

**ADMINISTRATION COMMITTEE  
KENNEDY, OBERACKER, FRAZIER, KOUTNIK, STAMMEL, MCCARTY  
October 25, 2019**

**Also Present: Board Chair Bliss, Attorney Ellen Cocco, Deputy Treasurer Andrew Crisman**

**Absent: Representative Stammel**

**WORKER'S COMPENSATION**

Representative Oberacker moved to enter into executive session to discuss the medical, financial, credit, or employment history of a particular corporation, and invited Attorney Cocco to remain present for the discussion. Seconded, Koutnik. Total: 2,846. Ayes: 2,323. Absent: 523- Stammel. Motion carried.

The Committee reconvened.

**INSURANCE- MICHAEL HUTCHERSON, ROSE & KIERNAN, INC.**

**Also Present: CAROL MCGOVERN, CLERK OF THE BOARD OF REPRESENTATIVES**

Michael Hutcherson, of Rose & Kiernan, Inc., distributed material outlining the County of Otsego December 31, 2019 Premium Projections. Mr. Hutcherson and the Committee discussed the coverage and associated premiums. Mr. Hutcherson addressed the categories of insurance where premiums have increased and reasons for the increases. Representative Oberacker moved to approve the schedule of insurance premiums as presented. Seconded, Koutnik. Total: 2,846. Ayes: 2,323. Absent: 523- Stammel. Motion carried.

Mr. Hutcherson exited the meeting.

**CLERK OF THE BOARD OF REPRESENTATIVES- CAROL MCGOVERN**

Carol Mc Govern requested the following budget transfers:

-Transfer from:	Unallocated Insurance	1910-4660-A	\$13,096.57
-Transfer to:	Bldg. Svcs.- Vehicle Lease	1625-4625-A	\$551.60
-Transfer to:	DSS- Vehicle Expense	6010-4515-A	\$11,089.28
-Transfer to:	OFA- Vehicle Lease	6772-4625-A	\$454.99
-Transfer to:	Sheriff- Vehicle Lease	3110-4625-A	\$1,000.70

Representative Oberacker moved to approve the budget transfers as listed above. Seconded, Koutnik. Total: 2,846. Ayes: 2,323. Absent: 523- Stammel. Motion carried.

Carol McGovern requested the following budget modification:

-Increase revenue:	Insurance Recoveries	2680-A	\$21,532.52
-Increase appropriations:	Sheriff- Vehicle Lease	3110-4625-A	\$21,532.52

Representative Frazier moved to approve the budget modification as listed above. Seconded, Oberacker. Total: 2,846. Ayes: 2,323. Absent: 523- Stammel. Motion carried.

Carol McGovern requested approval to award bid OTGOV-014-19 and contract with Hummel's in 2020 for the purchase of office supplies. Representative Oberacker moved to approve awarding the bid and contracting with Hummel's for office supplies in 2020. Seconded, McCarty. Total: 2,846. Ayes: 2,323. Absent: 523- Stammel. Motion carried.

Carol McGovern requested a resolution establishing the standard work day and reporting days for the NYS and Local Employees Retirement System for certain County Officials for new hires- Trosset/ Public Defender, Miosek/ Assistant Public Defender, and Hilton/ Emergency Services Deputy Coordinator. Representative McCarty moved to establish the work and reporting days for those listed above. Seconded, Oberacker. Total: 2,846. Ayes: 2,323. Absent: 523- Stammel. Motion carried.

Carol McGovern requested a resolution to set the Public Hearing date for the tentative 2020 budget for Tuesday, November 26, 2019 at 6:00pm at the Otsego County Courthouse, as recommended by the Board Chair. Representative Oberacker moved to approve the Public Hearing date and time. Seconded, Koutnik. Total: 2,846. Ayes: 2,323. Absent: 523- Stammel. Motion carried.

Carol McGovern requested approval to accept and approve the tax base, inside/ outside valuations, special district valuations, equalization rates, true value, and tax roll expense reports in preparation of the 2020 tax bills, which were emailed to the Committee prior to the meeting. Representative Oberacker moved to approve the tax valuations and rates. Seconded, Koutnik. Total: 2,846. Ayes: 2,323. Absent: 523- Stammel. Motion carried.

Representative Kennedy requested Ms. McGovern make copies of her performance evaluation for the Committee's review, and Ms. McGovern exited the meeting.

**PUBLIC DEFENDER- ATTORNEY MICHAEL TROSSET, KRISTEN STEVENS, and REBECCA TALBOT**

Attorney Trosset introduced new employee Rebecca Talbot, Grants Administrator.

