

**AGENDA**  
**MANAGEMENT & FINANCE COMMITTEE**  
**MONDAY, JULY 25, 2022 AT 10:00 AM**

COMMITTEE MEMBERS: Barnes-Chair, Lausell, Howell, Rondinaro.  
ALSO PRESENT: Fonda Chronis, County Administrator  
STAFF ADVISOR/MINUTES: Stacy Husted, Clerk

- I. PURCHASING – Elizabeth Guild
  - A. Resolution – Authorize contract amendment with Toshiba Business Solutions for maintenance of a Toshiba copier for the County Attorney’s Office (see attached)
  - B. Resolution – Authorize adding the Interlocal Purchasing System (TIPS), Omnia Partners and Sourcewell to the list of approved Purchasing Cooperatives – Purchasing Department (see attached)
  - C. Resolution – Authorization to declare items junk or surplus for various Departments – Purchasing Department (see attached)
  - D. Resolution – Amend the Schuyler County Purchasing Policies & Procedures Manual, changing the quote threshold from \$1,000 to \$2,500 – Purchasing Department (see attached)
- II. TREASURER – Holley Sokolowski
  - A. Sales Tax/Room Tax Reports (see attached)
  - B. Financial System Update.
  - C. Resolution – Set Tax Auction Sale Date(s) (see attached)
- III. REAL PROPERTY TAX AGENCY – Kelly Anderson
  - A. Nothing submitted.
- IV. LEGISLATURE – Stacy Husted
  - A. Motion - Authorize renewing the contract with ProAct, Inc. for Prescription Drug Card Program Services at no cost to the County for the period August 1, 2022 through July 31, 2023.
- V. INFORMATION TECHNOLOGY – Chris Caccia
  - A. Motion – Authorize renewing the contract with Greater Southern Tier (GST) BOCES for Desktop Support and Wide Area Network (WAN) Services, for the term July 1, 2022 through June 30, 2023 at a cost to the County of \$426,969.00, an increase of \$3,592.00 over 2021-2022.
- VI. PERSONNEL OFFICE - Lorry Johnson
  - A. Resolution – Authorize transfer of funds from Contingency for Professional Services – Human Resources Department (see attached)
  - B. Discussion - ADP contract renewal.
- VII. COUNTY ATTORNEY – Steven Getman
  - A. Nothing submitted.
- VIII. COUNTY CLERK/DMV – Theresa Philbin
  - A. Nothing submitted.
- IX. ELECTIONS – Carolyn Elkins & Joseph Fazzary
  - A. Resolution - Authorize three-year contract with NTS Data Services, LLC for Virtual database Administration – Board of Elections Department (see attached)
- X. RECORDS MANAGEMENT – Peggy Tomassi
  - A. Resolution – Authorize amending the ongoing contract with Accelerated Information Systems for a Cloud and Laserfiche software subscription – Records Management Department (see attached)

XI. COUNTY ADMINISTRATOR – Fonda Chronis  
A.

RE: AUTHORIZE CONTRACT AMENDMENT WITH TOSHIBA BUSINESS SOLUTIONS FOR MAINTENANCE OF A TOSHIBA COPIER FOR THE COUNTY ATTORNEY'S OFFICE – PURCHASING DEPARTMENT

WHEREAS, Resolution No. 72-22 authorized a contract with Toshiba Business Solutions for maintenance of Toshiba Copiers purchased by multiple departments, and

WHEREAS, a copier is being purchased for the County Attorney's Office (which copier can also be utilized by the Planning and County Administrator's Departments) requiring an amendment for an additional monthly excess charge per image to be paid quarterly per the Exhibit 1 and 2 contained in the amendment to the original contract, effective upon installation through March 31, 2023.

NOW, THEREFORE, BE IT RESOLVED, that the Chairman of the Legislature be hereby authorized to execute a contract amendment with Toshiba Business Solutions for the Purchasing Department for maintenance of a Toshiba Copier, per Exhibit 1 and 2 contained in the amendment, effective upon installation through the term of the existing contract expiring March 31, 2023, funding available in the County Attorney budget account no. 001.1420.0411, contract approved as to form by the Schuyler County Attorney.

