

ADMINISTRATION COMMITTEE
KENNEDY, OBERACKER, MARIETTA, MCCARTY, FRAZIER, MARTINI
April 23, 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
Treasurer Allen Ruffles
Penney Gentile, Personnel Officer

Present remotely via video conference:

Representative Basile
Representative Frazier
Representative Farwell
Representative Lapin
Representative Marietta
Representative Martini
Representative McCarty
Representative Oberacker
Representative Oliver
Representative Stammel
Representative Wilber
County Attorney Ellen Coccoma
Matt Ryan of Roemer, Wallens, Gold & Mineaux

Absent: Representative Marietta

COUNTY ATTORNEY—ATTORNEY COCCOMA, PENNEY GENTILE, and MATT RYAN of Roemer, Wallens, Gold & Mineaux

Representative Martini motioned to enter into executive session to discuss the collective negotiations pursuant to Article 14 of the Civil Service Law; to discuss the medical, financial, credit or employment history of a particular person(s) or corporation(s) or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation; and to adjourn

to the extent necessary to consult with legal counsel, and invited Attorney Cocco, Penney Gentile, Personnel Officer, and Matt Ryan of Roemer, Wallens, Gold & Mineaux to remain present for the discussion at 9:04am. Seconded, Oberacker. Roll call vote. Ayes: 1,892. Absent: 829—Marietta, Frazier. Motion carried.

The executive session was held over phone conference bridge.

Representative Frazier joined the executive session while it was in progress.

The Committee reconvened at 10:16am.

TREASURER—TREASURER ALLEN RUFFLES

Also Present via video conference: Attorney Cocco

Also Present (in person): Penney Gentile

Treasurer Ruffles updated the Committee regarding the following, including but not limited to:

- at this time, the County fund balance is on track from last year
- the County may see a multi-million dollar shortfall later in the year due to the COVID-19 pandemic, including but not limited to the loss of estimated occupancy tax revenue, loss of estimated sales tax revenue, and/or decreases in NYS reimbursement funding (currently estimated at approximately 20%)
- figures and estimates are subject to change

Treasurer Ruffles emailed the Committee prior to the meeting a list of proposed budget cuts provided by department heads (not including reductions in personnel or staffing levels). The Committee and Treasurer Ruffles discussed specific budget line reductions.

Treasurer Ruffles and the Committee discussed a spending freeze on overtime and/or additional hours, except in the following departments: Sheriff, 911 Communications, Department of Health, Highway (weather dependent), Information Technologies and the Department of Social Services (in case of an emergency).

The Committee discussed Treasurer Ruffles preparing a Resolution for the May 6, 2020 Board meeting regarding changes to spending plans, including a spending freeze.

Treasurer Ruffles and the Committee discussed a general hiring freeze and defining its policies. The Committee was in consensus that the Personnel department and Treasury department should be very involved in decision making with regard to future hiring decisions.

Treasurer Ruffles and the Committee discussed additional details regarding entering into a Revenue Anticipation Note (RAN) agreement in the amount of \$5,000,000, including but not limited to: the RAN funds will be a safety net and will only be utilized if necessary, a goal pay-off date may be June 30, 2021 (dependant on the financial position of the County), and some possible exceptions to extend the pay-off timeframe.

After the discussion, the Committee made the following actions:

Representative Oberacker motioned to approve the departmental budget cuts that were presented by Treasurer Ruffles and discussed, however with the exception of removing from the list of cuts the Miscellaneous Renovations line from Building Services in the amount of \$70,000. Seconded, Martini. Roll call vote. Ayes: 2,331. Absent: 390—Marietta. Motion carried.

Representative McCarty motioned to approve a spending freeze on overtime and/or additional hours, except in the following departments: Sheriff, 911 Communications, Department of Health, Highway (weather dependent), Information Technologies and the Department of Social Services (in the case of an emergency), as discussed. Seconded, Frazier, Martini. Roll call vote. Ayes: 2,331. Absent: 390—Marietta. Motion carried.

Representative Martini motioned to approve a spending freeze until further notice (excluding COVID-19 related expenses), specific policies for which to be developed by the County Treasurer and presented at the May 6, 2020 Board of Representatives meeting. Seconded, Oberacker. Roll call vote. Ayes: 2,331. Absent: 390—Marietta. Motion carried.

Representative Martini motioned to approve a hiring freeze, with the emergency procedure protocol that a department must first seek Parent Committee approval, then approval of both the Treasury department and Personnel department, the Administration Committee approval, and finally the approval of the full Board of Representatives before hiring. Seconded, Frazier. Representative Martini requested the proposed process be developed into chart form for clarity, and to be distributed to the Board and department heads. Roll call vote. Ayes: 2,331. Absent: 390—Marietta. Motion carried.

Representative McCarty motioned to approve entering into a Revenue Anticipation Note agreement in the amount of \$5,000,000. Seconded, Oberacker. Roll call vote. Ayes: 2,331. Absent: 390—Marietta. Motion carried.

COMMUNITY EVENTS GRANTS

The Committee discussed the status of the Community Events Grant Program, including but not limited to the following: the general spending freeze is a consideration, and ways to continue to grant some awards to support economic activity in the County in the future. The Committee was in consensus that events the grants as approved by the Intergovernmental Affairs Committee would come before a vote of the full Board, at which time a final decision would be made.

COUNTY ATTORNEY—ATTORNEY COCCOMA

Representative Frazier motioned in support of a Resolution, to be drafted by the County Attorney for review at the May 6, 2020 Board of Representatives meeting, requesting permission from the NYS Governor give local officials certain authority to open the County using a phased-in, regional, and science-based approach. Seconded, Oberacker. Roll call vote. Ayes: 2,331. Absent: 390—Marietta. Motion carried.

DEPARTMENT OF SOCIAL SERVICES—COMMISSIONER BOUBOULIS via video conference

Representative Martini motioned to enter into executive session to discuss the medical, financial, credit or employment history of a particular person(s) or corporation(s) or the matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation, and invited Commissioner Bouboulis to remain present for the discussion at 11:34am. Seconded, Frazier. Roll call vote. Ayes: 2,331. Absent: 390—Marietta. Motion carried.

The Committee reconvened at 12:22pm.

The Committee did not set a date for their next meeting, and was in consensus that the date would be determined at a later time. The Committee adjourned.