

TECHNOLOGY COMMITTEE

January 12, 1998

NOT
APPROVED

JAN 14 1998

Present: R. Heineman; R. Truax; C. Corkey; E. Sherman; K. Nielsen; J. Walchli;

Pat Regan, Chairman, Planning and Development Committee, reported that Southern Tier West has requested a resolution from the county in support of their grant application for Diffusion Fund moneys, through the Department of State, to establish teleconferencing capabilities in Allegany County. This matter was discussed at some length, and a motion was made by Truax, seconded by Nielsen and carried, to request the County Attorney to prepare such resolution. John Margeson will provide more detailed information to the County Attorney regarding this.

Meeting adjourned.

J. Margeson

TECHNOLOGY COMMITTEE

FEBRUARY 23, 1998

NOT
APPROVED

FEB 25 1998

Present: Heineman; Corkey; Sherman; Truax; Walchli;

Debbie Button reported that of the five candidates who interviewed for the Network Administrator position, only two were qualified, and both subsequently declined the position.

As an alternative, Debbie recommended that the committee consider a retainer agreement for network administration with Microtraining of Olean, who could provide a team of qualified people at \$42.00 per hour on a 40 hour a month basis. This would be a one year contract. She also indicated that programming services are also available through this company at the same rates.

Mr. Corkey wanted to take more time to review this proposal and wait until the March meeting to make a decision.

Debbie expressed her concern that certain networking tasks in the Health Dept. must be addressed in the very near future.

Mr. Heineman preferred that we proceed with this retainer agreement, with a thirty day termination clause, and continue to look for full-time people.

A motion was made by Truax, seconded by Sherman and carried, that Debbie enter into a one year contract, with a thirty day termination clause, with Microtraining and to transfer funds from A1680.1 Personal Services account to A1680.4 Contractual Expenses account in the amount of \$25,000 to cover the cost of the contract. (Opposed: Corkey). County Attorney is requested to prepare resolution.

Meeting adjourned.

J. Margeson
**NOT
APPROVED**

TECHNOLOGY COMMITTEE

MARCH 24, 1998

MAR 26 1998

Present: Heineman; Corkey; Sherman; Truax; Nielsen; Walchli;

The minutes of the January 27 and February 23, 1998 meetings were approved on a motion by Sherman, seconded by Truax and carried.

John Walchli said that he would like the committee to consider working with department heads to formulate a plan for desired goals and where we want to be in five years.

Bob Heineman introduced George Ball, Professor of Computer Science at Alfred University, who spoke on the Year 2000 computer problem ("Y2K"). He told the committee that computer programmers, in an effort to save memory space, opted to program their machines over the past thirty years with only two digits representing years. Now, those computers could stop functioning because they will not recognize the new millennium. The only way to fix the problem is to reprogram the machines and devices to accommodate a four-digit year.

There are three problem areas: hardware, both mainframes and p.c.'s; software, and embedded chips. Dr. Ball is of the opinion that all p.c.'s manufactured before last year may be obsolete, and that five percent of embedded chips are affected. All equipment containing these chips will have to be tested, which is a monumental task, affecting such areas as banking, driving a car, flying in a plane or just riding an elevator. Power generation, gasoline supplies, devices in hospitals, nursing homes and grocery stores are also affected.

From the county's standpoint, he recommended that someone be put in charge of overseeing the problem and that a Y2K Plan be implemented. All vendors should be contacted to see if software is Y2K compliant, as well as the manufacturers of embedded chips. .

Joan Sinclair reported that the State will be mailing out manuals to all municipalities (hopefully department specific) within the next week or so, to help them with this problem. She noted that the State D.S.S. has prioritized various functions within its operations which will have to be addressed before the year 2000, and has admitted that probably only the first two or three will be accomplished by that deadline.

Debbie Button noted that there is no concern with the county's mainframe and that all software vendors have verified we are in compliance with the year 2000. There are concerns in the Jail and Social Services areas however.

Mr. Heineman stated that we need to get organized and he will sit down with Debbie Button, John Margeson and other department heads after receipt of the state manuals and begin to brainstorm this problem and formulate a plan.

Dick Rivers, Director of BOCES Technical Education and Chairman of the Allegany County Gateway Technology Committee, met with the committee and gave a brief overview of Gateway's mission which is to coordinate the infrastructure development for telecommunications in Allegany County to public and private sector; business, industry, education and government entities. He asked if the Technology Committee felt there was any overlapping or duplication of effort between the two committees. He offered their expertise and support to the county.

Mr. Rivers also presented a copy of the final report from The Myers Group of the Regional Telecommunications Study sponsored by Southern Tier West and Appalachian Regional Commission. A copy is on file with the original minutes.

Debbie Button reported that the computer consulting services for networking with Microtraining are up and running very well. They are working with the Health Dept. and next will be the County Attorney's office.

It was decided to meet again next month on April 14, 1998 at 3:00 p.m. At that time the Y2K problem can be addressed, as well as beginning to formulate a five year plan.

Meeting adjourned.

