

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

Also Present: Allen Ruffles via video conference, Andrew Crisman, and Brian Pokorny

Absent: Representatives Koutnik, Stammel, and McCarty

**HIGHWAY- RICH BRIMMER AND JIM DENEKAMP**

Rich Brimmer emailed the consent agenda prior to the meeting, which included the following items listed below:

-Budget modification:

Decrease 5112-2098-D	Seal program	\$25,000
Increase 5112-2020-D	Local Bridge	\$25,000

This will be used for flagged structures.

-Motion to approve snow and ice contract with the Town of Plainfield.

-Motion to approve snow and ice contract with the Town of Laurens.

-Motion to surplus via Absolute Auctions & Realty (AAR):

- #40 (2006 Ford 350 dump)
- #53 (2006 Mack single axle)
- #86 (2006 Mack tandem)
- #87 (2008 Mack tandem)
- #131 (Ford tractor)

-Motion to approve Purchasing \$135,000 in hot mix asphalt from Hanson off of bid #8696 from line 5110-4570-D (Asphalt, Stone, Sand, Gravel). This is for Grader shim.

-Motion to approve Purchasing \$140,000 in hot mix asphalt from Cobleskill Stone Products off of bid #8696 from line 5110-4570-D (Asphalt, Stone, Sand, Gravel) This is for Grader shim.

-Motion to approve Purchasing \$50,000 in hot mix asphalt from Tri City Highway Products (Chenango Asphalt Products) off of our bid #8696 from line 5110-4570-D (Asphalt, Stone, Sand, Gravel). This is for Grader shim.

-Motion to accept and extend bid #8693 with Vestal, Suite Kote, and Gorman Bros. This bid was put out in May of 2017 with extension letters on file for 2018 and 2019, through an oversight contracts were never fully executed. This bid is used to purchase oils for chip sealing, cold mix paving, cold patch, CIPR also hiring milling machines, stone chippers, rubber tired rollers, pugmills and pavers. The contract extension will terminate on May 25, 2020.

-Motion to approve contracting with Suite Kote for milling various County highways off of Bid #8693, not to exceed \$200,000 from Line 5113-2121-D (CHIPS).

-Motion to approve contracting with Vestal Asphalt for the surface treatment of various County highways off of bid #8693, not to exceed \$100,000 from line 5113-2121-D (CHIPS).

-Motion to approve extending Bid #9075 with Town & County Bridge and Rail to furnish Selane Penetrating Sealer for various bridges in Otsego County, from September 30, 2019 to September 29, 2020.

-Motion to create, fund, and fill a Mechanic Helper position. This is the position that will be handling the parts room duties when we end our contract with Gillee's. It is expected this transition will take place on January 1, 2020. If the contract is terminated earlier, this position can be funded from the Mechanic position that was vacant from January through May 20, 2019. Approved by Personnel and Treasury.

-Motion to extend the contract with Otsego Ready Mix through April 30, 2020 for concrete and controlled density fills off bid #8937.

-Motion to extend the contracts with CSP, Hanson, Barrett Paving and Tri County Highway Products (Chenango Asphalt) off bid #8696. We purchase our HMA off of this bid. Expires May 2020.

Brian Pokorny entered during the above discussion.

Representative Oberacker moved to approve the consent agenda as proposed. Seconded, Frazier. Total: 2,846. Ayes: 1,600. Absent: 348- Koutnik, 523- Stammel, 375- McCarty. Motion carried.

## **PLANNING- TAMMIE HARRIS**

Tammie Harris requested approval to award the low bid to Comprehensive Home Energy for the agency housing project in the amount of

\$96,000. Representative Oberacker moved to award the bid. Seconded, Kennedy. Total: 2,846. Ayes: 1,600. Absent: 348- Koutnik, 523- Stammel, 375- McCarty. Motion carried.

### **CHILD ADVOCACY CENTER- DENISE OLIVER AND NANCY CARROLL**

Denise Oliver requested the creation of Forensic Interviewer position. The Office of Victim Services approved a grant for this position. Representative Oberacker moved to create the position. Seconded, Frazier. Total: 2,846. Ayes: 1,600. Absent: 348- Koutnik, 523- Stammel, 375- McCarty. Motion carried.

