

FACILITIES & COMMUNICATIONS COMMITTEE

November 4, 2015

NOT APPROVED

Committee Members Present: D. Pullen, C. Jessup, D. Fanton, K. Graves, A. McGraw, D. Root, N. Ungermann, C. Crandall

Others Present: M. Alger, L. Ballengee, P. Curran, D. Decker, K. Dirlam, M. Evans, K. Francisco, D. Healy, R. Hollis, K. Hooker, K. LaForge, K. Monroe, B. Riehle, T. Ross, D. Scholes, R. Scott, R. Swarthout, R. Whitney

Media Present: B. Quinn, *Wellsville Daily Reporter*

Call to Order: The meeting was called to order at 2:01 p.m. by Facilities and Communications Committee Chairman David Pullen.

Approval of Minutes:

A motion was made by Legislator Graves, seconded by Legislator Root, and carried to approve the Facilities and Communications Committee minutes of October 7, 2015.

Facilities-Related Matters

Public Works Deputy Superintendent Dean Scholes stated he had nothing to report.

Communications-Related Matters

Accept General Contracting Bid for Allegany County 911 Equipment Room Renovation Project

The Sheriff's office requested approval to accept the general contracting bid from Kinley Corporation for \$167,850 for the Allegany County 911 Equipment Room Renovation Project. Two bids were received on this project, and the Kinley Corporation's bid was the lowest. Radio Technician Matt Evans gave a summary and update on the project. He stated the project is to make an additional equipment room for the 911 dispatch system electronics. He noted they will be taking over office space, and the old entry way to 911 center. A wall will have to be removed, but the 911 center will stay functional. They will put up a temporary wall to minimize dust and construction noise. All of the new equipment from several projects including Mutual Link, 911 phones, dispatch console, radio system, and the broadband system will all be located in this room. Legislator Healy asked if there will be extra room when they are done. Mr. Evans replied yes. Legislator Healy asked if they have any idea how many extra square feet they will have. Mr. Evans stated they don't know yet because they haven't purchased all the equipment yet. Legislator Healy asked how long Mr. Evans estimates this space will fit their needs. Mr. Evan stated he can't answer that question because technology is always changing. Legislator Pullen noted it turned out to be more complicated than they first thought, but LaBella noted items of infrastructure within the building that were impacted. Legislator Graves asked if the money was in the Budget. County Treasurer Terri Ross stated there was \$200,000 budgeted for the expansion. Legislator LaForge noted he will request to abstain as this moves forward because he is a subcontractor for Kinley on the Society for the Prevention of Cruelty to Animals (SPCA) project. Legislator Ungermann stated he will also have to abstain. A motion to allow Legislator Ungermann to abstain from voting was made by Legislator Graves, seconded by

Legislator Jessup, and carried. The request was approved on a motion by Legislator Healy, seconded by Legislator Root, and carried. (Abstain: N. Ungermann) **Refer to Ways & Means**

Purchase One Acre of Land for 911 Project

The Sheriff's Office requested approval to purchase one acre of land in the Town of Almond for the County 911 project. This property will be used to construct one of four new 911 radio towers. This land will be County owned, and will be a one-time payment of \$8,500. Mr. Evans noted this land is similar to the Grove property that was brought before the Committee at a previous meeting. He noted there are hills in the way to connect the towers, and they need specific locations. Mr. Evans stated they tried to work with one property owner, and it did not work out. They went to the neighbor, and he agreed to sell them some land for this project. They need this land to connect two other towers, and increase emergency services radio coverage to the Almond, Canaseraga, and Alfred areas. Legislator Graves asked why they preferred the first site that did not work out. Mr. Evans stated electric service already exists at that site.

Legislator Fanton asked if the location was similar to the Grove property where it was close to the road and had electric. Mr. Evans stated it was not so easy, and they will have to run electric. He added the grant will cover running the electric, but will not cover land acquisition. This location is about 4,000 feet from the road, but it was better than the other sites they were looking at because they were over a mile. Legislator Ungermann asked if the lines will be underground. Mr. Evans said the lines have not been run yet, but they will probably be overhead. Legislator Decker thought it was safer and more secure to run the electric lines underground instead of overhead lines. Mr. Evans noted he spoke with the electric company, and they said either way has positive and negative benefits. The line will be at the edge of a field, and there aren't many trees that have to be cleared. Legislator LaForge asked if there wasn't much clearing, could the County inmates do the clearing in order to save money. Mr. Evans stated he did not know, but the intention was to have a company come in and do it.

