



## Tioga County Legislative Worksession Minutes April 19, 2018 – 10:00 a.m.

### Legislators Present:

Legislator Hollenbeck  
Legislator Huttleston  
Legislator Monell  
Legislator Standinger  
Legislator Weston

### Legislators Absent:

Legislator Mullen  
Legislator Roberts  
Chair/Legislator Sauerbrey  
Legislator Sullivan

### Guests:

Matt Freeze, Reporter, Morning Times

### Staff Present:

County Attorney Peter DeWind  
Legislative Clerk Maureen Dougherty  
Deputy Legislative Clerk Cathy Haskell  
Personnel Officer Bethany O'Rourke (*arrived @ 10:03 a.m.*)  
Chief Accountant/Budget Officer Rita Hollenbeck (*arrived @ 10:05 a.m.*)  
ITCS Director Doug Camin (*departed @ 10:36 a.m.*)

### Call Meeting to Order –

Deputy Chair Weston called the meeting to order at 10:01 a.m.

### **Shared Services Update – ITCS Director Camin:**

As a follow-up to the April 5, 2018 Legislative Worksession discussion, ITCS Director Camin was in attendance to provide more details on what has occurred in relation to cost breakdown, how this shared service with the municipalities will work, cost-savings to the County and municipalities, and how all of these components come together to benefit the municipalities and the County.

Mr. Camin reported discussion has occurred at the Shared Services meetings and all the municipalities represented are in support of IT shared services and recognize the savings and security benefits of such.

Mr. Camin reported significant savings for the larger municipalities is expected whereas costs will remain the same or slightly increase for the smaller municipalities. However, on the whole, everyone will save.

Mr. Camin reported the Town of Owego is currently in the midst of constructing their new highway facility, therefore, this project is driving their immediate IT needs. Based on this project, Mr. Camin has reviewed the Town of Owego's budget and determined they are currently spending \$80,000 - \$100,000 for various IT services, which includes licensing costs. Of this budgeted amount, Mr. Camin reported \$30,000 is for labor and consulting services. Mr. Camin estimates the labor and consulting services portion of their budget could decrease by \$10,000 - \$15,000 through this shared services initiative. In addition, Mr. Camin reported the Town of Owego currently has equipment that will no longer be required, which will eliminate another \$5,000 - \$6,000 in annual maintenance costs. Overall, Mr. Camin estimates a cost-savings of \$20,000 - \$30,000 for the Town of Owego. From a County standpoint, the savings will come as the municipality consolidates services with the County allowing costs to be spread out over a wider user base and the municipality paying for County IT labor and various equipment. Mr. Camin distributed handouts identifying basic equipment and salary calculations, which he stated is a work in progress and are only basic and not final numbers.

Legislator Weston inquired as to whether all municipalities currently have computer equipment or will this be a new expense for some. Mr. Camin reported the smaller municipalities might not have their own equipment, however, the County could provide them with a basic computer that enables remote connectivity to the County system. This would not require supporting a large amount of infrastructure, but would allow them to achieve a significant gain in their security profile and not produce an overwhelming burden for the County to manage. Mr. Camin reported the municipal assessors are currently using this tool for remote access to the County system and this could just be an expansion of that service.

In regards to the breakdown of costs, Mr. Camin reported the concept is any cost specifically tied to putting a device or phone on a user's desk the County would allocate the cost back to the municipality. This would help offset some of the County costs particularly on the back end. Mr. Camin reported the County incurs some costs on the administrative side for the network itself and IT can identify many of these types of back end costs to spread out over a specified divisor, which is usually the number of users on the network.

Mr. Camin reported this approach is not a direct cut to County costs, but allows us to re-allocate dollars in other ways to offset the local share. Strategically, Mr. Camin reported this also allows the County the ability to help manage some of the municipalities that do not have professional IT services.

Legislator Weston inquired as to whether the villages are separate from the towns in regards to calculations provided. Mr. Camin reported the towns and villages are separate entities

each with their own calculations. Mr. Camin reported, to date, only half of the municipalities have submitted their data based on the distributed questionnaires, therefore, the calculations are based only on the data received. Mr. Camin and Ms. Haskell are working together to obtain the data from the outstanding municipalities.

Chief Accountant/Budget Officer Hollenbeck inquired as to what kind of savings the towns and villages would achieve under this initiative. Mr. Camin reported they would see direct savings under the County plan.

Legislator Weston inquired as to whether the school systems could be included in this initiative. Mr. Camin reported the schools are already doing something similar through BOCES, therefore, no real opportunity for the County at this time to include school districts.

