



**AGENDA**  
**GOVERNMENT OPERATIONS COMMITTEE**  
**Thursday, September 10, 2020, – 5:30PM**  
**Live Stream Link - <https://youtu.be/dvzBusMTvtQ>**

**CALL TO ORDER:** By Hon. Ryan Foley, Chair

**MEMBERS:** Legislators Tricia Kerr, Timothy Lattimore, Christopher Petrus, Paul Pinckney, Charlie Ripley, and Ben Vitale (Vice Chair)

**MINUTES TO APPROVE:** August 13, 2020

**APPOINTMENTS:** none

**DEPARTMENT UPDATES FOR COMMITTEE:**

**Cherl Heary and Katie Lacey (Board of Elections) –**

In the ever changing world of elections, we are adjusting to multiple new orders from the State. The emphasis on absentee voting has already caused a volume increase in requests and mailings by our office. The phones are ringing all the time and email requests take several hours to fill each day. As of August 20 we have already received more absentee requests than we usually get for an election – and we have eighty plus days to go. Before September 8<sup>th</sup> we are required to send an informational mailing to every active and inactive voter, in the County (47,000+) outlining options for absentee, early voting hours and locations of polling places.

We are anticipating some space availability problems in our offices. A temporary employee will be removing reusable parts from machines so we can mothball the large voting machine cabinets. We will also be taking on part time help to process absentee ballots beginning in mid- September. Adding to our volume issues is the early September retirement of one experienced part time clerk.

This month we registered 195 new voters, 143 transfers from other counties, and 26 name changes. More than 700 new absentee applications were processed.

We have realized that our mailing volume is consuming more time than is reasonable. We are acquiring an in-house postage meter to save multiple daily trips to the COB and the Post Office.

We hope the local Post Office will accommodate us by picking up our mail for the next several weeks.

**Sheila Smith (Clerk of the Legislature) –**

- NYSAC Fall Seminar will be virtual this year, you can sign up [www.nysac.org/fallseminar](http://www.nysac.org/fallseminar) classes' start Tuesday September 15<sup>th</sup> and you must register 24 hours before the class begins. Please contact Amanda or I with any questions.
- Work is going smoothly, I am in the office most days, and Amanda is still working remotely a couple days a week.
- Working on getting Departments to get their Resolutions and department reports in on time, packets need to go out the Thursday before meetings start and there has been a lot of late Resolutions, with packets needing to be revised several times, this is not efficient and is very time consuming.
- Amanda will be helping Aileen with the landing page for the County Website to post announcements of news related to COVID

**Christopher Palermo (County Attorney) – no updates**

**Susan Dwyer (County Clerk) –**

**DEPARTMENT OF MOTOR VEHICLES**

**STAFF STATUS**

One staff member will be retiring effective September 8, 2020. Dropped off/Mailed-In transactions are now being processed in about 3 working days, and dealer work is increasing on a weekly basis.

**APPOINTMENTS**

We opened a 4<sup>th</sup> counter and we are processing ALL transactions as opposed to the limited transactions types earlier in the year. We extended the appointment calendar and now customers can make appointments as far out as 4 weeks at this time.

Total In-Office Appointments for the month of August: 1,151, an average of 55 appointments per day.

Total transactions processed in our DMV in August: 5,292, includes dropped-off, mailed-in and dealer work.

The appointment system has continued to be a great success. We have had at least 200 customers give us feedback about their appointment experience. 99% of them were absolutely great. Most of them comment as to how easy it is to use the appointment system, how professional and courteous staff is, how helpful everyone is, there is no waiting, and how safe they felt coming into the office for their appointment. Many have said that they hope we continue to have appointments in the future because it saves them time To make an appointment: <https://cayugacountydmv.setmore.com>  
Customers can also drop off or mail-in transactions (except an upgrade/Enhanced License and permit tests which require an in-office appointment.)

#### REVENUE

Total Retention to the Clerk's Office from DMV Transactions in August: \$54,257.57 ; Total Retention (YTD: \$336,759)  
Total YTD Retention (in-office transactions and online sharing): \$356,042.96  
Total Online Sharing Revenue for August: \$5,001.78; YTD: \$19,283.91  
Total NYS Sales Tax Collected (and paid to the NYS Dept. of Taxation and Finance): \$175,661.44  
Total transactions completed in our DMV Office in August: 5,292 (YTD: 34,236)  
Total online transactions conducted by Cayuga County residents in August: 2,329; YTD:18,625

#### COUNTY CLERK'S RECORDING OFFICE

STAFF STATUS: We still have two 2 vacancies.

REVENUE: Total revenue remitted to County Treasurer for all Departments: \$122,987.68

Revenue month of August: \$51,132 YTD \$415,254 2020 BUDGET \$640,000.00

#### TRANSACTIONS

- 672 Land documents: Deeds, Easements, Mortgages, Mortgage discharges & assignments, includes electronically submitted recordings
- 36 DBA/Partnership/Corporation – new, amendments, discontinuances
- 258 Judgments/Liens Filed and docketed, or Satisfied from Supreme Court , New York State, Lower Courts, Federal Agencies, etc.
- 12 Notary filings: new and renewals (does not include the many documents notarized by staff as free service mandated by NYS).
- 107 Supreme Court Index Numbers Issued: Supreme Court cases started this month
- 17 Uniform Commercial Code Transactions: new, continuation, termination, search
- 13 Survey Maps filed
- 0 Military Discharge filed (Clerk does not charge any fee to veterans for copies)
- Online Records Revenue: YTD \$21,243 (generated quarterly)

#### Clerk's Activities:

- Met with Records Retention Center staff to discuss priorities and initiatives
- Swore in new deputies on 2 separate occasions
- Monthly Radio update on Fingerlakes Radio
- Writing an article for The Citizen to inform the public about updates at the DMV office
- Met with supervisors/managers in my 4 departments to discuss budget issues
- Attempted to meet with Hiring Committee but meeting was cancelled; Dawn Wolff met with hiring committee to discuss filling 2 vacancies: Index & Recording Clerk & DMV Cashier
- DMV Supervisor and I met with Legislator Trish Kerr regarding a DMV issue

#### APPOINTMENTS

Our office accepts online appointments for the following in-office services:

-Notary Services & Renewals - Business Certificates (DBA's) - Title Searching/Research -Oaths of Office

To make an appointment: <https://cayugacountyclerk.setmore.com>

In addition to appointments: Attorneys/Customers drop off and pick up transactions in the lobby during business hours. Customers can request to come into the office for Notary and other services and assistance such as Copy of Divorce Decrees, Military Discharges etc. Customers continue to E-Record and E-File documents.

#### RECORDS RETENTION CENTER

##### 1. Projects:

- a. County Shredding services:
  - i. DSS - 9 bins
  - ii. Ancillary shredding—bins & boxes--continues for other county departments
- b. Reservation Deed Index project **completed**
- c. Environmental Health scanning project continues
- d. Ad hoc scanning project work continues, i.e. Maps, Treasurer books
- e. Coroner's Dept. indexing and scanning project initiated and in-progress

##### 2. Operations:

- a. 1,328 documents scanned [Regular and Large]
- b. 183 records requests, back to pre-pandemic levels

## APPOINTMENTS

Until further notice, the public is not allowed in the office unless they make an appointment to do research and pick up paperwork. To make an appointment call 315-253-1037, Monday thru Friday from 9-4.

## HISTORIAN'S OFFICE

### APPOINTMENTS

To make an appointment, call 315-253-1300. This office is closed on Wednesdays.

Appointments are limited to one person at a time for a limited amount of hours per day.

### WORK

Upon their return August 3 from furlough, staffers Nancy Assmann and Jessica Armstrong, with great perseverance and focus, worked to pare down the backlog of inquiries (15+ related to genealogy along with several queries regarding other topics) that arrived in the Historian's Office during the furlough. Our obituary collection and newspaper clippings for our subject files have also been brought up-to-date.

Ten visitors made appointments and came in-person to our office to do research.

Other significant activities:

Engaged in dialogue with the Auburn Citizen Newspaper and Seymour Library regarding dispensing of old bound copies of the Citizen, a discussion that involves ensuring that between our office and Seymour Library, a complete run of the publication is available, at least on microfilm.

Related, our office has agreed to accession photo negatives from the Citizen; this new collection adds to and complements the photo negatives we accepted from them for the years 1940s – 1980s.

Aided a real estate developer who came in by appointment to research a historic house on South St in Auburn.

Assisted a member of the County Planning Department to research the history of the Village of Cayuga and the surrounding area.

Assisted visitors to locate records regarding naturalizations, and military service in WWII.

Initiated dialogue with Seymour Library to work together to produce finding aids regarding collections both institutions hold on a single topic. Our initial test project is to inventory and produce finding aids for materials related to the Columbian Rope Company.

### Paul Bornemann (Information Technology) –

- Project: Munis upgrade: Testing of upgrade continued, ordered replacement check printer due to new double sided format of AP checks, cross training IT staff and working with Treasurers staff to schedule full upgrades to Training and Production systems in September.
- Network Security / consolidation to Sophos edge security technologies, including email spam filtering / encryption,
- NY BOE Cybersecurity Grant – supporting project plan & draft budget to NYS BOE, working with their consultant to finalize with CBOE.
- Multi-Function-Printer Leases (due in OCT) for 54 of our 66 devices.
- Contract IT Services Q4-2020 and 2021 proposal in review
- Rural Broadband and Wireless Internet options for county residents/businesses
  - Work from Home
  - Remote School/Hybrid

### Jessica Strassle (Veterans) – Deputy Lindsey Wilkinson:

- 3 cases were rated for veterans in backlog
  - 1 veteran received \$ 109,074.00 that was decided through an appeal
  - 1 veterans received \$ 43,142.00 in retro payment
  - 1 veteran received \$ 34,840.00 in another retro payment
  - These veterans will receive a monthly benefit ranging from \$135.00 - \$3,700.00.
- Cayuga County Vet van is transporting patients to Syracuse Tuesday and Wednesday only until the part time position is filled.
- NYS Division of Veterans Services hosted virtual training on August 10-August 14 that all office state attended.
- 1 appeal was done virtual through our office for a veteran who's been waiting 7 years to speak with a judge pertaining to his claim.
- 8 markers were processed through our office for deceased veterans.
- Our office initiated 15 new claims for pensions or compensation.
- Average phone calls in a workday is 25-30 to schedule an appointment to make an office visit, as we continue to operate by appointment only.
- Jessica Strassle should be returning from the Air National Guard October 1<sup>st</sup>, 2020.

## **RESOLUTIONS:**

### **BOARD OF ELECTIONS:**

9-20-GO-1 Authorizing the Chair of the Legislature and the Commissioners of the Cayuga County Board of Elections to receive the NYS Elections Cybersecurity Remediation Grant Program for the Board of Elections.

### **COUNTY CLERK:**

9-20-GO-2 Authorizing the Cayuga County Clerk to create and fill a Full Time Index and Recording Clerk.

9-20-GO-3 Authorizes Cayuga County Clerk to fill a Full Time Cashier position in the Motor Vehicle Department.

### **INFORMATION TECHNOLOGY:**

9-20-GO -4 Authorizing the Chair of the Cayuga County Legislature to Enter into a 60 month agreement with Eastern Managed Print Network for the lease of Multi-Function-Printers and associated maintenance and supplies for Cayuga County.

### **VETERANS:**

9-20-GO-5 Authorizing the Director of Veterans Services to fill a Vacant Part Time Driver

### **CAYUGA COMMUNITY COLLEGE:**

9-20-GO-6 Acknowledging the updated Cayuga Community College 2020-2021 Capital Project Submission to SUNY

### **CLERK OF THE LEGISLATURE:**

9-20-GO-7 Amending the Cayuga County Policy Manual, Section 41(Resolution Procedure) to limit the duration of Hiring Authorizations

### **ADJOURNMENT: Thursday, October 8, 2020 at 5:30PM**

If you have a disability and need accommodations, please call the Clerk of the Legislature's Office at 253-1308 at least 48 hours before the scheduled meeting to advise what accommodations will be necessary.