Board Chair Bliss entered the meeting during the above discussion.

Attorney Trosset requested approval to extend the NYS Upstate Quality Improvement and Caseload Reduction grant. This was approved at the Public Safety & Legal Affairs Committee meeting. Representative McCarty moved to approve extending the grant. Seconded, Koutnik. Total: 2,846. Ayes: 2,323. Absent: 523- Stammel. Motion carried.

Attorney Trosset updated the Committee regarding centralized arraignments at the County Jail.

Attorney Trosset, Ms. Stevens, Ms. Talbot, and Representative McCarty exited the meeting.

**BOARD OF ELECTIONS- COMMISSIONER LORI LEHENBAUER**

Commissioner Lehenbauer requested approval to accept Early Voting Aid to Localities Grant in the amount of \$32,762.74 and approval to formally accept the Electronic Poll Book Capital Grant Project in the amount \$43,996.09. Representative Oberacker moved to approve accepting the grants. Seconded, Koutnik. Total: 2,846. Ayes: 1,948. Absent: 898- Stammel, McCarty. Motion carried.

Commissioner Lehenbauer requested approval to purchase the following items from Tenex: cases in the amount of \$3,600, global mobile charging and storage cart in the amount of \$1,500, and 55 10-ft. MFI Certified lightening cables. Total amount not to exceed \$5,760. Representative Oberacker moved to approve the purchases. Seconded, Koutnik. Total: 2,846. Ayes: 1,948. Absent: 898- Stammel, McCarty. Motion carried.

Commissioner Lehenbauer requested approval to use reserve funds for the purchases listed above until reimbursed by grant funding. Representative Koutnik moved to approve using reserve funds until reimbursement. Seconded, Oberacker. Total: 2,846. Ayes: 1,948. Absent: 898- Stammel, McCarty. Motion carried.

Commissioner Lehenbauer reported she was able to decrease the proposed 2020 budget line 2880 by removing the purchase of chairs.

Commissioner Lehenbauer and the Committee discussed contracting with a printer for election materials, ex. ballots, ballot envelopes, forms, ballot stock, bridge program etc. and for the printer to send a large portion of our absentee ballots out by the due date. Commissioner Lehenbauer also discussed beginning the process of replacing voting machines.

Commissioner Lehenbauer exited the meeting.

### **PLANNING- KAREN SULLIVAN, TAMMIE HARRIS, and ERIK SCRIVENER**

Karen Sullivan, Director of Planning, requested accepting the request for proposal from Orville Boden and Partners to enter into contract to facilitate Phase I of the Otsego County Healthcare Consortium Plan. Representative Oberacker moved to accept the request for proposal. Seconded, Koutnik. Total: 2,846. Ayes: 1,948. Absent: 898- Stammel, McCarty. Motion carried.

Tammie Harris, Planner, requested accepting the OPT transportation maintenance proposal and to amend the agreement for the City of Oneonta to maintain the shared Rt. 28 corridor vehicles upon replacement of the three currently county-owned vehicles. Representative Oberacker moved to approve accepting the maintenance proposal and amending the agreement. Seconded, Koutnik. Total: 2,846. Ayes: 1,948. Absent: 898- Stammel, McCarty. Motion carried.

Erik Scrivener, Senior Planner, requested approval to enter into a contract agreement with Microsoft Azure Cloud Computing for the ArcGIS Enterprise deployment in an amount not to exceed \$30,000. Azure is under state contract and funding was allocated in the 2019 budget. Representative Oberacker moved to enter into contract. Seconded, Frazier. Total: 2,846. Ayes: 1,948. Absent: 898- Stammel, McCarty. Motion carried.

Karen Sullivan request approval to accept the low bid from A. Treffeisen & Sons, LLC for the Agency Housing/Tiny Homes electrical construction in an amount not to exceed \$71,700. This approval will be contingent on the Intergovernmental Affairs Committee approval on October 29, 2019. Funds for the project will be a combination of Mental Health funds which need to be committed before December 1, 2019, and possibly other grant sources which the county has been awarded. Representative Oberacker moved to accept the low bid from A. Treffeisen & Sons, LLC. Seconded, Koutnik. Total: 2,846. Ayes: 1,948. Absent: 898- Stammel, McCarty. Motion carried.

The Committee and Ms. Sullivan discussed increasing the proposed 2020 budget to include ESRI Training in the amount of \$5,180 (increase of \$4,180). The

Committee requested Ms. Sullivan return with this request at a later date, as the proposed 2020 budget is still being discussed.

