

ADMINISTRATION COMMITTEE
KENNEDY, OBERACKER, MARIETTA, MCCARTY, FRAZIER, MARTINI
February 21, 2020
9:00am

Absent: Representatives Oberacker and Marietta

Also Present: Board Chair Bliss and Deputy Treasurer Andrew Crisman

PUBLIC DEFENDER—ATTORNEY MICHAEL TROSSET

Attorney Trosset, Public Defender, requested approval to enter into contract for Year 2 Hurrell-Harring funds. Representative Frazier motioned to enter into contract for the Year 2 Hurrell-Harring funds. Seconded, Martini. Total: 2,271. Ayes: 1,797. Absent: 924—Oberacker, Marietta. Motion carried.

Attorney Trosset requested approval to enter into contract with the NYS Office of Indigent Legal Services (OILS) for Distribution #7. Representative Frazier motioned to enter into contract for Distribution #7. Seconded, McCarty. Total: 2,271. Ayes: 1,797. Absent: 924—Oberacker, Marietta. Motion carried.

COMMUNITY SERVICES—SUE MATT

Sue Matt, Director of Community Services, requested the following budget transfer:

- Transfer from: Medical Expense 4310-4895-A \$25,855
- Transfer from: Rent 4310-4550-A \$7,406
- Transfer from: Training 4310-4050-A \$489
- Transfer to: ARC 4330-4695-A \$33,750

Representative Martini motioned to approve the budget transfer. Seconded, Frazier. Total: 2,271. Ayes: 1,797. Absent: 924—Oberacker, Marietta. Motion carried.

Sue Matt requested approval to contract with Mary McMullin, RN, 2838 Scott Road, Bloomville, NY 13739, to provide health assessments, medical and medication/drug monitoring, health education and administration of medications, at Otsego County Community Services, for the period January 1, 2020 -- December 31, 2022, not to exceed 260 hours (\$41 per hour) annually, and a total of \$10,660 annually for the term of the contract. Ms. Matt noted funding is included in budget line 4310-4880, and is 100% reimbursed from fees, state, and federal funds. Representative McCarty motioned to approve contracting with Mary McMullin as listed above. Seconded, Martini. Total: 2,271. Ayes: 1,797. Absent: 924—Oberacker, Marietta. Motion carried.

Sue Matt requested approval of a purchase order for \$30,000, for medication (budget line Mental Health 4310-4895-A), State Contract # PC66755, to: Cardinal Health, 6012 Molloy Road, Syracuse, NY 13211. Representative Martini motioned to approve the purchase order for medication in the amount of \$30,000. Seconded, Frazier. Total: 2,271. Ayes: 1,797. Absent: 924—Oberacker, Marietta. Motion carried.

Deputy Treasurer Crisman entered during the above discussion.

OTSEGO NOW—JODY ZAKREVSKY

Jody Zakrevsky, CEO of Otsego Now, thanked the Committee for the 2020 County allocation to Otsego Now. Jody Zakrevsky distributed copies of the County Allocation to Otsego Now budget and reviewed the information, including but not limited to a change in the vendor for an engineering firm for the Oneonta Railyards site plan (resulting in a cost savings), and a \$5,000 investment in marketing.

Representative Frazier motioned to release the 2020 County allocation to Otsego Now in the amount of \$75,000. Seconded, Martini. Total: 2,271. Ayes: 1,797. Absent: 924—Oberacker, Marietta. Motion carried.

The Committee and Mr. Zakrevsky briefly discussed property development projects located in Oneonta including but not limited to a proposed development of an indoor sports facility and a property on Main Street.

SHERIFF—SHERIFF DEVLIN and UNDERSHERIFF ALLISON

Sheriff Devlin inquired as to recent changes in wording made to the County's Workplace Violence Program.

Sheriff Devlin requested approval to create, fund, and fill fifteen (15) part-time Special Patrol Officer positions. Representative Frazier motioned to create, fund, and fill fifteen (15) part-time Special Patrol Officer positions. Seconded, Martini. Total: 2,271. Ayes: 1,797. Absent: 924—Oberacker, Marietta. Motion carried.

Sheriff Devlin requested approval to purchase handheld thermal imaging devices, reimbursed through the Office of Homeland Security in the amount of \$15,000, Homeland Security Grant Equipment 3110-2810-A. Representative Frazier motioned to approve the purchase of the handheld thermal imaging devices. Seconded, Martini. Total: 2,271. Ayes: 1,797. Absent: 924—Oberacker, Marietta. Motion carried.

Sheriff Devlin requested approval to purchase an underwater camera, reimbursed through the Office of Homeland Security in the amount of \$10,500, Homeland Security Grant Equipment 3110-2810-A. Representative Frazier motioned to approve the purchase of an underwater camera. Seconded, Martini. Total: 2,271. Ayes: 1,797. Absent: 924—Oberacker, Marietta. Motion carried.

