

**Tompkins County Council of Governments**  
 Regular Meeting Minutes – Approved March 28, 2013  
**Thursday, February 28, 2013 3:00 PM**  
 Scott Heyman Conference Room

**Attendance**

<b>Attendee Name</b>	<b>Title</b>	<b>Status</b>	<b>Arrived</b>
Martha Robertson	Member, Tompkins County	Present	
Richard Driscoll	Co-Chair, Town of Newfield representative	Present	
Fredric Dietrich	Member, Town of Danby representative	Present	
Herb Engman	Member - Town of Ithaca	Present	
Kate Supron	Co-Chair, Village of Cayuga Heights representative	Present	
Betty Conger	Member, Village of Groton representative	Present	
Svante Myrick	Member, City of Ithaca representative	Present	
Debbie Nottke	Member, Village of Trumansburg representative	Present	
Mary Ann Sumner	Member, Town of Dryden representative	Present	3:22 PM
Irene Weiser	Member - Alternate, Town of Caroline representativ	Present	
Bill Goodman	Member - Alternate, Town of Ithaca representative	Present	
J.R. Clairborne	Member - Alternate, City of Ithaca representative	Present	
Donald Hartill	Member, Village of Lansing	Present	
Dominic Frongillo	Member, Town of Caroline representative	Present	4:00 PM
Ann Rider	Member - Alternate, Town of Enfield	Present	3:15 PM
Liz Thomas	Member - Alternate, Town of Ulysses representative	Present	
Ruth Hopkins	Alternate, Town of Lansing representative	Present	3:10 PM

Municipalities Not in Attendance: F/Freeville, V/Dryden, T/Groton

Others: J. Mareane, County Administration; M. Reynolds, A. Conden, A. Valenti, Tompkins County Clerk’s Office; G. Potter, Tompkins County Information Technology Services; Don Barber, Town of Caroline Supervisor; John Spence, Executive Director, Better Housing for Tompkins County; Stacy Murphy, Murphy Consulting; M. Pottorff, Legislature Office

**Call to Order**

Ms. Supron called the meeting to order at 3:05 p.m.

**Greeting/Sign In/Review Agenda**

There were no changes to the agenda.

**Minutes Approval**

It was MOVED by Mayor Myrick, seconded by Ms. Robertson, and unanimously adopted by voice vote by members present, to approve the minutes of December 20, 2012.

**Reports**

Youth Services (ID # 3977)

Amie Hendrix, Director of Youth Services, distributed copies of the Executive Summary of the Countywide Needs Assessment. She also distributed a USB to each member of the full Assessment that began in 2011 and was completed in January 2013. The Assessment looked at the needs of youth ages 0 to 24 and there were 12 areas that were focused on.

. They reached out to over 800 parents, many middle and high school students, community members, teachers, and others, to learn about what is going on with young people.

The Steering Committee determined that information would be most helpful if it fell into age-specific categories. The Committee then formed sub-committees based on ages:

- Early Childhood (Ages 0 - 4)
- Elementary Aged (Ages 5 - 10)
- Middle School Aged (Ages 11 - 14)
- High School Aged (Ages 15 - 18)
- Beyond High School (Ages 18 - 24)

Each committee group was charged with collecting relevant data and placing the data into one of the four following categories:

1. Community Influences
2. School/Educational Influences
3. Family Influences
4. Peer Group/Individual Influences

Ms. Hopkins arrived at 3:10 p.m.

Ms. Hendrix said there are two strengths that ran across the communities: recreation and abundance of service in the community.

They also looked at community concerns: lack of employment for youth and lack of places for youth to get their first employment opportunity, lack of support for parents and caregivers, financial hardships impacting families, bullying, and substance abuse among youth. Ms. Hendrix said they found high rates of marijuana use (higher than average for national peers), alcohol use was lower than average for national peers, and an increase in tobacco use.. Other concerns identified were mental health, childcare, transportation, community-based venues for older youth to socialize, and technology.

Ms. Rider arrived at 3:15 p.m.

Ms. Hendrix said in most municipalities there are Recreation Partnership or municipal youth services programs in addition to there being other agencies that are separately funded to also support programs. She said the Assessment laid the groundwork for what they are planning to do and will use the information to identify the top priorities that County resources can be used to help with. They will also be looking at ways municipalities can work together to meet the other needs. A copy of the full report and the Executive Summary are available on the Youth Services Department website: [www.tompkins-co.org/youth](http://www.tompkins-co.org/youth) <<http://www.tompkins-co.org/youth>>.

Ms. Robertson spoke of action steps and asked about youth Gadabout services. Ms. Hendrix said the purpose of the Needs Assessment was to identify where the needs and the strengths are. Phase two will include bringing communities together to talk about things such as transportation. She said this was a Countywide Needs Assessment and stated some of the youth commissions in the County have begun to perform their own assessment at the local level. She also noted that although the Needs Assessment included over 800 survey responses they have continued to accept surveys and have now received over 1,200.

