

**ADMINISTRATION COMMITTEE**  
**KENNEDY, OBERACKER, MARIETTA, MCCARTY, FRAZIER, MARTINI**  
**August 20, 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- absent  
Representative Marietta-present, via zoom  
Representative McCarty-present, via zoom  
Representative Frazier-present, via zoom  
Representative Martini-present, via zoom

Others present: Representative Wilber.

**OFFICE FOR THE AGING- TAMIE REED via zoom**

Tamie Reed requested approval to fill a vacant funded Caseworker position. Representative Frazier moved for approval. Seconded, Martini. Total: 2,721. Ayes: 2,187; Absent: 534-Oberacker. Motion carried.

Board Chair Bliss arrived in the Board Chambers.

**COMMUNITY SERVICES- SUSAN MATT via zoom**

Sue Matt gave a brief fiscal situation and funding update for the department, noting that funding is mainly received from fees and state aid.

Personnel Officer, Penney Gentile arrived.

Sue Matt requested approval to purchase medication for Mental Health up to \$5,100, reimbursed by Medicaid. Representative McCarty moved for approval. Seconded, Martini. Total: 2,721. Ayes: 2,187; Absent: 534- Oberacker. Motion carried.

Sue Matt requested approval to purchase 5 laptops using System of Care funding, not to exceed \$10,000, noting that the laptops may be purchased by the contractor/RSS instead. Brian Pokorny recommended that RSS purchase the laptops and once received, the county can set them up.

Sue Matt requested approval to return from lay off an Account Clerk Typist position to replace a retiring Keyboard Specialist position. Sue Matt added that she has six vacant positions. After further discussion, and review of

the Board Chair's email last night, Mrs. Matt changed her request to a TE Account Clerk Typist position through the end of the year, which will allow her time to reassess and reconfigure staffing. Penney Gentile explained that generally, although there are a couple of exceptions that TE is hired for up to 90 days and if needed an extension can be requested. Representative Frazier moved approval of a TE Account Clerk Typist position for 90 days. Seconded, Martini. Total: 2,721. Ayes: 2,187; Absent: 534- Oberacker. Motion carried.

Board Chair Bliss left the meeting during the above discussion.

#### **E911- ROBERT O'BRIEN- via zoom**

Rob O'Brien requested approval to purchase mobile radios, off state contract, not to exceed \$29,500 funded by the SICG grant. Representative Martini moved for approval. Seconded, Frazier. Total: 2,721. Ayes: 2,187; Absent: 534- Oberacker. Motion carried.

Rob O'Brien requested approval to purchase portable radios for law enforcement, not to exceed \$78,000, funded by the SICG grant. Representative McCarty moved for approval. Seconded, Martini. Total: 2,721. Ayes: 2,187; Absent: 534-Oberacker. Motion carried.

#### **BOARD OF ELECTIONS- MICHAEL HENRICI AND LORI LEHENBAUER via zoom**

Mike Henrici requested approval to fill a vacant funded Deputy Commissioner (D) position. Representative Martini moved for approval. Seconded, Marietta. Total: 2,721. Ayes: 2,187; Absent: 534-Oberacker. Motion carried.

Lori Lehenbauer gave department updates but was not limited to the following:

- June primary election- of those who participated approx. 56% turn out for absentees
- Will reach out to departments for assistance related to the November election
- Will need assistance with delivery needs in November as Highway may not be available help
- County will have over 2,000 absentees in November

Representative Marietta requested that the Board of Elections make a quick overview presentation at the September 2<sup>nd</sup> board meeting.

#### **HIGHWAY- RICH BRIMMER via zoom**

Rich Brimmer requested approval for the following budget transfer:

Transfer from D5113.52250 to DM5130.520000 \$20,000

Representative McCarty moved for approval. Seconded, Martini. Total: 2,721. Ayes: 2,187; Absent: 534-Oberacker. Motion carried.

Rich Brimmer requested approval to fill a vacant funded Working Supervisor position due to a retirement occurring after the layoffs.

Representative Marietta moved for approval. Seconded, Martini. Total; 2,721. Ayes: 2,187; Absent: 534-Oberacker. Motion carried.

