

ADMINISTRATION COMMITTEE
KENNEDY, OBERACKER, MARIETTA, MCCARTY, FRAZIER, MARTINI
JUNE 15, 2020
9:00 a.m.

Under the current COVID-19 emergency/Executive orders, this committee meeting was not physically open to the public at the County Office Building. The meeting was streamed via facebookLIVE.

Members: Representative Kennedy- present, in Board Chambers
Representative Oberacker- present, via zoom
Representative Marietta-present, via zoom
Representative McCarty-present, via zoom
Representative Frazier-present, via zoom
Representative Martini-absent

Others present: Representative Wilber via zoom, Representative Farwell via zoom and County Treasurer Allen Ruffles via zoom.

DEPARTMENT OF HEALTH- HEIDI BOND via zoom

Heidi Bond requested approval to contract with New York State Department of Health, Health Research Inc. from March 5, 2020 through March 15, 2021, total award amount of \$67,490, which is additional grant money related to COVID for the Public Health Emergency Preparedness Program. Representative Kennedy moved for approval. Seconded, McCarty. Total: 2,721. Ayes: 1,536; Absent: 1,185- Marietta, Frazier, Martini. Motion carried.

Representative Marietta and Penney Gentile arrived via zoom.

COMMUNITY SERVICES- SUSAN MATT via zoom

Susan Matt requested approval to amend Resolution 12-20200102 with ONC BOCES to provide behavioral specialist services to Otsego County school districts not to exceed \$60,000 annually (100% federal system of care grant funds), contingent on continued funding from SAMHSA for the duration of the contract from September 1, 2020 through September 29, 2022, noting that this amendment reduces the overall funding from \$495,478 to \$60,000. Mrs. Matt also requested approval to amend Resolution 26-20200102 with Rehabilitation Support Services to expand Family engagement and Family stabilization program services as the Behavioral Health Resource Center for Otsego County school districts beginning September 1, 2020, additional funding not to exceed \$535,000 annually (100% federal system of care grant funds), contingent on continued funding from SAMHSA for the term of the contract. Mrs. Matt noted

that this expansion includes the project director for Otsego County system of care.

Representative Frazier arrived via zoom during the above discussion.

Representative Oberacker moved approval of both requests. Seconded, McCarty. Total: 2,721. Ayes: 2,365; Absent: 356- Martini. Motion carried.

Susan Matt requested approval for the following budget modification:

- Increase rev. 4449 by \$57,700.80
- Increase 4310.4880 by \$50,000
- Increase 4310.4100 by \$3,500
- Increase 4310.4500 by \$1,200
- Increase 4310.4800 by \$500
- Increase 4310.4900 by \$2,750.80

Representative Frazier moved approval. Seconded, Marietta. Total: 2,721. Ayes: 2,365; Absent: 356- Martini. Motion carried.

BOARD OF ELECTIONS- LORI LEHENBAUER via zoom

Lori Lehenbauer requested approval for the following purchases as exceptions to the spending freeze:

- Bishop Print shop \$1,239
- Hummels \$60
- Tenex (equipment) \$30,000
- Just the right stuff \$1,116.50
- Just the right stuff \$320.55
- West Lake (Ace Hardware) \$17.55

Representative Oberacker moved approval. Seconded, Frazier. Total: 2,721. Ayes: 2,365; Absent: 356- Martini. Motion carried.

Lori Lehenbauer requested approval to accept the Elections Cybersecurity Remediation Grant program funding of \$75,621.53 for a period of 12/21/19-12/31/21. Representative McCarty moved for approval. Seconded, Oberacker. Total: 2,721. Ayes: 2,365; Absent: 356- Martini. Motion carried.

Lori Lehenbauer stated that they have asked for assistance from Highway for two Highway employees to deliver voting machines on two full days on June 22 and 23 and a part of a day on June 19, adding that overtime expenses if incurred would be reimbursed by the Cares Act funding. Representative McCarty stated that he also has volunteered to be a driver if necessary on Friday if approved by the County Attorney. Representative Oberacker moved approval to allow Highway employees to pick up and deliver voting machines

on 6/19, 6/22, 6/23, to authorize overtime for such if incurred which such overtime is reimbursable under the Cares Act and approval of driver arrangements as necessary. Seconded, Frazier. Total: 2,721. Ayes: 2,365; Absent: 356- Martini. Motion carried.

County Attorney, Ellen Coccoma joined the meeting via zoom during the above discussion.

