

TECHNOLOGY COMMITTEE

NOT  
APPROVED

FEBRUARY 16, 1999

FEB 18 1999

Present: Regan, Sherman, Truax, Corkey, Nielsen, Walchli

The minutes of the November 16, 1999 meeting were approved on a motion by Nielsen, seconded by Truax and carried.

A referral from the Planning and Development Committee requesting that the Technology Committee co-sponsor a resolution in support of establishing a single telephone area code and local area telephone access region within the County of Allegany, New York, was reviewed and discussed. On a motion by Nielsen, seconded by Sherman and carried, the committee referred this resolution back to the Planning and Development Committee requesting it be amended as follows: Resolution in Support of Establishing Toll Free Calling within Allegany County. REFER TO PLANNING AND DEVELOPMENT

Legislator Nielsen introduced Will Krause, Director of Technology Services at Houghton College. Mr. Krause came to observe the Technology Committee and offer his expertise on any technological plans the county may investigate or pursue.

Debbie Button, Data Processing Director, would like to meet with the members of the Technology Committee for an informal brainstorming session to develop a plan of action for the Data Processing Department. This plan of action should address issues concerning the direction in which the committee wishes to see Debbie's department develop. Goals of the brainstorming session should include evaluating contracting services versus hiring permanent employees, estimating number of employees needed to handle technological growth, and assessing training, technical support, hardware support, and web page design needs.

The committee briefly discussed the need for all employees to be computer literate. The Network Administrator, Brian Klever, will talk to Carl Peterson, Employment and Training Director, regarding computer day training for current employees. In addition, the committee would like to work with the Personnel Committee to establish guidelines so that all job specifications for new employees would include computer knowledge. Pat Regan, Chairman of the Technology Committee, will discuss civil service and union grade considerations with Dale

Dutton, Personnel Officer, to determine what the establishment of such guidelines will entail.

Debbie Button discussed Allegany County's current web address at [co.allegany.ny.us](http://co.allegany.ny.us). She suggested that the county obtain an additional address to make it easier to remember and access the web page. The committee requested Debbie to investigate domain addresses further and provide committee members with additional information at the March meeting.

Debbie Button provided each committee member with a brief T1 cost analysis showing a \$524.25 per month savings on the county's internet access expenses. As more employees obtain internet access, the savings will increase. Debbie will gather additional information and quotes for the March meeting.

Meeting adjourned.

John M.

**TECHNOLOGY COMMITTEE**

**April 19, 1999**

**NOT  
APPROVED  
APR 22 1999**

**Committee Members Present**

P. Regan, E. Sherman, R. Truax, J. Walchli

**Others Present**

S. Spillane, D. Button, B. Hotchkiss, G. Fillgrove, J. Anderson

**Approval of Minutes**

The minutes of the February 16, 1999 meeting were approved on a motion by Truax, seconded by Sherman and carried.

**Veterans Web Page**

Scott Spillane, Veterans Service Director, would like to have a web page. A web page would provide valuable information regarding our Veterans Department, services available for veterans, as well as important telephone numbers and related web page links. Deborah Button, Data Processing Director, will work with Mr. Spillane to incorporate the information he has into our current county web page.

**Blocking Trunk Lines from Caller ID**

When outgoing calls are placed from within the complex, the calls are processed through one of our 16 central DOD trunks. If an individual being called has a caller ID box, the number appearing on that box will be one of Allegany County's DOD trunk lines rather than the actual number assigned to an employee's phone. Many people with caller ID boxes return calls to the numbers appearing on their box if they were not available to take the original call. If one of our DOD trunks is dialed, the call is received by our Emergency Dispatch Center. This results in the Emergency Dispatch Center answering a lot of calls that they are unable to direct, and also forces them to deal with disgruntled callers who continue to insist the original call came from the number appearing on their caller ID box. On a motion by Truax, seconded by Sherman and carried the committee requested, Brenda Hotchkiss, Clerk of the Board, to contact Bell Atlantic to determine if our truck line numbers can be blocked from caller ID boxes.

### **Long Distance Telephone Provider**

Our present long distance provider, ACC TeleCom, was recently acquired by AT&T. In June of this year, all ACC customers will be moved to an AT&T billing platform unless another long distance carrier is chosen before that time. Long distance services must be procured either on a bid basis or through the use of an existing contract with the New York State Office for General Services. The committee has met with different telephone representatives and consulted with Fred Wood regarding our different options. On a motion by Truax, seconded by Sherman and carried, the committee refers this matter to the Ways and Means Committee with the recommendation that Allegany County participate in the New York State OGS Contract currently held by AT&T. Under this contract, a T-1 line and CSU will be provided and installed at no charge to Allegany County. **Refer to Ways and Means**

### **Data Processing Departmental Report**

Deborah Button, Data Processing Director, stated that she currently has 51 computers with e-mail/internet access running on one 56K line with 57 employees still waiting to be connected. Having so many computers connected to one 56K line is resulting in much slower, ineffective service. The normal load for a 56K line should be about 12 computers.

Ms. Button has been investigating the possibility of obtaining a T-1 telephone line for data. A T-1 line would result in faster, more efficient service and also allow room for growth. She has obtained quotes from Ronco and Netsync for T-1 lines and will also be investigating other options. Before the Data Processing Department's present equipment can be used with a T-1 line, approximately \$15,000 worth of additional equipment and/or software will be needed.

If the county participates in the NYS OGS Contract with AT&T, a free T-1 will be installed, and it may be possible to temporarily dedicate 12 channels for data and 12 channels for voice. This option will be investigated further after we receive the traffic study on our new Flexpath from Ronco.

### **County Web Page**

Allegany County's new internet address is [www.alleganyco.com](http://www.alleganyco.com). Deborah Button, Data Processing Director, would like to start putting current committee and board meeting minutes on the County's web page. Brenda Hotchkiss will request individuals taking the various minutes to submit approved minutes starting with January 1999 to Ms. Button in Microsoft Word format.

### **Public Service Commission**

Currently four different telephone companies in three different latas provide telephone service to residents in Allegany County. This setup puts Allegany County at an economic disadvantage. Many residents are unable to communicate with others throughout the county without incurring long distance telephone charges.

The Technology Committee would like to gather more information so that they can meet with the Public Service Commission in the hopes of gaining low cost, high speed telephone service as well as internet access for all Allegany County residents.

Technology Chairman Regan would like legislators to ask towns and village representatives in their districts how they feel about telephone service, internet access, and general communication options available to residents in Allegany County.

### **Next Meeting**

The next Technology Committee meeting will be held on May 17 at 3:00 p.m.

### **Adjournment**

There being no further business to come before the committee, the meeting was adjourned at 3:30 p.m.

Respectfully submitted,

Brenda R. Hotchkiss, Clerk  
Allegany County Board of Legislators

John M.