9-20-20-1

RESOLUTION NO. \_\_\_\_\_

9-22-2020

BOE NYS Cybersecurity Grant

Authorizing the Chair of the Legislature and the Commissioners of the Cayuga County Board of Elections to receive the NYS Elections Cybersecurity Remediation Grant Program funds for the Board of Elections

BY: Ryan Foley, Chair, Government Operations Committee  
Christopher Petrus, Chair, Ways & Means Committee

WHEREAS, pursuant to the Federally Funded Grant, the Cayuga County Board of Elections has been allocated funds through the New York State Board of Elections for the purposes of implementing cybersecurity remediation and mitigation services.

WHEREAS, the Chair of the Cayuga County Legislature will receive funds numbered C004236-1110000 for the amount of \$80,567.79

RESOLVED, that the Chair of the Cayuga County Legislature and the Commissioners of the Cayuga County Board of Elections are hereby authorized to receive funds for NYS Elections Cybersecurity Remediation Grant Program with the New York State Board of Elections.

RESOLVED, the County Treasurer is hereby authorized to make any journal and accounting entries to carry out the intent of this resolution.

**Government Operations Committee**

**Ways & Means Committee**

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Ryan Foley, Chair

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Christopher Petrus, Chair

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Tricia Kerr

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Keith Batman

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Timothy Lattimore

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Benjamin Vitale

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Tucker Whitman

Co. Atty: \_\_\_\_\_

9-20-60-2

RESOLUTION NO. \_\_\_\_\_

9/22/20

CC Create-Fill FT Index-Recording Clerk

**Authorizing the Cayuga County Clerk to create and fill a Full Time Index and Recording Clerk**

BY: Ryan Foley, Chairperson, Government Operations Committee  
Christopher Petrus, Chairperson, Ways and Means Committee

WHEREAS, as a result of vacancy it is requested to eliminate the position of a FT Sr. Clerk (position #7284) in the County Clerk's Office and to create a FT Time Index & Recording Clerk position, and to fill this position in the County Clerks Recording Office; and

WHEREAS, there was no Civil Service list from which to hire at the new job title, so a test was given in November, 2019. Currently there is a new list available in which to choose a candidate to fill this essential position on a permanent basis; and

WHEREAS, the funding for the Full Time Index & Recording Clerk, has been appropriated in the 2020 County Clerk (A14101-51001) salary account in the amount of \$39,099 probation; \$39,449 1<sup>st</sup> step; now therefore be it

RESOLVED, that Cayuga County Clerk, Susan Dwyer, be authorized to create and fill the position of Index & Recording Clerk, a full time position with fringe benefits pursuant to the Cayuga County Compensation Plan, Part I-CSEA Bargaining, in the title of Index & Recording Clerk; and be it further

RESOLVED, that this full time position be filled in accordance with the Civil Service Rules and Regulations and the policies of the County of Cayuga.

Government Operations Committee.

Ways and Means Committee.

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Ryan Foley, Chairperson

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Christopher Petrus, Chairperson

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Tricia Kerr

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Tucker Whitman

Co. Atty: \_\_\_\_\_

## Authorization to Create/Fill

A copy of this completed form MUST be attached to ALL Civil Service MSD-426 forms when filling a position.

Date	8/26/2020
Authorization To:	To Fill
<b>** New Position Duties Statement (NPDS) - Short Form REQUIRED IF the title exists within the department</b>	
<b>** New Position Duties Statement (NPDS) - Long Form REQUIRED IF the title does NOT exist within the department</b>	
Do you anticipate this request to result in fill-behinds?	No
Cayuga County Department	Motor Vehicles
Job Title Being Requested (Exact Civil Service Title)	Motor Vehicle Cashier
Position Control Number	01840
Position Status	Permanent
Position Designation	Full-Time
Budget Account Number	A14111-51002
Is a position being abolished to create the new position?	No
Is the salary of requested position in the current comp plan?	Yes
Comp Plan Requested IS IN	CSEA
CSEA Grade	13
Probationary Salary Amount	\$39,885
Step 4 Amount (CSEA)	\$44,330
Starting Salary for Position Requested	\$39,885
Justification for Salary Requested	Replacing Full Time employee due to a retirement / resulting in reduced salary cost to department
Does position include fringe benefits?	Yes

What is the justification for filling this position AND why is it important for your department?

We need the staff to cover the appointment system set up to wait on customers, and have to be able to plan for coverage when staff is taking earned time or ill. It has been since May since we have been at full staff and with the new way of doing business we are backed up with work and will need to train someone to keep up with the demand of the public for service. We have cut services as a result of the pandemic and revenue and want to increase both. Current staff is earning comp time & OT and part time staff is maxing out of hours, we need additional help or could be reducing services later in the year.

How is this position funded?

Budget

Is this a reimbursed position?

No

What will the fiscal impact of filling this position in your budget this year and in future fiscal years?

We generate a great amount of revenue in the DMV and will continue to do so.

Department Head

Susan M. Dwyer

Date

8/26/2020

Attestation

I am the department or agency head listed above authorized to submit by the appointing authority

(Section Break)

LHLippoldtHR Admin Approved with Changes to ATF  
Need Pos# 3/2/2020

9-20-20-3

RESOLUTION NO. \_\_\_\_\_

9-22-20

CC DMV CASHIER FT

**AUTHORIZES CAYUGA COUNTY CLERK TO FILL A FULL TIME CASHIER POSITION IN THE MOTOR VEHICLE DEPARTMENT.**

BY: Ryan Foley, Chairperson, Government Operations Committee  
Christopher Petrus, Chairperson, Ways and Means Committee

WHEREAS, as the result of a retirement in the Motor Vehicle Office, there will be a Full Time DMV Cashier Position open on September 8, 2020 in the Department of Motor Vehicles; and

WHEREAS, the funding for the Full Time Cashier position #1840 has been appropriated in the 2020 Department of Motor Vehicle Salary Account (A14111-51001) in the amount of : Full Time: \$39,885 probation; \$40,235.00 1<sup>ST</sup> step annually; now therefore be it

RESOLVED, that Cayuga County Clerk Susan Dwyer be authorized to fill the positions of Full Time Motor Vehicle Cashier, with benefits according to the Compensation Plan I Bargaining, in the title Motor Vehicle Cashier FT; and be it further

RESOLVED, that this position be filled in accordance with the Civil Service Rules and Regulations and the policies of the County of Cayuga; and be it further

RESOLVED, that the Cayuga County Treasurer is hereby authorized to make the necessary journal entries & adjustments to accomplish the same.

**Government Operations Committee**

**Ways & Means Committee**

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Ryan Foley, Chair

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Christopher Petrus, Chair

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Tricia Kerr

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Benjamin Vitale

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Benjamin Vitale

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Tucker Whitman

Co. Atty: \_\_\_\_\_

## Authorization to Create/Fill

A copy of this completed form MUST be attached to ALL Civil Service MSD-426 forms when filling a position.

Date	8/26/2020
Authorization To:	Create and Fill
<b>** New Position Duties Statement (NPDS) - Short Form REQUIRED IF the title exists within the department</b>	
<b>** New Position Duties Statement (NPDS) - Long Form REQUIRED IF the title does NOT exist within the department</b>	
Do you anticipate this request to result in fill-behinds?	No
Cayuga County Department	County Clerk
Job Title Being Requested (Exact Civil Service Title)	Index and Recording Clerk
Position Control Number	New Position # @ Resolution
Position Status	Permanent
Position Designation	Full-Time
Budget Account Number	A14101-51002
Is a position being abolished to create the new position?	Yes, Senior Clerk position that is currently vacant will be abolished
Is the salary of requested position in the current comp plan?	Yes
Comp Plan Requested IS IN	CSEA
CSEA Grade	12
Probationary Salary Amount	\$39,099
Step 4 Amount (CSEA)	\$43,340
Starting Salary for Position Requested	\$39,099
Justification for Salary Requested	I am asking to fill this position now for the following reasons: In late 2019, we abolished a Senior Clerk Position from the 2020 budget and created an Index & Recording Clerk position. At that time there was no current Civil

Service list for this title.  
A test was given in November, 2019 and a valid list is now available.  
I would like to fill this position as soon as possible as we are now down 2 staff members and to train this person asap.

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Does position include fringe benefits?	Yes
What is the justification for filling this position AND why is it important for your department?	This position will fill a much-needed vacancy since we changed the title. This person will work at one of the three counters where recording, filing and many other procedures take place.
How is this position funded?	Budget
Is this a reimbursed position?	No
What will the fiscal impact of filling this position in your budget this year and in future fiscal years?	We generate a great amount of revenue in the County Clerks Recording Office and will continue to do so.
Department Head	Susan M. Dwyer
Date	8/26/2020
Attestation	I am the department or agency head listed above authorized to submit by the appointing authority

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(Section Break)

LHLippoldtHR Admin Approved with Changes to ATF  
Need Pos# 3/2/2020

**AUTHORIZING THE CHAIR OF THE CAYUGA COUNTY LEGISLATURE TO ENTER INTO A 60 MONTH AGREEMENT WITH EASTERN MANAGED PRINT NETWORK FOR THE LEASE OF MULTI-FUNCTION-PRINTERS AND ASSOCIATED MAINTENANCE AND SUPPLIES FOR CAYUGA COUNTY**

BY: Hon. Ryan Foley, Chair, Government Operations  
Hon. Christopher Petrus, Chair, Ways & Means

**WHEREAS**, the county’s current contract with TOSHIBA BUSINESS SOLUTIONS for the lease of 54 multi-function-printers and contracted services and supplies expires October 2020; and

**WHEREAS**, EASTERN MANAGED PRINT NETWORK will buy out the remaining contract with TOSHIBA BUSINESS SOLUTIONS for the lease of 5 multi-function-printers which expires October 2021; and

**WHEREAS**, the county is looking to lower operational costs by leveraging existing larger contract agreement with BOCES to achieve the best value for the county; and

**WHEREAS**, leveraging the existing agreement reduces the annual total cost while also improving the ability for IT to manage these systems, it is projected that the savings each year will approach \$9,000 and over the 60 month term of this contract is expected to approach \$60,000; and

**WHEREAS**, IT recommends moving the county from legacy phone line based fax technology by implemented the proposed secure internet based fax service as included in this contract, which decreases cost of fax and increases our ability to improve workflow and securely send encrypted documents wherever possible; and

**WHEREAS**, IT recommends implementing the managed printing services proposed in this contract to provide the county with additional options to further reduce the number of devices needed for printing and provide secure private printing on shared devices; and

**WHEREAS**, quoted contract rates are as follows;

Xerox Altalink B8155 IF (B&W 55ppm)	\$72.16/mo	
Xerox Altalink C8145 IF (COLOR 45ppm)	\$73.34/mo	
Xerox Altalink B8155 OF (B&W 55ppm)	\$72.47/mo	
	\$0.0039	B&W cost per impression
	\$0.0325	COLOR cost per impression
Internet Fax Service up to 300,000 pages per year	\$1063.12/mo	
Managed Print Service 64 devices	\$436/mo	

**RESOLVED**, that the Chair of the Cayuga County Legislature is hereby authorized to enter into a 60 month contract for the lease and services described above with EASTERN MANAGED PRINT NETWORK at an annual cost not to exceed \$90,000.

