

**AGENDA**  
**MANAGEMENT & FINANCE COMMITTEE**  
**MONDAY, JUNE 27, 2022 AT 10:00 AM**

COMMITTEE MEMBERS: Barnes-Chair, Lausell-excused, Howell, Rondinaro.  
ALSO PRESENT: Fonda Chronis, County Administrator  
STAFF ADVISOR/MINUTES: Stacy Husted, Clerk

- I. COUNTY CLERK/DMV – Amy Thornton, Deputy Clerk
  - A. Resolution – Authorize Fifth Amendment to the five-year contract with COTT Systems, Inc. for Hosted Online Index Services of Bound Books (see attached)
- II. TREASURER – Holley Sokolowski
  - A. Sales Tax/Room Tax Reports
  - B. Financial System Update.
- III. REAL PROPERTY TAX AGENCY – Kelly Anderson
  - A. Report of the corrections, refunds and credits processed
  - B. Discussion - full-time Assessor position
- IV. LEGISLATURE – Stacy Husted
  - A. Reminder - The 2021 Employee Recognition Event to be held Thursday, September 29, 2022 in Room 120 at the Human Services Complex.
- V. ELECTIONS – Carolyn Elkins & Joseph Fazzary
  - A. Resolution – Authorize contract extension with New York State Board of Elections for the Early Voting Expansion Grant (see attached)
- VI. RECORDS MANAGEMENT – Peggy Tomassi
  - A. Resolution – Authorize contract amendment with New York State Industries for the Disabled (NYSID) for conversion of microfilm to Laserfiche (see attached)
  - B. Resolution – Authorize contract with Schuyler Hospital, Inc. for the records storage (see attached)
- VII. INFORMATION TECHNOLOGY – Chris Caccia
  - A. Discussion: AV Technology in the Legislative Chambers for presentations.
- VIII. COUNTY ATTORNEY – Steven Getman
  - A. Nothing submitted.
- IX. PERSONNEL OFFICE - Lorry Johnson
  - A. No business.
- X. PURCHASING – Elizabeth Guild
  - A. No business.
- XI. COUNTY ADMINISTRATOR – Fonda Chronis
  - A. Discussion - WGI contract amendment

RE: AUTHORIZE FIFTH AMENDMENT TO THE FIVE-YEAR CONTRACT WITH COTT SYSTEMS, INC. FOR HOSTED ONLINE INDEX SERVICES OF BOUND BOOKS – COUNTY CLERK’S DEPARTMENT

WHEREAS, the County Clerk currently has a five-year contract with Cott Systems for Resolution 3 Land Records Management Hosted Services, and

WHEREAS, Resolution No. 297-21 authorized a fourth amendment for hosted online index services for a one-time fee of \$130,310 and a monthly fee of \$150 for the remainder of the contract term and authorized the use of the Federal American Rescue Plan Act funding for this one-time fee, and

WHEREAS, this fifth amendment covers sending a number of bound books off site for scanning and due to some of the online indexing being less than expected there is a savings of \$3,380.00, and

WHEREAS, the monthly fee of \$150 will continue to be covered by the County Clerk’s budget.

NOW, THEREFORE, BE IT RESOLVED, that the Chairman of the Legislature be hereby authorized to execute a fifth amendment to the existing five-year contract with Cott Systems for off-site index services as stated above, funding available for the \$150 monthly fee in account no. 001.1410.0428-Microfilming, approved as to form by the Schuyler County Attorney, and

BE IT FURTHER RESOLVED, that due to the savings above the Schuyler County Treasurer is hereby directed to reduce the transfer from Resolution No. 297-01 by \$3,380.00.

RE: AUTHORIZE CONTRACT EXTENSION WITH NEW YORK STATE BOARD OF ELECTIONS FOR THE EARLY VOTING EXPANSION GRANT – BOARD OF ELECTIONS DEPARTMENT

WHEREAS, the County Board of Elections was awarded an Early Voting Expansion Grant from the New York State Board of Elections, Contract #BOE01-T004444-1110000, in the amount of \$16,034.28, and

WHEREAS, said contract expired on January 28, 2022 and has not been fully expended, and

WHEREAS, the New York State Board of Elections has re-appropriated the contract by extending it with a new term of January 28, 2022 through January 28, 2023.

NOW, THEREFORE, BE IT RESOLVED, that the Chairman of the Legislature is hereby authorized to execute said contract extension for the above Contract #BOE01-T004444-1110000 with the New York State Board of Elections for the unexpended amount of \$6,592.54, and

BE IT FURTHER RESOLVED, that the Schuyler County Treasurer is hereby directed to extend the Early Voting Expansion Grant accordingly in cooperation with the Board of Elections Department.

RE: AUTHORIZE CONTRACT AMENDMENT WITH NEW YORK STATE INDUSTRIES FOR THE DISABLED (NYSID) FOR CONVERSION OF MICROFILM TO LASERFICHE – RECORDS MANAGEMENT DEPARTMENT

WHEREAS, Resolution No. 79-22 authorized a contract with New York State Industries for the Disabled (NYSID) to convert microfilm rolls to a readable format, and

WHEREAS, NYSID converted the final microfilm roll to images that need to be uploaded into Laserfiche, which incurred an additional charge of \$185.26, and

WHEREAS, the County would only receive a portion of the documents available on the film if we do not pay for the additional charge, and

WHEREAS, funding is available in the 2022 Records Management budget for said fee.

NOW, THEREFORE, BE IT RESOLVED, that the Chairman of the Legislature be hereby authorized to execute a contract amendment with NYSID for the Records Management Department, for the additional charge for the conversion of microfilm rolls into Laserfiche, effective February 1, 2022 through June 30, 2022, at a cost of \$185.26, funding available in account no. 001.1460.0401, contract approved as to form by the Schuyler County Attorney.

RE: AUTHORIZE CONTRACT WITH SCHUYLER HOSPITAL, INC. FOR RECORDS STORAGE –  
RECORDS MANAGEMENT DEPARTMENT

WHEREAS, Schuyler Hospital, Inc. has a need for storage space for its records, and

WHEREAS, the Records Management Shared Document Facility has space to accommodate said records and the Records Management Director recommends accepting said records.

NOW, THEREFORE, BE IT RESOLVED, that the Chairman of the Legislature be hereby authorized to execute a contract with Schuyler Hospital, Inc. for the Records Management Department for storage use, at a rate of \$3.50 per cubic foot box, with a \$500 minimum rent, for the term July 1, 2022 through December 31, 2024, approved as to form by the Schuyler County Attorney.