

**ADMINISTRATION COMMITTEE**  
**KENNEDY, OBERACKER, MARIETTA, MCCARTY, FRAZIER, MARTINI**  
**September 24, 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-present, via zoom

Also present: Board Chair Bliss in the Board Chambers, County Attorney Ellen Coccoma via zoom, and Personnel Officer Penney Gentile via zoom.

**DISTRICT ATTORNEY- JOHN MUEHL via zoom**

John Muehl briefly discussed his departments proposed 2021 budget.

John Muehl requested approval to abolish the Chief Assistant District Attorney position effective 1/1/21 and create, fund and fill a Part time Assistant District Attorney position. Mr. Muehl added that he would like to use \$10,000 from the Chief ADA position and add it to the salary of the Full Time Assistant District Attorney position to handle the appeals work which are normally done by the Chief ADA, noting that the appeals work would be completed after hours.

Representative Kennedy stated to the committee that there are a lot of positions that will be presented to the committee today and in light of the budget situation, she is hoping to put off all personnel discussions that are not time sensitive until after next week's budget workshop.

No action taken on create, abolish and additional salary requests and these will be added to the list to discuss at next week's budget workshop.

**YOUTH BUREAU – KATHY DEJONG via zoom**

Kathy DeJong requested approval of the following budget modification:

Increase rev. by \$30,000 (Safe Harbour grant)  
Increase approp. by \$30,000

Ms. DeJong added that grant funding would cover, Administrative costs of \$2,500 and virtual conference costs of \$3,000, noting that OCCAN will fund 20% of the conference cost that is not reimbursed. Representative Oberacker moved for approval. Seconded, Martini. Total: 2,721. Ayes: 2,282; Absent: 439-Frazier. Motion carried.

Kathy DeJong stated that her state funding was reduced by 20% and will not be reimbursing any towns or agencies for their youth programs until 2021.

Kathy DeJong briefly reviewed her 2021 proposed budget, adding that the local cost of the department is approximately \$6,000 and that due to the financial situation of the county suggested that the Youth Bureau be combined into another department.

Representative Frazier arrived via zoom.

### **ADDICTION RECOVERY SERVICES- SUSAN MATT via zoom**

Susan Matt stated that her department used to share a RN with the Public Health department prior to the pandemic and that the RN is not returning to Community Services. Mrs. Matt explained that she is required to have health assessments completed on ARS clients therefore requesting approval to contract with Thomas Fay to provide nursing services to include health assessments, screenings, education, medication administration and care coordination at a rate of \$40/hour for approx. 8 hours/week, not to exceed 512 hours (\$20,480) for the term of the contract from October 1, 2020-December 31, 2021. Representative Oberacker moved for approval. Seconded, Martini. Total: 2,721. Ayes: 2,721. Motion carried.

Susan Matt stated that her 2021 proposed budget is in the black, adding that the County is mandated to have services but the County is not required to provide those services.

### **EMERGENCY SERVICES- ART KLINGLER via zoom**

Art Klingler requested approval to accept the EMPG-Supplemental (\$13,611) and EMPG20 (\$27,920) grants, noting that these federal funds are used to offset partial salaries and benefits for the Coordinator and Assistant Coordinator. Representative Oberacker moved for approval. Seconded, Marietta. Total: 2,721. Ayes: 2,721. Motion carried.

Art Klingler requested approval to accept the 2020 Homeland Security Grant up to \$105,008, noting that these federal funds are used to enhance preparedness and response. Representative Oberacker moved for approval. Seconded, Martini. Total: 2,721. Ayes: 2,721. Motion carried.

County Treasurer Allen Ruffles joined the meeting via zoom.

## **COUNTY CLERK/DEPARTMENT OF MOTOR VEHICLE- BARB DULKIS in Board Chambers**

Barb Dulkis requested approval to create, fund and fill a Motor Vehicle Clerk position. After further discussion, no action was taken and Representative Kennedy stated that this position will be reviewed together with other positions at next week's budget workshop.

## **PUBLIC DEFENDER- REBEKAH TALBOT via zoom**

Rebekah Talbot gave an update on the status of ILS grant claims.

Rebekah Talbot requested to change the rate of pay for attorneys in connection with phase 2 of the CAP as follows:

Weekends: \$350

Weeknights: \$75

One off (one time charge if one of the 18-B has to cover an arraignment due to the Public Defender's office is already booked): \$75

Representative Oberacker moved for approval. Seconded, McCarty. Total: 2,721. Ayes: 2,721. Motion carried.

## **INFORMATION TECHNOLOGIES- BRIAN POKORNY via zoom**

Brian Pokorny requested approval to purchase a Pistol Permit printer for the Sheriff's Office, nte \$2,900. Representative Oberacker moved for approval. Seconded, Martini. Total: 2,721. Ayes: 2,721. Motion carried.