Mr. Camin created a Catalog of Services for the municipalities identifying the various County IT services available. Mr. Camin reported Southern Tier Network allows the County to connect municipalities to the County through our point of presence in the server room in this building.

Mr. Camin reported County Attorney DeWind is currently developing an inter-municipal agreement between the County and the municipalities outlining the expectations, cost calculations, and services requested and provided. Mr. Camin reported initial costs are calculated, initial savings identified, and the pieces are in place to make decisions on whether to proceed. Mr. Camin reported he met with the Town of Owego Board and they are definitely in support of going forward. Upon finalization of the inter-municipal agreement, the County will need to adopt a resolution authorizing the inter-municipal agreements with the municipalities.

Legislator Standinger reported the Town of Owego is constructing a new building and inquired as to whether IT would be interested in doing the cable installation. Mr. Camin reported he consulted with the Town of Owego and advised them of cost-savings on this particular issue, but their electrical contractor will be responsible for cable installation.

Mr. Camin reported there are two potential opportunities for recapturing of dollars. The Planning Department is aware of a Local Government Efficiency Grant up to \$200,000 for service coordination. A conference call is scheduled with Mr. Camin, County Planning Director Jardine, and a representative from the State who is administering this grant, for further discussion on this opportunity. Mr. Camin reported these dollars would assist in the build-out of the infrastructure to make this a reality. Mr. Camin reported the other funding opportunity is through the Shared Services Initiative for a one-time matching net savings grant. The Governor's budget has \$225 million available for plans submitted last year, however, the State has yet to disclose the allocation criteria and whether future funding will be made available.

Mr. Camin reported the Town of Owego, Village of Owego, Town of Barton, and Village of Waverly will most likely see the most significant savings due to size of their municipal operations.

Legislator Weston inquired as to who is responsible for billing to the municipalities. Mr. Camin reported this is a flat fee services approach versus an hourly fee approach. Overall, the approach is simple math formulas that everyone can follow and relatively easy to calculate. Mr. Camin reported the number of users on the network is the factor in the calculations.

Based on the Town of Owego's current project and potentially the Village of Waverly, Mr. Camin reported the County could start to see some action requiring Legislature approval on this initiative over the next couple of months.

Mr. Camin reported municipalities would continue to use their own individual software programs with the caveat that municipalities would be required to accept the cost of a desktop computer, which includes the County refreshing and replacing infrastructure every five to six years.

Legislator Weston inquired if the County has a data breach does this affect all the participating municipalities, as well. In theory, Mr. Camin reported this is correct.

Legislator Standinger inquired as to whether the County has insurance for data breaches. Mr. Camin reported the County does have cyber liability insurance. Legislator Standinger inquired as to whether the municipalities would fall under the County's insurance umbrella. Mr. DeWind reported this is an excellent question, which has not been addressed. Mr. Camin reported the scope of the agreement would change. Mr. DeWind reported if there are incremental costs caused by having to extend the County's policy to the municipalities the additional cost would need to become part of the municipality's costs.

Legislator Weston inquired about whether additional IT staffing is required or if current staffing is sufficient to handle the increased maintenance and workload. Mr. Camin reported he has some upcoming retirements in the IT Department over the next couple of years and he would backfill these positions to a more appropriate title such as Network Specialist versus Computer Programmer. Mr. Camin reported the costs would likely remain the same or decrease since he would not be inclined to pay a new employee more than a previous employee.

#### **Approval of Worksession Minutes – April 5, 2018:**

Legislator Monell motioned to approve the April 5, 2018 Legislative Worksession minutes as written, seconded by Legislator Hollenbeck with Legislators Hollenbeck, Huttleston, Monell, Standinger, and Weston voting yes with Legislators Mullen, Roberts, Sauerbrey, and Sullivan being absent. Motion carried.

#### **Action Items:**

There are currently no action items at this time.

#### **Other:**

→ **Sales Tax Increase** – Ms. Hollenbeck reported the first three months of 2018 has seen a sales tax increase of 8.5%. Ms. Hollenbeck reported the first three months is over \$10 million dollars in comparison to this time last year was approximately \$8 million dollars.

#### **Executive Session -**

Motion by Legislator Standinger, seconded by Legislator Hollenbeck to move into Executive Session to discuss salaries. Motion carried to go into Executive Session at 10:38 a.m. County Attorney DeWind and Personnel Officer O'Rourke remained in attendance. Executive Session adjourned at 10:54 a.m.

Meeting adjourned at 10:54 a.m.

Next worksession scheduled for Thursday, May 10, 2018 at 1:00 p.m.

Respectfully submitted by,  
Cathy Haskell, Deputy Legislative Clerk