

Ulster County Legislature
Committee Meeting Minutes

Name of Committee: Administrative Services Committee

Date: October 16, 2006

Time: 6:04 PM

Place: Library Conference Room, 6th floor COB

Legislators Present: Chairman Brian Cahill, Deputy Chairman Joan Every, Robert Aiello, Gary Bischoff, Peter Kraft and Robert Parete

Legislators Absent: Joseph Stoeckler

Others Attending: Robin Peruso, Purchasing Agent, Dorothy Martin, Real Property Tax Director, Sylvia Wohlfahrt, Information Services Interim Director, Allen Panzer, Information Services Asst. Director of Operations, Diane Beitzl, Safety Officer, Bonnie Szpulecki, Insurance Officer and Thomas Kadgen, League of Women Voters

The meeting was called to order 6:04 p.m.

A motion was made to accept the previous month's minutes by Legislator Bischoff and seconded by Legislator Parete with no objections.

The first item on the agenda that was discussed was a program like Citywide Accountability Program (Capstat) which Chairman Cahill referred to as the "Improvement Plan" in connection with the County. Chairman Cahill request that all departments come up with as much as five measurable tasks within their department by next meeting. Then sometime after the first of the year we can report on it and by the end of March implement it. Chairman Cahill is looking for good clear indicators of where improvements can be made within each department. Thomas Kadgen from the League of Women Voters was looking for direction from the Legislature to implement a program such as Capstat and expected a committee to make a forward motion to adopt such a program for the Jail.

Purchasing:

- Fleet Manager Search – Purchasing Agent, Robin Peruso reported she just started interviewing. The position was posted on 9/28/06 and the 14 applications received had to be screened by personnel to make sure those applying were actually qualified to take the test. So far, two people have been interviewed and

more are scheduled to be interviewed. About half of the applicants are currently County employees.

- New Central Auto positions – Will be filled this week.
- Tire Balancer – Robin explained the need for a new tire balancer at Central Auto and a motion to purchase one was made by Legislator Parete and seconded by Legislator Every with no objections.

Real Property:

- Real Estate Brokers Program – Director Dorothy Martin reported that the decision of the Board of Realtors was to give the Assessors “sold” only information not “active listings”. The Assessors in turn feel that with all the information that the Realtors are receiving that they should have access to both. If not, the Board of Realtors should be denied access to their records. Chairman Cahill suggests having more meetings so next month we have more information.
- Also, a discussion took place about the State equalization rates and the need (formality) to do a Resolution approving the rates pursuant to Real Property Law 844. Because of the time frame involved a motion was made by Legislator Bischoff to approve the rates by Resolution and was seconded by Legislator Parete with no objections.

Information Services:

- DPW Radios – Allen Panzer, Asst. Director of Operations for I.S. reported that the Highway Department has 13 new trucks and each need a new radio in it before it can go out on the road. Purchasing Agent, Robin Peruso pointed out there are only three ways to go with this, lease, buy or lease with the option to buy. Al presented cost information regarding a short term lease for the 13 radios and other options to cover all radios, mobile and hand held for which money is not currently budgeted for. The short term lease for 13 radios @ \$750.00 a month was approved but any long term lease or lease with an option to buy to cover all radios was referred back to DPW with the recommendation to seek guidance from the County Administrator, Michael Hein.
- HP 3600N Color Printer - Sylvia Wohlfahrt, Interim Director of I.S. explained the need for this printer in the Health Department and it was 100% reimbursable. Legislator Parete made a motion which was seconded by Legislator Aiello with no objections.
- Sylvia requested to purchase two software licenses from Lexus Nexus for the required legal reference to provide to inmates at the new law enforcement center. The Jail has three pods, however, they already possess a hard copy for the third pod. This is so they do not have to move inmates from their location to use the reference material. Their current license agreement has expired and cannot be renewed. Chairman Cahill referred this back to the jail committee to come out of the jail project funding and all was in favor.
- Autocad light drafting program – Sylvia has a request from Chris Howe of the Sheriff’s Office to purchase an autocad light drafting program so he would be able to utilize it to work on jail plans during its final completion. There were question as to why he needs another program since the jail is close to completion.

Again, Chairman Cahill referred such matters back to the jail committee for review if needed and if so to be taken from the jail project fund.

At 7::30 p.m Legislator Kraft made a motion to adjourn and it was seconded by Legislator Aiello.