Brian Pokorny requested approval to purchase an All-in-one PC for video conferencing for the Sheriff's Office, nte \$3,000. Representative Oberacker moved for approval. Seconded, Martini. Total: 2,721. Ayes: 2,721. Motion carried.

Brian Pokorny requested approval to purchase four (4) computers, nte \$2,600 total and two (2) oversized monitors, nte \$800 total for the Sheriff's Office. Representative Martini moved for approval. Seconded, Oberacker. Total: 2,721. Ayes: 2,721. Motion carried.

Brian Pokorny briefly reviewed his departments 2021 proposed budget.

Brian Pokorny gave a presentation on the proposed creation of a "Central Business Office" on behalf of the working group established by the Board Chair. Representative Martini moved to proceed with the Central Business Office proposal. Seconded, Kennedy. Total: 2,721. Ayes: 2,721. Motion carried.

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

Lori Lehenbauer stated that they are shifting \$25,000 of expenses from the NYS Cares Grant to the FEMA grant which will allow them to use the NYS Cares grant funding to purchase a machine for absentees.

Lori Lehenbauer requested approval to contract with Dominion (sole source) for a warranty contract on ICP-BMD's, in the amount of \$8,436 annually, for 3 years. Representative Oberacker moved for approval. Seconded, Martini. Total: 2,721. Ayes: 2,721. Motion carried.

Lori Lehenbauer stated that Dominion warranty on the EMS system is \$10,000 annually for 3 years, expiring 12/31/20, which will need to be paid in 2021.

Lori Lehenbauer requested approval to contract with Clear Ballot as follows:

- purchase a high speed scanner at \$53,340-funding from NYS Cares Grant
- purchase warranty at \$2,400-\$4,397 annually includes \$2,400 capped for the ballot definition file and \$1,997 for optional scanner warranty.
- purchase a high speed letter opener at \$1,200-\$5,000-funding from the NYS Cares Grant

Representative Oberacker moved for approval. Seconded, Martini. Total: 2,721. Ayes: 2,721. Motion carried.

Lori Lehenbauer briefly reviewed the departments 2021 proposed budget.

Lori Lehenbauer requested approval to create, fund and fill four (4) TE Motor Equipment Operator positions @ \$16/hour for a total of two days, not to exceed \$320 per person, needed to deliver and pickup voting equipment. Mrs. Lehenbauer also requested approval to create, fund and fill two (2) TE Clerk positions to assist with the upcoming general election, nte \$2,000.

Representative Martini moved for approval. Seconded, Oberacker. Total: 2,721. Ayes: 2,721. Motion carried.

Lori Lehenbauer stated that she had a spoilage issue with wipes purchased from Hummels and they have received a credit but need to purchase replacements.

Lori Lehenbauer stated that they had to purchase new absentee ballot envelopes.

Lori Lehenbauer stated that pursuant to EO 202.58, a mandatory mailing is required, they obtained three quotes and Phoenix Graphics was the lowest quote at \$6,012.90 for 20,043 cards.

Lori Lehenbauer stated that they have applied for CTCL grant funding and continue to apply for funding to help with election costs.

Board Chair Bliss left the meeting.

**SOCIAL SERVICES- EVE BOUBOULIS, DEB FINGER, JANET ELLIOTT AND LISA GRAMPP  
via zoom**

Eve Bouboulis requested approval to fill a vacant funded Caseworker #16 position due to retirement. Representative Kennedy asked Ms. Bouboulis to give an overview of each Personnel request.

Eve Bouboulis gave an overview of each of the following positions:

Vacancies:

1. Caseworker #16- vacant due to a retirement
2. Casework Aide #4-created earlier in the year, never filled this position
3. Senior Social Welfare Examiner #2-backfilling position due to a promotion
4. Senior Social Welfare Examiner #5-backfilling position due to a promotion
5. Social Welfare Examiner #15 (HEAP)- vacant due to a retirement
6. Social Welfare Examiner #17-vacant
7. Caseworker #30-vacant due to a resignation

Create, fund and fill and unfund

8. Create, fund and fill a Principal Social Welfare Examiner #5 and unfund a Senior Social Welfare Examiner #9

After further discussion, Representative Oberacker moved approval of all of the positions above except for #2- Casework Aide #4. Seconded, Martini. Total: 2,721. Ayes: 2,721. Motion carried.

No action was taken on the Casework Aide #4 position which will be added to the list to discuss at next week's budget workshop.

Eve Bouboulis informed the committee that since the HSC meeting, a Part time Community Services Aide has resigned.

Board Chair Bliss rejoined the meeting in the Board Chambers during the overview of the Personnel requests.

### **PLANNING- ERIK SCRIVENER via zoom**

Erik Scrivener requested approval to fill a vacant funded Office Specialist position.