Denise Oliver requested approval of training provided by Victor Vieth titled "When a Child Stands Alone: The Search for Corroborating Evidence" in the amount not to exceed \$5,723 pending approval by the Public Safety & Legal Affairs Committee before the August 7, 2019 Board of Representatives meeting. Representative Oberacker moved to approve the training. Seconded, Frazier. Total: 2,846. Ayes: 1,600. Absent: 348- Koutnik, 523- Stammel, 375- McCarty. Motion carried.

### **CORNELL COOPERATIVE EXTENSION (CCE)- DON SMYERS**

Don Smyers discussed the CCE program in County, including but not limited to services provided and budgetary concerns.

Representative Oberacker moved in support of the Health & Education Committee's decision to fund in the amount of \$17,000 from Contingent 1990-4800-A. Seconded, Kennedy. Total: 2,846. Ayes: 1,600. Absent: 348- Koutnik, 523- Stammel, 375- McCarty. Motion carried.

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

Eve Bouboulis requested a resolution to extend Kids Oneida DBA Integrated Community Alternatives Network (ICAN) for Preventive Services workers through December 31, 2019 not to exceed additional amount of \$75,325. Representative Oberacker moved to renew the contract. Seconded, Frazier. Total: 2,846. Ayes: 1,600. Absent: 348- Koutnik, 523- Stammel, 375- McCarty. Motion carried.

Eve Bouboulis requested an amendment to Resolution No. 117-20190403 to extend term of contract with Opportunities for Otsego for ESPRI funding of two caseworkers in Oneonta City schools through March 31, 2020. Representative Frazier moved to amend Resolution No. 117-20190403. Seconded, Oberacker. Total: 2,846. Ayes: 1,600. Absent: 348- Koutnik, 523- Stammel, 375- McCarty. Motion carried.

Eve Bouboulis requested a resolution to apply for Homeless Housing Assistance Program (HHAP) funds to support permanent housing initiative. Representative Oberacker moved to apply for the funds. Seconded, Kennedy. Total: 2,846. Ayes: 1,600. Absent: 348- Koutnik, 523- Stammel, 375- McCarty. Motion carried.

Eve Bouboulis requested a resolution to contract with Crossroads Inn, LLC for case management services not to exceed \$82,201. Representative Oberacker moved to contract with Crossroads Inn, LLC. Seconded, Frazier. Total: 2,846. Ayes: 1,600. Absent: 348- Koutnik, 523- Stammel, 375- McCarty. Motion carried.

Eve Bouboulis requested a resolution to add annual stipend of \$2,500 to Staff Development Coordinator position for additional supervisory duties of Child Welfare Caseworkers effective July 29, 2019. Representative Oberacker moved to add the stipend. Seconded, Frazier. Total: 2,846. Ayes: 1,600. Absent: 348- Koutnik, 523- Stammel, 375- McCarty. Motion carried.

Eve Bouboulis requested the following budget transfer:

Transfer from:	Training 6010-4050	\$12,500
Transfer to:	Food Stamp/Job Search 6010-4648	\$12,500

Representative Oberacker moved to approve the transfer. Seconded, Frazier. Total: 2,846. Ayes: 1,600. Absent: 348- Koutnik, 523- Stammel, 375- McCarty. Motion carried.

## **REAL PROPERTY- HANK SCHECHER**

Representative Oberacker 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. Seconded, Frazier. Total: 2,846. Ayes: 1,600. Absent: 348- Koutnik, 523- Stammel, 375- McCarty. Motion carried.

The Committee reconvened.

## **PERSONNEL- PENNEY GENTILE**

Penney Gentile requested approval to accept changes to Policy for Evaluating Non-Elected Employees in Otsego County. Representative Oberacker moved to accept the changes. Seconded, Frazier. Total: 2,846. Ayes: 1,600. Absent: 348- Koutnik, 523- Stammel, 375- McCarty. Motion carried.