TECHNOLOGY COMMITTEE

APRIL 22, 1998

John M.
NOT
APPROVED
APR 23 1998

Present: Heineman; Corkey; Sherman; Truax; Nielsen; Walchli;

The minutes of the March 24, 1998 meeting were approved on a motion by Truax, seconded by Sherman, and carried.

Debbie Button reported that the networking and training in the Health Department is coming along very well. The networks in both the County Attorney and District Attorney offices are up and running. Computers have been installed in the Employment and Training office and will be networked eventually.

Regarding a referral from the Planning and Development Committee requesting a visible counter on the web site, Debbie reported that this was accomplished yesterday. She noted that as far as on-line ordering is concerned, it is already available by using e-mail.

Debbie noted that she is very pleased with the contracting of computer services with Microtraining - everything is going very well. Curtis Corkey expressed his concern that the committee was not addressing the permanent staffing of the Data Processing Dept., and where we are heading. Mr. Nielsen suggested that we stay with the current arrangement for a while and see how it works out. Debbie was asked to discuss the job descriptions of the two unfilled positions with Microtraining, get their opinion regarding the long range staffing issues, and report back at the next meeting.

With regard to the Year 2000 problem, Joan Sinclair has not yet received any of the manuals from the State, although she is hopeful they will arrive within the next week or so. Debbie reported that Microtraining is helping in this by updating bios. Curtis noted that there is a lot of information available on the internet regarding Y2K, and perhaps Debbie could identify and download what could be helpful to our situation.

Concerning the new telephone system project, Linda Canfield reported she has scheduled appointments on April 30th with the remaining department heads to meet with Fred Wood and review their specific voice and data transmission requirements. The committee would like to meet with Mr. Wood next month to discuss his progress.

The new pipeline project was discussed. It has been reported that the gas company plans to leave the old pipe next to the new line and that perhaps fiber optic cable could be run in the old pipeline. Mr. Sherman reported that the gas company is going to cut and eventually cap certain sections of the old pipeline.

It was reported that the Planning and Development Committee had discussed seeking \$100,000 funding from New York State for G.I.S. Mr. Heineman requested that Legislator Regan and Kier Dirlam from Southern Tier West be invited to the next Technology meeting to report on this application. Bob Wright, Real Property Tax Director, should also be invited.

The committee discussed long term goals and where we would like to be in five years. Some suggestions put forth were: integrating computers with the telephone system; minutes and resolutions on computers for legislators; G.I.S.; E-Mail; Standardizing, for example, with either Microsoft or Lotus products.

It was decided that the next meeting of the committee would be on Monday, May 18, 1998 at 2:00 p.m.

Meeting adjourned.

John M.

NOT
APPROVED

TECHNOLOGY COMMITTEE

MAY 18, 1998

MAY 26 1998

Present: Heineman; Corkey; Sherman; Truax;

The minutes of the April 22, 1998 meeting were approved on a motion by Truax, seconded by Sherman, and carried.

Linda Canfield reported that Fred Wood was not yet ready to give an interim report to the committee with regard to the preparation of bid specifications for a new telephone system. He had meetings with the rest of the department heads on April 30th. It was noted that Keith Barber was going to discuss the E911 situation with Mr. Wood.

Debbie Button reported that with regard to the Year 2000 problem, she had put together a memo for each department to check their computer software. She will handle checking the hardware, as well as embedded chips. A copy of the memo will also be made available to each committee member.

A referral was discussed from the Public Works Committee, which expressed concern for the lack of personnel to maintain computers in a timely fashion. It was suggested that a temporary position during the summer months would be helpful - perhaps a college student. John Margeson thought this would be a good idea. Debbie noted that there is a job description for a Data Processing Aide which might be suitable. A motion was made by Truax, seconded by Sherman and carried, to approve the hiring of a Data Processing Aide for a three month period.

Linda Canfield reported that at a conference she attended for Clerks of the Board in Albany last week, a speaker representing the New York State Office of Technology discussed the services they provide. They will review for other municipalities their current technology and give a written report of recommendations for improvement, etc. There is no charge for this service. The committee was interested in pursuing this, and Debbie will make contact to see what can be arranged.

Debbie was also requested to obtain recommendations from Microtraining for our long range staffing positions and report back to the committee at the next meeting.

Kier Dirlam of Southern Tier West, Bob Wright and Louise Windus from the Real Property Tax Dept. were present in regard to the grant application to New York State for G.I.S. funding, which was discussed at last month's meeting. Mr. Dirlam indicated that the moneys for this project are not in the state budget. He and Mr. Wright discussed in general the magnitude of geographical information systems. It was noted that D.E.C. will be releasing topographic information shortly. Mr. Dirlam had no information regarding the Diffusion Grant application - this is being handled by Ginger Malik. She has indicated she would be willing to attend one of our meetings and Mr. Heineman will contact her at some time in the future to arrange this.

Discussion was held on a Southern Tier West telecommunications meeting held last week at which a possible solution to the LATA problems was reported. This would involve an incorporated county-wide telecommunications company, to provide Internet services toll free. Currently Bell Atlantic and GTT are constrained by the tariff boundaries imposed by the Telecommunications Act of 1996.

It was decided that the next meeting of the committee would be held on Tuesday, June 16, 1998 at 3:00 p.m.

