

ADMINISTRATION COMMITTEE

KENNEDY, OBERACKER, FRAZIER, KOUTNIK, STAMMEL, MCCARTY
Monday, March 25, 2019 @ 9:00 a.m.

Present: Kennedy, Frazier, Koutnik, Stammel, McCarty
Absent: Oberacker
Also present: Bliss

DESTINATION MARKETING- JIM MILES, KEN MEIFERT, CASSANDRA HARRINGTON

Jim Miles distributed and discussed a proposed 3-year renewal agreement for tourism promotion privatization effective 1/1/2020 to 12/31/2022, noting that there are no changes in the contract language. Mr. Miles stated that bed tax increased by 4.5% in 2018. Mr. Meifert made note of numbers as related to the Tourism Economic impact in Otsego County, the impact on jobs and taxes, and visitor spending breakdown. Representative McCarty asked if DMC would be able to make a full board presentation at the April board meeting.

Representative Stammel arrived during the DMC agreement discussion.

OFFICE FOR THE AGING- TAMIE MACDONALD

Tamie MacDonald requested approval for EISEP/CSE contracts from 4/1/19-3/31/20 at a cost of \$251,108 to be distributed among the following home care agencies:

- At Home Care Partners
- Plan it Staffing
- Resource Center for independent living
- US Care systems
- Visiting nurses

Representative Frazier moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 2,312; Absent: 534- Oberacker. Motion carried.

Board Chair Bliss arrived.

DEPARTMENT OF HEALTH- HEIDI BOND

Heidi Bond requested approval for one person to attend the National Association of County and City Health Officials annual conference in Florida, July 9th-11th, 2019 at a cost not to exceed \$2,500 and is 100% reimbursed through the Bioterrorism Preparedness Grant. Representative McCarty moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 2,312; Absent: 534- Oberacker. Motion carried.

CODE ENFORCEMENT- TONY GENTILE

Tony Gentile requested approval to fund and fill a full time Building Fire Inspector position, funded by un-funding the Code Inspector #3 position. Representative Frazier moved for approval. Seconded, Stammel. Total: 2,846; Ayes: 2,312; Absent: 534- Oberacker. Motion carried.

EMERGENCY SERVICES- ART KLINGLER

Art Klingler requested approval to accept the bid from Heartsmart to purchase 33 AED's at a cost of \$35,985. Representative Frazier moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 2,312; Absent: 534- Oberacker. Motion carried.

BOARD OF REPRESENTATIVES-CAROL MCGOVERN

Carol McGovern requested approval for Otsego County to piggyback off Onondaga County's bid for copy paper with W.B. Mason. Representative McCarty moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 2,312; Absent: 534- Oberacker. Motion carried.

Carol McGovern requested approval to attend the NYS Association of Clerks of County Legislative Boards conference May 15-17, hosted by Schuyler County at a cost of \$450 (registration, meals and 2 nights lodging) plus mileage and tolls. Representative McCarty moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 2,312; Absent: 534- Oberacker. Motion carried.

Carol McGovern gave an update on the Administrative Aide position noting that the individual will start no later than April 8th. Mrs. McGovern respectfully requested that all committee meeting start and end times fall within the building operation hours as she does not have funding for additional hours/overtime to pay such individual beyond that. Representative Frazier added that department heads/elected officials need to send their agenda's to the committee(s) several days prior to such meeting(s) and if there were any questions, they could be asked and answered before the meeting which would hopefully be more efficient and move the meetings along quicker for all.

TREASURER- ANDREW CRISMAN

Andrew Crisman requested approval to fill a vacant funded Payroll and Benefits Assistant position #1 at \$30,062. Representative Frazier moved for approval. Seconded, Stammel. Total: 2,846; Ayes: 2,312; Absent: 534- Oberacker. Motion carried.

Andrew Crisman requested approval to attend the annual NYSAC finance school in Syracuse, May 1-3 at a cost not to exceed \$600. Representative McCarty moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 2,312; Absent: 534- Oberacker. Motion carried.

