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JAN 21 1987 J. Margaret

CENTRAL SERVICES COMMITTEE

January 14, 1987

Present: Gallman; Raptis; Sylor; Frair; Shine; Watson;

The minutes of December 10, 1986 were approved on a motion by Sylor, seconded by Raptis and carried.

Mr. Raptis was requested to give new members on the committee background information with regard to the contracting for a computer consultant with Mr. Frank Duserick, Assistant Professor of Business and Administration at Alfred University. Mr. Duserick was also present and reviewed with the committee his proposal to conduct an "Information Systems Analysis". This will be referred to the County Attorney for discussion, review and inclusion in a contract between the County and Mr. Duserick.

Mr. Duserick also discussed his recent meetings with several department heads and further interviews with others over the next few days. He will then be able to get a feel for the various county operations, the needs and plans for the future of the many departments using computers. Although his work is in its early stages, he has already seen the need for some type of training program to familiarize employees with the potential of the computer equipment currently available to them in their various departments.

With regard to the referral from Ways, Means & Finance Committee, concerning the County Treasurer's need to upgrade the current level of software due to demands made by federal agencies for reporting requirements on magentic tape media, Mr. Duserick confirmed that the County Treasurer has made the right decision to recommend the proposed upgrading at this time. He feels Mr. Mulholland has probably saved the county upwards of $20,000 over the past few years, by waiting until this point to upgrade, rather than do a piecemeal upgrading every year. Mr. Duserick also recommended that the committee consider setting up a reserve fund for future years, as eventually further upgrading at some point in time will be necessary. The cost for contracting with Burroughs Corp. to bring their expertise to the County and work with the Treasurer's staff in-house will cost in the region of $6,720. This would be preferable to sending staff members to a training course in Philadelphia, because more personnel would be able to take advantage of the in-house training. Ways, Means & Finance approved the transfer of $7,000 from Contingent to the Central Data Processing Account, if approval to proceed is given by Central Services. A motion was made by Raptis, seconded by Frair and carried, to request the County Attorney to prepare a resolution transferring the sum of $7,000 from Contingent Account No. A1990.4 to Central Data Processing Account No. A1680.4

Dan Guiney, Assistant County Attorney, also discussed with the committee his department's need for an additional terminal and keyboard. The flow of work sometimes creates a bottleneck when there is only one machine and one person at a time using it. He and the County Attorney feel that one printer would be adequate, but would like to have both secretaries able to access the computer at the same time. Following further discussion, this matter was referred to Jim Mulholland

and Frank Duserick to come up with a recommendation to the committee.

John Margeson's request for certain renovations to his offices was discussed briefly and it was decided that this properly came under the jurisdiction of the Public Works Committee and was so referred.

Mr. Margeson also reported that the lease agreement with Cattaraugus Community Action covering office space in the Probation Dept. for one day per week expired at the end of 1986 and all parties desire to renew the lease on the same terms and conditions as before. A motion was made by Shine, seconded by Sylor and carried, to approve the renewal of the lease agreement upon the same terms and conditions, and to request the County Attorney to prepare a resolution and lease.

Discussion was held on the availability for purchase of the United Church Parish Hall in Belmont, which is located adjacent to the County Historian's Office and Museum. Both the Private Industry Council Office for Employment and Training, and the Historian have indicated their interest in this building for relocation of their departments.. It was decided that John Margeson and Leonard Watson should be asked to act as liaison between the various parties. The committee would like to see written proposals and sketches as to how departments would utilize the available space. In addition, Mr. Margeson and Mr. Watson should work with the chairpersons of the committees who have jurisdiction over these departments.

A request from the Social Services Department to purchase three sets of shelving for the Support Unit basement at a total cost of $450.00 was approved on a motion by Raptis, seconded by Frair and carried.

Another request from Social Services to purchase four 4-drawer filing cabinets was approved on a motion by Frair, seconded by Raptis and carried.

A request from the Special Education Program to purchase an IBM Wheelwriter typewriter at a cost of $756. was approved on a motion by Shine, seconded by Frair and carried.

A voucher from Fred Wood covering two hours of professional services plus incidental expenses was discussed. Inasmuch as the hourly rate was billed at $60.00 and our previous contract with Fred was for $45.00 per hour, the Clerk was requested to contact Mr. Wood as to the rate increase, and also the County Attorney as to whether a new contract would be required before the bill could be paid.

The bills were reviewed and the audit approved for payment on a motion by Shine, seconded by Raptis and carried.

A request from the Sheriff to purchase a computer to implement a state-wide Jail Management System was referred to our consultant, Frank Duserick for review and recommendation.

The Clerk of the Board, for the benefit of new committee members, gave a brief history of the county's telephone system and subsequent purchase of Call Detail Recording equipment. (CDR) The Clerk also presented a written report to bring the committee up to date on the current status of the CDR since her last report in October, 1986. (Copy of report attached to original minutes). The Clerk reported that it now appears most of the technical problems being experienced with the equipment have been resolved and that it had been recommended by the committee at the August 20, 1986 meeting that, based on advice of Fred Wood, our engineering consultant, the County should purchase an additional unit that will expand the memory capabilities of the CDR. This was subsequently put on hold until the system was functioning more reliably. The committee decided that the Clerk should now proceed to purchase the expanded memory unit and she will obtain an updated price quotation from RONCO.

Meeting adjourned.

NOT APPROVED

J. Margeson

FEB 20 1987

CENTRAL SERVICES COMMITTEE

February 11, 1987

Present: Gallman; Raptis; Frair; Shine; Sylor;

The minutes of the January 14, 1987 meeting were approved on a motion by Frair, seconded by Sylor and carried.

A proposed contract with Mr. Frank Duserick to act as a computer consultant to the county was reviewed. The provisions of this contract were approved by the committee and it was recommended that the County Attorney forward a copy to Mr. Duserick for his perusal and hopefully, approval.

