

**ADMINISTRATION COMMITTEE  
KENNEDY, OBERACKER, FRAZIER, KOUTNIK, STAMMEL, MCCARTY  
September 24, 2019**

**Also Present: Representative Farwell, Board Chair Bliss, and Deputy Treasurer Andrew Crisman (throughout)**

**Absent: Representative Oberacker and Representative Stammel**

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

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

Michael Hutcherson of Rose & Kiernan, Inc. distributed material regarding the 2019 Insurance Program Renewal as of September 24, 2019, which outlined types of coverage, the program structure, premium histories, and rates as projected for next year. Mr. Hutcherson and the Committee discussed what the policy covers and specific information about deductible fees. The Committee requested Mr. Hutcherson bid for lower numbers, and Mr. Hutcherson said he would follow-up at the next Administration Committee regarding the costs of insurance so that it can be added to the proposed 2020 budget.

Mr. Hutcherson exited the meeting.

**COMMUNITY SERVICES and IT- MARTHA QUACKENBUSH and BRIAN POKORNY**

Brian Pokorny, Director of IT, discussed with the Committee details of upgrading the phone system on County-owned properties.

Mr. Pokorny requested approval to purchase a new phone system for 242 Main Street in an amount not to exceed \$55,000. Representative McCarty moved to approve the purchase. Seconded, Koutnik. Total: 2,846. Ayes: 1,789. Absent: 1,057- Oberacker, Stammel. Motion carried.

Mr. Pokorny exited the meeting.

**COMMUNITY SERVICES- MARTHA QUACKENBUSH**

Martha Quackenbush requested the following personnel changes:

-Request to create Account Clerk in Mental Health Clinic and abolish Account Clerk in Addiction Recovery Services

-Request to create, fund, and fill an Account Clerk Typist in Addiction Recovery Services and abolish Account Clerk Typist in Mental Health Clinic

These changes are budgeted.

Representative Frazier moved to approve the personnel changes. Seconded, McCarty. Total: 2,846. Ayes: 1,789. Absent: 1,057- Oberacker, Stammel. Motion carried.

Ms. Quackenbush exited the meeting.

## **HIGHWAY- SUPERINTENDENT RICH BRIMMER**

Board Chair Bliss entered to meeting.

Superintendent Brimmer requested the following budget transfers:

-Transfer from:	Centerline/Edgeline Painting	5112-2092-D	\$5,000
-Transfer to:	Salt and Sand	5142-4555-D	\$5,000
-Transfer from:	Stockpile Patch Material	5112-2095-D	\$10,000
-Transfer to:	Salt and Sand	5142-4555-D	\$10,000
-Transfer from:	Crack Sealing	5110-4574-D	\$15,000
-Transfer to:	Salt and Sand	5142-4555-D	\$15,000
-Transfer from:	Asphalt/Stone/Sand/Oil	5110-4570-D	\$75,000
-Transfer to:	Salt and Sand	5142-4555-D	\$75,000
-Transfer from:	CHIPS Culvert Replacement	5113-2104-D	\$300,000
-Transfer to:	CHIPS Capital Main	5113-2121-D	\$300,000

Representative McCarty moved to approve the above budget transfers as listed. Seconded, Koutnik. Total: 2,846. Ayes: 1,789. Absent: 1,057- Oberacker, Stammel. Motion carried.

Superintendent Brimmer requested the following budget transfer:

-Transfer from:	Contingent	1990-4800-A	\$250,000
-Transfer to:	Salt and Sand	5142-4555-D	\$250,000

Representative Koutnik moved to approve the transfer. Seconded, McCarty. Total: 2,846. Ayes: 1,789. Absent: 1,057- Oberacker, Stammel. Motion carried.