Government Operations Committee

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Ryan Foley, Chair

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Tricia Kerr

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Timothy Lattimore

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Charlie Ripley

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Benjamin Vitale

Co. Atty: \_\_\_\_\_

Ways & Means Committee

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Christopher Petrus, Chair

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Andy Dennison

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Ryan Foley

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Tucker Whitman

MFP REQUIREMENTS - OCTOBER 2020  
 FEEDS/TABLE/LARGE CAP/CARD READ  
 FEEDS/TABLE/LARGE CAP/CARD READ  
 FEEDS/TABLE/LARGE CAP/CARD READ  
 FEEDS/TABLE/LARGE CAP/CARD READ

COST PER PAGE - include maintenance, support, lease  
 estimated MONTHLY volume COLOR 6,275  
 estimated MONTHLY volume BLACK 308,126

OTHER SERVICES REQUIRED/RECOMMENDED  
 24x7 support & install 11,000  
 24x7 support & install  
 phone & 120 further recovery / manage device

PROJECTED TOTAL MONTHLY COST (\$ year)  
 (1) Pilot Keras 55ppm color MFP on 6th floor - scans and prints 25% lower than the previous Toshiba B&W 55ppm MFP  
 (2) Most countries have elected to go with 48 months due to increased maint issues the 5th yr

**TOSHIBA - CURRENT**

474	14 45ppm B&W	\$ 62.00	\$ 868.00
	3 35ppm COLOR	\$ 18.00	\$ 54.00
	37 35ppm B&W	\$ 39.50	\$ 1,461.50
			<b>\$ 3,267.50</b>
	cost per page	\$ 0.045	\$ 282.553
		\$ 0.0043	\$ 1,386.670
			<b>\$ 4,514.88</b>
			\$ 313,950
			\$ 1,817,9434

current tax costs

47	\$7
53	

EST CURRENT MONTHLY  
**\$ 8,071.77**  
 based on 2019 volume  
 and leases ending in 2020

**TOSHIBA 63 mo**

474	14 45ppm B&W	\$ 62.00	\$ 868.00
	3 35ppm COLOR	\$ 18.00	\$ 54.00
	37 35ppm B&W	\$ 39.50	\$ 1,461.50
			<b>\$ 3,267.50</b>
	cost per page	\$ 0.045	\$ 282.553
		\$ 0.0043	\$ 1,386.670
			<b>\$ 4,514.88</b>
			\$ 313,950
			\$ 1,817,9434

current tax costs

47	\$7
53	

EST CURRENT MONTHLY  
**\$ 7,204.37**  
 based on 2019 volume  
 and leases ending in 2020

**NEROX 60 month**

474	17 55ppm B&W	\$ 7,727.27	\$ 1,311,616
	2 55ppm B&W	\$ 71.00	\$ 142.00
	2 55ppm B&W	\$ 71.00	\$ 142.00
	37 55ppm B&W	\$ 362.35	\$ 13,506.95
			<b>\$ 4,261.35</b>
	cost per page	\$ 0.0315	\$ 204.0675
		\$ 0.0039	\$ 1,201.6914
			<b>\$ 7,166.23</b>
			\$ 204,067.50
			\$ 1,201,691.40

current tax costs

47	\$7
53	

EST CURRENT MONTHLY  
**\$ 7,166.23**  
 based on 2019 volume  
 and leases ending in 2020

**USHERWOOD 60 months**

474	17 55ppm B&W	\$ 7,711.00	\$ 1,307,870
	2 55ppm B&W	\$ 71.00	\$ 142.00
	2 55ppm B&W	\$ 71.00	\$ 142.00
	37 55ppm B&W	\$ 528.00	\$ 19,536.00
			<b>\$ 3,540.00</b>
	cost per page	\$ 0.045	\$ 282.553
		\$ 0.0043	\$ 1,386.670
			<b>\$ 4,514.88</b>
			\$ 313,950
			\$ 1,817,9434

current tax costs

47	\$7
53	

EST CURRENT MONTHLY  
**\$ 7,304.12**  
 based on 2019 volume  
 and leases ending in 2020

Monthly savings vs current \$ 767.65  
 Annual savings vs current \$ 9,211.82  
**one time cost \$ 1,225.00**  
 Contract savings vs current \$ 46,834.00  
 total contract cost \$ 432,247.32  
 total annual cost \$ 87,649.46  
 2021 lease \$ 548.66 through 2021  
 2024 lease \$ 690.00 monthly until 7/2024

Monthly savings vs current \$ 905.54  
 Annual savings vs current \$ 10,866.53  
**one time savings - buyout \$ 8,329.50**  
 Contract savings vs current \$ 62,862.57  
 total contract cost \$ 429,973.73  
 total annual cost \$ 85,994.75  
 2021 lease \$ 548.66 will not continue as a cost  
 2024 lease \$ 690.00 monthly until 7/2024

Monthly savings vs current \$ 867.40  
 Annual savings vs current \$ 10,408.82  
**Contract savings vs current \$ 54,646.29**  
 total contract cost \$ 432,262.32  
 total annual cost \$ 86,452.46  
 2021 lease \$ 548.66  
 2024 lease \$ 690.00

Monthly savings vs current \$ 767.65  
 Annual savings vs current \$ 9,211.82  
**one time cost \$ 1,225.00**  
 Contract savings vs current \$ 46,834.00  
 total contract cost \$ 432,247.32  
 total annual cost \$ 87,649.46  
 2021 lease \$ 548.66 through 2021  
 2024 lease \$ 690.00 monthly until 7/2024

# Copier, Papercut & Digital Fax Proposal



Prepared for Cayuga County

Wednesday September 2, 2020

Xerox Business Solutions



A Xerox Company



Paul,

Thank you for providing us with the opportunity to work with you for your copiers, digital faxing and other potential future solutions. Traditionally, we work with our customers to conduct an assessment to gain a better understanding of their workflow processes, technology, challenges and future initiatives. As our relationship progresses, we would appreciate the opportunity to conduct this assessment with you and your team to ensure maximum efficiency. Enclosed is our proposal based on the information you provided for a quote request. We feel confident in our ability to help you with your current and future endeavors as we are the provider for Cayuga Community College and Auburn Hospital. Within this document, you will see highlights of how our technology helps our customers by placing the utmost importance on security, ease of use and simplified management. We look forward to our potential partnership and your thoughts on our response.

Best Regards,

*Kevin Smith*

## Multi-Function Device Breakdown

After careful review of the information Cayuga County provided us for a quote request, we are recommending 51 Xerox Altalink B8155 (55 page per minute black & white devices) and 3 Xerox Altalink C8145 (45 page per minute color devices). Our experience working with local governments and municipalities indicates that a greater efficiency is achieved when consolidating device models by creating a standardized environment across multiple departments and locations. This strategy will help simplify device management, ease of use and maximize uptime.

The Xerox Altalinks are NIAP full system Common Criteria Certified devices equipped with connect key technology, providing Cayuga County with an intuitive user experience, mobile and cloud ready functionality, benchmark security features and next generation of services enablement. These standard features and capabilities will help Cayuga County strengthen security, improve workflow, maximize productivity and, reduce time and resources spent on managing your printing environment.

**Important Standard Features Include:**

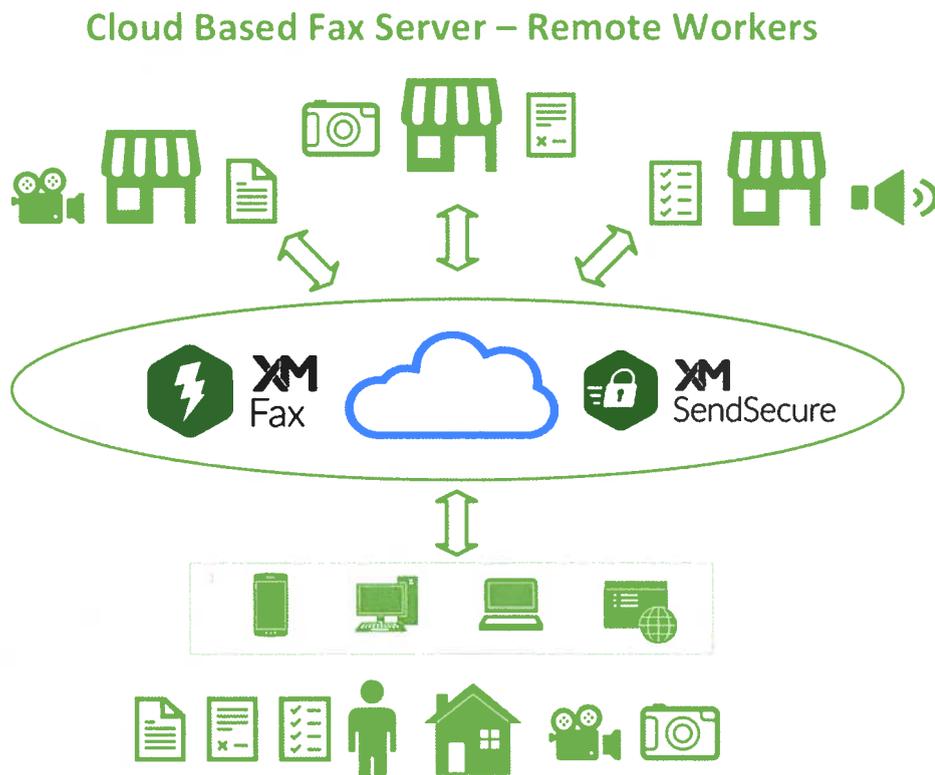
- Threat detection and response - firmware verification, McAfee whitelisting, Cisco Identity Services Engine and, DXL and pxGrid automated threat response.
- Data safeguard – AES 256 bit FIPS hard disk encryption, automated image overwrite, encrypted file formats, print stream encryption and domain filtering.
- Easy management – device cloning, sustainability tools and, remote control and configuration.
- Access to the Xerox app gallery to easily download and install applications that simplify time consuming, repetitive and complex processes.



## Digital Faxing

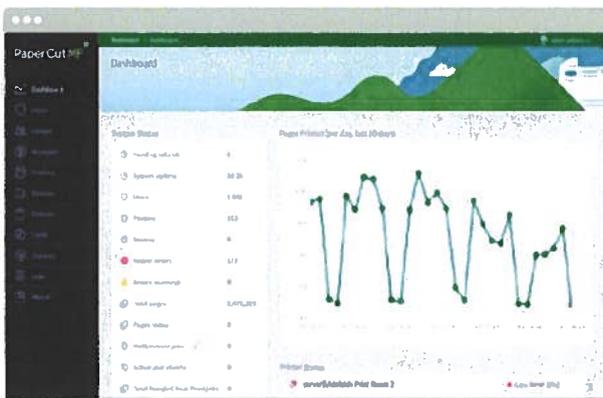
We understand that Cayuga County is exploring options to transition to digital fax. Digital faxing is a great alternative to analog faxing as it eliminates busy signals, incomplete jobs, missing confirmation pages and, provides robust job logging and auditing. Xerox is partnered with Xmedius Fax solutions and we are recommending their solution for Cayuga County. Xmedius differentiates from its competition by providing the following benefits:

- PCI-DSS/ISO-27001/HIPAA/FERPA/SOX/GDPR certifications.
- TLS 1.2 secure connection.
- PaperCut output management integration.
- Customizable notifications for user and group profiles.
- Infinite retention policy.
- Single sign on.
- Custom routing.
- Free release of DID's



## Print Management

PaperCut will assist Cayuga County in controlling costs and print security by requiring print users to authenticate at the device to release print jobs and access device contents. Over the years, printing devices have transformed into computers, leaving companies vulnerable to malicious attacks. To counteract these threats, it is imperative to gain visibility into the who, what, where, when and why, for access to your printing devices and its related content. In addition to security, Cayuga County can expect to reduce printing costs by 30% by eliminating waste and establishing print rules.



- 
**Track all activity**  
 Build on PaperCut NG printing PLUS copy, scan and fax.
- 
**Find-Me Printing**  
 Print to a single global queue: walk up and collect at any device.
- 
**Secure print release**  
 Ensure sensitive documents don't start printing until the user is there to collect.
- 
**Secure your multifunction printers**  
 Stop unapproved usage. Validate access with swipe cards or device login.
- 
**Administer centrally, manage easily**  
 Get full visibility of device activity from anywhere with browser-based admin tools.
- 
**Deploy print queues**  
 Get the right print queues to the right person in the right location, automatically.

## Financial Investment

The below lease pricing includes 51 Xerox Altalink B8155's, 3 Xerox Altalink C8145's, XM Cloud 1.2M 48 Months, 1.5 M 60 Months XM cloud onboarding, Papercut licenses for 67 machines with card readers included. The lease prices do not include any printing impressions, which provides you with the capability to pay as you print.

Lease Term	Monthly Lease Cost	B&W Cost Per Impression	Color Cost Per Impression
60 MO FMV Lease	\$5,366.05	\$0.0039	\$0.0325
48 MO FMV Lease	\$6,783.58	\$0.0039	\$0.0325

*\*This proposal is confidential and intended solely for Cayuga County\**

## Financial Breakdown

Below you will find a financial breakdown by device. We can customize any solution that is needed for Cayuga County.

