

ADMINISTRATION COMMITTEE
KENNEDY, MARIETTA, MCCARTY, FRAZIER, MARTINI, WILBER
January 21, 2021
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 Marietta-present, via zoom
Representative McCarty-present, via zoom
Representative Frazier-present, via zoom
Representative Martini-present, via zoom
Representative Wilber- absent

Others present: Personnel Officer Penney Gentile via zoom, County Treasurer Allen Ruffles via zoom, Board Chair Bliss via zoom

DISTRICT ATTORNEY- JOHN MUEHL in Board Chambers

John Muehl requested approval to fill a vacant funded Legal Secretary position. Representative Martini moved for approval. Seconded, McCarty. Total: 2,674. Ayes: 1,797; Absent: 877- Marietta, Wilber. Motion carried.

YOUTH BUREAU- KATHY DEJONG via zoom

Kathy DeJong requested approval to amend resolution 84-20200106 to increase the amount of funding by \$5,146 for the 2020 Resource allocation program. Representative Frazier moved for approval. Seconded, Martini. Total: 2,674. Ayes: 1,797; Absent: 877- Marietta, Wilber. Motion carried.

OFFICE FOR THE AGING- TAMIE REED via zoom

Tamie Reed requested approval to fill a vacant funded Caseworker position #2, a vacant funded Business Office Manager position #1 and a vacant funded Part time Motor Vehicle Operator position #1. Representative Martini moved for approval. Seconded, Frazier. Total: 2,674. Ayes: 1,797; Absent: 877- Marietta, Wilber. Motion carried.

Tamie Reed gave a brief update regarding vaccinations and the process for vaccinating the 65 and older population.

MENTAL HEALTH- SUSAN MATT via zoom

Susan Matt requested approval of a purchase order to purchase medication from Cardinal Health in the amount of \$20,000. Representative Martini moved for approval. Seconded, McCarty. Total: 2,674. Ayes: 1,797; Absent: 877- Marietta, Wilber. Motion carried.

Susan Matt requested approval of the following budget transfer:

Transfer from A4310.540100 lodging, meals and tolls \$75

Transfer to A4310.546500 subscription/dues \$75

Representative Martini moved for approval. Seconded, Frazier. Total: 2,674. Ayes: 1,797; Absent: 877- Marietta, Wilber. Motion carried.

Susan Matt informed the committee that her staff were in the 1a. category for the COVID vaccination of which approx. 80% of the ARS staff have received the first round and approx. 70% of the MH staff have received the first round as well.

PROBATION- DAN NAUGHTON via zoom

Dan Naughton requested approval to extend the ATI program contract with Catholic Charities for 2021 at a cost of \$29,900. Representative Martini moved for approval. Seconded, McCarty. Total: 2,674. Ayes: 1,797; Absent: 877- Marietta, Wilber. Motion carried.

COUNTY CLERK- JENNIFER BASILE in Board Chambers

Jennifer Basile requested approval to increase the mortgage recording tax from $\frac{3}{4}$ % to 1%. Representative Martini moved for approval. Seconded, Frazier. Total: 2,674. Ayes: 1,797; Absent: 877- Marietta, Wilber. Motion carried.

Jennifer Basile requested approval for a PO and to contract with IQS for 2021 in connection with the record data system at an annual cost of \$64,620. Representative Martini moved for approval. Seconded, Frazier. Total: 2,674. Ayes: 1,797; Absent: 877- Marietta, Wilber. Motion carried.

PLANNING/SOLID WASTE- ERIK SCRIVENER via zoom

Erik Scrivener requested approval to forward funds to ORHA for CDBG 868HR330-19, \$200,000. Representative Martini moved for approval. Seconded, Frazier. Total: 2,674. Ayes: 1,797; Absent: 877- Marietta, Wilber. Motion carried.

Erik Scrivener requested approval for the following budget modification:

Increase rev. A7120.438900 by \$4,661.17

Increase approp. Recreation A7120.548000 by \$4,661.17

Representative McCarty moved for approval. Seconded, Martini. Total: 2,674. Ayes: 1,797; Absent: 877- Marietta, Wilber. Motion carried.

