

CENTRAL SERVICES COMMITTEE

January 16, 1991

Present: Gallman; Reuning; Palmiter; Faulkner; Miess;



The minutes of the December 12, 1990 and January 2, 1991 meetings of the committee were approved on a motion by Reuning, seconded by Miess and carried.

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

Debbie Button, Director of Computer Systems, distributed copies of her report for the period December 13 through January 16, 1991. She noted that Keith Barber had contacted her and would work with her to get a Haz-Mat program which was IBM compatible. This matter was discussed at some length, with Mr. Gallman requesting Ms. Button to obtain information which will provide details as to what the haz-mat software will encompass.

Mr. Mulholland requested permission for the installation of a dedicated phone line for the new SE400 computer. This was approved on a motion by Reuning, seconded by Faulkner and carried.

Mr. Mulholland also discussed with the committee that due to the new Board of Elections voter registration program, the Board of Elections staff does not feel they need to have the use of the off-set printing press equipment. This equipment is also used by Cooperative Extension who pays a share of the maintenance costs. Board of Elections would like to discontinue paying their share of the maintenance contract. Mr. Mulholland will follow-up with Cooperative Extension to see if they would be willing to take over the entire maintenance cost or perhaps work out some other alternative.

A memorandum from Charles Benjamin, Health Dept. Director, was referred from the Rules Committee, requesting the designation of a central smoking area. Mr. Benjamin offered the suggestion that Room #9 (lunch room) be designated as the smoking area. Following further discussion, a motion was made by Faulkner, seconded by Miess and carried, that this committee recommend the use of Room #9 as a designated smoking area, provided a ventilator is installed to extract smoke. Referred back to Rules Committee and Public Works Committee.

Meeting adjourned.

Director of Computer System's Report
by Debbie Button
December 13 - January 16

Mr. Barber contacted me to inform me that he would work with me to get a program that was IBM compatible. I did explain to him there were other options available and he agreed to work with me.

I have contacted Donna Johnson from the Sheriff's Department and we are going to visit another county that is currently running an Income Execution program on an IBM. We are looking for a program to replace the one currently running on the Burroughs.

The new computers purchased from Bruce Gustafson were delivered and set up in each office. I supervised to make sure everything was delivered that was ordered. The monitors he had quoted us were not the ones that were delivered, but ones of a better quality. We also asked for internal tape drives and he brought external ones. He explained the external were more expensive than the internal and if I wanted them replaced he would do it for me. I new the internal were least expensive, that is why I ordered them. However, I would rather have the external because it is easier to troubleshoot if there is ever a problem with them. So I told him I would keep the external for the price of the internal. One system in the Planners Office came with a forty megabyte hard drive and we ordered an eighty megabyte. Mr. Gustafson did inform me of this discrepancy and he will be here on January 16th to replace the drive. We have had problems with the new computer in the Department of Social Services. When someone is working on the computer it would just lock up and they would have to reboot to continue. Mr. Kear has experienced problems with

his new computer also. He has lost data that he had put on.

The Employment and Training Office has kept me busy transferring files from Rbase to Dbase. The procedure was lengthy because of the editing that was involved. I have spent approximately ten days converting the files and now my time will be spent showing the employees how to use the files. I am in the process of writing a program so they will be able to do all their updating and reports from a menu.

The Office of the Aging has utilized my time with the new program I revised for them. I put the program on their computer and showed the worker how to use it. When they are ready to run the reports needed I will be assisting them.

The AS/400 arrived and Ms. Saxton and myself have been going through the educational tutorials required before we go for the necessary training in February. I will be training on the AS/400 as much as I can from now until February.

The Department of Social Services had a monitor quit on them so I ordered a new one for them from the state contract. The monitor that originally goes with this type of machine is no longer in stock. IBM informed me that a PS/2 monitor and card would work. The monitor and card came in and I replaced the old however we are experiencing difficulty with the color. Mr. Arlington from IBM is checking out the problem and will be returning my call.

MEMO

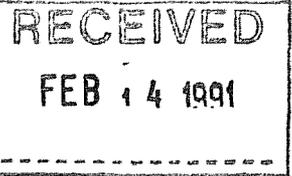
TO: Department Heads

SUBJECT: Computers for 1991

FROM: Debbie Button, Director of Computer Systems

If anyone is going to change their budget to include a computer for 1991 or plan to buy equipment for their existing computers, all request and approvals from necessary committees must be given to me by March 31st. If you need to consult me on your specifications call me at 268-9468. I will be glad to assist you in choosing the right equipment for your needs.

