

STEBEN COUNTY ADMINISTRATION COMMITTEE

Tuesday, April 14, 2026

9:00 a.m.

*Legislative Chambers, 3rd Floor, Annex Building
Bath, New York*

****MINUTES****

COMMITTEE: William Thew, Chair K. Michael Hanna Debra Shannon
Scott Van Etten

ABSENT: Brian Schu, Vice Chair

STAFF: Jack Wheeler Chris Brewer Rochelle Casselbury
Tim Rosell Curtis Warner (Zoom) Mitch Alger
Stacy Housworth Tim Marshall (Zoom) Michelle Kuhn
Colleen Hauryski Bryan Housel Rob Wolverton
Cody Ryan Nate Alderman Jennifer Demonstoy
Lindsay Rice Larry Roach Melissa Edwards

LEGISLATORS: Kelly Fitzpatrick Jeff Horton Robert Nichols
Nicholas Pelham Frederick Potter Michael Volino
Hilda Lando (Zoom) Joseph Tobia (Zoom)

OTHERS: Eddie Van Stine, Communications Specialist
Brian O’Neal, WLEA (Zoom)

I. CALL TO ORDER

Mr. Thew called the meeting to order at 9:00 a.m. and asked Mr. Hanna to lead the Pledge of Allegiance.

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE MARCH 10, 2026, AND MARCH 23, 2026, MEETINGS MADE BY MR. HANNA. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

III. DEPARTMENT REQUESTS

A. Law Department

1. **Claims** – Mr. Rosell noted they have not received any new claims; however, they continue to work on tax auction surplus requests. We have had about 30 for the year and have closed 5 cases to date. Mr. Thew asked do we keep a running tally of what our expenses are on that? Mr. Alger stated we have to submit a report to the court. Mr. Wheeler stated the report does not include the equivalent of staff time costs, but indicates surplus monies that are distributed. Mr. Alger stated there is an administrative flat fee of \$250.00 or 2 percent of the taxes.

B. Clerk of the Legislature

1. **Retirement Reporting** – Ms. Casselbury presented the retirement reporting resolution for review and approval. This report includes part-time Public Defenders, part-time Assistant District Attorneys, new Legislators and also recertifications for two Legislators. She noted there were several individuals who did not submit a record of activities, but a number of them no longer work here. We are required to report the time they were employed with us.

C. Information Technology

1. **Purchase Add-On from Civic Plus** – Mr. Wolverton requested authorization to purchase an add-on to Civic Plus which will make us ADA compliant for any PDF's that we have on our website. This software will convert PDF documents into HTML. Mr. Wheeler stated this is a DOJ requirement and public entities that serve 50,000 or more have to be compliant by April 24, 2026. Mr. Wolverton stated the software is called Dock Access and the cost is \$29,932.

MOTION: AUTHORIZING THE DIRECTOR OF INFORMATION TECHNOLOGY TO PURCHASE DOCK ACCESS SOFTWARE FOR A TOTAL COST OF \$29,932 MADE BY MR. VAN ETTEN. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

2. **Approval to Purchase Varonis** – Mr. Wolverton requested authorization to purchase Varonis off the NY-OGS bid for data classification. This was an item that was noted on our recent audit with the State; we did not have all our data classified for every department to indicate whether it is personal health information or social security number. This software will go through all our data and tag that information. He noted that he does not have a quote as we have to go through the bid process and he will bring it back through committee once he has the numbers.

3. **Legislative Chambers – Amplifier** – Mr. Wolverton stated we have been having trouble with the amplifier for the Chambers. He requested authorization to purchase an amplifier for a total cost of \$1,487.75. This is unbudgeted; however, this will come out of the IT capital project.

MOTION: AUTHORIZING THE DIRECTOR OF INFORMATION TECHNOLOGY TO PURCHASE AN AMPLIFIER FOR THE LEGISLATIVE CHAMBERS FOR A TOTAL COST OF \$1,487.75, SAID COST TO BE PAID OUT OF THE INFORMATION TECHNOLOGY CAPITAL PROJECT MADE BY MR. VAN ETTEN. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

D. Real Property Tax Service Agency

1. **Exemption for Surviving Spouse of Police Officer Killed in Line of Duty** – Mr. Roach presented a local law relative to providing an exemption for surviving spouses of police officers killed in the line of duty of up to 50 percent. This is under Real Property Tax Law 471.