At the January meeting of the committee, a bill from Fred Wood covering two hours of professional services at $60.00 was questioned, inasmuch as Mr. Wood's previous hourly rate was $45.00. Mrs. Canfield reported she had spoken with Mr. Wood about this and he stated that he had recently increased his rate to $60.00 per hour to be in line with the rates charged by other professional engineers in the telecommunications field. The County Attorney also advised that no new contract with Mr. Wood would be required in order to pay this bill, however, Mr. Sikaras did recommend that Mr. Wood be asked to provide a letter of understanding to detail the terms and conditions under which he would continue to provide consulting engineering services to the County to cover the county's minor day-to-day engineering requirements. The Clerk obtained such a letter from Mr. Wood and provided the committee with copies. (see attached). A motion was made by Raptis, seconded by Sylor and carried to accept the terms and conditions contained in Mr. Wood's letter of January 23, 1987, keeping in mind that on any larger scale proposed projects, written cost and time estimates would be provided and a contract entered into between the County and Mr. Wood. The Clerk will write a letter to Mr. Wood accepting the terms and conditions stated in his letter.

A request from the Sheriff to purchase a Xerox 6010 Memorywriter at $680. and an IBM Wheelwriter 5 at $756. was approved on a motion by Raptis, seconded by Sylor and carried.

A request from the Office of Emergency Services to purchase 2 oxygen supply units at $250.00 each for EMT training equipment and the purchase of three adult traction splints at $250.00 each also for EMT training was approved on a motion by Raptis, seconded by Sylor and carried.

Mr. Watson briefly reported that he and Mr. Margeson were working on negotations as to the purchase of the United Church Parish Hall and had decided to obtain an independent appraisal as to its market value. He will report back to the committee as more information is available.

The Clerk of the Board reported that she had obtained an updated price for the purchase of the expanded memory unit for the Call Detail Recording Equipment. Ronco quoted the following:

To expand from 12,000 to 28,000 call records	$2,195.00
To expand from 12,000 to 44,000 call records	$2,550.00

It was the original intent of the committee to expand our call records from 12,000 to 28,000, but in view of the difference of only $355.00 to purchase the larger unit to expand to 44,000 records, the committee recommended, on a motion by Raptis, seconded by Frair and carried, that the Clerk order the larger unit.

The committee discussed with the Clerk that perhaps it was now time to bring to the attention of all department heads the scope of our call detail recording system and to make available to them a copy of the printed telephone reports each month. Mrs. Canfield will work with Mr. Gallman and hopefully make a presentation to the next department head meeting.

Mrs. Canfield reported that a letter had been received from the State Education Department, State Archives, enclosing a copy of Records Retention and Disposition Schedule CO-1 for use by County Governments for the legal disposition of official county records. This schedule is comprehensive and supersedes the 16 schedules currently used by county officials. It was indicated that after June 30, 1987 consent to use all previous schedules will be withdrawn by the Commissioner of Education and the county was urged to adopt this new Schedule CO-1 as soon as possible. This must be done by formal resolution of the Board of Legislators. The Clerk was requested to bring this to the attention of Craig Braack, County Historian. A motion was made by Sylor, seconded by Raptis and Frair that a resolution by prepared to adopt the new Records Retention and Disposition Schedule CO-1.

The committee discussed the recommendation from the Rules and Legislation Committee dated December 12, 1986, that the procedure requiring Central Services Committee approval for purchases exceeding $250.00 was unrealistic. The Rules committee recommended the following procedure:

1. Department Head, before making a purchase, checks with the Public Works Dept. Surplus Property Inventory.

2. Department Head checks state bid price if applicable.

3. Department Head obtains approval of Committee of Jurisdiction.

4. Department Head makes purchase, except when purchasing typewriters, computers, copying equipment, telephone equipment, dictating equipment and related supplies which requests should be referred to the Central Services Committee.

The Central Services Committee was in favor of this new procedure and recommended that it be referred to the Committee of the Whole and to all department heads, perhaps by Chairman Watson at the next monthly meeting of department heads. In addition, it was recommended that a new form be drawn up by the Clerk of the Board to be submitted by department heads to their committee of jurisdiction.

The bills were reviewed and approved for payment on a motion by Raptis, seconded by Shine and carried.

Mr. Raptis discussed the need for some signs directing people in the Courthouse building to the location of vending machines in the basement. He had discussed this with Bill Hanson and he was asked to provide a proposal as to how these signs are to be displayed. Mr. Raptis also requested that Mr. Gallman look into bringing another snack machine into the basement area of the Courthouse. With regard to the sandwich machine located in the lunch room in the new building, it was Mr. Raptis' opinion that the county should release United Vendomatic from maintaining this machine as it was not being used by employees. The committee was agreeable to this and Mr. Raptis indicated he will notify Mr. Joseph of Vendomatic that he could remove the machine.

Meeting adjourned.

J. Morgan

MAR 13 1987

CENTRAL SERVICES COMMITTEE

March 12, 1987

This meeting was held prior to the regular meeting of the Board with the following present:

Gallman; Sylor; Shine; Frair;

The bills were reviewed and approved for payment on a motion by Sylor, seconded by Shine and carried.

A summary of typewriter ribbon quotations for the 1987 bulk purchase was reviewed. The lowest quote ($784.78) was received from Sentry Business Products of Buffalo from whom we have purchased our bulk orders in the past. A motion was made by Sylor, seconded by Shine and carried, that the quote from Sentry be accepted and the Clerk was directed to place the order.

It was decided to hold another meeting of the committee to take care of regular business on March 27, 1987 at 9:00 a.m.

Meeting adjourned.

