

J. Margan
JAN 20 1989

CENTRAL SERVICES COMMITTEE

January 18, 1989

NOT
APPROVED

Present: Gallman; Hitchcock; Frair; Shine;

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

The minutes of the December 14, 1988 meeting of the committee were approved on a motion by Frair, seconded by Hitchcock and carried.

James Cretekos, Elections Commissioner, reported that Alfred Tech, which provides computer assistance to his office, will be converting to a different computer system and the Burroughs computer in the Elections office will not be compatible. For information purposes only at this time, Mr. Cretekos reviewed several options they will have available to them, i.e. the purchase from Burroughs of a combination hardware/software package called "Slice" which would make their equipment compatible or to purchase one of several new systems. He will keep the committee informed as to future developments in this matter.

David Roeske and Robert Morris of the Public Works Dept. presented a proposal for the purchase of computer hardware and software totalling approximately \$66,000. After a lengthy discussion, it was decided to refer this matter to our consultant, Frank Duserick. The proposal obtained was from Unisys, who will be willing to meet with Mr. Duserick to review it in more detail. The committee also requested D.P.W. to seek an alternative proposal from another company for comparison purposes. Linda Canfield was directed to coordinate the information to Mr. Duserick and arrangements for a meeting between all parties concerned.

Alan Chamberlain, Director of Weights & Measures, was present to discuss a proposal he assisted in preparing for Jen Creighton, Coordinator, Special Education Program, relative to the purchase of a computer system. An IBM or compatible system is proposed at a cost of approximately \$3,200. It was noted that Jim Mulholland has suggested that the Burroughs computer equipment being replaced in the Health Dept. be split between the Clerk of the Board's office and Personnel with the Clerk of the Board's B-21 computer being transferred to the Special Education Program. Mr. Duserick will be asked to review the proposed purchase and consider it in comparison with the equipment which will be available from the Clerk of the Board.

Mrs. Canfield reported that, as authorized at the last meeting, she and Mr. Gallman had decided to purchase the Murata 1200 fax machine for \$895. It was not felt that the cost for extra features warranted spending more than the \$895. The machine was purchased and installed on January 17, 1989. A memo will be distributed to all department heads advising them of the installation. The committee was asked if the cost of this equipment should be pro-rated

to all departments, just as other central telephone equipment costs are pro-rated. The committee felt this would be a proper charge to all departments, with the advantage lying with those departments whose costs are reimbursed through state and/or federal aid. With regard to service/maintenance plans for the fax machine, costs range from \$160 per year for carry-in service to \$195 per year for on-site service. The committee decided not to purchase a service plan, but if service was required in the future, to consider on-call basis.

It was reported that several departments had budgeted for new typewriters in 1989. In addition, it was thought there may be others which were not itemized in the budget work sheets. It would be more cost-effective to obtain prices for a bulk purchase of machines, rather than purchase one at a time. This would also bring the county into compliance with Dept. of Audit and Control regulations. The committee directed the Clerk of the Board to send a memo to all department heads, notifying them that the committee would be considering the purchase of all typewriters at one time, and to submit details of the quantity, brand preferred (IBM or Xerox) particular model number if known, etc. The information can then be compiled and quotations obtained for study by the committee.

The Clerk reported that she had received notification from Ronco that the manufacturer of our call detail recording equipment - Moscom - was removing out of production our current system and substituting another software based system at a cost of \$1,125.00. To run this software, we would be required to purchase an IBM or compatible computer at approximately \$2,000. Eventually, as parts become unavailable for the present hardware, our equipment will be obsolete. The committee decided to continue using our present system until such time as parts and service were no longer available and to then decide whether to purchase new equipment.

Mrs. Canfield noted she had been contacted by a representative of United Shared Services of Williamsville, N.Y. which is a not-for-profit subsidiary of Western New York Hospital Association. This company is a \$30 million shared-service operation with over one hundred organizations participating. Members represent hospitals, colleges, municipalities, nursing homes, etc. By arranging cooperative purchasing contracts, participating members purchase a diversity of quality goods and services for a lower price than an individual purchase would offer. United Shared Services does not buy or sell merchandise, but acts as an information source so that members may identify quality products at economical prices. They represent a wide variety of products and services, such as office supplies, groceries/food, pharmaceuticals, etc. An annual fee of \$250. would be assessed for membership. The committee requested Mrs. Canfield to obtain names of participating members in Allegany County and the adjoining counties and also to obtain prices of some items for comparison.

Meeting adjourned.

J. Morgan

JAN 25 1989

NOT

APPROVED

CENTRAL SERVICES COMMITTEE

January 23, 1989

Present: Gallman; Frair; Hitchcock; Loucks; Shine;

The Clerk of the Board presented three quotations for the bulk purchase of paper for use in county copying machines. The companies were asked to quote on a purchase of 160 cartons, eighty to be delivered immediately and eighty stored until needed. Also included in the quotes were prices for ten cartons of 8 1/2 x 14 paper and four cartons of colored paper.

The quote received from Alling & Cory indicated they could not store any paper but would supply eighty cartons immediately at one price and then re-order another eighty when requested, at a different (higher price). A previous purchase from Alling and Cory a couple of years ago resulted in a delay of several weeks due to a paper shortage at that time.

After discussion, the committee decided, on a motion by Shine, seconded by Frair and carried, to accept the quotation from Amity Press for 160 cartons of 8 1/2 x 11 paper at \$28.25 per carton, eighty to be delivered immediately and the remaining eighty to be delivered on demand, as well as 10 cartons of 8 1/2 x 14 paper at \$35.50 per carton, for a total order of \$4,875. It was decided to purchase the colored paper at a later date.

Meeting adjourned.

