

**ADMINISTRATION COMMITTEE**  
**KENNEDY, OBERACKER, MARIETTA, MCCARTY, FRAZIER, MARTINI**  
**March 20, 2020**  
**9:00am**

**This meeting was streamed via Facebook Live and recorded.**

**Also Present:**     **Board Chair Bliss**  
                      **Carol McGovern**  
                      **Treasurer Allen Ruffles**  
                      **Deputy Treasurer Andrew Crisman**  
                      **Brian Pokorny**

**Present via video conference: Representative Oberacker**  
  **Representative Marietta**

**Absent: Representative Frazier**

**Prior to the meeting, Board Chair Bliss addressed the public and the Committee regarding the current status of the COVID19 coronavirus outbreak.**

**PUBLIC DEFENDER—ATTORNEY TROSSET and KRISTEN STEVENS via conference call**

Attorney Trosset, via conference call, requested approval to extend the Office of Indigent Legal Services (OILS) Distributions #3 and #4 through the end of 2019. Representative Martini motioned to approve the extension of Distributions #3 and #4. Seconded, McCarty. Total: 2,721. Ayes: 2,282. Absent: 439—Frazier. Motion carried.

Attorney Trosset requested the following budget transfer:

-Transfer from: 18-B	1170-4755-A	\$35,000
-Transfer to: Investigator	1170-4925-A	\$35,000

Representative Kennedy motioned to approve the budget transfer as listed. Seconded, McCarty. Total: 2,721. Ayes: 2,282. Absent: 439—Frazier. Motion carried.

Attorney Trosset reported there were no CAP arraignments this past week (March 16--20, 2020), he is on call, and his office is working remotely.

**EMERGENCY SERVICES-- ART KLINGLER via conference call**

Art Klingler, Director of Emergency Services, requested approval to accept the RFP from Delta Engineering for the architecture and engineering of the Fire Training Center Building and to proceed in an amount not to exceed \$148,450 from Training Center Refurbishment 3641-4803-A. Representative McCarty motioned to approve Delta Engineering to complete architecture and engineering for the project, not to exceed \$148,450. Seconded, Martini. Roll call vote. Total: 2,721. Ayes: 2,282. Absent: 439—Frazier. Motion carried.

**911 COMMUNICATIONS—ROB O'BRIEN via conference call**

Rob O'Brien, Director of 911 Communications, requested approval of the consent agenda, presented as follows:

-Purchase security fencing and gating for the 911 Center out of the PSAP Grant A3020-547847 in

an amount not to exceed \$33,989

-Approval to move forward with paving services for the fenced in area at the Meadows out of the Communications Backbone line A3020-527500 in an amount not to exceed \$31,500

Representative Martini motioned to approve the consent agenda as presented. Seconded, McCarty. Roll call vote. Total: 2,721. Ayes: 2,282. Absent: 439—Frazier. Motion carried.

Rob O'Brien requested the following budget transfer:

- Increase SICG Revenue A3020-43390 by \$179,156
  - Increase SICG Expense A3020-547-848 by \$179,156
- This modification is requested in order to match the actual grant award.

Representative McCarty motioned to approve the budget transfer. Seconded, Martini. Roll call vote. Total: 2,721. Ayes: 2,282. Absent: 439—Frazier. Motion carried.

Rob O'Brien and the Committee discussed Black Dot's offer to buyout the AT&T lease on the Cornish Hill tower in the amount of \$320,048.35, including but not limited to questions regarding the terms of the contract and financial considerations. Representative McCarty motioned to accept the lease offer from Black Dot, pending final approval of the contract by the County Attorney. Seconded, Martini. Roll call vote. Total: 2,721. Ayes: 2,282. Absent: 439—Frazier. Motion carried.

