

ADMINISTRATION COMMITTEE
KENNEDY, OBERACKER, FRAZIER, KOUTNIK, STAMMEL, MCCARTY
June 21, 2019

Also Present: Allen Ruffles via video conference

Absent: Representative Frazier, Representative Stammel

PERSONNEL- PENNEY GENTILE

Penney Gentile distributed copies of the revised Otsego County Equal Employment Opportunity and Affirmative Action Policy Statement. The policy as revised by the Personnel Officer includes new language regarding affirmative action and the Americans with Disabilities Act (ADA) standards, and brings the County into compliance with NYS law.

Penney Gentile discussed the consideration of creating, funding, and filling a Personnel Clerk position in 2020. Ms. Gentile highlighted that the Personnel department handles a wide range of functions including but not limited to recruitment, hiring and orientation, reviewing policies, contracts, labor management concerns, grievances, overseeing Towns, Villages, Special Districts, investigations, administering exams, maintaining compliance with NYS and Civil Service law, among other responsibilities. The Committee recommended Ms. Gentile include funding for the position in the upcoming 2020 budget cycle and they will try to fund it if possible.

Penney Gentile discussed staffing updates from the Department of Health.

Penney Gentile discussed an MOU with the Office for the Aging to temporarily alter staff schedules in July and August to accommodate a four day work week. The staff will stagger their schedules and/or work alternate days and there will be no interruption in services.

Representative McCarty moved to enter into Executive Session to discuss matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal, or removal of a particular person or persons. Seconded, Koutnik. Total: 2,846. Ayes: 1,884. Absent: 439- Frazier, 523- Stammel. Motion carried.

The Committee reconvened.

YOUTH BUREAU- KATHY DEJONG

Kathy DeJong distributed the 2019 Program funding recommendations as made by the Youth Bureau Board of Directors. Ms. DeJong said that NYS has not released allocation amounts yet, but she expects the announcement to be forthcoming and in the same amounts as last year. Representative McCarty moved to conditionally approve the proposed 2019 Program funding recommendations while waiting on NYS actual allotment. Seconded, Koutnik. Total: 2,846. Ayes: 1,884. Absent: 439- Frazier, 523- Stammel. Motion carried.

Kathy DeJong requested a motion to amend Resolution No. 170-20190605 Appointing Members to Otsego County Youth Advisory Board to reflect the term end date of 2020 and to reflect address change of member as listed below:

Joan Van Valkenburg
740 Wild Cypress Circle
Ponte Vedra, Florida 32081

Representative Oberacker moved to amend the Resolution as listed above. Seconded, McCarty. Total: 2,846. Ayes: 1,884. Absent: 439- Frazier, 523- Stammel. Motion carried.

Representative Oberacker moved to enter into Executive Session to discuss matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal, or removal of a particular person or persons. Seconded, Koutnik. Total: 2,846. Ayes: 1,884. Absent: 439- Frazier, 523- Stammel. Motion carried.

The Committee reconvened.

BUILDING SERVICES- KIM FIRENZE

Kim Firenze requested permission to extend a temporary maintenance worker position for 90 days. The position will be funded by transfer from DSS to Building Services Personal Service 1625-1000-A to continue ongoing renovations for DSS at the County Office Building and 242 Main Street. Representative Oberacker moved to extend the position. Seconded, McCarty. Total: 2,846. Ayes: 1,884. Absent: 439- Frazier, 523- Stammel. Motion carried.

The Committee discussed on-going budget concerns regarding security at the Meadows, the Courthouse and 242 Main Street, and the possibility of funding sources through the Public Defender's office and/or DSS.

Kim Firenze notified the Committee that she is working with NYSEG to correct an issue regarding incomplete billing records that has been on-going since March.

HIGHWAY- RICH BRIMMER

Rich Brimmer requested approval for the following budget modifications:

- Increase Insurance Reimbursement 0000-2680-DM \$17,566.89
- Increase Maintenance and Repairs 5130-4562-DM \$17,566.89

This is the insurance reimbursement for the excavator cab that was replaced and paid for out of 5130-4562.

Representative McCarty moved to approve the budget modifications, Seconded, Koutnik. Total: 2,846. Ayes: 1,884. Absent: 439- Frazier, 523- Stammel. Motion carried.