FEB 21 1989

J. Morgan

NOT

CENTRAL SERVICES COMMITTEE

February 8, 1989

APPROVED

Present: Gallman; Shine; Frair; Raptis;

The minutes of the January 18 and January 23, 1989 meetings were approved on a motion by Frair, seconded by Shine and carried.

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

The purchase of computer equipment for the Department of Public Works was discussed with Robert Morris, the Accountant in that department. It is proposed that the majority of the equipment included in the Unisys proposal be purchased at approximately \$53,000 (state contract pricing), with the remainder consisting of surge protectors, cable, modems, etc. being purchased, more economically, from Blumenthals of Olean. Frank Duserick, our computer consultant, submitted his written recommendation regarding the purchase of this equipment. A motion was made by Shine, seconded by Frair and carried, to approve the computer system for the Public Works Dept. as proposed.

Discussion was also held on the request by the Coordinator of the Special Education Program for approval to purchase an IBM-compatible computer, to be used also by the Sealer of Weights and Measures. It was felt that the best approach would be to encourage these two offices to utilize the equipment which will be available to them from the Clerk of the Board's office, when the Health Dept. computer is transferred to the Clerk of the Board and Personnel departments. The committee did not feel more computer equipment should be purchased when the County already owns equipment which could be put to good use.

Mr. Raptis mentioned that on several occasions he has been unable to obtain an outside line because all of the trunks were busy. After some discussion, it was recommended that Mrs. Canfield and Mr. Raptis contact Fred Wood and ask for his advice on which way to proceed with this problem.

Meeting adjourned.

J. Mangusa

CENTRAL SERVICES COMMITTEE

MAR 1 1989

February 27, 1989

NOT

Present: Frair; Shine; Loucks;

APPROVED

A request from the Health Department to install a dedicated telephone line for modem connection to enable their medical software supplier to enter their program via the telephone line to correct any errors or problems was discussed. Total cost will be \$271.78 plus New York Telephone monthly service charge of \$25.00. Motion to approve this request was made by Shine, seconded by Loucks and carried.

Meeting adjourned.

MAR 7 1989

NOT

APPROVED

CENTRAL SERVICES COMMITTEE

March 2, 1989

J. Margeson

Present: Gallman; Frair; Shine;

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

The minutes of the February 8, 1989 and February 27, 1989 meetings were approved on a motion by Shine, seconded by Frair and carried.

A request from the office of Employment and Training was considered to purchase a Krown Porta Printer Plus Model MP20D at a cost of \$499.00 to enable that department to communicate with the deaf. This was approved on a motion by Frair, seconded by Shine and carried.

Meeting adjourned.

CENTRAL SERVICES COMMITTEE

NOT APPROVED
Margeson

March 10, 1989

MAR 14 1989

Present: Gallman; Shine; Loucks; Palmiter;

This meeting was held immediately following the regular session of the Board of Legislators.

A request was considered from the Social Services Department to purchase two IBM typewriters at \$617.00 each, and one Adler-Royal desk-top copier at a cost of \$1,095.00. The copier is for use in the Child Support Enforcement building and they have had repeated problems with their five year old copier. These purchases were approved on a motion by Shine, seconded by Loucks and carried.

Meeting adjourned.

CENTRAL SERVICES COMMITTEE

March 27, 1989

J. Morgan
MAR 29 1989

NOT

Present: Gallman; Frair; Shine; Palmiter;

APPROVED

This meeting was held immediately following the regular board meeting.

Linda Canfield presented a tabulation of all quotations received for the yearly bulk purchase of typewriter and printer ribbons. (Copy attached to original minutes). Following discussion, a motion was made by Frair, seconded by Shine and carried to accept the quotation of Eaton Hoelscher & Co. of West Amherst, N.Y. for Echo-Data and Correctype brand ribbons totaling \$1,593.48. This was the lowest quotation received from six area suppliers.

Meeting adjourned.

J. Margeson
201

CENTRAL SERVICES COMMITTEE

APPROVED

April 10, 1989

APR 10 1989

Present: Gallman; Palmiter; Shine; Frair; Loucks;
Barry (representing Public Safety committee).

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

John Tucker presented a request to relocate some New York Telephone phone lines due to installation of a doorway for the new rest room being constructed adjacent to the County Fire Dispatch Center in the Emergency Operations Center. This only came to light at the time the doorway was being cut-in, and no cost estimates for the moving of the phone lines have been obtained from New York Telephone. As the construction work will be delayed until the lines are moved, the committee approved this work on a motion by Loucks, seconded by Frair and carried. (Opposed: Shine). Mr. Barry will refer this matter to the next meeting of the Public Safety Committee for ratification by that committee.

Meeting adjourned.

MAY 17 1989

J. Morgan

CENTRAL SERVICES COMMITTEE

May 10, 1989

NOT
APPROVED

Present: Gallman; Frair; Shine; Palmiter; Raptis;

The minutes of the April 12 and April 24, 1989 meeting were approved on a motion by Frair, seconded by Palmiter and carried.

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

Linda Canfield discussed a referral from the Public Safety Committee regarding the routing of all telephone calls to the Sheriff's office after business hours and on holidays when the buildings are closed. This matter had been discussed in 1987 when the Sheriff had requested a telephone announcement system be considered to inform callers that the buildings were closed. At that time the committee recommended that rather than purchase an announcement system, the telephone calls remain unanswered and not routed to the Sheriff. The Sheriff decided at that time he would prefer to have his staff continue handling calls. Apparently more and more calls are coming in and his staff have requested that the situation be reviewed again. Following further discussion, the committee directed the Clerk of the Board to discontinue the routing of calls to the Sheriff's Office after hours and on holidays and that the calls remain unanswered.