MOTION: PRESENTING LOCAL LAW TENTATIVELY NO. FOUR FOR THE YEAR 2026, ENACTING A REAL PROPERTY TAX EXEMPTION FOR SURVIVING SPOUSES OF POLICE OFFICERS KILLED IN THE LINE OF DUTY MADE BY MR. HANNA. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.

2. **Tax Bills** – Mr. Van Etten commented in your second round with the tax billing; he did not hear any complaints this year. Mr. Wheeler stated the process went much smoother. There was one issue, but it sounded like it was more of a post office issue. Mr. Roach stated we did have one minor issue, but we found out it was more postal related with mailing addresses.

E. Elections

1. **Contracts**

- **Enhanced Voting** – Mr. Housel requested authorization to enter into a four-year contract with Enhanced Voting. This is the designated New York State aggregation tabulation company. No one else is authorized by the NYS Board of Elections to run numbers on election night. The annual cost is \$9,709.38 for a total four-year cost of \$38,837.52. Mr. Thew asked is there no other alternative? Mr. Housel stated you can use the vendor that is designated, or you can do what we are currently doing which is spreadsheets and manual computation. In these cases, NYS BOE has to authorize it as an approved vendor to allow us to contract.

MOTION: AUTHORIZING THE COMMISSIONERS OF ELECTIONS TO ENTER INTO A FOUR-YEAR CONTRACT WITH ENHANCED VOTING FOR A TOTAL FOUR-YEAR COST OF \$38,837.52 MADE BY MR. VAN ETTEN. SECONDED BY MRS. SHANNON. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

- *Clear Ballot Group, Inc.* – Mr. Housel requested authorization to amend the contract with Clear Ballot; the company that makes our voting machines. He stated they are looking to amend the contract for an additional \$19,000. Of that, \$14,000 will be for the new LMS online learning system. There will also be \$5,000 for an in-house, two-day course. Ms. Hauryski explained this is for our annual election inspector training and we have to provide the training every year.

MOTION: AUTHORIZING THE COMMISSIONERS OF ELECTIONS TO AMEND THE CONTRACT WITH CLEAR BALLOT GROUP, INC. TO ADD AN ADDITIONAL \$19,000 WITH \$14,000 FOR THE NEW LMS ONLINE LEARNING SYSTEM AND \$5,000 FOR A TWO-DAY, IN-HOUSE COURSE MADE BY MR. VAN ETTEN. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

2. **Sticker Contest** – Mr. Housel announced the Board of Elections is doing an America 250 sticker contest this year. Every school-aged student in the County is eligible to participate. For grades K-5 we are doing a “Future Voter” sticker for all the kids that come in with their parents on Election Day. For grades 6-12 we are doing the “I Voted” sticker promotion. We are really looking forward to seeing the creativity of the kids.

F. Personnel

1. **Sheriff’s Office**

Create Two (2) Correction Officer (PT) Positions (\$27.5755 hourly)

MOTION: AUTHORIZING THE CREATION OF TWO (2) CORRECTION OFFICER (PT) POSITIONS IN THE SHERIFF’S OFFICE MADE BY MR. HANNA. SECONDED BY MS. SHANNON. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.