Meeting adjourned.

John M.

NOT
APPROVED

JUN 10 1998

**TECHNOLOGY COMMITTEE
MINUTES
JUNE 8, 1998**

Present: R. Heineman, K. Neilsen, R. Truax, E. Sherman, C. Corkey, J. Margeson

The committee was called to order by Chairman Heineman at 1:45 p.m.

J. Margeson informed the committee that Deborah Button, Director of Data Processing, wishes to enter into a contract with Summit Technologies of Wellsville, New York for the purpose of obtaining customized software needed in the Welfare Fraud Unit in the Department of Social Services.

Ms. Button, to pay for the services, needs to transfer \$15,000 from her Personal Services Account to a Contractual Account. The full cost of the service will later be reimbursed to the Data Processing budget by the Department of Social Services.

prepare
resolution On motion of R. Truax, seconded by E. Sherman and carried the Committee will offer a resolution to transfer \$15,000 from A1680.1 Central Service Computer Personal Services to A1680.4 Central Service Computer Contractual.

TECHNOLOGY COMMITTEE

JUNE 16, 1998

John M.
NOT
APPROVED

JUN 22 1998

Present: Heineman; Corkey; Sherman; Truax; Nielsen; Walchli;

The minutes of the May 18 and June 8, 1998 meeting were approved on a motion by Truax, seconded by Sherman, and carried.

Chairman Heineman welcomed to the meeting Mr. Peter Nixon, who is the President of the Chautauqua & Erie Telephone Company, in Westfield, NY. Mr. Nixon had been invited to discuss with the committee how to provide local access to the internet at reasonable cost to county government and other municipal agencies, as well as to businesses, hospitals, schools, colleges, libraries, etc. He helped to form, and served as Chairman of such a group in his area and noted that the entire community has to work together and a unified approach is essential. They did not incorporate but formed a loose partnership for a while.

Mr. Nixon is of the opinion that LATAS will be short-lived once Bell Atlantic is allowed to compete for long distance service, which is expected in the not too distant future.. He believes there are no technical limitations or barriers which cannot be overcome, with use of a lot of creativity. He suggested that objectives be established, such as reasonably priced long distance service in the county and local access to the internet. If a group is formulated in the county, he recommended, as an example, that each member would contribute say, \$10,000, to provide a fund of at least \$200,000 to help pay the costs of networking the county. Each member would also have to agree to commit for at period of 3-5 years to an internet provider. This may not be the solution in our county because many of the local schools, businesses and hospitals already have their own internet networks.

He also recommended the county should take advantage of the competitive nature among major telephone companies. One suggestion would be to look into "permanent call forwarding" whereby a local call between Belmont and Wellsville, could be "forwarded" to Andover, which is in the 607 area code, but remaining a local call. This could be applied also to a local call between Alfred and Andover, being then forwarded to Wellsville, without a long distance charge.

Mr. Nixon stressed that internet access should be a key focus of county economic development if Allegany County is to attract more high technology industries.

Dr. Heineman thanked Mr. Nixon on behalf of the committee for taking time from his busy schedule to attend our meeting today and for providing so much information for the committee to consider.

Also discussed by the committee was the need to coordinate the various uses of Geographic Information Systems, and that perhaps this committee should serve as the clearing house. It was noted that the place to start is probably the Real Property Tax Department. Public Works Department is in the early stages of using G.I.S. for the location of bridges, culverts, etc. The Health Dept. does not yet have the software, but would utilize it for identifying sewage systems. Mr. Margeson noted that Southern Tier West has staff who could assist the county at no cost. It was decided to have a representative from S.T.W. attend our next meeting to discuss this.

The county's web page was discussed. It was decided to send a letter to the various school district superintendents in the county to see if they have a web page so that perhaps we could all be linked together to help promote and publicize the schools, their districts and the county as a whole. Linda Canfield and Debbie Button were requested to take care of this.

Linda Canfield reported that she had received yesterday from Fred Wood, the draft Specifications for a new telephone system for review. Mr. Wood has highlighted those sections where either he had questions or where additional information needs to be inserted. It was decided that Linda would distribute a copy of the specs to each committee member and the County Attorney and will be discussed in more detail at our next meeting.

A motion was made by Nielsen, seconded by Sherman and carried, to go into executive session in order to discuss a personnel matter.

Following the executive session, a motion was made by Sherman, seconded by Corkey and carried, to return to regular session.

A motion was made by Truax, seconded by Nielsen and carried, to approve the hiring of a temporary Data Processing Aide at a rate of \$7.50 per hour, 30 hours per week.

Meeting adjourned.

John M.

TECHNOLOGY COMMITTEE

NOT
APPROVED

JUNE 29, 1998

JUL 8 1998

Present: Heineman; Corkey; Sherman; Truax; Nielsen; Walchli;

The minutes of the June 16, 1998 meeting were approved on a motion by Sherman, seconded by and carried.

Chairman Heineman welcomed to the meeting Brian Schrantz from Southern Tier West Regional Planning and Development Board, who is one of the authors of a grant application for \$75,000 to the Appalachian Regional Commission for development of a comprehensive geographic information system (GIS) to be used on a web page as a marketing tool for economic development for the Southern Tier West Region.