NOT APPROVED

J. Morgan

NOT APPROVED

APR 2 1987

CENTRAL SERVICES COMMITTEE

March 27, 1987

Present: Gallman; Raptis; Sylor; Frair; Shine; Watson;

Mr. Frank Duserick discussed and reviewed in depth with the committee his Information Systems Analysis Completion Report (copy attached to original minutes). Following this, it was decided that the first step should be to determine an approximate amount of money which this committee will need to request of the Ways, Means and Finance Committee, in order to follow through on some of Mr. Duserick's recommendations. To do this, it will have to be determined how many training sessions will be required to accommodate the number of county personnel who should participate in the training. It was suggested that this be accomplished by a meeting between Mr. Duserick and all department heads, at which he will distribute an information request form and hold a question and answer session. It was felt by the committee that it would be feasible to hold training sessions on county premises, rather than have employees travel to say, Rochester, which could prove costly. On-site training for users of Burroughs equipment would require relocating several computers from various departments to a central location, and hold half-day training sessions for staff using the equipment on a daily basis, as well as a session geared to familiarizing department heads with the capabilities of the equipment. Mr. Duserick will work with the Chairman and Clerk of the Board to set up a department head meeting sometime during the month of April.

The minutes of the February 11, 1987 and March 12, 1987 meetings were approved, with the exception of correcting the March 12th minutes as to the amount of the low bid for typewriter ribbons received from Sentry Business Products, from $784.78 to $852.20. Motion by Sylor, seconded by Shine and carried.

A request from the Sheriff to purchase a food processor for the jail kitchen at a price of $381.50, was approved on a motion by Sylor, seconded by Shine and carried.

A new form for the procedure to be followed for the purchase of equipment over $250.00 was approved, subject to a revision being included, to incorporate information on any equipment which was being replaced, such as age, repair costs, etc. Inasmuch as any implementation of this new form will require deliberations by the Rules and Legislation Committee, it was so referred to that committee.

The Clerk reported that the Sheriff had requested some consideration be given to the possibility of installing a telephone announcement system which would handle all calls to the offices in the county complex when they are closed in observance of a holiday, or when summer hours are in effect. Under the present system, when the central switchboard is closed, all calls are routed to the Sheriff's control desk and hundreds of calls must be answered. If the calls could be intercepted by an announcement informing the caller that the

county offices are closed in observance of a particular holiday, or because of summer hours, this would alleviate the problem for the Sheriff's department. The Clerk reported she had obtained a quotation for two different systems from Dictaphone Corp. who market telephone announcement equipment. However, before considering this, the Clerk was asked to contact Fred Wood, our telecommunications consultant, to request his advice in this matter. She will report back at the next meeting.

A request from Larry Wilson, Elections Commissioner, for another telephone in his department was tabled until it could be determined whether or not installing a longer cord on an existing telephone might solve the situation for holding private conversations in an office in the department where there is no telephone available.

The need for some type of enclosure for the boiler in the Support Collection Unit building was considered. It was decided to refer this to the Superintendent of Public Works to ascertain when they may have time to undertake this job.

Meeting adjourned.

J Margeson
APR 15 1987

NOT APPROVED

CENTRAL SERVICES COMMITTEE

April 14, 1987

Present: Gallman; Sylor; Raptis; Frair; Shine; Watson;

The minutes of the March 27, 1987 meeting were approved on a motion by Raptis, seconded by Frair and carried.

County Treasurer Jim Mulholland requested permission to purchase a 4-drawer, 4-key cash register to comply with internal controls recommended by the Dept. of Audit and Control, to provide separate control of cash in his department by the four staff members responsible for handling cash transactions. This purchase and transfer of funds has received approval from Ways, Means and Finance Committee. A motion was made by Raptis, seconded by Frair and carried, to approve the purchase of this cash register at an approximate cost of $1,500.

Mr. Mulholland also requested permission from the committee to implement Frank Duserick's recommendation that the Burroughs computer in the Personnel Dept. be transferred into the County Attorney's office. There are funds in the County Attorney's budget to pay for the initial connect-up and subsequent maintenance contract. This was approved on a motion by Raptis, seconded by Sylor and carried.

The request at the last meeting for another telephone for the Board of Elections was discussed. It would not be practical to provide a longer cord on an existing telephone, but use of a jack in the printing room would enable a phone to be moved into that location when needed.

The committee discussed with Bill Hanson the need for a free-standing sign to direct people on the top floor of the Courthouse to vending machines in the basement. Bill presented a suggested signboard from a catalog at an approximate cost of $60.00. The committee was in favor and requested Bill to proceed to purchase one.

A referral from the Allegany County Bar Association to install a coin-operated copying machine in the law library was discussed. This would be placed at no cost to the county and has approval of the county judges. The committee had no objection but referred this to the Public Works Dept. as properly coming under their jurisdiction.

The committee also discussed with Bill Hanson what is needed to enclose the boiler in the basement of the Support Collection Unit building. Bill reported that before doing anything, he would obtain a copy of the recent boiler inspection report made by the Hartford, to see what its recommendations are and how they compare with the requirements of the fire code.

Quotations for the bulk purchase of 80 cartons of paper for use in county copying machines were noted received from Amity Press, Belmont, Alling & Cory, Buffalo and Wyoming Valley Stationers, Warsaw. The quotes were as follows:

Alling & Cory	$1,815.00
Amity Press	$1,884.00
Wyoming Valley	$3,185.00

This purchase will last approximately 4-5 months and it was recommended to the Clerk of the Board that when obtaining quotations for the next bulk purchase, that suppliers be requested to provide prices good for one year. A motion was made by Sylor, seconded by Raptis and carried that the quotation from Alling & Cory be accepted.

A request from the Social Services Dept. for changes to their department telephone system was considered. This has been approved by the Social Services Committee and upon further consideration, was approved on a motion by Raptis, seconded by Frair and carried.

A brief discussion was held on the situation regarding the proposed purchase of Xerox copiers by several departments. The status of some of these was not known and was tabled until the next meeting. In the meantime, the Clerk was requested to prepare a list of all copying machines located throughout the county complex, detailing whether rented or owned, expiration dates of contracts, age of machines, and number of copies made per month and year.

A motion was made by Raptis, seconded by Sylor and carried, to go into executive session in order to discuss negotiations on the possible purchase of real estate.