Description	Purchase	48 Month Lease	QTY	Total
Xerox Altalink B8155 IF	\$ 4,132.71	\$91.22	52	\$4,743.44
Xerox Altalink B8155 OF	\$ 4,200.40	\$92.72	2	\$185.44
Xerox Altalink C8145 IF	\$ 4,150.53	\$91.62	5	\$458.10
XMedius – 1,200,000 credits	\$ 42,743.00	\$943.49	1	\$943.49
Papercut – 4 year support	\$ 20,527.29	\$453.11	1	\$453.11
			<b>TOTAL</b>	<b>\$6,783.58</b>

Description	Purchase	60 Month Lease	QTY	Total
Xerox Altalink B8155 IF	\$ 4,132.71	\$72.16	52	\$3,752.32
Xerox Altalink B8155 OF	\$ 4,200.40	\$73.34	2	\$146.68
Xerox Altalink C8145 IF	\$ 4,150.53	\$72.47	5	\$362.35
XMedius 1,500,000 credits	\$ 60,743.00	\$1,063.12	1	\$1,063.12
Papercut – 5 year support	\$ 23,782.17	\$436.00	1	\$436.00
			<b>TOTAL</b>	<b>\$5,760.47</b>

Notes:

- Papercut and a card reader is included on all Xerox machines on this proposal, the existing Xerox on the 6<sup>th</sup> floor and the 11 Toshiba devices that are still on lease. Eastern can install and configure all the equipment with Papercut, including the Toshiba’s, as part of the new contract.
- XMedius includes the connector on all the Xerox machines on this proposal, the existing Xerox on the 6<sup>th</sup> floor and will work with 11 Toshiba devices that are still on lease. Eastern can install and configure all the equipment except the Toshiba’s as part of the new contract. Cayuga County must contact Toshiba to have the app installed on the existing 11 Toshiba’s.
- If Cayuga county so chooses, Eastern will write check to Cayuga County for the amount remaining on the 5 Toshiba units that are up in 2021. Cayuga county can replace the units at the per unit price above. For example, if \$10,000 is remaining on the contract with Toshiba, Eastern will cut a check for \$10,000 to the county. In return, Cayuga county can purchase 5 additional B8155’s with Inner Finishers for \$72.16 a month each on the lease. All Papercut and XMedius would be included on those new devices. Eastern will need an invoice showing the cost and EOT for the devices.

*\*This proposal is confidential and intended solely for Cayuga County\**

## Company Overview

Eastern Managed Print Network is one of the nation's largest and most respected technology consulting firms specializing in workflow optimization. We provide the broadest portfolio of technology and services for any size company.

- We focus on document-driven companies and industries – from healthcare organizations, manufacturing commercial companies, legal firms, school districts, and financial service institutions – spanning all types and sizes.
- We bring comprehensive solutions to the market.
- We strategically partner with world-class innovators and value-added suppliers.
- We have over 110 Service Technicians, 50 Solution Specialists and over 60 Administrative Support employees in the local market.
- Through Global Imaging Systems (GIS), our reach extends to over 40 states with more than 150 locations nationwide with solutions sold and serviced by over 5,000 employees.
- As a wholly owned subsidiary of Xerox Corporation, we extend our reach globally with more than 57,000 employees.
- We align ourselves with best-in-class product and service manufacturers including Xerox, HP, and Muratec and Konica Minolta.

## Company Capabilities

Eastern Managed Print Network is not just a copier company. Eastern was founded in 1975 as Eastern Copy Products. Adjusting to the changes in the 21<sup>st</sup> century business. Eastern uses a consultative approach to be able to assess the unique needs for each business. Eastern Managed Print Network employees many specialists in multiple fields to give a distinctive look into all areas of our customer's workflow and document management. Some of the areas we focus on include...

- Hardware including, MFP's, Production Presses, Printers, Scanners, Shredders
- Managed Print Service
- Software that manages Input, Storage, Retrieval and Manipulation of all your documents
- Disaster Recovery
- Security and Tracking Hardware and Software
- Compliance Management for specific industries
- SaaS and On Premise Standardized Workflow Applications
- Expandable Solutions to fill in gaps of ERP's
- Shareable Files via portals and using MFP's
- Optimize Documents on Web
- Mobility Management and Applications
- Printing Control and Auditing Software



# TOSHIBA UPGRADE ANALYSIS

PREPARED FOR

## CAYUGA COUNTY - COST ANALYSIS

September 1, 2020

PREPARED BY

Russ Seager

[russ.seager@tbs.toshiba.com](mailto:russ.seager@tbs.toshiba.com)

**TOSHIBA**

**TOSHIBA**

# EMPOWERING THE ART OF BUSINESS<sup>®</sup>



**At Toshiba, we are focused on helping businesses better control their productivity and profitability by delivering innovative imaging products and content solutions.**

## **TOSHIBA AMERICA BUSINESS SOLUTIONS, INC. (TABS)**

is an independent operating company of Toshiba Corporation, one of the largest integrated electronics and electrical equipment companies in the world with more than 140,000 employees globally and annual sales surpassing \$37 billion. TABS is a leading managed print and content solutions provider with experts that help organizations print smarter, improve workflow and communicate better.

Our current and future commitment is to continue to improve and enhance the functionality and capabilities of our digital imaging products and content solutions. Toshiba invests more than 6% of its annual revenue to Research & Development, and deploys a network of R&D centers around the world. In an average year, Toshiba Corporation is awarded more than 5,000 patents, many of which find their way either directly or indirectly into our multifunction office solutions products.

### **OUR MISSION**

As a technology company, we go way beyond printing. We are a creative and nimble organization that empowers our people to do whatever it takes to help our clients succeed.

### **OUR VISION**

Empowering new and better ways to deliver ideas and information.



# TOSHIBA

## OUR QUALITY COMMITMENT

The Toshiba Quality Commitment is our guarantee that you're getting the utmost in advanced technology, dependability, service and support. Toshiba stands squarely behind our promise with the assurance of complete satisfaction. Everything we do contributes to that goal—from setting the industry standard for research and development, to providing instant access to Toshiba support personnel. Look around. Nothing compares to Toshiba...quality guaranteed.

**NO FINE PRINT. NO STRINGS ATTACHED. HERE'S HOW THE GUARANTEE WORKS.**

### FREE REPLACEMENT

If your Toshiba manufactured copier, facsimile, printer, thermal barcode printer or its accessories do not operate within Toshiba's product specifications during the term of this program, and if the equipment cannot be repaired to perform within product specifications, Toshiba will replace the copier, facsimile, printer, thermal barcode printer or accessory at no charge with a model of equal or better features and specifications.

### FREE LOANER

If your Toshiba manufactured copier, facsimile, printer or thermal barcode printer is out-of-service more than two (2) consecutive business days after notifying your Authorized Toshiba Servicing Dealer or requires off-site service, a loaner copier, facsimile, printer or thermal barcode printer will be provided by the Authorized Toshiba Servicing Dealer at no additional charge.

### TERM OF PROGRAM

The term of this program is: a) for purchased equipment, three years from equipment installation date or maximum number of copies as stated in the product specifications, whichever occurs first; or b) for leased or rental equipment, three years or the length of the original lease starting from the equipment installation date, whichever is longer.





**Toshiba 2020 Copier Upgrade Recommendation**

**Current 48 Month Toshiba Copier Investment - \$4,511.88**

**Current Service & Maintenance Pricing  
Black/White - \$0.0059 Per Page  
Color - \$0.05 Per Page**

**New 48 Month Toshiba Copier Upgrade Recommendation - \$3,872.82  
Includes the following New Toshiba Systems**

**(37) Toshiba e-Studio 3518A - \$66.88 each  
(14) Toshiba e-Studio 4518A - \$73.57 each  
(3) Toshiba e-Studio 3515AC - \$122.76 each**

**(54) New Toshiba Copier Systems**

**New Service & Maintenance Pricing  
Black/White - \$0.0045 Per Page  
Color - \$0.045 Per Page**

## **TOSHIBA**

### **Toshiba Software Cost Recommendation**

**Papercut MF - Print Management Software**

**Includes Unlimited User Licenses**

**Sixty Four (64) Toshiba Papercut Licenses**

**Card Reader Authentication Technology Per Copier System**

**Maintenance & Support for 48 Months**

**Installation, Configuration and End User Training**

**48 Month Lease Investment - \$1,135.00**

**\*A Scope of Work and Project Plan Will Be Provided**

**XMedius Cloud Fax Solution Software**

**132,000 Cloud Credits Per Year - \$13,593**

**Monthly Investment - \$1,132.75**

**1 Year Term**

**Toshiba Will Port 43 Current Cayuga County Fax Lines**

**Includes Installation, Configuration, End User Training**

**Toshiba Papercut Single Sign-On**

**\*A Scope of Work and Project Plan Will Be Provided**

## Complete Control Over Print, Copy, Scan & Fax

PaperCut print management software delivers real bottom-line savings for organizations of all sizes. It's scalable and customizable to your specific business needs. Implementation ranges from simply tracking users, departments, or devices to encouraging responsible use with quotas, print policies, and advanced scripts. Rest easy knowing your organization's printing is monitored and under control. Start by implementing PaperCut for simple print auditing and silent print tracking.



### Features at a Glance

- > Protect sensitive documents with Secure Print Release
- > Allocate costs to personal or shared accounts
- > Secure printing from anywhere on the network
- > Promote savings with duplex and B&W printing rules
- > Keep staff printing responsibly with popups & reminders
- > BYOD printing for smartphones, tablets, and laptops
- > Connect Print rooms and FabLabs to PaperCut
- > Manage workflows with filters, restrictions, and redirection
- > Seamlessly scan documents to email, folders, or the cloud

### Popular Options

PaperCut Commercial  
PaperCut Professional  
PaperCut Education  
PaperCut NG

# Elatec

Elatec's primary expertise lies in the development and sale of short-range contactless writer/reader modules and contact writer/reader modules – such as RFID, NFC, Bluetooth and smartcards. ELATEC solution architectures support the customer's entire value chain, with solutions that meet specific demands, can be used anywhere in the world and are absolutely reliable.

Their most successful product is the universal reader TWN4 MultiTech. It is compatible with more than 60 internationally established RFID technologies and can be integrated into every industrial application – from secure printing and access control to point-of-sale systems

Elatec's family of RFID reader/writers is available in various forms which are designed for a wide variety of applications. Thanks to the underlying TWN Technology their behavior can be adjusted in order to act accordingly in different identification scenarios. Depending on the specific use case at hand you can choose among .

## Features at a Glance

- > supports TWN4 MultiTech or NFC technology
- > wireless (re)programmable
- > card emulation – a smartphone can be used as a contactless identification card
- > read/write mode in which an active device such as a smartphone can read out pre-saved information in a passive one (i.e. NFC paper label).



# ELATEC

RFID Systems

## XMedius Prepaid Credits: Flexible Way To Purchase Cloud Services

Transform manual faxing into a secure and managed business workflow with no complicated hardware or software installations with XMediusFAX Cloud. XMediusSENDSECURE provides a secure file exchange software that utilizes robust security features. XMedius prepaid credits provide a flexible way to purchase services to transmit your files, whether through XMediusFAX or XMediusSENDSECURE.



**XMedius**  
FAX®



**XMedius**  
SENDSECURE

### Features at a Glance

- > Flexibility applying credits
- > Volume-based discounted pricing
- > Simplify procurement through bulk and extended expiration term purchases

#### Popular Options

XMediusFAX

XMediusSENDSECURE

**TOSHIBA**

# THE PATH TO A SMALLER CARBON FOOTPRINT.

We've put together an entire program to help both our business and yours reduce, reuse and recycle. It's simple, of course. That way, everyone is more likely to participate. So, let us help you become the most sustainable you can.



## ENCOMPASS ECOSMART EVALUATION

We'll come out and evaluate your current power usage, entire printer fleet, document management procedures and recycling efforts. Then we'll show you how you can reduce your carbon footprint.



## GREENER MANUFACTURING

Toshiba employs strict Green Procurement Guidelines. The guidelines are geared toward creating "Environmentally conscious products". The entire process decreases the negative environmental impacts at each stage of the products life; selection of raw materials, manufacturing process, circulation, consumption, and end of life/recycling.