#### **SHERIFF-- TREASURER ALLEN RUFFLES on behalf of SHERIFF DEVLIN**

Treasurer Allen Ruffles, on behalf of Sheriff Devlin, requested the following budget transfer:

-Approval to transfer funds in the amount of \$165,000 from Building Services Public Safety Renovations 1629-4904-A into Inmate Boarding 3150-4896. This modification is requested to cover inmate boarding while the Jail renovation and repair project continues.

Representative Martini motioned to approve the budget transfer. Seconded, McCarty. Roll call vote. Total: 2,721. Ayes: 2,282. Absent: 439—Frazier. Motion carried.

#### **PLANNING—KAREN SULLIVAN via conference call**

Karen Sullivan, Director of Planning, via conference call, requested approval of the census grant budget modification:

- Increase Revenue title and code funds: 0000-3089-A To be assigned by the Treasurer
- Increase expenditure title and code by: A8020-549000 Contracts \$114,294

Representative Kennedy motioned to approve the budget modification. Seconded, Martini. Roll call vote. Total: 2,721. Ayes: 2,282. Absent: 439—Frazier. Motion carried.

Karen Sullivan requested approval of the following DEC budget modification to accept the recycling grant:

- Increase Revenue title and code funds: 0000-3910 \$34,000
- Increase Expenditure title and code funds: A8160-548100 \$34,000

Representative McCarty motioned to approve the budget modification. Seconded, Martini. Roll call vote. Total: 2,721. Ayes: 2,282. Absent: 439—Frazier. Motion carried.

**PERSONNEL-- PENNEY GETILE**

Penney Gentile, Personnel Officer, requested a motion to enter into executive session. Representative Kennedy motioned 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 at 9:47am. Seconded, Martini. Roll call vote. Total: 2,721. Ayes: 2,282. Absent: 439—Frazier. Motion carried.

Representatives Oberacker and Marietta attending remotely were present in executive session via conference call.

The Committee reconvened at 10:10am.

**DEPARTMENT OF SOCIAL SERVICES—COMMISSIONER EVE BOUBOULIS via conference call**

Commissioner Bouboulis, via conference call, requested approval to extend the contract with ICAN for preventive service workers not to exceed additional cost of \$37,663 for term April 1, 2020--May 31, 2020. Representative Martini motioned to extend the contract with ICAN. Seconded, McCarty. Roll call vote. Total: 2,721. Ayes: 2,282. Absent: 439—Frazier. Motion carried.

Commissioner Bouboulis discussed setting up an additional contract with S&T Security and the County Attorney.

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

Carol McGovern, Clerk of the Board of Representatives, requested approval to affirm the County’s home rule request as introduced in NYS S7730/A10016 regarding increasing the Otsego County Occupancy Tax rate. Representative McCarty motioned for approval. Seconded, Martini. Roll call vote. Total: 2,721. Ayes: 2,282. Absent: 439—Frazier. Motion carried.

Carol McGovern requested approval to affirm the County’s home rule request as introduced in NYS S7731/A9960 regarding increasing the Otsego County Mortgage Tax rate. Representative Kennedy motioned for approval. Seconded, McCarty. Roll call vote. Total: 2,721. Ayes: 2,282. Absent: 439—Frazier. Motion carried.

Carol McGovern requested the following budget transfer of 2020 funds:

-Transfer from:	BOR	1010-4005-A	\$3,000
-Transfer to:	BOR	1010-4900-A	\$3,000

This is modification request is to cover costs associated with an arbitration.

Representative McCarty motioned to approve the budget transfer. Seconded, Martini. Roll call vote. Total: 2,721. Ayes: 2,282. Absent: 439—Frazier. Motion carried.

Carol McGovern requested the following budget transfer of 2019 funds:

-Transfer from:	Unall. Ins.	1910-4660-A	\$3,060.14
-Transfer to:	DSS	6010-4515-A	\$3,060.14

This modification request is to cover costs associated with a vehicle claim.