Erik Scrivener requested approval for the following budget modification:

Increase rev. A8020.449810 by \$200,000
Increase approp. A8020.549000 by \$200,000

Representative Martini moved for approval. Seconded, Frazier. Total: 2,674. Ayes: 1,797; Absent: 877- Marietta, Wilber. Motion carried.

Erik Scrivener requested approval for the following budget transfer:

Transfer from A8160.548100 \$13,308.43
Transfer to A7120.548000 \$13,308.43

Representative Martini moved for approval. Seconded, McCarty. Total: 2,674. Ayes: 1,797; Absent: 877-Marietta, Wilber. Motion carried.

County Treasurer Allen Ruffles joined the meeting via zoom, Board Chair Bliss joined the meeting via zoom and Representative Marietta joined the meeting via zoom.

DEPARTMENT OF HEALTH- HEIDI BOND via zoom

Heidi Bond gave an update on the vaccination process and what is going as follows, but was not limited to:

- As of yesterday, the state stated that local Department of Health's can no longer vaccinate an individual 65 or older, noting that those individuals are in the 1C category where they can be vaccinated at pharmacies or physician practices
- DOH is designated and will work on assisting to vaccinate the eligible individuals in the 1B category-ex. Eligible individuals in schools, colleges, police, fire, etc.
- DOH only received 100 doses this week
- Be patient in the process in obtaining the vaccine. It will be a long process based on the small amounts of vaccine that are receive
- Individuals receive their 2nd dose of the vaccine at the same location as their 1st dose
- anyone can sign up and go to a state vaccination sites
- the designated phone line has been working as far as she knows for information purposes

-600 doses have been given out- the majority given to in-county residents but some were given to out-of-county individuals, noting that this does not include Bassett's vaccination numbers. Unsure of the actual total number of people in Otsego County that have been vaccinated but the state has a dashboard with those approximate numbers but is by region

-huge spike in positive cases was attributed to definitely an overall increase in cases and a lag in reporting

-contact tracing of positive case investigations are mainly handled by the local DOH

-contact tracing of those individuals on quarantine with no symptoms yet but were in contact with a positive case are being handled by the state

HIGHWAY- RICH BRIMMER via zoom

Rich Brimmer requested approval of the snow and ice contract with the Town of Oneonta for 2020-2023. Representative Martini moved for approval. Seconded, McCarty. Total: 2,674. Ayes: 2,187; Absent: 487-Wilber. Motion carried.

Rich Brimmer requested approval of the following:

-renew resolution 163-2020, for in-place paving with Hanson, not to exceed \$2,700,000 from D5113.522500 (CHIPS capital maintenance)

- renew resolution 147-2020 for H.M.A. F.O.B with Hanson Aggregates, Cobleskill Stone Products, Suite Kote, Tri City Highway and Barrett Paving from bid OTGOV09-20 from 4/1/21-3/31/22, not to exceed the budgeted amounts in D5110.545700 (asphalt, stone, gravel) and D5113.522500 (CHIPS capital maintenance) and to amend the language to include the purchase of hot mix asphalt "and related materials and services" as per the bid specs

- renew resolution 123-2020 for the purchase of materials related to the CR 38 bridge project, not to exceed \$30,000 from D5113.522500(CHIPS capital maintenance)

Representative Martini moved approval of the three requests above. Seconded, Frazier. Total: 2,674. Ayes: 2,187; Absent: 487-Wilber. Motion carried.

Rich Brimmer requested approval to renew resolution 164-2020, to purchase road salt from bid OTGOV-010-20 with American Rock Salt and Apalachee LLC from 4/1/21-3/31/22, not to exceed the budgeted amounts in D5142.545550 (sand and salt). Representative Frazier moved for approval. Seconded, Martini. Total: 2,674. Ayes: 2,187; Absent: 487-Wilber. Motion carried.

SHERIFF-RICH DEVLIN, CAMERON ALLISON AND LT. O'CONNOR via zoom

Representative Marietta left the meeting.

Rich Devlin requested approval to purchase interactive first aid kits in the amount of \$10,500 and to purchase explosive rated containers at a cost of \$8,500 using Homeland Security funding. Representative Martini moved for approval. Seconded, McCarty. Total: 2,674. Ayes: 1,797; Absent: 877-Marietta, Wilber. Motion carried.