Rich Brimmer requested approval to create, fund and fill six (6) HMEO I positions and backfill any MEO II positions that may be created by in-house promotions. Mr. Brimmer explained that he is seeking CHIPS and FEMA project reimbursements for labor and equipment of specific projects which will be used to offset such salaries through the end of the year. Representative McCarty moved approval effective November 1<sup>st</sup>. Seconded, Frazier. Representative Wilber suggested that the committee give Mr. Brimmer the flexibility of hiring those positions prior to November 1<sup>st</sup> depending on the weather, to keep the roads clear. Penney Gentile stated that the Personnel form reflects an effective date of October 5<sup>th</sup>. After further discussion, Representative McCarty amended his motion to approve to create, fund and fill six HMEO I positions and backfill any MEO II positions that may be created upon promotion and to allow to start the process October 5<sup>th</sup> with an anticipated filling date of November 1<sup>st</sup> but the Superintendent may hire as of October 5<sup>th</sup> if necessary due to the weather. Seconded, Martini. Total: 2,721. Ayes: 2,187; Absent: 534-Oberacker. Motion carried. Representative McCarty asked that Mr. Brimmer keep the Public Works Committee informed of the status of those positions.

Board Chair Bliss reentered the meeting during the above discussion.

Rich Brimmer requested approval to purchase the necessary sand and salt for the upcoming snow and ice season not to exceed the budgeted amounts in D5142.545550 sand and salt and in D5110.54570 asphalt, stone and sand, noting that the usual spend is approx. \$300,000 for salt and approx. \$250,000 for sand. Representative Martini moved for approval. Seconded, Marietta. Total: 2,721. Ayes: 2,187; Absent: 534- Oberacker. Motion carried.

#### **SHERIFF- RICH DEVLIN, CAM ALLISON via zoom**

Rich Devlin requested approval to purchase ten (10) tire deflation devices in the amount of \$4,500. Representative Marietta moved for approval. Seconded, Martini. Total: 2,721. Ayes: 2,187; Absent: 534-Oberacker. Motion carried.

Rich Devlin requested approval to purchase vehicle emergency warning equipment for the new unmarked vehicle in the amount of \$9,134.20, adding that this equipment should have been included in the Enterprise lease for the

vehicle. Representative Frazier moved for approval. Seconded, Martini. Total: 2,721. Ayes: 2,187; Absent: 534-Oberacker. Motion carried.

Rich Devlin requested authorization to spend up to \$10,000 for PPE and Jail medical supplies to combat the Public Health Emergency. Representative Martini moved for approval. Seconded, Marietta. Total: 2,721. Ayes: 2,187; Absent: 534- Oberacker. Motion carried. Representative Kennedy asked if these expenses are reimbursable under COVID funding. Representative McCarty asked who at the county compiles the COVID related expenses and submits the paperwork for reimbursement.

Rich Devlin requested approval to purchase handheld thermal imaging devices in the amount of \$10,500 and to purchase explosive rated containers at a cost of \$7,500 noting both purchases are reimbursable with Homeland Security funding. Representative Martini moved for approval. Seconded, McCarty. Total: 2,721. Ayes: 2,187; Absent: 534- Oberacker. Motion carried.

Rich Devlin asked for the status of the amendment approved for the Workplace Violence policy. Representative Kennedy stated that she spoke with the County Attorney and all they need is the appropriate information sent to them in writing.

Rich Devlin requested approval to fill two (2) vacant funded Correction Officer positions, one (1) vacant funded RN position above base and one (1) vacant funded Correction Officer position which recently resigned. Sheriff Devlin stated his original request to PSLA was to fill 1 FT RN position, 4 FT CO positions and 2 PT CO positions and that PSLA only approved 1 FT RN position and 2 FT CO positions, noting that the additional CO position resignation was received after the PSLA meeting. Sheriff Devlin added that they are down 20% in staffing and the average overtime expended for each month is 600-800 hours but noted that last month there was 1000 hrs. of overtime expended. Representative Kennedy is concerned that the county is not any better fiscally than before the hiring freeze. Representative Marietta suggested that there needs to be a general analysis done on overtime costs vs. hiring. Representative Martini moved to fill (1) one vacant funded FT Correction Officer position due to the recent resignation, (2) two vacant funded FT Correction Officer positions and to fill (1) one vacant funded RN position above base. Seconded, Marietta. After further discussion, no further action was taken.

County Attorney Ellen Coccoma arrived via zoom.

Representative Wilber stated that in a recent meeting with the Board Chair, himself, the Sheriff and Commission on Corrections, they stated that he is at capacity for staff. Sheriff Devlin stated that he disagrees with the Commission's statement

Representative Martini moved to fill (1) one vacant funded FT Correction Officer position due to the recent resignation and to fill (1) one vacant funded RN

position above base. Seconded, Frazier. Total: 2,721. Ayes: 2,187; Absent: 534- Oberacker. Motion carried.