PLANNING/TRANSPORTATION- TAMMIE HARRIS, KAREN SULLIVAN

Tammie Harris requested approval to enter into a contract with the Village of Cooperstown to cost share the operation of the Cooperstown Trolley through the existing Leatherstocking Trolley Company. Representative Frazier moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 2,312; Absent: 534- Oberacker. Motion carried.

Karen Sullivan requested approval to accept the lowest base bid # OTGOV-005-19 from Wilcox Construction at a cost of \$84,250 to provide construction of the Community Center building Tiny Homes project. Representative Koutnik moved for approval. Seconded, Frazier. Total: 2,846; Ayes: 2,312; Absent: 534- Oberacker. Motion carried.

Karen Sullivan requested approval to accept the low bid of \$37,000 from Better Densifiers bid # OTS-004-19 to purchase a cold compaction Styrofoam densifier. Representative McCarty moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 2,312; Absent: 534- Oberacker. Motion carried.

SHERIFF- RICH DEVLIN

Rich Devlin requested approval to purchase vehicle emergency warning equipment for 4 vehicles from JPJ Electronics at a cost of \$46,000. Representative Frazier moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 2,312; Absent: 534- Oberacker. Motion carried.

Rich Devlin requested approval to purchase night vision devices at a cost of \$19,000, reimbursed by Homeland Security. Representative Stammel moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 2,312; Absent: 534- Oberacker. Motion carried.

Rich Devlin asked for support in awarding bids for the Jail renovation project that will be presented by Doug Czerkies later.

Rich Devlin asked if there was any update concerning his comp time issue. Representative Kennedy stated that it is still under review.

Board Chair Bliss informed the Sheriff of a call he received from the Cooperstown Holstein Corp. as related to their auction that is schedule for April 12 and 13, in which they are expecting a large crowd. As PSLA and PW committees have already met this month, the committee discussed if parking lots should be blocked off, if a fire lane should be blocked off, if "no parking" signage should be put up on one side of 33W. The committee will ask Rich Brimmer from the Highway to have no parking signs put up on the Public Safety building and Meadows building side of the road for that Friday and Saturday.

HIGHWAY- RICH BRIMMER

Rich Brimmer requested approval to accept all bids for sand, stone, gravel, etc. bid # OTGOV-003-19 from Clark Companies, Parker Excavating and Gravel, Cobleskill Stone Products, Hanson Aggregates, Kukenberger Sand and Gravel, Seward Sand and Gravel, Burrells Excavation, E&R Popes, Tri City Highway Products, Barrett Paving. Representative McCarty moved for approval.

Seconded, Stammel. Total: 2,846; Ayes: 2,312; Absent: 534-Oberacker. Motion carried.

Rich Brimmer requested approval to fill the vacant funded Deputy Highway Superintendent position at an annual salary of \$68,211. Representative Koutnik moved for approval. Seconded, McCarty. Total: 2,846; Ayes: 2,312; Absent: 534-Oberacker. Motion carried.

Rich Brimmer requested approval to accept hot mix asphalt in place bid # OTGOV-007-19 from Hanson Aggregates for multiple projects across the county not to exceed \$3,500,000. Representative Koutnik moved for approval. Seconded, Stammel. Total: 2,846; Ayes: 2,312; Absent: 534-Oberacker. Motion carried.

Rich Brimmer requested approval to accept the bid for center and edge line road painting bid # OTGOV-006-19 from O.H. Striping, not to exceed \$200,000. Representative McCarty moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 2,312; Absent: 534-Oberacker. Motion carried.

Rich Brimmer requested approval to fill a vacant funded Auto Mechanic position above base level at step 3 and to raise the other two currently filled Auto Mechanic positions to step 3 as well. Representative McCarty moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 2,312; Absent: 534-Oberacker. Motion carried.

Representative McCarty stated that he was asked about a road sign in Richfield that says Allen Lake Road, noting the question is whether the sign should read Allen's Lake Road instead, and asked Mr. Brimmer to research old maps if possible.