Sheriff Devlin requested approval to purchase three (3) radar units from NYS Contract in the amount of \$5,600, Equipment 3110-2000-A. Representative Frazier motioned to approve the purchase of three (3) radar units. Seconded, Martini. Total: 2,271. Ayes: 1,797. Absent: 924—Oberacker, Marietta. Motion carried.

Board Chair Bliss entered during the above discussion.

Sheriff Devlin requested approval to purchase two (2) license plate readers in the amount of \$30,000, Equipment 3110-2000-A. Representative Martini motioned to approve the purchase of two (2) license plate readers. Seconded, Frazier. Total: 2,271. Ayes: 1,797. Absent: 924—Oberacker, Marietta. Motion carried.

Sheriff Devlin requested approval to purchase six (6) shotguns in the amount of \$3,600, Equipment 3150-2000-A. Representative Frazier motioned to approve the purchase of six (6) shotguns. Seconded, Martini. Total: 2,271. Ayes: 1,797. Absent: 924—Oberacker, Marietta. Motion carried.

Sheriff Devlin requested approval to purchase fifteen (15) handguns in the amount of \$15,000, Equipment 3100-2000-A. Representative Frazier motioned to approve the purchase of fifteen (15) handguns. Seconded, Martini. Total: 2,271. Ayes: 1,797. Absent: 924—Oberacker, Marietta. Motion carried.

Sheriff Devlin requested approval to purchase a walk-through metal detector to replace a failed unit in the amount of \$4,500, Equipment 3150-2000-A. Representative Martini motioned to approve the purchase of a walk-through metal detector. Seconded, Frazier. Total: 2,271. Ayes: 1,797. Absent: 924—Oberacker, Marietta. Motion carried.

Sheriff Devlin requested approval to purchase two (2) K-9s from Shallow Creek Kennel, not to exceed \$20,000, Equipment 3110-2000-A. Representative Martini motioned to approve the purchase of two (2) K-9s. Seconded, Frazier. Total: 2,271. Ayes: 1,797. Absent: 924—Oberacker, Marietta. Motion carried.

Sheriff Devlin requested approval to re-negotiate the contract with Bassett Hospital. Representative Martini motion to approve the contract not to exceed \$84,000, pending the Treasurer's office determination of funding sources. Seconded, Frazier. Total: 2,271. Ayes: 1,797. Absent: 924—Oberacker, Marietta. Motion carried.

Sheriff Devlin updated the Committee with regards to aspects of the Jail renovations and repairs project, including but not limited to some challenges: integrating the older analogue surveillance system with a new digital system, the total replacement of the surveillance system is estimated at \$300,000, requirements per the NYS Commission of Corrections for increased staffing levels including a second registered nurse (RN) position (which needs to be filled before the Jail can reopen), and changes per the Commission with regard to the security protocol in the linear section of the Jail.

Representative McCarty motioned to enter into executive session to discuss Information relating to current or future investigation or prosecution of a criminal offense which would imperil effective law enforcement if disclosed at 10:05am. Seconded, Frazier. Total: 2,271. Ayes: 1,797. Absent: 924—Oberacker, Marietta. Motion carried.

The Committee reconvened at 10:12am.

BOARD OF ELECTIONS—COMMISSIONER MICHAEL HENRICI and DEPUTY COMMISSIONER CHRISTINA MORRISON

Commissioner Henrici and Deputy Commissioner Morrison requested the following budget modifications and transfers as presented below:

Requesting approval to transfer \$81,471.45 back into Machine Replacement Money account 2416:

- From: Equipment 1450-2000-A \$75,711.45
- To: Fund Balance 0004-0915-A \$75,711.45

- From: Materials and Supplies 1450-4500-A \$5,760.00
- To: Fund Balance 0004-0915-A \$5,760.00

Requesting Budget modifications for pending grants for 2019 and 2020:

2019:

- Capital Grant to 1450-4500-A M & S \$5,760.00 *

- Capital Grant to 1450-2000-A Equipment \$38,236.09 **
- Aid to Localities to 1450-2000-A Equipment \$29,502.09 **

2020:

- Aid to Localities to 1450-2000-A Equipment \$3,260.65 ***
- Shoebox to 1450-2000-A Equipment \$7,689.55 ***
- Requesting a transfer from:
- Fund Balance 0004-0915-A to 1450-2000-A Equipment \$49,049.80 ***

*\$5,760.00 to Tenex Charging cart, cables and cases

**\$56,760.00 and \$10,978.18 to Cellco (Verizon) and Tenex e-pollbooks, blue tooth printers, software, training etc.

***\$60,000 to Tenex – On-Demand Printers

Representative Frazier motioned to approve the budget transfers and modifications as presented. Seconded, Martini. Total: 2,410. Ayes: 1,876. Absent: 534—Oberacker. Motion carried.