**TECHNOLOGY COMMITTEE**

**April 28, 1999**

**NOT  
APPROVED**

**Committee Members Present**

P. Regan, K. Nielsen, R. Truax, J. Walchli

**APR 30 1999**

**Bids for Older Computers**

Deborah Button, Data Processing Director, requested permission to put 32 obsolete computers out for bid. Debbie is working with the County Attorneys Office to prepare a legal notice to bidders for our official newspapers. On a motion by Nielsen, seconded by Truax and carried the request was approved and referred to the Public Works Committee.

**Next Meeting**

The next Technology Committee meeting was scheduled for May 17 at 3:00 p.m. Technology Chairman Patrick Regan requested Brenda Hotchkiss to send a memo to all committee members to see if it would be possible to move the meeting time up to 2:00 p.m. as he has a business appointment that afternoon.

**Adjournment**

There being no further business to come before the committee, the meeting was adjourned at 2:05 p.m.

Respectfully submitted,

Brenda R. Hotchkiss, Clerk  
Allegany County Board of Legislators

John M.

**TECHNOLOGY COMMITTEE**

**May 17, 1999**

**NOT  
APPROVED**

**MAY 26 1999**

**Committee Members Present**

P. Regan, E. Sherman, R. Truax, C. Corkey, J. Walchli

**Others Present**

J. Margeson, D. Button, B. Hotchkiss, L. Dibble, W. Dibble, G. Fillgrove

**Approval of Minutes**

Deborah Button, Data Processing Director, indicated that the first sentence of the County Web Page section on page 2 of the April 19, 1999, minutes should say, "Allegany County's **additional** (rather than new) internet address is [www.alleganyco.com](http://www.alleganyco.com). This correction was confirmed and approved on a motion by Truax, seconded by Nielsen and carried. The corrected April 19 and April 28, 1999 minutes were then approved on a motion by Truax, seconded by Nielsen and carried.

**Blocking Trunk Lines from Caller ID**

Blocking the County's trunk line numbers from caller ID boxes would take the cooperative effort of both Ronco and Bell Atlantic. In addition, many homeowners now have their incoming calls restricted from callers who have their ID's blocked. The committee briefly discussed possible alternatives to blocking and then decided not to pursue this issue any further at the present time.

**Telephone Service**

Some Allegany County residents are expressing dissatisfaction with their current communication options. It is very difficult for many residents to communicate with others without incurring long distance telephone charges. The committee desires to gain low-cost, high-speed telephone service as well as internet access for all Allegany County residents. The committee requested that Ms. Hotchkiss invite all current telephone carriers in Allegany County to the next Technology Committee to address communication options available to residents in Allegany County.

The committee also discussed Bell Atlantic's recent decision to limit the number of hours covered by regional calling to 100 hours. On a motion by Truax, seconded by

Nielsen and carried, the committee requested the County Attorney to investigate the original intent of regional calling and to determine if regional calling was court ordered.

On April 28, 1999 the Ways and Means Committee approved the Technology Committee's referral to participate in a NYS OGS Contract wherein AT&T will provide long distance telephone service to the County. Under this contract a T-1 line and CSU will be provided and installed at no charge to Allegany County.

Patrick Regan and Brenda Hotchkiss met with AT&T representative Phillip Smith on May 5 regarding the switch over. The estimated installation date of the T-1 is July 1, 1999. If the County wants to use the T-1 for internet access in addition to voice transmission, Mr. Smith indicated that we would need to purchase a DSU and also recommended that we dedicate 14 channels for voice and 10 for internet.

### **Internet Access**

If Allegany County decides to purchase a DSU so that users can obtain internet access over the T-1, our internet access maintenance would shift to AT&T World Net. Micro Training in Olean would still continue to maintain our site.

Brenda Hotchkiss, Clerk of the Board, obtained quotes from Ronco and Network Options regarding the purchase and installation price of a DSU; however, the two quotes contained numerous discrepancies. The committee requested Deborah Button, Data Processing Director, to contact both companies regarding these quotes and report back to the committee after the regular board meeting on May 24, 1999.

### **Ronco Flexpath Traffic Study**

Ronco was supposed to perform a traffic study on our new flexpath the first week of May. Despite several requests, Brenda Hotchkiss has not been able to determine the results or status of this traffic study.

### **Video Conferencing**

Chairman Patrick Regan mentioned that when Allegany County supported the Diffusion Grant they agreed to put in video conferencing. The committee briefly discussed the possible uses for video conferencing. The committee requested Daniel Guiney, County Attorney, to investigate the legality of video conferencing in circumstances such as arraignments. Legislators Corkey, Sherman, and Truax will also discuss possible uses for video conferencing with the Public Safety Committee.

**Next Meeting**

The Technology Committee will meet briefly on May 24, 1999 after the board meeting to review the quotes for the purchase and installation of a DSU. The next regular Technology meeting will be held on June 21 at 3:00 p.m.

**Adjournment**

There being no further business to come before the committee, the meeting was adjourned at 3:20 p.m.

Respectfully submitted,

Brenda R. Hotchkiss, Clerk  
Allegany County Board of Legislators

John M.

**TECHNOLOGY COMMITTEE**

**June 21, 1999**

**NOT  
APPROVED**

**JUN 24 1999**

**Committee Members Present**

P. Regan, E. Sherman, R. Truax, C. Corkey, J. Walchli

**Others Present**

J. Margeson, R. Bennett, W. Dibble, R. Heineman, D. Button, B. Hotchkiss, S. Myers, D. Rychnowski, G. Malak, R. Zink, G. Fillgrove

**Approval of Minutes**

The minutes of the May 17, 1999 meeting were approved on a motion by Nielsen, seconded by Sherman and carried.

**Telephone Service**

On June 3, 1999 a letter was sent to the four telephone companies currently providing service to Allegany County residents requesting that a representative attend our June 21 meeting to discuss communication options and concerns. These letters were sent to the Armstrong Telephone Company, Bell Atlantic, Citizens Telephone Company and Frontier Communications. Jack Robinson from the Armstrong Telephone Company was the only representative to attend the meeting. The Armstrong Telephone Company currently serves approximately 400 customers in the Independence area of Allegany County.

Mr. Robinson mentioned that due to subscriber requests, Armstrong Telephone Company with the involvement of the Public Service Commission recently conducted a survey among Independence customers regarding increasing their current service area to include Wellsville. Almost 300 responses were received, and 2/3 of the responses indicated that they did not wish to expand their current service area. Several committee members suggested that the projected \$7 increase in monthly service was the main deterrent.

Committee members expressed frustration that three of the four telephone companies did not send a representative to the meeting. Allegany County is a fractured county and must continuously deal with long distance barriers. Committee members agreed that they would make another attempt to work with the companies that provide telephone service in hopes of improving the communication options of Allegany County

residents. The representatives from STW indicated that they might be able to assist the County with contact people from these telephone companies. Legislator Regan will work with Brenda Hotchkiss on a letter requesting that a representative from each telephone company attend our next meeting.