INFORMATION TECHNOLOGIES/REAL PROPERTY TAX SERVICE- BRIAN POKORNY, HANK SCHECHER, AND PENNEY GENTILE

Brian Pokorny asked that with Hank Schecher's approval to transfer the previously created Principal Account Clerk Typist position (tax bill position) and funding from Real Property Tax Service to Information Technologies. Mr. Pokorny added that this position will be in the IT department for training purposes for about a year or so and then the plan is to transfer that position into the Treasurer's office. Hank Schecher objected to the funds being transferred and lack of succession planning left in RPTS if this position is transferred out of his department. Hank Schecher discussed his plan for succession planning and staffing levels for his department, noting that he would like to have his office staffed in the future with four employees to include a Deputy position. (Director, Deputy, GIS/tax mapper, Assessment manager) Representative Frazier moved approval to transfer the Principal Account Clerk Typist position and funding from Real Property Tax Service department to the Information Technologies department. Seconded, Koutnik. Total: 2,846; Ayes: 2,312; Absent: 534-Oberacker. Motion carried. In connection with the above position, the following budget transfer was presented:

Transfer from 1355.1000A \$38,820

Transfer to 1680.1000A \$38,820

Representative Koutnik moved for approval. Seconded, McCarty. Total: 2,846; Ayes: 2,312; Absent: 534-Oberacker. Motion carried.

Hank Schecher asked how he should move forward with his succession plan, which included a Deputy Director position, noting that the board resolution creating such was tabled in February. After further discussion, Representative Koutnik moved approval of a \$5,000 annual stipend for a Deputy Director. Seconded, Frazier. Total: 2,846; Ayes: 2,312; Absent: 534-Oberacker. Motion carried.

Representative Koutnik asked Mr. Pokorny if there was any way that we can have video conferencing capabilities set up at other county buildings which would alleviate department heads traveling to the COB to attend a committee meeting(s), especially in the instance of them having 1 or 2 simple requests, or if they only need a 5 minutes appointment with the committee. Mr. Pokorny stated that they are currently researching and testing a product called zoom that may be able to be used but has challenges based on the meeting rooms being on the 2nd floor. Mr. Pokorny added that he would like to see the old vacant 911 backup center transformed into a technology driven conference room.

PERSONNEL- PENNEY GENTILE

Penney Gentile requested that the Veterans Services Counselor be appointed to act in the capacity of the Director of Veterans Services Agency at a weekly stipend of \$238 excluding vacations and holidays, effective April 13, 2019 (which is 30 days after the Director of Veterans Services Agency's mobilization orders begin) and until he returns from active military duty. Representative McCarty moved for approval. Seconded, Frazier. Total: 2,846; Ayes: 2,312; Absent: 534-Oberacker. Motion carried.

Penney Gentile requested that the Deputy Treasurer be appointed to act in the capacity of the County Treasurer at a weekly stipend of \$273 excluding vacations and holidays, effective April 13, 2019 (which is 30 days after the County Treasurer's mobilization orders begin) and until he returns from active military duty. Representative Frazier moved for approval. Seconded, McCarty. Total: 2,846; Ayes: 2,312; Absent: 534- Oberacker. Motion carried.

Penney Gentile gave an updated on a 207c pending issue, noting that she has composed a letter in regards to such.

SOCIAL SERVICES- EVE BOUBOULIS

Eve Bouboulis explained that contingent on Building Services obtaining approval to create two full time TE maintenance positions to assist with the 3rd floor DSS renovation project, that she has agreed to fund such positions, therefore requesting approval for the following budget transfer:

Transfer from 6010.1000A \$13,557

Transfer to 1625.1000A \$13,557

Representative Frazier moved for approval. Seconded, McCarty. Total: 2,846; Ayes: 2,312; Absent: 534- Oberacker. Motion carried.

Eve Bouboulis requested approval to contract with Opportunities for Otsego for Oneonta City School elementary Caseworkers using ESPRI funding. Representative Koutnik moved for approval. Seconded, Frazier. Total: 2,846; Ayes: 2,312; Absent: 534- Oberacker. Motion carried.