Superintendent Brimmer requested approval for the following purchases:

-Purchase hot mix asphalt for the Gilbertsville Salt Shed and parking area not to exceed \$70,000 from CHIPS Capital Main 5113-2121-D

-Purchase sand from Kukenberger not to exceed \$30,000 from Sand and Salt 5142-4555-D

-Purchase sand from Seward Sand & Gravel, Inc. not to exceed \$80,000 from Sand and Salt 5142-4555-D

Representative Koutnik moved to approve the purchases as list above. Seconded, McCarty. Total: 2,846. Ayes: 1,789. Absent: 1,057- Oberacker, Stammel. Motion carried.

Superintendent Brimmer exited the meeting.

### **SHERIFF- SHERIFF DEVLIN, UNDERSHERIFF ALLISON**

Sheriff Devlin requested approval to hire a Corrections Nurse at Step 2. Representative Frazier moved to hire the position at Step 2. Seconded, Koutnik. Total: 2,846. Ayes: 1,789. Absent: 1,057- Oberacker, Stammel. Motion carried.

Sheriff Devlin requested an amendment to the purchase approval to purchase a STOP-DWI trailer in the amount of \$7,500 (as previously approved at the August 2019 Public Safety & Legal Affairs Committee meeting) to increase the amount of the trailer purchase to \$8,400. Representative McCarty moved to amend the purchase approval for the increased amount. Seconded, Koutnik. Total: 2,846. Ayes: 1,789. Absent: 1,057- Oberacker, Stammel. Motion carried.

Sheriff Devlin requested approval to purchase an ID system from Linstar, not to exceed \$20,000, with 50% reimbursement through Homeland Security funding. This will update the current system and the current system will go to Emergency Services for Fire Department IDs. Sheriff Devlin noted this item is in the budget. Representative McCarty moved to approve the purchase. Seconded, Koutnik. Total: 2,846. Ayes: 1,789. Absent: 1,057- Oberacker, Stammel. Motion carried.

Sheriff Devlin requested approval to purchase five pre-screening alcohol devices in an amount not to exceed \$1,795. Representative Koutnik moved to approve the purchase. Seconded, Frazier. Total: 2,846. Ayes: 1,789. Absent: 1,057- Oberacker, Stammel. Motion carried.

Sheriff Devlin requested the following budget transfer:

-Transfer from:	Contingent	1990-4800-A	\$99,000
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-Transfer to: Inmate Boarding 3150-4896-A \$99,000

Representative McCarty moved to approve the transfer. Seconded, Frazier. Total: 2,846. Ayes: 1,789. Absent: 1,057- Oberacker, Stammel. Motion carried.

Sheriff Devlin requested the following budget transfer:

-Transfer from:	Homeland Security Grant	3110-4810-A	\$36,000
-Transfer to:	Inmate Boarding	3150-4896-A	\$36,000

Representative McCarty moved to approve the transfer. Seconded, Koutnik. Total: 2,846. Ayes: 1,789. Absent: 1,057- Oberacker, Stammel. Motion carried.

Sheriff Devlin and Undersheriff Allison exited the meeting.

#### **E911- ROB O'BRIEN**

Rob O'Brien requested approval to purchase a PTP wireless link using SICG Grant 3020-4905 in an amount not to exceed \$33,372.50. Representative Frazier moved to approve the purchase. Seconded, McCarty. Total: 2,846. Ayes: 1,789. Absent: 1,057- Oberacker, Stammel. Motion carried.

Mr. O'Brien requested approval to move forward with repairs to the Cornish Hill RACES Tower shelter in an amount not to exceed \$28,000 from Communications & Radio Maintenance 3020-4810, pending approval by the Public Safety & Legal Affairs Committee. Representative Frazier moved to approve the maintenance repairs. Seconded, Koutnik. Total: 2,846. Ayes: 1,789. Absent: 1,057- Oberacker, Stammel. Motion carried.

Mr. O'Brien briefly discussed the following, including but not limited to: Mr. O'Brien has received two offers on the tower management RFP, AT&T has requested permission to lease space on the Public Safety Building tower, and AT&T has offered to buyout their lease on the Cornish Hill tower in the amount of \$293,000. Mr. O'Brien said he has consulted the County Attorney and will report additional information.