Mr. Gallman noted that two letters addressed to Frank Duserick have remained unanswered. These related to a request from Carl Peterson and Dan McLaughlin for advice and guidance regarding the purchase of a computer to access the New York State Rural Assistance Information Network database. Mr. Gallman will try to reach Mr. Duserick over the telephone about this matter.

Mrs. Canfield reported that RONCO had done a traffic study on our telephone trunks and it appears there are several times during the day when all the DID (Direct Inward Dial) and Central Office trunks are busy. Now that several fire companies are call forwarding their calls to the fire dispatch center, it is imperative that we have open lines in the event an emergency call were to come in. There have also been complaints of trunks not always being available for outgoing calls. RONCO recommends installing two more DID trunks and four more Central Office trunks. Total cost would be \$4,371.32 plus ongoing monthly charges by NY Telephone of \$246.04. It was recommended that Fred Wood, our telecommunications consultant, be asked to review this proposal and submit a report for the committee's consideration.

Mrs. Canfield also noted that with regard to the committee's action at the last meeting to approve a three year maintenance contract for our telephone system with RONCO at a monthly savings of \$153.75, it is the opinion of the County Attorney that the county should look to obtaining competitive bids for this service, in view of the approximate yearly cost of \$12,000. The County Attorney also expressed his reservations on a three year contract, which would be subject to

the appropriation of funds each year. Mrs. Canfield was also directed to refer this matter to Fred Wood for consideration.

The trade-in of certain typewriters for our bulk purchase was discussed. Mrs. Canfield noted that she contacted the departments concerned, and all typewriters to be traded are in good condition. The Health Dept. has decided to keep one of the machines they were originally going to trade, as they would like a spare typewriter on hand. After some discussion, it was decided, on a motion by Frair, seconded by Shine and carried, that one Correcting Selectric dual pitch typewriter in the Treasurer's office and one Correcting Selectric dual pitch typewriter in the Veterans office not be traded in, but retained for use as loaners when the need arises.

Mr. Gallman noted that he was unclear as to the role of the Central Services Committee regarding space allocation, as defined by Rule 220 and Resolutions 74-86 and 50-87. It was decided to refer this matter to the Rules Committee for clarification.

Meeting adjourned.

NOT

APPROVED

CENTRAL SERVICES COMMITTEE

May 22, 1989

J. Morgan
MAY 23 1989

Present: Gallman; Palmiter; Loucks; Shine;

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

Two requests from the Public Works Department were considered as follows:

(1) Two outside telephone lines to connect by modem, the main computer in the accountant's office with the Friendship shop. A motion was made by Palmiter, seconded by Loucks and carried, to approve this request.

(2) Purchase of hardware, cable, programming, installation and travel to enable the personal computers in the department to be linked with the printer when using two different software programs - one in DOS and the other in UNIX. Total cost is \$1,690. A motion was made by Palmiter, seconded by Loucks and carried, to approve this request.

Meeting adjourned.

J. Margeson

CENTRAL SERVICES COMMITTEE

JUN 19 1989

June 14, 1989

NOT

APPROVED

Present: Gallman; Shine; Palmiter; Frair; Raptis,

The minutes of the May 10 and May 22, 1989 meetings were approved on a motion by Palmiter, seconded by Shine and carried.

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

A request was considered from the Health Dept. to purchase a near-letter quality Epson FX-1050 printer at a cost of \$565.00. The department has one printer and have found it is being fully utilized by their new billing and statistical software. This additional printer will be used in conjunction with two other computers in the department. This was approved on a motion by Frair, seconded by Palmiter and carried.

Mr. Lucyszyn noted that he intends to apply for a \$175,000 grant to be used for a case management study pilot program for the Physically Handicapped Children Program and if the grant is awarded, computers will be required to implement the program. Information only at this time.

Mr. Lucyszyn also noted that he is looking into purchasing a telephone answering machine for his department. This is to handle calls to the department after 4:00 p.m., and enable the public to leave messages. The committee recommended that Mr. Lucyszyn bring this matter before the Health Services Committee to obtain their opinion before looking further into the matter.

A request from the Treasurer was considered to purchase a Companion Speakerphone for the computer room at a cost of \$185.00. This will enable terminal operators and repairmen to speak with Unisys while operating the computer equipment without using a handset phone. Approval was given on a motion by Frair, seconded by Palmiter and carried.

A request from the Department of Public Works was considered to install four telephones, two in the Public Works office, one in the Engineering Lab and one in the Maintenance Garage. After discussion with David Roeske, Deputy Superintendent, it was decided, on a motion by Frair, seconded by Shine and carried, that the two telephones in the office be approved at this time, and that Mr. Roeske and Mrs. Canfield determine the costs which would be involved to carry cable to the lab and garage, etc. and to look into any alternatives to telephones, such as a speaker system.

Mrs. Canfield discussed the request from the Fire Service to install a 20 button add-on module for the fire dispatch center phone system to enable call forwarding by fire companies to be expanded. Fire Service also requested a second SL-1 telephone set and 20 button add-on module to be used as a back-up in the event the set in service should fail.

It was noted that this matter had been referred to Fred Wood, our telecommunications consultant. Mr. Wood has expressed concerns relating to the reliability issue. What if the central telephone system should fail? These emergency fire calls could not get through. He is giving the problem some thought and will look into a couple of ideas and will keep us posted. Mrs. Canfield was directed to work with the OES and Fire personnel and provide as much information, statistics, etc. as Mr. Wood might require.