RE: AUTHORIZE ADDING THE INTERLOCAL PURCHASING SYSTEM (TIPS), OMNIA PARTNERS AND SOURCEWELL TO THE LIST OF APPROVED PURCHASING COOPERATIVES – PURCHASING DEPARTMENT

WHEREAS, if managed effectively, county procurement requirements can increase competition and reduce the cost of goods and services of acceptable quality, and

WHEREAS, counties and other municipal entities in New York State are authorized to enter into cooperative purchasing arrangements among themselves through intergovernmental cooperation agreements, and

WHEREAS, as an alternative to soliciting competition on its own or through cooperative purchasing arrangements, local governments may also “piggyback” on contracts that have been extended to local governments and school districts by certain other governments, and

WHEREAS, use of these contracts constitutes an exception to the competitive bidding and offering requirements of the General Municipal Law, and

WHEREAS, the Legislature previously approved such use, via Resolutions 88-16 and 306-16, and

WHEREAS, the purchasing director recommends that the entities listed below be approved by the county for inclusion on its existing list of approved cooperatives

NOW, THEREFORE, BE IT RESOLVED that, in addition to those entities previously approved, the Schuyler County Purchasing Department is hereby authorized and directed to utilize the various cooperative purchasing agreements created by the following entities to provide materials, equipment, supplies and services to the various county agencies and departments: The Interlocal Purchasing System (TIPS), OMNIA Partners and Sourcewell.

RE: AUTHORIZATION TO DECLARE ITEMS JUNK OR SURPLUS FOR VARIOUS DEPARTMENTS – PURCHASING DEPARTMENT

WHEREAS, various departments have items to be declared junk or surplus  
NOW, THEREFORE, BE IT RESOLVED, pursuant to County Law Section 215, the Schuyler County Legislature hereby declares the following assets junk or surplus, and  
BE IT FURTHER RESOLVED that the following items are to be bid out, traded, placed in storage for an auction or disposed of.

JUNK

<u>ASSET #</u>	<u>DESCRIPTION</u>	<u>SERIAL/VIN #</u>	<u>DEPARTMENT</u>
6275	Desktop, Dell OptiPlex 755	6ZP2KD1	Information Tech.
6518	Desktop, Dell OptiPlex 755	CL79VH1	Information Tech.
6877	Desktop, HP Compax 8200 Elite	2UA1390S8F	Information Tech.
6914	Desktop, Dell OptiPlex 790	84Y7YR1	Information Tech.
7266	Laptop, Dell Latitude E7450	12PZ362	Emergency Mngt

SURPLUS FOR AUCTION

<u>ASSET #</u>	<u>DESCRIPTION</u>	<u>SERIAL/VIN #</u>	<u>DEPARTMENT</u>
5970	2006 Ford Ranger	1FTYR14U76PA65374	Central Garage
7213	2008 Chevy Equinox	2CNDL23F686319096	Public Health

RE: AMEND THE SCHUYLER COUNTY PURCHASING POLICIES & PROCEDURES MANUAL, CHANGING THE QUOTE THRESHOLD FROM \$1,000 TO \$2,500 – PURCHASING DEPARTMENT

WHEREAS, the current purchasing policy, since 2006, lists \$1,000 as the threshold to obtain quotes for the procurement of goods and services, and

WHEREAS, due to national inflationary pressures and the need for continued efficiency, the County Administrator and the Purchasing Director recommend increasing the threshold amount from \$1,000 to \$2,500.

NOW, THEREFORE, BE IT RESOLVED, that the Schuyler County Purchasing Department Policies and Procedures, Section 3.12, be hereby amended to increase the quote threshold from \$1,000 to \$2,500, effective immediately.



# Schuyler County

## Sales Tax History 2022

County Share of Sales Tax (80%)



