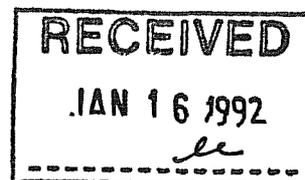


CENTRAL SERVICES COMMITTEE

January 15, 1992



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

The minutes of the November 25 and December 11, 1991 meetings 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 Reuning, seconded by Faulkner and carried.

Jim Mulholland and Debbie Button met with the committee and discussed their recommendation that a bid package be prepared for personal computers, in general terms, without specifying the number required, with the requirement that the successful bid be kept open all year. It is their intent to go out for bids around the end of February. This procedure was agreeable to the committee.

Mr. Mulholland also reported that it should be stressed to all department heads that they cannot go out on their own and purchase computer software and hardware. This procedure was in place last year but has not always been followed by some departments. The committee recommended that another memo should be sent to all department heads stressing the fact that all proposed purchases of computer related software, hardware and training, must first be referred to Ms. Button and through her to this committee.

Ms. Button noted that a request had been submitted from Tom Miner and Pat Volkmar to attend a one-day seminar in Batavia on January 27th entitled "Micros for Management". This is DSS related. The total cost for the two would be \$77.50. From the information provided to her, Ms. Button did not feel that this seminar offered anything she could not provide to these individuals. A motion was made by Reuning, seconded by Miess and carried, to deny the request. (Opposed: Palmiter).

A referral from the Public Works Committee was considered for the purchase of a data collector for the engineering staff at a cost of \$3,499.94. This would interface between the field instrument and the present computer and used with autocad. Mr. Mulholland brought to the committee's attention that this had already been purchased and monies encumbered without prior approval of this committee. The committee was very displeased that the proper purchasing procedures for computer-related equipment were not followed in this case and if it happens again, approval will not be given. A motion was made by Miess, seconded by Palmiter and carried, to approve the purchase of the data collector. (Voting No: Reuning; Faulkner).

Another referral from the Public Works Committee was considered for the purchase of a computer for the accountant at a cost of \$2,200. approximately. Approval to include this in the bid

package to be prepared by Debbie Button was given on a motion by Palmiter, seconded by Miess and carried. (Voting No: Reuning, Gallman).

A further referral from the Public Works Committee was considered for the purchase of two 9600 Bps modems at approximately \$525. each and one 9 pin printer comparable to the Epson FX1050 at \$475. This equipment is for use at the Friendship shop and will speed up the present computer system at that location. Motion was made by Miess, seconded by Palmiter and carried, to approve this for inclusion in the bid package to be prepared by Debbie Button. (Voting No: Reuning).

Debbie Button reported that the computer system in the Real Property Tax Agency is up and running smoothly. A schedule for the use by the Tax Agency staff of the mainframe printer will have to be worked out.

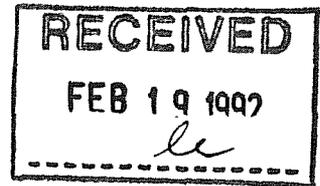
The matter of the exchange of office space between the STOP-DWI Coordinator and the Maintenance Supervisor was discussed briefly. It was decided that committee members would visit the areas in question after the meeting and defer decision until a later date.

The committee directed the Clerk of the Board to distribute a memo to all department heads regarding the bulk purchase of typewriters if budgeted in the 1992 budget.

Meeting adjourned.

CENTRAL SERVICES COMMITTEE

February 14, 1992



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

The minutes of the January 15, 1992 meeting of the committee were approved on a motion by Palmiter, seconded by Faulkner and carried.

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

The Clerk of the Board distributed copies of a communication from Ronald A. Gangeri of Norwood, New Jersey, a telecommunications consultant and analyst. Mr. Gangeri proposes to undertake an investigation of the county's telephone billing to determine if there are any errors and to obtain refunds. His efforts on behalf of Niagara County Dept. of Public Works resulted in a recovery of \$63,727.20 from the telephone company. Under a contract, the county would agree to pay one half of any refunds or credits which result. If no refunds or credits are received, there will be no fee for the service. After discussion, the committee recommended that the Clerk contact Fred Wood, our telecommunications consultant, and refer a copy of the proposed agreement to the County Attorney's office for review.

The Clerk of the Board discussed the suggestion that an additional telephone be installed in the board chambers on the dais. This would cost \$286. The committee did not feel this was necessary and no action was taken.

