

ADMINISTRATION COMMITTEE
KENNEDY, OBERACKER, MARIETTA, MCCARTY, FRAZIER, MARTINI
April 17, 2020
9:00am

This meeting was streamed on Facebook Live and recorded.

Please note the meeting attendance as follows:

Present in person at the Otsego County Office Building Board Chambers,
197 Main Street, Cooperstown, NY 13326:

Board Chair Bliss
Representative Kennedy
Representative Marietta
Treasurer Allen Ruffles

Present remotely via video conference:

Representative Oberacker
Representative McCarty
Representative Frazier
Representative Martini
Representative Basile
Superintendent Brimmer
Commissioner Bouboulis
Karen Sullivan, Director of Planning
Erik Scrivener, Senior Planner

HIGHWAY—SUPERINTENDENT RICH BRIMMER via video conference

Superintendent Brimmer requested approval to accept all bids for road salt from OTGOV-010-20 and approval to purchasing off of same salt bid not to exceed the budgeted amounts in Sand/ Salt 5142-4555-D. Representative Martini motioned to accept the bids and approve purchasing. Seconded, Oberacker. Roll call vote. Total: 2,721. Ayes: 2,721. Motion carried.

Superintendent Brimmer requested approval to contract with the low bidder(s) on OTGOV-011-20 for Hot Mix Asphalt in-place paving for this season's paving projects from CHIPS Cap. Maint. 5113-2121-D in an amount to be determined pending approval of the County Treasurer. Representative Martini motioned to approve contracting for the Hot Mix

Asphalt, amounts pending approval of the County Treasurer. Seconded, Oberacker. Roll call vote. Total: 2,721. Ayes: 2,721. Motion carried.

DEPARTMENT OF SOCIAL SERVICES—COMMISSIONER EVE BOUBOULIS via video conference

Also Present (in person): Treasurer Ruffles

Commissioner Bouboulis requested approval to renew the contract with Integrated Community Alternatives Network (ICAN) for Supervision and Treatment Services for Juveniles Program (STSJP) in an amount not to exceed \$54,000 for the term October 1, 2019—September 30, 2020. Representative Oberacker motioned to approve renewing the contract with ICAN. Seconded, Martini. Roll call vote. Total: 2,721. Ayes: 2,721. Motion carried.

Commissioner Bouboulis requested the following budget transfer for work performed on the agency housing project:

- Transfer from: Agency Housing Heat & Lights A6012.541500 \$12,000
- Transfer from: Agency Housing Mat. & Supplies A6012.545000 \$7,540
- Transfer to: Agency Housing Contracts A6012.54900 \$19,540

Representative Oberacker motioned to approve the budget transfer as presented. Seconded, Martini. Roll call vote. Total: 2,721. Ayes: 2,721. Motion carried.

Commissioner Bouboulis requested the Committee's support of the completion of the agency housing project. Representative Frazier motioned in support of the completion of the agency housing project. Seconded, Martini. Roll call vote. Total: 2,721. Ayes: 2,721. Motion carried.

Treasurer Ruffles entered the meeting in person.

Commissioner Bouboulis, Treasurer Ruffles, and the Committee discussed a general hiring freeze as related to COVID-19 financial concerns. Commissioner Bouboulis expressed the consideration that the Department of Social Services provides critical services that continue to be necessary for those in need in the community. Commissioner Bouboulis requested approval to hire personnel for essential vacant, funded positions only (not to create and fund new positions), including hiring the following positions:

- Senior Caseworker #7—Grade 16D \$41,769--\$49,464 [1,539]
- Caseworker #8—Grade 14X \$38,195--\$45,205 [1,402]

- Principal Social Welfare Examiner #3

Representative Oberacker motioned to approve filling the three (3) vacant, funded positions listed above. Seconded, Martini. Roll call vote. Total: 2,721. Ayes: 2,721. Motion carried.