7/19/2022

H. Sokolowski

	Actual Payments from NYS for Sales Tax Revenues					2022 County Share		Prior Year Variance
	2018	2019	2020	2021	2022	2022		
JANUARY	536,519.37	559,421.73	614,880.48	522,638.91	697,101.80	557,681.44		
TOTAL JANUARY	128,797.61	126,830.03	139,774.70	138,845.93	163,331.08	130,664.86		130.08%
FEBRUARY	665,316.98	686,251.76	754,655.18	661,484.84	860,432.88	688,346.30		
TOTAL FEBRUARY	495,795.89	486,350.68	531,658.92	525,607.40	589,622.80	471,698.24		110.67%
MARCH	100,456.12	98,386.88	120,381.14	110,549.38	114,389.88	91,511.90		
TOTAL MARCH	596,252.01	584,737.56	652,040.06	636,156.78	704,012.68	563,210.14		128.83%
TOTAL 1ST QTR	709,647.37	713,638.73	943,125.28	807,652.86	1,077,817.15	862,253.72		124.14%
	185,414.61	172,698.40	186,349.19	182,101.47	197,234.49	157,787.59		
	895,061.98	886,337.13	1,129,474.47	989,754.33	1,275,051.64	1,020,041.31		
	2,156,630.97	2,157,326.45	2,536,169.71	2,287,395.95	2,839,497.20	2,271,597.75		
APRIL	579,624.26	630,496.46	436,312.75	489,384.52	873,257.11	698,605.69		
TOTAL APRIL	149,067.38	152,657.99	92,322.65	182,371.08	238,536.75	190,829.40		165.51%
MAY	728,691.64	783,154.45	528,635.40	671,755.60	1,111,793.86	889,435.09		
TOTAL MAY	608,692.44	630,242.65	406,016.39	686,125.88	944,058.70	755,246.96		134.60%
JUNE	131,557.73	152,701.07	66,709.96	159,819.72	194,564.24	155,651.39		
TOTAL JUNE	440,011.43	456,665.41	508,947.07	1,076,835.78	314,795.80	251,836.64		62.46%
TOTAL 2ND QTR	504,684.54	520,065.23	395,682.86	533,181.99	607,301.59	485,841.27		
	342,552.87	340,869.23	232,372.92	391,048.01	327,715.56	262,172.45		
	1,287,248.84	1,317,599.87	1,137,002.85	2,001,065.78	1,249,812.95	999,850.36		
	2,756,190.65	2,883,698.04	2,138,364.60	3,518,766.98	3,500,229.75	2,800,183.80		99.47%
TOTAL YEAR TO DATE	4,912,821.62	5,041,024.49	4,674,534.31	5,806,162.93	6,339,726.95	5,071,781.55		109.19%
JULY	889,780.21	1,028,154.20	794,749.56	972,868.87	0.00	0.00		
TOTAL JULY	211,950.98	193,740.65	185,877.02	213,151.73	0.00	0.00		0.00%
AUGUST	1,101,731.19	1,221,894.85	980,626.58	1,186,020.60	0.00	0.00		
TOTAL AUGUST	857,602.73	937,326.39	774,025.90	1,017,920.32	0.00	0.00		0.00%
SEPTEMBER	175,497.79	207,032.65	175,746.94	196,050.30	0.00	0.00		
TOTAL SEPTEMBER	1,033,100.52	1,144,359.04	949,772.84	1,213,970.62	0.00	0.00		0.00%
TOTAL 3RD QTR	1,226,984.29	1,067,774.66	1,424,628.19	1,857,938.42	0.00	0.00		
	374,320.71	431,913.61	323,322.77	440,834.53	0.00	0.00		
	1,601,305.00	1,499,688.27	1,747,950.96	2,298,772.95	0.00	0.00		0.00%
	3,736,136.71	3,865,942.16	3,678,350.38	4,698,764.17	0.00	0.00		0.00%
TOTAL YEAR TO DATE	8,648,958.33	8,906,966.65	8,352,884.69	10,504,927.10	6,339,726.95	5,071,781.55		60.35%
OCTOBER	674,885.89	741,678.27	697,766.37	797,708.03	0.00	0.00		
TOTAL OCTOBER	143,766.90	129,324.40	151,756.31	159,877.20	0.00	0.00		0.00%
NOVEMBER	818,652.79	871,002.67	849,522.68	957,585.23	0.00	0.00		
TOTAL NOVEMBER	695,744.92	648,392.35	617,726.28	731,337.42	0.00	0.00		0.00%
DECEMBER	132,339.44	144,032.94	147,371.29	178,670.68	0.00	0.00		
TOTAL DECEMBER	828,084.36	792,425.29	765,097.57	910,008.10	0.00	0.00		0.00%
TOTAL 4TH QTR	485,801.44	668,627.09	923,244.23	998,827.89	0.00	0.00		
	327,922.13	331,878.01	330,166.24	388,069.74	0.00	0.00		
	336,478.80	357,932.14	303,359.66	317,876.36	0.00	0.00		
	1,150,202.37	1,358,437.24	1,556,770.13	1,704,773.99	0.00	0.00		0.00%
	2,796,939.52	3,021,865.20	3,171,390.38	3,572,367.32	0.00	0.00		0.00%
GRAND TOTAL	11,445,897.85	11,928,831.85	11,524,275.07	14,077,294.42	6,339,726.95	5,071,781.55		45.04%
BUDGET ESTIMATE	10,718,416.00	11,350,000.00	11,900,000.00	11,000,000.00	12,900,000.00	12,900,000.00		
% OF GRAND TOTAL	106.79%	105.10%	96.84%	127.98%	49.15%			County Sales Tax Comparison