Eve Bouboulis stated that options for security at 242 Main Street, Oneonta building and the Meadows building continue to be explored.

CHILD ADVOCACY CENTER- DENISE OLIVER

Denise Oliver requested approval to create a Children Victim's Advocate position, which is 100% funded from the National Children's Alliance. Ms. Oliver noted that the position is funded through 12/31/19 and the continuance of such position would be contingent on funding being allocated from the Alliance in 2020. Representative Frazier moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 2,312; Absent: 534- Oberacker. Motion carried.

MENTAL HEALTH/ADDICTION RECOVERY SERVICES- SUSAN MATT

Sue Matt requested approval for the following budget modification:

Increase rev. 3495A-Rehab support services \$40,000
Increase rev. 3491A-Alcohol clinic \$13,000
Increase rev. 3487A-FORDO \$7,000
Increase 4324.4692A-RSS \$40,000
Increase 4250.4880A-consultants \$10,000
Increase 4250.4050A-training \$3,000
Increase 4327.4800A-FORDO \$7,000

Representative Koutnik moved for approval. Seconded, Stammel. Total: 2,846; Ayes: 2,312; Absent: 534-Oberacker. Motion carried.

Sue Matt requested approval to amend resolution 54-20190206 with RSS to increase forensic services and family support services- increase the total contract amount from \$1,793,392 to not to exceed \$1,930,129. Representative Frazier moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 2,312; Absent: 534-Oberacker. Motion carried.

Sue Matt requested approval to contract with FORDO to provide peer recovery support services to individuals enrolled in ARS and provide reentry and transitional recovery support services for inmates at the Otsego County Correctional Facility, not to exceed \$47,000 from 4/1/19-3/31/20. Representative Frazier moved for approval. Seconded, McCarty. Total: 2,846; Ayes: 2,312; Absent: 534-Oberacker. Motion carried.

Sue Matt requested approval to reclassify a Keyboard Specialist position to Medical Records Clerk and abolish the Keyboard Specialist position.

Representative Frazier moved for approval. Seconded, McCarty. Total: 2,846; Ayes: 2,312; Absent: 534-Oberacker. Motion carried.

BUILDING SERVICES- DOUG CZERKIES

Doug Czerkies stated that in conjunction with the 3rd floor DSS renovation project, he is requesting two full time TE maintenance positions for 12 weeks, funded by DSS. Representative Koutnik moved for approval. Seconded, McCarty. Total: 2,846; Ayes: 2,312; Absent: 534-Oberacker. Motion carried.

Doug Czerkies requested approval to fund and fill an unfunded full time Cleaner position which is 100% reimbursed by the NYS unified court system. Representative Koutnik moved for approval. Seconded, Stammel. Total: 2,846; Ayes: 2,312; Absent: 534-Oberacker. Motion carried.

Doug Czerkies requested approval to accept the low bids for the Jail renovation project, which contains four separate contracts, with the following:

1. General Construction with alternatives-Murane Building Contractors-\$726,700
 2. Electrical-A. Treffeisen and sons -\$123,600
 3. Plumbing-A. Treffeisen and sons-\$266,600
 4. Mechanical-J&K Plumbing and Heating- \$229,000
- Total cost: \$1,345,000

Representative McCarty moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 2,312; Absent: 534- Oberacker. Motion carried.

Doug Czerkies requested approval to amend the Labella contract to include construction administrating services for the Jail renovation project a cost of \$57,300. Mr. Czerkies explained that the base proposal fee was \$35,260(bi-weekly onsite visits) plus a cost not to exceed \$4,000 for incidentals as well as an enhanced/optional additional fee of \$14,040 (weekly onsite visits) plus a cost not to exceed \$4,000 for incidentals. Mr. Czerkies added that the Public Works committee approved the base proposal with the additional option.

Representative Frazier moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 2,312; Absent: 534-Oberacker. Motion carried.