PLANNING/ SOLID WASTE—ERIK SCRIVENER via video conference

Erik Scrivener, via video conference, requested approval to purchase a John Deere 60G Excavator in the amount of \$43,658.06. This was approved by the Solid Waste & Environmental Concerns Committee on February 19, 2020. Representative McCarty motioned to approve purchasing the excavator. Seconded, Martini. Total: 2,271. Ayes: 1,797. Absent: 924—Oberacker, Marietta. Motion carried.

HIGHWAY—SUPERINTENDENT RICH BRIMMER and DEPUTY SUPERINTENDENT JIM DENEKAMP

Superintendent Brimmer and Deputy Superintendent Denekamp distributed copies of and reviewed the consent agenda, presented as follows:

- Revise the Omnia Resolution #18-2020 to list Advanced Auto/ Carquest as the local vendor
- Approval of all purchases related to the construction phase of the CR 16 Bridge NY project, not to exceed \$275,000. All purchases will follow Bridge NY guidelines and will go through Purchasing. The total award for the project was \$325,000; \$50,000 was used to purchase design of Right of Way (ROW) acquisition. The bid documents were submitted to purchasing on January 28, 2020.
- Transfer from: Building Equipment D5132-520000 \$20,000

Transfer to: Parts D130-545400 \$20,000

This budget transfer will be used to purchase parts as the transition from the Gillee's auto parts contract occurs.

- Approval of all purchases related to the CR 38 bridge project (BIN3354390). All purchases and equipment rentals will go through Purchasing prior to receiving goods. Total project costs not to exceed \$30,000, from CHIPS D51113-522500.
- Approval to purchase guiderail materials and supplies, not to exceed the budgeted amount of \$40,000, from Guiderails D5110-545780

Representative McCarty motioned to approve the consent agenda as presented. Seconded, Frazier. Total: 2,271. Ayes: 1,797. Absent: 924—Oberacker, Marietta. Motion carried.

DEPARTMENT OF SOCIAL SERVICES—COMMISSIONER EVE BOUBOULIS

Commissioner Bouboulis requested approval to renew the contract with Community Maternity Services for parent education services not to exceed \$62,220 for the term January 1, 2020 – December 31, 2020. Representative Kennedy motioned to renew the contract with Community Maternity Services. Seconded, Frazier. Total: 2,271. Ayes: 1,797. Absent: 924—Oberacker, Marietta. Motion carried.

Commissioner Bouboulis requested approval to unfund an Account Clerk #3 position– Grade 6A \$26,939 - \$31,704 [953] (66/16/18); and to create, fund, and fill an Account Clerk Typist #7 position– Grade 7A \$28,118 - \$33,103 [997] (66/16/18). Representative Frazier motioned to unfund the Account Clerk #3 position, and to create, fund, and fill the Account Clerk Typist #7 position. Seconded, Martini. Total: 2,271. Ayes: 1,797. Absent: 924—Oberacker, Marietta. Motion carried.

Commissioner Bouboulis requested approval to make the following personnel changes:

- Unfund Homemaker #1 Grade 4B \$24,748 – \$29,068 [864] (62/24/14)
- Unfund Homemaker #5 Grade 4B \$24,748 – \$29,068 [864] (62/24/14)
- Create, fund, and fill Casework Aide #3 Grade 5D \$25,815 - \$30,365 [910] (62/24/14)
- Create, fund, and fill Casework Aide #4 Grade 5D \$25,815 - \$30,365 [910] (62/24/14)

Representative McCarty motioned to approve the personnel changes as listed above. Seconded, Frazier. Total: 2,271. Ayes: 1,797. Absent: 924—Oberacker, Marietta. Motion carried.

Commissioner Bouboulis requested approval to extend the following maintenance positions for 90 days:

- Temporary Maintenance Worker TE #00
February 6, 2020—May 5, 2020
- Temporary Maintenance Worker TE #0
March 12, 2020—June 9, 2020

Representative McCarty motioned to approve extending the Temporary Maintenance Worker positions as listed. Seconded, Frazier. Total: 2,271. Ayes: 1,797. Absent: 924—Oberacker, Marietta. Motion carried.

CLERK OF THE BOARD—CAROL MCGOVERN

Carol McGovern, Clerk of the Board, requested approval of homerule requests for a sales tax extender. Representative Martini motioned to approve homerule requests for a sale tax extender. Seconded, Kennedy. Total: 2,271. Ayes: 1,797. Absent: 924—Oberacker, Marietta. Motion carried.