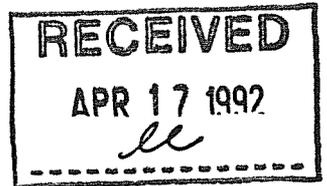
The County Treasurer and the Director of Computer Systems met with the committee to discuss the need for more hard drive for the AS-400 main frame computer. This is required because of the disk updates from the Real Property Tax Agency which are taking more space than was originally estimated by the State Board of Equalization and Assessment. The cost for additional hard drive space, which will provide a 40 percent increase in capacity, is approximately \$5,000 on state bid contract. Although there are some funds in the Central Computer budget at this time, Mr. Mulholland recommended a transfer of \$5,000 from Contingent for this hard drive space, leaving the funds in the budget to give some flexibility throughout the year for other computer-related needs. A motion was made by Palmiter, seconded by Faulkner and carried, to approve this purchase and to refer a request to the Ways & Means Committee for a transfer of \$5,000 from Contingent Account.

The exchange of office space between the STOP-DWI Coordinator and the Maintenance Supervisor was discussed with John Margeson. It was decided that Mr. Margeson should work with the Public Works Dept. and the Probation Director to come up with a recommendation satisfactory to all and report back to the committee at the March meeting.

Meeting adjourned.

CENTRAL SERVICES COMMITTEE

April 8, 1992



Present: Gallman; Palmiter; Miess; Faulkner;

*J. Margeson*

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

The minutes of the March 17, 1992 meeting of the committee were approved on a motion by Faulkner, seconded by Palmiter and carried.

Debbie Button, Director of Computer Systems, requested approval to purchase an emulation board in the amount of \$486. and to have buildings and grounds personnel run cable from the AS-400 mainframe to the Sheriff's computer for implementation of the income execution software program. This was approved on a motion by Miess, seconded by Palmiter and carried.

Discussion was held with John Margeson and Dennis Dunham, regarding the switching of Mr. Dunham's office with that of the STOP-DWI Coordinator. Mr. Dunham explained that his office area has been set up over the last few years to function more efficiently with maintenance operations. Another possible solution would be to give the STOP-DWI Coordinator office space in the area where the Treasurer's records are stored, and to move those records to Mrs. Regan's present office. The committee did not feel that Mr. Dunham should be relocated and requested Mr. Margeson to pursue using the records storage area as an alternative.

A referral from the Resource Management Committee was considered. Cornell Cooperative Extension has requested the use of the room vacated by the Children with Special Needs Division. Resource Management Committee was in agreement if the Central Services Committee approves. Following discussion, a motion was made by Miess, seconded by Faulkner and carried, that Cornell Cooperative Extension be allowed the use of this room on an informal basis, until such time as the county has the need for it.

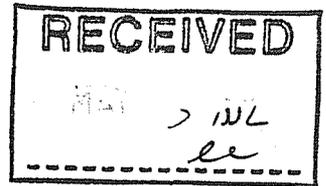
The proposed county Procurement Policies and Procedures were discussed with Public Works Superintendent Richard Young and Deputy David Roeske and their concerns were addressed. There were no comments from other department heads. On a motion by Miess, seconded by Palmiter and carried, the County Attorney was requested to proceed with the preparation of a resolution.

Meeting adjourned.

NOT  
APPROVED

CENTRAL SERVICES COMMITTEE

May 13, 1992



Present: Palmiter; Reuning; Faulkner; Miess;

The minutes of the April 8, 1992 meeting of the committee were approved on a motion by Reuning, seconded by Faulkner and carried. *J. Mangerson*

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

Hans Peeters, Health Dept. Administrator, requested approval to purchase two computers and two laser printers to be used in the Early Intervention Prenatal Care Program and the Lead Screening Program. These computers and printers will be purchased with grant fund moneys the Health Dept, has received. Mr. Peeters confirmed that the equipment will be purchased under the county's bid package for personal computers which was coordinated by Debbie Button, Director of Computer Systems. Mr. Peeters also requested approval to have certain telephone changes made in his department related to the acquisition of the computers and relocation of some personnel. The costs related to moving one extension and modem, adding another modem and installing one single line telephone amounts to \$380.00. Mrs. Canfield noted that it will also be necessary to purchase another line card, and if a refurbished card is available from RONCo, it will cost approximately \$600. Line card costs are prorated to all departments as part of the central equipment. A motion was made by Miess, seconded by Faulkner and carried, to approve the purchase of the computers, printers and telephone related equipment.

A request has been received from the Public Works Committee for the installation of a telephone in the Public Works Dept. conference room. It may be necessary to run 300' of cable from the second floor to the ground floor switch room which would cost \$258. A wall phone, removed from another department, is available for this installation. Motion was made by Reuning, seconded by Miess and carried, to approve this request.