Brian Pokorny entered the meeting.

Mr. O'Brien exited the meeting.

**IT and CLERK OF THE BOARD OF REPRESENTATIVES- BRIAN POKORNY and CAROL MCGOVERN**

Brian Pokorny, Carol McGovern, and the Committee discussed the consideration of IT taking over the management and billing for County-owned landline and cell phones. Mr. Pokorny said a good transition date might be January 1, 2020. The Committee supported the transition.

Mr. Pokorny requested approval to purchase annual Cisco hardware maintenance in an amount not to exceed \$14,000. Representative McCarty moved to approve the purchase. Seconded, Frazier. Total: 2,846. Ayes: 1,789. Absent: 1,057- Oberacker, Stammel. Motion carried.

Mr. Pokorny requested approval to purchase printers in an amount not to exceed \$12,000 from the CDW-G contract. Representative Frazier moved to approve the purchase. Seconded, Koutnik. Total: 2,846. Ayes: 1,789. Absent: 1,057- Oberacker, Stammel. Motion carried.

Mr. Pokorny distributed copies of the IT department's proposed 2020 budget. The Committee and Mr. Pokorny discussed specific budget items.

Representative Farwell exited the meeting.

Representative Koutnik 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: 1,789. Absent: 1,057- Oberacker, Stammel. Motion carried.

The Committee reconvened.

Board Chair Bliss, Mr. Pokorny, and Ms. McGovern exited the meeting.

## **BUILDING SERVICES- DOUG CZERKIES**

Doug Czerkies, Director of Building Services, requested approval to accept the lowest responsible bid to renovate the main County Office Building roof in an amount not to exceed \$92,000. Representative McCarty moved to approve accepting the lowest bid not to exceed \$92,000. Seconded, Frazier. Total: 2,846. Ayes: 1,789. Absent: 1,057- Oberacker, Stammel. Motion carried.

Mr. Czerkies requested approval to amend the four primary contracts to accommodate change orders on the Jail renovation project as listed below:

Contract No. 1 - General Construction  
Murnane Building Contractors, Inc.

15 Wood Road  
Whitesboro, NY 13492  
Original Contract Sum: \$726,700.00  
Increase \$110,100.00  
Amended contract sum: \$836,800.00

Contract No. 2 - Plumbing

A. Treffeisen & Sons, LLC  
204 Round House Road  
Oneonta, New York 13820  
Original Contract Sum: \$266,600  
Increase \$30,269  
Amended contract sum: \$296,869

Contract No. 3 - Mechanical

J & K Plumbing & Heating Co., Inc.  
24 Thorp Street  
Binghamton, NY 13905  
Original Contract Sum: \$229,000  
Increase \$8,731  
Amended contract sum: \$237,731

Contract No. 4 - Electrical

A. Treffeisen & Sons, LLC  
204 Round House Road  
Oneonta, New York 13820  
Original Contract Sum: \$123,600  
Increase \$5,000  
Amended contract sum: \$128,600

Total initial project cost = \$1,345,900  
Total amended project cost = \$1,500,000

Representative Frazier moved to amend the contracts as listed above.  
Seconded, McCarty. Total: 2,846. Ayes: 1,789. Absent: 1,057- Oberacker,  
Stammel. Motion carried.

Mr. Czerkies exited the meeting.

**SOCIAL SERVICES- COMMISSIONER EVE BOUBOULIS**

Commissioner Bouboulis requested approval to renew the contract with  
Opportunities for Otsego for TANF Non-Residential Domestic Violence Services

not to exceed \$25,000 for the term April 1, 2019 through March 31, 2020. Representative McCarty moved to approve renewing the contract. Seconded, Koutnik. Total: 2,846. Ayes: 1,789. Absent: 1,057- Oberacker, Stammel. Motion carried.

