Technician. That is the first one.

Legislator Starks: And then Senior Communication Technician, goes from 15 to 17.

Mr. Porpiglia: Correct.

Legislator Starks: O.k.

Mr. Porpiglia: That is a separate resolution. That is the first one that the Chairman pointed out. The trainee is just a title change. We're not asking for a grade change. I just wanted to set the stage there. Don't look for trainee, I'm just trying to set the stage for the entry (*cross talk*). No, just trying to have you understand where we are going on this and bringing people in recruiting. So, we have trainee, his title change grade 12. The resolution is asking for a change from 13 to 14 on the communication technician and then the senior communication technician would go from 15 to 17. Now, senior, understand has some supervisory roles and we went over that in the most recent reallocation for the Sheriff's office and they are at that 17 level so this really provides some parity with some of the supervisory responsibilities. And then the first resolution which probably is the last one in the ascension is the coordinator title. That one is going from 18 to 21 and that is our project coordinator title.

Legislator Starks: So the coordinator is at a higher scale than the senior communication technician?

Mr. Porpiglia: Yes. That person is an overall (*cross-talk*), now that I totally confused you, being out of order, sorry. We are very confident that the market calls for this. We can't keep people on board here. Fortunately we have a couple of people that have been with us a while and they are a stage in their career where they are going to stay but the recruitment and retention is the issue. So, I would have the Sheriff speak to the program itself.

Sheriff Gerace: In communications and the reason we changed it from radio is because their duties are so much bigger than radio and even radios now are all computer driven. Everything that we're operating now is computer driven. So the overall communications, I want to get the coordinator, will oversee our entire communication division. That includes, updates or our County-wide radio system, microwave, they are involved in our E911 project, in fact they're

instrumental. Behind the scenes we rolled out a brand new 911 infrastructure and we're now at Next Generation 911. That is all part of their responsibility including police, fire, emergency management, emergency services, EMS, they are even involved in the security camera systems around the County that we have in various buildings. They are doing the installation and maintenance of those camera systems so their responsibilities have grown dramatically. We have not been able to recruit for radio officers whose role we're now kind of changing that name, for over a year. We had a guy from the private sector that looked at our job and said, you don't pay enough and left and he was qualified. Two of the individuals are at the end of their careers, not the beginning. They are closer to the end than the beginning and we may have to revisit trying to find people in the next few years as they retire on. So we went to HR and talked to them about a progression where we could bring somebody in from the beginning and have them work their way up to the top over the years as they come into the system. So, we couldn't fill the top end position, Radio Officer, and we couldn't fill the installer position, what we call a tech in training. Nobody wanted the job for what it paid. The requirements were so robust. They had to have an FCC license, they had to be complete conversant in radio systems as well as computers, and those people are getting computer jobs at a higher pay rate. We pay a PC handler pay grade 18, so they look at a PC handler and they are doing that plus more so we need to readjust the salaries and the time to fix the titles was now, too. Those are 1950's titles. We've had them since we started with radio installation. So what we're doing as far as the budget, the Communications Coordinator, most of his salary is paid for by a grant. I don't know what the percentage is. Kathleen could probably –

Mrs. Dennison: About 75%.

Sheriff Gerace: About 75% of his salary is paid. The increase really in dollars and cents, if I did my calculations accurately, it's about 53 cents an hour different in the jump from his current grade 18 to 21. He was quick to point out that it's still under salary compared to other places but, that's a little different situation. You are looking at some of the places in the State that pay more but, my problem is that I can't get the positions filled by qualified people and they can go other places and get better pay.

Chairman Scudder; Of all three of these, how people are we talking about?

Sheriff Gerace: Right now we have Matt Trusso is the project coordinator and that would be the communication systems coordinator. We have Dave Barkowiak who is the Senior Radio Technician, he would become Senior Communication Technician. Eric Carlstrom, is a Radio Technician and he would become a Communications Technician and so would Keith Schmidt, and we have a trainee that is on line to start if it works out. He's committed but he hasn't started yet.

Chairman Scudder: So if he comes on board, we're full?

Sheriff Gerace: We'll be fully staffed. What we're doing really is taking that radio officer position out and replacing it with a radio technician or communication tech eventually because that trainee will become a communication technician after one year of permanent appointment.

*(Inaudible speaker)*

Sheriff Gerace: Yeah, kind of. What happens is, this gentleman that we tried to recruit, his resume is very robust but he doesn't have the qualifications in the way the job description was written before to be full pledge radio tech. So in a year, after he's permanently appointed, then he would move up to the next position. He'll move up to the title.

Legislator Starks: I'm following it.

Chairman Scudder: Yeah, now that we *-(cross talk)*

Sheriff Gerace: It's been years and years at the same title.

Legislator Muldowney: Just for my own benefit, the top position, is that *(inaudible)* other top positions?

Sheriff Gerace: Well, similar position and I have to remember, this is Dutchess County and the cost of living is a little bit different. Their communication system specialist makes \$66,000. It's in the ball park. My fear is, when he retires, trying to find someone to fill that.*(cross talk)*...

Chairman Scudder: So, any other questions for these gentleman?

Sheriff Gerace: I would just like to mention if you don't mind. Because we're actually taking the radio officer who was at – we budgeted at 22, hoping for the upgrade of his position, we actually budgeted this year to 22, that will give us – it won't be an impact that will make me exceed my budget this year because I have that position that won't be filled and we're bumping the others a little bit, we'll be within budget.

Legislator Starks: I am sure that will make Audit & Control very happy.

Sheriff Gerace: Yes, I am anticipating that question.

Chairman Scudder: I guess we can go through these one at a time. All in favor?

*Unanimously Carried*

Proposed Resolution - Reallocating Salary Grade for Communications Technician

Chairman Scudder: All in favor?

*Unanimously Carried*

Proposed Resolution - Reallocating Salary Grade for Senior Communications Technician

Chairman Scudder: All in favor?

*Unanimously Carried*

Proposed Resolution - Applications for Credit of Real Property Taxes for 2017

Clerk Tampio: Mr. Chairman, since this resolution was prefiled, Attorney Gustafson notified us that there were two typos that we have corrected. The 2<sup>nd</sup> WHEREAS, at the end it should say “and” and replaces “now therefore be it” and the 3<sup>rd</sup> WHEREAS, instead of “be it further” it should say “now therefore be it”. You have the corrected copy to sign.

Chairman Scudder: Thank you very much.

Mr. Caflisch: This involves a property tax that was incorrect in a sense that the school tax had already been paid and it exceeds our standard \$2,500 correction that we can do without legislative approval so this is just a correction of error.

Chairman Scudder: It’s just one of those things. I’m always in favor of making things right and doing things right, at least to the best of our ability. Does anyone have any questions, comments, or concerns for Mr. Caflisch on this resolution?

*Unanimously Carried*

Proposed Resolution – Quit Claim Deeds

Mr. Caflisch: There are two properties on here Mr. Chairman. The first one was just a carryover from the auction last year through a little bit of interesting issues that we went through and the second one is one that was on our list for an RFP. It’s a vacant lot now. I think it was a teardown property in Jamestown.

Chairman Scudder: Does anyone have anything for Mr. Caflisch on this? Seeing none –

*Unanimously Carried*

Other

Chairman Scudder: I know of no other, other. Does anybody have any other, other? Seeing no other, move to adjourn.

MOVED by Legislator Starks, SECONDED by Legislator Muldowney and duly carried the meeting was adjourned. (5:36 p.m.)

Respectfully submitted and transcribed,  
Kathy K. Tampio, Clerk/Lori J. Foster, Deputy Clerk/Secretary to the Legislature