Mr. Schrantz explained that in the first year of the project, data would be collected from Industrial Development Agencies, Economic Development Zones, etc. and assembled into a comprehensive geographic information system for the region. The second year would be the web site design and putting the system on-line. Southern Tier West will do the updates if provided with the necessary information. The three counties in the region, Allegany, Cattaraugus and Chautauqua will be expected to provide digital tax maps as their share of the in-kind services, which is estimated to be \$20,000 per county.

Mr. Schrantz noted that in order to obtain more detailed information, the internet user would be required to leave their name, address and telephone number for follow up contact by county economic directors, and officials with the various EDZ's. He noted that companies frequently search the web for all kinds of information, including sites for development, etc.

Also discussed was proposed state legislation which would provide up to \$100,000 to each county in the state to establish a GIS department. This would be a one-time only payment by the state, with the counties responsible for maintaining the departments. Mr. Schrantz suggested that if this state funding becomes a reality, Southern Tier West would be willing to help the three counties use it wisely. This would be completely separate from the ARC project.

Following further discussion, a motion was made by Nielsen, seconded by Truax and carried, to support the resolution, tabled at the last meeting of the board, which supports Southern Tier West's application to the Appalachian Regional Commission for geographic information system funding.

Debbie Button presented information she had gathered from several companies relative to contracting for network administration service. See attached. The various proposals were discussed, and it was decided, on a motion by Nielsen, seconded by Sherman and carried, (Corkey opposed) to contract with Tek Systems of Fairport, NY for a PC Network Analyst for eighteen hours a week (3 days, 6 hours each day) for six months. This would amount to 468 hours and total \$16,380.

It was suggested by Mr. Corkey that in view of the difficulty finding applicants with computer expertise, the county might want to pay a "headhunter" to find us a full-time employee to fill this position. The committee thought this was an idea worth pursuing later on.

Meeting adjourned.

Network Administrator Service

Micro Training Center - Olean (Current contract) - No response.

- Currently contracting 40 hours a month @ 42.00 an hour.
- Signed contract for one year at this rate. There is an option in this contract to get out of the contract before year end. If we choose to terminate the contract the cost for all the hours currently used will go to 68.00 an hour.
- Hours to date 290 @ 42 an hour = 12,180.00.
Terminating contract - 290 @ 68 an hour = 19,720.00.
Paid 20,000.00 up front to get rate at 42.00 an hour.
(To terminate the contract now they would owe us 280.00)

Tek Systems - Fairport

(Came to the office and we interviewed each other.)
(Placement service, take up to three days to find someone)

- I requested a rate for 18 hours a week for six months.
- For a PC Network Analyst, quoted \$35.00 an hour.
468 hours at \$35.00 = \$16,380.00. After 40 hours a week it would be 52.50 an hour. If I wanted the employee for 35 hours a week the rate would drop to \$30.00 an hour. $468 \times \$30.00 = 14,040.00$

PC Assistance Inc. - Williamsville

(Came to the office and we interviewed each other. Requested tour)
(Brought a worker with him, who asked questions and gave background information of himself. Not a placement service employees actually work for them.)

- I requested a rate for 18 hours a week for six months. Annual rate for 300+ hours, is \$68.00 an hour. Agreed to **\$54.00** an hour.
- 18 hours for 26 weeks = **468 hours x 54.00 = \$25,272.00.**

RFVC Associated, Inc. - Rochester (NYS Contract)

(Played phone tag all week, with little aggressiveness on their part)

- I requested a rate for 18 hours a week for six months. **(No Response)**
(Rates for this position is **\$75-\$85.00** an hour.)
- 18 hours for 26 weeks = **468 hours x 75.00 = \$35,100.00.**

Computer Task Group, Inc. - Rochester

- Felt they would not be able to help us because of our location.

John M.

TECHNOLOGY COMMITTEE

NOT
APPROVED

JULY 16, 1998

JUL 20 1998

Present: Heineman; Sherman; Truax; Nielsen;

The minutes of the June 29, 1998 meeting were approved on a motion by Truax, seconded by Sherman and carried.

The bid specifications for a new telephone system prepared by Fred Wood and distributed earlier to each committee member were discussed. It was decided to request Fred to attend a special meeting of the committee to be held before the end of the month, in order to review these specs and compare our current telephone system with the proposed system.

A referral was considered from the Public Safety Committee requesting approval to purchase a Civil Law software package to replace the current program which is not year 2000 compliant. See attached memorandum of explanation. Debbie Button noted that so far only two counties in New York, Suffolk and Onondaga, have purchased this new software, but neither county has gone "live". She plans to stay in touch with them to keep updated on their experience with this software. Following further discussion, a motion was made by Nielsen, seconded by Sherman and carried, to table this request until the next regular meeting of the committee in August.

Debbie also reported that the P.C network analyst from Tek Systems is very knowledgeable and is working well with several departments. The temporary Data Processing Aide is working on the Economic Development web page.