## GREENER PRODUCTS

Most e-STUDIO models Typical Electrical Consumption, or TEC value is exceptionally low, equating to an environmentally friendly product with a low operating cost. Printing is duplex by default and includes an omit blank page function, while our Super-Sleep Mode uses only 1 watt of power. In addition, the e-STUDIO4508LP uses erasable toner so you can reuse the paper again and again.



## GREENER PRINTING

Save money on printing costs while saving the environment. Eco-friendly print solutions and an energy management application allow you to manage printing across your entire fleet, improve print efficiency and optimize energy consumption.



## ENVIRONMENTAL PROGRAMS

Toshiba offers its customers the Toshiba EcoSmart Recycling program. That means you can recycle used Toshiba cartridges and zero waste goes into landfills. Better yet, it goes into making waterproof, insect-proof eLumber. We provide the collection boxes, you discard the waste, and schedule a pickup. And we have partnered with PrintReleaf, where clients can offset the effects of their printing by having trees replanted in a reforestation project of their choice.

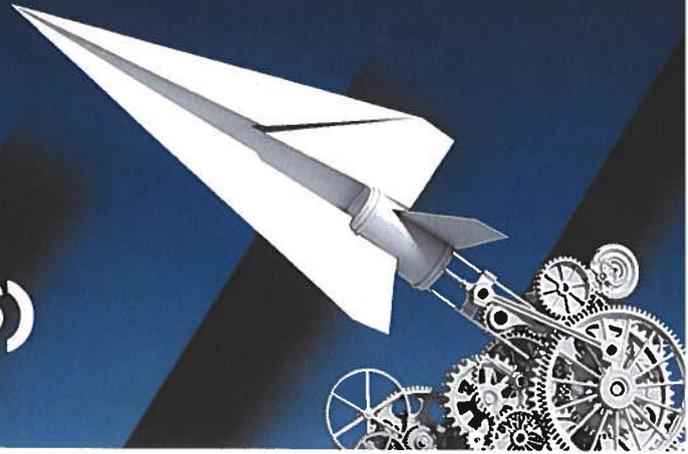
Toshiba's EcoSmart Toner Recycling Program is part of our commitment to the environment and to our clients.



ENCOMPASS  
**ecosmart**

**TOSHIBA**

# TOSHIBA MANAGED PRINT SERVICES (MPS)



**In today's business climate, reducing and controlling costs is more important than ever. Many organizations overlook the cost of managing documents as an opportunity for savings.**

Toshiba's Managed Print Services is a true client-focused practice that incorporates everything from device management and maintenance of numerous brands to the supply of consumables. It addresses a commitment to decrease paper consumption and power use, while also eliminating waste.

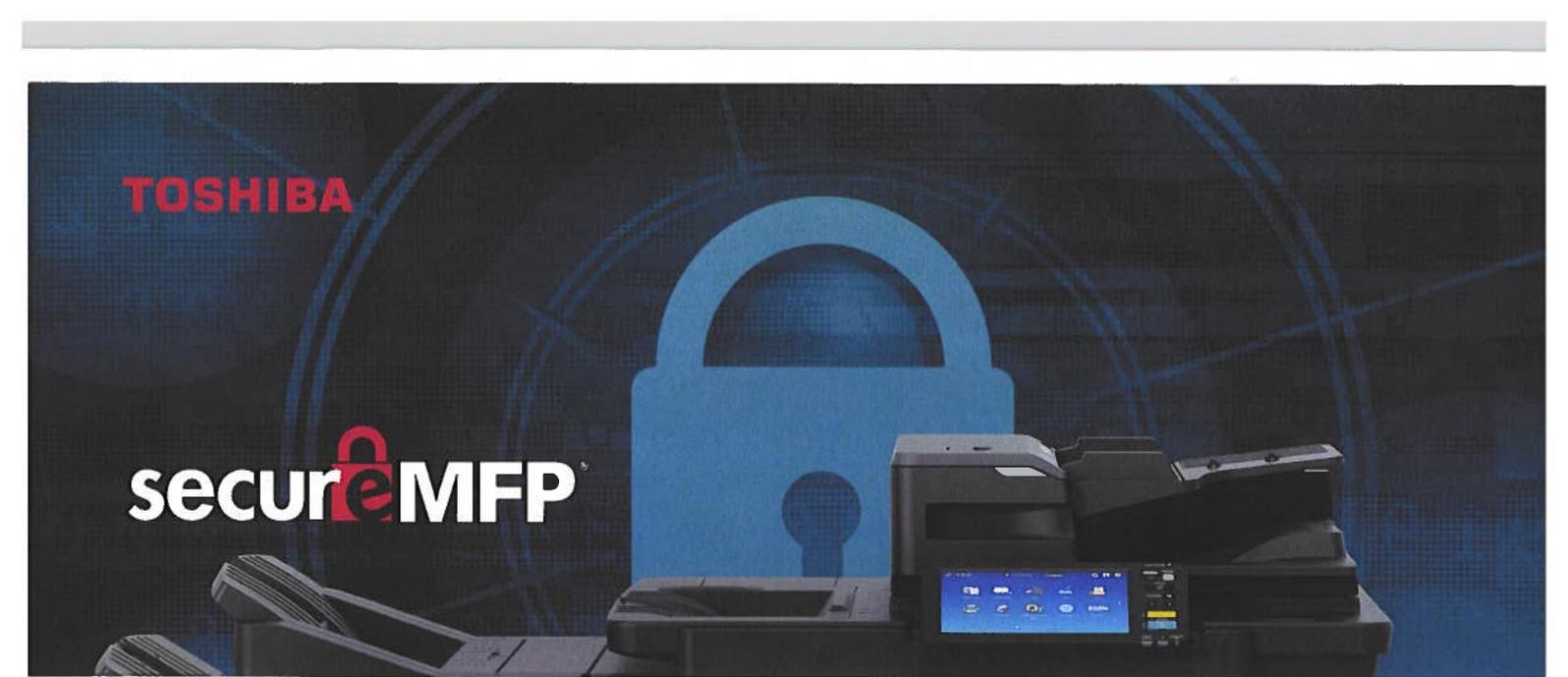
**Toshiba's Managed Print Services provides outstanding service and keeps your operation running smoothly by including the following components:**

- Automated toner replenishment
- High-quality toner and parts for your laser printers, regardless of brand
- National on-site service
- Convenient online portal for service requests and reporting
- Proactive service monitoring

**We have saved companies up to 40% and streamlined their operations by:**

- Immediately reducing printing costs – you pay one fixed cost-per-page price that includes toner, consumables, parts and service; you only pay for what you use
- Enhancing your investment in the equipment you already own
- Simplifying procurement, budgeting, delivery, and service for your output fleet
- Increasing control by providing a single point of accountability for service, supplies and billing

Adopting Toshiba's Managed Print Services offers many benefits. It has yielded clients millions of dollars in annual savings while boosting performance and productivity by managing document costs and document security.

The banner features a dark blue background with a large, stylized padlock icon in the center. The Toshiba logo is in the top left, and the 'secureMFP' logo is in the middle left. A Toshiba multifunction printer is shown in the bottom right, with its control panel visible. The overall theme is digital security and document management.

**TOSHIBA**

**secureMFP**

### **A HOLISTIC APPROACH TO SECURITY**

To best tackle your security vulnerabilities, Toshiba takes a unique, comprehensive approach to safeguarding your print and document environments. We look at security in your environment across three areas: product, process and people. The most important component is indeed product security because that is the hub of all your data and human interactions. Once the device is secured, we focus on understanding the processes and people who interact with the device. This allows us to advise you on not just the equipment, but also on the best security methodologies to put in place in your organization. This powerful combination ensures an end-to-end security strategy for your print environment.

### **PRODUCT SECURITY**

Starting at the product level, we deliver an in-depth defense across four areas:

#### **1. INSTALL TO END-OF-LIFE DEVICE SECURITY**

- Self-encrypting hard drive
- Firmware & BIOS whitelisting
- End-of-Life automatic data erase

#### **2. PHYSICAL AND DIGITAL ACCESS PROTECTION**

- Restrict who, what, where
- Manage centrally and by role
- Monitor and audit in real-time

#### **3. DOCUMENT LIFECYCLE DEFENSE**

- Secure document capture
- Encrypt information storage
- Secure document tracking & delivery

#### **4. FLEET-WIDE SECURITY ADMINISTRATION**

- Remote monitoring & management
- Proactive alerts & automatic remediation
- Policy-based security management



# BUSINESS PROPOSAL

9/2/2020

# Usherwood

OFFICE TECHNOLOGY



Developed for



CAYUGA COUNTY  
NEW YORK

by **MARIA HENNEBERG**

MANAGED IT SOLUTIONS



MANAGED PRINT SOLUTIONS



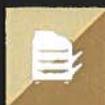
MANAGED VIDEO SOLUTIONS



MANAGED DOCUMENT SOLUTIONS



MULTIFUNCTIONAL COPIERS AND SCANNERS



WIDE FORMAT AND PRODUCTION PRINT SOLUTIONS



MAILING SOLUTIONS



TECHNICAL ASSISTANCE CENTER



TRAINING AND CERTIFICATION



OUR PARTNERS



## OUR PROMISE

Usherwood's promise is to provide industry leading service and support to our clients. We are committed to offering the latest products on the market by selectively partnering with the most reliable suppliers.

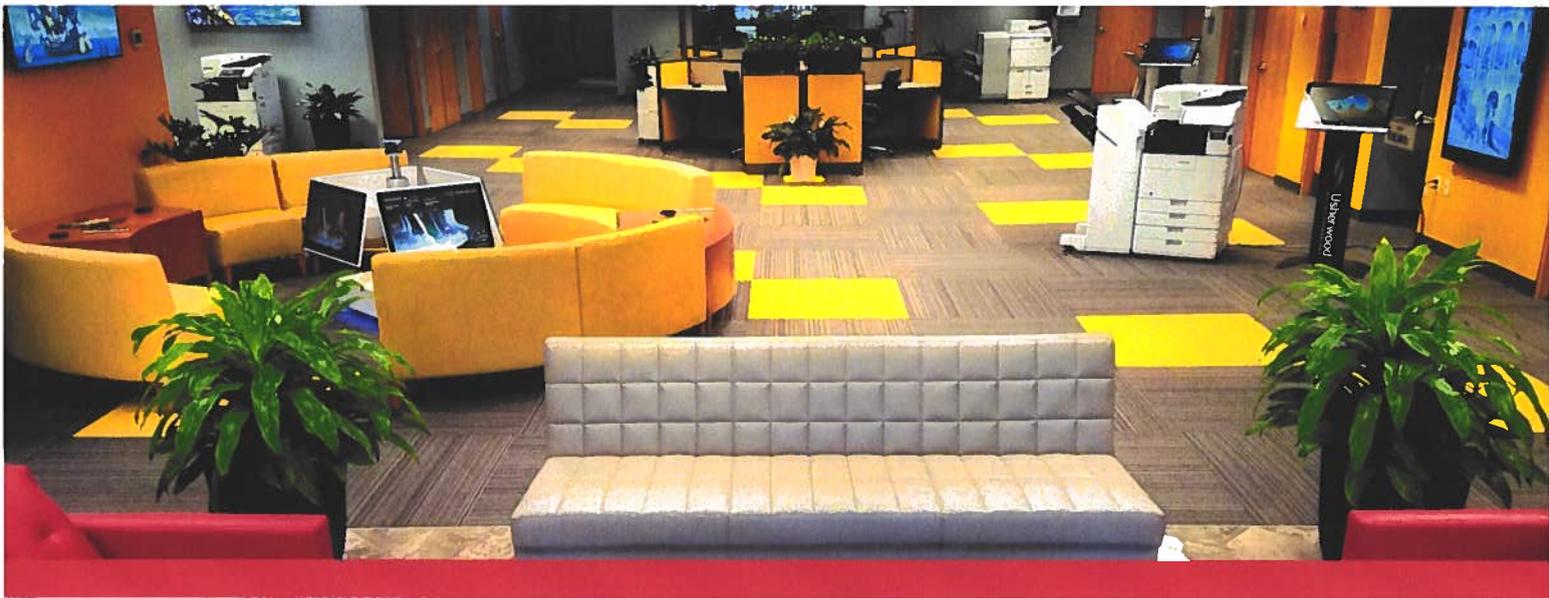
As an independent office equipment & technology provider, we are able to make decisions and recommendations much differently than a manufacturer can. We are always listening to our clients and learning about what technologies and processes they want and need to improve their businesses. Being an independent dealer allows us to research, evaluate and deploy "Best of Breed" products. Whether it be hardware, software or a labor-based offering, our choices are deliberate and un-biased, allowing us to stay focused on our client's best interests.