Mrs. Canfield distributed a letter she had received from Mr. Wood which addressed the earlier referral to him of RONCo's recommendation to alleviate the current situation of a considerable amount of call blockage in the form of busy signals both on incoming and outgoing calls over the central telephone system. Mr. Wood concurs with RONCo's recommendation that the number of incoming DID trunks should be increased by two and the number of combination central office trunks should be increased by four. This should result in a return to an acceptable grade of service. The costs of both New York Telephone and RONCo to implement this work would be \$4,371.32 and ongoing monthly charges by New York Telephone of \$246.04. Mr. Wood reported that he did a traffic study of the calling statistic patterns for a period of one week and compared it to a similar study he did in 1984. Since that time, the weekly total of incoming calls has increased 33% and the corresponding traffic (total minutes of use) is up by 37%. The number of outgoing calls is up 48% and the traffic up 35% for the same period. No action was taken by the committee until further information is available regarding the fire dispatch system situation.

John Margeson reported that he had received a copy of a letter from George Schenk of Cooperative Extension, to Leonard Watson, Chairman, Resource & Development Committee, noting that the current lease between Extension and the County will expire shortly and requesting additional space, air conditioning, access for the handicapped, fire escapes and supplemental parking. Mr. Margeson noted he was making the committee aware of the matter and will look into the situation and report back at a subsequent meeting.

A request from the Fire Service to contract with outside vendors, RONCo and Valley Communications was considered, to extend telephone and/or radio lines for permanent location of the radio and console in the dispatch center. The relocation is required due to the installation of the restroom and doorways. RONCo's estimate for moving the phone is \$78.00 and Valley Communications estimate for radio and phone lines is \$420.00 plus parts. This was approved on a motion by Palmiter, seconded by Frair and carried.

Mr. Gallman noted that he had been in touch with Frank Duserick, our computer consultant. Now that his schedule is not as busy, Mr. Duserick intends to spend some time reviewing some of our computer operations in the various departments, specifically the Public Works and Health Departments. At Mr. Gallman's request he will be visiting those offices on June 20th, and time permitting, also visit PIC and Education of

Central Services Committee
June 14, 1989

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Handicapped Children. He will give us an update on how these various computer systems are working out. Mr. Palmiter also asked that at some time Mr. Duserick look into the possible computerization of the Real Property Tax Service Agency.

There being no further business to discuss, the meeting was adjourned.

CENTRAL SERVICES COMMITTEE

John J. Margeson
APPROVED

July 12, 1989

JUL 18 1989

Present: Gallman; Palmiter; Shine; Raptis;

The minutes of the June 14, 1989 meeting were approved on a motion by Shine, seconded by Palmiter and carried.

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

The committee discussed a memorandum from John Margeson regarding the lease of the annex building to Cooperative Extension. Mr. Margeson submitted a draft of a proposed lease, with several changes, the major ones being reducing the term from five to four years, and increasing the lease payments at a rate of 5% per year. It was also noted by Mr. Margeson that Extension Service had requested several items be addressed, i.e., additional room space, air conditioning, handicapped access, fire escape and additional parking. He noted that with the exception of additional office space, he did not believe the four remaining items are necessarily subject to lease negotiations. The committee questioned whether Extension Service was aware of the 5% increase in the lease payments per year and also what, if anything, Mr. Margeson, suggests for dealing with the request for additional office space. It was decided, on a motion by Shine, seconded by Palmiter, and carried, to table this matter until the next meeting, so that it can be discussed in detail with Mr. Margeson.

Mrs. Canfield distributed a copy of a letter she had received from Fred Wood regarding the proposed three year maintenance contract for our telephone system with RONCO, at a monthly savings of \$153.75. Mr. Wood had requested competitive pricing information from Contel, Rotelcom and Executone as a basis for comparison. Both Executone and Contel indicated they were not in a position to provide maintenance service to the County equipment at the present time. The pricing information from Rotelcom in Rochester is somewhat less than the figures quoted by RONCO, but not enough to warrant switching vendors, since we are satisfied with the present service arrangement with RONCO. It is Mr. Wood's recommendation that a new contract with RONCO be approved. He did express some concerns with the contract format and would prefer a one year contract with annual renewal options for an additional two years. Although RONCO prefers a three year contract, if the County has strong objections, they would be willing to enter into a one year contract with renewal options. He suggested discussing this point with the County Attorney. It was the committee's opinion, that, subject to approval by the County Attorney, we enter into a one year contract with annual renewal options for an additional two years. If required, the County Attorney is requested to prepare a resolution.

Mrs. Canfield also addressed the recommendation from Mr. Wood that the county add two Direct-in-Dial lines and four central office trunks to our telephone system to alleviate the considerable amount of call blockage (busy signals) which is occurring both on incoming and outgoing calls. Pricing from RONCO and New York Telephone for equipment and labor totals \$4,371.32, plus there will be an ongoing monthly charge from New York Telephone of \$246.04. No action was taken on this at the June 14th meeting because the committee felt that the question regarding the fire dispatch system situation should be handled at the same time. Mr. Wood has since clarified this matter and the need for the extra trunks existed before the current need for call-forwarding by fire companies and that he could not see any reason to hold up the installation of the additional trunks until a course of action is taken with regard to the fire dispatch system. A motion was made by Palmiter, seconded by Shine and carried, to approve the additional trunks as recommended.

Mr. Gallman noted that he had not yet heard from Frank Duserick since he visited the county complex in June to observe how various computer operations are working. Mrs. Canfield was requested to contact Mr. Duserick and ask him if he could attend the August meeting of the committee and bring us up-to-date.

Mr. Raptis noted that court system officials had expressed some concern with regard to the storage of their records in the Support Collection Unit building. It was decided to request Craig Braack, Records Management Officer, to attend our next meeting on August 22, 1989, and give us an update as to current situation, future needs, etc.

Meeting adjourned.