Another issue of concern to Debbie is the lack of office space for the new personnel. They are currently working out of her office and it is very inconvenient. It was suggested that perhaps the old Planner's office, if available, could be used. Office space is needed for only three days per week. Linda Canfield was asked to discuss this with John Margeson.

A motion was made by Nielsen, seconded by Sherman and carried, to go into executive session. A motion was made by Truax, seconded by Nielsen to go out of executive session.

Meeting adjourned.

MEMORANDUM OF EXPLANATION

Intro. No. _____
(Clerk's Use Only)

COMMITTEE: Public Safety

DATE: July 15, 1998

Request transfer of \$15,000

From Contingency to

3110.201 Office Equipment

These funds are needed to purchase a Civil Law software package to replace the current program which is not year 2000 compliant. The company who we purchased the current program from is not able to render support as the programmer who wrote it is no longer available to that company.

In addition, it appears that the two people in the Sheriff's Department who would be setting this system up are most likely going to be separated from County employment in 1999. Therefore it becomes necessary to go to contingency for the funding. This request has the support of Deb Button.

FISCAL IMPACT:

\$15,000 from contingency

For further information regarding this matter, contact:

L.W. Scholes
Name and Department

205
Telephone Number

TECHNOLOGY COMMITTEE

JULY 31, 1998

John M.
NOT
APPROVED
AUG 6 1998

Present: Heineman; Sherman; Truax; Nielsen; Corkey;

The minutes of the July 16, 1998 meeting were approved on a motion by Sherman, seconded by Nielsen and carried.

The purpose of this meeting was to meet with Fred Wood to review and discuss the bid specifications he had prepared for a new telephone system for the county complex.

Mr. Wood noted that he had prepared the specs based on the result of two days of meetings he had with department heads. Features requested, such as voice mail, single button transfer, speed dial, speaker phones, etc. were incorporated into the specs. All telephones will be digital. Provision was made for more incoming DID trunks. Bell Atlantic now has Flexpath, which when included in the new system for DID service, will save the county about \$400 per month. Caller I.D. will be available and included for some telephones. A battery-operated switch is preferred for continuity of service. The specs also call for the old telephone system to be taken in-trade. The committee was in agreement with this.

It is proposed to use the current telephone wiring which is in place. The committee agreed to the deletion of the requirement for cable records to be established and maintained during the installation phase. Mr. Wood noted that cut-over to the new system will need to be scheduled over a long week-end, possibly the Thanksgiving holiday, to allow sufficient time to provide continuity of service.

A performance schedule, to be part of the final contract, as well as a performance bond, and a completion date are provided for. A payment schedule will also be worked out, with Fred signing off on all invoices. A 10% retainage is also covered. With regard to the requirement of a performance bond, Linda Canfield was requested to check with the County Attorney's office to see if this could be waived, or whether it could be included as a unit price, and waived later should the committee choose to do so. In addition, Mrs. Canfield was asked to check with the County Attorney's office if the provision for acceptance of a bid within the forty-five day period after bid opening could be extended to ninety days.

With regard to console (switchboard) attendant training, it was decided to leave these requirements in the specs, and to decide later where the console will be located and who will be trained.

Mr. Wood noted that the proposed system is computer compatible and provides for a T-1 line to be interfaced with the switch. He assured the committee that the proposed system will not be obsolete in five years, that it will be upgradable and is state of the art at the present time. With regard to installation of telephones at other county buildings which may be acquired in the future, this system will be compatible with remote access tie lines, which can be leased from the telephone company.

Provision for the lease purchase of a system, on a three, five or seven year basis will be added to the specs by Mr. Wood.

Following discussion, it was agreed that following revision of the bid specs by Mr. Wood, a notice for bids will be advertised on September 3rd, with a pre-bid conference for potential bidders to be held on September 11th, at 2:00 p.m., and the bid opening scheduled for September 30th, at 2:00 p.m.

Meeting adjourned.

J. Margeson

**NOT
APPROVED**

TECHNOLOGY COMMITTEE

AUGUST 18, 1998

AUG 19 1998

Present: Heineman; Sherman; Truax; Nielsen; Corkey;

The minutes of the July 31, 1998 meeting were approved on a motion by Nielsen, seconded by Sherman and carried.

Chairman Heineman noted that the New York State Office of Technology would be sending a team to Allegany County on August 25 and 26, to meet with Debbie Button and various department heads to evaluate our current technology and to make recommendations. An exit interview with the team will be planned for August 26th at 11:30 a.m., to get a brief overview. A written report will be provided at a later date. All committee members are invited to attend this meeting.

Debbie Button reported on the tabled referral from the Public Safety Committee concerning the Civil Law software program. She has spoken again with Suffolk County who are still testing the program. They are generally satisfied with the software, but are still working to get all the "bugs" out. Debbie will check back with them before the end of the month and provide the committee with another report next month.

The proposed 1999 budget for Central Service Computer was reviewed. John Margeson provided a list of departmental requests for hardware and software which he had approved. Equipment requested by departments receiving state and/or federal aid, was left in their respective departmental budgets. Equipment in other departments' budgets was transferred to the Central Service Computer budget, for a total of \$46,900. Debbie noted that she would prefer to continue on a contract basis for network administrator services and on a per program basis for programming services. \$80,000 has been included in the 1999 budget for these contracted services. The budget was approved as recommended by the Budget Officer on a motion by Truax, seconded by Sherman and carried.