Usherwood offers qualities you would expect of a large, resourceful dealership, but combines those attributes with the personal touch of a hometown business. With 16 offices in the Northeast, we are proud to be your local, independent dealer, wherever you are located.

*Louis F. Usherwood*

*"Usherwood's 42 years of delivering IT solutions to our clients has allowed us to create a stable foundation for our clients to build their business upon. In short, our clients trust us."*

— LOU USHERWOOD, PRESIDENT & CEO



## OUR LOCATIONS



### ALBANY

1 Computer Drive South  
Albany, NY 12205



### AUBURN

Odyssey Distribution and  
Logistics Center  
36 Sword Street  
Auburn, MA 01501



### BINGHAMTON

201 Oakdale Road Suite 1  
Johnson City, NY 13790



### BOSTON

20 Custom House Street  
Boston, MA 02109



### BUFFALO

50 Corporate Parkway  
Buffalo, NY 14226



### BURLINGTON

1193 South Brownell Road,  
Suite 10  
Williston, VT 05495



### JAMESTOWN

1376 East Second Street  
Jamestown, NY 14701



### MANCHESTER

1200 Elm Street  
Manchester, NH 03101



### PLATTSBURGH

79 Hammond Lane, Suite 7  
Plattsburgh, NY 12901



### POTSDAM

The Arlington, 2 Market Street  
Potsdam, NY 13676



### PROVIDENCE

475 Kilvert Street  
Warwick, RI 02886



### ROCHESTER

2595 Brighton Henrietta Town  
Line Rd  
Rochester, NY 14623



### SYRACUSE

1005 West Fayette Street  
Syracuse, NY 13204



### UTICA

8506 Seneca Turnpike  
New Hartford, NY 13413



### WATERTOWN

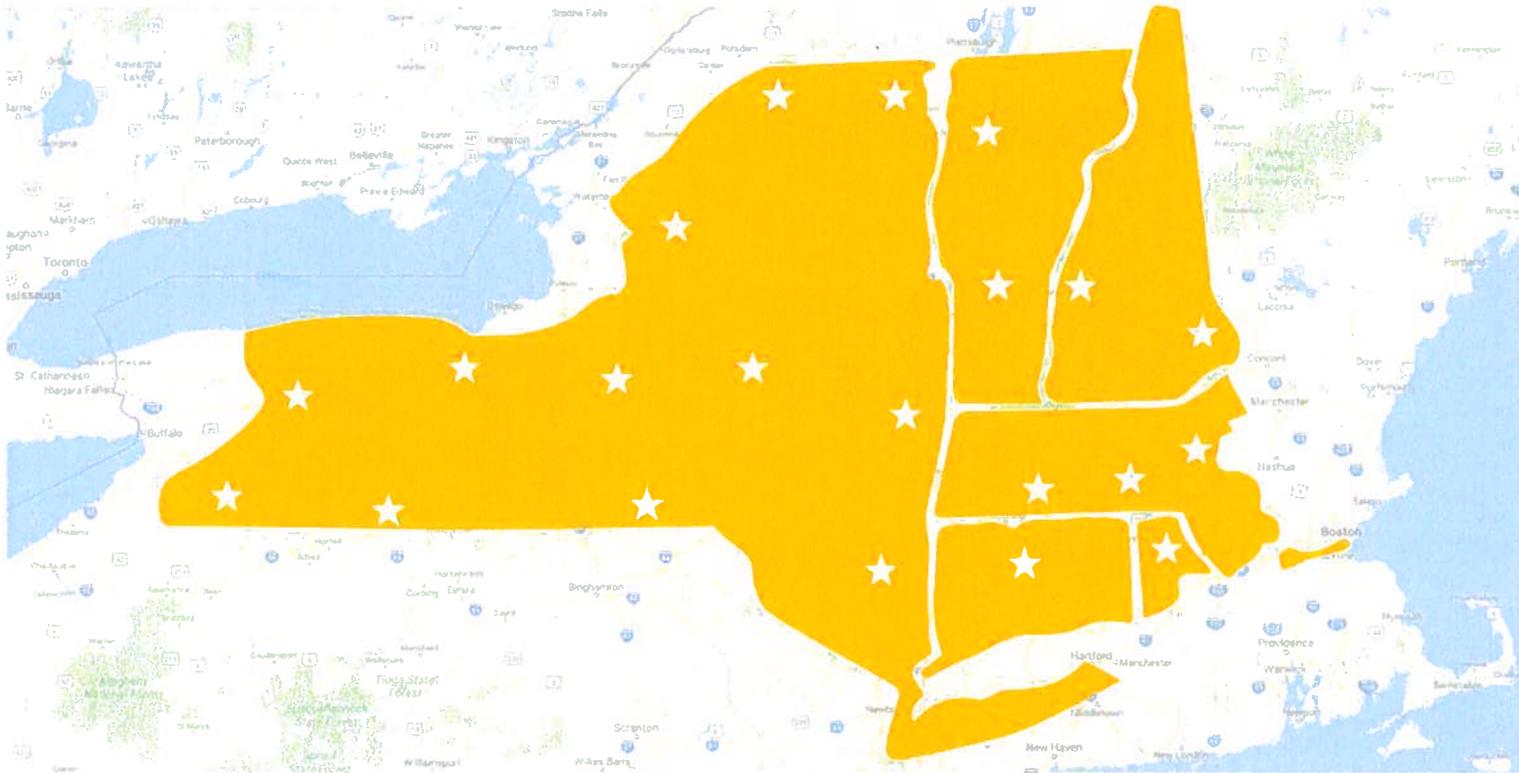
20255 State Route 3  
Watertown, NY 13601



### WEST LEBANON

30 Airport Road  
West Lebanon, NH 03784

# LOCATIONS, PARTNERSHIPS, & AWARDS



Elite Dealers are selected based on numerous criteria, including growth initiatives, innovative marketing programs, outstanding customer service, charitable contributions to the community, progressive workplace cultures and adaptability to an ever-changing market.

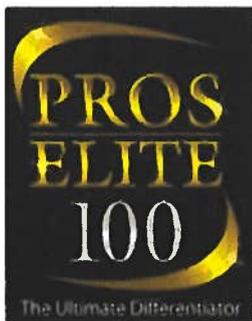


Awarded to companies who best exemplify the following categories:  
 Team effectiveness, Manager effectiveness, Retention risk, Trust in senior leaders, Alignment with goals, Feeling valued, Trust with coworkers, Work engagement, Individual contributions, People practices

CenterState CEO  
**2016 Economic Champion**  
*Congratulations!*



CenterState CEO recognizes local businesses as Economic Champions for their contributions to the economic growth of the CenterState New York region through capital expenditures, hiring of new employees, expansion or relocation due to growth, and for state or national recognition.



Top 100 Servicing Dealers in the United States including select international dealers. The award recognizes the ability to deliver world class service by achieving higher levels of performance through implementing specific structural changes, process improvements, training requirements, and follow-up and execution strategies that have been proven to produce the most customer obsessed, responsive, and productive companies in the Office Imaging Industry.

# TESTIMONIALS



Penny is the best! I am always confident she'll correctly assess and repair our machine and put it back into working order.

-Lindsay Scheuer



Emailed every update to me. When the tech was on his way and when tech arrived. Very impressed with being informed.

-A. Relyear



When I call to place an order the person is always friendly and helpful. I call one day and the next day my printer cartridge is here.

- Jayne Black



Friendly and competent. He did a good job.



Brett is great to work with and answers every question we put forth.

-A. Sedwick



Best customer service I have seen in quite a while. With everything farmed overseas these days it is fantastic to interact with real people in person.

-G Henders



Continue providing great service and communication.

-Dennis Sanabria



Quick service. Matt did a good job. Happy Customer!

-Judy Wright



Penny is a top notch rep always. She knows her stuff and is always professional. I enjoy seeing her when she comes in.

-K. Patello



Jason was great and very supportive.

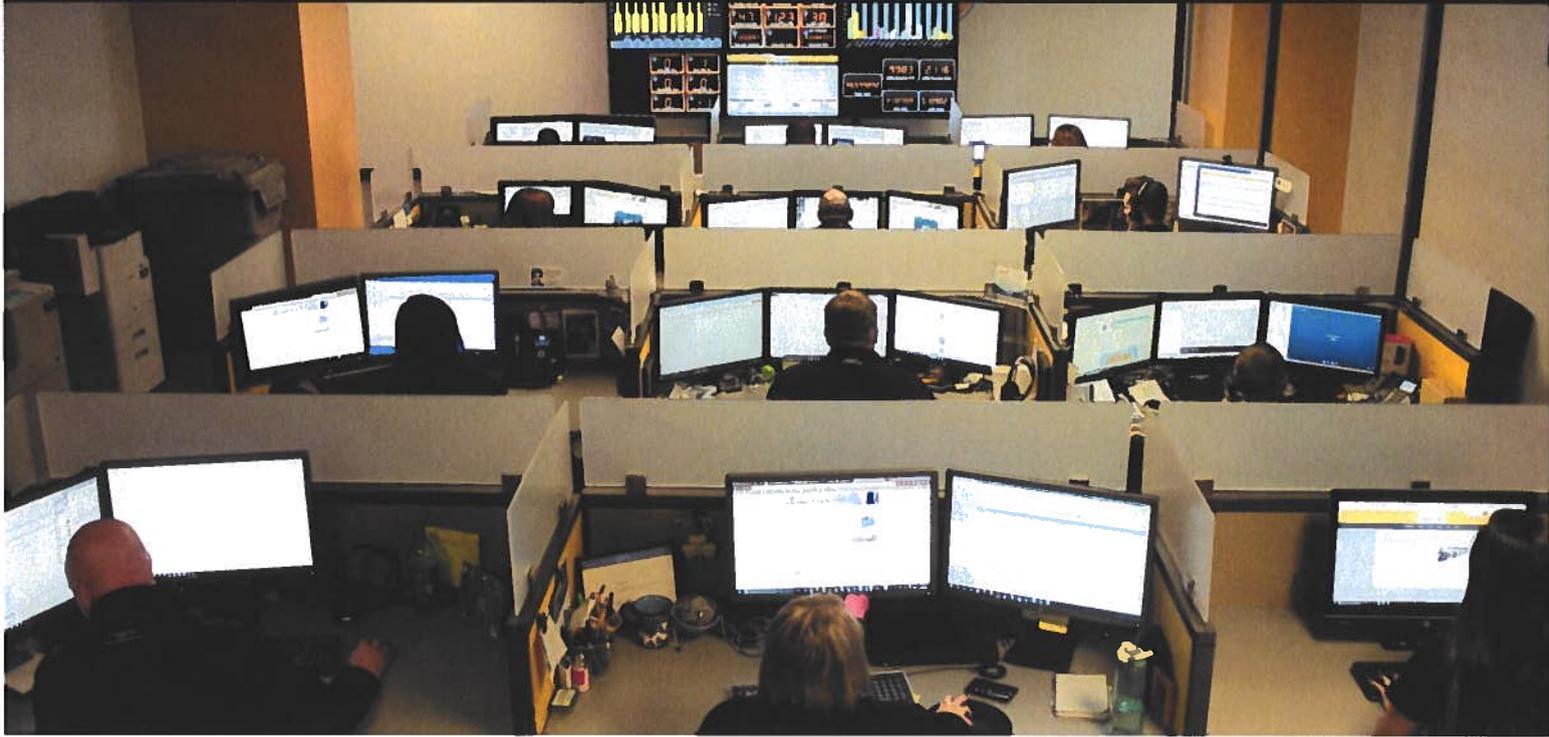
-Nicole Gibson



Brett always does a great job. We seldom see him... the copier is that good.