### **Internet Access**

Deborah Button, Data Processing Director, presented a detailed cost comparison (attached to original minutes) showing what the County currently pays for dial-up internet accounts as well as three scenarios outlining the expenses involved in different internet access options. After discussing the available options, the committee determined that our internet access could be improved and expanded to allow more users by purchasing the equipment and programming necessary to allow data to be transmitted over the T-1 that will be installed later this summer. On a motion by Corkey, seconded by Nielsen and carried, the committee refers the approval to purchase a drop & insert CSU (\$1,165) and Ronco programming (\$895) from the Central Service Telephone account #A1610.416 to the Ways and Means Committee for approval. In addition, this will enable the Data Processing Department to save an estimated \$937.80 every month by switching from separate dial-up accounts to basic internet service for 512K. Ms. Button stated that if the County's internet requirements require more bandwidth in the future, it may become necessary for the Data Processing Department to have it's own T-1. **Refer to Ways and Means**

### **Ronco Flexpath Traffic Study**

Brenda Hotchkiss, Clerk of the Board, stated that Ronco should have completed the traffic study by the end of last week. She expects to receive the results at the end of this week or early next week. Fred Wood will receive a copy of the traffic study and provide a recommendation regarding the number of central office trunks (DOD) that could be disconnected.

### **Private Telephone Lines**

Ronco suggested that the County could save money by replacing some of its private telephone lines with DID numbers. The County currently has ten private lines. Ms. Hotchkiss will check with Ronco and Fred Wood regarding the confidentiality and security of our telephone system versus that of the private lines. John Margeson, County Administrator, will check with the department heads that have private lines in their departments to determine the need as well as feasibility of the actual phone numbers being changed.

**Next Meeting**

The next Technology Committee meeting will be Tuesday, July 27, 1999 at 3:00 p.m.

**Technology Committee Audit**

Since the Technology Committee will not meet again until after the second board meeting of the month, John Margeson requested permission to audit and submit the bills for payment approval at the July 26, 1999 board meeting. On a motion by Truax, seconded by Sherman and carried the committee approved Mr. Margeson's request.

**Adjournment**

There being no further business to come before the committee, the meeting was adjourned at 4:20 p.m.

Respectfully submitted,

Brenda R. Hotchkiss, Clerk  
Allegany County Board of Legislators

John M.

**TECHNOLOGY COMMITTEE**

**July 12, 1999**

**NOT  
APPROVED**

**Committee Members Present**

**JUL 15 1999**

P. Regan, E. Sherman, R. Truax, C. Corkey, J. Walchli

**Others Present**

J. Margeson, D. Button, B. Hotchkiss, G. Fillgrove

**Data Processing Contract Personnel**

Deborah Button, Data Processing Director, informed the committee that the contracted Network Administrator recently quit without giving advance notice. Ms. Button stated that due to frequent absences of prior contract employees, she has enough funds remaining in the Data Processing 1999 contract account to pay for the services of two contract employees for the rest of the year. Ms. Button requested approval to replace the Network Administrator and obtain the services of a PC Network Technician. In addition, Ms. Button indicated that acquiring the services of two contract individuals enables the County to secure a reduced package contract rate. On a motion by Truax, seconded by Sherman, the request to procure the services of a Network Administrator and a PC Network Technician was approved.

**Data Processing Five-Year Plan**

Committee members discussed the need for a comprehensive Data Processing departmental plan. As a starting place, the committee requested Ms. Button to formulate a five-year plan including short and long term goals. Committee members plan to review Ms. Buttons' proposed plan in the early Fall.

**Adjournment**

There being no further business to come before the committee, the meeting was adjourned.

Respectfully submitted,

Brenda R. Hotchkiss, Clerk  
Allegany County Board of Legislators

John M

**NOT  
APPROVED**

**TECHNOLOGY COMMITTEE**

**July 27, 1999**

**AUG 5 1999**

**Committee Members Present**

P. Regan, E. Sherman, R. Truax, C. Corkey, K. Nielsen, J. Walchli

**Others Present**

J. Margeson, R. Bennett, W. Dibble, R. Lucas, B. Hotchkiss, J. Marshall, G. Fillgrove

Frederick Wood, Telecommunications Consulting Engineer; Dwight McKowan, Director of Operation at Citizens Telephone Company; Maureen Rasp-Glose, Bell Atlantic; Bette Schmidlin, Market Administrator for E-911 at Bell Atlantic; Ginger Malak, Sr. Regional Development Coordinator at Southern Tier West Regional Planning & Development Board; Donald Rychnowski, Executive Director at Southern Tier West Regional Planning & Development Board; Will Krause, Director of Technology Services at Houghton College

Connected Via Conference Call: Richard Gifford, Manager of Consumer Education at the Public Service Commission; Bruce Miller, Communications at the Public Service Commission; Charlene Sun, Regulatory Affairs, Extended Area Service Local Area Specialist at Bell Atlantic

**Approval of Minutes**

The minutes of the June 21, 1999 meeting were approved on a motion by Sherman, seconded by Corkey and carried.

**Review of Current Calling Territories in Allegany County**

There are three local telephone companies currently serving Allegany County – Armstrong Telephone Company, Bell Atlantic, and Citizens Telephone Company. Armstrong serves approximately 400 customers in the Independence area, and both Bell and Citizens serve large portions of the county.

Allegany County has a wide range of calling areas that were originally established along natural boundaries and communities of interest. This wide range of calling areas consists of many small areas with a very limited local calling area. Belfast and Rushford are examples of two towns where residents can only make calls within their local exchange without incurring toll charges. This forces residents and

businesses to make toll calls on a regular day-to-day basis. Allegany County has become fractured and placed at an economic disadvantage because so many toll calls are required for daily living; i.e. pharmacy, bank, doctor, post office, school, church, businesses, etc.

### **Expansion of Local Calling Areas**

In June of 1998, Legislator Dibble wrote a letter to the Commissioner of the NYS Public Service Commission requesting that all calls within the boundaries of Allegany County be considered a local calling area by the PSC.

The Public Service Commission has guidelines in place for extending boundaries to expand local calling areas. Bruce Miller at the Public Service Commission and Charlene Sun, Extended Area Service Local Area Specialist at Bell, have been analyzing the routes in Allegany County to determine which would qualify for EAS (extended area service).

Ms. Sun submitted a study to the PSC (Public Service Commission). Together representatives from Bell Atlantic and the PSC are in the process of working out a schedule for surveying customers regarding expansion of local calling areas. Surveys sent to customers would document the present service, proposed exchanges that would be added to local calling areas, and the increased monthly service charge customers can expect for this expansion. Residents can expect to begin receiving these surveys in mid-August. The Public Service Commission will contact and send Allegany County officials a survey before the surveying process begins.

Representatives from both Bell and Citizens indicated that in the past, surveys regarding customer interest in expanding local calling areas have been defeated by a large margin. Several legislators commented that the probable reason was due to such a high increase in flat rate monthly service charges. Bruce Miller indicated that EAS was a "double edged sword" – everyone pays for it regardless of usage. Both Bell and Citizens indicated that they offer different calling plans so that only customers who want certain services will pay for them. It was suggested that towns being surveyed consider holding educational forums, community meetings, and public town meetings to discuss advantages, disadvantages, and related concerns before the surveys are completed.