Debbie also noted that the network administrator has been moved to an office in the Clerk of the Board's department. Also, she is continuing with the Y2K evaluation, with approximately 30% completed. The student working on the web page has returned to college, but he may be available to work Tuesdays and Thursdays. If not, she may have to look at other arrangements.

Linda Canfield reported that she had spoken with Dan Guiney in the County Attorney's office regarding the committee's request to see if the requirement in the bid specifications for a performance bond could be waived, and whether the provision for acceptance of a bid within the 45 day period after bid opening could be extended to 90 days. Mr. Guiney strongly recommended that the performance bond requirement be retained. Bid acceptance can be extended to 90 days. Fred Wood was contacted and notified of these recommendations.

Linda presented the 1999 budget for Central Service Telephone, noting that this was based on the current telephone system. Should the county decide to lease-purchase a new system, funds in the budget, such as the maintenance contract, and contingency for new phones, etc., could be utilized for the first year's lease payment. Following further discussion, the budget was approved as recommended by the Budget Officer on a motion by Nielsen, seconded by Truax and carried.

Meeting adjourned.

John M.

NOT APPROVED

TECHNOLOGY COMMITTEE

SEPTEMBER 30, 1998

OCT 7 1998

Present: Heineman; Sherman; Truax; Nielsen; Corkey; Walchli; Regan;

The minutes of the August 18, 1998 meeting were approved on a motion by Regan, seconded by Sherman and carried.

The bid opening for the new telephone system was held. Chairman Heineman opened two bids, as follows:

(1) Ronco:	Base Bid:	\$220,528		
Lease: 3 year	\$79,310.64		Buy-out:	\$1.00
5 year	\$49,901.88		Buy-out:	\$1.00
7 year	\$37,329.12		Buy-out:	\$1.00

(2) T.R. Services:	Base Bid:	\$219,972		
Lease: 3 year	\$80,562.48		Buy-out:	\$21,997.20
5 year	\$52,819.56		Buy-out:	\$21,972.20
7 year	None			

Dr. Heineman noted that the bids will be turned over to Fred Wood for his review and recommendation, and then to the County Attorney's office.

Dr. Heineman introduced Diana Sinton, Professor of Environmental Studies and Geography at Alfred University who gave a presentation on Geographic Information Systems (G.I.S.), explaining what it is and its applications. Worldwide, G.I.S. is used more for economic development purposes than any other. Prof. Sinton recommended that the county needs to designate someone to gather all the data available and put it together for the county's own use. She stressed the importance of getting G.I.S. for the county underway. She also recommended accessing the New York State G.I.S. clearinghouse, which would save duplicating work which has already been done.

A referral was noted from the Planning and Development Committee relative to the county's web page. Pat Regan, Chairman of Planning & Development, noted that

his committee feels the Economic Development/Planning/Tourism section of the web page is weak and needs an overhaul. They would like to update it themselves. Debbie Button introduced Mike Kintner, C.E.O. of Microtraining, Olean, who gave a presentation on what his company could offer the county by moving the county's web page to their system. They would not only host it but also make it available to some 850 search agents, some of whom are overseas. Debbie Button would still coordinate changes. It would cost \$50. per month to host the web site, plus update time. Approximately \$68 per hour to work with county personnel, with an estimated 60 hours to get it going. It was agreed that Mr. Kintner will draw up a contract proposal and submit to Debbie as soon as possible.

Meeting adjourned.

John M.

**NOT
APPROVED**

TECHNOLOGY COMMITTEE

OCTOBER 27, 1998

OCT 30 1998

Present: Heineman; Sherman; Truax; Nielsen; Corkey; Walchli;

The minutes of the September 30, 1998 meeting were approved on a motion by Nielsen, seconded by Truax and carried.

Fred Wood, the County's telecommunications consultant, and County Attorney Jim Sikaras, were present to discuss the two bids which were received on September 30th for a new telephone system. With regard to the lease payment figures, Mr. Sikaras was of the opinion that the interest rates were too high and that perhaps the County Treasurer could borrow at a lower rate, possibly by B.A.N.'s.

Mr. Sikaras and Mr. Wood addressed certain areas in both bids which deviated from the bid specifications. A motion was made by Nielsen, seconded by Truax and carried, to have an attorney/client consultation. A motion was made by Truax, seconded by Nielsen and carried, to return to regular session.

Mr. Sikaras and Mr. Wood will report back to the committee at its next meeting on November 16, 1998 at 3:00 p.m.

Debbie Button reported that she had received a proposed contract from Mike Kintner of Microtraining to update and maintain the county's web site. Mr. Kintner estimates it will take between 60 and 70 hours to get the web page going and on line at a cost of \$68.00 per hour. It will also cost \$50. per month to host the web site, plus a minimal expense each month to update. The total estimated cost is approximately \$4,800. The Planning and Development Committee has recommended that \$2,500 be contributed by the Economic Development office, who will also pay the \$50. per month host fee. Mr. Margeson thought the balance could be found from other departments using the web page. A motion was made by Corkey, seconded by Sherman and carried, to accept the Microtraining proposal for a one year contract at the rates shown.