Ms. Sullivan, Ms. Harris, and Mr. Scrivener exited the meeting.

### **COMMUNITY SERVICES- SUE MATT**

Sue Matt requested approval to pay the Criminal Actions cost of \$23,392.08 to NYS Office of Mental Health. Representative Frazier moved to approve paying the criminal actions. Seconded, Oberacker. Total: 2,846. Ayes: 1,948. Absent: 898- Stammel, McCarty. Motion carried.

Sue Matt requested approval to use up to \$30,000 for replacement flooring at 242 Main St. via Building Services. Representative Oberacker moved to approve using the funds. Seconded, Koutnik. Total: 2,846. Ayes: 1,948. Absent: 898- Stammel, McCarty. Motion carried.

Sue Matt requested approval to use up to \$125,000 of Federal Salary Sharing funds to cover the cost of two tiny homes to be used for homeless with a mental health, addiction, or developmental disorder, and for the community center for the Agency Housing/Tiny Homes project. The community center will serve as a service delivery site for mental health services. Representative Oberacker moved to approve using the funds. Seconded, Frazier. Total: 2,846. Ayes: 1,948. Absent: 898- Stammel, McCarty. Motion carried.

Sue Matt and the Committee discussed budget transfers. Sue Matt requested the following budget transfers:

-Transfer from:	Personal Service	4310-1000-A	\$16,588.46
-Transfer to:	Criminal Actions	4390-4696-A	\$16,588.46
-Transfer from:	Mental Health Transition Fund	0007-0915-A	\$40,000
-Transfer to:	Main Renovations	1622-2500-A	\$40,000
-Transfer from:	Mental Health Transition Fund	0007-0915-A	\$100,000
-Transfer to:	Planning- Contracts	8020-4900-A	\$100,000
-Transfer from:	Personal Service	4315-1800-A	\$1,200
-Transfer to:	Mileage	4315-4005-A	\$1,200
-Transfer from:	Medical Expense	4310-4895-A	\$2,000
-Transfer to:	Mileage	4310-4005-A	\$2,000

Representative Frazier moved to approve the above transfers as listed. Seconded, Oberacker. Total: 2,846. Ayes: 1,948. Absent: 898- Stammel, McCarty. Motion carried.

Sue Matt distributed copies and reviewed the year-to-date revenues.

Sue Matt discussed with the Committee the consideration of creating a Nurse Practitioner position in the proposed 2020 budget. Ms. Matt said the position would address needed succession planning in the department and noted there are approximately 200 children that need services. Deputy Treasurer Crisman said that the revenues have been added to the proposed 2020 budget, however the expenditure for the position is not included. Ms. Matt said that there are potential reimbursement options that may offset the cost of the position.

Ms. Matt thanked the Committee and exited the meeting.

**OFFICE FOR THE AGING- TAMIE MACDONALD via conference call**

Tamie MacDonald, Director of Office for the Aging, requested the following budget transfers via conference call:

-Transfer from:	Equipment	6772-2000-A	\$2,000
-Transfer to:	Materials & Supplies	6772-4500-A	\$2,000
-Transfer from:	Training	6772-4050-A	\$2,000
-Transfer to:	Materials & Supplies	6772-4500-A	\$2,000

Representative Oberacker moved to approve the budget transfers as listed above. Seconded, Frazier. Total: 2,846. Ayes: 1,948. Absent: 898- Stammel, McCarty. Motion carried.

Tamie MacDonald requested approval to contract with Otsego Rural Housing Assistance (ORHA) to build and install ramps in the amount of \$20,314. Representative Frazier moved to approve contracting with ORHA. Seconded, Oberacker. Total: 2,846. Ayes: 1,948. Absent: 898- Stammel, McCarty. Motion carried.

Ms. MacDonald exited the meeting via conference call.

**HIGHWAY- SUPERINTENDENT BRIMMER and DEPUTY SUPERINTENDENT DENEKAMP**

Superintendent Brimmer requested approval to contract with Town & County Bridge & Rail to repair steel beams on a bridge on County Highway 11B

in Laurens (Mt. Vision) in the amount of \$26, 923.92 from line Local Bridge Repairs 5112-2020-D. Representative Frazier moved to approve contracting with Town & County for the bridge repairs. Seconded, Oberacker. Total: 2,846. Ayes: 1,948. Absent: 898- Stammel, McCarty. Motion carried.