INFORMATION TECHNOLOGIES—BRIAN POKORNY

Brian Pokorny requested approval of the following items:

- Permission to purchase annual Onbase software maintenance from MTS Solutions, not to exceed \$28,000
- Permission to purchase annual Crowdstrike software maintenance from CDW-G, not to exceed \$22,000

Representative Frazier motioned to approve the purchases as listed. Seconded, McCarty, Martini. Total: 2,271. Ayes: 1,797. Absent: 924—Oberacker, Marietta. Motion carried.

The Committee and Brian Pokorny discussed the following, including but not limited to: transitioning security access control systems and security access to the HVAC system to Mr. Pokorny as the Director of Building Services position is vacant due to retirement, power outage incident review, purchasing new generators and/or possibly switching to third party contractor for maintenance of County-owned back-up generators.

REAL PROPERTY TAX SERVICES—HANK SCHECHER

Hank Schecher, Director of Real Property Tax Services, requested the following budget modification and transfer:

- Increase from: Subscriptions/Dues 1355-4650-A \$125
- Increase to: Subscriptions/Dues 1355-4650-A \$140

- Transfer from: Personal Services 1355-1000-A \$15
- Transfer to: Subscriptions/Dues 1355-4650-A \$15

This is for an unbudgeted increase in dues to the NYS Association of County Directors of Real Property Tax Services, Inc.

Representative Kennedy motioned to approve the budget transfer and modification as presented. Seconded, Martini. Total: 2,271. Ayes: 1,797. Absent: 924—Oberacker, Marietta. Motion carried.

Hank Schecher requested approval to hire a temporary worker not to exceed \$2,500. Representative McCarty motioned to approve hiring a temporary worker not to exceed \$2,500. Seconded, Martini. Total: 2,271. Ayes: 1,797. Absent: 924—Oberacker, Marietta. Motion carried.

DEPARTMENT OF HEALTH—HEIDI BOND via video conference

Heidi Bond, Public Health Director, requested approval to contract with New York State Department of Health for the Children and Youth with Special Health Care Needs program for the term October 1, 2020—September 30, 2025, in the amount of \$23,412 per year of award. Representative McCarty motioned to contract with New York State Department of Health for the Children and Youth with Special Health Care Needs program. Seconded, Martini. Total: 2,271. Ayes: 1,797. Absent: 924—Oberacker, Marietta. Motion carried.

TREASURER—DEPUTY TREASURER ANDREW CRISMAN

Deputy Treasurer Crisman requested the following budget transfer:

- Transfer from: Postage 1325-4400-A \$20,000
- Transfer to: Tax Advertising 1362-4800-A \$20,000

Representative McCarty motioned to approve the budget transfer as listed. Seconded, Martini. Total: 2,271. Ayes: 1,797. Absent: 924—Oberacker, Marietta. Motion carried.

911 COMMUNICATIONS—LORRY OBRIEN-DUBOIS on behalf of ROB O'BRIEN

Lorry O'Brien-DuBois, Administrative Aide, requested approval to purchase a PTP 670 wireless link for the microwave radio system from the SICG Grant A3020-547848, in an amount not to exceed \$33,372.50. Representative Martini motioned to approve the purchase of a PTP 670 wireless link for the microwave radio system. Seconded, McCarty. Total: 2,271. Ayes: 1,797. Absent: 924—Oberacker, Marietta. Motion carried.

PERSONNEL—PENNEY GENTILE and ATTORNEY COCCOMA

Penney Gentile, Personnel Officer, distributed copies of the Recruitment Notice for the County Administrator position (for informational purposes).

Penney Gentile requested a motion to enter into executive session. Representative Frazier motioned to enter into executive session to discuss the matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal, or removal of a particular person or persons, and invited Penney Gentile and Attorney Coccoma to remain present for the discussion, at 11:40am. Seconded, McCarty, Martini. Total: 2,271. Ayes: 1,797. Absent: 924—Oberacker, Marietta. Motion carried.

The Committee reconvened at 12:22pm.

The Committee, Penney Gentile, and Attorney Coccoma discussed the Resolution Establishing General Procedure for Creating, Funding, and Filling Employment Positions and Exceptions Thereto and Rescinding and Consolidating Previous Resolutions Regarding Same, including but not limited to: proposed changes and specific language in the Resolution. Representative Martini motioned to approve the Resolution as presented. Seconded, Frazier. Total: 2,271. Ayes: 1,797. Absent: 924—Oberacker, Marietta. Motion carried.

COUNTY CLERK—DEPUTY COUNTY CLERK JEN BASILE

Deputy County Clerk Jen Basile requested approval for the County Clerk's office to charge a \$10 fee to record a deed. Representative Frazier motioned to approve the County Clerk's office to charge a \$10 fee to record a deed. Seconded, Martini. Total: 2,271. Ayes: 1,797. Absent: 924—Oberacker, Marietta. Motion carried.

There being no further business to discuss, the Committee set their next regularly scheduled meeting for Friday, March 20, 2020, at the County Office Building and adjourned.