Representative Marietta rejoined the meeting via zoom.

Rich Devlin requested approval to repair the Jail duress alarm system at a cost of \$27,000, noting that the system is inoperable and that this is not in the 2021 budget but he will put off another project included in the 2021 budget to pay for this. Representative Martini moved for approval. Seconded, Frazier. Total: 2,674. Ayes: 2,187; Absent: 487-Wilber. Motion carried.

Rich Devlin requested approval to upgrade the Jail security system from analog to digital at a cost of \$270,000(sole source), noting that this does not include new equipment. Representative Marietta moved for approval. Seconded, Martini. Total: 2,674; Ayes: 2,187; Absent: 487-Wilber. Motion carried.

Rich Devlin requested approval to fill four (4) vacant funded full time Correction Officer positions. Representative Martini moved for approval. Seconded, Frazier. Total: 2,674; Ayes: 2,187; Absent: 487-Wilber. Motion carried. Representative Kennedy asked that once the positions were filled, when do you anticipate seeing an impact on scheduling which would then see a reduction in overtime. Sheriff Devlin explained that it would be May/June before you will see those positions on the schedule and that by summer you should start seeing those savings.

Representative McCarty asked how many inmates are currently being boarded out. Sheriff Devlin explained that 11 inmates are boarded out due to they can't house females therefore the female wing was shut down so it could be utilized for male housing as well as they have COVID related occupancy restrictions.

INFORMATION TECHNOLOGIES- BRIAN POKORNY via zoom

Brian Pokorny informed the committee of the following software maintenance licenses that need to be purchased:

- iBoss internet filtering/security-12 months \$7,500
- CrowdStrike security-12 months \$28,750
- Zimbra email/archiving-12 months \$4,900
- OnBase (DSS scanning)-6 months \$14,069
- NatGate firewalls-12 months \$2,400
- ModusCloud anti-spam-12 months \$10,125

Due to the related cost, Mr. Pokorny requested the committee to approve the purchase of CrowdStrike, OnBase and ModusCloud. Representative McCarty

moved for approval. Seconded, Marietta. Total: 2,674; Ayes: 2,187; Absent: 487-Wilber. Motion carried.

Brian Pokorny requested approval to purchase telephone services and lease phone equipment from Momentum Telecom, not to exceed \$9,900/month. Representative Marietta moved for approval. Seconded, Frazier. Total: 2,674; Ayes: 2,187; Absent: 487-Wilber. Motion carried.

Brian Pokorny requested approval to fill a vacant funded Administrative Aide position, located in the Central Business Office, due to a resignation. Representative McCarty moved for approval. Seconded, Martini. Total: 2,674; Ayes: 2,187; Absent: 487-Wilber. Motion carried.

Brian Pokorny gave the following brief update on the progress of the Central Business Office:

- training new staff on how to use MUNIS
- started working with Real Property, Veterans, County Attorney's office, Child Advocacy and Information Technologies to pay their bills
- mail room is back up to an acceptable operational level

BOARD OF REPRESENTATIVES/CORONERS-CAROL MCGOVERN in Board Chambers

Carol McGovern requested approval of the following budget transfer for the Coroners:

Transfer from A1185.546500 \$170
Transfer from A1185.540050 \$1,993.31
Transfer from A1185.545000 \$174.65
Transfer from A1985.549000 \$11,091.04
Transfer to A1185.547110 \$13,429

Representative Frazier moved for approval. Seconded, Martini. Total: 2,674; Ayes: 2,187; Absent: 487-Wilber. Motion carried.

Carol McGovern requested approval of the following budget transfer for the Board of Representatives:

Transfer from A1010.540050 \$433.90
Transfer from A1010.540500 \$1,180
Transfer from A1010.545000 \$49.25
Transfer from A1010.548000 \$344.25
Transfer to A1010.549000 \$2,007.40

Representative Martini moved for approval. Seconded, McCarty. Total: 2,674; Ayes: 2,187; Absent: 487-Wilber. Motion carried.

Representative Martini left the meeting.

CORNELL COOPERATIVE EXTENSION- DON SMYERS via zoom

Don Smyers requested approval of the 2021 budgeted annual support allocation for CCE in the amount of \$157,716 and for the 2021 budgeted annual allocation to support the Ag Implementation Specialist position in the amount of \$22,284.