After further discussion, no action was taken on the Office Specialist position which will be added to the list to discuss at next week's budget workshop.

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

Ellen Coccoma discussed the proposed 2021 Worker's Compensation budget. Representative Oberacker moved to accept the Worker's Compensation budget as presented. Seconded, McCarty. Total: 2,721. Ayes: 2,721. Motion carried.

Ellen Coccoma requested approval to extend the contract with Bassett for FD/EMS physicals to December 31, 2021. Representative McCarty moved approval. Seconded, Frazier. Total: 2,721. Ayes: 2,721. Motion carried.

**UNALLOCATED INSURANCE- MIKE HUTCHERSON, ELLEN COCCOMA via zoom**

Mike Hutcherson gave an overview of the Insurance program structure, premium history, possible opportunities for savings and 2021 premium projections.

**PERSONNEL- PENNEY GENTILE via zoom**

Penney Gentile briefly discussed her departments proposed 2021 budget.

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

Carol McGovern stated that the countywide office supply contract currently with Hummels expires 1/1/21, adding that in accordance with the 2019 bid, the county has the option to renew the contract for an additional year, noting that Dan Hammer in Purchasing approved the renewal. Representative Oberacker moved for approval. Seconded, Martini. Total: 2,721. Ayes: 2,721. Motion carried.

Carol McGovern briefly discussed her departments proposed 2021 budget and discussed mandatory vs. non-mandatory services in connection with those specific budgets.

Representative McCarty suggested that each member of the Board of Representatives mileage be capped at \$500 annually.

**COUNTY TREASURER- ALLEN RUFFLES via zoom**

Allen Ruffles requested approval of the following budget transfer for Unallocated Insurance:

Transfer \$3,945.34 from Contingency 1990.4800 Other  
Transfer \$3,945.34 to Unallocated Insurance 1910.4660 Municipal insurance expense

Representative McCarty moved for approval. Seconded, Oberacker. Total: 2,721. Ayes: 2,721. Motion carried.

Allen Ruffles requested approval of the following budget transfer:

Transfer \$20,000 from Contingency 1990.4800 Other  
Transfer \$20,000 to General Gov't Support 1989.4645 software, software maint. & upgrades

Representative Martini moved for approval. Seconded, Oberacker. Total: 2,721. Ayes: 2,721. Motion carried.

Allen Ruffles requested approval of the following budget transfer for Office for the Aging:

Transfer \$10,000 from OFA 6772.4767 senior meals

Transfer \$10,000 to OFA 6772.4900 contracts

Representative Oberacker moved for approval. Seconded, Martini. Total: 2,721. Ayes: 2,721. Motion carried.

Allen Ruffles requested approval to fill a vacant funded Property Tax Specialist position due to a promotion. Representative McCarty moved for approval. Seconded, Martini. Total: 2,721. Ayes: 2,721. Motion carried.

Allen Ruffles discussed his departments 2021 proposed budgets and fringes.

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

Rich Devlin requested approval to fill two (2) vacant funded Part Time Correctional Officer positions due to resignations. After further discussion, Representative Oberacker moved for approval. Seconded, Marietta. Total: 2,721. Ayes: 2,346; Noes: 375- McCarty. Motion carried.

Representative Kennedy stated that she will encourage all board members to tour the Jail to see operations.

Rich Devlin requested approval to put out a RFP for Jail Medical Services to include such services as Mental Health, Registered Nurse, Doctor, prescriptions, etc., noting that those services are currently being handled by County departments and Bassett. Ellen Coccoma stated that she would like herself and Penney Gentile to review the specifications prior to submission to Purchasing to see what the county can potentially contract out vs. what may not be able to due to potential union issues. After further discussion, Undersheriff Allison suggested putting off the RFP until the Board tours the Jail to see operations. No action was taken.

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

Rich Brimmer requested approval to re-approve the purchase of four trucks which include two pickups and two one tons which were previously approved by resolution 13-2020, CHIPS funded. Representative Martini moved for approval. Seconded, Oberacker. Total: 2,721. Ayes: 2,721. Motion carried.

Rich Brimmer requested approval to add funding in the 2021 budget for the six (6) HMEO I positions which were recently reinstated. Representative

Martini moved for approval. Seconded, Oberacker. Total: 2,721. Ayes: 2,721. Motion carried.

Rich Brimmer requested approval to create, fund and fill an Office Specialist position and abolish an Account Clerk Typist position. Representative Oberacker moved for approval. Seconded, Martini. Total: 2,721. Ayes: 2,721. Motion carried.

Representative Martini moved for an executive session for attorney-client privilege. Seconded, McCarty. Total: 2,721. Ayes: 2,721. Motion carried. The meeting adjourned in executive session.