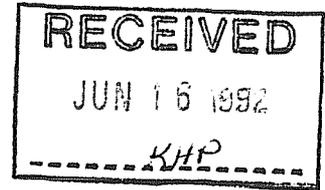
Joan Sinclair, Social Services Commissioner, discussed some changes she would like to make to telephones in her department. It involves installation of three new jacks, one telephone, and moving a multi-line phone about five feet to another work station. Costs were not available due to the late submission of this request. A motion was made by Faulkner, seconded by Miess and carried to approve this request.

Mrs. Sinclair also discussed with the committee certain telephone changes of interest to the Social Services Dept. she would like to implement. One is to have telephones ring "busy", when they are in fact busy, now they do not, and (2) to change from four to six rings prior to "roll over" to another telephone. These changes can only be made "system" wide and not only to Social Services. It was agreed that Mrs. Sinclair would survey all county department heads to see if they would be agreeable to these changes. She will report the results of the survey to the committee at the next meeting.

NOT  
APPROVED

CENTRAL SERVICES COMMITTEE

June 10, 1992



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

The minutes of the May 13, 1992 meeting of the committee were approved on a motion by Palmiter, seconded by Miess and carried.

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

A request from the Health Department was considered for approval to purchase a new multi-user computer system (Unisys) to be used by their billing department, at a total cost of \$8,270. Also requested was approval to purchase an impact printer at a cost of \$329. and a splitter at \$95.00. Debbie Button, Director of Computer Systems recommended approval of these purchases. Motion was made by Palmiter, seconded by Miess and carried to approve.

A request from the Public Works Department was considered for approval to purchase a fax machine for the department at a cost of \$580.00. Also requested was the installation of an additional telephone extension to be used for the fax machine. Approximate cost \$220. Approved on a motion by Miess, seconded by Palmiter and carried. Opposed: Faulkner.

Mrs. Canfield reported that due to the additional telephone work recently carried out in the Social Services Dept., it would be necessary to purchase a line card at a cost of \$351. This was approved on a motion by Palmiter, seconded by Faulkner and carried.

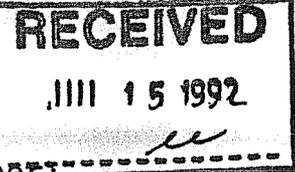
Mrs. Canfield also reported that there were continuing problems with the call detail recording equipment and that it might be time to look into an alternative method for use in billing departments for their telephone usage. RCI, the county's long distance carrier, has a program whereby the monthly telephone bill is tabulated according to the calls made by each department. It requires the use of a three-digit code when making each long distance call. The committee directed Mrs. Canfield to research this and report at the next meeting.

Mr. Margeson discussed a proposal to relocate Mrs. Patricia Regan, STOP-DWI Coordinator to the Community Services Agency office on North Broad Street, Wellsville. The Treasurer's tax records would be moved to the area vacated by STOP-DWI, which will free-up badly needed office space for the Probation Dept. Craig Braack, Records Maintenance Officer will also be consulted. Dr. Anderson, Community Services Agency Director, has no objection to this arrangement. Mr. Margeson plans to set up a meeting with Mr. Sirianni, Dr. Anderson, Mrs. Regan and himself to work out the details. The Public Safety Committee will also be involved and consulted.

Meeting adjourned.

CENTRAL SERVICES COMMITTEE

July 15, 1992



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

The minutes of the June 10, 1992 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.

Hans Peeters, Health Dept. Administrator, requested committee approval for the training of several employees on the new computer software program for medicare and medicaid billing. The training would be done in the department over a two day period, at a cost of \$720 per day plus travel and expenses. He has the funds in his budget to cover this expense. Approval was given on a motion by Reuning, seconded by Palmiter and carried.

A request from the Employment and Training Center (PIC) was considered for the purchase of a personal computer, monitor, keyboard, etc. from the computer bid package at a cost of \$1,088.60. Approved on a motion by Palmiter, seconded by Miess and carried.