Following executive session, a motion was made by Raptis, seconded by Frair and carried, that the audit be approved for payment.

Meeting adjourned.

T. Margeson

MAY 14 1987

NOT APPROVED

CENTRAL SERVICES COMMITTEE

May 13, 1987

Present: Gallman; Raptis; Shine; Sylor; Frair; Watson;

The minutes of the April 14, 1987 meeting were approved on a motion by Raptis, seconded by Sylor and carried.

The bills were reviewed and the audit approved for payment on a motion by Sylor, seconded by Frair and carried.

With regard to the boiler in the Support Collection Unit building, Mr. Gallman noted that Bill Hanson is following up on this situation and will report back to the committee at a later date.

The Department of Public Works is still interested in acquiring a computer and the committee recommended that Bill Hanson should get together with Frank Duserick to discuss the department's needs in that area.

Dave Dorrance, Health Department Director, presented three requests. The first was to purchase a Xerox 1025 Marathon Copier. This has had prior approval of the Health Services Committee. The committee discussed pending purchases of other copiers for the Social Services and Probation Departments and that if three copiers are purchased from Xerox, the prices for all three would be reduced. Mrs. Habberfield is looking into other brand names of copiers and will be reporting to her committee on May 14th. Mr. Sirianni has a proposal to purchase a Xerox copier which will be submitted to Public Safety Committee on May 15th. In view of this, the committee decided to put the purchase of the Health Dept. copier on hold until May 26th, when the committee will meet again, following the board meeting, to make a decision.

The second request from Mr. Dorrance was the purchase of a MOD B27 Memory Board for $344. which will increase the processor unit memory on the cluster station in his department. This will enable the computer to accept and run program software. This purchase was approved, pending approval of Mr. Duserick, on a motion by Raptis, seconded by Frair and carried. Chairman Gallman will contact Mr. Duserick by telephone to discuss this purchase.

The third request from Mr. Dorrance was the purchase of one desk telephone with modular connector at a price of $95.00. He would like to have this on a shared extension, and has ascertained that our maintenance staff can make the installation without involving RONCO technicians and additional costs. This was approved on a motion by Frair, seconded by Raptis and carried.

The committee discussed the recent purchase of three IBM electronic typewriters at a cost of $825. each by the P.I.C. office. This was given verbal approval by the Chairman and was approved by this committee, subject to completion of the necessary form, on a motion by Sylor, seconded by Raptis and carried.

Linda Canfield distributed copies of the results of a survey made of all depts. which have Xerox copiers. The information was discussed at some length, and it was noted that some information was unavailable from a couple of departments. It was felt that this survey will be useful when the committee discusses at a later date whether other brands of copiers should be considered.

Mrs. Canfield also distributed copies of the schedule of training sessions which has been formulated for those departments with Burroughs computers. Frank Duserick will conduct these sessions beginning on May 19th with an orientation for the department heads involved. There will be 12 sessions following for the primary users in each department. It is planned to move seven computers from various departments and set them up in the Civil Defense Operating Center where the training will be held.

The Clerk of the Board also distributed a memo regarding the request by the Sheriff that the purchase of a telephone announcement system be considered to handle calls to the county complex after business hours, on holidays and between 4-5 p.m. when the county switches to summer hours. Mrs. Canfield reported she had contacted Fred Wood, our communications consultant, who recommended purchasing one machine to which the main switchboard number - 268-7612, and the main Social Services number - 268-7661, would be connected. At the present time, when the buildings are closed, all calls are routed to the Sheriff's Dept. Following a lengthy discussion, a motion was made by Raptis, seconded by Frair that an announcement system be purchased at a cost of $545. (including installation). The motion was defeated. (Voting No: Sylor, Shine, Gallman). A motion was then made by Sylor, seconded by Shine and carried, that no calls be forwarded to the Sheriff's Dept. when the buildings are closed and that the phones should ring unanswered. (Voting No: Frair).

The committee discussed with John Margeson a proposed layout of the United Church Parish Hall which the county is negotiating to purchase for use by the PIC office, Job Service and Economic Development offices.

There being no further business to discuss, a motion to adjourn was made by Raptis, seconded by Frair and carried.

J. Margan

NOT APPROVED

JUN 17 1987

CENTRAL SERVICES COMMITTEE

May 26, 1987

This meeting was held immediately following the regular session of the board.

David Dorrance, Director, Health Department, reported that after talking with a RONCO technician, it was recommended that the bridging of a new telephone to an existing telephone in his department should be undertaken by RONCO service technicians, rather than by county maintenance personnel. The cost for this work will be $208.30 and this was approved on a motion by Raptis, seconded by Sylor and carried.

It was noted that the purchase of a MOD B26 memory board for the B-20 cluster workstation in the Health Department was recommended by Frank Duserick by memo dated May 19, 1987. Chairman Gallman had been made aware of this some days ago and authorized Mr. Dorrance to proceed with the purchase.

The committee discussed with Mr. Dorrance and Mr. Sirianni of the Probation Dept. their recommendations with regard to the MITA brand of copier. They were impressed with the features and costs of MITA copiers, but inasmuch as Joan Habberfield has been looking into various other makes of copiers, it was decided to delay any decision until the next meeting of the committee, when a comprehensive comparison would be available for study by the committee.

Meeting adjourned.

J. Margeson

JUN 17 1987

CENTRAL SERVICES COMMITTEE

June 10, 1987

NOT APPROVED

Present: Gallman; Frair; Shine; Sylor; Watson;

The minutes of the May 13, 1987 meeting were approved on a motion by Sylor, seconded by Frair and carried.

The bills were reviewed and the audit approved for payment on a motion by Sylor, seconded by Frair and carried.