PLANNING—KAREN SULLIVAN and ERIK SCRIVENER via video conference

Karen Sullivan, Director of Planning, requested approval to award \$25,000 to Otsego Rural Housing Assistance, Inc. from NY Main Street Program Income for the SRDI Cherry Valley Senior Housing project. Representative Martini motioned to award \$25,000 from the NY Main Street funding to Otsego Rural Housing Assistance for the project. Seconded, Oberacker. Roll call vote. Total: 2,721. Ayes: 2,721. Motion carried.

Erik Scrivener, Senior Planner, requested approval to award approximately \$9, 613.96 (+/-, or the remainder of the NY Main Street funding) to the HAMP for Microsoft Azure Platform as a Service (PaaS) hosting. Representative Oberacker motioned award the funding for the hosting services. Seconded, Martini. Roll call vote. Total: 2,721. Ayes: 2,721. Motion carried.

Karen Sullivan requested approval to amend the contract with Leatherstocking Trolley to include maintenance expenses. Representative Martini motioned to approve amending the contract. Seconded, Marietta. Roll call vote. Total: 2,721. Ayes: 2,721. Motion carried.

Karen Sullivan requested approval to renew the 1-year cost-share agreement with Village of Cooperstown to operate the Cooperstown Trolley. Representative Marietta motioned to approve renewing the agreement. Seconded, Martini. Roll call vote. Total: 2,721. Ayes: 2,721. Motion carried.

Karen Sullivan requested approval to amend Resolution 160-20200401 to include the month of June, since April payments were already processed prior to Resolution passing at the April Board of Representatives meeting. Representative McCarty motioned to amend Resolution 160-20200401 to include the month of June payments. Seconded, Frazier. Roll call vote. Total: 2,721. Ayes: 2,721. Motion carried.

Karen Sullivan requested approval to award CDBG ME 868133-19 to Thoma Developer for grant administration. Representative Martini motioned to approve awarding the funds to Thoma Developer for grant

administration. Seconded, Kennedy. Roll call vote. Total: 2,721. Ayes: 2,721. Motion carried.

Karen Sullivan and the Committee discussed various funding sources that will need to be reviewed due to potential changes in funding and/or contacts that may not be executed as planned due to the COVID-19 pandemic, including but not limited to funding for the Energy Taskforce, the Healthcare Consortium, the four (4) Town Consolidation project, and a DEC grant.

TREASURER—TREASURER ALLEN RUFFLES (in person)

Treasurer Ruffles and the Committee discussed proposed changes to Enterprise Fleet Management rates. Treasurer Ruffles requested approval to accept rate reductions for eighteen (18) Department of Social Services vehicles from Enterprise not to exceed the last known highest price. Representative Oberacker motioned for approval. Seconded, Frazier. Roll call vote. Total: 2,721. Ayes: 2,721. Motion carried.

Treasurer Ruffles briefed the Committee regarding a corporation that has had difficulty making payments on their Payments in Lieu of Taxes (PILOT) agreement.

Treasurer Ruffles expressed the concern that at this time, it is challenging to predict the financial position of the County due to evolving economic concerns related to the COVID-19 pandemic. Treasurer Ruffles and the Committee discussed the option to pursue entering into a Revenue Anticipation Note (RAN) agreement as a financial safety net in the event that previously made budget projections are subject to change. Treasurer Ruffles said the RAN agreement would include an administrative fee of approximately \$12,000--\$14,000, and approximately \$100,000 in interest fees for a \$5,000,000 loan. The Committee was in consensus to enter into the agreement because the funds may be needed in the future. Representative Frazier motioned to enter into a \$5,000,000 Revenue Anticipation Note agreement. Seconded, Oberacker. Roll call vote. Total: 2,721. Ayes: 2,721. Motion carried.

The Committee and Treasurer Ruffles discussed helping municipalities and/or municipal Highway crews source masks for employees as mandated by NYS guidelines to reduce the spread of COVID-19.

The Committee and Treasurer Ruffles discussed the proposed project with TRANE. The Committee was in consensus to wait on moving forward with the project at this time.

The Committee set the next Administrative Committee meeting date for Thursday, April 23, 2020, at 9:00am to discuss policy and other requests that need immediate attention. There being no further business to discuss, the Committee adjourned.