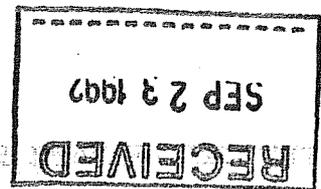
Debbie Button, Director of Computer Systems, discussed the upgrading of the disk storage on the IBM AS/400 mainframe computer. Earlier this year, IBM had quoted a cost of \$4,320. which was approved by the committee. IBM has since notified the county that they had given incorrect information and the configuration they had proposed would not work on our system. Their new proposal would double the capacity of the present hard drive at a cost of \$25,949.52 plus a high speed printer at a cost of \$11,730, making a total of \$37,679.52. These prices reflect a 28% New York State Contract discount. It is estimated that this upgrade will accommodate the needs of the Real Property Tax Dept., Sheriff, Personnel and eventually, the Clerk of the Board and County Attorney, when networked to the mainframe sometime in the future. A motion was made by Miess, seconded by Palmiter and carried, to approve the purchase and refer the source of funding to the Ways and Means Committee.

A letter was read from Patricia Regan, STOP-DWI Coordinator, withdrawing her request to relocate her office. Because the STOP-DWI office and Probation Department share two part-time secretaries, it would make more sense for her office to remain where it is now and have the shared clerical and equipment convenient for both departments.

Meeting adjourned.

NOT  
APPROVED

CENTRAL SERVICES COMMITTEE



September 16, 1992

*J. Margeson*

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

The minutes of the August 12, 1992 meeting of the committee were approved on a motion by Palmiter, seconded by Reuning and carried.

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

Jim Allen of L.C. Whitford Co., and John Margeson, Administrative Assistant, discussed an offer by Whitford to acquire the county's Rescue Squad building in Wellsville, in exchange for a new building to be constructed by Whitford at another location. (See complete information attached to original minutes). This proposal has been presented to the Public Works Committee who voted to approve the transaction. The County Attorney joined the meeting and further discussion was held on the Central Services Committee's involvement with regard to space allocation. It was decided that Mr. Margeson would request the County's Director of Real Property Tax to make an appraisal of the Rescue Squad building. Also, Mr. Margeson was asked to review which county department(s) could perhaps be relocated to Wellsville if a larger facility was constructed to meet other county needs in addition to the Rescue Squad.

A request from the Fire Service Coordinator was considered for the purchase of a computer program - "MapInfo" - needed for the rural numbering system, road designation and delineation of emergency response units. This is required to meet the April 1, 1993 timetable established by New York Telephone and E-911 Task Force. The cost of the program is \$1,645. with \$750. for training. A motion was made by Miess, seconded by Reuning and carried to approve this purchase.

The Central Service Computer budget request for 1993 was reviewed by the committee with Debbie Button, and the following actions were taken on a motion by Miess, seconded by Reuning and carried:

Al680.201 Equipment:	Reduced from \$10,000 to \$7,000
Al680.407 Off. Supplies:	Reduced from \$ 8,500 to \$4,500
Al680.421 Ed/Schools:	Reduced from \$ 3,000 to \$2,000

A request from the Social Services Dept. was considered for numerous telephone changes to be made in the Support Collection Unit offices due to the addition of an interview room mandated by the State of New York. This request was approved, subject to submission of the proper form, on a motion by Faulkner, seconded by Palmiter and carried.

The Clerk of the Board reported that the central fax machine was in need of repair and an estimate had been obtained in the amount of \$175.00. The committee authorized the Clerk to proceed with the repairs on a motion by Palmiter, seconded by Faulkner and carried.

Meeting adjourned.

NOT  
APPROVED

CENTRAL SERVICES COMMITTEE

October 16, 1992

Rec'd  
9/20/92

J. Margeson  
Faulkner;

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

The minutes of the September 16, 1992 meeting 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 Reuning and carried.

Carl Peterson, Office of Employment and Training Director, met with the committee with a request for approval of a prior purchase he had made of certain computer equipment, a Hayes HS 1 Modem 9600 at a cost of \$550. and Blue Lynx HS 1 software at a cost of \$420., to enable his office to access the new state computer networking system (TNT). Approved on a motion by Miess, seconded by Reuning and carried.

Jim Mulholland presented a request for the purchase of four IBM terminals, (1 for County Administrator, 3 for Clerk of the Board), one IBM Laser Printer, 500' cable and two RPG programming modules at a cost of \$5,366.75. This was approved on a motion by Palmiter, seconded by Miess and carried.

A referral from the Public Works Committee was considered, noting that the Probation Dept. is in need of additional space and that there is a room in which tax records are stored which could be used if the records could be relocated. John Margeson discussed this with the committee and recommended that the records be stored in an empty garage bay at the Cooperative Extension building. Following discussion, a motion was made by Palmiter, seconded by Reuning and carried, that up to fifteen years of records be kept in the Courthouse with the remainder stored in the Cooperative Extension garage bay.