### **Area Codes**

Legislator Regan stated that he had heard there was a possibility that Allegany County might be receiving a third area code. Richard Gifford, Public Service Commission, responded: There is a national numbering group that investigates the exhaustion of area codes. They in turn work with the telephone companies and the Public Service Commission. The Public Service Commission designs a position paper in terms of various options that might be used to provide additional telephone numbers

in a given region. The PSC will issue that options paper for public comment and will go to the affected regions of the state to hold educational forums before the actual public hearing. The public is informed as to why their numbers are running out, and what the options are for providing additional numbers. People can respond by mail, by telephone or at the public hearing people can make statements on the record to an administrative law judge.

### **Internet Service**

If we are trying to recruit people in here we have to have an infrastructure that allows them to communicate – especially the Internet. We have three world class facilities here in Houghton College, Alfred University, and Alfred State College. They're the ones driving for the tremendous need.

Some people are only recently becoming interested in getting access to the Internet, but that interest is growing very rapidly. Will Krause, Technology Services Director at Houghton College, stated that a lot of people in this county want to get low cost access to the Internet, but they can't utilize an internet service provider without incurring a lot of toll calls. The rate structure prevents business people who would like to setup a DSP from doing so.

Some Internet users participated in Bell Atlantic's regional calling plan. Bell just limited that particular plan to 100 hours per month, but they have made other call packages available.

### **E-911 System**

Bette Schmidlin, Bell Atlantic's E-911 Market Administrator, stated that by working together with Citizens she was able to supply Keith Barber, Fire Coordinator, with a list of every single unnumbered route and street in Allegany County. Under Keith's direction, employees are in the process of numbering every house in Allegany County.

Legislator Bennett, Chairman of the Public Safety Committee, stated that one of the biggest obstacles that the E-911 system faces is the amount of time it takes to receive service or repairs when there is a problem. Ms. Schmidlin indicated that Allegany County's last service call was an isolated incident where all of the service technicians in the area were not available. Generally someone should respond within four hours. Ms. Schmidlin stated that Bell was in the process of training more people to handle E-911 problems and that Allegany County would see an improved response rate.

Ms. Schmidlin indicated that no long distance charges should ever be associated with 911. Tariff indicates that all 911 calls are toll free.

Legislator Corkey stated that the Village of Almond is partly in Allegany County and partly in Steuben County, and he wondered how 911 service was handled in this type of situation. Emergency 911 service is handled by county. If customers in one county want to receive 911 service from another county (usually because of physical location), the counties must have an agreement and the customer is then added to the agreed upon database.

Ms. Schmidlin stated that a new satellite system is up and coming that can pinpoint a cellular caller within 100 feet of his/her actual location. This system will require some programming changes for the cellular companies.

### **Western New York Regional Community Network**

Allegany County recently received a survey from the Center for Applied Research in Interactive Technologies, SUNY Buffalo State to measure interest in continued participation in the Western New York Regional Community Network. Interest in continued participation does not obligate Allegany County financially. Allegany County is interested in ATM T-1 access to the Internet as well as ATM-based video conferencing. Some of the applicable uses of ATM-based video conferencing include: distance education, telemedicine, meetings/conferences, remote arraignment (judicial applications), business/economic development applications, social services workshop delivery, cultural programming/workshops. A copy of the survey is attached to the original minutes. Representatives from Southern Tier West further discussed the project with the committee. On a motion by Nielsen, seconded by Sherman (Voting No: Corkey) and carried, the committee requested Legislator Regan to complete the survey indicating Allegany County's interest in continued participation.

### **Ronco Flexpath Traffic Study**

Fred Wood, the County's Telecommunications Consulting Engineer, reviewed Ronco's June 14-18, 1999 traffic analysis with the committee. A total of 17,020 calls (8,630 incoming; 8,390 outgoing) were handled during that week. Total usage in minutes was 41,093.3 (684.89 hours). All routes (flexpath & trunks) were busy 15 times during this period. Of that number approximately 7 callers were denied service. Forty-five calls were transferred outside of the system. After installing the flexpath, we hoped to be able to stop using some of our central office trunks; however, our usage was much higher than anticipated so this will not be possible at this time. Mr. Wood recommends that we have another traffic study done after our T-1 is installed and also suggested that we might want to consider doing one every several months throughout the year.

**Next Meeting**

The next Technology Committee meeting will be Tuesday, August 24, 1999 at 3:00 p.m.

**Adjournment**

There being no further business to come before the committee, the meeting was adjourned at 5:35 p.m.

Respectfully submitted,

Brenda R. Hotchkiss, Clerk  
Allegany County Board of Legislators

John M.

**TECHNOLOGY COMMITTEE**

**NOT  
APPROVED**

**August 24, 1999**

**AUG 30 1999**

**Committee Members Present**

P. Regan, E. Sherman, R. Truax, C. Corkey, K. Nielsen

**Others Present**

D. Button, B. Hotchkiss

**Approval of Minutes**

The minutes of the July 27, 1999 meeting were approved on a motion by Nielsen, seconded by Truax and carried.

**July 27, 1999 Meeting with Bell, Citizens, Public Service Commission**

Technology Chairman Patrick Regan asked if anyone had heard anything from Bell, Citizens, or the Public Service Commission regarding the material covered at the July 27, 1999 Technology Committee meeting. No one has heard anything yet.

The Public Service Commission was going to begin sending out surveys regarding expansion of local calling areas in mid-August and indicated that a survey would be sent to Allegany County officials before the surveying process began. It was suggested at the July 27 meeting that the towns being surveyed consider holding educational forums, community meetings, and public town meetings to discuss advantages, disadvantages, and related concerns before the surveys are completed.

*Brenda Hotchkiss, Clerk of the Board, will contact Maureen Rasp-Glose with Bell Atlantic or Richard Gifford with the Public Service Commission to see what the status of the surveys is.*

**Allegany County Web Site**

**Web Site Maintenance**

Micro Training located in Olean maintains Allegany County's Web page. Any additions, corrections, etc. that need to be made to the Web page can be given to

Deborah Button, Data Processing Director, who will then e-mail the changes to Micro Training. Ms. Button stated that if some departments such as Economic Development or Tourism have continual updates, she could make arrangements to have those departments communicate directly with Micro Training.

### **State Archives & Record Administration Grant**

On August 9, 1999 the Allegany County Board of Legislators passed a resolution to accept a \$7,000 grant from the New York State Archives and Records Administration to provide access to legislative proceedings and meeting minutes as well as to make our government more user friendly via the Internet.

When the grant application was applied for, \$19,030 was requested with the intention of using the money to put legislative proceedings and meeting minutes back to 1970 on the Internet. This would be a very time consuming and costly project as the majority of the records are not in electronic format. Committee members suggested only putting those proceedings and minutes that are in electronic format on the Internet.