Rich Brimmer requested a motion to approve of the following contracts:

- Snow and ice contract with the City of Oneonta.
- Snow and ice contract with the Town of Bridgewater.
- Snow and ice contract with the Town of Worcester.
- Snow and ice contract with the Town of Otsego.

Representative Oberacker moved to approve the snow and ice contracts. Seconded, McCarty. Total: 2,846. Ayes: 1,884. Absent: 439- Frazier, 523- Stammel. Motion carried.

PLANNING/TRANSPORTATION- KAREN SULLIVAN

Karen Sullivan requested approval to award the Leatherstocking Trolley kiosk bid to Access Technology Integration, Inc., with some details including but not limited to the following:

- 5 year contract for 4 trolley ticket pay stations: credit-card only, solar-powered kiosks
- this expenditure is an 80%/20% federal/state split requiring no local dollars
- the first year expenses are \$35,855
- annual recurring charges of \$2,140
- Access Technology Integration, Inc. is the same company that services the Village of Cooperstown parking meters

Representative Oberacker moved to award the bid. Seconded, Koutnik. Total: 2,846. Ayes: 1,884. Absent: 439- Frazier, 523- Stammel. Motion carried.

The Committee discussed hiring a consultant to work on the feasibility of building a transportation facility for the Highway department, including creating an RFP and the locations of preferred sites.

COMMUNITY SERVICES- MARTHA QUACKENBUSH ON BEHALF OF SUE MATT

Martha Quackenbush requested the following budget transfers:

-Transfer funds from:	Contingent 1990-4800-A	\$67,000
-Transfer funds to:	Criminal Actions 4390-4696-A	\$67,000

This transfer is to cover Criminal Action charges for inmates who are deemed not competent.

Representative Oberacker moved to approve the budget transfer as listed. Seconded, Koutnik. Total: 2,846. Ayes: 1,884. Absent: 439- Frazier, 523- Stammel. Motion carried.

Martha Quackenbush requested the following staffing changes:

- Fund and fill Staff Social Work position in Addiction Recovery Services
- Abolish Addiction Counselor position

These changes require no modification in the 2019 budget.

Representative McCarty moved to approve the staffing changes. Seconded, Oberacker. Total: 2,846. Ayes: 1,884. Absent: 439- Frazier, 523- Stammel. Motion carried.

Martha Quackenbush requested approval for the following training:

- Training expenses up to \$4,000 per staff for 3-4 (\$12,000-\$16,000) staff to attend Dialectical Behavioral Training Program (DBT) at Columbia University August 18-23, 2019 and January 5-10, 2020.
- DBT is a requirement of the System of Care (SOC) grant and all expenses will be paid for by the SOC funds.

Representative Oberacker moved to approve the training as listed. Seconded, Koutnik. Total: 2,846. Ayes: 1,884. Absent: 439- Frazier, 523- Stammel. Motion carried.

Martha Quackenbush requested approval to use the credit card for hotel reservations not to exceed \$6,000 for both weeks. Representative Koutnik moved to approve the use of the credit card. Seconded, Oberacker. Total: 2,846. Ayes: 1,884. Absent: 439- Frazier, 523- Stammel. Motion carried.

DEPARTMENT OF HEALTH- HEIDI BOND

Heidi Bond requested a motion to create and fill an Assistant Public Health Director Position, abolish the Supervising Public Health Nurse as Deputy position, and to fill the Supervising Public Health Nurse position. Heidi Bond noted this change does not require budget modifications. Representative Oberacker moved to approve the staffing changes. Seconded, Koutnik. Total: 2,846. Ayes: 1,884. Absent: 439- Frazier, 523- Stammel. Motion carried.

Heidi Bond requested the following budget increases:

- Increase Appropriation Line 4074-4765 Vaccines \$5,000
- Increase Revenue Line 3401- State Aid - \$2,500
- Increase 1610- PHN Fees- \$2,500

Representative McCarty moved to approve the budget increases. Seconded, Koutnik. Total: 2,846. Ayes: 1,884. Absent: 439- Frazier, 523- Stammel. Motion carried.

- Increase Appropriation Line 4010-8000 – Other - \$9,425
- Increase Revenue Line 2710- PHN Donations- \$9,425

Representative Oberacker moved to approve the budget increases. Total: 2,846. Ayes: 1,884. Absent: 439- Frazier, 523- Stammel. Motion carried.

