

**COMMITTEE MEETING
LAKE PLEASANT, NY
FRIDAY
NOVEMBER 21, 2014**

**BUILDING COMMITTEE
9:00 AM**

Members present: Brian Towers, Bob Edwards and Rick Wilt

Also present: Bill Farber, Phil Snyder, John Frey, Grant Preston, Kevin Smith, Bob McCarthy, Tracy Eldridge, and Lisa Johnson

Highway Superintendent Eldridge stated that the phone system in the Lake Pleasant Offices has been discussed several times in the past few years of being replaced. Currently if there is an issue with the phones it either needs to be fixed by Frontier or Avaya and at times there is a dispute of whose problem it is.

Superintendent Eldridge had Administrative Assistant Johnson start exploring options and numbers.

Senior Custodian Fish did a complete inventory of all the phone lines and phone's for the Lake Pleasant and Indian Lake Buildings.

Mr. Preston has also done a lot of work in coming back to us with a few different proposals.

Clerk Abrams has also been heavily involved in this.

Superintendent Eldridge stated that we are now at a point of looking at the proposals. For us to get a new phone system we could lease for both locations with nothing out of pocket and we will still be saving just under a \$1,000 a month on phone bills.

In the handouts there is a summary sheet, Superintendent Eldridge stated with Indian Lake and Lake Pleasant on it. Right now the savings would be around \$819.58 per month without any out of pocket costs.

Mr. McCarthy stated this is truly an estimate, there are taxes and lease fees that are not in the proposal. This is an estimate of the items changing it is not reflective of what your entire phone bill is.

Mr. Frey asked if there were any speed changes or benefits on the DSL service.

Mr. Preston stated there is, right now in Lake Pleasant six DSL services at \$49.00 per month. We would keep the same internet services but upgrade them to 7 meg over 1 meg with a static IP for each of them which changes the total per month to \$49.99, it is a .99 cent increase. In Indian Lake there is currently six connections and we would do the same speed upgrade with the static IP's. To

make this system work in Indian Lake because we will be adding the highway garage there, we will need to provide another data connection at that location for the IP phone system to work.

Mr. Frey was wondering what happens with power outages.

Mr. Preston stated why you are seeing a majority of savings is because the phone lines are going from traditional business lines at each location to PRI which provide 23 voice channels in and out and that is saving the County a significant amount of money just on voice services. As backups we are going to keep 11 lines in Lake Pleasant and 8 lines in Indian Lake that are for the fax lines so if there ever was a problem with the PRI, the offices could plug in an analog phone into the fax line to get out. We also have battery backups at each controller for an hour.

Mr. Farber stated for the first year of this new proposed phone system I think we would stay with the same number of dedicated fax lines that we have now just for the option of being able to call out in case the system goes down. Then as we move forward we may want to re-evaluate the fax technology because so much is now being scanned and emailed.

Superintendent Eldridge stated that we are bundling so the bills will be much different from what they look like now. Internally we will need a budget line to pay the bills out of that we don't currently have and we will back bill the Departments. The fax lines and internet will still be billed directly to the departments.

Mr. Farber stated if the Board members decide to go in this direction and approve it then there are several different ways to look at allocating the cost back to the various Departments from the master account to ensure that we optimize as much as possible.

Superintendent Eldridge stated once his office receives the bill they will pay it and then bill the Departments for their share. He also recommended to the Committee the \$1.00 buyout lease price over five years. After five years pay them the \$1.00 and we own the equipment.

Mr. Preston stated after the five years and the buyout they do offer a maintenance agreement depending upon what the equipment is valued at, at that time. If something should go wrong there is no finger pointing it is just them, and they have techs locally so the waiting time is much shorter for things to be fixed.

Frontier had a phone on display for the Committee and Superintendent Eldridge to review. Some departments have requested hands free headsets. He thought they would just buy the mid-range phones and if any other Departments want the headset they can buy it out of their own budget.

Mr. Preston stated the reason he has shown them the mid-range phone is because it allows you to add-on if you wanted a cordless for a headset. They do not offer cordless phone, if you want one it is an additional charge.

Superintendent Eldridge stated there was a little concern that there will be only 23 lines and only in an emergency would we possibly tie up all the lines at once and that is for either building. They

feel the chances are pretty slim that all 23 lines would be in use at one time and not be able to call the Sheriff if needed.

Mr. Farber stated if there was a big emergency we would have instructions on how employees were allowed to use the phones.

If you are talking between Departments that doesn't affect the line, the 23 lines are outside lines.

If you are using the conferencing feature that also will tie up lines if they are calling in.

Everyone will have individual voice mail boxes on their extensions. There will not be any interruption when they switch the new system over and training as well.

The Committee continued to discuss the options.

Mr. Preston left the contract to be signed once the Board agrees to move forward and pass a resolution to purchase the new system.

Superintendent Eldridge stated the other part of this is the purchasing and bidding. He thinks everyone is aware of NJPA bidding, the Federal and State Government uses it and it is for bidding and a good share of the time you save more money going through them than on state contract. Several other counties have started purchasing their heavy equipment off of NJPA and saved. So the equipment for the new phone system would be coming from Mitel and they would need a resolution to join NJPA and this is an alternative to bidding. We also need a resolution to contract with Frontier at the December 4, 2014 Board Meeting.

Mr. Preston did a quick review of what is in the contract.

Clerk Abrams questioned if they offer on-line training for any new employees that are hired after the initial employees are trained.

Mr. Preston stated that they don't even print manuals anymore due to so much changing, so everything is a web link. For example you get a new employee next year and you send them the link and it shows them how to use the phone system.

Superintendent Eldridge asked if a Department Head wants a headset and it is in their budget, do the members have a problem with them purchasing it, Mr. Farber stated no.

The gentlemen from Frontier left at this time.

Mr. Farber suggested billing back the departments by percentages because employees are making the calls and some Departments have fewer employees than others. This would make more sense than billing back by phone.

Superintendent Eldridge updated the committee that the new fuel depot is technically on-line. State contract for diesel fuel has run out on November 15th so the other tanks are being drawn down so

they can get them out of the ground for DEC but he feels everything will come together. Administrative Assistant Johnson has placed the orders for fuel from our new contractor and they are in the process of setting up keys for the new depot.

Superintendent Eldridge continued to discuss things that need to be completed with the fuel depots and discussed on phase III, if we receive the money that is being awarded on December 10th.