2. **District Attorney’s Office**

Appoint One (1) Part-Time Assistant District Attorney Above Mid-Point at Management Grade J, Step 10 - \$53,815

MOTION: APPOINTING ONE PART-TIME ASSISTANT DISTRICT ATTORNEY ABOVE THE MID-POINT AT MANAGEMENT GRADE J, STEP 10 - \$53,815.00, MADE BY MR. VAN ETTEN. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

Appointing One (1) Part-Time Investigator in the Office of the District Attorney Above Mid-Point at Management Grade H, Step 11 - \$45,689

MOTION: APPOINTING ONE PART-TIME INVESTIGATOR IN THE OFFICE OF THE DISTRICT ATTORNEY ABOVE THE MID-POINT AT MANAGEMENT GRADE H, STEP 11 - \$45,689, MADE BY MR. VAN ETTEN. SECONDED BY MS. SHANNON. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

G. County Manager

1. **Enterprise Fleet Management Services** – Mr. Brewer stated we have always utilized SourceWell for this and there are some issues with that now. He requested authorization to piggyback off the Syracuse City School District contract for Enterprise Fleet Management Services. He stated this would go through June 30, 2027, with the possibility of two, one-year renewals after that. There are no other changes with the program or the services; we are only utilizing a different source for the contract.

Mr. Van Etten asked what are the issues with SourceWell? Mr. Wheeler stated there is no state law that says that you can't use SourceWell, which is a private, competitive bidding vehicle for municipalities. However, there is a State Comptroller Audit, and the auditors did not like the use of a non-government pooling bidding vehicles; they did not like SourceWell, Omnia Partners and others. Out of an abundance of caution, we are moving away from using those and if it is not state bid, then we must look at piggyback options or bidding. This is the opinion of the State Comptroller, and we have adjusted our procurement practices as a result.

MOTION: AUTHORIZING THE COUNTY MANAGER TO PIGGYBACK OFF THE SYRACUSE CITY SCHOOL DISTRICT BID FOR ENTERPRISE FLEET MANAGEMENT SERVICES THROUGH JUNE 30, 2027, WITH THE OPTION OF TWO, ONE-YEAR RENEWALS MADE BY MR. VAN ETTEN. SECONDED BY MS. SHANNON. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

2. **Employee Engagement Survey** – Mr. Wheeler stated four years ago we had solicited bids for an employee engagement survey and utilized CPS HR Consultants. We have verified that CPS HR Consultants no longer offer this service, however, a subset of employees who managed that work for CPS HR created their own company, Mighty Surveys. The good news is they retained all the data from CPS HR, they have the rights to all that data, and they use the same survey methodology and techniques. Mr. Wheeler recommended contracting with Mighty Surveys in an amount not to exceed \$14,000.

MOTION: AUTHORIZING THE COUNTY MANAGER TO CONTRACT WITH MIGHTY SURVEYS FOR THE EMPLOYEE ENGAGEMENT SURVEY FOR A TOTAL COST NOT TO EXCEED \$14,000 MADE BY MR. HANNA. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

V. NEW BUSINESS

A. **Spam/Phishing Emails** – Mr. Van Etten stated I assume everyone got an email on March 11th from Paychex Onboarding? Is that legit? He stated he has not done anything with it because we also got notified that there were some other spam emails that we shouldn't open. Mr. Ryan stated that Steuben County runs some phishing campaigns, and you may get spam emails; some of them are legit. A lot of people do click those links and sometimes they have EXE files and stuff. So, the point of us running these phishing campaigns is we want to make them look real, but if people do select them, we get notified. If they do want to report it, there is a phishing button that we implemented into Office 365. If you click that for an email that you aren't familiar with, and it was a campaign that we put out, then it will notify you and congratulate you. If it does go to us and it doesn't congratulate you, then it is probably spam. We would look at it; we can sandbox it and do a threat analysis. If it is legitimate, then we will put it back into your inbox. Mr. Ryan stated we do not utilize Paychex and if you report it, then you will get a congratulations message. It is good that you drew the conclusion there and it is important to look at the entire email. If in doubt, send it to the Help Desk and if it is legit then you will get it back to you.

MOTION: TO ADJOURN MADE BY MR. HANNA. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

Respectfully Submitted by Lisa M. Rodbourn, Deputy Clerk, Steuben County Legislature

****NEXT MEETING SCHEDULED FOR**
Wednesday, May 12, 2026
9:00 a.m.**

**Please send agenda items to the Clerk of the Legislature's Office
NO LATER THAN NOON
Wednesday, May 5, 2026**