Mr. Brimmer and Mr. Denekamp exited the meeting.

## **PERSONNEL- PENNEY GENTILE**

Penney Gentile, Personnel Officer, distributed draft copies of changes to the Policy and Complaint Procedure Regarding Discrimination and Harassment. Ms. Gentile presented and reviewed the changes. Representative Oberacker moved to approve changes to the policy as presented. Seconded, Koutnik. Total: 2,846. Ayes: 1,948. Absent: 898- Stammel, McCarty. Motion carried.

Penney Gentile distributed, presented, and reviewed proposals for Personnel Department business pages on LinkedIn.com and Instagram.com. Representative Frazier moved to approve the business pages on the websites as presented. Seconded, Oberacker. Total: 2,846. Ayes: 1,948. Absent: 898- Stammel, McCarty. Motion carried.

Penney Gentile requested a motion 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. Representative Frazier moved to enter into executive session. Seconded, Koutnik. Total: 2,846. Ayes: 1,948. Absent: 898- Stammel, McCarty. Motion carried.

The Committee reconvened and Representative Kennedy declared a break.

The Committee reconvened.

## **DEPARTMENT OF SOCIAL SERVICES- COMMISSIONER EVE BOUBOULIS**

Deputy Treasurer Crisman entered the meeting.

Commissioner Bouboulis requested approval to purchase seven Homeless Management Information System (HMIS) licenses in an amount not to exceed \$29,240. Representative Oberacker moved to approve purchasing the licenses. Seconded, Koutnik. Total: 2,846. Ayes: 1,948. Absent: 898- Stammel, McCarty. Motion carried.

Commissioner Bouboulis requested the following contract renewals as listed below:

-Renew contract with Otsego County District Attorney's Office for Welfare Fraud Investigation Services January 1, 2020 – December 31, 2024 at annual M&C Resolution salary amounts

-Renew contract with Dr. Silverman for Psychological Evaluations not to exceed \$32,400 FFFS funds for January 1, 2020 – December 31, 2020

-Renew contract with Probation Department for PINS staff January 1, 2020 through December 31, 2022 at CSEA annual contractual salary amounts to be claimed as a FFFS expense that will be reimbursed at 62% through the child welfare settlement

-Renew contract with Family Resource Network to provide CCSI services not to exceed \$23,323 FFFS funds for January 1, 2020 – December 31, 2020

Representative Frazier moved to renew the contracts as listed above, pending 2020 budget approval. Seconded, Koutnik. Total: 2,846. Ayes: 1,948. Absent: 898- Stammel, McCarty. Motion carried.

Commissioner Bouboulis requested approval of the following budget transfer:

-Transfer from:	Fees for Services	6010-4910-A	\$20,000
-Transfer to:	Prior Years NYS Chargebacks	6010-4805-A	\$20,000

Representative Oberacker moved to approve the budget transfer as listed above. Seconded, Koutnik. Total: 2,846. Ayes: 1,948. Absent: 898- Stammel, McCarty. Motion carried.

Commissioner Bouboulis distributed copies of and reviewed proposed changes to the Otsego County Credit Card Policy, including but not limited to adding specific language as related to the Social Services department, for example out of area transports, lodging, or items that need to be paid for with a credit card. Representative Oberacker moved to approve changing the credit card language as presented. Seconded, Koutnik. Total: 2,846. Ayes: 1,948. Absent: 898- Stammel, McCarty. Motion carried.

Commissioner Bouboulis exited the meeting.



## **BUILDING SERVICES- DOUG CZERKIES**

Doug Czerkies, Director of Building Services, requested the following budget transfer:

-Transfer from:	Contracts	1625-4900-A	\$5,659.72
-Transfer to:	Vehicle Lease	1625-4625-A	\$5,659.72

This is to cover costs for 2019 vehicle lease and lease maintenance services that were not included in the 2019 budget.

Representative Frazier moved to approve the budget transfer. Seconded, Oberacker. Total: 2,846. Ayes: 1,948. Absent: 898- Stammel, McCarty. Motion carried.

Doug Czerkies requested approval to contract with Fuller Paving to pave the parking area at the Meadows in the amount of \$15,370, and to pave the Public Safety Building loading dock in the amount of \$18,550, in a combined total amount of \$33,920. Representative Frazier moved to approve contracting with Fuller Paving. Seconded, Koutnik. Total: 2,846. Ayes: 1,948. Absent: 898- Stammel, McCarty. Motion carried.