A memo from Frank Duserick was read detailing the cost of his completed projects, as well as the current project and projected demand on his time. The committee estimated a figure of $3,000 would be required to cover Frank's fees to date and for the remainder of the year. (See attached copy of memo for detailed breakdown). It was noted that Frank has returned the draft contract for his consultant services approved. A motion was made by Sylor, seconded by Shine and carried, to approve this contract and to request the County Attorney to prepare a resolution. In addition, a motion was made by Sylor, seconded by Frair and carried, to refer a request to the Ways, Means and Finance Committee for a transfer of $3,000 from Contingent to cover the costs for the balance of the year. When approved, these funds should be transferred to Account No. A1680.4 Central Data Processing Contractual Expenses account, per instructions from the County Treasurer.

The Clerk of the Board presented costs for the relocation of nine existing telephones and the purchase and installation of eight additional telephones requested by the Private Industry Council in the United Church Parish Hall, which is currently under purchase offer by the County. The total cost of this work, including the purchase and burial of cable to connect the county central telephone system to the Parish Hall, will cost approximately $10,979.00. The County is currently leasing nine lines from New York Telephone to provide service to the P.I.C. South Street location, at a cost of $37.00 per month per line, and to relocate these leased lines as well as to add another eight lines, also at $37.00 per month per line, would not be a cost effective measure, when compared to the permanent installation of buried cable, which would eliminate the leased line monthly charges. The county has the option to lease/purchase the above work over a 36 month period at $340.00 per month. Carl Peterson, P.I.C. Director, favors the lease/purchase method and agrees to pay the monthly cost. After discussion, a motion was made by Shine, seconded by Sylor and carried, to approve the above telephone work under the lease/purchase arrangement and to proceed immediately as P.I.C. has requested the work to be done by June 26th. (NOTE: During a subsequent telephone conversation with RONCO, they recommended that the County also consider hooking the telephone service at the County Museum to this buried cable, as long as the cable would be run past the Museum to the Parish Hall. The County is currently paying New York Telephone over $30. per month for a leased line from the central telephone system to the Museum. RONCO quoted a cost of $491.50 to do this work. By eliminating the New York Telephone leased line charges each month, the $491.50 cost would be paid for in just over sixteen months. Chairman Gallman was contacted and gave approval to include this work to the Museum , and will report to the committee at the next meeting).

The Clerk of the Board also presented details of a promotion by Xerox for the Xerox Memorywriter 6010 typewriter. With trade-in and rebate, a typewriter normally selling for $680.00 could be purchased for as little as $225., if a minimum of five machines were purchased. The $225. amount includes a maximum trade-in of

$200.00, which in the county's case would not be realistic, as most of the machines available for trade-in are very old models which would only bring $50. each. However, this would mean with a trade in of $50. and a rebate of $150., this typewriter could be purchased for $375., still a very good deal. This promotion was only made known to the Clerk a few days ago and will expire June 20th. At a department head meeting, definite interest was shown in purchasing as many as fourteen machines at that price, but due to the time limitation, this proposal could not be presented to the various committees of jurisdiction and approval obtained. The Central Services Committee was in favor of purchasing machines under this promotional price, but preferred that details be presented to the Committee of the Whole on June 19th, and blanket approval obtained before any orders are placed.

John Margeson reported that office space would be required now that the Youth Bureau Coordinator position had been created. He proposed utilizing a corner of the central copying room opposite his office, by installating a partition and door. Old Planning Dept. records and some Clerk of the Board supplies are currently stored in this area. The Clerk of the Board has indicated she will relocate her supplies and Mr. Margeson will speak to Craig Braack, County Historian, as to the disposition of the old Planning records. A motion was made by Frair, seconded by Shine and carried, to approve the installation of a partition and door as proposed.

Mr. Margeson also reported that Sally Young, Chief Administrative Court Clerk, has boxes of old court transcripts currently stored in a cloakroom off the Judges' chambers and a permanent storage area is being sought. It was suggested that these boxes be permanently relocated to the Support Collection office basement. Approved on a motion by Sylor, seconded by Frair and carried.

Joan Habberfield presented a detailed report of photocopier comparisons. (Copy of report attached to original minutes). The committee reviewed and discussed this at some length. Based on the preferences indicated by Mrs. Habberfield, Mr. Dorrance of the Health Dept. and Mr. Sirianni of Probation, the committee approved the purchase of Canon photocopiers for the three departments. Motion by Frair, seconded by Sylor and carried.

Meeting adjourned.

To: Central Services Committee
Allegany County

May 19, 1987

From: Frank G. Duserick
8402 French Hill Road
Naples, New York 14512

Subj: Costs for Reviewing Computer Requests, Fiscal Year 1987

Per your request, detailed below are the incurred and projected costs for reviewing computer requests and operations during fiscal year 1987. I have also identified the cost for conducting training sessions for users of Burroughs B-20 personal computers.

Completed Projects

Information Systems Analysis (Memo dtd 2/29/87)	$ 740
Dept. of Health - Memory Expansion (Memo dtd 5/19/87)	20

Current Project

Burroughs B-20 PC Training Sessions (Memo dtd 5/4/87)	$1160

Projected Demand

Dept. of Public Works - Feasibility Analysis	$100-$500
Consultations as Requested	est $500

The anticipated feasibility analysis for the Department of Public Works represents a broad possible range of involvement in the design and/or specification of an appropriate system. My initial recommendation will probably be that Allegany County should not be involved in the development of new computer applications but rather should duplicate systems that currently exist within New York State. With this approach the county's cost exposure will hopefully be minimized.

The projected costs for future consultations are difficult to forecast. It may be as simple as reviewing the Health Department's request wherein I was thoroughly familiar with its operations. Or it may be an all encompassing project of systems analysis and design for developing computer based applications for processes that are currently done manually. In addition to forecasting the complexity of future requests, it is also difficult to project the number of requests. This latter problem can be somewhat alleviated by asking departments to estimate anticipated needs during the budget process.

Frank G. Duserick

To: Central Services Committee
Allegany County

May 19, 1987

From: Frank G. Duserick
8402 French Hill Road
Naples, New York 14512

Subj: B-20 Memory Expansion for Health Department

On May 19, 1987 I talked with Dave Dorrance and his staff about their request for additional memory on their B-20 cluster workstation.