Mr. Driscoll said he is particularly interested in the topics of bullying and mental health and

would like to investigate, strengthen, and make changes in these areas.

Ms. Sumner arrived at 3:22 p.m.

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A)Laserfische Document Management System and B) Permit Management Software (ID # 3961)

Maureen Reynolds and Alanna Congden provided a presentation on work that has taken place in the County Clerk's EDMS (Electronic Data Management System). She said the County Clerk's Office has completely indexed and digitized all 196 years of records, deployed a web portal service for secure, remote access to these records, achieved a local partnership with the New York State Office of Court Administration (OCA) focused on electronic access to Court records and improved processes by judges and support staff (paperless processing), participated as a pilot County in recent Office of Real Property Services (ORPS) initiatives, and implemented e-recording.

She reported on a list of grants that have been awarded by the State Records and Archives Administration and said the most recent is the 2012 -\$143,307 shared services grant that will encompass all of the towns. She said shared services is defined as sharing services within towns, villages, and the County for records programs. Mr. Potter said the State is recognizing the importance of technology in records management and has created a new category within the grant program that encourages shared services, recognizing that redundancy and investments in technology between the larger and smaller governments is an approach they are trying to encourage across the State.

Ms. Reynolds explained the history and purpose of the County's program and said the goal was to dramatically reduce the creation and flow of paper records. Previous records were digitally produced, printed on paper, put into a box and then stored in a decrepit building. Their goal was to bring greater efficiency and major cost-savings to the County by implementing, maintaining, and instructing all County departments on the best practices of using a digital records center enterprise system (Laserfiche).

Upon the completion of this project (9,000 boxes), they have created a digital Countywide Records Center and thereby eliminated the need for a new large building to house an Inactive Records Center. All Tompkins County departments now store records in the digital repository. Starting in 2010 and finishing in late 2012, all inactive paper records previously stored in the Old Library building have been scanned, shredded or stored, and incorporated into a digital records center using Laserfiche. Ms. Reynolds said in today's fiscal climate, constructing a records storage building is not feasible.

Ms. Reynold reported on the Laserfische document management system and highlighted the following capabilities of the program:

- Laserfiche is a Windows-based document imaging system that allows us to file, catalog and retrieve documents.
- Allows us to OCR images - text searchable.
- Has modules for automating workflows, auto-indexing of documents, e-forms, web access, and the assigning of CO-2 codes.
- It also allows users to highlight, redact, and add stamps and notes to the document image, just as with paper versions - but these are added as a layer on top of the electronic image so they do not permanently change the document.
- Single software application for use across all departments.
- Potential for shared services with other municipalities.
- Department of Defense certified audit trail.
- User-based security.
- Ease of use for end user.
- Public access to public records thru web portals.

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- Green initiative
- Lean office
- Remote access for employees (at the job site or work from home) and the public
- Transparent records management
- Audit trails
- Ease of retrieval
- Freeing up valuable office space
- OCR capabilities
- Systemically incorporate CO-2 codes

Ms. Reynolds said the County has rented an off-site, underground storage bunker at the Seneca Army Depot for permanent archival paper (previously digitized and indexed in Laserfiche), data backup, and microfilm storage. The bunker is temperature and humidity controlled. Additionally, there is a direct fiber optics connection between the County's data centers and this storage facility. Finger Lakes Technology Group (FLTG) is the provider for the bunker and also for the County's data, fiber and VOIP phones.

She stated that since they have seen the success of the County's records program and achieved major cost savings, the next sensible step was to offer the clouding solution of the County's digital records repository, to the local town and village governments. She said the County has invested in a network, software, disaster recovery solutions, and has an established partnership with its imaging vendor (Challenge Industries). She stated after meeting with town clerks they realized they had the same records problems that the County had been dealing with: public access to public records, time spent searching and retrieving records, storage of records, disaster recovery, security, damage and loss of paper records. The County hosted "clouding" of its records solution just made sense as the next step.

This program has been named TSSERR (Tompkins Shared Services Electronic Records Repository Program) and they are setting up a governance structure and agreement that will include the following:

- Each government will be provided with complete control over its own content within the system with various levels of security, as required by the government
- Will have their own dedicated repository
- Have access to a robust enterprise document management system that they can then tailor to their own needs
- Ability to generate reports, as they need
- Records management component will automatically keep track of documents by their retention schedule and then notify governments when and what documents are ready for disposal

Mr. Potter said one of the other shared services projects the County has been involved in is LETSS (Law Enforcement Technology Shared Services). The County now hosts all records in law enforcement for all of the villages, City of Ithaca, and the Sheriff's Department with information flowing from the Dispatch Center. There is a governance structure behind that and the model being used for TSSERR is similar. The County has also done several collaborative efforts involving GIS (Geographic Information System) and is currently evaluating permit management systems for the County starting in the Environmental Health Division of the Health Department. Mr. Potter said they are looking at a software solution that has the potential to provide permit management options for other County departments as well as municipalities. The licensing structure is being set up to allow for multi-agency use. Municipalities will also be able to setup a direct link to the web portal on their website. Ms.