Legislator Fanton asked if they have approached the electric company for a quote to run the electric lines. Mr. Evans replied not at this specific site, but at other sites it was approximately \$100,000 to \$125,000 for running electric lines just over a mile. Legislator Fanton noted they don't want to use all of the grant money running electric lines. Legislator Decker asked how close this acre of land was to the one with existing electric. Mr. Evans replied it has one property in between the two sites, so it is about 1,000 feet. Legislator Decker asked if there is a possibility to get an easement from the other site to run electric to save money. Mr. Evans replied he did not know. Legislator Fanton recommended Mr. Evans get more information on this option, and a quote from the electric company if possible before the next Ways & Means meeting.

Legislator Jessup asked about the right-of-way easement. Mr. Evans stated they have an agreement to include the right-of-way. Legislator Jessup asked if the \$8,500 goes towards the easement; Mr. Evans responded no. Legislator Healy asked if there were 911 coverage issues in this area. Mr. Evans said they have coverage in this area now, but they need to increase the coverage. Legislator Jessup asked how the price was negotiated. Mr. Evans described how they came to the price, and noted they need the site. Legislator Jessup noted when they passed the motion to purchase the property in Grove for \$8,500 they did not mean to set a precedent for price per acre of land. The request was approved on a motion by Legislator Fanton, seconded by Legislator Root, and carried (voting no: K. Graves). **Refer to Ways & Means**

Lease Agreement for One Acre of Land for 911 Project

The Sheriff's Office requested approval to enter into a twenty-five year lease agreement for one acre of land in the Town of Rushford for the County 911 Project. This property will be used to construct one of four new 911 radio towers. This land will not be County owned, and will be a one-time payment of \$8,500 for twenty-five years renewable by the County at the end of the lease agreement if the County so desires. The property is located on State Route 243, and is approximately 200 feet from the road. Mr. Evans noted this is a critical spot, and currently they only have one tower in the northern part of the County. He said with this location and the one in Grove, there will be three towers in the north. Legislator Ungermann asked if it will be \$8,500 to continue the lease after twenty-five years, or if the lease will have to be re-negotiated because he is concerned it will increase significantly. Legislator Fanton asked if the lease can be fifty years. Second Assistant County Attorney Carissa Knapp replied she did not think they could make it fifty years, but she will check into it. Legislator Pullen noted the terms that were discussed were for twenty-five years at \$8,500. Legislator Fanton noted if the County can get more than a twenty-five year lease, they should try. Legislator Ungermann was concerned because the lease agreement is open ended. Legislator Pullen will speak to County Attorney Tom Miner about the language in the final lease. The request was approved on a motion by Legislator Root, seconded by Legislator Pullen, and carried (voting no: K. Graves, N. Ungermann). **Refer to Ways & Means**

Report from the Allegany County Telecommunications Development Corporation

Legislator Pullen invited Chairman of the Allegany County Telecommunications Development Corporation (ACTDC) Legislator Curran to give an update. Legislator Curran stated they are not quite split from the County yet. The ACTDC is asking the committee to confirm appointments, so it can move to the full Board for approval. Once the members are confirmed, the ACTDC will be a separate corporation working on developing the telecommunications system. He noted the system is piggybacking on the 911 system effectively. Legislator Curran said until the members are appointed, they can't become a separate entity or receive funds to begin forming this business. There will be nine members of the ACTDC; five non-County employees or officers, and four County Employees or officers. The four County representatives will be two Legislators, the County Administrator, and the County Planner. Legislator Curran stated the ACTDC is meeting, and making progress. Legislator Pullen noted County Administrator Mitch Alger, Planner Kier Dirlam, County Attorney's Office, and County Treasurer Terri Ross have been very involved with numerous meetings. Legislator Pullen also stated he appreciated Legislator Curran for stepping up, and being Chairman of the ACTDC.

Confirmation of Appointments

Clerk of the Board Brenda Rigby Riehle and Legislator Curran requested a resolution confirming Chairman Crandall's appointment of John E. Margeson of Scio, Michael Johnsen of Dalton, and Luis Rodriguez of Alfred as members of the Allegany County Telecommunication Development Corporation for a two-year term effectively immediately, and expiring September 30, 2017. Legislator Pullen noted these members serve without compensation. The request was approved on a motion by Legislator Jessup, seconded by Legislator Graves, and carried.