Committee members suggested that the grant money be used to put various departmental forms on the Internet as a link on our Web site. Citizens could complete the forms on the computer and e-mail them back to Allegany County or print them out and mail or bring them in. Some suggested forms included permits, voter registration, public assistance, and motor vehicle. The creation of an Allegany County history page was also mentioned.

*Technology Chairman Regan will query departments regarding forms.*

### **Federal Money Retriever**

The Federal Money Retriever is grant searching software with a 6,000-page database containing comprehensive information about all federal grant, loan and other assistance programs worth over one trillion dollars. The standard package of software costs \$94.95 and includes two additional database updates every six months. The professional package of software costs \$179.95 and includes four additional database updates every six months. Committee members briefly discussed the issue of grants and agreed that money may be available that we don't know about or hear about so late that it is difficult to process the applications in time.

*John Margeson, County Administrator, will purchase the software. If possible, Ms. Button will install the software on our server so that everyone may have access to it. If this is not possible, the software will be installed on computers in the Economic Development Office.*

### **Information Technology Departmental Priorities**

Legislator Corkey distributed the attached sheet from his place of employment outlining how the Technology Department prioritizes problems, service, and requests. The handout also included an expected response time for each priority "A" through "E".

### **Allegany County Telephone System**

Brenda Hotchkiss, Clerk of the Board, stated that the new T-1 line is supposed to be installed at the end of September; however, an exact delivery date has not been established. Both Ms. Hotchkiss and Ms. Button expressed frustration with having to deal with so many different people regarding the installation of the T-1 for data and voice transmission. It was originally thought that Phillip Smith, our account manager at AT&T, would be personally handling our account and related coordination of efforts.

Ms. Hotchkiss stated that she is not completely satisfied with the call collecting and pricing system that Ronco installed. She has been discussing these problems with John Choczynski at Ronco and Fred Wood our consulting engineer.

Legislator Truax voiced some concerns and problems that the Health Department has been experiencing with the telephone system. Other complaints and concerns included a possible incompatibility with other phone systems, clarity on the board room speaker phone, and disconnecting private lines.

*Brenda Hotchkiss, Clerk of the Board, will investigate the voiced concerns and keep a log of quirks in the system. The committee may request that John Choczynski, our account representative at Ronco, attend a Technology Committee in the near future to discuss our new telephone system and address any unanswered concerns.*

### **Data Processing Department 2-Year Plan**

Deborah Button, Data Processing Director, agreed to present a two-year plan to the committee at the October 26, 1999 committee meeting.

### **Next Meeting**

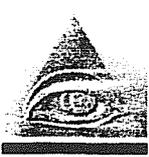
The next Technology Committee meeting will be Wednesday, September 29, 1999 at 3:00 p.m.

**Adjournment**

There being no further business to come before the committee, the meeting was adjourned at 4:20 p.m.

Respectfully submitted,

Brenda R. Hotchkiss, Clerk  
Allegany County Board of Legislators



IDI Magic Technologies Corporation  
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**AACo Newsletter  
Arizona Association of Counties**

2/337 \*\*\*\*\*ALL FOR AADC 144  
PATRICK REAGAN  
DISTRICT 3, ALLEGANY COUNTY  
COUNTY OFFICE BUILDING  
BELMONT NY 14813

August 9, 1999

Dear Mr. Reagan:

We would like to bring to your attention **FEDERAL MONEY RETRIEVER™** - the premier grant searching software in this country according to the *American Library Association*. In the last five years, thousands of federal and state agencies, city and county governments, police and fire departments used Federal Money Retriever™ (FMR) as the best source of up-to-date information on all federal funding programs. The fact that FMR is used by agencies at all levels - from federal offices in Washington, D.C., to cities as large as New York, to towns as small as Cotton Plant, Arkansas (1,150 population) - is a solid recognition of FMR's capacity, quality and usefulness.

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(Fall'95 Electronic Showcase. featured review in *Booklist*, November 1995)

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★ **Lester Salamon, Director, Institute for Policy Studies, Johns Hopkins University**

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★ **Joel Cogen, Executive Director, Connecticut Conference of Municipalities**

**"I highly recommend the easy-to-use search system from IDI Magic Technologies."**

★ **Timothy Walter, Project Director, The Aspen Institute**

**"Never before has this range and depth of information on federal programs been as accessible. It is quite simply a revolutionary tool that every public agency must have."**

★ **AACo Newsletter, Arizona Association of Counties, February 1996**

**"Anyone who has a need for federal funding - and who doesn't? - should be interested in the electronic publication developed and marketed by IDI Magic Technologies Corp."**

★ **The Idaho Statesman, November 6, 1995**

**"It's a boon for those seeking federal grants: state officials, county commissioners, mayors, school officials..."**

★ **The Times News, July 2, 1995**

**"...provides easy access to the more than \$1 trillion the federal government offers in loans, grants and other assistance. The program allows searches by beneficiary (such as minorities, women, or the disabled), and offers a quick review of the newest special-interest programs."**

★ **Entrepreneur**, April 1996

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★ **THE CHRONICLE OF PHILANTHROPY**, May 16, 1996

**"Extremely user-friendly software. The ideal computer program for people looking for grants..."**

★ **Nonprofit World, Society for Nonprofit Organizations, June 1995**

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Some of the most important non-government users  
Harvard University School of Public Health; Johns Hopkins University Institute for Policy Studies; Stanford University; California Institute of Technology; Beckman Institute; The Catholic Health Association of the United States; National Easter Seal Society; National Urban Policy Institute; Indiana Small Business Development Corporation; YMCA Metro Fort Worth; Tennessee Wildlife Resources Agency; The Wang Center for the Performing Arts, Boston, MA; National Museum of Law Enforcement, Oklahoma City, OK; The Nonprofit Resource Center of Texas, San Antonio; Columbia Bellare Medical Center, Houston, TX; Episcopal Health Services, Uniondale, NY; Grady Health System, Atlanta, GA; Mercy Hospital of Pittsburgh, Pittsburgh, PA; (... and many others)

**Federal, State:**

- U. S. Department of Agriculture, National Finance Center, Washington, DC
- U. S. Department of Agriculture, Rural Development, Washington, DC
- Environmental Protection Agency, Washington, DC
- U. S. Custom Service, Washington, DC
- National Institute of Health, Bethesda, MD
- Federal News Service, Washington, DC
- GSA Office of Security, Philadelphia, PA
- Office Federal Programs, Carolina, PR
- State of Texas, Department of Health, Lubbock, TX
- State of Florida, Department of Corrections, Tallahassee, FL
- State of Washington, Dept. of Community Trade and Econ. Dev., Seattle, WA
- State of Connecticut, Office of the State Comptroller, Hartford, CT
- State of Maryland, Office of Planning, Baltimore, MD
- State of Oklahoma, Department of Labor, Oklahoma City, OK
- State of Nevada, Bureau of Vocational Rehabilitation, Reno, NV
- (... and many others)