REAL PROPERTY TAX- HANK SCHECHER

The Committee answered questions regarding Hank Schecher's performance review and goal setting meeting and will meet with him again in July.

Hank Schecher discussed purchasing another print run of Otsego County maps from Jimapco, including but not limited to: a print run is 5,000 copies at a cost of \$1.15 per map, Planning department used to purchase them however there are not funds currently allocated to it, it is possible that residents and visitors no longer need maps in print form. Representative Koutnik suggested Mr. Schecher purchase another print run, include the print run in the 2020 budget, and reassess their necessity in the future.

Hank Schecher updated the Committee on pending NYS legislation regarding delinquent tax payments. The legislation would require that the oldest delinquent payment be paid first. The Committee discussed concerns that this would disrupt the tax foreclosure process by allowing delinquent tax payers to remain two years behind on their payments.

Hank Schecher discussed staffing concerns, specifically how towns have consolidated their tax assessors creating more administrative work for the County. Mr. Schecher said he will request additional funding for staff in 2020.

OTHER- REPRESENTATIVE KENNEDY

Representative Kennedy presented the following staffing request on behalf of the IT department:

-Approval to fill a vacant, funded Microcomputer Specialist, Grade 13L

Representative Oberacker moved to fill the position. Seconded, McCarty. Total: 2,846. Ayes: 1,884. Absent: 439- Frazier, 523- Stammel. Motion carried.

COUNTY ATTORNEY- ELLEN COCCOMA

Ellen Coccoma requested a motion to extend the labor counsel contract by one year at the 2019 rate for 2020. Representative Oberacker moved to extend the contract. Seconded, Koutnik. Total: 2,846. Ayes: 1,884. Absent: 439- Frazier, 523- Stammel. Motion carried.

Ellen Coccoma reported on NYS opioid litigation suing drug manufacturers, including that our County Attorneys have put together a working group, counties that have already worked on this issue are a good resource for information, and where settlements have been made in others states, there are ways to decide how to allocate settlement funds for example by counting the volume of drugs distributed, census numbers, and numbers of opioid overdose deaths.

Ellen Coccoma discussed the possibility of joining the generic drug overcharging/ anti-trust litigation.

Ellen Coccoma discussed offering safety trainings to towns if they are interested, and will seek input from Town Supervisors in the fall.

DEPARTMENT OF SOCIAL SERVICES- EVE BOUBOULIS

Eve Bouboulis requested a motion to amend the contract with S&T Security for the Meadows building August 1, 2019- December 31, 2019 not to exceed an additional \$25,000. Representative Oberacker moved to amend the contract. Seconded, McCarty. Total: 2,846. Ayes: 1,884. Absent: 439- Frazier, 523- Stammel. Motion carried.

Eve Bouboulis requested the following budget modification:

Transfer funds from: Revenue	0000.4610	\$30,576
Transfer to: Contracts	6010.4900	\$28,576
Transfer to: Fees for Service	6010.4910	\$2,000

This transfer is for the Transportation Initiative Allocation.

Representative Koutnik moved to approve the transfer. Seconded, Oberacker. Total: 2,846. Ayes: 1,884. Absent: 439- Frazier, 523- Stammel. Motion carried.

Eve Bouboulis requested approval for 13 DSS staff to attend non-mandatory NYPWA Summer Conference Honoring Our Reason for Being/ Raison d' Etre in Saratoga Springs, NY July 14-17, 2019 at an estimated total cost not to exceed \$7,127. Representative Oberacker moved to approve the training. Seconded, Koutnik. Total: 2,846. Ayes: 1,884. Absent: 439- Frazier, 523- Stammel. Motion carried.

Eve Bouboulis requested a motion to unfund Caseworker #26 (Edmeston School), Grade 14X \$37,446-\$44,316 [1374] (62/24/14). Representative McCarty moved to unfund the position. Seconded, Koutnik. Total: 2,846. Ayes: 1,884. Absent: 439- Frazier, 523- Stammel. Motion carried.

Eve Bouboulis requested the following staffing changes:

- Create Caseworker #32 Grade 14X \$37,446-\$44,316 [1374] for two months July 3, 2019-September 3, 2019 (62/24/14)
- Create Caseworker #33 Grade 14X \$37,446-\$44,315 [1374] for four months July 3, 2019-November 3, 2019 (62/24/14)

Representative Oberacker moved to create the Caseworker positions. Seconded, Koutnik. Total: 2,846. Ayes: 1,884. Absent: 439- Frazier, 523- Stammel. Motion carried.