Commissioner Bouboulis requested the following budget modifications as listed below:

DSRIP CROSSROADS:

-Increase revenue:	DSRIP	0000-3472	\$20,550
-Increase revenue:	Contracts	6010-4900	\$20,550

Family First Transition:

Increase revenue:	Social Service Administration	0000-3610	\$12,000
Increase appropriation:	Personal Service	6010-1000	\$3,000
Increase appropriation:	Training	6010-4050	\$1,000
Increase appropriation:	Other	6010-4800	\$7,000
Increase appropriation:	Advertising	6010-4810	\$1,000

Homeless Management Information Systems (HMIS)/ NetSmart:

Increase revenue:	Social Service Administration	0000-3610	\$45,000
Increase appropriation:	Fees for Service	6010-4910	\$45,000

Representative McCarty moved to approve the budget modifications as listed above. Seconded, Koutnik. Total: 2,846. Ayes: 1,789. Absent: 1,057- Oberacker, Stammel. Motion carried.

Commissioner Bouboulis requested approval for three staff members to attend Family Development Credentialing trainings twice per month beginning September 27, 2019 through June 15, 2020 at an estimated cost of \$2,842.62. Representative Frazier moved to approve the trainings. Seconded, McCarty. Total: 2,846. Ayes: 1,789. Absent: 1,057- Oberacker, Stammel. Motion carried.

Commissioner Bouboulis reported that staff at 242 Main Street now have internet connectivity.

Commissioner Bouboulis exited the meeting.

**REAL PROPERTY TAX SERVICES- HANK SCHECHER**

Hank Schecher, Director of Real Property Tax Services, and the Committee discussed the end of his term scheduled for September 30, 2019 and his previously announced retirement. The Committee and Mr. Schecher discussed

concerns about Mr. Schecher's reappointment to the next 6 year term. Mr. Schecher said that until there is someone planned for his succession in the Real Property Tax Services office and with consideration to upcoming state-wide changes to the software for local property tax administration, he would like to continue to serve in the role. The Committee said they would continue the discussion.

Mr. Schecher exited the meeting.

**TREASURER- DEPUTY TREASURER ANDREW CRISMAN**

Deputy Treasurer Andrew Crisman requested approval for the following budget modifications:

Board of Elections (BOE):

Modification	0000-0599-A	\$75,700.45
	1450-2000-A	

This is to purchase early voting equipment out of the BOE reserve. Intergovernmental Affairs and Administration Committees have approved the purchase. Representative McCarty moved to approve the modification. Seconded, Koutnik. Total: 2,846. Ayes: 1,789. Absent: 1,057- Oberacker, Stammel. Motion carried.

Sheriff:

Transfer from:	Equipment	3110-2000-A	\$6,778.68
Transfer to:	Jail Equipment	3150-2000-A	\$6,778.68

Representative Koutnik moved to approve the transfer. Seconded, McCarty. Total: 2,846. Ayes: 1,789. Absent: 1,057- Oberacker, Stammel. Motion carried.

Deputy Treasurer Crisman requested approval to accept the \$20,000 bid obtained by Absolute Auction for numbers 10 and 12-14 Rose Avenue. This was approved by the Public Works Committee as the September 17, 2019 meeting. Representative McCarty moved to accept the bid. Seconded, Koutnik. Total: 2,846. Ayes: 1,789. Absent: 1,057- Oberacker, Stammel. Motion carried.

**SOLID WASTE- KAREN SULLIVAN**

Karen Sullivan requested approval to award the Agency Housing/ Tiny Homes solar contract to Revolution Solar in the amount of \$87,000. This is fully



funded with no County share. Representative McCarty moved to award the contract. Seconded, Koutnik. Total: 2,846. Ayes: 1,789. Absent: 1,057- Oberacker, Stammel. Motion carried.

Ms. Sullivan exited the meeting.