Representative Martini rejoined the meeting via zoom.

Representative Kennedy moved for approval. Seconded, Marietta. Total: 2,674. Ayes: 2,187; Absent: 487-Wilber. Motion carried.

COUNTY TREASURER- ALLEN RUFFLES via zoom

Allen Ruffles requested approval of Enterprise vehicle lease contracts for 2021. Representative Martini moved for approval. Seconded, Frazier. Total: 2,674. Ayes: 2,187; Absent: 487-Wilber. Motion carried.

Allen Ruffles requested approval to contract with Allen Tunnel-tax collection software in the amount of \$36,000. Representative Martini moved for approval. Seconded, Frazier. Total: 2,674. Ayes: 2,187; Absent: 487-Wilber. Motion carried.

Allen Ruffles requested approval to contract with Haroff in connection with the County's foreclosure auction. Representative Martini moved for approval. Seconded, McCarty. Total: 2,674. Ayes: 2,187; Absent: 487-Wilber. Motion carried.

Allen Ruffles requested approval to contract with Venesky for the Cost Allocation plan in the amount of \$13,500. Representative Martini moved for approval. Seconded, Frazier. Total: 2,674. Ayes: 2,187; Absent: 487-Wilber. Motion carried.

Allen Ruffles requested approval to pay MUNIS \$287,000 for 2021. Representative Frazier moved for approval. Seconded, Martini. Total: 2,674. Ayes: 2,187; Absent: 487-Wilber. Motion carried.

Allen Ruffles requested approval to contract with Phillips Lytle at a cost of approximately \$130,000 to provide services in connection with In-rem proceedings. Representative Martini moved for approval. Seconded, Marietta. Total: 2,674. Ayes: 2,187; Absent: 487-Wilber. Motion carried.

Allen Ruffles informed the committee of the cost of \$2,000 to Fiscal Advisors for the annual disclosure filing and the cost of \$3,500 to the Burke Group for the GASB 75 filing.

Allen Ruffles requested approval of a 2021 contract with Insero to provide 2020 audit services at a cost of \$50,000. Representative McCarty moved for approval. Seconded, Martini. Total: 2,674; Ayes: 2,187; Absent: 487-Wilber. Motion carried.

Allen Ruffles requested approval to pay Greenshades approximately \$5,000 in connection with W2's and 1095's. Representative Martini moved for approval. Seconded, McCarty. Total: 2,674. Ayes: 2,187; Absent: 487-Wilber. Motion carried.

Allen Ruffles requested approval of a three year contract with Onondaga County to provide Purchasing related services at a cost of \$30,000/year. Representative Frazier moved for approval. Seconded, Martini. Total: 2,674. Ayes: 2,187; Absent: 487-Wilber. Motion carried.

Allen Ruffles stated that the County currently has Mass Mutual/Empower for their deferred compensation plan and asked if the county wanted to put out a RFP for such services. There were no objections to put the plan out for an RFP.

Allen Ruffles requested approval to pay the inmate stop loss insurance premium at an approximate cost of \$10,000, noting that the stop loss insurance doesn't kick in until \$50,000. Representative McCarty moved for approval. Seconded, Martini. Total: 2,674. Ayes: 2,187; Absent: 487-Wilber. Motion carried.

Allen Ruffles requested approval to extend the TE Jr. Accountant position for another three (3) months. Representative Martini moved for approval. Seconded, Frazier. Total: 2,674. Ayes: 2,187; Absent: 487-Wilber. Motion carried.

Allen Ruffles informed the committee of an error in the 2021 budget under the DSS personal service where a part time Principal Social Welfare Examiner position was budgeted at their hourly rate instead of being budgeted at their estimated annual cost.

Allen Ruffles gave a brief update on the County's MUNIS payroll and tax systems, noting that the go live date for the tax system is 1/2022 and the go live date for the payroll system is 4/30/21.

Allen Ruffles requested approval to extend the Occupancy Tax Local Law for another three years. Representative Martini moved for approval. Seconded, Frazier. Total: 2,674. Ayes: 2,187; Absent: 487-Wilber. Motion carried.