The Clerk of the Board reported that the UPS account was very low and requested a transfer of \$700. from Central Service Telephone Account No. A1610.4 to Central Service U.P.S. Account No. A1672.4 to cover charges to this account until the end of the year. Approved on a motion by Palmiter, seconded by Faulkner and carried. County Attorney is requested to prepare resolution.

Meeting adjourned.

NOT  
APPROVED

CENTRAL SERVICES COMMITTEE

NOV 16 1992

November 13, 1992

Present: Palmiter; Reuning; Miess; Faulkner;

*J. Hargerson*

The minutes of the October 16, 1992 meeting were approved on a motion by Reuning, seconded by Faulkner and carried.

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

Kim Toot, Office for Aging Director, presented a request for the purchase of a lap-top computer at a price of \$2,425 (from the bid contract) which is to be used in the EISEP program funded by the State of New York with local match from Jones Memorial Hospital. No county funds are involved. A motion was made by Reuning, seconded by Miess and carried, to approve this purchase, contingent upon Health Services Committee approval to be obtained at their meeting on November 16.

Debbie Button, Director of Computer Systems, and Tom Miner, Assistant County Attorney, met with the committee to discuss a proposed purchase of computer equipment for the County Attorney's office. This proposal is for an IBM "type" personal computer and necessary software to assist with research/communication needs created by possible siting of a low level nuclear waste storage facility in the county, and the cost of the purchase would be charged to the low level account funded by the state. Total cost would be \$1,985. which does not include a dot matrix printer at an estimated cost of \$250. The equipment quoted was from Gateway 2000. Ms. Button expressed her concern that because this purchase was not from the current bid package, the auditors would not approve. Mr. Miner assured Ms. Button and the committee that this should not cause any problem with the auditors, as this purchase was not anticipated at the time the bid package was prepared. Two other quotations however will be obtained. A motion was made by Miess, seconded by Reuning and carried, to approve the concept of the purchase of this equipment, at no higher cost than the Gateway 2000 quotation, provided two other quotations are obtained. This will also require Ways and Means Committee approval.

Mrs. Canfield reported that Carl Peterson, Employment and Training Director, had omitted to obtain approval at the last meeting for the installation of a dedicated telephone line for the computer modem which was approved at that meeting. Permission to install this telephone line was obtained from Committee Chairman Gallman prior to the meeting as it was essential to have this modem in operation at the time the computer equipment was installed. Also, Mr. Peterson requested approval to purchase a Panasonic Printer KXP-1624 at a cost of \$389. Both of the above were approved on a motion by Reuning, seconded by Miess and carried. (Voting No: Faulkner).

A request from the Probation Dept. was considered for the installation of a new telephone, jack, etc., plus two longer line cords, at an approximate cost of \$300. Motion to approve was made by Reuning, seconded by Miess and carried.

Meeting adjourned

NOT  
APPROVED

CENTRAL SERVICES COMMITTEE

December 9, 1992

DEC 14 RECD

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

The minutes of the November 13, 1992 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 Palmiter, seconded by Miess and carried.

Stan Swan, Tourism Director, presented a request, approved by Planning and Development Committee, to install an 800 telephone number for Tourism, Planning and Development. Costs would be a \$10.00 installation fee, a \$5.00 monthly charge, and call charges which would average 20¢-22¢ each per minute, depending on time of day and mileage. (See information attached to original minutes). Mr. Swan would like to obtain approval this month, so that the number can be included in the new travel guide to be released in early February. This was approved on a motion by Miess, seconded by Palmiter and carried.

A referral was considered from the Public Safety Committee for the purchase of a personal computer and printer to be used by Probation and purchased from funds in the STOP-DWI budget. A computer and printer had been budgeted in the 1993 Probation budget to be used in the accounting and restitution program areas. Approved on a motion by Reuning, seconded by Faulkner and carried for the purchase of a personal computer and printer at a total cost of \$1,477.60 to be made from STOP-DWI Program 1992 funds.

Another referral was considered from the Public Safety Committee for the purchase of a fax machine for the Sealer of Weights and Measures to assist in the administration of the octane testing program, the cost of which - \$843. - will be reimbursed completely by the State Bureau of Weights & Measures. The purchase was approved on a motion by Miess, seconded by Reuning and carried.

The Clerk of the Board requested consideration for the transfer of \$2,500. from Account No. A1610.4 Central Services Telephone to Account No. A1670.4 Central Services Copying, to pay for the purchase of Xerox supplies, toner, developer, etc. Approved on a motion by Palmiter, seconded by Faulkner and carried.

Meeting adjourned.