AUG 17 1989

CENTRAL SERVICES COMMITTEE

August 14, 1989

NOT
J. Margeson
APPROVED

Present: Gallman; Frair; Loucks; Palmiter;

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

A request was considered from the Social Services Department to purchase an expansion board to extend their IBM PC/AT memory from 512K to 1024K RAM, at a cost of \$595.00, \$150.00 of which is programming cost. This expansion was discussed by Commissioner Sinclair with Frank Duserick on 8/14/89, who subsequently contacted Mr. Gallman with a recommendation to approve. This purchase was approved on a motion by Frair, seconded by Palmiter and carried.

Meeting adjourned.

J. Margeson
AUG 24 1989

CENTRAL SERVICES COMMITTEE

August 22, 1989

NOT
APPROVED

Present: Gallman; Frair; Shine; Palmiter; Raptis;

The committee met with Frank Duserick, our computer consultant. Mr. Duserick visited the county complex in June and gave a report (copy attached) of his findings evaluating the current operations and anticipated needs of computer based systems in the Public Works, Health, Private Industry Council and Development departments. He stressed that before purchasing any software, departments should check with other counties in the state to see what they are using, etc. Mr. Duserick also noted that he was of the opinion that before much longer, the county will be looking to hire an in-house computer specialist. Other areas covered during the discussion were the Education of Handicapped Children Program and Real Property Tax Agency. Mr. Duserick was asked to talk with the respective department heads regarding proposed computer operations. He was asked to attend the next meeting of the committee, tentatively scheduled for September 13th.

The Clerk of the Board was requested to obtain the current costs of all maintenance contracts on our various computer systems and report back to the committee.

The committee met with Craig Braack, County Historian and Records Management Officer to discuss the current situation and future needs regarding records storage. First, Mr. Braack recommended that a policy be implemented for the retrieval of records from the basement of the Support Collection Unit building. He also indicated that more shelf space is required in that location. Ultimately, it is his opinion that the county should have a separate building or an addition for records storage. Alternatively, a microfilm/microfiche program should be implemented. Following further discussion, it was decided that Mr. Braack will prepare a draft policy for retrieval of records and present it to the committee for consideration at the next meeting.

John Margeson met with the committee regarding the proposed lease with Cooperative Extension. This lease which was considered at the last committee meeting, does not provide any additional office space to Cooperative Extension. It will cover a four year period instead of the previous five years, and calls for 5% increase per year in the lease payments. The Board of Directors of Cooperative Extension will be meeting next month to discuss the terms and conditions of the proposed lease and this matter was tabled until a response is received.

The Clerk of the Board presented the following budgets for review by the Committee:

Central Service Telephone: A motion was made by Frair, seconded by Shine and carried, to approve as submitted in the amount of \$113,200.00 for 1990.

Central Service Typewriter Maintenance: A motion was made by Frair, seconded by Shine and carried, to approve as submitted in the amount of \$9,000 for 1990.

Central Service Printing: A motion was made by Shine, seconded by Frair and carried, to approve as submitted in the amount of \$19,500 for 1990.

Central Service UPS: A motion was made by Palmiter, seconded by Shine and carried, to approve as submitted in the amount of \$1,500 for 1990.

Mrs. Canfield reported that Keith Barber, Fire Service Coordinator, had requested that a previously tabled request to purchase a 20 button add-on module for the Fire Dispatch Center phone system be reconsidered, in light of the fact that Fred Wood had not found any other options to handle the call-forwarding by fire companies. Also, he would like to proceed with the purchase of a duplicate telephone with add-on modules in the event the first set should malfunction. The committee approved, on a motion by Palmiter, seconded by Frair and carried, the purchase of the 20 button add-on module at a cost of \$460.65, but tabled the request for the back-up duplicate set until further information is available from Mr. Barber. The committee asked for clarification as to whether the back-up set would be installed and functioning, or merely activated in the event of the primary telephone malfunctioning. (NOTE: This was checked by Mrs. Canfield and it was the intent of the proposal by RONCo that this back-up set would function side-by-side with the primary set, so that any malfunction would be immediately apparent and no delays would occur in answering a call).

Mrs. Canfield also reported that she had received two separate estimates from RONCo for the installation of cable and telephones in the maintenance garage and engineering lab. The first option is to run an aerial cable along the outside of the courthouse building across the pole line to the garage. Cost would be \$1,478.38 plus telephone sets. The second option is an underground cable in a conduit provided by Allegany County. Cost would be \$1,428.98 plus phones. Due to pending decisions with regard to use of the garage, this was tabled until further information is available from Department of Public Works, on a motion by Gallman, seconded by Shine and carried.

The minutes of the July 12 and August 14, 1989 meetings of the committee were approved on a motion by Frair, seconded by Palmiter and carried.

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

Meeting adjourned.

To: James Gallman

August 22, 1989

From: Frank G. Duserick

Frank

Subj: June 20th Meetings with County Offices

Per your request, the following departments were visited on June 20, 1989 to evaluate current operations and anticipated needs of computer based systems:

Public Works - Robert Morris, accountant
- Dave Roeske, engineer
- Joseph Antonioli, engineer

Private Industry Council - Karl Petersen

Development - Dan McLaughlin

Health Department - Andrew Lucyszyn
- Corrine Collins

Public Works

* Current Operations

Implementation of computer based accounting system for the Public Works Department is progressing at an acceptable pace. The General Ledger is operational. Data is being input for the Parts Inventory and Fixed Asset modules. Eventually, job costing and payroll will be added to the system. The intent is to run the manual and computer based systems in parallel through the end of 1989 to ensure data integrity. The goal is to have the computer based accounting system operational on January 1, 1990 with no manual system. This appears to be a realistic objective.