Doug Czerkies distributed and reviewed the Otsego County Jail Change Order Log. The Committee discussed the jail renovation project, the change orders, project management, and the consideration of a County-employed Clerk of the Works on future projects. Doug Czerkies requested an amendment to the resolution for the Jail Dorm Renovation project to increase the total project budget from \$1,500,000 to \$1,600,000 to cover current and future changes orders. Funding available by transfer in the Public Safety Renovations line 1629-4904-A. Representative Frazier moved to amend the resolution and project budget. Seconded, Oberacker. Total: 2,846. Ayes: 1,948. Absent: 898- Stammel, McCarty. Motion carried.

Mr. Czerkies exited the meeting.

## **COUNTY ATTORNEY- ATTORNEY ELLEN COCCOMA**

Attorney Coccoma requested approval of the 2020 Worker's Compensation budget. Representative Oberacker moved to approve the 2020 Worker's Compensation budget. Seconded, Koutnik. Total: 2,846. Ayes: 1,948. Absent: 898- Stammel, McCarty. Motion carried.

Attorney Coccoma requested approval to contract with Destination Marketing Corporation of Otsego County (DMCOC) as amended.

Representative Oberacker moved to approve the DMCOC contract as amended. Seconded, Koutnik. Total: 2,846. Ayes: 1,948. Absent: 898- Stammel, McCarty. Motion carried.

## **COUNTY GOVERNANCE**

Representative Oberacker moved to create a local law establishing the position of County Administrator. Seconded, Koutnik. Total: 2,846. Ayes: 1,509. Noes: 439- Frazier. Absent: 898- Stammel, McCarty. Motion carried.

Representative Oberacker moved to approve the County Administrator job description as presented. Seconded, Koutnik. Total: 2,846. Ayes: 1,509. Noes: 439- Frazier. Absent: 898- Stammel, McCarty. Motion carried.

## **INFORMATION TECHNOLOGIES (IT)- BRIAN POKORNY**

Brain Pokorny, Director of IT, requested approval of a resolution for a new phone system at 242 Main St. using the legislative option as the purchasing vehicle. Representative Frazier moved to approve purchasing a new phone system. Seconded, Koutnik. Total: 2,846. Ayes: 1,948. Absent: 898- Stammel, McCarty. Motion carried.

Mr. Pokorny exited the meeting.

## **TREASURER- DEPUTY TREASURER ANDREW CRISMAN**

Deputy Treasurer Crisman, on behalf of the Department of Health, requested the following budget transfer:

-Transfer from:	PHN Contracts	4072-4900-A	\$3,500
-Transfer to:	Vaccines	4074-4765-A	\$3,500

Representative Oberacker moved to approve the budget transfer as listed. Seconded, Koutnik. Total: 2,846. Ayes: 1,948. Absent: 898- Stammel, McCarty. Motion carried.

Deputy Treasurer Crisman, on behalf of the Child Advocacy Center, requested the following budget transfers:

-Transfer from:	IT Materials and Supplies	3700-4535-A	\$550
-Transfer to:	Lodging, Meals, Tolls, Etc.	3700-4010-A	\$550
-Transfer from:	Nat'l Children's Alliance Grant	0000-4380-A	\$5,732.04
-Transfer to:	Social Security	9030-8000-A	\$1,553.86

-Transfer to:	Worker's Comp.	9040-8000-A	\$1,084.66
-Transfer to:	Retirement	9010-8000-A	\$3,016.33
-Transfer to:	Unemployment Insurance	9050-8000-A	\$77.19

Representative Oberacker moved to approve the budget transfers as listed. Seconded, Koutnik. Total: 2,846. Ayes: 1,948. Absent: 898- Stammel, McCarty. Motion carried.

Deputy Treasurer Crisman requested approval to accept the \$100,000 bid for 16 Clifton St. in the Town of Unadilla. Representative Frazier moved to accept the bid. Seconded, Koutnik. Total: 2,846. Ayes: 1,948. Absent: 898- Stammel, McCarty. Motion carried.

Deputy Treasurer Crisman and the Committee discussed raising the occupancy tax.

Representative Koutnik exited the meeting.

The Committee set their next meeting date for Friday, November 22, 2019 at 9:00am at the County Office Building.

**INFORMATION TECHNOLOGIES (CONT'D)- BRIAN POKORNY**

Representative Kennedy moved 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. Seconded, Oberacker. Total: 2,846. Ayes: 1,600. Absent: 1,246- Koutnik, Stammel, McCarty. Motion carried.

The Committee adjourned while in executive session.