**County:**

- County Of Los Angeles, Los Angeles, CA
- Fresno County, Department Computer Services, Fresno, CA
- Santa Barbara County, Santa Barbara, CA
- County of San Bernardino, San Bernardino, CA
- Housing Authority of Fulton County, Atlanta, GA
- Dallas County, Dallas, TX
- Lassen County, Susanville, CA
- Kern County, Bakersfield, CA
- Hillsborough County, Survey & Mapping/GIS, Tampa, FL
- Camden County Employment & Training, Somerdale, NJ
- County of Morris, Morristown, NJ
- Sedgwick County, Wichita, KS
- Brevard County, Moore Justice Center, Melbourne, FL
- Middlesex County Prosecutor's Office, Metuchen, NJ
- Geary County Attorney's Office, Junction City, KS
- Fairfax County- Fire and Rescue, Fairfax, VA
- Clark County, Las Vegas, NV
- (... and many others)

**City:**

- City of Chicago, Department of Aviation, Chicago, IL
- New York City Economic Development Corporation, New York, NY
- City of Atlanta, Wastewater Services, Atlanta, GA
- City of Long Beach, Long Beach, NY
- City of Fairbanks, Fairbanks, AK
- City of Tucson, Tucson, AZ
- Oakland Housing Authority, Oakland, CA
- Housing Authority Of Winston-Salem, Winston-Salem, NC
- Bay Area Rapid Transit District, Oakland, CA
- Portland Housing Authority, Portland, ME
- Texarkana Texas Parks and Recreation, Texarkana, AR
- (... and many others)

**Police, Fire Depts.:**

- Miami Police Department, Miami, FL
- Houston Police Department, Houston, TX
- Fort Worth Ranger Police Department, Fort Worth, TX
- Fairbanks Police Department, Fairbanks, AK
- Rochester Police Department, Rochester, NY
- Chicago Ridge Fire Dept., Chicago Ridge, IL
- (... and many others)

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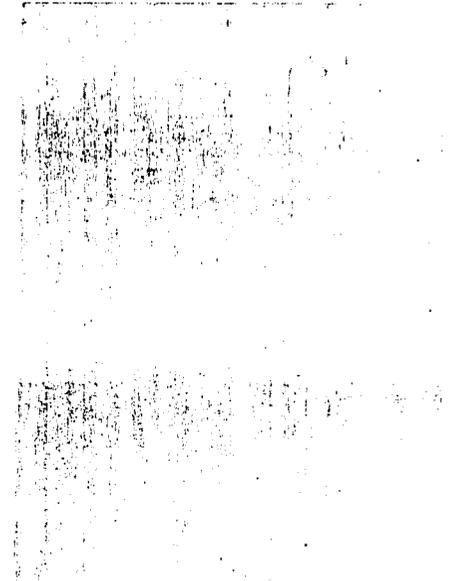
Signature (as shown on credit card).....

**Make checks payable to:** IDI Magic Technologies Corp.  
P. O. Box 97655  
Las Vegas, NV 89193-7655

# Adtranz - Elmira

## Information Technology Departmental Priorities

<b>Priority A</b>	<b>Priority B</b>	<b>Priority C</b>	<b>Priority D</b>	<b>Priority E</b>
Server/System Problem Hub Problem Security Violation Virus	System/Server Application Error Data Integrity Network Printer Down	Local PC Down Local Application Error Local Printer Down	Access Calling Cards File Recovery	Application Useability Hardware/Software -Install or Service Programming
<b>Response</b>	<b>Response</b>	<b>Response</b>	<b>Response</b>	<b>Response</b>
Immediate	Four hours	Troubleshoot - One business day Resolution - Two business days	Resolution - Two business days	First In First Out



John M.

**TECHNOLOGY COMMITTEE**

**BUGDET REVIEW**

**September 27, 1999**

**NOT  
APPROVED  
SEP 28 1999**

All Technology Committee members were present for the departmental budget reviews.

**Data Processing**

Deborah Button, Data Processing Director, presented her 2000 budget to the committee. Motion was made by Corkey, seconded by Truax and carried to approve the Data Processing 2000 budget as recommended by the Budget Officer, John Margeson.

**Central Services – Telephone**

Brenda Hotchkiss, Clerk of the Board, presented the Central Service Telephone 2000 budget to the committee. Motion was made by Corkey, seconded by Truax and carried to approve the Central Service Telephone 2000 budget as recommended by the Budget Officer, John Margeson.

**Data Processing Transfers**

Deborah Button, Data Processing Director, requested a resolution to transfer \$10,000 from A1680.201 (Central Service Computer – Equipment) to A1680.421 (Central Service Computer – Training/Ed.) to pay for computer related training. On April 26, 1999 check #223924 was issued in the amount of \$2,400, and on August 9, 1999 check #228238 was also issued in the amount of \$2,400. Both of these checks were issued to pay for computer related training; however, the \$4,800 was inadvertently deducted from account A1680.201 rather than the proper account A1680.421. At this time, Ms. Button is requesting a resolution to correct this error. The requests were approved on a motion by Truax, seconded by Sherman and carried. **Prepare Resolution**

Respectfully submitted,

Brenda R. Hotchkiss, Clerk  
Allegany County Board of Legislators

# MEMORANDUM

FROM: Data Processing/Deborah Button

TO: John E. Margeson, County Administrator  
-and-  
James F. Mulholland, County Treasurer

PLEASE MAKE THE FOLLOWING TRANSFERS:

## B U D G E T:

<u>From Account No.</u>	<u>To Account No.</u>	<u>Amount</u>
A1680.201 Equipment	A1680.421 Training/Educ	\$ 10,000.00
	Total	<u>\$ 10,000.00</u>

## E X P E N D I T U R E S:

<u>Check Date</u>	<u>Check #</u>	<u>From Account No.</u>	<u>To Account No.</u>	<u>Amount</u>
04/26/99	#223924	A1680.201	A1680.421	\$2400.00
08/09/99	#228238	A1680.201	A1680.421	\$2400.00
			Total	<u>\$4800.00</u>

Dept. Authorization: Deborah Button Dated: 09/27/99

Co. Admin. Authorization \_\_\_\_\_ Dated: \_\_\_\_\_

Committee Authorization Patrick Regan Dated: 9-27-99

Submit this form to County Administrator to authorize individual departmental transfers or funds within any personal services, equipment or contractual expenses appropriation account in amounts of less than \$5,000.00 per transaction. All other transactions must have Committee of Jurisdiction approval.

John M.

**TECHNOLOGY COMMITTEE**

**September 29, 1999**

**NOT  
APPROVED**

**OCT 5 1999**

**Committee Members Present**

P. Regan, R. Truax, C. Corkey, K. Nielsen, J. Walchli

**Others Present**

D. Button, B. Hotchkiss

**Approval of Minutes**

The minutes of the August 24, 1999 committee meeting and September 27, 1999 committee budget review were approved on a motion by Nielsen, seconded by Truax and carried.