TREASURER- ANDREW CRISMAN

Andrew Crisman requested approval of the boundary line agreement between Frank Gomiller 178.00-2-12.52 and Otsego County 179.00-1-22.00 (438 Co Hwy 33, Town of Middlefield). Mr. Crisman said the parcel was scheduled for auction in 2018 but was pulled after Real Property discovered the house was partially on Mr. Gomiller's property and that the boundary line agreement was made to adjust the parcel in order to place in the 2019 auction. Representative Oberacker moved to approve the agreement. Seconded, McCarty. Total: 2,846. Ayes: 1,884. Absent: 439- Frazier, 523- Stammel. Motion carried.

Andrew Crisman requested a motion to transfer the deed from Otsego County 210.00-1-8.01 to Delvan, LLC (5 S Main St, Town of Milford). Mr. Crisman said the property was part of the 2016 auction, found that proper notice was not given due to a mailing issue, the back taxes were paid by Delvan in 2017, and that the County Attorney advises transferring the property back to Delvan, LLC. Representative Oberacker moved to transfer the property back to Delvan. Seconded, Koutnik. Total: 2,846. Ayes: 1,884. Absent: 439- Frazier, 523- Stammel. Motion carried.

Andrew Crisman distributed copies of a draft Resolution in Opposition to State Legislative Proposal that could Undermine the Careful Balance that Exisits in State Law Related to the Tax Foreclosure Process in New York State as Proposal S.4676/A.4863. This was previously discussed by Real Property and the Committee expressed concerns about changes to the foreclosure process that could result in delinquent tax payers remaining continually behind on their payments. Mr. Crisman requested the Committee's support of the Opposition Resolution. Representative Oberacker moved to support the Resolution as drafted. Seconded, McCarty. Total: 2,846. Ayes: 1,884. Absent: 439- Frazier, 523- Stammel. Motion carried.

Andrew Crisman noted that he has invited Senator Seward, Assemblyman Salka, and Assemblyman Crouch to speak about the above proposal and AIM Funding at the July Board meeting, but is unsure if they will attend.

Andrew Crisman stated the Treasurer's office has an intern from Hamilton College this summer, his name is Jared Nepa.

Representative Oberacker noted that three Towns in his district are considering merging, Westford has no Clerk, and no Town Supervisor is running in Westford. The Committee discussed the lack of Town Supervisors running.

Andrew Crisman requested the following budget transfers on behalf of the Sheriff:

-Transfer from: Firearms Training Range 3110-4701-A \$1,500
-Transfer to: Training 3110-4050-A \$1,500

-Transfer from: Firearms Training Range 3110-4701-A \$2,500
-Transfer to: Lodging, Meals, Tolls, Etc. 3110-4010-A \$2,500

Representative Oberacker moved to approve the transfer. Seconded, Koutnik. Total: 2,846. Ayes: 1,884. Absent: 439- Frazier, 523- Stammel. Motion carried.

Andrew Crisman requested on behalf of the Sheriff authorization to send two Deputies to Voice Stress Analyzer re-certification training in Ontario County in the amount of \$2,500 from Training and Lodging, Meals, Tolls, Etc. Representative Koutnik moved to approve the training. Seconded, Oberacker. Total: 2,846. Ayes: 1,884. Absent: 439- Frazier, 523- Stammel. Motion carried.

Andrew Crisman requested approval on behalf of the Sheriff to purchase equipment to update the VSA computer which is required for the above training in the amount of \$6,000 from 3110-2000-A. Representative Koutnik moved to approve the purchase. Seconded, Oberacker. Total: 2,846. Ayes: 1,884. Absent: 439- Frazier, 523- Stammel. Motion carried.

Andrew Crisman requested on behalf of the Sheriff approval to purchase nine Mobile radios from JPJ Electronics in the amount of \$19,000 from Equipment 3110-2000-A. Representative Oberacker moved to approve the purchase. Seconded, Koutnik. Total: 2,846. Ayes: 1,884. Absent: 439- Frazier, 523- Stammel. Motion carried.

Andrew Crisman noted the external auditors would like to attend the July Administration Committee meeting and he will have them added to the agenda.

There being no further business to discuss, the Committee adjourned until Thursday, July 25, 2019 at 9:00am at the County Office Building.