After all request have been approved we will then go through the bidding process to obtain the best equipment at the lowest price.



CENTRAL SERVICES COMMITTEE

February 13, 1991

J. Margeson

Present: Gallman; Faulkner; Miess; Palmiter; Cross;

The minutes of the January 16, 1991 meeting of the committee were approved on a motion by Palmiter, seconded by Miess and carried.

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

Debbie Button, Director of Computer Systems, addressed the need for a maintenance contract for the Department of Public Works computer equipment. Apparently, although the committee has always recognized the importance of a maintenance contract for the Public Works equipment, it was not obtained. Unisys Corp. is putting together some figures on the cost of a contract and Debbie will advise the Committee at a later date. The contract should be implemented as soon as figures are available.

Debbie also distributed her report of activities for the period January 17 through February 12, 1991, to each committee member.

It was reported that the Health Dept. had requested from the Health Services Committee, permission for two staff members to attend a training session on Lotus 1-2-3 to be held in Rochester on February 20th, at a cost of \$125.00 per person. This is a basic course in Lotus and after discussion with Debbie Button, it was noted that she would be willing and able to offer this training in-house. She will contact the Health Dept. regarding this. The committee also discussed the need to remind department heads that any requests related to computers, either hardware, software and also training, should be referred to this committee and the Clerk of the Board was directed to send a memo to all departments relative to this.

A referral from the Public Safety Committee was considered, relating to the coffee machine in the Jail kitchen used by county employees and the public. A grievance has been filed that this is disruptive to the kitchen employees, and in fact, may be a health hazard. The Central Services Committee is requested to address this problem. Undersheriff Bill Timberlake was called into the meeting and the matter discussed with him. After further discussion, a motion was made, seconded and carried that the committee recommends that an opening be made between the jail kitchen and the adjoining lunch room so that coffee could be available from the lunch room with the jail kitchen kept off limits to unauthorized personnel and the public. The matter was referred back to the Public Safety Committee and the Sheriff for further consideration.

A request was considered from the Sheriff for the following telephone work:

- 1. Installation of a telephone in the Lieutenant's office on the jail floor.

2. Installation of a telephone line in the Sheriff's office for a Fax machine.

3. Move a wall telephone in the Jail, near the main entrance, to a security post, approximately 30 feet.

4. Bridge a telephone to Extension 206 for use in the computer room.

It was noted that items 1. and 2. had already received Public Safety Committee and that items 3. and 4. were on the agenda for Public Safety consideration on February 15th. Subject to Public Safety Committee approval of items 3. and 4. all of these requests were approved on a motion by Faulkner, seconded by Miess and carried.

The Clerk of the Board reported that she had sent a memo to all departments heads regarding the bulk purchase of typewriters for 1991. Requests for typewriter purchase were due by January 31st - there has been no response.

Meeting adjourned.

Director of Computer System's Report
by Debbie Button
January 17 - February 12

The first days of February were spent in Buffalo for training on the AS/400. The training focused on the operating system which is necessary to set up the users of the machine. The course also touched on, among other things, work management and the system security concepts. These two areas will be very important to my job after the AS/400 is up and running on a daily basis. Prior to going to Buffalo I spent three days working through the tutorial that is provided with the AS/400.

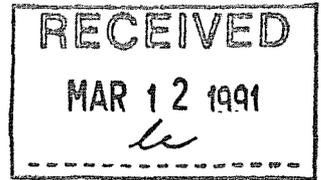
I also have been working with other departments with myriad problems to keep their computers running smoothly. The PIC office has been utilizing my time in teaching them how to use the software they are now running on, after the conversion from Burroughs. The equipment that was at the PIC office has been set up and is functioning well in the probation department. Time has been spent in the probation department demonstrating to the employee how to operate this equipment and software.

I am still trying to procure a card and monitor to work with the IMB/AT in the social service department. I was instructed to take the card out of the computer and take it to Buffalo with me. They were going to put it in their IBM/AT to see if the card was faulty. As of Friday I have not heard anything from them concerning this matter.