Currently the Health Department is limited to running its Patient Management System on the master station only. With additional memory in the second unit, they will be able to run not only Medicare accounts but also other billings (Self-pay, private, etc.) simultaneously. In addition, the memory expansion will accommodate projected substantial increases in Medicaid billings.

In summary, I recommend approval for purchase of a MOD B26 memory board.

Frank G Duserick

JUL 14 1987 J. Margeson

NOT APPROVED

CENTRAL SERVICES COMMITTEE

July 8, 1987

Present: Gallman; Raptis; Frair; Shine; Sylor; Watson;

The minutes of the June 10, 1987 meeting were approved, including the notation that subsequent to the meeting it was recommended by RONCO that the County consider including the telephone at the Museum on the buried cable from the County Office Building, which would eliminate the monthly charge of over $30.00 for a leased line from New York Telephone. The cost for this work was $491.50 and was approved by Chairman Gallman. Motion by Frair, seconded by Sylor and carried.

The bills were approved on a motion by Raptis, seconded by Sylor and carried.

Mrs. Canfield reported to the committee that Carl Peterson's earlier calculations for the number of telephones for his department were off by two, and would need the two telephones earmarked for Economic Development. Mr. Gallman was contacted and he gave approval to have RONCO install an additional two phones. This was approved on a motion by Raptis, seconded by Sylor and carried. (Cost: $469.50)

A memo from Joan Habberfield was reviewed regarding the latest information on photocopiers. Subsequent to the committee's approval last month for the purchase of Canon photocopiers, the models being considered by Social Services, Health and Probation were not under state contract as originally indicated by the sales representative. On further investigation, it is the opinion of Mrs. Habberfield, Mr. Dorrance and Mr. Sirianni that they would be in favor of purchasing Adler-Royal copiers. The committee discussed the report from Mrs. Habberfield at some length and it was decided to give permission to purchase the Adler-Royal machines on a motion by Gallman, seconded by Raptis and carried. (Copy of report on file with original minutes).

Mrs. Canfield presented a proposal from RCI (a long distance carrier), to provide primary long distance telephone service at discount. Fred Wood, our telecommunications consultant recommended that Mrs. Canfield investigate the services offered by RCI, as he was favorably impressed with their operations. According to the information supplied by RCI, there is indication that the County could save approximately 6% per month on long distance calls -- around $240. It was decided that the committee would read the information provided, look into this company a little further and discuss it at next month's meeting.

Meeting adjourned.

NOT APPROVED
Margesn
AUG 14 1987

CENTRAL SERVICES COMMITTEE

August 12, 1987

Present: Gallman; Shine; Sylor; Frair; Raptis; Watson;

The minutes of the July 8, 1987 meeting of the committee were approved on a motion by Shine, seconded by Frair and carried.

The bills were reviewed and the audit approved for payment on a motion by Shine, seconded by Raptis and carried.

Mr. Gallman reported to the committee on a situation with regard to the recent relocation of nine telephones, the installation of eight more telephones and buried cable for the new P.I.C. offices. Originally, the P.I.C. Director, Carl Peterson, had agreed to pay for this work, on a lease/purchase agreement with installments of $340.98 per month over three year period. To have continued with the old leased line arrangements with New York Telephone would have cost the P.I.C. over $600. per month, when the extra telephone requirements were taken into account. The lease/ purchase agreement was subsequently assigned by RONCO to M & T Bank. It is the opinion of the County Treasurer and Mr. Garmong, P.I.C. Fiscal Manager, that for P.I.C. to continue direct monthly payments to the Bank may result in these expenditures being disallowed by the federal government when doing their next audit. Mr. Mulholland recommends that to regularize the situation, the County pay off the lease, by a transfer of funds from Contingent, and that P.I.C. be charged $340.98 per month directly by the County. This will also avoid interest charges being paid on the lease agreement. Following further discussion, a motion was made by Sylor, seconded by Raptis and carried, to approve a request to the Ways, Means & Finance Committee for a transfer from Contingent Account No. A1990.4 to Central Telephone Account No. A1610.4 to cover the balance of the moneys due under the lease/purchase agreement. A final close-out figure will be obtained prior to the Ways, Means & Finance Committee's meeting, but it will be approximately $10,400.

A referral from the Resource & Development Committee for the purchase of an IBM 32K Memory Electronic Typewriter for the Office of Development was considered. The estimated cost for this is $825.00. Discussion was held as to why Mr. McLaughlin, Development Director, did not take advantage of the recent Xerox Electronic Typewriter promotional discount. Following further discussion, a motion was made by Raptis, seconded by Frair and carried, to allow this requested purchase of an IBM Typewriter.

The committee discussed further the proposal presented at the last meeting from RCI, a long distance carrier, to provide primary long distance telephone service at discount. It was felt that there would be no disadvantage to the County to try this service, as there are no set-up charges, and it can be discontinued at any time without charge. Fred Wood, the County's telecommunications consultant has recommended that the county look into this company's services, as he was impressed. The Clerk was directed to proceed further with this matter.

A letter from the Office of Emergency Services was noted received, indicating that the Office had turned over to the county's surplus equipment, an old Adler electric typewriter, which had been replaced by the recent purchase of a Xerox electronic typewriter.

John Margeson requested approval for the installation of a telephone when an office is partitioned for the new Youth Coordinator position. The maintenance staff will shortly be finishing their work at the P.I.C. offices and will then be able to work on the Youth Coordinator's office. This was approved on a motion by Raptis, seconded by Frair and carried.

The Committee reviewed with the Clerk the various budget requests for central services for 1988 as follows:

Central Service Telephone Account No. A1610

The request for 1988 is $102,000 (net service cost $40,800). Approved on a motion by Sylor, seconded by Frair and carried.

Central Service Printing Account No. A1670

The request for 1988 is $17,000 (net service cost $6,800). Approved on a motion by Raptis, seconded by Shine and carried.