RE: SET TAX AUCTION SALE DATE(S) – TREASURER’S DEPARTMENT

WHEREAS, final Judgements of Foreclosure in the pending tax foreclosure proceedings, Index Nos. 18-224 and 19-145, have been received from the Supreme Court, State of New York, County of Schuyler, pursuant to Article 11 of the Real Property Tax Law, and

WHEREAS, the Schuyler County Treasurer is the enforcing officer responsible for carrying out a foreclosure sale, and

WHEREAS, it is necessary to set a tax auction sale date in advance thereof, and

WHEREAS, the County has entered into a contract with Auctions International, Inc. for auctioneer services for the tax foreclosure auction, to be conducted online, and

WHEREAS, while not required by the provisions of Real Property Tax Law Art. 11, a true copy of the “Judgment(s) of Foreclosure with Notice of Entry” was served upon each property owner of record.

NOW, THEREFORE, BE IT RESOLVED, that the Schuyler County Treasurer has set September 14-28, inclusive, as the tax auction sale date(s).

RE: AUTHORIZE TRANSFER OF FUNDS FROM CONTINGENCY FOR PROFESSIONAL SERVICES –  
HUMAN RESOURCES DEPARTMENT

WHEREAS, Resolution No. 97-22 authorized a contract with Hancock Estabrook, LLP for investigative services after the 2022 budget was approved for the Human Resources Department, and

WHEREAS, the Human Resources Department has fulfilled the contracted payment amount to Hancock Estabrook, LLP for a total of \$20,000, and

WHEREAS, the Human Resources budget for Professional Services is now lacking sufficient funds to cover professional fees for the remainder of the year.

NOW, THEREFORE, BE IT RESOLVED, that the Schuyler County Treasurer be hereby authorized to transfer \$20,000 from Contingency account no. 001.1990.0500 into account no. 001.1430.0458-Professional Services.

RE: AUTHORIZE THREE-YEAR CONTRACT WITH NTS DATA SERVICES, LLC FOR VIRTUAL DATABASE ADMINISTRATION – BOARD OF ELECTIONS DEPARTMENT

WHEREAS, the Board of Elections has contracted with NTS Data Services, LLC, for interface between the Statewide Voter Registration database, and

WHEREAS, New York State regulations have escalated the requirements associated with database administration in County’s Board of Elections, and

WHEREAS, NTS Data Services, LLC offers a voter registration vDBA-CB, Virtual Database Administration services that provides ongoing comprehensive backup of all data files necessary to operate the TEAM & SUITE related Voter Registration system, and

WHEREAS, the initial set up fee in the amount of \$11,509.00 is due upon execution, plus the first subscription fee in the amount of \$9,809.00 will be due thirty days (30) later, then one annual payment in the amount of \$9809.00 due each year through the contract term, contract total amount of \$40,936.00.

NOW, THEREFORE, BE IT RESOLVED, that the Chairman of the Legislature is hereby authorized to sign a three-year contract with NTS Data Services, LLC for the period January 1, 2022 through December 31, 2024, at a total cost for three years of \$40,936.00 as above for the Virtual Database Administration, \$19,332.38 to be funded through TIER Grant account no. \_\_\_\_\_, and the remaining amount of \$ 21,603.20 funding is available in account no. 001.1450.0401- Contractual, contract approved as to form by the Schuyler County Attorney.

RE: AUTHORIZE AMENDING THE ONGOING CONTRACT WITH ACCELERATED INFORMATION SYSTEMS FOR A CLOUD AND LASERFICHE SOFTWARE SUBSCRIPTION – RECORDS MANAGEMENT DEPARTMENT

WHEREAS, the Records Management Department entered into an ongoing contract with Accelerated Information Systems for online document imaging per Resolution No. 110-20, and

WHEREAS, an amendment to the cost structure for Laserfiche (Exhibit A) is required, and

WHEREAS, the amendment to the Exhibit A is in the total amount of \$2,260.00 for two Laserfiche Cloud Professional Users at \$830.00 each, 5 Cloud Participant Users at \$120.00 each and additional Cloud Storage of 100 gb per year at \$300.00.

NOW, THEREFORE, BE IT RESOLVED, that the Chairman of the Legislature be hereby authorized to execute a contract amendment with Accelerated Information Systems for the Records Management Department, for the Cloud and Laserfiche Software Subscription amendment as above, funding available in account no. 1460.0400, contract approved by the Schuyler County Attorney.