NOT
APPROVED

CENTRAL SERVICES COMMITTEE

March 8, 1991



Present: Gallman; Miess; Faulkner; Palmiter; Reuning;

The minutes of the February 13, 1991 meeting of the committee were approved on a motion by Faulkner, seconded by Miess and carried.

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

A request from the Public Works Dept. was considered for the purchase of an Auto Cad at an estimated cost of \$5,000 and a Plotter at an estimated cost of \$8,000 for use by the engineering division. This is a planned expansion of the present computer system and the software now in use is compatible. Hardware is needed to derive full benefit of the software. A motion was made by Palmiter, seconded by Faulkner and carried to approve the purchase for inclusion in the bid package specifications to be prepared by Debbie Button, Computer Systems Director.

A request from the Employment and Training office was considered for the purchase of 3 Lap-top computers at \$900 each, 3 printers at \$200. each, as well as Basic Skills educational software at a cost of \$1,600 and Academics educational software at a cost of \$4,500. The committee questioned whether these hardware and software costs were realistic, but approved the purchase subject to coordination of the entire package with Debbie Button for inclusion in the bid specifications. Motion to approve made by Palmiter, seconded by Miess and carried. (Voting No: Faulkner, Reuning).

A request from the Mutual Self-Insurance Plan was considered for the purchase of a computer and printer to replace the Burroughs B-25 Model which is five years old and will not accept the software needed to provide specific information required by the office. Motion was made by Miess, seconded by Faulkner and carried, to approve the purchase for inclusion in the bid specifications to be prepared by Debbie Button.

The committee approved retroactively the purchase by the Real Property Tax Department of a Bruning Model PD 4400 copy machine which can make copies up to 30" wide, prints from mylar or vellum originals at a cost of \$4,550. Motion by Palmiter, seconded by Miess and carried.

A motion was made by Miess, seconded by Palmiter and carried, to approve the cost of moving a telephone in the County Clerk's office. This was done at a cost of \$57.40, in conjunction with the work authorized previously for the Sheriff and Jail. If delayed, additional costs for premise visit would have been incurred.

A request from the Fire Service was considered for the purchase of computer equipment based on specifications compiled by Debbie Button. This was approved for inclusion in the bid package specs. to be prepared by Ms. Button for all the county computer purchases, on a

Central Services Committee
March 8, 1991

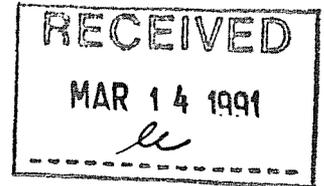
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motion by Miess, seconded by Reuning and carried.

Meeting adjourned.

CENTRAL SERVICES COMMITTEE

March 13, 1991



Present: Palmiter; Faulkner; Miess; Reuning;

J. Margeson

The Clerk of the Board distributed tabulated quotations received from five suppliers for the bulk purchase of typewriter and printer ribbons for 1991. The lowest quote was submitted by Sentry Business Products at \$2,886. for genuine IBM, Xerox, NEC etc. brands. A motion was made by Miess, seconded by Reuning and carried, to accept the quotation from Sentry Business Products.

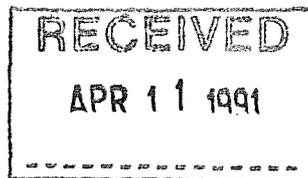
Meeting adjourned.

NCT

APPROVED

CENTRAL SERVICES COMMITTEE

April 10, 1991



Present: Gallman; Reuning; Palmiter; *J. Margeson* Miess; Faulkner;
Cross;

The minutes of the March 8 and March 13, 1991 meetings of the committee were approved on a motion by Palmiter, seconded by Miess and carried.

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

Carl Peterson, Employment and Training Director, reported that he had been approached by Alfred State College with regard to the possibility a class around his computer needs. It would be limited to certain applications for Employment and Training and perhaps Economic Development. They would study Employment and Training needs, develop a curriculum in construction and repair of computers to see what could be put together and at what cost. The cost to Employment and Training would be for the components. They might also work with us if there are programming requirements. Following further discussion, a motion was made by Miess, seconded by Faulkner and carried, to approve Mr. Peterson further discussing with Alfred State the possibility of the development of a curriculum and class utilizing Employment and Training Center as a "working lab."

Mr. Peterson also noted that he had worked with Debbie Button, Director of Computer Systems regarding the specifications for the three lap-top computers, for which approval was given at the March 8th committee meeting. Ms. Button reported that she had obtained a state contract price of \$1,700 each, which she considers a very good price, but will pursue obtaining bids in the event a lower price can be obtained.