Lori Lehenbauer stated that there are three options for voting in the June 23rd election. Those options include: Absentee ballots due to COVID-19 related concerns, In person voting on June 23rd, 6 a.m. to 9 p.m. at poll site, or early voting at the BOE office on specific days prior to June 23rd.

PLANNING/TRANSPORTATION/SOLID WASTE-KAREN SULLIVAN via zoom, TAMMIE HARRIS via zoom

Karen Sullivan requested approval to create an Assistant Planning Director position effective July 31st. Representative Frazier moved for approval. Seconded, Oberacker. Total: 2,721. Ayes: 2,365; Absent: 356- Martini. Motion carried.

Karen Sullivan requested approval to fill the vacant funded Sr. Planner position upon promotion. Representative Oberacker moved for approval. Seconded, Frazier. Total: 2,721. Ayes: 2,365; Absent: 356- Martini. Motion carried.

Karen Sullivan requested approval to create, fund and fill a Planner Trainee position for 10 days, and upon promotion of the Planner to the Sr. Planner position, fill the vacant funded Planner position with the trainee. Representative Oberacker moved for approval. Seconded, Frazier. Total: 2,721. Ayes: 2,365; Absent: 356- Martini. Motion carried.

Tammie Harris requested of the following budget modification for Transportation:

Increase rev. 4588 by \$367,111
Increase rev. 3588 by \$91,778
Increase 5630.2000 by \$458,889

Representative Oberacker moved for approval. Seconded, Marietta. Total: 2,721. Ayes: 2,365; Absent: 356- Martini. Motion carried.

Karen Sullivan requested approval of the following budget modification for Solid Waste:

Increase rev. 3910 by \$3,000
Increase 8160.4900 contracts by \$3,000

Representative Oberacker moved for approval. Seconded, McCarty. Total: 2,721. Ayes: 2,365; Absent: 356- Martini. Motion carried.

Karen Sullivan presented second round budget reductions for Solid Waste, Planning and Transportation. Representative Oberacker moved to accept the budget reductions as presented. Seconded, McCarty. Total: 2,721. Ayes: 2,365; Absent: 356- Martini. Motion carried.

HIGHWAY- RICH BRIMMER AND JAMES DENEKAMP via zoom

Rich Brimmer requested approval to amend res. 124-2020 to include the below vendors:

- Binghamton Precast-off bid OTGOV-004-20, \$136,752.42 for box culvert
- TCBR-off bid OTGOV-012-20, \$21,877 for guide rail materials

Representative Oberacker moved for approval. Seconded, McCarty. Total: 2,721. Ayes: 2,365; Absent: 356- Martini. Motion carried.

Allen Ruffles stated that the county has received information from the state regarding CHIPS funding, adding that there is a clause stating that the amounts detailed in the following apportionment tables may be subject to a reduction of up to 20 percent.

Representative McCarty noted that even though Mr. Brimmer and Mr. Denekamp have left the meeting, he would move to accept budget reductions as submitted to the committee, which were modified since the Public Works meeting. Seconded, Oberacker. Total: 2,721. Ayes: 2,365; Absent: 356- Martini. Motion carried.

SOCIAL SERVICES- EVE BOUBOULIS AND LISA GRAMPP via zoom

Representative Marietta left the meeting.

Eve Bouboulis requested approval to amend resolution 201-2020 as follows:

- Decrease revenue 1820 by \$48,030
- Decrease revenue 3619 by \$22,500
- Increase revenue 3610 by \$70,530

Representative Oberacker moved approval. Seconded, Frazier. Total: 2,721; Ayes: 1,975; Absent: 746-Marietta, Martini. Motion carried.

Eve Bouboulis requested approval to create, fund and fill a part time Social Services Attorney #1 at \$36,414 effective June 15, 2020. After further discussion, Representative Oberacker moved to approve filling a vacant funded part time Social Services Attorney #1 at \$36,414. Seconded, McCarty. Total: 2,721; Ayes: 1,975; Absent: 746-Marietta, Martini. Motion carried.

Representative Marietta re-joined the meeting via zoom.

Eve Bouboulis discussed additional budget reductions, which were sent to the committee via email prior to the meeting, noting that the bottom line local cost savings is \$92,582.29. Representative Oberacker moved approval. Seconded, Frazier. Total: 2,721. Ayes: 2,365; Absent: 356- Martini. Motion carried.

SHERIFF- RICH DEVLIN AND CAM ALLISON via zoom

Representative Marietta left the meeting.

Rich Devlin stated that an amendment to the Workplace Violence Program was presented by him and was approved by the committee in March but he has not seen a resolution confirming such.