### **CHILD ADVOCACY CENTER- DENISE OLIVER**

Denise Oliver, Coordinator of the Child Advocacy Center, requested approval to purchase the training Parenting with Posttraumatic Stress: Breaking the Cycle of Generational Trauma with Dawn Daum on October 18, 2019 in the amount of \$1,250. This is in conjunction with the Otsego County Child Abuse and Neglect Committee (OCCAN). Representative Frazier moved to approve the training. Seconded, Koutnik. Total: 2,846. Ayes: 1,789. Absent: 1,057- Oberacker, Stammel. Motion carried.

Ms. Oliver requested approval for five staff members to attend the New York State Children's Alliance 2019 Leadership Conference on October 21-22, 2019 in Saratoga Springs, NY, including lodging, meals, and mileage in an amount not to exceed \$2,485. Representative McCarty moved to approve the training. Seconded, Koutnik. Total: 2,846. Ayes: 1,789. Absent: 1,057- Oberacker, Stammel. Motion carried.

Ms. Oliver requested approval to purchase mental health services from Sura Page, LCSW, in the amount of \$1,440 (\$60 per hour for two hours per month) for referrals of children and families served by the CAC. Representative Frazier moved to approve the purchase of services. Seconded, McCarty. Total: 2,846. Ayes: 1,789. Absent: 1,057- Oberacker, Stammel. Motion carried.

Ms. Oliver requested approval to purchase one year of computer maintenance from Continuum in the amount of \$3,580.26. Representative McCarty moved to approve the computer maintenance cost. Seconded, Frazier. Total: 2,846. Ayes: 1,789. Absent: 1,057- Oberacker, Stammel. Motion carried.

Ms. Oliver requested the following budget modifications:

-Transfer from:	0000-4380	National Children's Alliance	\$13,311.96
-Transfer to:	3700-1000-A	Personal Service	\$13,311.96
-Transfer from:	0000-4380	National Children's Alliance	\$3,994
-Transfer to:	3700-4010-A	Lodging, Meals, Tolls, Etc.	\$3,994
-Transfer from:	0000-4380	National Children's Alliance	\$1,350

-Transfer to: 3700-4500 Materials & Supplies \$1,350

Representative Koutnik moved to approve the budget modifications as listed above. Seconded. McCarty. Total: 2,846. Ayes: 1,789. Absent: 1,057- Oberacker, Stammel. Motion carried.

Ms. Oliver exited the meeting.

**PERSONNEL and COUNTY ATTORNEY- PENNEY GENTILE AND ATTORNEY ELLEN COCCOMA**

Penney Gentile, Personnel Officer, distributed copies of the Personnel department meeting agenda, the Policy for Evaluating Non-Elected Employees in Otsego County, the Policy and Complaint Procedure Regarding Discrimination and Harassment, Justification for Personnel Clerk, the proposed 2020 budget, and information regarding GML Section 207-c.

Ms. Gentile requested approval to amend the Policy for Evaluating Non-Elected Employees in Otsego County to include language: "New department heads will meet his/her parent committee and the Personnel Officer for this evaluation." Representative Koutnik moved to approve the amendment. Seconded, Frazier. Total: 2,846. Ayes: 1,789. Absent: 1,057- Oberacker, Stammel. Motion carried.

Ms. Gentile proposed changes to the Policy and Complaint Procedure Regarding Discrimination and Harassment and said the Committee could discuss it further next month.

Ms. Gentile and the Committee discussed possible M&C raise amounts in 2020.

Representative Frazier moved to enter into executive session to discuss the medical, financial, credit or employment history of a particular person or persons. Seconded, Koutnik. Total: 2,846. Ayes: 1,789. Absent: 1,057- Oberacker, Stammel. Motion carried.

The Committee reconvened.

Representative McCarty exited the meeting.

Ms. Gentile and the Committee discussed adding a Personnel Clerk position to the proposed 2020 budget.

Attorney Coccoma briefly entered the meeting.

There being no further business to discuss, the Committee set their next meeting date for Friday, October 25, 2019 at 9:00am at the County Office Building and adjourned.