-B. Lang

# TECHNICAL ASSISTANCE CENTER



Usherwood Office Technology has a centralized Technical Assistance Center (TAC) and on-site data storage facility that allows our clients to keep their businesses running around the clock. Our three tiered service approach begins with our TAC and is fortified with over 60 certified engineers and technicians both within our TAC and geographically located throughout the areas which we serve. With offices throughout the Northeast, Usherwood is uniquely qualified to bring our solutions to the local communities in which we live.



# SERVICE AT YOUR DOORSTEP



Usherwood Office Technology has a standing legacy of having some of the fastest response times in our industry. Our outbound service team combined with our three levels of tiered service at the TAC means that your service will be provided in a timely fashion either remotely or at your office. Usherwood technicians and engineers are highly trained in all facets of IT and print technology. But you don't have to just take our word for it! Our net promoter score is consistently above the top providers in the industry. Which means our clients are recommending us to their friends.



# RECOMMENDED USHERWOOD SOLUTION

(3) HP e77830dn

*Color* Copier/Printer/Scanner up to **11x17**

- *Copy/Print* at **30** pages-per-minute
  - *Scan* at **80** images per minute
- 100-Sheet Automatic Duplexing ADF
  - Four, 520-Sheet Paper Drawers
    - Envelope Printing
    - Inner Staple Finisher
  - 100-Sheet Stack Bypass Tray



# RECOMMENDED USHERWOOD SOLUTION

(37) HP e72530dn

Monochrome Copier/Printer/Scanner up to **11x17**

- *Copy/Print* at **30** pages-per-minute
  - *Scan* at **80** images per minute
- 100-Sheet Automatic Duplexing ADF
- Four, 520-Sheet Paper Drawers
  - Envelope Printing
  - Inner Staple Finisher
- 100-Sheet Stack Bypass Tray



# RECOMMENDED USHERWOOD SOLUTION

(12) HP e82540dn

Monochrome Copier/Printer/Scanner up to **11x17**

- *Copy/Print* at **40** pages-per-minute
  - *Scan* at **90** images per minute
- 250-Sheet Automatic Duplexing ADF
- Four, 520-Sheet Paper Drawers
  - Envelope Printing
  - Inner Staple Finisher
- 100-Sheet Stack Bypass Tray



# RECOMMENDED USHERWOOD SOLUTION

## (2) HP e82550dn

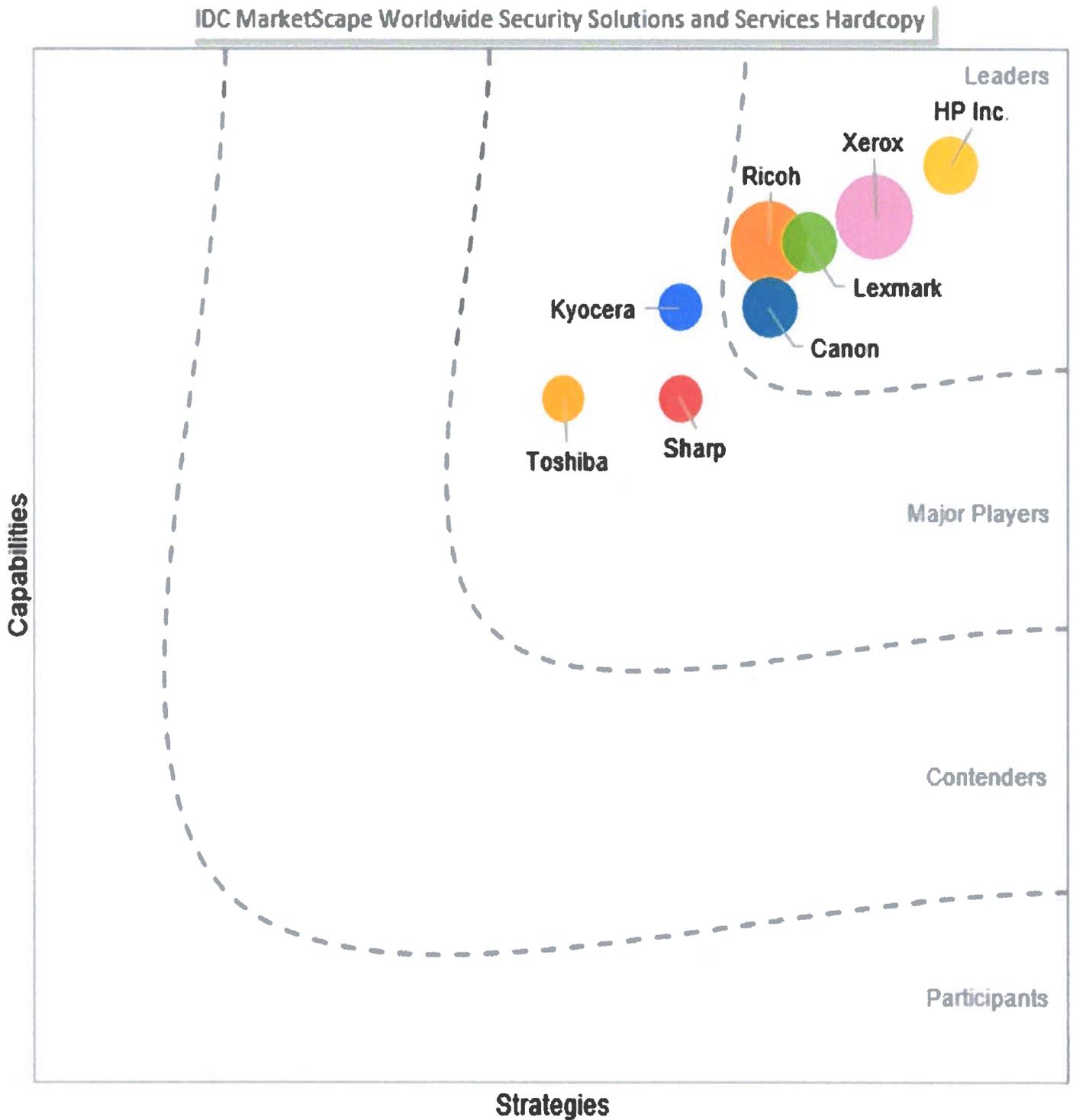
Monochrome Copier/Printer/Scanner up to **11x17**

- *Copy/Print* at **50** pages-per-minute
  - *Scan* at **90** images per minute
- 250-Sheet Automatic Duplexing ADF
  - Four, 520-Sheet Paper Drawers
    - Envelope Printing
    - External Staple Finisher
  - 100-Sheet Stack Bypass Tray



# INDEPENDENT SECURITY EVALUATION

## IDC MarketScape Worldwide Security Solutions and Services Hardcopy Vendor Assessment



Source: IDC, 2019

# HP E-SERIES SECURITY FEATURES

- HP MFPs are Common Criteria Certified (ISO 15408) to validate compliance with the internationally recognized standards for MFP security.
- HP Sure Start validates the integrity of the BIOS upon start up and reverts to a “Golden Copy” of the BIOS if a compromised version is detected.
- Run Time Intrusion Detection checks for anomalies during complex firmware and memory operations which, when detected, stop the intrusion by rebooting through the HP Sure Start process.
- Whitelisting validates the integrity of the firmware during the load process to ensure that only authentic HP code is loaded.
- HP Connection Inspector checks for network anomalies and thwarts malware by triggering a Sure Start reboot process in response to suspicious requests.

# MFP SECURITY LANDSCAPE

- Security issues with MFPs, as with any other technology, continue to evolve. In 2010 CBS news exposed the dangers inherent in not erasing hard drives (<https://www.cbsnews.com/news/cbs-news-investigation-into-photocopiers-raises-questions-in-buffalo/>). Many manufacturers offered protections for hard drives as options while Xerox, the established leader in the industry at the time, had been including such protections to clients for years. Other manufacturers have since caught up to make this an industry standard.
- Fast forward to today and we find that HP has assumed the lead role in MFP security ([http://idcdocserv.com/US44811119e\\_HP](http://idcdocserv.com/US44811119e_HP)) by leveraging the technology developed in their computing business and applying it to their enterprise printers. In a world in which security concerns have expanded from hard drives to the need to focus on MFPs as network endpoints, incorporating MFPs into cybersecurity strategies has never been more critical.
- Evidence of the reality around this type of threat was illustrated in last year's Microsoft Security Response Center warning of a state sponsored cyber criminal group using office printers as an attack vector to get inside networks and conduct their malicious activities (<https://msrc-blog.microsoft.com/2019/08/05/corporate-iot-a-path-to-intrusion/>).

# RECOMMENDED USHERWOOD SOLUTION



## *Why did Usherwood Choose to Partner with GoldFax and not other eFax solutions?*

### **Speed and Ease of Implementation**

- We can setup the portal and start digital faxing in less than 1 business day
- The speed of the rollout can be very flexible

### **Full Email Integration**

- No need for additional hardware such as MFP fax cards
- Since GoldFax can send faxes directly from email (both from Outlook and from your MFP), the analog line is no longer necessary.
- Faxes can also be directed from the GoldFax cloud directly to email, SMB, or to a print driver if you prefer it printed

### **Security and Compliance**

- 10 year retention of all of your faxes giving you the ability to recreate any document sent through the system, This can be critical in a security audit

### **Cloud Based Redundancy**

- GoldFax is connected to every communication provider
- For example, if there is any outage from AT&T, they can still connect to Verizon or many other providers

### **EMR Integrations**

- GoldFax has a 3rd party integrator that can integrate EMR systems in where needed, like Healthcare

### **Ease of Use**

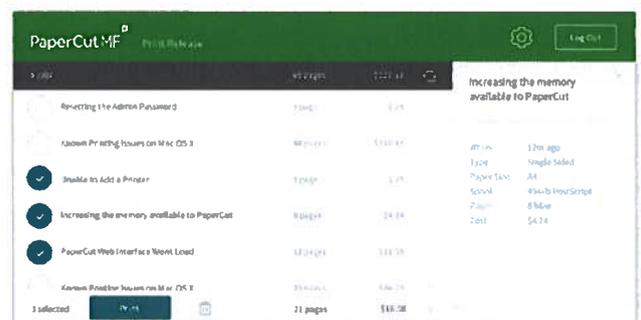
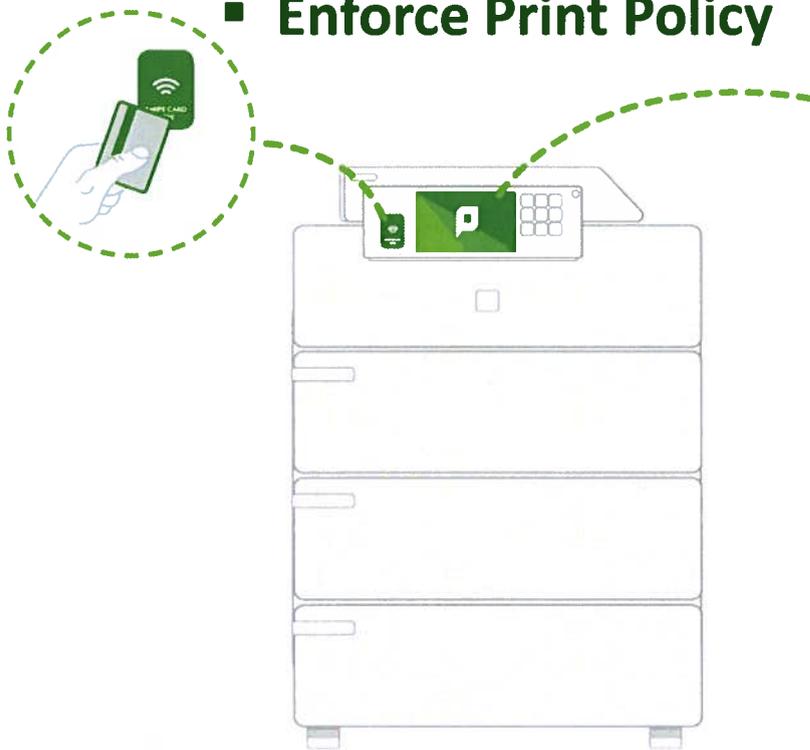
- Easy to understand Price Plan and Billing
- Full access to the Usherwood Technical Assistance Center

# PaperCut Overview

PaperCut MF includes embedded software that runs on your copier/ MFD to enable tracking, control and secure print release directly from the device's panel.