Representative Martini left the meeting.

Representative Kennedy followed up discussion concerning the two (2) FT Correction Officer positions that were approved at PSLA. Representative Kennedy is concerned that when these positions were voted on in PSLA, that the committee did not have information about what the Commission of Corrections statement made in the meeting about the Jail being at capacity for staff. Sheriff Devlin stated that he has requested a staffing analysis be completed by the Commission in 2016, 2018 and 2020, noting that the last analysis was completed in 2005.

After further discussion, the Sheriff asked that the minutes reflect the following statement that he made at the meeting: The Sheriff has advised that the county's failure to provide appropriate staffing levels to properly operate the Correctional facility jeopardizes the safety and security of the facility, our Correction Officers and our inmates.

Rich Devlin stated that that phase II in the CAFA plan starts Sept. 1<sup>st</sup> where pre-arraignment meetings and CAP court will be held at the jail.

Rich Devlin informed the committee that they are not currently holding females in the Jail due to COVID and the availability of cell space but will rectify this by returning females to the B wing of the facility and the males that are in the B wing will have to be boarded out.

Rich Devlin informed the committee that there is an increase to the Sheriff's office budget for 2021.

Board Chair Bliss left the meeting.

### **SOCIAL SERVICES- EVE BOUBOULIS via zoom**

Eve Bouboulis requested approval to amend resolution 239-20200805 to include an additional \$293.08 for billing period June 1, 2020-June 30, 2020. Representative McCarty moved for approval. Seconded, Marietta. Total: 2,721. Ayes: 1,831; Absent: 890- Oberacker, Martini. Motion carried.

Eve Bouboulis requested approval for the following budget transfer:

Transfer \$100,000 from A6055.54730 day care  
Transfer \$100,000 to A6070.547300 purchase of services

Representative Marietta moved for approval. Seconded, McCarty. Total: 2,721. Ayes: 1,831; Absent: 890- Oberacker, Martini. Motion carried.

Eve Bouboulis requested approval to fill a Temporary Caseworker position at \$21.4218/hr for up to six (6) months, effective 9/12/20-3/11/21 and to extend the Temporary Senior Caseworker position at \$23.4262/hr for up to six (6) months, effective 9/12/20-3/11/21. Representative McCarty moved for approval. Seconded, Marietta. Total: 2,721. Ayes: 1,831; Absent: 890-Oberacker, Martini. Motion carried.

#### **BUILDING SERVICES- PENNEY GENTILE ON BEHALF OF KIM FIRENZE via zoom**

Penney Gentile requested approval to create, fund and fill one (1) TE FT Keyboard Specialist position up to 90 days and to create fund and fill one (1) FT Cleaner position. After further discussion, Representative Marietta moved approval to create one TE PT Keyboard Specialist position for 90 days. Seconded, McCarty. Total: 2,721. Ayes: 1,831; Absent: 890-Oberacker, Martini. Motion carried.

The committee suggested that the request for a Cleaner position be discussed further in Public Works.

#### **PERSONNEL- PENNEY GENTILE via zoom**

Penney Gentile requested an executive session to discuss a 207C matter.

Board Chair Bliss reentered the meeting in the board chambers.

Representative McCarty suggested that the information be shared to the committee via email instead of having an executive session.

#### **INFORMATION TECHNOLOGIES- BRIAN POKORNY in Board Chambers**

Brian Pokorny requested that the Free Emailing Phishing Training from the Department of Homeland Security be made mandatory for all county employees that use the county's Zimbra email system. Representative Frazier moved for approval. Seconded, Marietta. Total: 2,721. Ayes: 1,831; Absent: 890-Oberacker, Martini. Motion carried.

Brian Pokorny stated that he originally had on his agenda to request approval to fill a vacant funded MicroComputer Specialist position that became vacant on 8/14/20 due to resignation. Mr. Pokorny added that he is aware of the current fiscal situation of the County, therefore will not be requesting to fill this position at this time.

#### **CLERK OF THE BOARD- CAROL MCGOVERN in Board Chambers**

Carol McGovern requested approval to accept the new version of the NYS Record Retention and Disposition Schedule as released by NYS Archives,

adding that each municipality is required to accept such new schedule. Representative McCarty moved for approval. Seconded, Frazier. Total: 2,721. Ayes: 1,831; Absent: 890-Oberacker, Martini. Motion carried.