Mr. Peterson also reported that he has been given six IBM Display Writers by Dresser Rand. The company has switched to a different computer system and these are no longer needed. They are worth about \$3,000 each. The question was raised as to whether it is necessary to adopt a resolution accepting this property. The County Attorney will be contacted regarding this. Mr. Peterson was directed to contact the County Treasurer to enter these computers on the county's fixed asset inventory.

A referral was considered from the Resource Management Committee regarding that committee's approval of a request from the Administrative Assistant to obtain a new personal computer and printer for joint use by the Administrative Assistant and Youth Bureau. This will replace the Burroughs B-20 which has been malfunctioning and difficult to repair. The specs have been agreed upon with Ms. Button and an approximate cost of \$3,500. arrived at. Fifty percent state aid would be available for this equipment through the Division for Youth. Motion was made by Faulkner, seconded by Reuning and carried to approve the purchase for inclusion in the bid package to be prepared by Debbie Button.

A request from the Social Services Department was considered for the purchase of a lap-top computer and near-letter quality printer. The specifications have been reviewed with Debbie Button. Estimated cost will range from \$1,500 to \$1,700 total. A motion was made by Palmiter, seconded by Miess and carried, to approve the purchase for inclusion in the total bid package to be prepared by Debbie.

Ms. Button also distributed at this time a copy of her report of activities for the period February 13 through April 9, 1991.

A request from the Public Works Department was considered for the purchase of a copier to be used at the Friendship shop. Dick Young, D.P.W. Superintendent, reported that three quotations had been obtained with the lowest from Acme Business Machines of Olean, for a Mita DC-1025 Bond Copier at a price of \$1,195. Mr. Young noted this is the same model as the one in use at the landfill. Motion was made by Miess, seconded by Palmiter and carried to approve this purchase.

The Clerk of the Board brought to the committee's attention that RONCO was offering for sale refurbished four-port single line station cards at \$450.00 each. The new equipment price for these cards is \$1,256 each. All refurbished equipment is automatically placed under the existing Maintenance and Service Contract with RONCO. We have purchased refurbished line cards in the past, with no problems, and this is an exceptionally good price. Mrs. Canfield recommended that we purchase one or two for use as the system is expanded. A motion was made by Faulkner, seconded by Reuning and carried, that two four-port single line station cards be purchased at a cost of \$450. each.

Meeting adjourned.

Director of Computer System's Report
by Debbie Button
February 13 - April 9

The IBM mainframe has absorbed a great deal of my time in the past two months. I have been working with New World Systems creating user profiles and doing some dynamic menu processing. The user profiles are necessary to allow anyone else to get on the mainframe and work. The dynamic menu processing sets up the screen for each user and shows them what they can access. We have also had training with the General Ledger and Payroll, which left us with the building of the chart of accounts and employee master files.

I have been researching the needs of the necessary computers that will be going out for bids. After talking with Carl Peterson I was informed that the amount for the software includes several different programs for the traveling teachers and that each application was around \$100.00. The amount he quoted for the lap top, \$900.00, would be without a hard drive, no battery backup, and the correct amount is \$999.00. I talked with a gentleman involved with state contracts and he informed me there would be a 45.5% savings from buying the lap tops from the contract. When I put the bid contract together I intend to set it up so that each item can be bid on separately. This will allow us to have the flexibility to fall back on the state contract.

I was able to get the social services problem with the monitor solved. The monitor and card that was purchased were okay and the problem was in the software. The version of software they were

using was not compatible with the PS2 monitor. I informed Mrs. Perkins she would have to get an approval to buy an upgrade in the version, however this was not the standard word processing software the county was going to support and she decided she could continue to use it as it was.

I have been working with the Office for the Aging, creating reports from the program I installed for them. These reports are the monthly reports needed by the state and by the Director of the Office for the Aging. Both the Office for the Aging and the Employment and Training Office, are applying a great deal from the DBase class being taught. They both have data bases built from DBase III Plus.

J. Margeson

RECEIVED
JULY 4 1991

CENTRAL SERVICES COMMITTEE

May 8, 1991

Present: Gallman; Palmiter; Faulkner; Miess; Reuning;

The minutes of the April 10, 1991 meeting of the committee were approved on a motion by Reuning, seconded by Palmiter and carried.