Dr. Heineman spoke briefly about forming a G.I.S. taskforce comprised of five or six county employees and two legislators, who would have an interest in working with G.I.S. Departments suggested were Public Works, Emergency Services, Tax, Sheriff, Health, E911.

Legislator Lucas was present and discussed a referral from the Personnel Committee regarding the enhanced automation of the county's payroll/leave accounting system. A copy of a memo Mr. Lucas wrote to Dr. Heineman is attached to these minutes. The County Treasurer does not want a system that costs more money, time and people to operate. Debbie stated that the proposal in the 1999 budget is just to upgrade the present payroll system. She was asked to discuss this further with Mr. Mulholland and report back to the committee.

Meeting adjourned.

Memo

September 27, 1998

Allegany County Legislator , Personnel Committee

To: Robert Heineman, Technology Committee Chairman
From: Preston Lucas
cc: Deborah Button, Data Processing Director
Dale Dutton, Personnel Officer
Al Hooker, Pay Roll Supervisor, Dresser-Rand
John Margeson, County Administrator
James Mulholland, County Treasurer
Kenneth Nielsen, Ways and Means Committee Chairman
Alton Saylor, Personnel Committee Chairman
John Walchli, Jr. Legislator Chairman

Subject: Referral by Personnel Committee requesting that any new pay roll program be an integrated computer based system.

This is to flesh out the formal request made during the Sept. 1 meeting of the personnel committee, that any new pay roll program that may be purchased , be an integrated computer based program that as a minimum would have the following capabilities :

- 1, Provisions for each department or budget account center, to enter all pay roll and personnel data transmitted by time sheets electronically on PC disk ,or on the main frame, by a defined unit, and budget cost account.
- 2, Provide for this information to be processed by the pay roll personnel in the Treasurers office.
- 3, Provide the data to the Personnel Department concerning vacation/sick time, and any other data that they now obtain manually from the time sheets. The system should also provide print outs to the supervisors, etc., after release by the Personnel Dept.
- 4, Allocate the cost to the correct budget accounts.
- 5, A security system that assures that all individual records are confidential except to those ,with clearance and a need to know.

The concept is that an integrated system with these features and others that may be added by the department heads, etc. can be implemented by the same personnel that are presently performing the task of maintaining the time records for the departments. And that possibly the new system would reduce some of the individual departments record keeping, for instance, the Health Department records of public and home nursing and the time records for billing home nursing.

Mr. al Hooker the Pay Roll Dept. manager at Dresser-Rand has been copied because he has experience using a system with the features suggested, and he has indicated a willingness to assist in the defining and selection of a system that is suitable for the county. The request has been made at this time because it is my understanding that the Treasurer has requested a new payroll program in the FY 1999 budget as a way of solving the Y2K problem with the present program.

TECHNOLOGY COMMITTEE

NOVEMBER 16, 1998

John M.
**NOT
APPROVED**

NOV 20 1998

Present: Heineman; Sherman; Truax; Nielsen; Corkey; Walchli;

The minutes of the October 27, 1998 meeting were approved on a motion by Nielsen, seconded by Sherman and carried.

A motion was made by Sherman, seconded by Nielsen and carried, to have an attorney/client consultation with County Attorney Sikaras, and Assistant County Attorney Guiney. Following the consultation, a motion was made by Truax, seconded by Nielsen and carried, to return to regular session.

Discussion was held on a proposed committee resolution entitled "Determinations of Technology Committee regarding county's new telephone system bids; Recommending that Board of Legislators award such new telephone system to Ronco Communications and Electronics, Inc.; Recommending source of county funds to cover award costs; Recommending that Board appoint _____ as Contract Administrator. A motion was made by Nielsen, seconded by Sherman and carried, that the Clerk of the Board be inserted in the resolution as the Contract Administrator and that the resolution be approved. See attached resolution.

The funding source for the new telephone system was referred to the Ways and Means Committee for a recommendation in consultation with the County Treasurer and Budget Officer. A joint resolution sponsored by both committees will eventually be offered for consideration by the full board.

In view of the requirement in the bid specifications for a survey to be conducted of all telephone stations in order to arrive at the final contract price, it was decided that the survey would have to be conducted prior to the award of the contract and to this end, a letter of authorization to conduct the survey should be given to Ronco. This will also be referred to Ways & Means for approval.

Discussion was held with John Margeson regarding the formation of a G.I.S. task force. He indicated he hoped to have the task force empaneled within the next two weeks. Mr. Margeson also noted that he had approached John Tucker to consider serving as chair of the task force. Mr. Tucker would prefer to serve as a member

but not as chair. Mr. Margeson indicated he would be willing to serve as chairman, and the committee was in agreement.