Representative Frazier stated that as a follow up to the Human Services Committee meeting, asked for an update on the skylights at the Meadows building that are leaking and the roof leaking at the County Office Building.

E911-ROBERT O'BRIEN

Rob O'Brien requested approval to modify the current radio system to P-25 encrypted off NYS Contract at a cost not to exceed \$532,698.59 funded by the 2018 SICG Grant. Representative Koutnik moved for approval. Seconded, Frazier. Total: 2,846; Ayes: 2,312; Absent: 534-Oberacker. Motion carried.

Rob O'Brien requested approval to purchase radios and installation for the P-25 encryption upgrade at a cost not to exceed \$134,357.50 funded by the 2018 SICG Grant. Representative Koutnik moved for approval. Seconded, Frazier. Total: 2,846; Ayes: 2,312; Absent: 534- Oberacker. Motion carried.

TREASURER CON'T- ANDREW CRISMAN

Andrew Crisman requested approval for the following budget transfer:

Transfer from County Treasurer 1325.4900A Contracts \$445,000

Transfer to General Gov't Support 1989.4645A Contracts \$445,000

Representative McCarty moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 2,312; Absent: 534- Oberacker. Motion carried.

TOURISM-COMMUNITY EVENT GRANTS

Representative Kennedy presented the 2019 Community Event Grants as approved by the Intergovernmental Affairs Committee as follows:

Organization	Grant Amount
American Cancer Society	\$1,000
ARC Otsego	\$1,000
Butternut Valley Alliance	\$1,000
C.H. Graham Hose Company	\$2,000
Catskill Area Hospice and Palliative Care	\$1,000
Catskill Mountain Balloon	\$1,000
Catskill Symphony Orchestra	\$2,000
Cherry Valley Artworks	\$750
Cherry Valley Outdoor Games	\$2,000
Clark Sports Center	\$2,000
Cooperstown Chamber	\$1,000
Cooperstown Equestrian Park Ltd	\$500
Cooperstown Winter Carnival	\$750
Copes Corners Park	\$700
CpB Promotions	\$500
Destination Oneonta	\$500
Fenimore Art Museum	\$2,000
First Night Oneonta, Inc.	\$1,500
Fly Creek Valley Corn Maze	\$500
Friends of the Milford Parks	\$1,000
Gilbertsville Expressive Movement, Inc.	\$225
Middlefield Volunteer Fire Department	\$1,000
Oneonta Family YMCA	\$2,000
Oneonta Outlaws Baseball Club	\$1,000
Oneonta Soccer Club	\$1,558

Oneonta World of Learning	\$500
Origins Cafe, on behalf of the Otsego Youth Food Movement	\$500
Orpheus Theatre Inc.	\$1,000
Otsego 2000, Inc.	\$2,000
Otsego County Conservation Association	\$1,500
Otsego County Pomona Grange #16	\$300
Otsego Land Trust	\$700
Otsego Pride Alliance	\$1,500
Pathfinder Village Foundation	\$1,200
Richfield Springs Area Chamber of Commerce, Inc.	\$1,000
Rotary Club of Cooperstown	\$250
Springfield 4th of July Committee	\$2,000
SUNY Oneonta	\$2,000
Superheros in ripped Jeans	\$500
TEDxOneonta	\$500
The Butternut Valley Arts & Crafts Center	\$500
The Farmers' Museum	\$1,000
The Major's Inn	\$300
Town of Hartwick Youth Advocacy Committee	\$750
Tuning In - Tuning Up	\$1,000
Unadilla Chamber of Commerce	\$750
Unadilla Public Library	\$500
Village of Laurens	\$500
Worcester Wieting Theater	\$750
	\$49,983

Representative Koutnik moved to award the community events grant funding as presented. Seconded, McCarty. Total: 2,846; Ayes: 2,312; Absent: 534- Oberacker. Motion carried.

There being no further business to discuss, the committee adjourned until Friday, April 19th at 9 a.m. at the County Office Building.