**T-1**

Brenda Hotchkiss, Clerk of the Board, notified the committee that the T-1 has been installed, programmed, and tested. Effective September 29, 1999 all outgoing calls have been programmed to go out over the T-1 first. Of the 24 T-1 circuits, 16 have been dedicated for voice transmission and 8 have been dedicated for data transmission. We will be using the 16 dedicated voice circuits for outgoing calls only in the hopes of lowering our monthly telephone charges. The flexpath will continue to provide both outgoing and incoming service. Our telephone switch will send outgoing calls to the flexpath when all 16 of the T-1 circuits are in use.

Deborah Button, Data Processing Director, indicated that AT&T has applied for our Class "C" license so that Allegany County can receive a range of addresses that are required when businesses want to be on the Internet. It usually takes about 35 days for the license to be processed. After the license is received, a router will be rented from AT&T so that the remaining eight T-1 circuits can be used for data transmission.

**AT&T Service**

Technology Chairman Patrick Regan stated that AT&T has not provided a call detail for our Tourism 800 number since they took over our telephone service in July. Although AT&T did not charge Allegany County for any calls made to the 800 number

between mid-July and mid-September, the state requires submission of these call details as a part of our Tourism matching fund commitment. Legislator Regan requested that Brenda Hotchkiss contact AT&T to confirm that this problem is definitely straightened out, and that a call detail will be received for the Tourism 800 number from mid-September on.

### **Call Accounting System**

Veramark has finally manufactured a new rate table for our call accounting system. They are in the process of performing some final testing on the rate disk, and it should be shipped to us within a few days.

We have been unable to obtain an accurate cost detail of our phone calls made over the Ronco system since the new system was installed. Jim Crowley at Veramark stated that Veramark would extend our one-year service/maintenance agreement and would start the one-year period on October 1, 1999.

### **Private Lines**

Of the ten private lines coming into the complex, only three of the numbers are actually advertised to the public. The remaining seven numbers are used to catch the overflow from the three lead numbers.

The three lead numbers can be converted to "special assembly" single line DID numbers for a one time charge of \$125 per line and a monthly line charge of \$19.96. This will allow the actual phone number to remain the same. One of our offices with two private lines is currently paying over \$50 every month just for service.

On a motion by Nielsen, seconded by Corkey and carried the committee requested Brenda Hotchkiss to make arrangements to have three of our private lines (268-5661, 268-7200, 268-7661) converted to special assembly single line DID numbers. This will allow the departments associated with these three private lines to retain the same numbers. To realize further savings, the committee would like regular new DID numbers assigned to these three private lines so that the new numbers can be advertised and the special assembly DID numbers (original private line numbers) discontinued within one year.

Also on a motion by Nielsen, seconded by Corkey and carried, Ms. Hotchkiss was requested to have the seven remaining private numbers (268-5662, 268-7211, 268-7662, 268-7663-7666) disconnected and replaced with internal Ronco numbers that will still function as overflow catchers of the three lead numbers.

Technology Chairman Regan requested Brenda Hotchkiss to prepare an analysis showing the savings associated with these changes over a one-year period.

### **Emergency Phones**

Brenda Hotchkiss indicated that there are eight emergency power failure ports located throughout the complex. They are Ronco analog ports designed to maintain a dial tone during a power failure. Ms. Hotchkiss will supply the committee with a list of the eight locations, and also make sure that department heads who have a power failure port in their offices are aware of it and know how they work. Ms. Hotchkiss will also discuss the possibility of testing these ports with Ronco.

John Tucker, Emergency Services Director, indicated that the Office of Emergency Services currently has seven telephone lines that are independent of the Ronco system. Four of these lines are located in the Office of Emergency Services area and three are located in the E-911 Dispatch Center. Mr. Tucker's office handles the phone bills associated with these lines, and he stated that the related expenses are partially reimbursed through state and federal aid. Mr. Tucker will provide the committee with documentation outlining the exact location and numbers of these seven lines. The committee also requested Mr. Tucker to attend the next Technology Committee.

There was a brief discussion regarding the number of phones we have for emergency purposes. Some legislators felt that we might be paying for too many considering that we also have 51 cellular phones signed out to employees.

### **Web Page**

Technology Chairman Patrick Regan sent a memo to all department heads last month inquiring of their interest in having departmental forms put on the Internet for the public to access. The only response at this time was from Judith Samber, Public Defender, with the suggestion that the Application for Assigned Counsel be put on the County's Web page.

### **Speaker Telephones**

Members of the Technology Committee expressed dissatisfaction with the quality of the speakerphone in the Board Room. Ronco supplied quotes for a speaker phone that ranged from \$339 to \$1,626. Legislator Nielsen stated that he would ask Houghton College if we could try one of their speakerphones. Ms. Hotchkiss will also obtain additional quotes from other companies.

### **Committee Minutes**

Members of the Technology Committee would like to see committee minutes placed on the County's Web page in a more timely manner. Many legislators would also like to receive their minutes by e-mail. Brenda Hotchkiss will draft a letter for Legislator Regan to send to all committee secretaries requesting that they give Brenda Hotchkiss and Deborah Button an electronic copy of the committee minutes as soon as they have been completed.

### **Allegany County Technology**

Members of the Technology Committee would like to see Allegany County develop a culture where modern technology is continually being integrated into the way we do business. They would like Allegany County to take advantage of the electronic technology that we have and begin to do more things electronically.

In addition to the convenience, transmitting items electronically could eliminate a large portion of our monthly paper, postage and copying expenses. Legislator Corkey stated that many companies now submit various proposals on disk.

Deborah Button, Data Processing Director, indicated that most departments are now networked. She will address many technological issues related to Allegany County when she presents her two-year plan at the next committee meeting. The Committee will also review the NYS Data Processing Audit at that time.

### **Next Meeting**

The next Technology Committee meeting is scheduled for October 26, 1999 at 3:00 p.m.

### **Adjournment**

There being no further business to come before the committee, the meeting was adjourned at 4:15 p.m.

Respectfully submitted,

Brenda R. Hotchkiss, Clerk  
Allegany County Board of Legislators

John m.

**TECHNOLOGY COMMITTEE**

**October 26, 1999**

**NOT  
APPROVED**

**NOV 3 1999**

**Committee Members Present**

P. Regan, E. Sherman, R. Truax, C. Corkey, K. Nielsen, J. Walchli

**Others Present**

D. Button, B. Hotchkiss, S. Spillane, R. Burdick, T. Claypool, C. Braack, L. Dibble, D. Quinn, P. Starr

**Approval of Minutes**

The minutes of the September 29, 1999 committee meeting were approved on a motion by Sherman, seconded by Nielsen and carried.