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

A request was considered from the Social Services Department for installation of three additional single-line telephones for three new staff members, plus the moving of one telephone set from the conference room to the data entry room. Cost estimate will be obtained from RONCO after a site visit. These costs will eventually be charged back to the Social Services Department. Approval to proceed was given on a motion by Faulkner, seconded by Miess and carried. (Voting No: Reuning).

Meeting adjourned.

NOT
APPROVED

CENTRAL SERVICES COMMITTEE

June 12, 1991



Present: Gallman; Miess; Reuning; Faulkner; Palmiter; *J. Margeson*

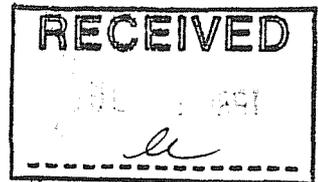
The bills were reviewed and the audit approved for payment on a motion by Miess, seconded by Reuning and carried.

The minutes of the May 8, 1991 meeting of the committee were approved on a motion by Miess, seconded by Faulkner and carried.

Patricia Regan, STOP-DWI Coordinator, met with the committee to discuss her request to purchase computer hardware and software for her office. This can be used for state reports, DWI meetings and mailings, probation pre-sentence reports, etc. It is needed for evaluation and accurate information to maintain momentum in their efforts to reduce incidents of drunk driving. David Sirianni, Probation Director, also indicated that his department would utilize this equipment, which would be IBM compatible, and would enable them to take advantage of software programs from the state and other counties. A motion was made by Palmiter, seconded by Miess and carried, to approve this purchase and include it in the bid package being prepared by Debbie Button, Director of Computer Systems.

Mr. Mulholland presented a request to purchase for the IBM AS-400 system a word processing software package - "Office Vision with Language Dictionary" at a cost of \$4,584. and application development tools (utility used in programming and maintenance) at a cost of \$1,560. This was approved on a motion by Palmiter, seconded by Reuning and carried.

Meeting adjourned.



CENTRAL SERVICES COMMITTEE

July 10, 1991

Present: Gallman; Palmiter; Faulkner; Reuning; Miess;
Cross;

The minutes of the June 12, 1991 meeting of the committee were approved on a motion by Miess, seconded by Palmiter and carried.

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

A request from the County Clerk was considered for the purchase of a Xerox 2510 Engineering Copier (Maps) at \$4,905 and a Xerox 2510 Stand at \$525. Purchase was approved on a motion by Reuning, seconded by Miess and carried.

A referral was considered from the Public Works Committee for two employees of the Public Works Dept. to attend a seminar on the operation and maintenance of the Auto-CAD system. Cost is \$500.00 per person. Debbie Button, Director of Computer Systems, has indicated she does not have the expertise to conduct in-house training. The training will be done by staff at Blumenthals of Olean. Motion was made by Palmiter, seconded by Miess and carried, to approve this request.

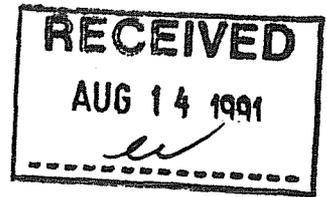
Meeting adjourned.

APPROVED

NOT
APPROVED

CENTRAL SERVICES COMMITTEE

August 14, 1991



Present: Gallman; Reuning; Faulkner; Miess; Palmiter; Cross;

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

The minutes of the July 10, 1991 meeting of the committee were approved on a motion by Reuning, seconded by Faulkner and carried.

The Clerk of the Board presented and discussed with the committee the following budget requests for 1992:

Central Service Printing: If the committee was agreeable to requesting a transfer of funds from Contingent, Mrs. Canfield recommended purchasing next year's paper before September 30, 1991, when the current state contract price expires. Due to the low paper prices now in effect, a savings of approximately \$2,000 could be realized. The paper supplier is doubtful these lower prices will be carried into 1992. Motion was made by Faulkner, seconded by Reuning and carried, to approve the reduced budget of \$9,300 (was \$15,400 with paper) and refer to the Ways & Means Committee a request for a transfer of funds from Contingent in the amount of \$4,100.00 to Account No. A1670.4.