* Anticipated Needs

The engineers within the Public Works Department have identified five areas in which computer systems may enhance their personal productivity and their response to the county's needs. These areas are:

- Bridge Inventory
- Sign Inventory
- Cuts & Fills for simple bridge design
- Drafting using Computer Assisted Design (CAD) for road construction, bridge design and survey coordinates
- Strength of Materials for structural design of bridges

* Recommendation

Whether or not these are sufficient rationale to invest in computers for the engineers is dependent upon a cost/benefit analysis of current operations. Will the county be able to get more work done at the same or less cost than the current manual system is a key question. I have suggested to them that they contact Dwayne Heineman, the Regional Director for the Department of Transportation in Hornell. He may provide insight as to what the state is currently doing with computers to enhance their operations. There may be free software available from the state. I have offered to go with them to the DOT to discuss these possibilities.

At this point I do not recommend investing in hardware for Public Works engineering functions until appropriate software and uses have been identified.

PIC & Development

Both Karl Petersen and Dan McLaughlin have indicated a desire to share their departments' assets in order to have a joint computer system. They feel that they need access to common data and that storing the same data in two different locations would be a waste of both manpower and assets. We are in the process of developing hardware and software specifications to satisfy their needs. I have offered the services of my Systems Analysis class at Alfred University for the Fall 1989 semester to analyze their request and to provide recommendations.

Health Department

The new computer system within the Health Department appears to be quite workable. While there have been some problems in getting the system to function properly, they are also not insurmountable. Substantial time and effort will be required to make the system fully functional within the parameters of the Health Department.

Summary

Allegany County needs to assess the requirements of each office/department before investing in computer hardware and/or software. Quite often there is available from state or other agencies computer software that is quite appropriate for the county's needs. Moreover, it is usually free. Each department should make the effort on its own to see what is available. A visit to other counties or to regional state offices may suffice. The point is that the county should not allocate funds to any department unless that department has made a concerted effort to find out what computer systems are available and how these systems could improve current and future operations.

SEP 18 1989

CENTRAL SERVICES COMMITTEE

J. Mangin
APPROVED

September 13, 1989

Present: Gallman; Palmiter; Frair; Shine; Raptis;

The County Treasurer discussed with Frank Duserick and the Committee the situation concerning the change-over by the State Board of Equalization and Assessment to a different computer system which will not be compatible with that of Alfred University. The County currently contracts with the University to provide maintenance of our assessment rolls and tax rolls for \$26,000 per year. If the County was to enter into a contract with the State for its Batavia office to handle this work, it has been estimated to cost in the region of \$40,000 per year. An alternative is to purchase all the computer equipment necessary to handle the work in-house by county personnel. Should this route be followed, Mr. Mulholland suggested that the question be addressed to perhaps combine his department's computer operations with that of the real property tax computer functions and to purchase one new computer system, rather than have each operation stand alone. Mr. Mulholland also noted that it had been his intention this year to proceed with the change-over of his XE550 software to BTOS, but in light of the situation with real property tax, he would prefer to hold off until some decisions are made.

Also discussed by Mr. Duserick and Mr. Mulholland was their feeling that the County has reached the point where a full-time employee with computer expertise is badly needed. The committee requested Mr. Duserick and Mr. Mulholland to prepare a job description, an outline of what is to be accomplished in the first year, goals to be set, salary ranges, etc. This material can then be considered at the October meeting of the committee and perhaps a request made for inclusion of funds in the 1990 budget. Also noted was the results of a survey done by the Clerk of the Board regarding current costs for computer maintenance being spent by county departments. Although many departments with computers are not carrying any type of maintenance contracts, the results of the survey indicate that those that do, are spending almost \$30,000 per year. It may be possible to terminate some of these maintenance contracts if the County had the in-house expertise.

Betty Embser Wattenberg met with the committee and presented a request to purchase a Nutritional Analysis software package at a cost of \$500. which will analyze nutrient content of meals to insure they meet state standards. This purchase was approved, subject to Health Services Committee approval, on a motion by Palmiter, seconded by Frair and carried.

A request was considered from the Board of Elections for certain computer hardware. Three quotes had been obtained for an IBM compatible 30 megabyte hard disk and printer. The low quote was from Compu-Ed of Alfred, N.Y. at a total of \$2,575. Mr. Duserick recommended that this be accepted. Motion was made by Frair, seconded by Palmiter and carried that the purchase be approved.

Mr. Duserick noted that students from one of his classes at Alfred University are working with P.I.C. and Office of Development to put together an Allegany County Information Management System. This would be no charge to the county.

A request was considered from the County Clerk to purchase two IBM Wheelwriter 10 Electronic typewriters at a price of \$583. each. This was approved on a motion by Frair, seconded by Palmiter and carried.

The Clerk of the Board noted that she is gathering information regarding the replacement costs for the two copiers in the central work room. Information will be presented at the October meeting of the committee.

The minutes of the August 22 and August 28, 1989 meetings were approved on a motion by Frair, seconded by Palmiter and carried.

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

Meeting adjourned.



CENTRAL SERVICES COMMITTEE

October 11, 1989

Present: Gallman; Palmiter; Frair; Shine; Raptis;

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

The minutes of September 13 and September 25, 1989 were approved on a motion by Frair, seconded by Palmiter and carried.

Craig Braack and Dennis Dunham reported that within a year we will have no further storage available for records and that we should be looking for alternatives, either to consider building an addition somewhere or getting into a comprehensive microfilming program. After some discussion, Craig was requested to prepare a report indicating what records there are, the age, who they belong to, where are they located, what could be microfilmed and disposed of, and what must be kept permanently, and what volume would be left.

Betty Embser Wattenberg requested approval for telephone work in her department to reactivate a jack, purchase a phone and installation totalling \$191.00. This was approved on a motion by Frair, seconded by Palmiter and carried.