### **TREASURER- ANDREW CRISMAN in Board Chambers**

Andrew Crisman requested approval to amend resolution 29-20200102 for Enterprise, to reflect the cancelling of one vehicle for Veterans to include a \$1,500 buyout charge assessed by Enterprise, which in the event that Enterprise is able to sell the cancelled vehicle the County would be charged accordingly and to increase the lease payment of the other vehicle listed for Veterans. Representative McCarty moved for approval. Seconded, Frazier. Total: 2,721. Ayes: 1,831; Absent: 890-Oberacker, Martini. Motion carried.

Andrew Crisman requested approval to hire a TE Jr. Accountant at \$20.49/hour, 25 hours/week for 10 weeks for a total up to \$5,495, which such position will assist with the financials, budget, payroll and training. Representative Marietta moved for approval. Seconded, Frazier. Total: 2,721. Ayes: 1,831; Absent: 890-Oberacker, Martini. Motion carried.

Andrew Crisman requested approval to hire Here to serve LLC to post notices on possible 2021 auction properties (2018 in rems) at a cost of \$50 per parcel, noting that there is currently approximately 204 parcels on the 2018 in rem list, which will be budgeted and paid in 2021. Ellen Cocco clarified that the work would start in 2020 not 2021. Representative Marietta moved for approval. Seconded, McCarty. Total: 2,721. Ayes: 1,831; Absent: 890-Oberacker, Martini. Motion carried.

Andrew Crisman requested approval of the following budget transfer for Building Services:

Transfer from 1630.4905 \$4,300  
Transfer to 1629.4500 \$3,200  
Transfer to 1626.4500 \$1,100

Representative Frazier moved for approval. Seconded, Marietta. Total: 2,721. Ayes: 1,831; Absent: 890- Oberacker, Martini. Motion carried.

Representative McCarty asked if the purchase can be added to the COVID expenses for reimbursement.

Andrew Crisman updated the committee on the 2017 In rem properties that are scheduled for auction October 15<sup>th</sup>, noting that currently 86 parcels are unpaid of which 57 properties are classified as residential. Mr. Crisman added that he visited properties with the results as follows for those 57 properties: 39 appear to be abandoned, 12 are owner occupied, 4 are rental occupied, 1 is a horse barn and 1 is a business. Ellen Cocco stated that once the properties have been identified, the county will send out a letter notifying them of the upcoming auction, possibility of sale and will include legal aid contact

information, etc. Representative Frazier asked that a copy of such letter be sent to the board as well. Representative Frazier stated that 138 Main Street, Unadilla is a property on the 2020 auction list but was deemed by Codes as an unsafe structure and unfit for human occupancy, questioning if the county should be selling these types of properties as we potentially will end back up with such property in 3 years, trying to avoid a reoccurring problem. The village has taken upon themselves to clean up the garbage, etc. Representative Kennedy stated that this property might be a good opportunity for the land bank. Ellen Coccoma stated that the County if they wish, can pull that property from the auction list now. Representative Marietta suggested that all properties in the same condition be identified. Ellen Coccoma added that Towns and Villages have authority under specific circumstances to start a proceeding, similar to the county's foreclosure process, on a property prior to 3 years.

### **COUNTY ATTORNEY- ELLEN COCCOMA via zoom**

Ellen Coccoma requested approval of payment to Benetech, who is the County's Workers' Compensation TPA, in the amount of \$39,726, which is the balance owed to them for 2020. Representative McCarty moved for approval. Seconded, Frazier. Total: 2,721. Ayes: 1,831; Absent: 890-Oberacker, Martini. Motion carried.

Ellen Coccoma presented a draft Teleworking Policy for review, in an effort to assist the County workforce who is impacted by school reopening plans in the fall. Mrs. Coccoma and Penney Gentile gave a brief overview of the policy. Representative Marietta moved to accept the Teleworking Policy as presented. Seconded, McCarty. Total: 2,721. Ayes: 1,831; Absent: 890-Oberacker, Martini. Motion carried.

Ellen Coccoma presented a draft Video Conferencing Policy for review, adding that this policy would come in play when the current Executive Order is not extended. Board Chair Bliss stated that this policy should be used for extenuating circumstances and not as a convenience. Representative Marietta moved to approve the Video Conferencing policy as presented. Seconded, Frazier. Total: 2,721. Ayes: 1,831; Absent: 890-Oberacker, Martini. Motion carried.

Representative Kennedy explained that in talking with the Board Chair, they would like to have a full board budget workshop soon to get an assessment of the overall budget.

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