Rich Devlin requested approval to purchase uniforms at a cost not to exceed \$20,000. Representative Oberacker moved for approval. Seconded, Frazier. Total: 2,721; Ayes: 1,975; Absent: 746-Marietta, Martini. Motion carried.

Rich Devlin requested approval to purchase inmate clothing at a cost not to exceed \$1,700. Representative Frazier moved for approval. Seconded, Oberacker. Total: 2,721; Ayes: 1,975; Absent: 746-Marietta, Martini. Motion carried.

Rich Devlin stated that he would be short about \$45,000 in his vehicle repair line this year due to the leasing of new vehicles was put off, and would be short about \$78,000 in his inmate boarding line in which he is requesting a budget transfer for but does not have a budget line(s) with funding to transfer it from. Allen Ruffles suggested transferring money from either the county health insurance line, contingency, or sales tax distribution.

Representative Marietta re-joined the meeting via zoom during the above discussion.

After further discussion, Representative Oberacker moved approval of a budget transfer from the county health insurance line or at the discretion of the Treasurer of \$45,000 to the Sheriff's vehicle repair line and \$78,000 to the Sheriff's inmate boarding line. Seconded, Frazier. Total: 2,721. Ayes: 2,365; Absent: 356- Martini. Motion carried.

SOCIAL SERVICES CON'T- EVE BOUBOULIS in board chambers

Eve Bouboulis requested the following personnel approvals:

1. Fill TE Case Supervisor Grade B position up to six months
2. Fill Caseworker Aide #3 position
3. Create, fund and fill two TE Social Welfare Examiner positions up to nine months for HEAP

4. Create, fund and fill three TE Community Services worker positions up to nine months for HEAP

Representative Oberacker moved approval. Seconded, Frazier. Total: 2,721. Ayes: 2,365; Absent: 356- Martini. Motion carried.

PERSONNEL- PENNEY GENTILE via zoom

Penney Gentile presented proposed budget reductions. Representative Oberacker moved to accept the budget reductions as presented. Seconded, Frazier. Total: 2,721. Ayes: 2,365; Absent: 356- Martini. Motion carried.

Penney Gentile requested approval to reclassify the Building Services Office Specialist position by creating, funding and filling an Assistant Director of Building Services position at \$48,284 effective June 15, 2020. Representative Oberacker moved for approval. Seconded, Frazier. Total: 2,721. Ayes: 2,365; Absent: 356- Martini. Motion carried.

After further discussion, Representative Oberacker moved to unfund the Building Services Office Specialist position. Seconded, McCarty. Total: 2,721. Ayes: 2,365; Absent: 356- Martini. Motion carried.

Penney Gentile requested an executive session to discuss 207C employees.

Representative Oberacker moved for an executive session to discuss matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person. Seconded, Frazier. Total: 2,721. Ayes: 2,365; Absent: 356- Martini. Motion carried.

Representative Oberacker moved to come out of executive session. Seconded, Frazier. Total: 2,721. Ayes: 2,365; Absent: 356- Martini. Motion carried.

CLERK OF THE BOARD- CAROL MCGOVERN in board chambers

Carol McGovern presented budget reductions as requested by res. 209-2020, which were sent to the committee and the Treasurer on June 5th. Representative Oberacker moved to accept the budget reductions as presented. Seconded, Kennedy. Total: 2,721. Ayes: 2,365; Absent: 356- Martini. Motion carried.

Carol McGovern requested a resolution, as required by the state, to establish the standard workday and reporting days for the NYS and local employees' retirement system for certain county officials, noting that the record of activity results are based on what is reported to the Clerk of the Board by the individual. Representative Oberacker moved for approval. Seconded, Frazier. Total: 2,721. Ayes: 2,365; Absent: 356- Martini. Motion carried.

Carol McGovern requested approval for a resolution that allows Otsego County to impose an additional rate of 1% of sales and compensating use tax, pursuant to section 1210 of the Tax Law, extending the period of such to November 30, 2023, which has been approved by the state, (Current extender expires 11/30/20) noting that this is the third and final step in the process. Representative McCarty moved for approval. Seconded, Frazier. Total: 2,721. Ayes: 2,365; Absent: 356- Martini. Motion carried.

INFORMATION TECHNOLOGIES- BRIAN POKORNY via zoom

Brian Pokorny discussed his proposed budget reductions, which were sent to the committee via email. Representative Oberacker moved approval to accept the budget reductions as presented. Seconded, Frazier. Total: 2,721. Ayes: 2,365; Absent: 356- Martini. Motion carried.