Betty also discussed the purchase of additional computer equipment for her department. She has obtained three quotes from area suppliers and forwarded them to Frank Duserick for his recommendation. As this has not yet been considered by the Health Services Committee, this committee's action was deferred until next month's meeting.

John Margeson distributed a letter he had received from Mary Sienkiewicz, Cooperative Extension Agent, noting that the Board of Directors had reviewed the draft lease between the County and Extension and agrees to the terms as specified, with the following clarifications. First, the final lease needs to refer to their organization as Cornell Cooperative Extension of Allegany County, and the annual rental figures need to be clarified for the first year at \$20,950 and the second year at \$21,998 to reflect line items in the 1989 and 1990 county budgets. A motion was made by Palmiter, seconded by Frair and carried, to request the County Attorney to draft the final lease and resolution for consideration by the Board of Legislators.

Discussion was held with Mr. Margeson on office space needs for the new Planner and the possibility of expanding the dark room for central copying and to utilize the copying room as office space for the Planner. Also discussed was a proposed move of Dennis Dunham to the garage so that his office could be used by Probation. The committee requested Mr. Margeson to meet with Mr. Sirianni to see if the present use of office space in the Probation Dept. could be reallocated to avoid taking Mr. Dunham's office.

Mrs. Canfield presented a proposal for the lease of two Xerox copying machines. These machines would replace two presently in use which are five years old and which have frequent service problems. It is proposed to replace the Xerox 1048 with a Xerox 5052 on a 60 months lease and to replace the Xerox 1035 with a Xerox 5018 on a 36 months lease. Both leases carry the same options, i.e. at the end of the lease period, the county may purchase the machines for 10% of the original cost, or return the machines, or renew the leases. Mrs. Canfield discussed monthly lease payments, which are \$21.97 less than we are currently paying. If we were to keep the old machines we would pay \$543.83 per month in service and excess copy charges on two old machines. A motion was made by Shine, seconded by Palmiter and carried, to approve the lease of the two copiers, as proposed, providing the terms of the lease are checked with the County Attorney on the recommendation of the County Treasurer, that this is not a "lease-purchase" arrangement.

Mrs. Canfield also notified the committee that on October 2, 1989 water damage occurred to certain telephone equipment located on the ground floor of the new county office building in the main telephone equipment room. This was caused by a leak in one of the steam humidifiers which overflowed the condensate drain line and followed the air duct to the telephone room on the ground floor. The insurance agents were notified and also RONCo, who provided an estimate of \$2,162.85 for repair work. Our policy has a \$1,000 deductible, so the difference between the insurance settlement and RONCo's charges will have to be paid from our central telephone account.

The committee discussed with County Treasurer Mulholland a memorandum dated September 18, 1989 from Mr. Frank Duserick and Mr. Mulholland regarding the new proposed computer position. (Copy attached to original minutes). This was discussed at some length and it was agreed that it was too early to present a proposal for inclusion of funds in the county budget and that more details had to be worked out. Input is needed from Real Property Tax as to the situation with Alfred University. Mr. Mulholland said it will take a year to build the files if we go to an in-house tax operation, so the matter will have to be addressed in the next few months - at the latest by March, 1990 if the arrangement with Alfred University terminates December 31, 1990. No action was taken by the committee at this time.

Meeting adjourned.

J. Margeson

CENTRAL SERVICES COMMITTEE

November 20, 1989

NOV 22 1989

Present: Gallman; Frair; Shine; Palmiter;

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

The minutes of the October 11, 1989 meeting were approved on a motion by Frair, seconded by Palmiter and carried.

The Clerk presented information regarding informal quotations received from several area suppliers concerning the bulk purchase of copy machine paper. A motion was made by Shine, seconded by Frair and carried, to accept the lowest quote from Alling & Cory at \$25.15 per carton for 8 1/2 x 11 size paper, \$31.90 for 8 1/2 x 14 size paper, and \$27.85 per carton for 8 1/2 by 11 colored stock. The quotation was based on our requirement that the purchase would be 160 cartons of the 8 1/2 x 11 size paper, with 80 cartons being stored by the supplier until needed by the County. Included in the quote was 20 cartons of 8 1/2 x 14 size and 4 cartons of colored stock.

The Clerk also discussed with the Committee that from time to time certain outside agencies, such as ACCORD, have requested to use the FAX machine to send and receive messages. These requests have been denied, but it was suggested that perhaps a flat rate per page could be set to accommodate these requests. It was agreed that the rate would be \$3.00 per page to send messages and \$1.00 per page to receive. Motion by Shine, seconded by Frair and carried.

Mrs. Canfield noted that committee approval was required on a resolution to appropriate \$1,162.85 received from the Hartford Insurance Co. in settlement of a claim for water damage, which occurred to the central telephone system. These moneys will be appropriated to Central Telephone Account No. A1610.4 and will be used to pay for the repair work. Motion was made by Palmiter, seconded by Frair and carried.

A referral was considered from the Resource and Development Committee concerning the lease of BOCES property located at 6 South Street, Belmont, N.Y., for use by the Private Industry Council for training purposes. The lease is for the period September 30, 1989 through June 30, 1990 at \$300. per month. This was approved on a motion by Frair, seconded by Shine and carried. County Attorney is requested to prepare resolution.

A request from the Social Services Dept. to purchase certain computer hardware and software was discussed. A quotation had been received from Blumenthal's of Olean for IBM-compatible equipment, as follows: For a computer and peripherals for the CAP program - State CAP approved, with funds available in the equipment budget - \$3,300, including necessary software. Also, a computer and peripherals for Services Division under Title IVE of the Social

Security Act. State approved and within state independent living program allocation - cost is \$4,965 including necessary software. Following discussion, a motion was made by Palmiter, seconded by Frair and carried, to approve both these purchases.