Central Service UPS Account

The request for 1988 is for $1,000 (net service cost $169.00) Approved on a motion by Raptis, seconded by Frair and carried.

Central Service Typewriter Maintenance Account No. A1675

The request for 1988 is $4,980 (net service cost $2,520). Approved on a motion by Frair, seconded by Sylor and carried.

Meeting adjourned.

NOT J. Margeson
APPROVED
SEP 16 1987

CENTRAL SERVICES COMMITTEE

September 9, 1987

Present: Gallman; Raptis; Frair; Shine; Sylor; Watson;

The bills were approved on a motion by Raptis, seconded by Frair and carried.

The minutes of the August 12, 1987 meeting were approved on a motion by Sylor, seconded by Shine and carried.

A referral from the Personnel Committee for the purchase of a Printer Enclosure for the computer printer in the County Attorney's office was considered. The cost for this is $399.90 plus $61.44 for postage and handling charges. A motion was made by Raptis, seconded by Frair and carried, to allow the purchase of this printer enclosure.

A referral from the Real Property Tax Committee for the purchase and installation of one single line desk set was considered. The approximate cost for this is $200 to $300. The purchase of a single line desk set was approved on a motion by Frair, seconded by Shine and carried.

John Margeson reported that the office currently occupied by the Stop-DWI program which is located in the Probation Department, will need to be utilized by the Probation Department for their new Probation Officer. Mr. Margeson has investigated the possibility of renting office space outside the county complex, in Wellsville, for the Stop-DWI Program. The lowest rent for office space was $210 per month. Mr. Margeson stated that another possibility would be the use of a small room adjacent to the Tax Map Office. There would be a charge of $350 to $400 for the relocation of the phone. This option was recommended by Mr. Margeson and was approved on a motion by Raptis, seconded by Gallman and carried.

Mr. Gallman read a letter from Mr. Frank Duserick regarding the Computer Consulting Agreement between Mr. Duserick and Allegany County. Mr. Duserick informed the committee that he will be attending Syracuse University for two years for post-graduate work and will tentatively be available on Fridays and during school breaks for consultation. Mr. Duserick's availability will change from semester to semester. He requested the committee's approval to continue the agreement on this basis. The committee was in favor of this and requested the Clerk's office to send a letter to Mr. Duserick to this effect. (A copy of Mr. Duserick's letter is attached to the original minutes).

Mr. Duserick also reported that UNISYS Corporation (formerly Burroughs) has agreed to conduct a formal systems analysis for Allegany County to discern computer based needs and applications to help improve the productivity of individual departments and to

provide the county with a basis for planning future needs, at no cost to the county. The committee was in favor of this and Mr. Gallman will proceed further with this matter.

Another letter (attached to original minutes) from Frank Duserick was read by Mr. Gallman, regarding a computerized Jail Management System for the Sheriff's Department. It was suggested by Mr. Duserick, that the Sheriff's Department be authorized to hire Mr. Richard Borst as their computer consultant. Mr. Borst is the Director of Computer Services for Mount Saint Mary's College in Maryland, has been a part-time Deputy Sheriff for Allegany County for some time and has done extensive consulting in the computer field for several years. Mr. Duserick felt that a reasonable fee for his services would be $150 to $200 per day, plus expenses. The advantages of a Jail Management System were discussed in depth. A motion was made by Sylor, seconded by Frair and carried to inform the Public Safety Committee and the Sheriff's Department that this committee is agreeable to the retention of Mr. Borst as computer consultant for the Sheriff's Department. Mr. Gallman will proceed further with this matter.

Meeting adjourned.

J. Mangeson
SEP 30 1987

NOT APPROVED

CENTRAL SERVICES COMMITTEE

September 28, 1987

This meeting of the Committee was held prior to the regular board meeting at 1:15 p.m.

A request from the Sheriff to purchase a Zenith Z-159 Personal Computer, Software, Printer and supplies totalling $3,400 was approved on a motion by Shine, seconded by Frair and carried.

Discussion was held on the County Clerk's need for more space and his proposal to use the space in his department being occupied by equipment belonging to abstract companies. (1 Desk and 2 files). The committee decided that the County Clerk should use this space for his own needs and that if space can be found elsewhere in the building for the abstract companies' equipment, they may be relocated and some agreement reached for charging these companies for the use of space.

Meeting adjourned.

J. Margeson

OCT 19 1987

NOT APPROVED

CENTRAL SERVICES COMMITTEE

October 14, 1987

Present: J. Gallman; A. Sylor; L. Frair; J.C. Shine; J. Raptis;

The bills were reviewed and the audit approved for payment on a motion by Sylor, seconded by Frair and carried.

The minutes of the September 9 and September 28, 1987 meetings were approved on a motion by Frair, seconded by Shine and carried.

A memo from Joan Habberfield was read, requesting direction from the committee as to the disposal of a Xerox 4500 photocopier which has been replaced by the purchase of two Adler-Royal copiers. This could not be used as a trade-in. It was decided that this be referred to Bill Hanson, Public Works Supt., with the request that it be stored for disposal at a later date.

Discussion was held on the subject of removing certain office equipment belonging to the abstract companies which is located in the County Clerk's office. Mr. Presutti has requested this space for his own department's use, particularly for a new employee who has no desk at the present time. Representatives of the two abstract companies in question met with the committee and expressed their concerns that they at the minimum have a small area in the County Clerk's office for one 4-drawer legal file each, which they feel is vital to the performance of their work. After considerable discussion, the committee decided to look at the physical layout of the County Clerk's office and discuss with him his plans for the area in question. The matter was tabled until the November meeting of the Committee.