Prepare Resolution

E-Mail and Communication Policies

Legislator Pullen invited Information Technology (IT) Director Keith Hooker to discuss updating the e-mail and communication policies. Legislator Pullen noted the existing policy was adopted in 2004. Mr. Hooker distributed a revised employee electronic communications and device use policy. He noted this policy is shorter than the previous policy. The new policy is four pages instead of ten pages. The new policy is more generic, and applies to all electronic devices. Legislator Pullen noted this was for review, and asked committee members to come back with questions at the December committee meeting, so action can be taken on this issue. Mr. Hooker stated if anyone has any questions or concerns, to please contact him. Legislator Ungermann asked how computer use is monitored. Mr. Hooker talked about software that monitors and blocks certain websites. He noted the County does what they can at a high level to make sure everything is safe. Directors, supervisors, and other employees can also report if someone is doing something they should not be doing. Legislator Fanton asked if IT can access someone's email. Mr. Hooker replied yes depending on what it is, and the grievance. Legislator Fanton asked if some of the software advertised on television is reliable. Mr. Hooker replied it is not as good as the software the County uses. Legislator Fanton asked if this policy would apply to conversations they have had at the Committee of the Whole meetings regarding iPads. Mr. Hooker replies yes it is covered in this policy.

Legislator Pullen stated Mr. Hooker has obtained a quote for iPads for the Legislators. The cost will be \$8,830 for twenty iPad Airs with 32 gigabytes. Legislator Pullen noted it was for review. Legislator Fanton asked if Mr. Hooker received a quote from Staples for the iPads; Mr. Hooker replied no. Legislator Fanton believes \$441 is higher than what he is used to seeing. He noted he purchased a 32 gigabyte Tablet for \$149 that uses an android operating system. Legislator Graves asked if the iPads come with preloaded programs. Mr. Hooker stated it is the Apple operating system.

Mr. Hooker talked about the County webpage noting it is old and outdated. Currently he is the only one who is able to update it. He reported there is software that allows each department to do their own webpage. It is \$10,000 and \$1,900 a year for maintenance. Legislator Root stated she has spoken to Mr. Hooker about the webpage, and it needs to be updated. She noted most people access the webpage using their phones, and the website is out of date with that capability. Legislator Root said when talking about economic development, most people coming to the County will look at the webpage, and we want to give the best first impression. Legislator Pullen asked Mr. Hooker to follow up on this issue.

Legislator Pullen stated Mr. Hooker spoke with him about upgrading the telephone communication system. He asked Mr. Hooker to give a general summary at this meeting, and a presentation of what Mr. Hooker is proposing at the next meeting. Mr. Hooker reported the current system is at least sixteen years old, and is at the end of its life. County Treasurer Terri Ross noted the project was bonded, so she can get an idea of how old the system is. Mr. Hooker stated he has three different quotes, and they are all about the same price. He noted the only difference is what you receive for the price. Legislator Ungermann said one of the most frustrating things for him is to call someplace, and sit there for what seems like an eternity going through all the stuff to get to the person you want. Legislator Ungermann added we are here to serve the public, and they need to be able to get to the person they intended to call in a short amount of time. He notes they should not have to spend two to three minutes going through a menu. Mr. Hooker stated that is a department choice, but the new phone system would help that issue. Mr. Hooker stated the cost of the new phone system is \$195,000. He noted the County is currently paying \$26,000 on maintenance of on old system. For the new phone system, the maintenance would be \$14,000. Legislator Graves asked if the quoted phone system includes

all of the County sites. Mr. Hooker replied it does not include the Jail because they are on a stand-alone system, but it will meld with the new system. Mr. Hooker stated the Court System is part of the current phone system, and would be part of the new system. Mr. Hooker said there is a rumor that the State is trying to take over the Court phones, if that occurs, the County will save money. Legislator Pullen asked Mr. Hooker to prepare something for the Committee to consider at the next meeting.

Adjournment

There being no further business to come before the committee, the meeting was adjourned at 3:00 p.m. following a motion by Legislator Graves, seconded by Legislator Fanton, and carried.

Respectfully submitted,
Rebecca Scott, Secretary to the Clerk of the Board
Allegany County Board of Legislators