A request from the Office for the Aging to purchase computer equipment to link the workstations in that department was considered. This has been reviewed by Frank Duserick, our computer consultant. Of the two quotations submitted, Mr. Duserick favored the proposal from Databranch, Olean, N.Y. in the amount of \$3,000. Following discussion, a motion was made by Frair, seconded by Palmiter and carried, to approve this purchase.

Also discussed by the committee was a recommendation from Mr. Duserick regarding the Office of Development which has the opportunity to become involved in a statewide on-line, personal computer based network for economic development. The project is a joint effort by Niagara Mohawk Power Cop., the New York State Department of Economic Development and the New York State Economic Development Council. The proposed system will allow the Office of Development to interface with New York State Data Bases and with each county on the system. If Allegany County decides to participate in this program, the cost of the investment will be \$3,500 for a personal computer, peripherals and software. An equivalent system would cost over \$6,000 under the New York State vendor contracts. Mr. Duserick recommends that the Office of Development purchase the personal computer system offered by NIMO. Due to the recent resignation of Mr. McLaughlin, the Director of the Office of Development, this purchase was tabled until further information is available, on a motion by Palmiter, seconded by Frair and carried.

A request was considered from the Health Department for the purchase of a Dictaphone transcribing machine Model 1708 - State contract price \$523.60. This is to replace outdated equipment. Approved on a motion by Frair, seconded by Shine and carried.

In view of recent action by the Committee of the Whole, which recommended the outright purchase of two Xerox copiers from 1989 funds, instead of on an installment basis, as previously approved by this committee, a motion was made by Palmiter, seconded by Shine and carried, to approve the purchase of the two copiers at a total cost of \$22,076, with funds to be transferred from the 1989 Contingent Account, along with a reduction of \$6,000 from the 1990 Central Copying Account.

Meeting adjourned.

CENTRAL SERVICES COMMITTEE

December 13, 1989

J. Mangerson
DEC 20 1989

Present: Gallman; Frair; Palmiter; Shine; Raptis;

The minutes of the November 20, 1989 meeting were approved on a motion by Frair, seconded by Palmiter and carried.

Jerry Garmong, Deputy Director, Private Industry Council, requested approval to purchase computer equipment with word processing capabilities totalling \$1,049. This had previously been approved by the Resource and Development Committee. Frank Duserick has reviewed this proposal and concurs with the purchase. A motion was made by Frair, seconded by Palmiter and carried, to approve the purchase.

Andrew Lucyszyn, Health Dept. Director, requested approval to purchase two Unisys terminals, keyboards and display screens, which would be linked to their present computer system to enable them to begin implementing the Plan of Treatment section of the new software. The cost of these terminals is \$556. each. This has been approved both by Health Services Committee and Frank Duserick. A motion was made by Palmiter, seconded by Frair and carried, to approve the purchase.

Another request from the Health Dept. was considered for the purchase of an IBM compatible personal computer for use by the Physically Handicapped Children Program and the Education of Handicapped Children Program. Mr. Duserick recommended that at least three quotations be obtained before a decision is arrived at, and it was decided to table this matter until December 26th, when a meeting could be scheduled following the board meeting.

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

Linda Canfield reported that R.C.I. had given a proposal to switch our intra-lata (within 716 area code) telephone calls from New York Telephone to R.C.I. which would save us approximately \$200. per month. R.C.I. has our long distance telephone business which has proved to be very satisfactory. A motion was made by Palmiter, seconded by Frair and carried, to authorize Mrs. Canfield to proceed only after checking with New York Telephone as to whether they can offer similar savings. (NOTE; New York Telephone was contacted and they do not offer any savings beyond our current rates).

The committee discussed the proposed change for covering the switchboard by the Fire Dispatch Center effective January 2, 1990. The present switchboard operator has indicated her last day will be December 14th and the Clerk of the Board's office will handle calls until January 2nd. Fire Dispatch personnel will be trained in the operation of the switchboard by the end of the year. Mrs. Canfield was requested to arrange with the Maintenance Supervisor to make an information sign for the courthouse lobby indicating the Treasurer's Office will provide information service as needed.

Meeting adjourned.

CENTRAL SERVICES COMMITTEE

NOT APPROVED

December 26, 1989

JAN 16 1990

Present: Gallman; Shine; Palmiter; Loucks;

J. Margeson

A request from the Office of Development to purchase a personal computer system offered by Niagara Mohawk Corporation was considered. This is an opportunity for the Office of Development to become involved in a statewide on-line personal computer based network for economic development. The Project is a joint effort by Niagara Mohawk Power Corp., the New York State Department of Economic Development and the New York State Economic Development Council. The proposed system will allow the Office of Development to interface with New York State Data Bases and with each county on the system. If Allegany County decides to participate in this program, the cost of the investment will be \$3,500 for a personal computer, peripherals and software. An equivalent system would cost over \$6,000 under state contracts. This proposal has been reviewed by Frank Duserick, our computer consultant, and he recommends the purchase. Motion was made by Shine, seconded by Palmiter and carried to approve this purchase.

Health Department representatives met with the committee regarding the purchase of computer equipment, for use by the Physically Handicapped Children Program and the Education of Handicapped Children Program. Three quotations were obtained and these were discussed with the committee. The Health Department favors the quotation from Edward Derowitch of Alfred, which comprises three parts totaling \$5,890, i.e. \$3,695 for the computer, keyboard and monitor; \$1,751 for computer software and \$460 for a dot matrix printer. These three separate purchases were approved on a motion by Palmiter, seconded by Loucks and carried.

Meeting adjourned.