Reynolds said they are looking at applying for a grant that would include funding for villages as well.

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**Report/Discussion of Funding Options for Community Development/Affordable Housing**

Community Development/Affordable Housing (ID # 3978)

Mr. Spence said Better Housing for Tompkins County (BHTC) does housing rehabilitation projects and has worked with many of the municipalities within Tompkins County. Last November he sent out an e-mail to municipal supervisors and mayors that said if they had program income that has to be spent in a similar demographic they would help. He reported on current grant programs that are available for housing and development funds through New York State. Some examples of the types of projects include new construction, housing rehabilitation, assistance with the cost of adapting homes to meet the needs of those with disabilities, and emergency repairs to eliminate hazardous conditions in homes owned by the elderly. Mr. Spence said if municipalities have program income and would like to discuss spending those funds in a way that helps lower income residents they would be happy to discuss that.

Mr. Spence introduced Stacy Murphy, the former Executive Director of BHTC and said has written several of the grants. Ms. Murphy distributed a chart and reviewed information about the grant programs that are available, noting that there are some items that relate to economic development. A copy of the information will be distributed electronically.

Ms. Conger was excused at this time.

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**Report from Cable Committee**

Mr. Engman reported the Committee has not met in 2013; however, the subcommittee has been working on the template for the franchise agreement. Their work is almost complete and a meeting of the full Committee will soon be scheduled. He said the City of Cortland had a public hearing on Time Warner Cable for their cable commission, and noted they are having the same problems. Like many of the other municipalities, the Town of Ithaca recently received a renewal franchise agreement from Time Warner Cable. He cautioned everyone not to sign or respond to those as they will be automatically renewed and negotiations will be initiated when the time is right.

**Update on Gas Drilling**

Ms. Thomas said most of the work being now is focused on setting up presentations. The next is entitled “The effect of Gas Drilling on Human and Animal Health” and will be held at the Unitarian Church on April 16<sup>th</sup>. She said it was suggested that TCCOG have its own YouTube website or other venue to host videos of these presentations. She requested that TCCOG consider being a sponsor this event in name only and with no monetary contribution.

It was MOVED by Ms. Sumner, seconded by Ms. Robertson, and unanimously adopted by voice vote by members present, to sponsor the April 16, 2013 presentation at the Unitarian Church entitled “The Effect of Gas Drilling on Human and Animal Health”.

Mr. Frongillo arrived at this time.

Ms. Thomas reported there will be a Department of Environmental Conservation hearing on the gas drilling in State forests on March 7<sup>th</sup> at 3:30 p.m. and 6:30 p.m. at Tompkins Cortland Community

College. Ms. Sumner will send information to members on this.

Ms. Thomas reported on the Association of Towns meetings and said there was a lot of discussion and concerns were raised relating to the Association's bylaws and a lack of transparency. Those concerns were expressed to the Association by several delegates from Tompkins County. The membership did not approve the bylaw changes; a group is working on producing a package of proposed amendments to the bylaws that will be presented at a future meeting. Mayor Myrick will provide that group with a copy of the NYCOM (New York Council of Mayors) bylaws and Ms. Robertson will provide a copy of the NYSAC (New York State Association of Counties) bylaws.

#### **Discussion of TCCOG Reserve Fund**

Following a review of the Reserve Fund balance it was the consensus that municipalities will not be asked at this time to contribute in 2013. Ms. Robertson suggested there be discussion of the status of gas drilling issues and possible expenses that may be incurred in the future be added to the next agenda.

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#### **Announcement of Ag Summit**

Mr. Barber announced an Ag Summit will be held on March 13 at 7 p.m. at the Dryden VFW.

#### **Road Preservation**

Mr. Barber reported on the Town of Caroline's work on road preservation. Two forums have been held, one was an overview of how roads can respond to loads by Dr. Lynne Irwin of the Cornell Local Roads Program and the other was about the load carrying capability of local roads and how the road system works. A third session will be held on March 21<sup>st</sup> at 7 p.m. at the Caroline Town Hall and he encouraged others to attend. He said developers and truckers have attended these sessions and have said these are provided the type of information they would like to have before engaging in any political discussion takes place. Information on these sessions can be found on the Town of Caroline's website.

#### **Next Meeting Agenda Items**

The following items were suggested as topics for the meeting:

- Upcoming issues facing TCCOG and any financial implications
- Health Insurance Consortium update
- Discussion of Communications with constituents
- School Boards and how to work with school districts
- Nomination for Vice Chair

#### **Adjournment**

On motion, the meeting adjourned at 4:31 p.m.