Central Service Telephone: Due to increasing use of the system overall, as well as rate increases, a request of \$116,000 was submitted, This is an increase of \$9,000 (8.4%) over the 1991 budget. Following discussion, a motion was made by Palmiter, seconded by Miess and carried, to approve this as submitted.

Central Service Typewriter Maintenance: A motion was made by Reuning, seconded by Miess and carried, to approve as submitted in the amount of \$8,500. This is a decrease of \$700. from the 1991 budget.

Central Service UPS: A motion was made by Palmiter, seconded by Faulkner and carried, to approve as submitted in the amount of \$1,860. This is an increase of \$360.00 over 1991, due to a small increase in the weekly service charge and use of the service in general.

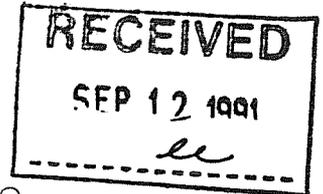
The Clerk of the Board reported that problems are occurring with the telephone service in the Office for the Aging. This is due to corrosion of the distribution box in the basement caused by damp conditions. We have two options: (1) Relocate a new distribution board, etc. upstairs at a total cost of \$1,568.84 or (2) Leave in the basement, repair the corrosion and install a dehumidifier. The cost for Ronco to do this would be \$397.47 plus the cost of the dehumidifier. Following discussion, a motion was made by Miess, seconded by Reuning and carried, to relocate the board away from the basement area. It was agreed this cost would be charged to the Central Telephone current budget.

Meeting adjourned.

NOT
APPROVED

CENTRAL SERVICES COMMITTEE

September 11, 1991



Present: Gallman; Reuning; Palmiter; Miess; Cross; *J. Margeson*

The minutes of the August 14, 1991 meeting of the committee were approved on a motion by Reuning, seconded by Palmiter and carried.

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

Craig Braack, Records Management Officer, discussed with the committee latest developments with regard to the microfilming and disposal of county records. The Steuben County Association of Retarded Citizens has a records microfilming program which has proved very successful. Representatives have visited the county buildings and provided cost estimates based on the number and size of the stored files. The first thing that must be done is to take an inventory of all records and determine which records can be disposed of. Then another quotation can be obtained for microfilming the remainder. Southern Tier West has received a grant of \$89,000 from the State of New York to be distributed to the three counties. Allegany County will use its share to fund wages for two people to work 30 hours per week for approximately 7 months at \$7.50 per hour. They will work on inventory and disposal of records and compiling a master list. Craig will report on their progress to the committee at regular intervals.

Jim Mulholland presented to the committee the 1992 budget estimate for Central Services Computer. Included in this budget are new computers for the County Attorney and Clerk of the Board offices to access the AS400 mainframe in the Treasurer's office. Also in the budget is provision for a large quantity of special computer paper to be used primarily by the Real Property Tax office. The line item for a computer consultant has been eliminated for 1992. Following discussion, a motion was made by Palmiter, seconded by Reuning and carried, the budget was approved as submitted.

Mr. Mulholland and Ms. Button discussed the need for the purchase of a Burster in the region of \$5,000 - \$8,000 and a Decollater for approximately \$1,400. There is sufficient money in the 1991 budget for these purchases. These items will be combined in a bid package to be prepared and presented to the committee at a later date.

Also discussed was the need for the Sheriff's office to have its own personal computer and printer for civil executions and executions which would free-up the XE-550 so that it can be offered for sale later. The total cost for the computer, printer and software, etc. is \$4,000 and Mr. Mulholland confirmed there is sufficient money in the 1991 budget for this purchase. Motion was made by Palmiter, seconded by Miess and carried to approve the purchase.

Central Services Committee
September 11, 1991

Page 2

Chairman Cross brought to the committee's attention a letter she had received from the New York State Association of Municipal Purchasing Officials inviting the county to join their association at a cost of \$25.00 per year membership dues. It was felt that some benefits could be derived from this membership and a motion was made by Miess, seconded by Reuning and carried, to request the County Attorney to prepare a resolution, approving membership in the New York State Association of Municipal Purchasing Officials for the Clerk of the Board.

Meeting adjourned.

MEMORANDUM OF EXPLANATION

COMMITTEE: Central Services

INTRO. No. _____
(Clerk's Use Only)
DATE: 9/11/91

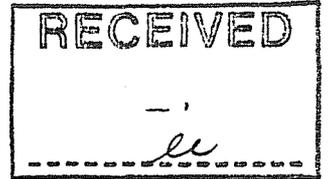
A resolution is requested to approve membership in the New York State Association of Municipal Purchasing Officials at a cost of \$25.00 per year.