PaperCut MF is suitable for sites of any size, with a cross-platform and vendor-neutral approach to technology and device support. PaperCut's solutions are currently in use in over 50,000 sites worldwide, making PaperCut MF a product you can trust with a high return-on-investment.

- **Track all MFDs / Printers**
- **Secure Print Release**
- **Control and Report Use**
- **Enforce Print Policy**
- **Minimize Waste**
- **Restrict Color Printing**
- **Recover Costs**



## INVESTMENT BENEFITS

### Usherwood Investment For HP Equipment

60-Month FMV Lease Agreement: \$3,540.00

48-Month FMV Lease Agreement: \$4,347.00

B&W Images Charged at .0045

*Color* Images Charged at .045

Service includes all toner, drums, parts, and labor.

### Usherwood Investment For PaperCut

60-Month Agreement: \$1,335.00

48-Month Agreement: \$1,270.00

Pricing includes service and support for the term

### Usherwood Investment For GoldFax

Monthly Agreement: \$760.00

One-Time Fee: \$1,225.00

# IMPLEMENTATION SCHEDULE

Upon acceptance of this proposal, Usherwood Office Technology will work with you to finalize implementation planning and scheduling to meet your organizational requirements.

Your account executive, along with our highly proficient delivery staff, will carefully plan the installation of your equipment. We provide complete pre & post installation support to ensure a smooth, successful transition.

For services beyond what is itemized below, a custom statement of work will be prepared per specific requirements and will include any and all additional fees.

Action Item	Date	Checklist
Approval & Paperwork		<ul style="list-style-type: none"> <li>○ Signed Sales Agreement</li> <li>○ Designate Key Contacts</li> </ul>
Pre-Configuration Form		<ul style="list-style-type: none"> <li>○ Completed by IT Department. Any &amp; All Questions reviewed and answered</li> </ul>
Pre-Delivery & Install		<ul style="list-style-type: none"> <li>○ Review Space/Power Needs or Special Requirements</li> </ul>
Delivery & Training		<ul style="list-style-type: none"> <li>○ Equipment Set Up</li> <li>○ Training Complete</li> <li>○ Supply, Service &amp; Meter processes reviewed</li> <li>○ Connectivity Complete</li> </ul>
Post-Delivery		<ul style="list-style-type: none"> <li>○ Post Day Follow Up</li> <li>○ 30 Day Follow Up</li> </ul>
Follow Up Reviews	By Contract	<ul style="list-style-type: none"> <li>○ Review usage, costs &amp; return on investment</li> </ul>

# KEY CONTACTS



**Maria Henneberg**  
Senior Solutions Architect



**Kathleen Magnarelli**  
Regional Sales Manager



**Jeff Spink**  
Manager of Imaging Services



**John Daniel**  
Director of Application Services



**Briana George**  
Team Leader - Imaging



**Penny Exton**  
Production Specialist



**Mike Glowacki**  
Senior Technician



**Ron Striker**  
Senior Technician



**Laura Cahill**  
Managed Solutions Specialist



**Josh Montgomery**  
Team Leader - Managed IT



**Casey George**  
Delivery Coordinator



**Cindy Pelkey**  
Order Processor



**David Christensen**  
Senior Mailing Specialist



**Lou Tubolino**  
VP of Production Systems



**Piper Ranieri**  
Contracts Administrator



**Lou Usherwood**  
President & CEO



**Ken Stinson**  
VP of Sales



**Charlie Usherwood**  
Chief Technology Officer



**Cliff Laws**  
VP of Operations



**Andrew Flamik**  
VP of Finance



**CAYUGA COUNTY**  
**NEW YORK**

*Have we earned your business?*



**Usherwood**  
OFFICE TECHNOLOGY  
complete business **IT** solutions

9-20-20-5

RESOLUTION NO. \_\_\_\_\_ 9/22/20

VET Fill PT Driverrev

**Authorizing the Director of Veterans Services to fill a Vacant Part Time Driver position**

BY: Ryan Foley; Chairperson for the Governmental Operations Committee  
Christopher Petrus, Chairperson of the Ways and Means Committee

WHEREAS, the position of Part Time Driver (position Control# 006736) NB Part II position has become vacant due to a resignation; and

WHEREAS, the position is vital to the transportation of Veterans to needed appointments and is needed to continue these services; and

WHEREAS, the Part Time Driver is a funded position in the Veterans Services Department 2020 Budget: now therefore be it

RESOLVED, that the Veterans Service Director be authorized to fill the Part Time Driver at a probationary rate of \$11.94 per hour, step 1; \$12.09 per hour; account line item # A65101-51002; and be it further

RESOLVED, that the position be filled in accordance with the Civil Service Rules and Regulations and the policies of the County of Cayuga.

**Government Operations Committee**

**Ways & Means Committee**

\_\_\_\_\_  
Ryan Foley, Chair

\_\_\_\_\_  
Christopher Petrus, Chair

\_\_\_\_\_  
Tricia Kerr

\_\_\_\_\_  
Keith Batman

\_\_\_\_\_  
Timothy Lattimore

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Elane Daly

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Chris Petrus

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Ryan Foley

\_\_\_\_\_  
Paul Pinckney

\_\_\_\_\_  
Hans Pecher

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Charlie Ripley

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Benjamin Vitale

\_\_\_\_\_  
Benjamin Vitale

\_\_\_\_\_  
Tucker Whitman

Co. Atty: \_\_\_\_\_

## Authorization to Create/Fill

A copy of this completed form MUST be attached to ALL Civil Service MSD-426 forms when filling a position.

Date 8/31/2020

Authorization To: Fill Only

**\*\* New Position Duties Statement (NPDS) - Short Form  
REQUIRED IF the title exists within the department**

**\*\* New Position Duties Statement (NPDS) - Long Form  
REQUIRED IF the title does NOT exist within the department**

Do you anticipate this request to result in fill-behinds? No

Cayuga County Department Veterans

Job Title Being Requested (Exact Civil Service Title) Driver (Part Time)

Position Control Number 006736

Position Status Permanent

Position Designation Part-Time

Budget Account Number A65101-51002

Is a position being abolished to create the new position? No

Is the salary of requested position in the current comp plan? Yes

Comp Plan Requested IS IN Part II

Probationary Salary Amount 11.94

Step 1 Amount (Part II) 1209

Starting Salary for Position Requested 11.94

Justification for Salary Requested	based on salary in current comp plan
Does position include fringe benefits?	No
What is the justification for filling this position AND why is it important for your department?	This position transports veterans to vital medical and other appointments
How is this position funded?	Budget
Is this a reimbursed position?	No
What will the fiscal impact of filling this position in your budget this year and in future fiscal years?	It will not change from previous years. Hourly rate only without fringe benefits
Department Head	Jessica Strassle
Date	9/1/2020
Attestation	I have been directed to submit on behalf of the authorized department or agency head
Name of Person Submitting on Behalf of Department or Agency Head	Lisa Lippoldt (do to need in dept)
Title of Person Submitting on Behalf of Department or Agency Head	HR Administrator

(Section Break)

LHLippoldt Approved 9/1/2020

9-20-20-6

RESOLUTION NO. \_\_\_\_\_

9-22-20

CCC Capital Plan 2020-2021 Addendum

**ACKNOWLEDGING THE UPDATED CAYUGA COMMUNITY COLLEGE 2020-2021 CAPITAL PROJECT SUBMISSION TO SUNY.**

BY: Hon. Ryan Foley, Chair, Government Operations  
Hon. Christopher Petrus, Chair, Ways & Means

WHEREAS, Cayuga Community College previously submitted an annual listing of Capital Projects to SUNY for consideration in their annual budget appropriation; and

WHEREAS, the SUNY Facilities Group has provided guidance in the creation of the Community College Capital Request/Plan so that Cayuga Community College could capture the maximum dollar-for-dollar match based on a local contribution; and

WHEREAS, the following project was identified as an additional priority by College Executive leadership:

1. \$50,000.00 for campus renovation projects, including \$29,850 to replace library columns and concrete stairs on the Auburn campus for the safety of the Campus community; and

WHEREAS, the Cayuga Community College Foundation provided \$25,000.00 as a local match to be used for campus renovation projects; and

WHEREAS, the Board of Trustees of the Cayuga Community College has adopted the foregoing capital project addendum on August 17, 2020; and

WHEREAS, the submission of the Community College Capital Request Plan to SUNY does not bind Cayuga County nor the administration of Cayuga Community College into any particular listed project, but is a required mechanism to request state funding; now therefore, let it be

RESOLVED, that the Cayuga County Legislature acknowledges the above-listed project addition to the 2020-2021 Capital Request/Plan addition to SUNY by Cayuga Community College.

**Government Operations Committee**

**Ways & Means Committee**

\_\_\_\_\_  
Ryan Foley, Chair

\_\_\_\_\_  
Christopher Petrus, Chair

\_\_\_\_\_  
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\_\_\_\_\_  
Tucker Whitman

Co. Atty: \_\_\_\_\_

9-20-60-7

RESOLUTION NO. \_\_\_\_\_ 9-22-20

COL Res Policy (Hire Auth Exp)

**AMENDING THE CAYUGA COUNTY POLICY MANUAL, SECTION 41 (RESOLUTION PROCEDURE) TO LIMIT THE DURATION OF HIRING AUTHORIZATIONS**

BY: Hon. Ryan Foley, Chair, Government Operations Committee  
Hon. Christopher Petrus, Chair, Ways & Means Committee

WHEREAS, The Cayuga County Legislature is mindful of both the need to hire and retain qualified employees in a timely manner, as well as the often time-consuming process involved with bringing new employees to the county; and

WHEREAS, from time to time, resolutions are presented which grant authorization for a particular department to fill vacant or newly created positions; and

WHEREAS, the Cayuga County Legislature has not historically set any time limitation on the duration of the authority to fill a position and now finds that leaving such authorization open-ended can be detrimental to the Legislature's ability to remain responsive to needs throughout the organization as they arise; now, therefore be it

RESOLVED, that the Cayuga County Policy Manual, Section 41(1)(C) is hereby amended to read:

- A. Amount and account number for any expenditure of money. Where an appropriation from a Reserve Fund is proposed, the current balance available in the Reserve Fund.
- B. Must be in electronic form and sent to [resolutions@cayugacounty.us](mailto:resolutions@cayugacounty.us) with all supporting documentation 14 days prior to your oversight committee meeting
- C. Any Resolution to create/fill or filling of a position must have and contain the following:
  - i) An Authorization to Fill Form, (this is a new printable PDF form and must accompany the resolution) it must be filled out, name of Department Head typed out and dated before it is sent to [resolutions@cayugacounty.us](mailto:resolutions@cayugacounty.us). The Human Resources/Civil Service Director will then approve or disapprove, with or without comments as needed, initial, save and send electronically to [resolutions@cayugacounty.us](mailto:resolutions@cayugacounty.us), with a note that he/she has approved. The County Administrator will then recommend/not recommend, type his/her name, date, save and send to [resolutions@cayugacounty.us](mailto:resolutions@cayugacounty.us), with a note that he/she has approved or not approved. This will need to be completed in a timely manner; the Clerk of the Legislature Office must receive the approval or disapproval no later than 7 days before committee meeting. It is up to the County Administrator and the Human Resources Director to notify the Department Head if they approve or disapprove the resolution. Resolutions will not be placed on the agenda without the electronic approval. The Clerk of the Legislature's Office will attach completed form to the original resolution, upload to the box and bring to committee.
  - ii) *The resolution must contain a date certain after which the authorization to fill is no longer valid. Such date shall fall on the date of a Legislature meeting which is 6 months in the future, or the end of the current fiscal year, whichever is longer.*

, and be it further

RESOLVED, that this resolution shall take effect immediately and that the Clerk of the Cayuga County Legislature is directed to update the Cayuga County Policy Manual accordingly.

Government Operations Committee

\_\_\_\_\_  
Ryan Foley, Chair

\_\_\_\_\_  
Tricia Kerr

\_\_\_\_\_  
Timothy Lattimore

\_\_\_\_\_  
Chris Petrus

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Benjamin Vitale

Co. Atty: \_\_\_\_\_

Ways & Means Committee

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