**Document Scanning Service, Inc.**

Deb Quinn and Paul Starr from Document Scanning Service, Inc. attended our meeting. Document Scanning Service, Inc. has offices in Wellsville and Syracuse. Ms. Quinn described her company and the services it offers. Her presentation focused on eliminating storage problems, providing an alternative to archive storage, and accessing information quickly and conveniently. (See attached brochure.)

Technology Chairman, Legislator Regan, stated that the deadline for SARA Grants is February 1, 2000. He asked Deb Button and Brenda Hotchkiss to contact Craig Braack to see if a grant could be applied for that might enable Allegany County to have some of their records put on a CD.

**Data Processing Two-Year Plan**

Deborah Button, Data Processing Director, presented her two-year plan. Some of the specific things Ms. Button would like to accomplish include the following:

**Year 2000**

1. Upgrade AS400.
2. Complete Network for Treasurer's and Tax Department.

3. Bring Probation, Elections, Tax, County Clerk and Treasurer onto mail server.

Committee members agreed that all employees should have e-mail capabilities; however, they believe that Internet access should be limited. Technology Chairman Patrick Regan will send a memo to all departments requesting that each department head submit a description of their department's intended Internet usage as well as written justification for any employee that they wish to have Internet access.

Daniel Guiney, County Attorney, will be asked to attend the next Technology Committee meeting to discuss any legal concerns associated with e-mail usage.

4. Install System East's Tax Program.
5. Program GUI (Graphical User Interface) on all PCs, which will be using the AS400 for either payroll or financial purposes.
6. Make changes to Web page to attract more hits.

Ms. Button submitted a summary report prepared by MicroTraining showing the activity associated with Allegany County's Web page. (Summary report filed with original minutes.) The committee will continue to discuss possible changes to the Web page on an ongoing basis.

7. Training for county employees on an intermediate basis when time permits.

Various training options were discussed. Legislator Walchli suggested working with Employment and Training to see if the costs associated with training employees could be financed through grants.

Committee members also discussed the NYS Office for Technology's (OFT) review from last year. In that review, OFT recommended expanding the information technology office to three to six full-time staff. This recommendation was discussed along with the advantages or disadvantages of hiring employees versus contracting services.

## **Year 2001**

1. Charge wire between hubs to fiber optic and change hubs to switches for speed.
2. Advanced training for county employees if space has been made available. Enforce training before anyone is allowed upgrades on their computer.

Ms. Button indicated that finding an appropriate place to conduct in-house training is a serious problem. Committee members discussed off-site training options and the costs associated with training employees. They also discussed the necessity of upgrading job descriptions to include computer knowledge and usage.

3. Hire a Web Master, if space is available, for housing our own Web page and to continue improving it to include tax information, Treasurer's tax sale list, forms, etc.
4. Installation of another T1 using DSL technology. DSL (digital subscriber line) technology is 125 times faster than a standard modem and four times faster than a T1. The most expensive DSL package is priced under \$200 a month.

Committee members discussed the Diffusion Grant and Allegany County's commitment for a teleconferencing and video conferencing center. Legislator Regan said that he would bring a tape from STW arraigining prisoners using this technology to our next meeting.

### **NYS Public Service Commission – Area Codes**

We recently received *Area Code Relief for Western New York, a Description of Options, Case No. 99-C-0800 prepared by the NYS Department of Public Service*. After a brief discussion, Legislator Regan requested committee members to e-mail Brenda Hotchkiss any comments they had regarding the area code issue. He also referred the matter to the Planning and Development Committee.

### **Adjournment**

There being no further business to come before the committee, the meeting was adjourned at 5:00 p.m.

Respectfully submitted,

Brenda R. Hotchkiss, Clerk  
Allegany County Board of Legislators

Convert items such as:

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- Instruction Manuals 
- Training Manuals 
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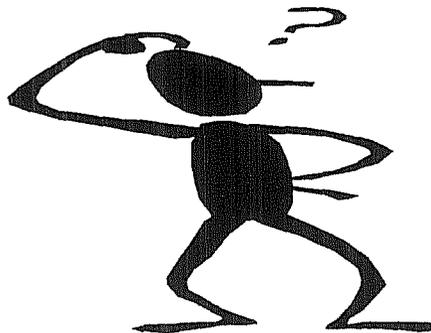
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John M.

NOT  
APPROVED

TECHNOLOGY COMMITTEE

November 29, 1999

DEC 1 1999

Committee Members Present

P. Regan, E. Sherman, R. Truax, C. Corkey, K. Nielsen, J. Walchli

Others Present

J. Margeson, D. Button, B. Hotchkiss, G. Fillgrove

Approval of Minutes

The minutes of the October 26, 1999 committee meeting were approved on a motion by Truax, seconded by Sherman and carried.

E-Mail Policy

Daniel Guiney, County Attorney, indicated that all e-mail correspondence are subject to regulations set forth by the Freedom of Information Law (FOIL). Committee members discussed the need to establish guidelines and policies regarding the use of e-mail. They feel that there needs to be a written policy that will provide a clear understanding of what can and cannot be deleted, what defines official communication, how old e-mail can be saved, as well as guidelines for usage. The committee requested Attorney Guiney to investigate the existence of policies that other governmental agencies may have. Deborah Button, Data Processing Director, stated that she had retrieved quite a bit of information from the Internet regarding e-mail usage and polices. Ms. Button and Attorney Guiney plan to work together to develop e-mail guidelines for Allegany County.

Public Service Commission – Area Code Relief Options

Brenda Hotchkiss, Clerk of the Board, stated that she had received many responses to the Public Service Commission's Options Paper regarding area code relief for Western New York. These responses are on file in her office if anyone desires to see them. Committee members reiterated hopes of maintaining existing local calling areas and regional calling benefits while placing all of Allegany County under one area code.

### **Telephone Service**

Brenda Hotchkiss indicated that Bell Atlantic has not yet successfully completed the work order to point three of our private lines (268-5661, 7200 & 7661) to their new DID numbers. The private lines are temporarily forwarded to the respective DID numbers until the problems can be resolved.

Ms. Hotchkiss also indicated that our AT&T phone bill shows a \$208 monthly charge for a multiplexor that allows us to transmit data over the T-1. Phillip Smith, our account representative from AT&T, will be coming tomorrow to address this issue and answer any questions we may have.

Our last AT&T bill showed that calls going out over the T-1 are being charge \$.0327 and \$.0201 a minute. Calls at the switched rate are averaging approx. \$.07 a minute.

### **Electronic Access to West Law Account**

John Margeson, County Administrator, stated that the District Attorney's office requested approval to grant the two assistant district attorneys permission to access Allegany County's West Law account on the Internet from their private offices. Mr. Margeson indicated that the assistant district attorneys would use the service for their work associated with the county as well as in their private practices. The fee for this service is \$82.50, and the two assistant district attorneys will reimburse Allegany County

### **Adjournment**

There being no further business to come before the committee, the meeting was adjourned.

Respectfully submitted,

Brenda R. Hotchkiss, Clerk  
Allegany County Board of Legislators