Allen Ruffles requested that Greg Royer from Trane be able to attend the meeting as he has questions for Trane in connection with the 2.1 million dollar project such as, what are the County's actual energy savings/guarantees, procurement of the project and specific details of what each energy savings measure included in the project entails. Greg Royer explained the actual energy savings/guarantees that the county should see as well as what building improvements are in the project to be completed, noting Exhibit E has the details. Garth Brown, Director of Building Services also joined the meeting to ask several questions in connection with the project.

SOCIAL SERVICES- EVE BOUBOULIS via zoom

Eve Bouboulis requested approval to accept the RFP and contract with ICAN for up to three Preventive Services Coordinators, not to exceed \$82,159 per worker per year from 1/1/21-12/31/25. Representative Frazier moved for

approval. Seconded, McCarty. Total: 2,674. Ayes: 2,187; Absent: 487-Wilber. Motion carried.

Eve Bouboulis requested approval to renew the contract with Otsego County Office for the Aging for Medicaid Long Term Care services, not to exceed \$170,680 from 1/1/21-12/31/21. Representative Marietta moved for approval. Seconded, Martini. Total: 2,674. Ayes: 2,187; Absent: 487-Wilber. Motion carried.

Eve Bouboulis requested approval to purchase 40 i-phones (\$18,000 annually), 40 otter boxes and screen protectors (\$1,700), mobile iron software for 40 i-phones (\$5,000) and for the following related budget transfer:

Transfer from A6010.540500 DSS training \$18,000
Transfer to A6010.541000 DSS telephone \$18,000

Representative Marietta moved for approval. Seconded, Martini. Total: 2,674. Ayes: 2,187; Absent: 487-Wilber. Motion carried.

Eve Bouboulis requested approval for 15 staff to attend the 2021 NYPWA winter conference not to exceed a total of \$1,900. Representative Martini moved for approval. Seconded, McCarty. Total: 2,674. Ayes: 2,187; Absent: 487-Wilber. Motion carried.

Eve Bouboulis requested approval to fill the following vacant funded positions:

- One (1) Account Clerk Typist position #4
- Two (2) Caseworker positions #20 and #18
- One (1) Clerk position #21
- One (1) Paralegal position #1
- One (1) Social Welfare Examiner position #15

Representative Martini moved for approval. Seconded, McCarty. Total: 2,674. Ayes: 2,187; Absent: 487-Wilber. Motion carried.

Eve Bouboulis requested approval for a TE Caseworker position at \$21.8503/hr. for up to six months from 3/8/21-9/7/21 and to extent a TE Caseworker position at \$21.8503/hr. for an additional six months from 3/12/21-9/11/21. Representative Martini moved for approval. Seconded, Frazier. Total: 2,674. Ayes: 2,187; Absent: 487-Wilber. Motion carried.

Eve Bouboulis requested approval to fund and fill a Clerk position #1. Representative Martini moved for approval. Seconded, Frazier. Total: 2,674. Ayes: 2,187; Absent: 487-Wilber. Motion carried.

PERSONNEL-PENNEY GENTILE via zoom

Penney Gentile requested approval to unfund the Assistant Director of Building Services position effective 3/6/21 and to fund and fill the Business Office Manager position in Building Services effective 3/7/21. Representative McCarty

moved for approval. Seconded, Martini. Total: 2,674. Ayes: 2,187; Absent: 487-Wilber. Motion carried.

E911/COMMUNICATIONS- ROBERT O'BRIEN via zoom

Rob O'Brien requested approval to purchase off NYS contract, Motorola telephone system upgrade, not to exceed \$299,000 (from A3020.520000), noting that the system is at the end of life and is no longer supported. Representative McCarty moved for approval. Seconded, Frazier. Total: 2,674. Ayes: 2,187; Absent: 487-Wilber. Motion carried.

Rob O'Brien requested approval to purchase off NYS contract, audio recorder system upgrade, not to exceed \$80,000 (from A3020.520000). Representative Marietta moved for approval. Seconded, Frazier. Total: 2,674. Ayes: 2,187; Absent: 487-Wilber. Motion carried.

There being no further business to discuss, Representative McCarty moved to adjourn. Seconded, Frazier. Total: 2,674. Ayes: 2,187; Absent: 487-Wilber. Motion carried.