Mr. Margeson also discussed his recommendations for funding the cost of the county's web page contract with Microtraining of Olean. The total cost will be in the region of \$4,000, \$2,500 of which will be paid from the Economic Development budget, and he suggested that the remaining \$1,500 be transferred from Central Service Computer Account No. A1680.1. Mr. Margeson also requested that \$8,500 be transferred from Account No. A1680.1 to A1680.4 to cover the contracted services of the Network Administrator for the remainder of the year. See attached memorandum of explanation. Motion was made by Truax, seconded by Sherman and carried to approve these transfers. **Prepare resolution.**

Chairman Heineman reported on a memo he had received from Debbie Button concerning the status of the civil law software program. See copy attached. Debbie's recommendation is to wait until the latter part of January or the beginning of February to purchase this software.

It was decided that the next meeting of the committee would be on December 21, 1998 at 3:00 p.m.

Meeting adjourned.

MEMORANDUM OF EXPLANATION

Intro No. _____
(Clerk's Use Only)

COMMITTEE: Technology

DATE: _____

Resolution transfers \$10,000.00 from A1680.101 Central Service Computer - Personal Services to A1680.429 Central Service Computer - Gon. Government Support to cover the following expenses:

- \$1,500.00 - County Web Page development and maintenance
- \$8,500.00 - Contracted services for Network Administrator

FISCAL IMPACT:

FOR FURTHER INFORMATION REGARDING THIS MATTER, CONTACT:

Deborah Button
NAME AND DEPARTMENT

268-9288
TELEPHONE NUMBER

Memo

To: Bob Heineman
From: Debbie Button
Date: 11/13/1998
Subject: Civil Program for Jail

I spoke with David Leinberry on Thursday about the status of Suffolk County and the Civil Program. He informed me they were ready to sign off on the project, however they were going to require more training. He also informed me that Columbia, Rockland and Genesee Counties are looking to purchase the software the first part of next year.

I recommend that we wait until the later part of January or the first part of February to purchase this software for the jail. The quote for this software was 14,300.00 and to my knowledge was not budgeted for in the 1999 budget.

DETERMINATIONS OF TECHNOLOGY COMMITTEE REGARDING COUNTY'S NEW TELEPHONE SYSTEM BIDS; RECOMMENDING THAT BOARD OF LEGISLATORS AWARD SUCH NEW TELEPHONE SYSTEM TO RONCO COMMUNICATIONS AND ELECTRONICS, INC; RECOMMENDING SOURCE OF COUNTY FUNDS TO COVER AWARD COSTS; RECOMMENDING THE BOARD APPOINT THE CLERK OF THE BOARD AS CONTRACT ADMINISTRATOR

WHEREAS, Specifications For the County's New Telephone System dated September 3, 1998, were prepared by Frederick S. Wood, Licensed Professional Engineer, and

WHEREAS, such Specifications were incorporated into a solicitation for competitive bids for such System, which bids were to be received on or before September 30, 1998, and

WHEREAS, two bids were received, one from TR Services Incorporated (hereafter TR) and one from Ronco Communications and Electronics, Inc., (hereafter Ronco), and

WHEREAS, the Professional Engineer, the County Attorney and the Technology Committee have reviewed such bids for compliance with such Specifications, now, therefore, be it

RESOLVED:

1. That the Technology Committee of the Allegany County Board of Legislators does make the following determinations:

a. That although the bid of TR has a lower dollar base bid, its bid does not meet specifications due to three significant deviations or variations as follows:

(1) Section 2.1.1.6 of the specifications required that the new PBX operate on DC power, floated by a bank of batteries, as is the present system. The Fujitsu model 9600 Es, as proposed by TR Services, is an AC operated switch. To provide for operation in the absence of commercial, or generator power, they had proposed to furnish an uninterruptable power supply which in turn would be powered by rechargeable gel cell batteries. While this may appear to satisfy the intent of the specifications, it does not furnish the same level of system protection and continuity of operation as does the DC

switch. (The Fujitsu 9600 is also available in a DC powered configuration, but is a more expensive model than the one proposed. Using an AC switch with the uninterruptable power supply is a less expensive alternative.)

(2) The second deviation concerns the updating of the County's present Moscom call accounting system. The specifications required the bidder to furnish and install the latest version of the Moscom's call accounting software. In TR's bid they had proposed instead that the present Moscom system, including the PC, be replaced with a new call accounting system from another supplier, Tribase Systems. Without debating the merits of this idea, this proposed variation is not in strict compliance with the bid requirements. The proper procedure would have been for TR to bid the system as specified and then offer an alternative quotation for a change in the call accounting system, as also provided for in the bid forms.

(3) In their bid TR took exception to paragraph 37 of the General Conditions which required the bidder to agree to furnish subsequent software updates by the switch vendor for a period of ten years after switch installation at no cost to the County. TR stated that they would provide software updates for only one year from the date of installation at no additional cost, but after that any subsequent costs associated with the upgrades would be the responsibility of the County.

b. That the bid of Ronco does not contain any acknowledged deviations from such Specifications.

2. That this Committee recommends to the Allegany County Board of Legislators that Ronco be awarded the contract for the County's New Telephone System.

3. That this Committee further recommends that the costs of such contract be obtained from such source or sources as recommended by the Ways and Means Committee in consultation with the County Treasurer and Budget Officer.

4. That this Committee further recommends that the Clerk of the Board be appointed contract administrator for the life of the contract.