Representative Oberacker 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. Seconded, Frazier. Total: 2,846. Ayes: 1,600. Absent: 348- Koutnik, 523- Stammel, 375- McCarty. Motion carried.

### **INFORMATION TECHNOLOGY- BRIAN POKORNY AND ANDREW CRISMAN**

Brian Pokorny and the Committee discussed using the Zoom video conferencing service. The Committee requested Mr. Pokorny draft a policy for the use of Zoom at Committee meetings.

Brian Pokorny and Deputy Treasurer Crisman discussed with the Committee Munis Financial Software. Mr. Pokorny said that the software needs additional work to bridge to the County's purchasing agent Onondaga County Purchasing Division. The scope of the work includes collaborating with Onondaga IT department. Representative Oberacker moved to approve contracting with Onondaga IT department to create a bridge to Munis in an amount not to exceed \$35,000. Seconded, Frazier. Total: 2,846. Ayes: 1,600. Absent: 348- Koutnik, 523- Stammel, 375- McCarty. Motion carried.

Brian Pokorny said he is investigating a new phone system for the County and outlined several options.

### **CLERK OF THE BOARD/COUNTY AUDITOR- CAROL MCGOVERN**

Carol McGovern requested approval to purchase 16 chairs for the 2<sup>nd</sup> floor Conference Room on NYS contract—quote obtained from Purchasing—at a cost of \$2,839.80. These are the same chairs that are currently in the Board Room. Representative Oberacker moved to approve the purchase. Seconded, Frazier. Total: 2,846. Ayes: 1,600. Absent: 348- Koutnik, 523- Stammel, 375- McCarty. Motion carried.

### **INSERO CPA- LESLIE SPURGIN AND COLLEEN STANNARD**

Leslie Spurgin and Colleen Stannard distributed and presented drafts of the following reports regarding the 2018 audit:

- Communication With Those Charged With Governance At The Conclusion Of The Audit
- Management Comment Letter
- Executive Summary
- State Transportation Assistance Expended Report
- Financial Report

The Committee, Leslie Spurgin, and Colleen Stannard discussed various aspects of the 2018 audit.

**TREASURER- ALLEN RUFFLES AND ANDREW CRISMAN**

Andrew Crisman and the Committee discussed the Roses Ave property.

Andrew Crisman, on behalf of Office for the Aging, requested approval to fill two temporary, part-time, federally reimbursable HEAP TE positions for 2019-2020. Representative Frazier moved to fill the positions. Seconded, Oberacker. Total: 2,846. Ayes: 1,600. Absent: 348- Koutnik, 523- Stammel, 375- McCarty. Motion carried.

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

Transfer from:	Jail Equipment	3150-2000-A	\$3,500
Transfer to:	Other	3110-4800-A	\$3,500
Transfer from:	Jail Equipment	3150-2000-A	\$25,000
Transfer to:	Sheriff Vehicle Expense	3110-4515-A	\$25,000

These transfers were approved by Public Safety & Legal Affairs.

Representative Oberacker moved to approve the transfers. Seconded, Frazier. Total: 2,846. Ayes: 1,600. Absent: 348- Koutnik, 523- Stammel, 375- McCarty. Motion carried.

Andrew Crisman requested approval to update Exhibit 1 of the County Credit Card Policy as presented. Representative Oberacker moved to approve the changes. Seconded, Frazier. Total: 2,846. Ayes: 1,600. Absent: 348- Koutnik, 523- Stammel, 375- McCarty. Motion carried.

Allen Ruffles, Andrew Crisman, and the Committee discussed the upcoming Otsego County Tax Foreclosure Real Estate Auction.

The Committee discussed various budgetary concerns in the upcoming 2020 budget cycle.

The Committee set the next meeting date of Thursday, August 22, 2019 at 9:00am at the County Office Building.

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. Seconded, Oberacker. Total: 2,846. Ayes: 1,600. Absent: 348- Koutnik, 523- Stammel, 375- McCarty. Motion carried.

The Committee adjourned while in executive session.