Representative Martini motioned to approve the budget transfer. Seconded, Oberacker. Roll call vote. Total: 2,721. Ayes: 2,282. Absent: 439—Frazier. Motion carried.

Carol McGovern requested approval to attend the NYSCCLB conference on May 13-15, 2020 in Warren County, NY; total costs for conference registration, lodging, meals, and mileage not to exceed \$793. Representative McCarty motioned to approve the conference expenses not to exceed \$793. Seconded, Marietta. Roll call vote. Total: 2,721. Ayes: 2,282. Absent: 439—Frazier. Motion carried.

Carol McGovern requested the following budget transfer of 2020 funds, pending attendance at the conference:

-Transfer from:	Mat. & Supplies	1320-4500-A	\$109
-Transfer to:	Lodging, Meals, Tolls	1320-4010-A	\$109

Representative Kennedy motioned to approve the budget transfer. Seconded, McCarty. Roll call vote. Total: 2,721. Ayes: 2,282. Absent: 439—Frazier. Motion carried.

#### **TREASURER-- TREASURER ALLEN RUFFLES and DEPUTY TREASURER ANDREW CRISMAN**

Deputy Treasurer Crisman, on behalf of Tamie Reed from the Office for the Aging, requested approval to accept grant funds from Rural Health Network of South Central New York (RHNSCNY) in the amount of \$20,000 for County-wide transportation planning. Representative McCarty motioned to approve accepting the grant funds. Seconded, Martini. Roll call vote. Total: 2,721. Ayes: 2,282. Absent: 439—Frazier. Motion carried.

Treasurer Ruffles requested the following budget transfer:

-Transfer from:	Postage/UPS	1325-4400-A	\$1,245
-Transfer to:	Sub./Dues	1920-4650-A	\$1,245

This modification request is to cover New York State Association of Counties dues.

Representative Kennedy motioned to approve the budget transfer. Seconded, Martini. Roll call vote. Total: 2,721. Ayes: 2,282. Absent: 439—Frazier. Motion carried.

Treasurer Ruffles updated the Committee regarding the Department of Social Services vehicle fleet management and a potential cost savings as recommended by Enterprise to lower the contract mileage amount from 100,000 for 4 years to 80,000 miles for 4 years. Representative McCarty motioned to reduce the Enterprise contract mileage on DSS vehicles. Seconded, Martini. Roll call vote. Total: 2,721. Ayes: 2,282. Absent: 439—Frazier. Motion carried.

Treasurer Ruffles and the Committee discussed the Property Tax Foreclosure Repurchase Agreement fee of 15% to allow parcels to be redeemed late. Representative McCarty motioned to approve renewing the Property Tax Foreclosure Repurchase Agreement for 2020 at the continued rate of 15%. Seconded, Martini. Roll call vote. Total: 2,721. Ayes: 2,282. Absent: 439—Frazier. Motion carried.

Treasurer Ruffles and Deputy Treasurer Crisman exited the meeting.

#### **HIGHWAY-- SUPERINTENDENT BRIMMER and DEPUTY SUPERINTENDENT DENEKAMP via video conference**

Superintendent Brimmer and Deputy Superintendent Denekamp, via video conference, requested approval of the consent agenda, presented as follows:

-Approval to accept all bids for sand, stone, and gravel from bid OTGOV-001-20, and approval to purchase off of same bid not to exceed the budgeted amounts in Asphalt/Stone/Sand/Oil 5110-4570-D, Sand and

Sand 5142-4555-D, and CHIPS Capital Maint.5113-2121-D

-Approval to purchase materials and services off bid OTGOV-00-20(HMA FOB) for paving projects not to exceed the budgeted amounts in Asphalt/Stone/Sand/Oil 5110-4570-D and CHIPS Capital Maint. 5113-2121-D

Representative McCarty motioned to approve the consent agenda as listed above. Seconded, Martini. Roll call vote. Total: 2,721. Ayes: 2,282. Absent: 439—Frazier. Motion carried.