Brian Pokorny requested an exception to the spending freeze to allow IT to spend out of their materials and supplies line as needed for such things as toner, etc., in accordance with the purchasing policy. Representative Oberacker moved approval. Seconded, McCarty. Total: 2,721. Ayes: 2,365; Absent: 356- Martini. Motion carried.

Brian Pokorny requested approval to purchase batteries for the phone system at the 197 Main Street building from Yorkville battery, not to exceed \$1,120. Representative McCarty moved for approval. Seconded, Frazier. Total: 2,721. Ayes: 2,365; Absent: 356- Martini. Motion carried.

Representative Kennedy asked if the generator at the Meadows building has been tested and is fully operational? Mr. Pokorny responded saying that he would follow up with the Director of E911 and get back to the committee.

Brian Pokorny recognized and thanked his employee, Lori Dower, who is retiring after over thirty-two years of dedicated service to the county.

TREASURER- ALLEN RUFFLES via zoom

Allen Ruffles presented the following budget modifications for Office for the Aging:

- Increase rev. 4772 by \$19,615
- Increase 6772.4770 by \$19,615
- Increase rev. 4772 by \$86,982
- Increase 6772.4770 by \$86,982
- Increase rev. 4772 by \$36,087
- Increase 6772.4770 by \$36,087
- Increase rev. 4772 by \$14,502
- Increase 6772.4770 by \$14,502
- Increase rev. 3772 by \$30,000
- Increase 6772.4770 by \$30,000

Increase rev. 3451 by \$2,500
Increase 6772.4050 by \$2,500
Increase rev. 4772 by \$28,994
Increase 6772.4770 by \$28,994

Representative Oberacker moved approval. Seconded, Marietta. Total: 2,721 Ayes: 2,365; Absent: 356- Martini. Motion carried.

Allen Ruffles requested approval to pay the following bills related to the RAN:

1. Orrick-\$8,550
2. Fiscal Advisors- \$6,450
3. Fiscal Advisors-\$2,360

Representative McCarty moved for approval. Seconded, Frazier. Total: 2,721 Ayes: 2,365; Absent: 356- Martini. Motion carried.

Allen Ruffles requested approval of the year-end budget transfers to balance out 2019, as emailed to the committee. Representative Oberacker moved approval. Seconded, Frazier. Total: 2,721 Ayes: 2,365; Absent: 356- Martini. Motion carried.

Allen Ruffles requested approval to amend the resolutions for Enterprise to reflect changes to the monthly lease payments needed for four DSS vehicles. Representative Oberacker moved for approval. Seconded, McCarty. Total: 2,721 Ayes: 2,365; Absent: 356- Martini. Motion carried.

Allen Ruffles explained the need to pay the abstractors for title searches completed in connection to the 2018 in rem, noting that the county will pay Phillips Lytle and in turn, Phillips Lytle will pay the two abstractors. Mr. Ruffles stated that Otsego Abstract is owed \$24,327 and Buttice Abstract is owed \$17,258.40 and also a budget transfer is required and he suggests it come from Contingency. Representative Oberacker moved approval to pay the invoices and for the related budget transfer from Contingency. Seconded, Frazier. Total: 2,721 Ayes: 2,365; Absent: 356- Martini. Motion carried.

Allen Ruffles informed the committee that in connection with the 15% reduction in funding to outside agencies resolution, the Otsego County Chamber of Commerce would be returning their portion of the reduction next week, noting that the money the county pays them goes toward small business seminars, which the chamber did not host this year.

Allen Ruffles requested approval to sign the contract with Fiscal Advisors to continue to perform the county's annual financial disclosure. Ellen Coccoma stated that no approval is required.

Allen Ruffles emailed the committee examples of other counties resolutions to override the tax cap, which can be used for referencing in future discussions.

POLICY

Representative Kennedy stated that the video conferencing system policy was emailed to the committee, asked everyone to review it and it will be discussed further at next month's meeting.

COUNTY ATTORNEY- ELLEN COCCOMA via zoom

Ellen Coccoma informed the committee that she is unable to come up with budget reductions from the County Attorney's budget. Mrs. Coccoma gave a brief update on the Worker's Compensation budget and expenditures.

Ellen Coccoma requested approval to extend the contract to October 31st, with Bassett to perform physicals paid from the Worker's Compensation program. Representative Frazier moved for approval. Seconded, McCarty. Total: 2,721. Ayes: 2,365; Absent: 356- Martini. Motion carried.

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