The committee feels membership would be of benefit to the county which would provide information and materials on many aspects of central municipal purchasing. This association has 45 counties represented. It sponsors a 3-day purchasing intensive seminar. It also has a 1,000 page Purchasing Specification book which provides samples of boilerplate forms as well as specialty bids for everything from highway materials to copy paper. Service contracts and bids for services are also included. The Association feels it is important that purchasing officials know and understand the New York State laws that govern all purchasing, as well as network with other purchasing officials in order to learn from their experience, to provide more efficient time and dollar savings solutions to various purchasing needs.

FISCAL IMPACT: \$25.00

COMMITTEE OF THE WHOLE

October 11, 1991



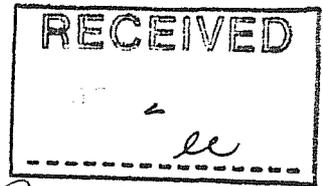
The purpose of this meeting was to review the 1992 tentative county budget. All present except Legislators Loucks and Miess.

The contents of the tentative budget were discussed in general terms but no actions were taken until those legislators who had not seen the budget before this meeting could have the opportunity to study it in more detail. With this in mind, it was decided to hold another Committee of the Whole meeting on Tuesday, October 22, 1991 at 1:00 p.m.

Meeting adjourned.

COMMITTEE OF THE WHOLE

October 15, 1991



This meeting was held immediately following the regular board meeting with all legislators present.

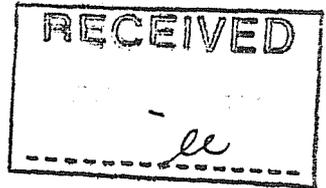
A motion was made by Saylor, seconded by Gallman and carried, to have an attorney/client consultation with County Attorney Sikaras.

Following the attorney/client consultation, a motion was made by Nielsen, seconded by Gallman and carried, to reconvene in regular session.

A motion was made by Gallman, seconded by Miess and carried, to go into executive session to discuss salaries for certain county officers and employees and other personnel matters.

Following the executive session, a motion was made by Miess, seconded by Nielsen and carried, to reconvene in regular session.

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



CENTRAL SERVICES COMMITTEE

October 16, 1991

Present: Gallman; Reuning; Palmiter; *J. Margeson* Miess; Faulkner;

The minutes of the September 11, 1991 meeting were approved on a motion by Reuning, seconded by Palmiter and carried.

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

Debbie Button, Director of Computer Systems, reported that the Department of Public Works would like to purchase another computer. It is Ms. Button's opinion that, with proper scheduling of existing computers, it should not be necessary to purchase another. A formal request has not yet been submitted from Public Works to this committee.

The Clerk of the Board requested a transfer of funds in the amount of \$700. from Central Service Typewriter Maintenance Account No. Al675.4, to Central Service U.P.S. Account No. Al672.4 to cover a shortfall in that account which is projected to the end of the year. Motion was made by Miess, seconded by Reuning and carried, to approve the transfer and the County Attorney is requested to prepare resolution.

A request was submitted from the Probation Department, for the installation of a single line desk telephone in an office which has no telephone and is being used by a full-time account clerk typist. Cost is estimated at approximately \$258. A motion was made by Reuning, seconded by Miess and carried to approve this request.

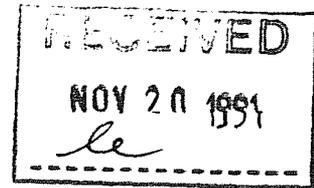
Another request for telephone installation was submitted by the Health Department for an additional telephone line with two jacks (Health Dept. already has the telephone sets) and one additional jack in the clinic room bridged to an existing telephone line (they also have the telephone for this). These changes are needed due to relocation of staff from the Physically Handicapped Children's Program office at the Angelica Road location. Cost is estimated at approximately \$587.00, Motion was made by Palmiter, seconded by Faulkner and carried, to approve the request.

Social Services Dept. submitted a request to purchase a Panafax UF-300 plain paper, inkjet facsimile at a state bid price of \$1,184. Also an existing telephone jack, to which the fax machine will be connected, needs to be activated. Motion was made by Faulkner, seconded by Palmiter and carried, to approve the request.