**SHERIFF—SHERIFF DEVLIN via conference call**

Sheriff Devlin, via conference call, requested approval for three (3) staff members to attend the Jail Administrators Conference on September 21-24, 2020 in Saratoga Springs, NY; total amount for lodging and meals not to exceed \$2,400. Representative Martini motioned to approve the conference expenses. Seconded, McCarty. Roll call vote. Total: 2,721. Ayes: 2,282. Absent: 439—Frazier. Motion carried.

Sheriff Devlin, prior to the meeting, emailed copies of and presented a request for approval of a proposed amendment to the Workplace Violence Policy (inserted below, changes in italics):

Original Policy:

**THE WORKPLACE VIOLENCE ASSESSMENT TEAM**

The Workplace Violence Assessment Team will consist of the Personnel Officer; the Emergency Services Coordinator or Director; Law Enforcement which may include the Sheriff (or Sheriff's designee) or New York State Police with law enforcement representative to be determined by the Chair of the Board of Representatives; the Health and Safety Officer; the Department Head (where the incident arose) unless otherwise disqualified; the County Attorney; and an appropriate union representative (as applicable)

Proposed Amendment:

The Workplace Violence Assessment Team will consist of the Personnel Officer; the Emergency Services Coordinator or Director; Law Enforcement which *includes the Sheriff (or Sheriff's designee) and a law enforcement agency representative with geographical jurisdiction as necessary*; the Health and Safety Officer; the Department Head (where the incident arose) unless otherwise disqualified; the County Attorney; and an appropriate union representative (as applicable)

Representative Martini motioned to approve the policy changes (in italics) as listed. Seconded, Oberacker. Roll call vote. Total: 2,721. Ayes: 2,282. Absent: 439—Frazier. Motion carried.

**COUNTY ATTORNEY-- ATTORNEY ELLEN COCCOMA via conference call and TREASURER ALLEN RUFFLES (in-person)**

Attorney Coccoma and Treasurer Ruffles briefed the Committee on considering changes to certain policies and procedures during the current COVID19 coronavirus outbreak, including but not limited to temporarily amending the purchasing policy and the credit card policy to accommodate extraordinary circumstances.

Attorney Coccoma requested approval of blanket purchase orders for COVID19 emergency related purchases, approval to allow Attorney Coccoma to draft amendments to and temporarily amend the purchasing policy, and for Treasurer Ruffles to add authorized signatories to the County credit card. Representative Martini motioned for approval. Seconded, McCarty. Roll call vote. Total: 2,721. Ayes: 2,282. Absent: 439—Frazier. Motion carried.

**PERSONNEL-- PENNEY GENTILE**

Penney Gentile discussed with the Committee positions in the Building Services department. Penney Gentile requested a motion to unfund an Office Specialist position, and to create, fund, and fill a Business Office Manager position in the Building Services department. Representative Oberacker motioned to unfund the Office Specialist position, and to reclassify, create, fund, and fill a Business Office Manager position. Seconded, Martini. Roll call vote. Total: 2,721. Ayes: 1,907. Absent: 439-- Frazier. Abstained: 375-- McCarty. Motion carried.

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

Carol McGovern respectfully requested that due to recommendations to reduce interpersonal contact and due to staffing reductions and other considerations regarding the COVID19 coronavirus outbreak, the Committees please consider consolidating April 2020 Committee meetings to the following schedule:

Tuesday, April 14, 2020:        Intergovernmental Affairs  
  Health & Education  
  Human Services  
  Solid Waste and Legal Affairs Concerns

Wednesday, April 15, 2020: Public Safety & Legal Affairs  
  Public Works

Friday, April 17, 2020: Administration

(Times and locations to be determined.)

The Committee was in support of accommodating a consolidated schedule.

Board Chair Bliss thanked the Otsego County community and staff for their patience and perseverance during this time.

There being no further business to discuss, the Committee adjourned.