Linda Canfield reported that she had obtained prices for a speaker-phone for use in the board chambers. The cost of a Companion 4 speaker-phone would be $216. and this unit does not require professional installation by RONCO. It does require a power cable receptacle and one is located underneath the desk in the rear of the board chambers where committees regularly meet. Mrs. Canfield noted that she and Chairman Watson recently had a demonstration of this unit and were impressed with the quality of sound and the wide area it can be heard. The alternative is an all-in-one compact speaker-phone, which would be a SL-1 model, and would not require separate power cable connection. The price for this model is $510. The committee was in favor of proceeding to purchase the Companion 4 speaker-phone at $216. and the Clerk was directed to order it as soon as possible.

Carl Peterson has requested the installation of three additional desk phones at a cost of $420.00. Verbal approval was given by the committee on September 28th so that this work could be coordinated with other work already approved. Motion was made by Raptis, seconded by Frair and carried, to approve this action.

Meeting adjourned.

NOT APPROVED J. Margeson

CENTRAL SERVICES COMMITTEE

November 10, 1987

NOV 13 1987

Present: Gallman; Raptis; Frair; Shine; Sylor; Watson;

The minutes of the October 14, 1987 meeting were approved on a motion by Sylor, seconded by Frair and carried.

The bills were reviewed and the audit approved for payment on a motion by Raptis, seconded by Frair and carried.

A request from Private Industry Council to purchase one RCA CamCorder for $1,375. was approved on a motion by Sylor, seconded by Raptis and carried.

The committee met with Joe Presutti, County Clerk, and discussed the space reqirements of his office, and the hope that he could continue to accommodate two filing cabinets presently located in his office and owned and used by abstract companies. Mr. Presutti stated with the increasing demands on his office, he did not feel there was enough room for these files, and suggested they could be located in the corridor near the Surrogate office. Due to the lack of security in this area, it was not considered a feasible alternate location. After much discussion, it was the decision of the committee that Mr. Presutti should continue to accommodate these two files within his office and that Mr. Watson, Mr. Margeson and the Dept. of Public Works work together to arrive at a reasonable charge to the abstract companies for the use of this space.

The Clerk of the Board reported that due to mis-information provided to her by a former employee of R.C.I., it has come to her attention that there is a monthly recurring charge of $50.00 to use the R.C.I. 'prime-dial' long distance service. This service was instituted October 1, 1987 and the bill would indicate over $200. savings in long distance calls over the prior month.

The committee discussed with John Margeson the request from the Sheriff to utilize space in the visitors' waiting area for an office to house the jail management system computer . A motion was made by Sylor, seconded by Frair and carried, to approve this request with the stipulation that Dept. of Public Works look into the heating arrangements and construction.

Also discussed with Mr. Margeson was the results of his purchasing survey. The conclusion is that due to the present discount rates the county is receiving from area suppliers of desk top supplies, it is doubtful bulk purchasing would result in any greater savings than at present.

Meeting adjourned.

NOT APPROVED

DEC 14 1987

CENTRAL SERVICES COMMITTEE

December 9, 1987

Present: Gallman; Raptis; Shine; Frair; Sylor; Watson

The bills were reviewed and the audit approved for payment on a motion by Raptis, seconded by Frair and carried.

The minutes of the November 10, 1987 meeting of this committee were approved on a motion by Frair, seconded by Sylor and carried.

Chris Johnson, Health Dept., discussed with the committee the situation regarding the software program which was purchased approximately three years ago from Integrated Medical Systems of Denver, Colorado, to operate the medicare and medicaid billings for the department. This company recently advised that they were going out of business. It was recommended by the committee that Mrs. Johnson discuss this matter with Frank Duserick, our computer consultant and get his recommendation as to the best way to proceed.

Dr. Robert Anderson, Director, Community Services Agency, reported that his department has money in the 1987 budget to purchase a copying machine. Their current copier is very old and was acquired many years ago from the Health Dept. He proposes to purchase an Adler-Royal copier, similar to that purchased by Social Services, at a cost of $3,602. This was approved on a motion by Raptis, seconded by Frair and carried.

Dr. Anderson also discussed with the committee his interest in purchasing a computer for his department. The committee recommended that Dr. Anderson meet with Frank Duserick and obtain his recommendations.

The Clerk of the Board reported that Doug Peters, our typewriter maintenance technician, had indicated that if the County wishes to have all typewriters cleaned once a year, then he would charge an additional $5.00 per machine, beginning in 1988. During the budget preparation earlier this year, Mr. Peters had indicated he would not increase his charges for 1988, and the budget was estimated on that basis. The committee decided that they would like to consider other proposals for typewriter maintenance and the Clerk will report back on December 14th, following the board meeting.

The bulk purchase of paper for the various copying machines located throughout the county complex was discussed briefly. The committee recommended that the Clerk look into buying the paper for the whole year at one time, but released say, on a monthly basis, to avoid storage problems.

Meeting adjourned.

J. Margeson

DEC 18 1987

CENTRAL SERVICES COMMITTEE

December 14, 1987

This meeting was held immediately following the regular board meeting.

This meeting was called to further discuss the situation regarding typewriter maintenance. The Clerk of the Board reported she had received two proposals since the last meeting of the Committee on December 9th. The first is from Gardiner Office Machines of Hornell. They would provide, under a maintenance contract, service on all electric typewriters, at the rate of $73.00 per correcting machine and $65.00 per non-correcting machine. This price would include all parts, and one cleaning per machine per year.

The second proposal is from Charlie Strope of Belmont. Mr. Strope is semi-retired, and worked as a typewriter maintenance technician for IBM for over 30 years. He proposes maintenance on a per call basis for $28.00 per hour. If a call lasts less than one hour, he will use the time to clean other machines. He will submit individual billing for the work done and has parts available for all non-electronic typewriters. Following further discussion, a motion was made by Raptis, seconded by Sylor and carried, to accept the proposal of Mr. Strope.

Betty Embser met with the committee and requested permission to purchase another IBM computer for her department. She has money in her budget and would like to purchase before the end of the year. The committee recommended she talk with Frank Duserick and also report to the Health Services Committee for its approval. The committee's decision will be made upon receipt of Mr. Duserick's recommendation.

Meeting adjourned.

NOT APPROVED