Meeting adjourned.

CENTRAL SERVICES COMMITTEE

November 13, 1991



J. Margison

Present: Gallman; Reuning; Miess; Palmiter; Faulkner; Cross;

The minutes of the October 16, 1991 meeting of the committee were approved on a motion by Miess, seconded by Palmiter and carried.

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

Discussion was held on a referral from the Public Works Committee to purchase a personal computer at an estimated cost of \$1,500. It was noted that this should have been included in the bid package when several computers were purchased earlier in the year. Mr. Roeske responded that they were hoping to avoid another purchase by rescheduling the use of their present computers, but this did not work. After further discussion, a motion was made by Palmiter, and seconded by Miess to approve the purchase. The motion was defeated on a roll call vote of 3 Ayes, 3 Noes.

Another referral was considered from Public Works Committee for the purchase of software for the AutoCad and Plotter at a total cost of \$8,148. This was approved on a motion by Miess, seconded by Palmiter and carried.

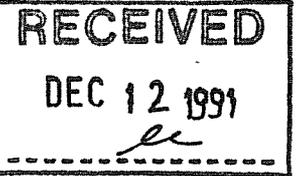
The Health Department presented a request to purchase a Canon PC-1 Personal Desk top Copier at a cost of \$575. Due to relocation of various staff members recently, the main copier had to be moved. Use of this desktop copier will be restricted to two or three personnel. A motion to approve this purchase was made by Miess, seconded by Faulkner and carried.

Also requested by the Health Department was the purchase of a plain paper fax machine. This is a Panafax UF-300 at a cost of \$1,184 under New York State Contract. Motion to approve the purchase was made by Palmiter, seconded by Miess and carried.

Meeting adjourned.

CENTRAL SERVICES COMMITTEE

December 11, 1991



Present: Gallman; Reuning; Faulkner; Miess, Palmiter;
Cross;

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

The minutes of the November 13, 1991 meeting of the committee were approved on a motion by Reuning, seconded by Faulkner and carried.

Debbie Button, Director, Computer Systems, reported that Carl Peterson, Employment & Training Director, had obtained four Zenith computers from Alfred State College. He proposes keeping three, and in exchange for the remaining computer, the Office for the Aging would purchase two hard drives and give one to Employment and Training. Mr. Peterson would also buy two hard drives for the other two computers. In addition, the Health Dept. would like to purchase a hard drive for one of their terminals. The Office for the Aging and Employment and Training hard drives are 20 megabytes each at a cost of \$250. each. The Health Dept. hard drive is 80 megabytes at \$500. A motion was made by Faulkner, seconded by Palmiter and carried, to approve the purchase of all five hard drives, subject to Health Services Committee and Planning and Development Committee approval.

A request from the Office of Employment and Training was presented to obtain approval for the purchase of two Toshiba lap-top computers with printer at a cost of \$1,519.00 each. These items are needed for the LIFT Project and will be paid for from ARC funds. Following lengthy discussion, a motion was made by Palmiter, seconded by Miess and carried to approve the purchase. Voting No: Reuning.

The Chairman requested Debbie Button to give the committee a report at the next meeting with regard to the computer system implementation in the Real Property Tax Service Agency.

It was noted that the Public Safety Committee had denied the request for back-up equipment for the fire service dispatch telephone system. This was recommended by the Fire Service Coordinator as a method to allow fire calls to be received in the event the county's central telephone system should go down for any reason. No further action taken by Central Services Committee.

The Clerk of the Board reported that due to the water damage caused to the county's central telephone system, certain components required repair. Ronco advised that these repairs are not covered by our maintenance contract. The committee recommended that when the cost of the repairs is known, the matter be referred to the Insurance Committee for settlement out of the Insurance Repair Reserve Fund. Ronco gave a tentative estimate of \$1,700.

Mrs. Canfield gave details of a proposal she had received from I.T.I. of Dallas, Texas, to provide long distance service for the three pay phones located in the county buildings. I.T.I. would pay the county 13% commission on all long distance calls made from these phones, with no minimum required. With the present long distance carrier, the county receives 6% per month on all calls over minimum of \$300. Legislator Miess noted he knew of another company who might be interested in quoting for this service and he would arrange for a representative to contact Mrs. Canfield. Details will be provided at the next meeting of the committee in January.

Meeting adjourned.